

REGULAR COUNCIL AGENDA

C-14/2024

Wednesday, September 4, 2024

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**

6.	Hearing of Presentation, Delegations, Regional Report	
6.1	Delegations	
6.1.1	Canoe Procurement Group of Canada	5 - 11
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7.	Adoption of Council Minutes	
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8.	Request(s) to Lift Consent Agenda Item(s) for Separate Consideration	
9.	Consent Agenda Items to be Considered in Block	
9.1	Staff Reports of a Routine Nature for Information or Action	
9.1.1	2026 Municipal Election Voting Methods, 2024-0104-Clerks	28 - 37
9.1.2	June 2024 Financial Reports, 2024-0184-Corporate Services	38 - 53
9.2	Advisory Committee Minutes for Information	
9.2.1	Committee of Adjustment Minutes - June 3, 2024 and July 2, 2024	54 - 77
10.	Consent Agenda Item(s) Lifted for Separate Consideration, if any	
11.	Resolution to Move In-Camera	
	BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider the following:	
	(c) - proposed or pending acquisition or disposition of land by the municipality (1 item - Ward 2)	
12.	Rise from In-Camera	
13.	Presentation and Consideration of Reports	

13.1 Members of Council Reports

13.1.1 Councillor Olson - Regional Transit - Specialized Micro Transit Vehicles Update

13.2 Staff Reports Requiring Action

13.2.1 Meridian Community Centre Adjacent Lands Implementation Strategy Options, 2024-0192-Planning 78 - 146

13.2.2 Clerk's Department - Business Case for Licensing and Records Clerk, 2024-0161-Clerks 147 - 154

13.2.3 Beautification Parks Maintenance Service Standards, 2024-0187-Public Works 155 - 207

13.2.4 Proposed Early Commencement of Manager, RCW Position, 2024-0186-Chief Administrator Officer 208 - 210

13.2.5 Proposed Tourism Initiative and Joint Municipal Service, 2024-0197-Chief Administrator Officer 211 - 216

13.2.6 Update on Changes to Purchasing Process and Functionality, 2024-0176-Chief Administrator Officer 217 - 221

14. Unfinished Business

15. New Business

16. Presentation and Consideration of By-Laws 222 - 236

1. By-law 55-2024 - Being a by-law to authorize the Mayor and Clerk to enter into an Agreement with The Herrington Group Ltd. for consulting services as per the Proposal to Coordinate Accessibility for Ontarians with Disability Act Compliance for 2024 - 2026, and to Repeal and Replace By-law #4397(2021).

17. Motions and Notices of Motion

18. Resolution to Move In Camera

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider the following:

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

(c) - proposed or pending acquisition or disposition of land by the municipality (1 item - Ward 2)

19. Rise From In Camera

20. Confirming By-Law

237 - 237

21. Adjournment



canoe

procurement group of canada



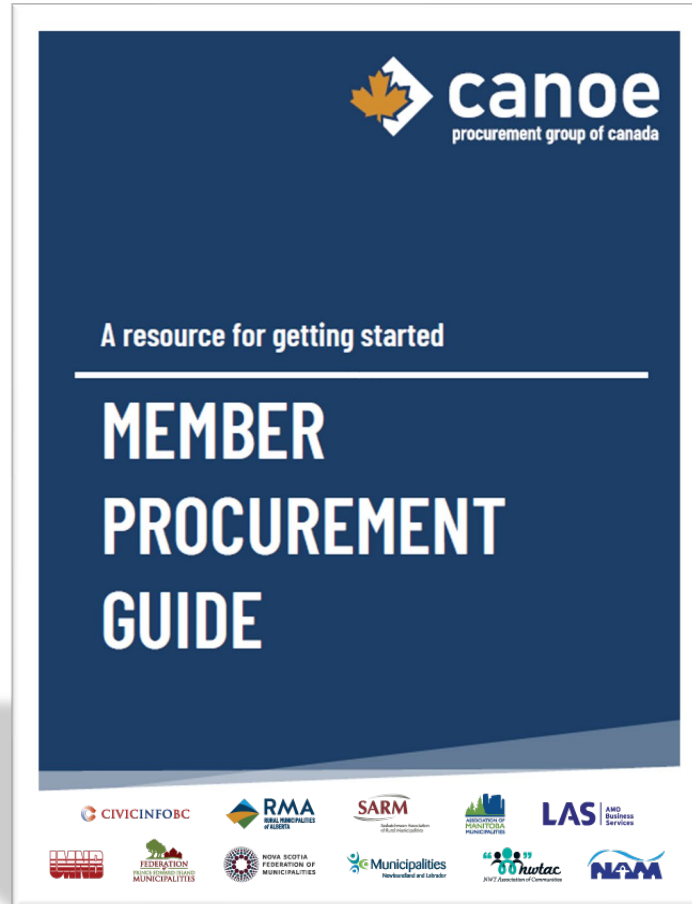
WHO IS CANOE?

- ❑ **Not-for-profit**
- ❑ Cooperative buying group
 - Since 1936

- ❑ Municipal Partnerships
 - Expansion 2019
 - Old vs. New - 2021
 - 5,000+ members

- ❑ Canadian Membership includes:
 - Urban and Rural Municipalities
 - First Nations Communities
 - School Districts
 - Regional Districts
 - Education
 - Not-for-Profit Organizations
 - Any many more...

- ❑ Sourcewell's Canadian Partner



**CANADIAN
FREE TRADE
AGREEMENT**
**ACCORD DE
LIBRE-ÉCHANGE
CANADIEN**

Figure 1. Canadian Free Trade Agreement, (2023)



Figure 3. Sourcewell, (2023)

CANOE PARTNERSHIPS



HELPING OUR MEMBERS

❑ Save you money

- Aggregated buying power across Canada
- Preferred pricing for members

❑ Save you time

- We go to tender on behalf of our members, so you do not have to
 - BC BID
 - **BIDS AND TENDERS**
 - SaskTenders
 - Alberta Purchasing Connection
 - Service NB

❑ Additional Benefits

- Member support throughout purchase process
- Access to a wide variety of suppliers
- Continue to work with local distributors
- No membership fee
- No minimum purchasing requirements/commitments
- Free quotes, cost analysis, member assessments



COMPLIANCE

- Fair, open, transparent and non-discriminatory
 - Fully compliant with trade legislation
 - Documents
 - RFP
 - Contract
 - Evaluation Summary
 - Proof of Publication
 - Proposal Opening Record
 - Comment & Review
 - Board Resolution

- Member Bylaws
 - Co-operative Purchasing

- Members must post a Notice of Intention to use the GPO
 - NOI will need to be posted at least annually, for 2 weeks
 - Required by the CFTA



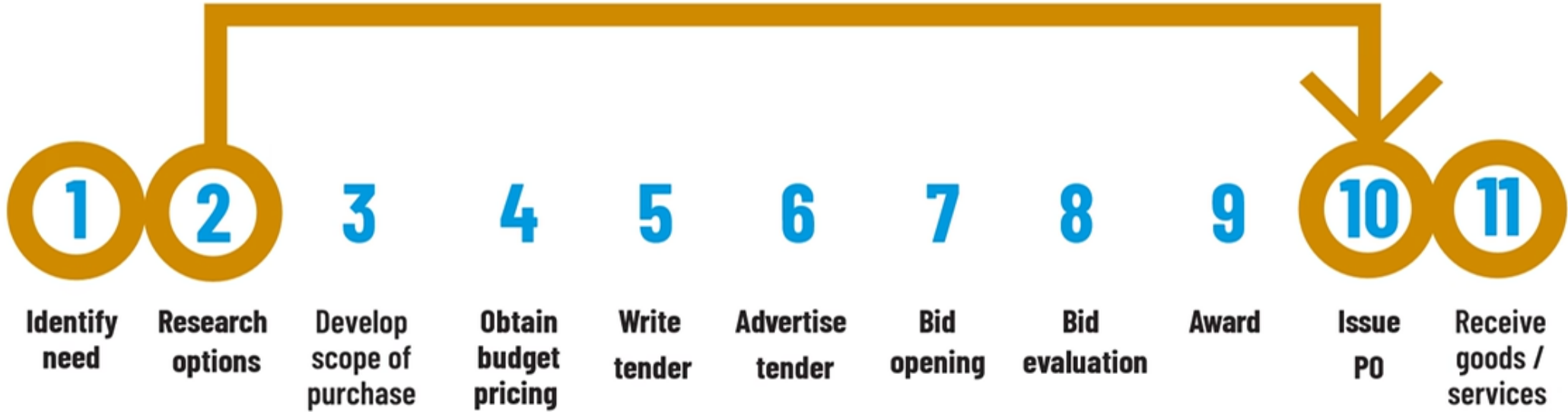
DID YOU KNOW

As a member of a Group Purchasing Organization (GPO), you must have a Notice of Participation posted.

The Canadian Free Trade Agreement (CFTA) states the following:

7. A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party's tendering websites or systems.

TRADITIONAL VS. COOPERATIVE PROCUREMENT



QUESTIONS?

REGULAR COUNCIL MINUTES

Meeting #: C-12/2024
Date: Wednesday, August 14, 2024
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
Holly Willford
Sarah Leach
Pamela Duesling
Ryan Cook
Shannon Larocque

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 8:59am.

2. National Anthem

3. Land Recognition Statement

Councillor Niznik read the land recognition statement into the record.

4. Approval of the Agenda

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT the agenda for the August 14, 2024 Regular meeting of Council be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

Councillor Hildebrandt declared a pecuniary interest with respect to item 14.2.2 as his daughter is on the soccer board.

6. Hearing of Presentation, Delegations, Regional Report

6.1 Delegations

6.1.1 Dr. Jim Jeffs - Cannabis Odour Unit Threshold

Dr. Jeffs appeared before Council to discuss cannabis odour unit levels and his opinion on the said odour units and the Town's odorous industry by-law. He requested Council reduce the odour units to 1 unit and to amend the adverse effect definition within the Town's by-law. Dr. Jeffs answered various questions of Council.

Moved By Councillor John Wink

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive the delegation from Dr. Jim Jeffs regarding the Cannabis Odour Unit Threshold, for information.

Carried

6.1.2 Marc Brule - Odour Control of Cannabis Production

Mr. Brule appeared before Council to discuss cannabis odour in both Pelham and Welland. He stated various negative effects the odour of cannabis has been to him and his family. He answered various questions of Council.

Moved By Councillor Shellee Niznik

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive the delegation from Marc Brule regarding the Odour Control of Cannabis Production, for information.

Carried

7. Resolution to Move In-Camera

Moved By Councillor Kevin Ker

Seconded By Councillor John Wink

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:

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

Carried

8. Rise from In-Camera

Moved By Councillor Shellee Niznik

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council reconvene the regular meeting;

AND THAT Council adjourn the In Camera Session and that Council do now Rise: With No Report

Carried

9. Motions and Notices of Motion

9.1 Deputy Mayor Wink - Cannabis Odour Threshold

Council agreed to several friendly amendments presented by Deputy Mayor Wink.

Moved By Councillor John Wink

Seconded By Councillor Kevin Ker

WHEREAS on March 23, 2020, Council enacted an Odourous Industries Nuisance By-law that sets an odour threshold based on known industry standards for acceptable odour levels in the Town of Pelham;

AND WHEREAS the community has expressed its dissatisfaction with odour emissions from local cannabis facilities, indicating that current measures may be inadequate;

AND WHEREAS Town of Pelham Council recognizes the challenge of balancing industrial growth with the quality of life and well-being of the community;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a comprehensive report reviewing the current threshold for odour levels as stipulated in the Odourous Industries Nuisance By-law 4202(2020);

AND THAT the report further examine existing odour testing data and provide recommendations for revised odour limits that align more closely with the community expectations, while respecting industry standards;

AND THAT as part of this review, staff be directed to consult the Town's odour expert to obtain professional insights and recommendations on appropriate odour thresholds;

AND THAT staff present their findings and recommendations to Council on September 18, 2024, for consideration and potential amendment of the By-law.

Moved By Councillor John Wink

Seconded By Councillor Kevin Ker

WHEREAS on March 23, 2020, Council enacted an Odourous Industries Nuisance By-law that sets an odour threshold based on known industry standards for acceptable odour levels in the Town of Pelham;

AND WHEREAS the community has expressed its dissatisfaction with odour emissions from local cannabis facilities, indicating that current measures may be inadequate;

AND WHEREAS Town of Pelham Council recognizes the challenge of balancing industrial growth with the quality of life and well-being of the community;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a comprehensive report reviewing the current threshold for odour levels as stipulated in the Odourous Industries Nuisance By-law 4202(2020);

AND THAT the report further examine existing odour testing data and provide recommendations for revised odour limits that align more closely with the community expectations, while respecting industry standards;

AND THAT as part of this review, staff be directed to consult the Town's odour expert to obtain professional insights and recommendations on appropriate odour thresholds;

AND THAT staff are directed to further investigate enforcement technologies that can be used to detect odour to ensure the nasal ranger is sufficient for the Town of Pelham's needs;

AND THAT staff are directed to maintain the existing by-law, however, provide analysis on potential odour thresholds reduction options;

AND THAT staff be directed to review odour emission penalties and provide Council potential progressive penalties options to be implemented;

AND THAT staff present their findings and recommendations to Council on October 16, 2024, for consideration and potential amendment of the By-law.

Carried

10. Adoption of Council Minutes

Moved By Councillor Brian Eckhardt

Seconded By Councillor Shellee Niznik

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

1. RC-12/2024 - July 10, 2024 - Regular Council

Carried

10.1 RC-12/2024 - July 10, 2024 - Regular Council

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

Councillor Hildebrant requested item 12.3.2 - Public Works COW report be lifted.

12. Consent Agenda Items to be Considered in Block

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the Consent Agenda items as listed on the August 14, 2024, Council Agenda be received and the recommendations contained therein be approved, save and except item 12.3.2:

12.1 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-05/2024 - Public Meeting under the Planning Act - July 17, 2024**

12.2 Minutes Approval - Committee of Council

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

- 1. PCOW-05/2024 - Public Meeting under the Planning Act - July 17, 2024**

12.3 Staff Reports of a Routine Nature for Information or Action

12.3.1 Q2 2024 Clerks Quarterly Report, 2024-0174-Clerks

BE IT RESOLVED THAT the Q2/2024-0174 Clerk's Report be received for information.

~~**12.3.2 Q2 2024 Public Works Quarterly Report, 2024-0159-Public Works**~~

~~BE IT RESOLVED THAT the Q2-2024 Public Works Department Report be received for information.~~ (lifted by Councillor Hildebrandt)

12.3.3 Q2 2024 RCW Quarterly Report, 2024-0143-Recreation

BE IT RESOLVED THAT the Q2 – Report 2024 - 143 Recreation, Culture and Wellness Department Report be received for information.

12.3.4 Q2-2024 Planning and Development Quarterly Report, 2024-0180-Planning

BE IT RESOLVED THAT the Q2/2024 Community Planning and Development Department Report be received for information.

12.3.5 Q2 2024 Fire and by-law quarterly report, 2024-0099-Fire Dept

BE IT RESOLVED THAT the Q2/2024 Fire and By-law Enforcement Department Report be received for information.

12.3.6 Q2 Corporate Services Quarterly Report, 2024-0162-Corporate Services

BE IT RESOLVED THAT the Q2/2024 Corporate Services Department Report be received for information.

12.3.7 Updates to the Attendance Policy, 2024-0172-People Services

BE IT RESOLVED THAT Council receive Report #2024-0172 Updates to the Attendance Policy S600-20, for information;

AND THAT Council approve the Attendance Policy S600-20, as amended, effective January 1, 2025.

12.3.8 Potential Niagara Regional Transit Enhancements, 2024-0116-Clerks

BE IT RESOLVED THAT Council receive Report #2024-0116 Potential Niagara Regional Transit Enhancements, for information;

AND THAT Council direct this report be circulated to the Niagara Regional Clerk for submission to the Niagara Transit Commission.

12.4 Action Correspondence of a Routine Nature

12.4.1 Miranda's Miracles Fund Proclamation Request - Childhood Cancer Awareness

BE IT RESOLVED THAT the Town of Pelham receive the proclamation request from Miranda's Miracles Fund, for information;

AND THAT THE Corporation of the Town of Pelham hereby proclaims the month of September 2024 as Childhood Cancer Awareness Month.

12.4.2 NiagaraGives Proclamation Request - GivingTuesday

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

AND THAT THE Corporation of the Town of Pelham hereby proclaims December 3, 2024 as GivingTuesday.

12.4.3 Sons & Daughters Winery - Request for Support of By-the-Glass Endorsement to the AGCO

BE IT RESOLVED THAT Council for the Town of Pelham received correspondence from Sons & Daughters Winery regarding a request for the Town of Pelham to support their application for the endorsement of selling and serving tasting flights or products By-the-Glass;

AND THAT Council for the Town of Pelham are in support of Sons & Daughters Winery applying for a By-the-Glass Endorsement from the Alcohol Gaming Commission of Ontario at 1389 Effingham Street, Ridgeville, ON, L0S 1M0 excluding the use of buildings, until occupancy has been granted by the Building Department, noting that wine serving and pouring should be primarily located in the Specialty Agricultural-156 zone which permits the winery use.

12.5 Information Correspondence

12.5.1 Green Roads Pilot Project - St. Catharines Council Correspondence

BE IT RESOLVED THAT Council receive correspondence from the City of St. Catharines regarding Green Roads Pilot Project council resolution, for information.

12.5.2 Stirtzinger Naming Request

BE IT RESOLVED THAT Council receive correspondence from Beverly Stirtzinger Lovejoy requesting consideration of the Stirtzinger name relating to naming of streets, parks or other entities, for information.

12.6 Regional Municipality of Niagara Correspondence for Information or Action

12.6.1 Development Charges Act Exemption for Affordable and Attainable Residential Units

BE IT RESOLVED THAT Council receive Niagara Region's report regarding Development Charges Act - Exemption for affordable and attainable residential units, for information.

12.6.2 Proposed Amendments to Niagara Escarpment Planning and Development Act

BE IT RESOLVED THAT Council receive Niagara Region's report regarding Proposed Amendments to the Niagara Escarpment Planning and Development Act, for information.

12.7 Advisory Committee Minutes for Information

12.7.1 Agricultural Advisory Committee Minutes - January 31, 2024

BE IT RESOLVED THAT Council receive the Agricultural Advisory Committee Minutes for the January 24, 2024 meeting, for information.

12.7.2 Pelham Active Transportation Committee Minutes - May 22, 2024

BE IT RESOLVED THAT Council receive the Pelham Active Transportation Committee meeting minutes dated May 22, 2024, for information.

12.7.3 Environmental and Climate Adaptation Advisory Committee Minutes - June 24, 2024

BE IT RESOLVED THAT Council receive the Environmental and Climate Adaptation Advisory Committee Minutes for the June 24, 2024 meeting, for information.

12.1 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-05/2024 - Public Meeting under the Planning Act - July 17, 2024**

12.2 Minutes Approval - Committee of Council

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

- 1. PCOW-05/2024 - Public Meeting under the Planning Act - July 17, 2024**

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BE IT RESOLVED THAT the Q2/2024-0174 Clerk's Report be received for information.

12.3.2 Q2 2024 RCW Quarterly Report, 2024-0143-Recreation

BE IT RESOLVED THAT the Q2 – Report 2024 - 143 Recreation, Culture and Wellness Department Report be received for information.

12.3.3 Q2-2024 Planning and Development Quarterly Report, 2024-0180-Planning

BE IT RESOLVED THAT the Q2/2024 Community Planning and Development Department Report be received for information.

12.3.4 Q2 2024 Fire and by-law quarterly report, 2024-0099-Fire Dept

BE IT RESOLVED THAT the Q2/2024 Fire and By-law Enforcement Department Report be received for information.

12.3.5 Q2 Corporate Services Quarterly Report, 2024-0162-Corporate Services

BE IT RESOLVED THAT the Q2/2024 Corporate Services Department Report be received for information.

12.3.6 Updates to the Attendance Policy, 2024-0172-People Services

BE IT RESOLVED THAT Council receive Report #2024-0172 Updates to the Attendance Policy S600-20, for information;

AND THAT Council approve the Attendance Policy S600-20, as amended, effective January 1, 2025.

12.3.7 Potential Niagara Regional Transit Enhancements, 2024-0116-Clerks

BE IT RESOLVED THAT Council receive Report #2024-0116 Potential Niagara Regional Transit Enhancements, for information;

AND THAT Council direct this report be circulated to the Niagara Regional Clerk for submission to the Niagara Transit Commission.

12.4 Action Correspondence of a Routine Nature

12.4.1 Miranda's Miracles Fund Proclamation Request - Childhood Cancer Awareness

BE IT RESOLVED THAT the Town of Pelham receive the proclamation request from Miranda's Miracles Fund, for information;

AND THAT THE Corporation of the Town of Pelham hereby proclaims the month of September 2024 as Childhood Cancer Awareness Month.

12.4.2 NiagaraGives Proclamation Request - GivingTuesday

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

AND THAT THE Corporation of the Town of Pelham hereby proclaims December 3, 2024 as GivingTuesday.

12.4.3 Sons & Daughters Winery - Request for Support of By-the-Glass Endorsement to the AGCO

BE IT RESOLVED THAT Council for the Town of Pelham received correspondence from Sons & Daughters Winery regarding a request for the Town of Pelham to support their application for the endorsement of selling and serving tasting flights or products By-the-Glass;

AND THAT Council for the Town of Pelham are in support of Sons & Daughters Winery applying for a By-the-Glass Endorsement from the Alcohol Gaming Commission of Ontario at 1389 Effingham Street, Ridgeville, ON, L0S 1M0 excluding the use of buildings, until occupancy has been granted by the Building Department, noting that wine serving and pouring should be primarily located in the Specialty Agricultural-156 zone which permits the winery use.

12.5 Information Correspondence

12.5.1 Green Roads Pilot Project - St. Catharines Council Correspondence

BE IT RESOLVED THAT Council receive correspondence from the City of St. Catharines regarding Green Roads Pilot Project council resolution, for information.

12.5.2 Stirtzinger Naming Request

BE IT RESOLVED THAT Council receive correspondence from Beverly Stirtzinger Lovejoy requesting consideration of the Stirtzinger name relating to naming of streets, parks or other entities, for information.

12.6 Regional Municipality of Niagara Correspondence for Information or Action

12.6.1 Development Charges Act Exemption for Affordable and Attainable Residential Units

BE IT RESOLVED THAT Council receive Niagara Region's report regarding Development Charges Act

- Exemption for affordable and attainable residential units, for information.

12.6.2 Proposed Amendments to Niagara Escarpment Planning and Development Act

BE IT RESOLVED THAT Council receive Niagara Region's report regarding Proposed Amendments to the Niagara Escarpment Planning and Development Act, for information.

12.7 Advisory Committee Minutes for Information

12.7.1 Agricultural Advisory Committee Minutes - January 31, 2024

BE IT RESOLVED THAT Council receive the Agricultural Advisory Committee Minutes for the January 24, 2024 meeting, for information.

12.7.2 Pelham Active Transportation Committee Minutes - May 22, 2024

BE IT RESOLVED THAT Council receive the Pelham Active Transportation Committee meeting minutes dated May 22, 2024, for information.

12.7.3 Environmental and Climate Adaptation Advisory Committee Minutes - June 24, 2024

BE IT RESOLVED THAT Council receive the Environmental and Climate Adaptation Advisory Committee Minutes for the June 24, 2024 meeting, for information.

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

13.1 Q2 2024 Public Works Quarterly Report, 2024-0159-Public Works

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the Q2 2024 Public Works Department Report be received for information.

Amendment:

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council amend the resolution to include:

- **AND THAT Council direct staff to prepare a report, in Q4, regarding maintenance of Town boulevards fronting properties, its impact on staff (time and**

financial considerations), and potential options moving forward.

Carried

Main Motion as Amended:

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT the Q2 2024 Public Works Department Report be received for information;

AND THAT Council direct staff to prepare a report, in Q4, regarding maintenance of Town boulevards fronting properties, its impact on staff (time and financial considerations), and potential options moving forward.

Carried

14. Presentation and Consideration of Reports

14.1 Members of Council Reports

14.2 Staff Reports Requiring Action

14.2.1 Joint Accessibility Advisory Committee (JAAC) 2024-2026 Proposal, 2024-0160-Clerks

Moved By Councillor Kevin Ker

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council receive Report # 2024-0160 -Clerks - Joint Accessibility Advisory Committee (JAAC) – 2024-2026 Proposal;

AND THAT Council approve the 2024-2026 Proposal to coordinate AODA Compliance for 2024-2026 with The Herrington Group Ltd., at a cost of \$10,000 per year;

AND THAT the Town Clerk be directed to prepare the necessary by-law authorizing the Mayor and Clerk to execute the said Agreement for the next Regular Meeting of Council.

Carried

14.2.2 Soccer Field Maintenance Report, 2024-0179-Public Works

Councillor Hildebrandt vacated the chambers during this item.

Moved By Councillor Wayne Olson
Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive Report #2024-0179 Soccer Field Maintenance Report, for information.

Carried

14.2.3 LAS Electricity Hedging, 2024-0173-Corporate Services

Councillor Hildebrandt returned to the Council chambers.

Moved By Councillor John Wink
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive Report #2024-0173-Corporate Services, for information;

AND THAT Council approve the Town of Pelham entering into a Electricity Hedging with Local Authority Services (LAS) effective January 1, 2025 after final review from the Town Solicitor;

AND THAT Council approve Option #2 at 50% of all accounts for Electricity Hedging.

Carried

14.2.4 Station Street Extension Detailed Design and Development Charges Refund Agreement, 2024-0175-Planning

Moved By Councillor Brian Eckhardt
Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2024-175 Station Street Extension Detailed Design & Development Charges Refund Agreement, for information;

AND THAT Council direct the Mayor and Clerk to execute the Development Charges Refund Agreement on behalf of the Town.

Carried

15. Unfinished Business

16. New Business

17. Presentation and Consideration of By-Laws

Councillor Olson requested the motion be divided.

Moved By Councillor Kevin Ker
Seconded By Councillor Shellee Niznik

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-laws:

1. By-law 52-2024 - Being a By-law to amend Zoning By-law 4481(2022), as amended, for lands on the south side of Canboro Road and north side of Daleview Drive, legally described as Part of Block "U", Plan 717, and Part of Lot 37, Plan 722, in the Town of Pelham, Regional Municipality of Niagara from the Residential Multiple Two (RM2) zone to the R2-165 (Residential 2-165) and RM1-166 (Residential Multiple 1-166) zones. Canboro Estates (82-90 Canboro Road). File No. AM-02-2024
2. By-law 53-2024 - Being a By-law to Authorize the Mayor and Clerk to enter into an Agreement with Sterling Realty (Niagara) Inc. for the Refund of Development Charges Relating to the Construction of Station Street from Port Robinson Road to Walker Road.

Moved By Councillor Kevin Ker
Seconded By Councillor Shellee Niznik

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-laws:

- 1. By-law 52-2024 - Being a By-law to amend Zoning By-law 4481(2022), as amended, for lands on the south side of Canboro Road and north side of Daleview Drive, legally described as Part of Block "U", Plan 717, and Part of Lot 37, Plan 722, in the Town of Pelham, Regional Municipality of Niagara from the Residential Multiple Two (RM2) zone to the R2-165 (Residential 2-165) and RM1-166 (Residential Multiple 1-166) zones. Canboro Estates (82-90 Canboro Road). File No. AM-02-2024**

Carried

Moved By Councillor Kevin Ker
Seconded By Councillor Shellee Niznik

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-laws:

2. By-law 53-2024 - Being a By-law to Authorize the Mayor and Clerk to enter into an Agreement with Sterling Realty (Niagara) Inc. for the Refund of Development Charges Relating to the Construction of Station Street from Port Robinson Road to Walker Road.

Carried

18. Resolution to Move In Camera

Moved By Councillor Wayne Olson

Seconded By Councillor Brian Eckhardt

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:

(e) - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (1 item - Cannabis)

Carried

19. Rise From In Camera

Moved By Councillor Brian Eckhardt

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council reconvene the regular meeting;

AND THAT Council adjourn the In Camera Session and that Council do now Rise: With No Report

AND THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meetings held August 14, 2024.

Carried

20. Confirming By-Law

Moved By Councillor John Wink

Seconded By Councillor Wayne Olson

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

Being a By-law No. 54-2024 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 14th day of August, 2024.

Carried

21. Adjournment

The meeting adjourned at 12:06 p.m.

Moved By Councillor Kevin Ker

Seconded By Councillor John Wink

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for September 4, 2024 at 9:00 am.

Carried

Mayor: Marvin Junkin

Town Clerk: Holly Willford

Subject: 2026 Municipal Election Voting Methods

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0104 – 2026 Municipal Election Voting Methods, for information.

Background:

This report is provided to Council to provide context for planned upcoming community consultation regarding how the Town will conduct the 2026 municipal election. The Clerk's Department intends to consult with the community and return with a future report to assist Council in making the decision about what format and technology to employ for the next election.

Analysis:

The 2026 Municipal Election Day is Monday, October 26, 2026.

Pursuant to the *Municipal Elections Act* ("MEA") the municipal Clerk is responsible for conducting the municipal election and establishing all procedures, forms and providing for any matters necessary for conducting the election. Having said that, there are certain matters related to the election that do require Council consideration and direction. Specifically, Section 42(1) of the MEA requires that:

The Council of a local municipality may pass by-laws:

- (a) authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators; and
- (b) authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend a voting place in order to vote.

Furthermore, the MEA requires the municipal Council to pass said by-law for use of voting and vote-counting equipment, authorizing electors to use an alternative voting method and circumstances in which the municipal Clerk shall hold a recount on or before May 1st in the year of the election.

In determining voting methods, three primary considerations warrant careful attention:

1. **Secrecy and Confidentiality:** Ensuring the secrecy and confidentiality of the vote is paramount for maintaining the security of the electoral process.
2. **Integrity and Verifiability:** It is essential that the integrity of the voting process is upheld, and that the final results accurately reflect the votes cast by the electorate.
3. **Accessibility:** The voting process should be accessible to all eligible candidates and voters, ensuring that barriers to participation are minimized.

Prior to the 2020 Ward One By-Election, the Town of Pelham had conducted conventional in-person voting with paper ballots. However, the COVID-19 pandemic prompted the implementation of a hybrid approach; in-person paper ballot voting and on-demand mail-in ballot voting.

In the following section, we present an overview of the various voting methods utilized in municipal elections. Understanding these methods is important for promoting transparency, optimizing efficiency, and ensuring informed decision-making in the electoral process. We will explore commonly used voting methods in Ontario, detailing their processes, advantages, and potential challenges.

Online Voting (Internet Voting)

Online voting has emerged as a preferred voting option among Canadians. While its impact on voter turnout has not yet been proven substantial, it holds the potential to attract younger generations.

Online voting enables electors to cast their ballots from their homes or anywhere in the world during the designated voting period. This digital shift eliminates manual paper ballots, leading to expedited tabulation of results. Online voting presents a modern, efficient, and accessible way for electors to participate in the democratic process.

Advantages

- **Attraction of Younger Voters:** The convenience of online voting is likely to appeal to younger generations.
- **Greater Accessibility and Equality:** Online voting enhances secrecy and autonomy for electors with disabilities, allowing them to vote unassisted and anonymously.
- **Increased Voting Opportunities:** Individuals with illnesses or those traveling abroad can participate in elections without the need to be physically present.

present at a polling station. This expands voting opportunities for those who might otherwise be unable to vote.

- **Cost Savings:** There are significant reductions in material and supply costs due to the elimination of ballot production and polling station supplies. The elimination of the need for external polling station staff translates to minimal labor costs.
- **Instant Vote Tabulation:** Provides for immediate vote tabulation, providing faster results.
- **Enhanced Voter Experience:** Eliminating the need for travel and wait times improves the overall voting experience for electors.
- **Environmental Benefits:** The reduction in paper usage makes online voting an environmentally desirable option.

Disadvantages

- **Reliability and Security:** Online voting systems are vulnerable to technical failures and security breaches. For instance, in 2018, 43 municipalities in Ontario faced website failures during elections, leading to 35 municipalities extending their voting deadlines by 24 hours.¹
- **Access:** While online voting can increase accessibility for many, it can also create disparities. Not all voters have access to high-speed internet, particularly those in rural areas where connectivity is limited.
- **Education:** Introducing online voting requires substantial education and communication efforts. Educating voters and election officials about the new system can incur significant costs.
- **Cost:** While online voting can be more cost-effective than manual voting methods, the initial implementation can be expensive. Municipalities may need to invest in kiosks or devices like iPads to facilitate internet voting at designated stations for those without access to the necessary technology.
- **Social Networking:** Voting traditionally serves as a social activity. Online voting might diminish this, as it encourages individuals to vote independently rather than as part of a communal event. This could lead to a less engaged electorate.
- **Fraud or Coercion:** Voter notification cards, which contain unique passwords necessary for casting a vote, can be intercepted. Unlike in-person voting, verifying the voter's identity remotely is challenging. Although multi-

¹ Katawazy, A. (2023). Identifying Challenges and Advantages of Internet Voting and Assessing the Impact on Voters Turnout in Municipal Elections. *MPA Major Research Papers*. 236

factor authentication can mitigate some risks, it cannot fully eliminate the possibility of fraudulent activities.

Postal Voting (Vote by Mail)

Similar to online voting, postal voting offers high accessibility, enabling voters to participate from any location with postal service availability. In this method, paper ballots are mailed to voters who then complete and return them to the municipality. Returns can be made either via postal service or by depositing them in secure drop-box locations designated by the municipality, anytime before election day.

A municipal election can adopt an all-posting voting approach, eliminating in-person voting opportunities. Alternatively, postal voting can be provided as an option alongside other voting methods, offering voters multiple ways to cast their ballots.

Advantages

- **Increased Voting Opportunities:** Individuals with illnesses or those traveling abroad can participate in elections without the need to be physically present at a polling station. This expands voting opportunities for those who might otherwise be unable to vote.
- **Enhanced Voter Experience:** Eliminating the need for travel and wait times improves the overall voting experience for electors.
- **Greater Accessibility and Equality:** Postal voting enhances secrecy and autonomy for electors with disabilities, allowing them to vote unassisted and anonymously.
- **Attraction of Voters:** The convenience of postal voting can attract more voters, potentially increasing overall voter turnout by making it easier for people to participate in the electoral process.
- **Cost Savings:** Significant reductions in supply and labor costs can be achieved by eliminating the need for numerous staffed polling stations.

Disadvantages

- **Fraud or Coercion:** Voting in an uncontrolled environment can lead to coercion or ballot interception. While voters are required to take an oath verifying their identity, completely ensuring the voter's identity remotely is challenging.
- **Dependence on Postal Service:** The effectiveness of postal voting is reliant on the postal service, which may face disruptions or inefficiencies. Delays in voters receiving their ballots or municipalities receiving completed ballots can occur. For example, in 2018, the possibility of a Canada Post strike around election day caused significant concern for municipalities using postal voting.

- **Reliability and Security:** There is a risk of ballots being damaged or lost in transit. Additionally, voters may not fully understand the instructions, leading to incorrectly submitted ballots without the required signed paperwork. Although mitigation efforts are in place, these issues cannot be completely guaranteed.
- **Social Networking:** Voting traditionally serves as a social activity. Postal voting might diminish this, as it encourages individuals to vote independently rather than as part of a communal event. This could lead to a less engaged electorate.

In-Person Voting

Traditional in-person voting is the oldest and most familiar method of casting ballots, widely accepted by the electorate. This method requires voters to personally visit a polling station either during advanced voting periods or on election day. At the polling station, voters physically complete a paper ballot, which is then processed through a vote tabulator on-site.

Advantages

- **Familiarity:** As the longest-standing method, in-person voting requires fewer campaigns and advertisements to educate voters about the process.
- **Voter Assistance:** Election officials are present to provide immediate assistance and guidance to voters, ensuring that ballots are correctly completed and submitted.
- **Perceived Trustworthiness:** Despite the rising popularity of online and postal voting, many voters still prefer in-person voting due to its observable and transparent process, which fosters trust in the outcome.
- **Identity Verification:** Polling station staff can directly verify the identity of voters and uphold the integrity of their ballots, free from concerns about cyber threats or online security issues.
- **Social Engagement:** Voting in person promotes civic engagement and community participation, allowing voters to interact with one another.

Disadvantages

- **Accessibility:** Despite ongoing efforts to improve accessibility, in-person voting can still present physical barriers for voters with disabilities or those unable to visit polling stations due to illness or location.
- **Long Wait Times:** During peak voting hours, such as before work or after business hours, long lines can deter voters.
- **Limited Voting Hours:** In-person voting is confined to specific hours on advanced poll days and election day, which may not accommodate voters

with busy schedules or unexpected conflicts. Inclement weather or external events can further disrupt turnout.

- **Health Concerns:** Particularly highlighted during the pandemic, in-person voting involves the highest level of human contact compared to other voting methods, raising safety concerns for some voters.
- **Cost:** In-person voting requires significant expenses for ballot procurement, polling station supplies, and staffing, making it more costly compared to alternative voting methods.
- **Polling Station Employees:** Finding qualified and willing individuals to staff polling stations has become increasingly difficult, posing logistical challenges during elections.

Proxy Voting

Proxy voting permits an elector to delegate their voting power to a representative, ensuring their vote is cast even if they cannot attend in person. To do this, the elector must pre-select their proxy and submit a completed form to the municipal clerk to be certified. The MEA allows for proxy voting in conjunction with in-person voting.

Advantages

- **Greater Accessibility:** Proxy voting allows electors to cast their vote through a representative when they cannot physically attend the polling station. This option is beneficial for electors who are abroad, in remote areas, ill, or facing other barriers to in-person attendance. Consequently, it can positively impact voter turnout.
- **Dependability:** In-person voting via proxy does not rely on postal services or internet connectivity, ensuring a reliable alternative voting method.
- **Cost-Effectiveness:** Proxy voting does not incur additional costs for the municipality. It offers a simple and cost-free alternative to other voting methods.
- **Perceived Trustworthiness:** Ideally, electors will appoint a trusted individual as their proxy, ensuring their vote is cast as intended.

Disadvantages

- **Accuracy:** There is a risk that the designated proxy may vote according to their own preferences rather than following the elector's instructions, potentially compromising the accuracy of the elector's intended vote.
- **Dependence on Proxy Voters:** Electors rely on their chosen proxy to vote on their behalf, which can be problematic if the proxy is unavailable or unreliable. Additionally, some electors may not have a trusted person to act as their proxy.

- **Shared Disadvantages with In-Person Voting:** All the disadvantages associated with in-person voting, such as the need to travel to the polling station and potential wait times, also apply to the proxy voter.

Prior to the 2020 by-election the Town of Pelham held all elections with paper ballots and the ability to use proxy voting. If Council approves by by-law an alternative voting method, proxy voting is not allowed.

No electors contacted the Clerk's Department for proxy voting in the 2022 election, rather all requestors were happy with the special ballot-on-demand application and process.

Hybrid Approach Options

The Council for the Town of Pelham may approve a hybrid approach whereby two voting methods are used together.

In-Person Voting and Online Voting (Internet Voting)

The Town of Pelham could hold all advance voting through online voting (internet voting) with traditional paper ballots used on voting day. This would allow for greater advance voting days. This method was utilized in the City of Thorold for the 2022 election.

If Council desired to use this hybrid approach the Clerk's Department would recommend 10 days of advance online voting closing, at minimum, two days before voting day. A robust awareness campaign would be required. Additionally, the Clerk's Department would recommend setting up 'help stations' throughout the Town where individuals could vote using the Town's computer and internet with the support of a staff person if desired.

The Clerk's Department would have no way of knowing how successful this hybrid option would be and therefore would have to order 100% ballots for voting day and plan for potentially large lines and delays at the the polling station(s).

In-Person Voting and Special Ballots on Demand Vote by Mail

The Town of Pelham adopted a hybrid approach in the 2020 bi-election and 2022 regular election, whereby special ballots on demand were utilized in conjunction with in-person voting. Eligible electors were able to pre-register for the vote-by-mail option. This alternative voting method was administered internally.

In 2022 the Clerk's Department received 57 vote-by-mail applications and delivered 57 vote-by-mail ballot kits to eligible electors. 52 vote-by-mail ballots were correctly received and processed. A total of 5 ballot kits were either: not returned,

returned late or were returned with no declaration and therefore were not processed.

Administering this alternative voting option was laboursome and should the option grow in popularity may be too much to administer in-house. Having said that, if Council wishes to move forward with this option a part-time elections coordinator would be required to help manage the program.

Engaging the Community to Determine the Preferred Voting Option

The Clerk’s Department working alongside the Communication Specialist will launch a community engagement strategy to educate the electorate on alternative voting methods and determine the voter preference.

The engagement plan will include the use of: print media being mailed to each pelham resident, online engagement platforms, and information boards located at the MCC and Town Hall.

Vote Counting Equipment

Since 2001, the Town has owned the AccuVote tabulator equipment. However, these machines have now surpassed their intended lifespan and are no longer capable of delivering accurate results.

The Town's finance department conducted a purchase vs lease cost analysis to determine the best financial path forward and concluded leasing would be the best option. The Clerk’s Department supports this conclusion as technology is consistently changing and purchasing machines could leave the Town technologically behind.

The Town has been quoted \$149,325.00 for a full fleet replacement (15 machines) whereas leasing 15 machines would be \$25,455.00. Additional cost savings can be realized if the Town uses an alternative voting method, such as postal voting (vote by mail) where only 5 machines would be required to be leased, being \$6,485.00. Furthermore, if the Town conducted its election completely online, no machines would be required. Currently the Town’s election reserve fund is projected to have enough money to lease the equipment. Purchasing would require a significant increase to the reserve transfer.

Financial Considerations:

Online / Internet Voting (Vendor: Simply Voting)	
*Estimate subject to change	
Internet & Telephone Voting Fee	\$27,650.00

Managed Voter Information Letter	\$4,740.00
Security Audit	\$3,000.00
Total Base Cost (estimate)	\$35,390.00

Vote By Mail (Vendor: VoterView and ES&S)	
*Estimate subject to change	
Vendor Set-Up Fee	\$800.00
Vote By Mail Kits (\$2.50 per kit x 15,765) *includes ballot printing costs*	\$39,405.00
Postage Estimate and Canada Post Administrative Fee	\$29,552.06
Lease 5 vote tabulators and professional election services estimate (ES&S)	\$15,175.00
Total Base Cost (estimate)	\$84,932.06

In-person Voting and Proxy Voting	
*Estimate subject to change	
Part-time Election Coordinator Salary	\$25,000.00
Election Workers (community members) *based on 2022 election cost*	\$27,880.50
Voter Notification Packages *based on 2022 costs plus 5%*	\$9,250.00
Postage Estimate and Canada Post Administrative Fee (Voter Notification Card Mailout)	\$15,500.00
Ballot Printing (ES&S) *based on 2022 costs plus 5%*	\$9,000.00
Computer and Scanner Rentals	\$2,600.00
Lease 15 vote tabulators and professional election services estimate (ES&S)	\$34,145.00
Polling Station Rental Fees, Supplies and other miscellaneous costs	\$2,500.00
Total Base Cost (estimate)	\$125,875.50

Alternatives Reviewed:

Common alternative voting methods have been explored within the report. No other alternatives have been reviewed.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

Reviewing current and up-and-coming voting methods for each municipal election enables the municipality to modernize its voting processes, ensuring greater accessibility, efficiency, and reliability. By analyzing various voting methods, their advantages, and disadvantages, and considering new technologies and hybrid approaches, we align with the goal of being prepared for future challenges, future voting demands of the community and improving operational capabilities.

Consultation:

Research on advantages and disadvantages of voting methods provided by Ahmad Bugshan, Brock University Political Science Program

Other Pertinent Reports/Attachments:

None.

Prepared and Recommended by:

Holly Willford
Town Clerk

Sarah Leach
Deputy Clerk

Prepared and Submitted by:

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

Subject: June 2024 Financial Reports**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2024-0184-Corporate Services, June 2024 Financial Reports, for information.

Background:

The Corporate Services Department has prepared the attached financial reports, as at June 30, 2024, for the information of Council. The MCC reports also include non-financial indicators such as hydro usage.

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at June 30, 2024, with approximately 50% of the year lapsed. Total revenues were at approximately 51% of budget. Six months of water and wastewater had been billed and are at 49% of budget because consumption tends to be higher in July and August.

Appendix 2 to this report summarizes operating expenditures compared to budget at June 30, 2024. Total expenses were at approximately 49% of budget and appeared to be on track.

Appendix 3 summarizes the revenues and expenditures related to the MCC at June 30, 2024. MCC revenues were at 53% of budget. MCC expenses were at 48% of budget, which tend to be lower in the first two quarters of the year since Recreation, and Wellness programming occurs mostly in the third quarter.

Appendix 4 to this report includes the 2024 capital report at June 30, 2024. Most capital projects are proceeding, totaling \$19,232,695, and of those, 59% of the budget had been spent or committed.

Financial Considerations:

There are no specific financial considerations with respect to this report as it is for information purposes.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

By reviewing the monthly financial reports, Council can remain informed about whether there are any significant budget variances that would impact year-end financial results.

Consultation: N/A

Other Pertinent Reports/Attachments:

Appendix 1 – Monthly Revenue Report as at June 30, 2024

Appendix 2 – Monthly Expenditure Report as at June 30, 2024

Appendix 3 – Meridian Community Centre Report as at June 30, 2024

Appendix 4 – Capital Projects – 2nd Quarter Reporting as at June 30, 2024

Prepared and Recommended by:

Jonathan Witzke, CPA, BBA, PCP
Staff Accountant and Payroll Clerk

Usama Seraj, B. Com, 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

Appendix 1
 Monthly Revenue Report at June 30, 2024 (50% of time lapsed)

	Notes	2024			2023	
		Budget	Actual at Jun 30	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 19,093,612	\$ 9,546,806	50 %	\$ 17,786,836	\$ 17,786,845
Payments in Lieu		300,000	150,000	50 %	350,471	304,558
Total Taxation		19,393,612	9,696,806	50 %	18,137,307	18,091,403
Finance Department						
Penalties and Interest	(1)	308,000	189,061	61 %	278,000	446,537
Supplemental Taxation Revenues	(2)	300,000	4,953	2 %	200,000	730,738
Transfer from Building Department		184,832	92,416	50 %	184,832	239,861
Grants	(3)	68,100	41,286	61 %	78,500	98,086
Miscellaneous	(4)	59,000	42,340	72 %	62,000	128,742
Investment Income	(5)	500,000	530,703	106 %	10,000	878,762
Transfer from Working Funds and HR Capacity Building Reserve		200,000	100,000	50 %	160,000	160,000
Total Finance Department		1,619,932	1,000,759	62 %	973,332	2,682,726
Administration and Clerk's						
Committee of Adjustment	(6)	37,000	34,593	93 %	34,500	54,816
Clerk's Miscellaneous	(7)	20,500	15,823	77 %	16,750	23,178
Total Administration and Clerk's		57,500	50,416	88 %	51,250	77,994
Fire and By-law Services						
Fire Department Revenues		40,823	21,378	52 %	41,286	73,133
By-law and Parking Enforcement	(8)	21,700	14,212	65 %	22,300	33,578
Provincial Offences Act Revenue	(9)	-	17,136	- %	-	-
Total Fire and By-law Services		62,523	52,726	84 %	63,586	106,711
Public Works						
Non-recreation Facilities and Beautification		-	274	- %	10,000	29,798
Aggregate Resource Grant	(10)	33,000	-	- %	40,000	33,190
Contributions from Developers	(11)	-	-	- %	-	34,500
Miscellaneous	(11)	23,000	21,744	95 %	23,000	32,732
Fonthill/Hillside Cemeteries	(12)	91,500	69,281	76 %	91,500	147,489
Total Public Works		147,500	91,299	62 %	164,500	277,709
Recreation, Culture and Wellness						
Recreation and Wellness	(13)	440,150	208,826	47 %	440,150	752,194
Special Events and Festivals	(14)	150,430	814	1 %	156,270	173,154
Culture and Community Enhancement	(14)	59,200	8,771	15 %	71,500	53,906
Public Transit	(15)	105,100	78,880	75 %	130,000	103,683
MCC Facility	(16)	982,000	584,370	60 %	845,000	1,049,548
Transfer from Reserve		-	-	- %	-	480,615
Total Recreation, Culture and Wellness		1,736,880	881,661	51 %	1,642,920	2,613,100
Community Planning and Development						
Building Department Revenues	(17)	632,819	337,351	53 %	749,909	805,084
Transfer from Building Reserve	(18)	-	-	- %	-	13,403
Planning Fees		105,000	158,191	151 %	170,000	120,362
Municipal Drainage		8,000	-	- %	8,000	17,099
Total Community Planning and Development		745,819	495,542	66 %	927,909	955,948
Water and Wastewater						
Water Revenues		4,021,046	1,973,026	49 %	3,763,086	3,858,580
Wastewater Revenues		3,295,901	1,625,019	49 %	2,996,458	3,101,766
Total Water and Wastewater		7,316,947	3,598,045	49 %	6,759,544	6,960,346
GRAND TOTAL		\$ 31,080,713	\$ 15,867,254	51 %	\$ 28,720,348	\$ 31,765,937

Appendix 1
Monthly Revenue Report at June 30, 2024 (50% of time lapsed)

Explanatory Notes:

- (1) Penalty and interest revenue is on track to meet budget for the year. Current taxes receivable are higher, but tax arrears greater than 1 year have been declining due to tax collection procedures.
- (2) Although some supplemental revenue has come in, the majority of it is collected in the second half of the year.
Supplementary/omitted taxes result from an addition, renovation, construction or class change that occurred on a property that was not previously recorded on the assessment roll. When supplementary/omitted assessment is added to the roll, additional property taxes can be collected for the current year, and if applicable, for any part of all of the two previous years as described in Section 34 of the Assessment Act.
- (3) Ontario Municipal Provincial Funding (OMPF) payment received for Q1 and OCIF grant funding is partially applied to the Asset Management/GIS Analyst position.
- (4) Fees being charged for mortgage company administration and ownership changes have been higher than anticipated.
- (5) Investment income is higher than budgeted due to higher interest rates and timing of cash flows relating to capital projects. The Bank of Canada has cut rates and is anticipated to continue to do so throughout the year, negatively impacting interest income. Interest revenue will be allocated to obligatory reserves and other reserve funds.
- (6) Committee of Adjustment revenue fluctuates year-to-year depending on applications received.
- (7) Revenue has increased in affidavits fees, death certificates, lottery and marriage licenses.
- (8) Parking fines have exceeded budget for the year and sign permit fees are expected to also surpass budget for the year.
- (9) The Region distributes net revenues from Court Services Program (POA) to Local Area Municipalities. As it's difficult to predict if there will be net revenues or not, it has not been budgeted for, resulting in the surplus.
- (10) Aggregate resource grant will be received in September.
- (11) Higher than anticipated driveway culvert revenue in Q1 & Q2.
- (12) An increase in unanticipated activity has led to higher revenue.
- (13) Swim, Youth, and other Recreation and Wellness programs continue to see steady demand and revenue is expected to meet or exceed the budget in 2024. Any additional revenue above the budget will also incur additional expenditures to carry out the increased programming and services. These activities occur in Q3.
- (14) Most special events, festivals, and other programs occur later in the year (i.e. Canada Day & Summerfest occur in July).
- (15) Active Transportation Grant payments have been recorded for Q1-Q3.
- (16) MCC revenue for rentals of gym and ice is expected to meet or slightly exceed budget due to strong demand for rentals.
- (17) Building revenues are on track to meet budget due to an increase in building activity. Any surplus or shortfall will be transferred to or from the building reserve. In 2023, building permits and revenues were well below budget due to industry wide slowdown.
- (18) Planning revenues exceeded the 2024 budget due to increased planning activity in Q1 & Q2. In 2023, planning applications and revenues were below budget due to industry wide slowdown.

Appendix 2
 Monthly Expenditure Report at June 30, 2024 (50% of time lapsed)

	Notes	2024			2023	
		Budget	Actual at Jun 30	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council		\$ 369,395	\$ 168,018	45 %	\$ 284,315	\$ 261,821
CAO's Office		517,186	267,288	52 %	491,396	487,839
Human Resources		208,087	97,798	47 %	180,868	172,620
Marketing and Communication		235,324	108,019	46 %	180,252	181,687
Total Administration Services		1,329,992	641,123	48 %	1,136,831	1,103,967
Clerk's Department						
Clerk's Department and COA		477,273	212,356	44 %	444,946	432,378
Corporate Services						
Finance Department		1,057,486	519,965	49 %	994,302	1,760,400
Shared Administrative Overhead	(1)	1,092,443	627,514	57 %	856,747	1,040,008
Shared Information Technology	(2)	728,713	583,290	80 %	707,930	767,865
Total Corporate Services		2,878,642	1,730,769	60 %	2,558,979	3,568,273
Fire and By-law Services						
Fire Services	(3)	1,988,592	822,302	41 %	1,869,044	1,983,880
By-law and Parking Enforcement		256,153	107,468	42 %	219,072	207,448
Health and Safety	(4)	8,130	1,203	15 %	8,130	5,800
Crossing Guards	(5)	77,259	43,706	57 %	70,314	71,000
Animal Control		39,000	20,750	53 %	39,000	39,000
Total Fire and By-law Services		2,369,134	995,429	42 %	2,205,560	2,307,128
Public Works						
General Administration	(6)	1,290,444	473,962	37 %	1,260,216	1,763,718
Roadway Maintenance	(7)	5,560,185	2,888,611	52 %	5,182,943	5,266,609
Non-recreation Facilities and Beautification		3,082,641	1,659,507	54 %	2,918,958	3,117,614
Street Lighting	(8)	113,500	67,808	60 %	194,000	241,665
Fonthill and Hillside Cemeteries		165,524	67,627	41 %	159,851	215,840
Niagara Central Airport	(9)	31,023	33,516	108 %	27,621	27,849
Total Public Works		10,243,317	5,191,031	51 %	9,743,589	10,633,295
Recreation, Culture and Wellness						
General Administration		476,363	217,797	46 %	378,910	401,389
Recreation and Wellness	(10)	730,893	250,729	34 %	500,922	679,493
Special Events and Festivals	(11)	334,763	108,811	33 %	312,416	264,796
Culture and Community Enhancement	(11)	200,153	60,882	30 %	185,157	201,171
Public Transit		157,259	67,678	43 %	142,360	130,727
MCC Facility		2,462,888	1,206,489	49 %	2,026,538	2,236,107
Libraries		904,282	452,141	50 %	865,962	1,346,577
Total Recreation, Culture and Wellness		5,266,601	2,364,527	45 %	4,412,265	5,260,260
Community Planning and Development						
Building Department		632,819	291,279	46 %	749,908	818,487
Planning and Zoning		712,561	344,819	48 %	671,997	648,271
Municipal Drainage		39,777	15,832	40 %	36,730	33,435
Total Community Planning and Development		1,385,157	651,930	47 %	1,458,635	1,500,193
Water and Wastewater						
Water		4,021,046	1,898,539	47 %	3,763,086	3,858,579
Wastewater		3,295,901	1,614,057	49 %	2,996,457	3,101,764
Total Water and Wastewater		7,316,947	3,512,596	48 %	6,759,543	6,960,343
GRAND TOTAL		\$ 31,267,064	\$ 15,299,761	49 %	\$ 28,720,348	\$ 31,765,837

Appendix 2
Monthly Expenditure Report at June 30, 2024 (50% of time lapsed)

Explanatory Notes:

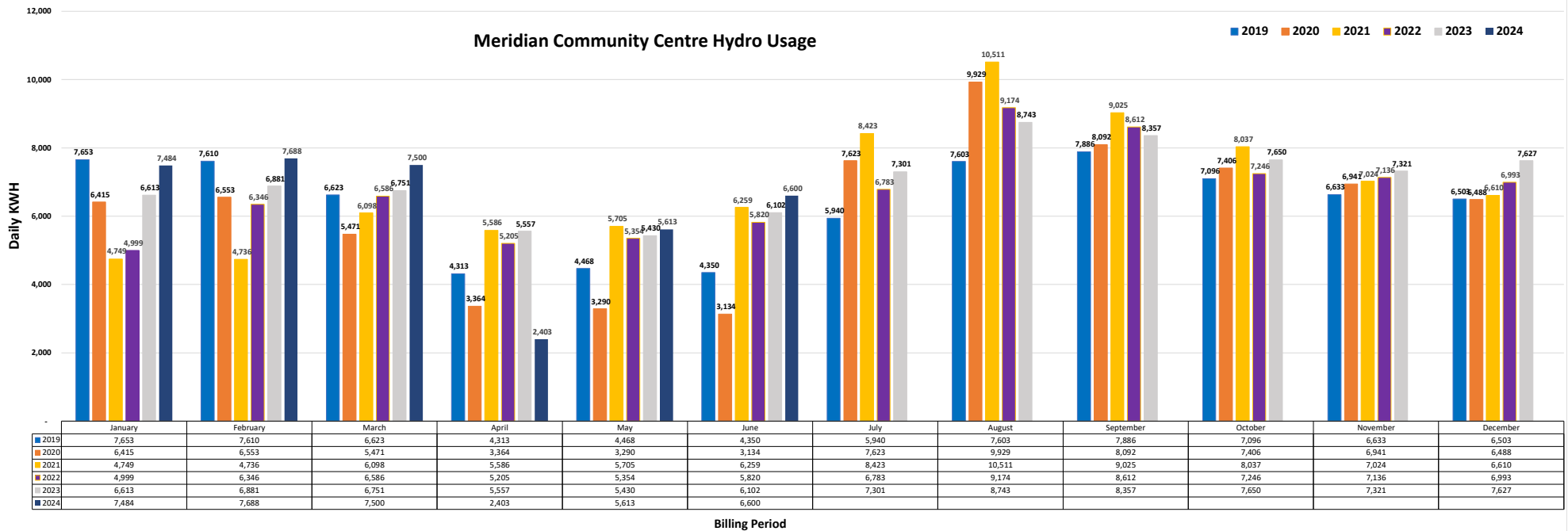
- (1) Insurance cost for the year has been expensed in Q1.
- (2) Some software licenses and support fees have been paid for the year.
- (3) Volunteer Firefighter stipends to be paid in November. Based on the trend year-to-date, there will be a deficit.
- (4) People Services plans to consume a portion of this budget in Q3 & Q4.
- (5) Crossing Guard related expenses are overweighted due to much of the school year being encompassed in Q1 & Q2. Summer break layoffs occur in Q3.
- (6) Significant debenture principal payments are yet to be paid for the year.
- (7) Contract services for Winter Control is currently at 80% of budget for the year, any shortfall is drawn from the winter reserve.
- (8) Hydro costs expected to be lower in second half of 2024 as LED street light conversions have been mostly completed.
- (9) Contribution to the airport paid for the year.
- (10) Most of the Recreation and Wellness Camps & Swim activities occur in Q3.
- (11) Special events and festivals activity primarily occurs in Q3 (i.e. Canada Day & Summerfest).

	Notes	2024			Actual 2024					
		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun
MCC Revenues										
Arena Revenues		\$ 734,000	\$ 366,600	50 %	\$ 89,069	\$ 84,751	\$ 77,865	\$ 38,924	\$ 37,900	\$ 38,095
Multi-Purpose Space Revenues	(1)	255,000	154,228	60 %	30,531	30,433	27,570	22,385	24,120	19,191
Gymnasium Revenues	(1)	100,000	54,133	54 %	8,964	9,674	4,955	15,154	9,067	6,320
Programming Revenues	(2)	185,000	24,873	13 %	5,898	465	17,082	520	-	908
Grants - Other	(3)	42,700	25,000	59 %	-	-	25,000	-	-	-
Other Rev. - Miscellaneous	(4)	89,000	112,684	127 %	26,663	19,610	11,723	13,565	26,957	14,167
Other Revenues - Advertising		50,000	27,596	55 %	8,679	3,494	244	7,792	5,537	1,850
Total Revenues		(a) 1,455,700	765,114	53 %	169,804	148,427	164,439	98,340	103,581	80,531
MCC Expenditures										
Salaries and Benefits	(5)	2,143,898	908,174	42 %	108,820	139,025	152,749	145,823	209,944	151,814
Professional Development	(6)	14,000	12,911	92 %	2,882	(153)	7,963	-	2,090	129
Associations and Memberships		6,600	4,880	74 %	3,914	206	21	21	21	697
Travel		3,600	7,112	198 %	-	-	225	1,155	5,732	-
Hydro	(7)	382,130	161,749	42 %	34,911	32,167	32,625	16,168	21,914	23,965
Natural Gas		92,700	45,695	49 %	10,226	8,567	8,453	6,437	6,627	5,386
Water	(8)	60,000	41,702	70 %	-	14,613	-	13,600	-	13,489
Telephone		8,600	4,473	52 %	742	780	766	747	729	707
Materials and Supplies	(9)	148,850	95,608	64 %	28,941	14,044	16,461	9,610	13,109	13,443
Furniture and Equipment		20,000	7,389	37 %	-	985	-	-	6,404	-
Materials and Supplies - Janitorial	(10)	50,000	19,791	40 %	5,491	2,436	3,237	3,708	2,799	2,121
Fuel		9,000	4,896	54 %	1,081	1,245	591	711	593	674
Internet		13,300	5,826	44 %	904	1,005	1,005	1,005	1,005	904
Insurance	(10)	68,725	63,117	92 %	-	-	-	-	-	63,117
Contract Services - Other	(11)	273,450	155,270	57 %	23,973	21,360	18,833	50,032	22,057	19,016
Repairs and Maintenance	(12)	29,500	67,030	227 %	44,086	1,501	6,847	8,497	4,782	1,318
Total Expenditures before Debt and Other		(b) 3,324,353	1,605,623	48 %	265,971	237,781	249,776	257,514	297,806	296,780
Net Surplus (Deficit) before Debt and Other		(c)= (a) - (b) (1,868,653)	(840,509)	45 %	(96,167)	(89,354)	(85,337)	(159,174)	(194,225)	(216,249)
MCC Debt Activity										
Tax Levy Debenture Interest	(13)	(256,790)	(128,181)	50 %	-	-	-	-	(128,181)	-
Tax Levy Debenture Principal	(13)	(272,978)	(112,218)	41 %	-	-	-	-	(112,218)	-
Development Charge Revenue	(14)	629,663	317,023	50 %	317,023	-	-	-	-	-
Development Charge Debenture Interest	(14)	(332,733)	(169,744)	51 %	(169,744)	-	-	-	-	-
Development Charge Debenture Principal	(14)	(296,929)	(147,279)	50 %	(147,279)	-	-	-	-	-
Donation Revenue Applied to Debenture	(15)	208,380	9,000	4 %	-	-	-	-	-	-
Donation Pledge Debenture Interest	(15)	(57,591)	(29,849)	52 %	-	-	-	-	-	-
Donation Pledge Debenture Principal	(15)	(150,789)	(75,023)	50 %	-	-	-	-	-	-
Pre-MCC RCW and Facility Net Costs		1,009,302	504,648	50 %	84,108	84,108	84,108	84,108	84,108	84,108
Net Debt and Other Items		(d) 479,535	168,377	35 %	84,108	84,108	84,108	84,108	(156,291)	84,108
NET SURPLUS (DEFICIT)		(e)= (c) + (d) \$(1,389,118)	\$ (672,132)	48 %	\$ (12,059)	\$ (5,246)	\$ (1,229)	\$ (75,066)	\$(350,516)	\$(132,141)

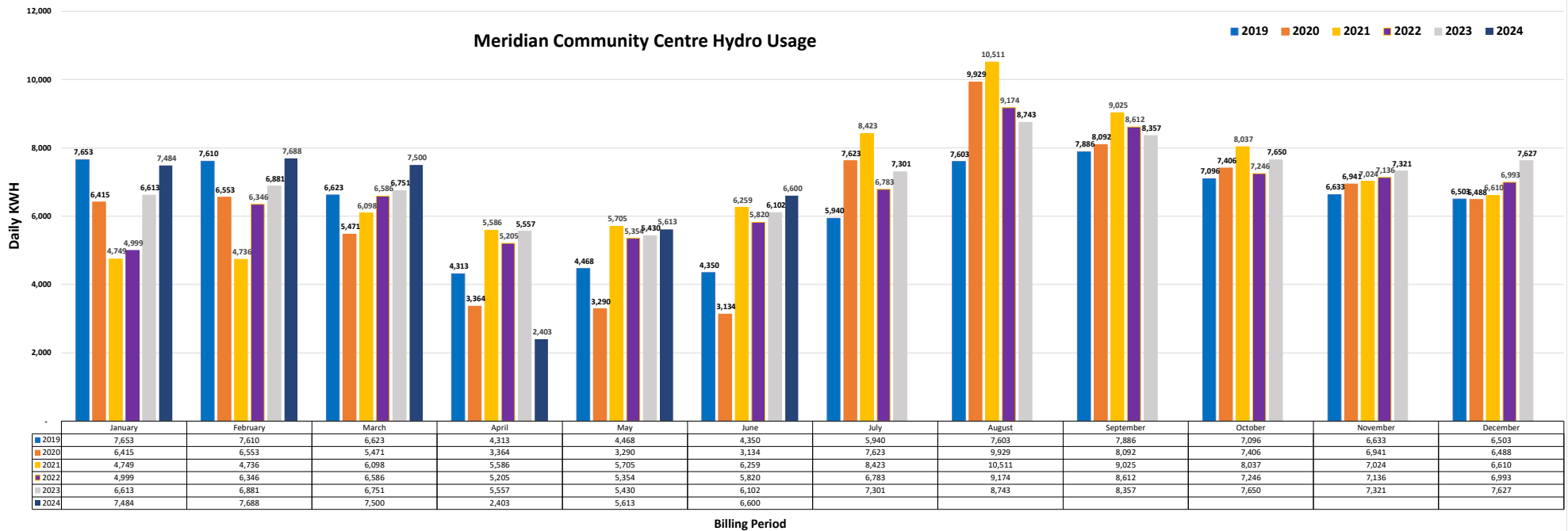
Explanatory Notes:

- (1) Increased recreation activity in Q1 & Q2 has led to higher multi-purpose and Gymnasium space rental revenue.
- (2) The majority of camp revenue is earned during Q3.
- (3) Grant revenue is higher due to unbudgeted New Horizon Seniors Grant. Seniors Active Living Grant payments are anticipated later in the year.
- (4) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, servery sales, and other items that are individually too small to classify separately. There has been a significant increase in concession sales.
- (5) Staffing cost are slightly under budget due to maternity leaves and general staff turnover.
- (6) Majority of professional development activity has already occurred in Q2 for the year.
- (7) June Hydro invoice is not included, but there is still an anticipated surplus due to the consumption trend being lower than anticipated.
- (8) Water usage was higher than anticipated.
- (9) Almost 75% of the servery supplies budget (\$41,000) has been consumed. Increase cost of supplies is offset by additional servery revenues.
- (10) Insurance cost has been incurred for the year.
- (11) Annual HVAC service & maintenance and other annual maintenance cost as per contract have been incurred for the years.
- (12) Includes emergency repairs to hydraulics at the MCC elevators, which will be offset by reserve transfer.
- (13) Tax levy debenture payments for the MCC are due in June and December and are paid before the end of the previous month. CIBC loan payments occur throughout the year.
- (14) Development charge debenture payments for the MCC occur in January and July.
- (15) MCC Donation debenture payments occur in April and October.

Meridian Community Centre Hydro Usage



Meridian Community Centre Hydro Usage



Town of Pelham											Appendix 4
2024 projects including carryforward projects		Cost Centre	Year	Cost Centre	Expenditures		Actual 2024	Committed	2024 Total to date (Actual & Committed)	Total to date as a % of Revised Carry Forward	Status
					Original Budget	2024 Approved Budget and Carryforward Amounts to 2024					
As At June 30, 2024											
INFORMATION TECHNOLOGY											
IT 04-21	MFA (Multi Factor Authentication) or 2FA Software.		2021	100247	3,500	-	3,084	-	3,084	100%	In progress.
IT 05-21	Winfluid Server and Software Upgrade.	100248	2021	100248	9,000	4,248	-	-	-	0%	In progress.
IT 04-22	Innovation Technology	100186	2022	100186	40,000	-	-	-	-	0%	Funds used for e-permitting.
IT 02-23	Innovation Technology	100190	2023	100190	50,000	-	-	-	-	0%	Funds used for e-permitting.
IT 03-23	e-Permitting	2023	2023	100191	30,000	100,479	143,482	-	143,482	143%	Project complete. Building Reserve to fund \$43k
IT 04-23	Claims and Risk Management Solution	100192	2023	100192	12,500	12,500	-	-	-	0%	Not started.
IT 05-23	Asset Management Solutions Module	100256	2023	100256	140,000	96,124	-	12,333	12,333	13%	In progress.
IT 01-24	Annual Equipment PSAB adds/replacements	100193	2024	100193	33,000	33,000	19,459	-	19,459	59%	In progress.
IT 02-24	Main Core Switch - Town Hall - 2nd Floor	100194	2024	100194	11,000	11,000	-	-	-	0%	In progress.
IT 03-24	Innovation Technology	100195	2024	100195	50,000	10,000	6,627	-	6,627	66%	Funds used for e-permitting.
IT 04-24	Video Surveillance upgrade - MSSP	100264	2024	100264	50,000	-	28,797	-	28,797	0%	In progress.
Total Information Technology					429,000	267,350	201,449	12,333	213,782	80%	
FIRE & BY-LAW SERVICES											
FD 01-23	Pumper 3	200126	2023	200126	900,000	922,314	411,202	502,785	913,987	99%	Expected date of delivery is Nov 2024.
FD 02-23	Station 3 Utility response vehicle	200127	2023	200127	100,000	100,000	-	-	-	0%	On order.
FD 01-24	Bunker Gear	200129	2024	200129	60,000	60,000	59,741	-	59,741	100%	Complete.
FD 02-24	Squad 1	200130	2024	200130	350,000	350,000	313,941	-	313,941	90%	Complete.
Total Fire & By-Law Services					1,410,000	1,432,314	784,884	502,785	1,287,669	90%	
ROADS											
RD 10-19	Stormwater Facility Maintenance	300469	2019	300469	30,000	15,423	-	-	-	0%	In progress.
RD 07-20	Effingham Storm Design - Hwy 20 to Canboro	300496	2020	300496	50,000	8,868	3,740	5,904	9,644	109%	In progress.
RD 14-20	Station Street Storm Pond	300503	2020	300503	300,000	283,139	3,053	119,466	122,519	43%	In progress.
RD 04-21	Engineering.	300590	2021	300590	25,000		448	-	448	0%	In progress.
RD 09-21	Stormwater Facility Maintenance Repairs.	300597	2021	300597	20,000	19,501	-	-	-	0%	In progress.
RD 11-21	Easement for Station Street storm outlet (previously RD 08-17).	300601	2021	300601	35,000	35,000	-	-	-	0%	On-going.
RD 01-22	Bridge Design (Cream Street, Roland Road) - Constructing in 2023 and 2024	300606	2022	300606	75,000	14,311	-	13,524	13,524	95%	In progress.

Town of Pelham											Appendix 4
2024 projects including carryforward projects		Cost Centre	Year	Cost Centre	Expenditures		Actual 2024	Committed	2024 Total to date (Actual & Committed)	Total to date as a % of Revised Carry Forward	Status
					Original Budget	2024 Approved Budget and Carryforward Amounts to 2024					
As At June 30, 2024											
RD 19-21	Erosion Mitigation Project Storm Pond Outlet Hwy 20 & Rice Road	350001	2021	350001	70,000	19,642	1,085	-	1,085	6%	In progress.
RD 06-22	Design - Quaker Rd: Pelham St to Line Ave	300617	2022	300617	50,000	42,872	40,229	-	40,229	94%	In progress.
RD 10-22	Stormwater Facility Maintenance	300626	2022	300626	25,000	21,230	-	-	-	0%	In progress.
RD 11-22	Road Reconstruction - 22R01 - Pelham St: John Street to Spruceside Crescent (Sth Entr.) (Phase 3)	300629	2022	300629	4,706,517	92,525	8,318	80,000	88,318	95%	In progress.
RD 12-22	Design - 22R03 - Canboro: Haist St to Highway 20	300637	2022	300637	150,000	116,188	19,444	98,844	118,288	102%	In progress.
RD 02-23	Cream Street Bridge Replacement	300595	2023	300595	750,000	60,864	10,872	10,147	21,019	35%	In progress.
RD 03-23	Design - Pancake: Pelham St to Haist St	300613	2023	300613	300,000	266,482	11,931	34,881	46,812	18%	In progress.
RD 04-23	LED Streetlight Replacement Year 2	300631	2023	300631	700,000	81,582	105,238	88,275	193,512	237%	In progress.
RD 07-23	Engineering	300639	2023	300639	35,000	15,785	9,662	-	9,662	61%	In progress.
RD 09-23	Road Rehabilitation	300643	2023	300643	1,000,000	681,711	-	-	-	0%	In progress.
RD 11-23	Stormwater Facility Maintenance	300650	2023	300650	100,000	32,417	14,545	11,030	25,575	79%	In progress.
RD 14-23	Design for Road Rehabilitation (Effingham/Tice/Metler)	301024	2023	301024	85,000	85,000	-	26,093	26,093	31%	In progress.
RD 15-23	Summersides Blvd secondary servicing	301063	2023	301063	263,200	8,076	-	-	-	0%	In progress.
RD 17-23	Road/Slope Failure Investigation- Sulphur Springs	301075	2023	301075	250,000	325,944	50,880	277,000	327,880	101%	In progress.
RD 19-23	Parking Lots at Emerald Trails	301078	2023	301078	75,000	75,000	-	-	-	0%	In progress.
RD 21-23	Pelham St Phase 4	300649	2023	300649		492,147	176,919	288,024	464,944	94%	In progress.
RD 01-24	Bridge/Culvert Appraisal (legislated)	300653	2024	300653	30,000	30,000	5,611	3,066	8,677	29%	In progress.
RD 02-24	Concrete Repair & Replacement Program	300658	2024	300658	110,000	110,000	-	96,210	96,210	87%	In progress.
RD 03-24	Culvert Replacement Program	300659	2024	300659	60,000	60,000	17,518	-	17,518	29%	In progress.
RD 04-24	Design of Station Street from Port Robinson Road to Highway 20	300662	2024	300662	100,000	100,000	2,738	98,945	101,683	102%	In progress.
RD 05-24	Engineering	300663	2024	300663	35,000	35,000	5,944	5,850	11,794	34%	In progress.
RD 06-24	Road Base and Surface Repair Program	300664	2024	300664	300,000	300,000	106,177	247,460	353,637	118%	In progress.
RD 07-24	Road Rehabilitation Program	300668	2024	300668	1,200,000	1,200,000	-	1,172,700	1,172,700	98%	In progress.
RD 08-24	Stormwater Facility Maintenance	300672	2024	300672	300,000	300,000	-	-	-	0%	In progress.
RD 09-24	Road Reconstruction - Quaker Rd: Pelham St to Line Ave	300683	2024	300683	2,100,000	2,100,000	-	2,100,000	2,100,000	100%	In progress.
RD 10-24	Storm Sewer CCTV Inspection	301214	2024	301214	80,000	80,000	3,841	55,409	59,250	74%	In progress.
RD 11-24	Traffic Calming Port Robinson Rd	301215	2024	301215	20,000	20,000	10,189	-	10,189	51%	In progress.
RD 12-24	Church Street Culvert - at Chantler Rd	301188	2024	301188	500,000	500,000	3,008	609,870	612,878	123%	In progress.
RD 13-24	Sulphur Springs Road Embankment Reconstruction	301190	2024	301190	250,000	250,000	-	50,000	50,000	20%	In progress.
RD 14-24	Pedestrian Railing on Highway 20	301216	2024	301216	35,000	35,000	-	8,390	8,390	24%	In progress.

Town of Pelham											Appendix 4
2024 projects including carryforward projects		Cost Centre	Year	Cost Centre	Expenditures		Actual 2024	Committed	2024 Total to date (Actual & Committed)	Total to date as a % of Revised Carry Forward	Status
					Original Budget	2024 Approved Budget and Carryforward Amounts to 2024					
As At June 30, 2024											
RD 15-24	Geotechnical study investigations.	301210	2024	301210	200,000	200,000	-	-	-	0%	In progress.
Total Roads					14,414,717	8,113,708	611,392	5,501,086	6,112,478	75%	
FACILITIES											
FAC 08-21	Fire Station #1 Design Consultant.	300523	2021	300523	50,000	42,419	9,438	8,500	17,938	42%	In progress.
FAC 03-22	Model Railway Building - Exterior Window Replacement	301090	2022	301090	12,000	12,000	-	-	-	0%	In progress.
FAC 05-23	Fonthill Library - Architectural design	301174	2023	301174	200,000	200,000	41,976	123,750	165,726	83%	In progress.
FAC 06-23	Centennial Park Concession Design and Construction	301176	2023	301176	185,000	194,092	357,770	14,718	372,488	192%	Complete.
FAC 01-24	Concrete & Asphalt Repairs - Various Facilities	300537	2024	300537	50,000	50,000	-	24,025	24,025	48%	In progress.
FAC 02-24	Old Pelham Town Hall - Building Automation System (BAS)	300548	2024	300548	5,000	5,000	-	-	-	0%	In progress.
FAC 03-24	Fire Station #1 - Architechural Design	301095	2024	301095	300,000	300,000	-	-	-	0%	In progress.
FAC 04-24	33 Parklane - Storage Shelving	301103	2024	301103	10,000	10,000	9,147	-	9,147	91%	In progress.
FAC 06-24	Key fobs Town Hall	301182	2024	301182	75,000	75,000	58,387	7,685	66,072	88%	In progress.
FAC 07-24	New Public Works Facility Concept Design	301184	2024	301184	30,000	30,000	-	-	-	0%	Not started.
FAC 09-24	MCC Eco-Window Film	301179	2024	301179	60,000	60,000	30,455	-	30,455	51%	In progress.
FAC 10-24	Feasibility Study for Shared Operations Centre with Region	301211	2024	301211	50,000	50,000	2,979	-	2,979	6%	In progress.
FAC 11-24	Pool Equipment	301212	2024	301212	20,000	20,000	-	-	-	0%	In progress.
Total Facilities					1,047,000	1,048,511	510,152	178,678	688,830	66%	
CEMETERIES											
CEM 01-24	Hillside Cemetery Path - Plan 7	400027	2024	400027	35,000	35,000	-	-	-	0%	In progress.
CEM 02-24	Pelham Cemetery Data Management	301191	2024	301191	35,000	35,000	-	21,000	21,000	60%	In progress.
Total Cemeteries					70,000	70,000	-	21,000	21,000	30%	
FLEET											
VEH 07-21	Purchase one-tonne truck.	300989	2021	300989	90,000	90,000	-	-	-	0%	Niagara Region tendering
VEH 02-23	1-ton truck with landscape box (replaces unit 303)	300877	2023	300877	80,000	80,000	-	-	-	0%	Niagara Region tendering
VEH 03-23	Utility Van Water (Replaces 2009 Dodge Sprinter)	300878	2023	300878	80,000	80,000	-	83,096	83,096	104%	Awarded waiting for delivery.

Town of Pelham											Appendix 4
2024 projects including carryforward projects		Cost Centre	Year	Cost Centre	Expenditures		Actual 2024	Committed	2024 Total to date (Actual & Committed)	Total to date as a % of Revised Carry Forward	Status
					Original Budget	2024 Approved Budget and Carryforward Amounts to 2024					
As At June 30, 2024											
VEH 05-23	Combination Snow Plow & Spreader (Replaces Truck 4)	300890	2023	300890	350,000	350,000	-	331,342	331,342	95%	Delivery in Sept 2024
VEH 01-24	Combination Snow Plow & Spreader (Replaces Truck 431 - 2009 International)	300874	2024	300874	350,000	350,000	-	324,547	324,547	93%	Delivery 2025
VEH 02-24	1-ton Dump Box (Replaces unit 305 - 2011 Ford F450 Powerstroke)	300898	2024	300898	111,000	111,000	-	-	-	0%	In progress.
VEH 03-24	Work Truck (Replaces 106 - 2011 Ford F150)	300900	2024	300900	100,000	100,000	85,901	-	85,901	86%	Complete.
VEH 04-24	2018 Lease Payments-Heavy Duty Work Truck w landscape box(\$13908),SUV Fac(\$7416),SUV Building(\$7416)	300901	2024	300901	28,740	28,740	14,623	14,370	28,993	101%	On-going.
VEH 05-24	Seasonal rental of summer fleet - 4 Seasonal Vehicles for use in Parks and Facilities (7 months)	300902	2024	300902	37,000	37,000	8,380	6,100	14,480	39%	On-going.
VEH 06-24	(2) Tractors w/plow & spreader (Replaced Truck 422-2003, 5 Tonne Sterling)-Rent 5 mth seasonal rent	300903	2024	300903	25,550	25,550	13,585	8,900	22,485	88%	On-going.
VEH 07-24	1-ton Dump Box (Replaces unit 325 - 2011 Ford F450 Powerstroke)	300907	2024	300907	115,000	115,000	-	-	-	0%	In progress.
Total Fleet					1,367,290	1,367,290	122,489	768,355	890,843	65%	
HEALTH SERVICES											
Total Health Services					-	-	-	-	-		
WASTEWATER											
WST 01-22	Church Street Upgrade existing sewer from 250 to 350mm dia	700182	2022	700182	2,500,000	251,560	3,872	256,551	260,423	104%	In progress.
WST 02-22	Sanitary I/I Study Program - Planned Replacements and Rehabilitation	700186	2022	700186	60,500	16,743	-	6,500	6,500	39%	In progress.
WST 03-22	Sanitary Sewer Inspection, CCTV and Flushing Program	700189	2022	700189	115,000	77,009	-	-	-	0%	In progress.
Nick - tender	Sanitary Sewer Capital Construction Repairs	700192	2022	700192	140,000	76,210	1,797	7,217	9,014	12%	In progress.
WST 02-23	Sanitary I/I Study Program - Planned Replacements	700194	2023	700194	70,000	70,000	-	-	-	0%	In progress.
WST 03-23	Sanitary Sewer Inspection, CCTV and Flushing Program	700199	2023	700199	115,000	98,713	13,286	-	13,286	13%	In progress.
WST 04-23	Sanitary Sewer Capital Construction Repairs	700200	2023	700200	140,000	74,104	-	-	-	0%	In progress.
WST 05-23	Church Street Sanitary Upgrades	700347	2023	700347	1,500,000	727,583	1,958	129,142	131,100	18%	In progress.
WST 07-23	Foss Rd Sanitary Sewer Design & Excess Soil management	700359	2023	700359	300,000	233,157	30,932	73,059	103,991	45%	In progress.
WST 01-24	Sanitary Sewer Inspection, CCTV and Flushing Program	700203	2024	700203	115,000	115,000	-	115,000	115,000	100%	In progress.
WST 02-24	Sanitary Sewer Capital Construction Adjustments and Repairs	700204	2024	700204	140,000	140,000	692	-	692	0%	In progress.
WST 03-24	Quaker Road Sanitary Replacement	700357	2024	700357	525,000	525,000	-	525,000	525,000	100%	In progress.
WST 04-24	CLI ECA Operations Manual	700375	2024	700375	150,000	150,000	-	99,288	99,288	66%	In progress.

Town of Pelham											Appendix 4
2024 projects including carryforward projects		Cost Centre	Year	Cost Centre	Expenditures		Actual 2024	Committed	2024 Total to date (Actual & Committed)	Total to date as a % of Revised Carry Forward	Status
As At June 30, 2024					Original Budget	2024 Approved Budget and Carryforward Amounts to 2024					
Total Wastewater					5,870,500	2,555,079	51,153	1,211,757	1,262,910	49%	
WATER											
WTR 01-18	Backflow Prevention Program	700158	2018	700158	50,000	36,015	-	-	-	0%	In progress.
WTR 03-21	Clare Avenue Watermain Replacement - development driven.	700276	2021	700276	250,000	46,484	-	-	-	0%	In progress.
WTR 05-21	Neptune Software Upgrade.	700352	2021	700352	14,000	14,000	-	-	-	0%	In progress.
WTR 02-22	Water System Repair Equipment	700284	2022	700284	30,000		-	-	-	0%	In progress.
WTR 03-22	Design: Canboro Road, Haist St to Highway 20, Watermain Replacement	700354	2022	700354	100,000	56,924	3,633	54,099	57,732	101%	In progress.
WTR 04-22	Design: Watermain Replacement - Daleview, Strathcona, Moote, Pinecrest, Hwy. 20	700366	2022	700366	100,000	30,550	13,732	10,657	24,389	80%	In progress.
WTR 02-23	Water System Repair Equipment	700287	2023	700287	30,000	561	-	-	-	0%	In progress.
WTR 01-24	Quaker Rd: Pelham St to Line Ave, Watermain Replacement	700272	2024	700272	560,000	560,000	-	560,000	560,000	100%	In progress.
WTR 02-24	Construction: Watermain Replacement - Daleview, Strathcona, Moote, Pinecrest	700367	2024	700367	2,700,000	2,700,000	-	-	-	0%	In progress.
Total Water					3,834,000	3,444,534	17,365	624,756	642,121	19%	
PARK FACILITIES											
PRK 05-22	General Park Furniture (Benches/Picnic Tables/Receptacles)	500206	2022	500206	10,000	5,276	-	-	-	0%	In progress.
PRK 07-22	Park Entry Sign Replacements (6)	500222	2022	500222	30,000	28,387	-	-	-	0%	In progress.
PRK 05-23	Park Entry Sign Replacements (6)	500317	2023	500317	30,000	17,736	-	-	-	0%	In progress.
PRK 06-23	Centennial Park Diamond 3 Lighting.	500324	2023	500324	155,000	155,000	-	-	-	0%	In progress.
PRK 02-24	General Park Furniture (Benches/Picnic Tables/Receptacles)	500225	2024	500225	20,000	20,000	7,433	4,456	11,889	59%	In progress.
PRK 03-24	Playground Turf Repair	500226	2024	500226	12,000	12,000	-	-	-	0%	In progress.
PRK 05-24	Gate Way Signage Replacement & Joint Haist Trail Signage Ac	500314	2024	500314	30,000	30,000	-	-	-	0%	In progress.
PRK 06-24	Summerside Blvd Treescape (medium trees)	500516	2024	500516	50,000	50,000	-	-	-	0%	In progress.
PRK 07-24	Placeholder for Accessibility for Parks and Rec	500517	2024	500517	100,000	100,000	-	-	-	0%	In progress.
Total Park Facilities					437,000	418,399	7,433	4,456	11,889	3%	

Town of Pelham											Appendix 4
2024 projects including carryforward projects		Cost Centre	Year	Cost Centre	Expenditures		Actual 2024	Committed	2024 Total to date (Actual & Committed)	Total to date as a % of Revised Carry Forward	Status
As At June 30, 2024					Original Budget	2024 Approved Budget and Carryforward Amounts to 2024					
COMMUNITY PLANNING & DEVELOPMENT											
PLN 01-19	Complete East Fenwick SP	600117	2019	600117	20,000	13,088	-	-	-	0%	In progress.
PLN 01-20	Community Benefits Charge Strategy	600119	2020	600119	40,000	40,000	-	-	-	0%	Not started.
PLN 01-22	Official Plan Review and Update	600123	2022	600123	225,000	161,585	2,329	15,000	17,329	11%	In Progress
PLN 01-23	Development Charge Background	600123	2023	600124	40,000	-	9,314	13,104	22,418	100%	In Progress
PLN 02-23	Natural Heritage Inventory and Management Plan	600147	2023	600147	100,000	2,060	26,542	2,671	29,213	130%	In Progress.
PLN 03-23	Secondary Plan for South Fonthill	600148	2023	600148	150,000	150,000	-	-	-	0%	Not started.
PLN 04-23	Ward Boundary & Council composition review	600149	2023	600149	51,000	38,947	24,183	4,640	28,824	74%	In Progress.
PLN 01-24	Development Fee Study	600150	2024	600150	75,000	75,000	-	74,080	74,080	99%	In Progress.
Total Community Planning & Development					701,000	480,680	62,369	109,495	171,864	36%	
LIB 01-24	Computer Services Development	500282	2024	500282	10,000	10,000	-	-	-	0%	Now with the LLPL
Total Library					10,000	10,000	-	-	-	0%	
MUNICIPAL DRAINAGE											
DRN 01-21	Ridgeville and Nunn Municipal Drains Update to Assessment Schedule.	600140	2021	600140	50,000	24,830	-	-	-	0%	In Progress.
Total Municipal Drainage					50,000	24,830	-	-	-	0%	
Total Projects for 2024					29,640,507	19,232,695	2,368,685	8,934,701	11,303,386	59%	
DEFERRED OR CANCELLED PROJECTS											
FD 03-24	Electronic sign replacement station 2 (red circled)	200171	2024	200171	15,000	15,000	-	-	-	0%	In progress.
FAC 05-24	Facilities Energy Efficiency Study (red circled)	301180	2024	301180	180,000	180,000	-	-	-	0%	In progress.
FAC 08-24	New Fonthill Library Construction (red circled)	301185	2024	301185	3,385,000	3,385,000	-	-	-	0%	In progress.
PRK 01-24	Ball Diamond Upgrades - Centennial Park #1 (clay infields) (red circled)	500209	2024	500209	90,000	90,000	-	-	-	0%	In progress.
PRK 04-24	Steve Bauer Trail Sign Improvement (red circled)	500313	2024	500313	65,000	65,000	-	-	-	0%	In progress.
Total Deferred or Cancelled Projects					3,735,000	3,735,000	-	-	-	-	
Grand Total					\$ 33,375,507	\$ 22,967,695	\$ 2,368,685	\$ 8,934,701	\$ 11,303,386	49%	

**Committee of Adjustment
Minutes**

Meeting #: 06-2024
Date: Monday, June 3, 2024
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Brenda Stan
Colin McCann
John Cappa

Members Absent Don Rodbard
Isaiah Banach

Staff Present Andrew Edwards
Jodi Legros
William Tigert
Gim Ledesma

1. Attendance

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

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

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

3. Land Recognition Statement

Ms. Jodi Legros, Deputy Secretary-Treasurer, recited the land recognition statement.

4. Approval of Agenda

Moved By Colin McCann

Seconded By Brenda Stan

THAT the agenda for the June 3, 2024, Committee of Adjustment meeting be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

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

6. Requests for Withdrawal or Adjournment

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

7. Applications for Consent

7.1 B10-2024P - 594 River Road

Purpose of the Application

Application B10-2024P made for consent to convey 244 square metres of land (Part 1), to be added to the abutting property to the east (Part 3), for future construction of an attached garage. Part 2 is to be retained for continued residential use of the dwelling known municipally as 594 River Road.

Representation

The Agent, Rob Fiedler of NPG Planning Solutions Inc. and Mr. Mark VanDenEnde, the owner of 572 River Road were present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Niagara Region
5. NPCA
6. Hydro One

Applicants Comments

Mr. Rob Fiedler, the Applicant's Agent from NPG Planning Solutions, attended the meeting alongside the owner of 572 River Road. Mr. Fiedler expressed agreement with the staff recommendation and the conditions set forth, without providing any additional comments.

Public Comments

No comments

Jodi Legros, Deputy Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:11 pm and confirmed no e-mails have been received concerning the subject application. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Brenda Stan

Seconded By Colin McCann

That the public portion of the meeting be closed.

Carried

Member Comments

No comments

Moved By Brenda Stan

Seconded By Colin McCann

Application B10-2024P is made for consent to convey 244 square metres of land (Part 1), to be added to the abutting property to the east (Part 3), for future construction of an attached garage. Part 2 is to be retained for continued residential use of the dwelling known municipally as 954 River Road, is hereby: GRANTED

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. The applicant must submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighboring properties, and that all drainage will be contained within the respective lot, to the satisfaction of the Director of Public Works, or designate.**

2. That the applicant confirm that no existing utilities currently cross the proposed new property line. Should any services cross this new property line, the applicant will be responsible for costs associated with their relocation and/or removal.
3. That the applicant obtain a Driveway Entrance Permit for the construction of new or modification to existing driveway(s). This permit is obtained through the Public Works Department. All associated costs with this permit are the responsibility of the owner.

To the Satisfaction of the Director of Community Planning & Development

1. That all necessary zoning approvals (minor variance) be obtained for both Part 2 and Parts 1 and 3.

To the Satisfaction of the Secretary-Treasurer

1. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
2. That the final certification fee of \$436, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.

This decision is based on the following reasons:

1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.
2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.
3. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and

complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.

Carried

8. Applications for Minor Variance

8.1 A11-2024P - 572 River Road

Minor variance files A11-2024P and A12-2024P were considered concurrently.

Purpose of the Application

Application A11-2024P for relief is made, to facilitate the construction of an attached garage and to rectify zoning deficiencies as a result of a consent application B10-2024P. The applicant seeks relief from the following section(s) of the Zoning By-law: Section 5.1.3 “Minimum Front Yard” – to permit a minimum front yard setback of 5.53m whereas the By-law requires a minimum front yard setback of 8.0m; Section 5.1.3 “Minimum Interior Side Yard” – to permit a minimum interior side yard setback of 4.2m whereas the By-law requires a minimum interior side yard setback of 8.0m; Section 5.1.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 17% whereas the By-law permits a maximum lot coverage of 10%; Section 5.1.3 “Minimum Lot Frontage” – to permit a minimum lot frontage of 39.3m whereas the By-law requires a minimum lot frontage of 180.0m; Section 5.1.3 “Minimum Lot Area” – to permit a minimum lot area of 1326 m² whereas the By-law requires a minimum lot area of 4000m².

Application A12-2024P is for relief to rectify zoning deficiencies as a result of a consent application B10-2024P. The applicant seeks relief from the following section(s) of the Zoning By-law: Section 5.1.3 “Minimum Lot Frontage” – to permit a minimum lot frontage of 46.0m whereas the By-law requires a minimum lot frontage of 180.0m; and Section 5.1.3 “Minimum Lot Area” – to permit a minimum lot area of 1729m² whereas the By-law requires a minimum lot area of 4000m²; and Section 5.1.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 15% whereas the By-law permits a maximum lot coverage of 10%; and Section 5.1.4 “Maximum Lot Coverage Accessory Structures” – to permit a maximum lot coverage for accessory structures of 7% whereas the By-law permits a maximum lot coverage accessory structures of 1%.

Application A11-2024P for relief is made, to facilitate the construction of an attached garage and to rectify zoning deficiencies as a result of a consent application B10-2024P. The applicant seeks relief from the following section(s) of the Zoning By-law: Section 5.1.3 “Minimum Front Yard” – to permit a minimum front yard setback of 5.53m whereas the By-law requires a minimum front yard setback of 8.0m; Section 5.1.3 “Minimum Interior Side Yard” – to permit a minimum interior side yard setback of 4.2m whereas the By-law requires a minimum interior side yard setback of 8.0m; Section 5.1.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 17% whereas the By-law permits a maximum lot coverage of 10%; Section 5.1.3 “Minimum Lot Frontage” – to permit a minimum lot frontage of 39.3m whereas the By-law requires a minimum lot frontage of 180.0m; Section 5.1.3 “Minimum Lot Area” – to permit a minimum lot area of 1326 m² whereas the By-law requires a minimum lot area of 4000m².

Application A12-2024P is for relief to rectify zoning deficiencies as a result of a consent application B10-2024P. The applicant seeks relief from the following section(s) of the Zoning By-law: Section 5.1.3 “Minimum Lot Frontage” – to permit a minimum lot frontage of 46.0m whereas the By-law requires a minimum lot frontage of 180.0m; and Section 5.1.3 “Minimum Lot Area” – to permit a minimum lot area of 1729m² whereas the By-law requires a minimum lot area of 4000m²; and Section 5.1.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 15% whereas the By-law permits a maximum lot coverage of 10%; and Section 5.1.4 “Maximum Lot Coverage Accessory Structures” – to permit a maximum lot coverage for accessory structures of 7% whereas the By-law permits a maximum lot coverage accessory structures of 1%.

Representation

The Agent, Rob Fiedler of NPG Planning Solutions Inc. was present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Niagara Region
5. NPCA
6. Hydro One

Applicants Comments

Mr. Fiedler concurs with the staff report and agrees with the conditions, noting his appreciation to the Planning staff for their helpfulness during the pre-consultation process in laying out all the required information.

Public Comments

No comments

Jodi Legros, Deputy Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:26 pm and confirmed no e-mails have been received concerning the subject application. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Brenda Stan

Seconded By Colin McCann

That the public portion of the meeting be closed.

Carried

Member Comments

Member McCann requested clarification on whether the items related to information on the septic bed are still outstanding, noting that this issue remains unresolved with the Niagara Peninsula Conservation Authority (NPCA), along with a report on erosion and sediment control. Mr. Fiedler confirmed that these matters will remain part of the process to obtain a permit with the NPCA.

Moved By Colin McCann

Seconded By Brenda Stan

Application A11-2024P for relief of Section 5.1.3 “Minimum Front Yard” – to permit a minimum front yard setback of 5.53m whereas the By-law requires a minimum front yard setback of 8.0m, is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The variance is minor in nature as the rural residential/agricultural character of the neighbourhood is not anticipated to be impacted through the proposed variance. As**

well, the lot area remains available to handle stormwater runoff, the existing septic system, and preserve amenity area.

2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and/or use of the land because the setback will enable the proposed accessory structure to be setback further from the Welland River and stable top of slope.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

Application A11-2024P for relief of Section 5.1.3 “Minimum Interior Side Yard” – to permit a minimum interior side yard setback of 4.2m whereas the By-law requires a minimum interior side yard setback of 8.0m, is hereby: GRANTED

The above decision is based on the following reasons:

1. The variance is minor in nature as negative impacts are anticipated on the adjacent property as adequate distance separates the nearest residential neighbour from the location of the proposed attached garage.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and/or use of the land because the structure is located in an appropriate location.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis

and recommendation that this application meets the Planning Act tests for minor variance.

**Application A11-2024P for relief of Section 5.1.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 17% whereas the By-law permits a maximum lot coverage of 10%, is hereby:
GRANTED**

The above decision is based on the following reasons:

- 1. The variance is minor in nature as no negative impacts are anticipated on the adjacent properties as adequate distance separates the nearest residential neighbour from the location of the addition to the dwelling.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it will permit design flexibility while maintaining adequate amenity area.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

**Application A11-2024P for relief of Section 5.1.3 “Minimum Lot Frontage” – to permit a minimum lot frontage of 39.3m whereas the By-law requires a minimum lot frontage of 180.0m, is hereby:
GRANTED**

The above decision is based on the following reasons:

- 1. The variance is minor in nature as no adverse impacts are anticipated.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**

4. **The proposal is desirable for the appropriate development and/or use of the land because reduced lot frontage and area does not alter the sewage and water servicing arrangements or impact the ability to provide sustainable on-site sewage and water services.**
5. **This application is granted without prejudice to any other application in the Town of Pelham.**
6. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

Application A11-2024P for relief of Section 5.1.3 “Minimum Lot Area” – to permit a minimum lot area of 1326 m² whereas the By-law requires a minimum lot area of 4000m², is hereby: GRANTED

The above decision is based on the following reasons:

1. **The variance is minor in nature as no adverse impacts are anticipated.**
2. **The general purpose and intent of the Zoning By-Law is maintained.**
3. **The intent of the Official Plan is maintained.**
4. **The proposal is desirable for the appropriate development and/or use of the land because reduced lot frontage and area does not alter the sewage and water servicing arrangements or impact the ability to provide sustainable on-site sewage and water services.**
5. **This application is granted without prejudice to any other application in the Town of Pelham.**
6. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decisions are subject to the following conditions:

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

Prior to Building Permit:

- 1. To the Satisfaction of the Director of Community Planning and Development**
 - 1. That the approval of minor variance A11-2024P is subject to Consent File B10/2024P obtaining final approval.**
- 2. To the Satisfaction of the Director of Public Works**
 - 1. That the applicant confirm that no existing utilities currently cross the proposed new property line. Should any services cross this new property line, the applicant will be responsible for costs associated with their relocation and/or removal.**
 - 2. Construction of new or modification of existing driveways requires a Driveway Entrance Permit. This permit is obtained through the Public Works Department. All associated costs with this permit are the responsibility of the owner.**
 - 3. The applicant must submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighboring properties, and that all drainage will be contained within the respective lot, to the satisfaction of the Director of Public Works, or designate.**
- 3. To the Satisfaction of the Niagara Peninsula Conservation Authority**
 - 1. Obtain permit approval from the Niagara Peninsula Conservation Authority and pay all required fees.**

Carried

Application A12-2024P for relief of Section 5.1.3 “Minimum Lot Frontage” – to permit a minimum lot frontage of 46m whereas the By-law requires a minimum lot frontage of 180.0m, is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The variance is minor in nature as no adverse impacts are anticipated.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land because it does not alter the sewage and water servicing arrangements or impact the ability to provide sustainable on-site sewage and water services.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

Application A12-2024P for relief of Section 5.1.3 “Minimum Lot Area” – to permit a minimum lot area of 1729m² whereas the By-law requires a minimum lot area of 4000m², is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The variance is minor in nature as no adverse impacts are anticipated.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land because it does not alter the sewage and water servicing arrangements or impact the ability to provide sustainable on-site sewage and water services.**

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

Application A12-2024P for relief of Section 5.1.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 15% whereas the By-law permits a maximum lot coverage of 10%, is hereby:

The above decision is based on the following reasons:

1. **The variance is minor in nature as no negative impacts are anticipated on the adjacent properties as adequate distance separates the dwelling from the location of the addition to the dwelling on the neighbouring lot.**
2. **The general purpose and intent of the Zoning By-Law is maintained.**
3. **The intent of the Official Plan is maintained.**
4. **The proposal is desirable for the appropriate development and/or use of the land because the increase in lot coverage will maintain adequate amenity area and space for access, maintenance, and drainage.**
5. **This application is granted without prejudice to any other application in the Town of Pelham.**
6. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

Application A12-2024P for relief of Section 5.1.3 “Maximum Lot Coverage Accessory Structures” – to permit a maximum lot coverage for accessory structures of 7% whereas the By-law permits a maximum lot coverage accessory structures of 1%, is hereby:

The above decision is based on the following reasons:

1. **The variance is minor in nature as adequate yard setbacks will be maintained for access to the rear, drainage, and**

maintenance. As well, adequate lot area remains for the sanitary system.

- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land because the increase in lot coverage will maintain adequate amenity area and space for access, maintenance, and drainage.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decisions are subject to the following conditions:

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

Prior to Building Permit:

- 1. To the Satisfaction of the Director of Community Planning and Development**
 - 1. That the approval of minor variance A12-2024P is subject to Consent File B10/2024P obtaining final approval.**
- 2. To the Satisfaction of the Director of Public Works**
 - 1. That the applicant confirm that no existing utilities currently cross the proposed new property line. Should any services cross this new property line, the applicant will be responsible for costs associated with their relocation and/or removal.**
 - 2. Construction of new or modification of existing driveways requires a Driveway Entrance Permit. This permit is obtained through the Public Works Department. All**

associated costs with this permit are the responsibility of the owner.

3. The applicant must submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighboring properties, and that all drainage will be contained within the respective lot, to the satisfaction of the Director of Public Works, or designate.

8.2 A12-2024P 594 River Road

Application A12-2024P was considered concurrently with A11-2024P. See A11-2024P for minutes and decision.

9. Minutes for Approval

Moved By Colin McCann
Seconded By Brenda Stan

THAT the Committee of Adjustment minutes dated May 6, 2024, be approved.

Carried

10. Adjournment

The hearing was adjourned at 4:33 pm.

Moved By Brenda Stan
Seconded By Colin McCann

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment be adjourned until the next regular meeting scheduled for July 2, 2024 at 4:00 p.m.

Carried



Isaiah Banach, Chair



Sarah Leach, Secretary-Treasurer

Meeting #: 07-2024
Date: Tuesday, July 2, 2024
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Don Rodbard
Isaiah Banach
John Cappa

Members Absent Brenda Stan
Colin McCann

Staff Present Sarah Leach
Jodi Legros
Shannon Larocque
Gim Ledesma

1. Attendance

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

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

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

3. Land Recognition Statement

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

4. Approval of Agenda

Moved By Don Rodbard
Seconded By John Cappa

THAT the agenda for the July 2, 2024, Committee of Adjustment meeting be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

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

6. Requests for Withdrawal or Adjournment

Ms. Leach stated no requests for withdrawal or adjournment have been made.

7. Applications for Minor Variance

7.1 A13-2024P - 304 Welland Road

Purpose of the Application

The subject land is zoned Specialty Agriculture (SA) in accordance with Pelham Zoning By-law 4481(2022), as amended. Application for relief is made, to facilitate the construction of a covered porch. The applicant seeks relief from the following section(s) of the Zoning By-law: Section 5.2.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 13.5% whereas the By-law allows a maximum lot coverage of 10%.

Representation

The Applicants, Katlyn and Matthew Baxter were present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Niagara Region
5. Louise Engel and David Johnson

Applicants Comments

No comments.

Public Comments

Ms. Leach, Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:06 pm and confirmed no e-mails have been received concerning the subject application. Ms. Leach indicated the public comment portion of the application could be closed.

The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Don Rodbard

Seconded By John Cappa

THAT the public portion of the meeting be closed.

Carried

Member Comments

The Members offered no comments or concerns.

Moved By John Cappa

Seconded By Isaiah Banach

Application A13-2024P made for relief of Section 5.2.3 “Maximum Lot Coverage” – to permit a maximum lot coverage of 13.5% whereas the By-law allows a maximum lot coverage of 10%, is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The variance is minor in nature as no negative impacts are anticipated on the adjacent properties in terms of drainage, visual impacts or with respect to private servicing.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land because it will facilitate the construction of an appropriate addition to the existing dwelling and expand the amenity area through the addition of a covered porch.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

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

Carried

8. Applications for Consent

8.1 B11-2024P - 1395 Station Street

Purpose of the Application

Application is made for consent to partial discharge of mortgage and consent to convey 1,173 square metres of land (Part 1), for future development. Part 2 is to be retained for future development.

Representation

The Applicant, James Frank was present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Niagara Region
5. Hydro One
6. Mary Tucker

Applicants Comments

Mr. Frank agreed with the recommendation report.

Public Comments

Ms. Leach, Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:13 pm and confirmed no e-mails have been received concerning the subject application. Ms. Leach indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Don Rodbard

Seconded By John Cappa

THAT the public portion of the meeting be closed.

Carried

Member Comments

The Chair indicated that the application appeared to satisfy the requirements under the Planning Act. The Members offered no additional comments or concerns.

Moved By John Cappa

Seconded By Don Rodbard

Application B11-2024P made for consent to partial discharge of mortgage and consent to convey 1,173 square metres of land (Part 1), for future development. Part 2 is to be retained for future development, is hereby: GRANTED

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. That the applicant confirm that no existing utilities currently cross the proposed new property line. Should any services cross this new property line, the applicant will be responsible for costs associated with their relocation and/or removal.**
- 2. Construction of new or modification of existing driveways requires a Driveway Entrance Permit. This permit is obtained through the Public Works Department. All associated costs with this permit are the responsibility of the owner.**
- 3. That the applicant submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighboring properties and that all drainage will be contained within the respective lot.**

To the Satisfaction of the Director of Community Planning & Development

- 1. That the applicant provide the associated storm sewer oversizing fees for Part 1 (1,173 square metres) in the amount of \$11,556.32. The cost-sharing fee for the remaining Part 2 (7,948 square metres) of 1395 Station Street is \$219,859.68. This will be required at time of development submission.**

2. That the applicant provide a payment of \$1000.00 to the Town of Pelham for a Street tree to be planted on the boulevard in front of the property as part of the Station Street road reconstruction.

To the Satisfaction of the Secretary-Treasurer

1. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
2. That the final certification fee of \$436, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.

This decision is based on the following reasons:

1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.
2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.
3. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.

Carried

8.2 B12-2024P - 690 Quaker Road

Purpose of the Application

Application is made for consent to convey an easement in perpetuity over Part 2, to the benefit of 698 Quaker Road to permit access and maintenance to an existing accessory structure. Part 1 is to be retained for

continued use of the residential property known municipally as 690 Quaker Road.

Representation

The Agent, Matt Kernahan was present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Enbridge
5. Hydro One

Applicants Comments

Mr. Kernahan agreed with the staff report, except for the condition requiring a lot grading and drainage plan. He mentioned that after discussions with staff, he understands that staff are willing to waive this condition, pending the Committee's approval.

Shannon Larocque, Senior Planner, confirmed that staff are agreeable to removing the condition, as it will be addressed during the building permit process.

Public Comments

Ms. Leach, Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:23 pm and confirmed no e-mails have been received concerning the subject application. Ms. Leach indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By John Cappa

Seconded By Don Rodbard

THAT the public portion of the meeting be closed.

Carried

Member Comments

The Members offered no comments or concerns.

Moved By Isaiah Banach
Seconded By John Cappa

Application B12-2024P made for consent to convey an easement in perpetuity over Part 2, to the benefit of 698 Quaker Road to permit access and maintenance to an existing accessory structure. Part 1 is to be retained for continued use of the residential property known municipally as 690 Quaker Road, is hereby: GRANTED

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. That the Applicant confirm that no existing utilities cross the property line. Relocation shall be the applicant's responsibility.**

To the Satisfaction of the Secretary-Treasurer

- 1. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**
- 2. That the final certification fee of \$436, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.**

This decision is based on the following reasons:

- 1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**
- 2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
- 3. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.**

4. **The Applicant is aware that the construction of new or modification to existing driveways requires a Driveway Entrance Permit. This permit is obtained through the Public Works Department. All associated costs with this permit are the responsibility of the owner.**

Carried

9. Adjournment

The hearing was adjourned at 4:26 pm.

Moved By Isaiah Banach

Seconded By Don Rodbard

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment be adjourned until the next regular meeting scheduled for August 6, 2024 at 4:00 p.m.

Carried



Isaiah Banach, Chair



Sarah Leach, Secretary-Treasurer

Subject: Meridian Community Centre Adjacent Lands
Implementation Options

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0192 Meridian Community Centre Adjacent Lands Implementation Options, for information;

AND THAT Council direct staff to proceed with Option 1 – retain North Parcel - with regards to the land options for the Town owned property described as Part 4, Plan 59R-16105;

AND THAT Council approves the proposed severance of lands legally described as Part 4, Plan 59R-16105 to create two (2) separate parcels, with the north parcel being approximately 0.9 acres in size and the south parcel being approximately 0.71 acres in size;

AND THAT Council directs staff to take the necessary steps to effect the said severance of the lands;

AND THAT Council direct staff to bring a by-law to surplus the proposed severed lands, being the north parcel upon a deposited reference plan being issued;

AND THAT Council directs staff, to hire a local realtor, to take the necessary steps to offer the North parcel for sale on the open real estate market.

Background:

On October 4, 2023, Council provided direction to staff to engage in a community consultation process regarding the potential use of Town-owned lands that are located east of Hope Lane, north of Summersides Boulevard, and west of Rice Road adjacent to the Meridian Community Centre (MCC). These lands were previously

referred to as the “MCC lands” or “Town-owned lands”. The strategic use of “Town-owned lands” is an action item identified in the 2023-2027 Town Strategic Plan.

Staff retained the services of a local architect to develop conceptual plans of how the lands could potentially be developed based on the options directed by Council in October 2023. These conceptual plans were used as the basis for receiving community feedback on the potential use of these lands.

At its regularly scheduled meeting on May 29th, 2024, Council was presented a report regarding the public engagement process that occurred and was provided options for moving forward with the Part 4 lands.

Three conceptual plans were prepared to illustrate various development options for the lands including:

- the Town retaining all the lands and developing them for surface parking use for the MCC;
- the Town selling all the lands for development purposes; and
- a hybrid option of the Town retaining some of the land and developing that portion for parking and a small parkette and selling the remainder for residential development purposes.

Option 1 – Retain All of the Lands for Parking

Under this option, the entire Part 4 lands would be retained (1.61 acres) for the construction of a parking lot to provide approximately 172 parking spaces. The estimated capital cost for the parking lot was \$1.5 million.

Option 2 – Sell all the Land for Development

Under this scenario, all the lands (1.61 acres) would be sold for future development purposes that could include apartment or townhouse uses or a mix of both.

Option 3 – Hybrid Option Retain Some of the Land and Sell Some of the Land

This option provides for the retention of the northern 0.90-acre portion of the property for approximately 74 parking spaces at an estimated capital cost of \$850,000.

In addition, the report included information regarding the community engagement process which provided feedback on the three proposed options. In total, 378 responses were received to the survey, 14 were collected in paper copy and added to those collected on the online platforms. Of those who answered the first question regarding their preference for the future use of the Hope Lane lands, 70.9% (268 responses) indicated their preference was to retain all the lands and develop a

parking lot, compared with 24.9% (94 responses) who preferred the hybrid option and 4.2% (16 responses) who preferred selling the lands for future development.

Council passed the following resolution:

BE IT RESOLVED THAT Council receive Report #2024-0130 MCC Lands Options and Public Consultation Results, for information;

AND THAT Council direct Staff to proceed with Option 3, retaining some of the land and selling some of the land, and report back on an Implementation Strategy for this Option.

This report provides options for retaining a portion of the Part 4 lands for additional parking and divesting the remaining parcel of Part 4 on the real estate market.

Analysis:

Based on the resolution passed by Council at its regularly scheduled meeting of May 29, 2024, staff retained the services of Colliers International to complete an updated appraisal of the lands described as Part 4, Plan 59R-16105.

The valuation was predicated on the potential hybrid option shown below. Currently, the property is part of the community arena property, the intent is to create the hybrid option by the severance of PART 4 on Reference Plan 59R-16105 into two parcels. A northern parcel is to be eventually improved with a parking lot. A southern parcel of vacant lands is to be eventually sold and likely developed for residential use.

Hybrid Option:

Retain partial lands for parking and sell remaining for future development



Concept drawing of a parking lot and townhouse development separated by a parkette.



Hybrid Option:

- The northern section, approximately 0.9 acres, would be retained for a parking lot with 74 spaces, estimated to cost \$852,000.
- The southern section could be sold for future development, such as townhouses, which would generate future property tax revenues in perpetuity.
- An option to provide a green space buffer as a parkette between the development and the parking lot.

pelham.ca/hopelanelanduse



Both parcels are zoned East Fonthill – Mixed Use Three (EF-MU3). The EF-MU3 zone permits a public use which includes a municipal parking lot. The zoning of the property also permits:

- a) A Multi-Use Recreational Facility, including cultural, recreational and entertainment uses;
- b) Commercial, professional, medical and/or government offices;
- c) Retail commercial uses including retail stores, restaurants and personal services, with Gross Leasable Floor Areas greater than 150 m² (1,614.6 ft²) and less than 1,000 m² (10,763.9 ft²) per business;
- d) Hotels and tourist accommodations;
- e) Conference and convention centres;
- f) Public and private institutional uses;
- g) Townhouses and apartment buildings;
- h) Housing for seniors and/or special needs housing;
- i) Child care facilities;
- j) Parks and urban squares;
- k) Public uses and public and private utilities;
- l) Public art installations; and,
- m) Public roads, active transportation facilities and transit facilities

Based on the size of the development parcel, Planning staff believe it is most likely that the future use would be residential or mixed-use. However, Council could rezone the property to have further control over future uses.

The Recreation, Culture and Parks Master Plan completed in 2023 concluded that there is a growing shortfall of parkland in the Town. As a result, the option to provide a greenspace buffer as a parkette between the development and the parking lot should also be pursued.

Town staff notes that there are two options available that would result in the hybrid use of the land:

Option 1 – Retain the north parcel of Lot Part 4 for parking and sell the southerly portion

With this option, the northern parcel of Part 4 (approx. 0.9 acres) would be retained by the Town and be used for additional parking, and the south parcel (approx. 0.71 acres) would be severed and placed on the real estate market.

Option 1 will allow the new parking area to be added to and connected with the existing parking area at the Meridian Community Centre.

Option 1 will encourage development that conforms with the policies contained in the East Fonthill Secondary Plan. Policy 3.1.4 of the East Fonthill Urban Design Guidelines encourages buildings to locate in proximity to the property lot line adjoining the public road and states that siting and massing of buildings will provide a consistent relationship, continuity and enclosure of the public roads. In addition, the intersection of Rice Road and Summersides Boulevard is identified as a Minor Gateway on the Demonstration Plan for Active Transportation in the East Fonthill Secondary Plan Area. The East Fonthill Urban Design Guidelines indicate that a sense of arrival and entry should be created through the coordinated effort of landscaping, built form, high-quality corner development and streetscape design.

Option 2 – Retain the South parcel of Lot Part 4 for parking and sell the north portion

With Option 2, the southern parcel of Part 4 (0.71 acres) would be retained by the Town and used for additional parking, and the northern parcel (approx. 0.9 acres) would be severed and sold.

Option 2 would result in a development parcel without frontage on a road as the Town owns a strip of land on the west side of Rice Road containing the multi-use trail between the property line and the right-of-way. In addition, access and servicing to the development property would have to occur through the Meridian Centre parking area which would require an easement.

Financial Considerations:

Planning staff note that Subsection 50(3)(c) of the *Planning Act* sets out an exemption to municipalities to sever land. Financial considerations will include a land survey in order to prepare the necessary R-Plan and additional fees associated with registering the severance on title.

Alternatives Reviewed:

Alternatives were reviewed through Report 2024-130.

Strategic Plan Relationship: Community Development and Growth

The two options presented balance development and growth pressures while protecting the high quality of life presently enjoyed by residents by allowing for some future development while ensuring that parking needs are met.

Consultation:

The Manager of Community Planning and Development and the Director of Corporate Services / Town Treasurer were consulted in the preparation of this report.

Other Pertinent Reports/Attachments:

2024-0188 Meridian Community Centre Adjacent Lands Implementation Strategy Options and Land Valuation (Closed Session), September 2024.

2024-0130 MCC Lands Options and Public Consultation Results, May 29, 2024.

2023-0230 Strategic Use of Town Owned Lands, September 2023.

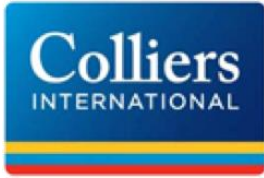
Prepared and Recommended by:

Jason Marr, P.Eng
Director of Public Works

Dr. Pamela Duesling, MCIP, RPP, EcD, CMM3
Director of Community Planning and Development

Prepared and Submitted by:

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



Appraisal Report Narrative

Of the Vacant Development Land Property
Located at Northwest Corner of Rice Road and Summerside Boulevard,
Pelham, ON (±1.615 acres to be severed from the larger parent parcel)

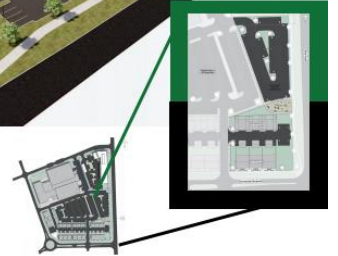


Hybrid Option:

Retain partial lands for parking and
sell remaining for future development



Concept drawing of a
parking lot and
townhouse development
separated by a parkette.



Prepared for
The Town of Pelham

Prepared by
Todd Crawford, B.A., AACI, P.App, PLE, Appraiser, Co-Managing Director

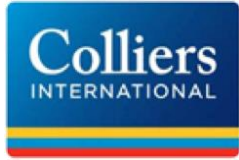
Email:
todd.crawford@colliers.com

Current Effective Date:
August 15, 2024

Colliers International Niagara Limited (A Division of Colliers International Niagara Ltd.)
82 Lake Street, Suite 200, St. Catharines, Ontario, Canada, L2R 5X4
Phone: 905-354-7413

www.collierscanada.com

Colliers International Niagara Limited, Brokerage



August 19, 2024

The Town of Pelham
20 Pelham Town Square PO Box 400
Fonthill, ON

ATTENTION: Jason Marr

Re: Narrative Appraisal Report of the Vacant Development Lands Property located at Northwest Corner of Rice Road and Summerside Boulevard, Pelham, Ontario (±1.61 acres to be severed from the larger parent parcel being PART 4 PLAN 59R-16105)

In accordance with your request, herein contained is a short narrative appraisal report as to the market value of the above indicated subject property as of the effective date August 15, 2024.

I have personally inspected the subject property and carried out an analysis of factors considered pertinent to the valuation. As a result of the investigation the following estimate(s) of market value have been arrived at subject to the following Assumptions and Limiting Conditions (totaling 22), which should be read prior to examining the report.

Description of Hybrid Option	±Acres x \$/Acre	Estimated Market Value 'As If Severed' (Rounded)
Northern parcel to be eventually improved with a parking lot.	±0.90 x \$2,200,000 per acre	\$1,980,000
Southern parcel of vacant lands to be eventually sold and likely developed with a residential use.	±0.71 x \$2,200,000 per acre	\$1,560,000

Attention is drawn to the Extraordinary Assumptions and the Terms of Reference

This report is intended for use only by the Town of Pelham. Use of this report by others is not intended by the appraiser, and any liability in this respect is strictly denied.

The above estimated market value is based on an exposure period from six to twelve months, based on a brief review of comparison sales and listings considered for this report. The estimate of market value is in terms of cash (Canadian dollars) or financial arrangements comparable thereto. As of the date of this report, the appraisers have completed the requirements of the continuing education program of the Appraisal Institute of Canada. This report contains 63 pages, including the author's CV.

Respectfully Submitted,

Todd Crawford, B.A., AACI. P.App.
Co-Managing Director, Appraiser

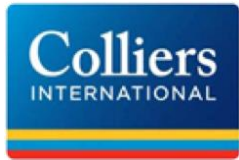


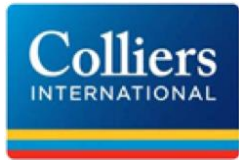
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Underlying Assumptions and Limiting Conditions

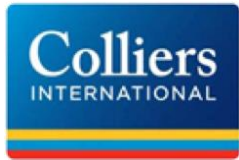
This appraisal has been conducted on the basis of the following Assumptions and Limiting Conditions.

- 1) This report is prepared at the request of The Town of Pelham, the intended use of which is to assist with internal planning related to the subject property. It is not reasonable for any person to rely upon this appraisal without first obtaining written authorization from Colliers International Niagara Limited. It is not reasonable for any person to rely upon this appraisal without first obtaining written authorization from Colliers International Niagara Limited. The report is prepared on the assumption that no other person will rely on it for any other purposes and that all liability to all persons is denied. Any use which a third party makes of this report, or any reliance or decisions to be made based upon it, are the responsibility of such third parties. Therefore, the appraiser(s) accept no responsibility for damages, if any suffered by any third party as a result of decisions made or actions based on this report. Further, the appraiser denies the responsibility and use by any other future owner.
- 2) While expert in appraisal matters, the author is not qualified and does not purport to give legal advice. It is assumed that:
 - a legal description as furnished by the Land Registry Office is correct
 - the title to the property is good and marketable
 - there are no encroachments, encumbrances, restrictions, leases or covenants that would in any way affect the valuation, except as expressly noted herein;
 - right of way, easements or encroachments over other real property and leases or covenants noted herein are legally enforceable.

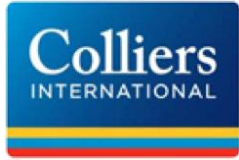
Because these assumptions have been made; no investigation, legal or otherwise, has been undertaken which would verify these assumptions, except as expressly noted herein. It is assumed that title to the property is good and marketable and there are no encumbrances that cannot be cleared through the regular processes. The appraiser cannot accept any responsibility for matters that are of a legal nature, nor is any opinion on the title of the properties rendered herewith.

- 3) This appraisal is to be used in its entirety and not in part or segmented for any purpose. No part of it shall be used in conjunction with any other appraisal or market study.
- 4) Market data has been obtained in part from the registry office and local real estate boards. As well as using such documented and generally reliable evidence of market transactions, it was also necessary to rely on hearsay evidence. Except as noted herein, a reasonable attempt has been made to verify all such information. Any information that has been supplied by other persons for this appraisal is believed to be accurate and reliable and has been investigated to the best of your appraiser's ability. However, the appraiser cannot accept any responsibility as to the accuracy of such information.
- 5) All copyright of this report is reserved to Colliers International Niagara Limited and this report is considered confidential by Colliers International Niagara Limited. This report or any copy of this report thereof does not carry with it the right of reproduction or publication in any manner, in whole or in part, nor may it be disclosed, quoted from or referred to in any manner, without the prior written consent and approval of Colliers International Niagara Limited as to the purpose, form and content of any such disclosure, quotation or reference. This appraisal is to be used in its entirety and not in part or segmented for any purpose. No part of it shall be used in conjunction with any other appraisal or market study without the prior written consent and approval of Colliers International Niagara Limited. Without limiting the generality of the above, neither all nor part of the contents of this report shall be disseminated to the public in any manner whatsoever or through any media whatsoever or disclosed, quoted from or referred to in any report, financial statement, prospectus, or offering memorandum, or in any documents filed with any governmental agency without the prior written consent and approval of Colliers International Niagara Limited as to the purpose, form and content of such dissemination, disclosure, quotation or reference.

- 6) Compensation for services rendered in this report does not include a fee for court preparation, or court appearance, which must be negotiated separately. The appraiser, herein, by reasons of this appraisal, is not required to give testimony in court with reference to the property hereby appraised, unless previous arrangements have been made with this appraiser. It is noted that this appraisal has not been prepared for court or Revenue Canada purposes, and may have to be upgraded to a Narrative court level report to be used for such a purpose.
- 7) I have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that such parts of the property are free of rot, beetles, termites or defects, structural or otherwise.
- 8) The estimate of Market Value herein contained further assumes that there are no outstanding work orders, liens or mortgages against the property and that there are no property tax arrears.
- 9) The appraiser(s) herein is not a structural or mechanical engineer or quantity surveyor, therefore, any comments and opinions in these areas and cost estimations are subject to verification by these respective professionals. A survey was provided and will be relied upon in this report. Sketches, drawings, diagrams, photographs etc. are presented in this report for the limited purpose of illustration and are not to be relied upon in themselves. The subject land area is subject to verification by a surveyor.
- 10) As the author is not qualified to give engineering advice, it is assumed that there are no patent or latent defects in the subject improvements, that no objectionable materials are present, that they are structurally sound and in need of no immediate repairs, unless expressly noted within this report. No soil tests for either load bearing capacity or contamination have been done, nor have tests been done of the heating, plumbing, electrical, air conditioning, or other systems and for the purpose of this opinion, they are assumed to be in good working order.
- 11) The estimate of Market Value herein contained is further conditional upon there not being any easements or rights of way over the subject property that would adversely affect any proposed redevelopments or additions, unless otherwise stated.
- 12) No investigation has been undertaken with the local zoning office, the fire department, the building inspector, the health department or any other government regulatory agency unless such investigations are expressly made in this report. The subject property must comply with such government codes, property standards bylaws, fire regulations, and other pertinent regulations and, if it does not comply, its non-compliance may affect the Market Value herein contained. To be certain of compliance, further investigations may be necessary.
- 13) The estimate of Market Value is further conditional upon the subject site being "environmentally clean," and having no toxic chemicals, tanks, wastes, substances or contaminants located in the soil. No soil or geotechnical tests have been done. It is assumed that there are no patent or latent defects in the improvements of the parent subject and comparable properties, that no hazardous or objectionable materials such as asbestos, PCB's are present, and that they are structurally sound and in need of no immediate repairs, unless expressly noted in this report. If any of the above should exist it will adversely affect the Market Value herein contained and said estimate will not be valid. Your appraiser takes no responsibility or liability for these matters as it is beyond the scope of an appraisal.
- 14) The herein-contained estimate of Market Value is developed as of a specific effective date and reflects the market conditions as of that date. Subsequent changes in the marketplace relative to the economy (i.e. interest rates, etc.) changes in laws or government regulations etc. can impact on real estate values either positively or negatively. Therefore, the herein-contained estimate of Market Value cannot be guaranteed beyond the effective date.
- 15) In the case of an improved subject property a cursory inspection did not reveal any Urea Formaldehyde Foam Insulation (U.F.F.I.) or Asbestos based materials, however, your appraiser cannot warrant their absence.



- 16) The client has requested that the report be prepared upon a limited format and that a short narrative report be prepared. The presentation and level of content and data in a short narrative report is less than in a narrative report. The client has been apprised of, and has agreed to a short narrative level of presentation. It is noted, however, that this report has not been prepared to a court, tribunal, arbitration or forensic level.
- 17) The appraisal report and estimate of Market Value herein contained is subject to revision as a result of a qualified building inspection report. It is noted that the valuation has been made without the benefit of such a report and there could be issues that such an inspection and report would raise that would affect the estimates of Market Value.
- 18) The appraiser is not qualified to comment on environmental issues that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air. Unless expressly stated, the property is assumed to be free and clear of pollutants and contaminants, including but not limited to mould or mildews or the conditions that might give rise to either, and in compliance with all regulatory environmental requirements, government or otherwise, and free of any environmental condition, past, present or future, that might affect the market value of the property appraised. If the party relying on this report requires information about environmental issues then that party is cautioned to retain an expert qualified in such issues. We expressly deny any legal liability relating to the effect of environmental issues on the market value of the property appraised.
- 19) The client acknowledges that they have engaged Colliers International Niagara Limited to provide appraisal/consulting services. They acknowledge that in the course of this engagement Colliers International Niagara Limited will provide you with certain confidential personal information. The client hereby gives consent to the collection, use and disclosure by you of personal information but only in the manner, for such purposes and for such time as are set out in your Privacy Policy and for no other reason or uses except as may be required by law. Specifically, we consent to the inclusion of such personal information in your database for future use in performing comparative valuations of properties provided that any information identifying a particular individual is deleted from your records. Such information includes specifically the name of any particular individual and the street address number relating to an individual.
- 20) The report is only valid if it contains the original signature of the author.



Extraordinary Assumptions & Limiting Condition

- 21) The appraiser has assumed that the subject property has no abnormal site servicing costs, archeological issues, external servicing issues for future development, proper geo-technical soil stability and any other studies or development related items that might reveal themselves prior to development approval and Site Plan Approval (SPA). Also, the existing municipal services are able to handle the full civil requirements without an abnormal or external infrastructure works, meaning that capacity in the area would not be restrictive to the increased density. Most of these items can only be provided by specific professionals and further consultation and confirmation by the appropriate governing bodies. Should these assumptions prove inaccurate, then the appraiser retains the right to adjust the herein contained market valuation.
- 22) It is assumed that multiple severances of the subject property would be permitted based on the concept hybrid development plan in a reasonably short period of time based on the ownership by the Town. Therefore, the appraisers reserve the right to alter the final estimates of market value if this assumption is later found incorrect. The appraiser has also assumed that the Town would cover any severance expenses or conditions related to the parcels.

Exterior Photographs of the Subject Property

Photographs taken August 15, 2024



VIEW LOOKING SOUTH FROM THE NORTHEAST CORNER



VIEW WEST AT THE NORTHERN PORTION OF THE SITE



VIEW LOOKING EAST AT THE SOUTHERN BOUNDARY



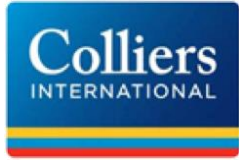
VIEW LOOKING NORTH ALONG THE RICE ROAD FRONTAGE



VIEW LOOKING NORTH NEAR SOUTHEAST CORNER



VIEW SOUTH AT THE FRONTAGE ON RICE ROAD



Executive Summary

Address: Northwest Corner of Rice Road and Summerside Boulevard, Pelham being PART 4 PLAN 59R-16105

Registered Owner: The Corporation of the Town of Pelham

Property History: A cursory review of title information has revealed that the subject property has not transferred as no sale history was noted on the parent parcel on Geowarehouse database. The appraiser is not aware of the subject property being currently listed for sale or being subject to any outstanding agreements of purchase and sale.

Town/Neighbourhood: According to the 2021 Census, the population of the Town of Pelham was 18,192, an increase of 6.3% from the 2016 Census. The subject property is located in the northwest portion of the Town of Pelham just east of the downtown core of Fonthill. This neighbourhood consists of a mixture of several land uses, these include newer single family residential, multi-family residential, institutional, neighbourhood commercial strip plazas and single use commercial properties.

Site Description: **General** – Currently, the property is part of the community arena property, the intent is to create the hybrid option by the severance of the PART 4 on Reference Plan 59R-16105 into two parcels. A northern parcel to be eventually improved with a parking lot with ±0.90 acres. A southern parcel of vacant lands to be eventually sold and likely developed with a residential use with ±0.71 acres.

Size ±1.615 acres, ±70,333.5 Square Feet (sf) or ±6,534.2 square meters

Shape & Topo. Irregular in shape and fairly flat and level

Frontage ±137.759 meters (east side of Rice Road entire parcel)

Frontage ±61.898 meters (north side of Summerside Blvd. entire parcel)

Access Northern portion has a temporary access for a gravel parking area.

Services Full municipal services are available to the subject site, which includes municipal water, sanitary sewers, storm drains for storm water, police protection, hydro, gas, cable & telephone. Assumed sufficient capacity to support development, however this is subject to municipal verification.

Site Comments The site is afforded good exposure along a major north to south traffic route in the Town.

Property Taxes: Currently tax exempt with the Town as owner.

Official Plan: Secondary Plan Area with a Greenfield Overlay inside Urban Area of Town

Secondary Plan: Mixed Use Area / Built Boundary

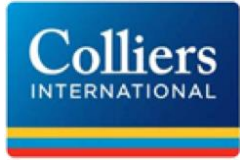
Zoning: EF-MU3-136: Village of East Fonthill

Highest & Best Use: Given the property’s location and zoning, the site would likely be developed for residential use when economic circumstances dictate action.

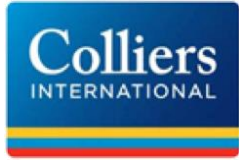
Effective Date: August 15, 2024 (date of inspection)

Description of Hybrid Option	±Acres x \$/Acre	Estimated Market Value ‘As If Severed’ (Rounded)
Northern parcel to be eventually improved with a parking lot.	±0.90 x \$2,200,000 per acre	\$1,980,000
Southern parcel of vacant lands to be eventually sold and likely developed with a residential use.	±0.71 x \$2,200,000 per acre	\$1,560,000

Attention is drawn to the Extraordinary Assumptions and the Terms of Reference



Preface and Definitions



Purpose of the Appraisal

The purpose of the appraisal is to estimate the current market value of the herein-described subject property as of the effective date.

Intended Use of the Appraisal

The intended use of the appraisal is to assist with internal planning relative to potentially partial disposition of the subject property to be severed.

Effective Date of the Appraisal

The effective date of the appraisal is August 15, 2024.

The Date of Inspection

The subject property was inspected on August 15, 2024.

Scope of the Appraisal

Inspection

The inspection of the subject property involved a drive by of the site. The Town of Pelham website was visited and information as to the zoning, Official Plan designation, and services of the subject property was obtained. The appraiser has also performed a cursory review of title information.

Analysis Description

The appraiser conducted a Highest & Best Use analysis considering the physical characteristics and land use regulations governing the subject property. The appraiser then collected comparable data based on the Highest & Best Use conclusions. This process involved a search via the Niagara Real Estate Board computer system (MLS sales and listings), internet searches via Geowarehouse and RealTrack databases, a review of the existing Colliers International database, and discussions with other realtors and appraisers.

Given the type of property appraised, the Direct Comparison was considered applicable. The most accepted form of analysis within the Direct Comparison Approach is considered to be the Price per Acre Method. From the comparable data obtained, adjustments were made to the comparable properties to ultimately form an appropriate range in value for the subject property. This range in value was narrowed to form a single point estimate of market value. Both approaches to value were reconciled into a final estimate of market value.

Data Research

In the course of the investigation process of this report, information was obtained from the following sources:

- The Municipal Property Assessment Corporation (MPAC)
- Niagara North & South Land Registry Offices
- The City/Town Planning Department
- The Appraisal of Real Estate, Third Canadian Edition, 2010
- Various area real estate offices/agents/appraisers
- Various developers/market players within the industrial submarket
- Multiple Listing Service (M.L.S.)
- Geowarehouse Information Services – Ontario
- RealTrack Database
- Colliers International database
- Client

Audits and Technical Investigation

The appraiser did not complete or review technical investigations, such as:

- An environmental review of the property
- A title search (although a brief title review was conducted)
- Investigation into the load-bearing qualities of the soil

Liquidity

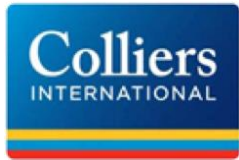
Liquidity is essentially the relative ease with which assets can be sold and converted into cash. There are four categories or ratings of liquidity, as follows:

- Excellent liquidity – a short marketing period may achieve a price above market value.
- Good liquidity – a reasonable marketing period is likely to achieve market value.
- Moderate liquidity – market value may be difficult to achieve and a more extensive marketing period may be required.
- Poor liquidity – market value is difficult to gauge and achieve notwithstanding an extensive marketing period.

The appraiser considers the liquidity of the subject property would be **moderate to good** at the value reported.

Identification of the Subject Property

Address:	PART 4 PLAN 59R-16105 - Northwest Corner of Rice Road and Summerside Boulevard, Pelham, ON
Current Registered Owner:	The Corporation of the Town of Pelham
Parent Parcel Entire Legal Description:	PART BLOCK 4 PLAN 59M432, PARTS 1, 3, 4, 7 AND 8 PLAN 59R-16105. SUBJECT TO AN EASEMENT IN GROSS AS IN SN535625 SUBJECT TO AN EASEMENT OVER PARTS 1 AND 3 59R16740 IN FAVOUR OF PART BLOCK 4 59M432, PART 5 59R16105 AS IN SN646873 TOWN OF PELHAM
Property Identification No.:	Part of 64063-0544 (Land Registry Office #59) – to be severed
Severed Parcel Potential Legal Description:	PART BLOCK 4 PLAN 59M432, PART 4 PLAN 59R-16105. TOWN OF PELHAM
Assessment Roll No.:	273203002004607 (entire parcel) new roll number to be determined
Current Value Assessment (2024):	\$21,372,000 (entire parcel to include arena/community centre) - New assessment to be determined after severance.
Property Taxes	Tax exempt based on the Town ownership
Reference Plan Portion:	



Subject Property History

A cursory review of title information has revealed that the subject property has not transferred according to a cursory title review. The appraiser is not aware of the subject property being currently listed for sale or being subject to any outstanding agreements of purchase and sale.

It is noted that **only a cursory review of title** has been conducted as part of this short narrative report. It is stressed that your appraiser is not a professional title searcher and that the subject property has been valued on the basis of not being encumbered. A professional title search goes beyond the scope of the appraisal.

Definition of Market Value

Market Value can be defined as the most probable sales price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.

Implicit in the above definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated
2. both parties are well informed or well advised, and each acting in what they consider in their own best interests
3. a reasonable time is allowed for exposure on the open market
4. payment is made in cash or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale

An understanding of the most likely segment for the investment submarket capable of bidding on the property is essential. Appraisers study the motivations of the potential buyer group that will exert the greatest pressure on the price structure.

Terms of Reference

The client has indicated that a brief/short narrative appraisal report is sufficient for their needs. As a result, it is necessary to apply Extraordinary Assumptions and Limiting Conditions as outlined above in the Assumptions and Limiting Conditions sector of the report. The client has been apprised of, and has agreed to the limitations of such a report. Within a short narrative report only a brief review of comparable data is conducted for both Approaches to Value. This is a departure from the Describe & Analyze, Appraisal Procedures, Reasoning, and Review & Reconcile standards of the Canadian Uniform Standards.

The valuation is predicated on the potential hybrid option shown below. Currently, the property is part of the community arena property, the intent is to create the hybrid option by the severance of the PART 4 on Reference Plan 59R-16105 into two parcels. A northern parcel to be eventually improved with a parking lot. A southern parcel of vacant lands to be eventually sold and likely developed with a residential use.

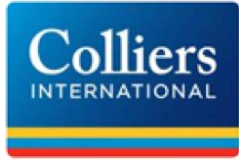


Hybrid Option:

- The northern section, approximately 0.9 acres, would be retained for a parking lot with 74 spaces, estimated to cost \$852,000.
- The southern section could be sold for future development, such as townhouses, which would generate future property tax revenues in perpetuity.
- An option to provide a green space buffer as a parkette between the development and the parking lot.

pelham.ca/hopelanelanduse





Definition of Fee Simple

Fee Simple can be defined as the highest form of real property ownership, an absolute fee without limitations to a particular class of heirs, however, subject to the restrictions of eminent domain, escheat, police power and taxation.

Definition of the Leased Fee Interest

The leased fee estate or interest is similar to the Fee Simple Estate in that title belongs to the landlord, but some of Bundle of Rights, including the right use and occupancy, have been conveyed to others by a lease for a definite period.

Property Rights Appraised

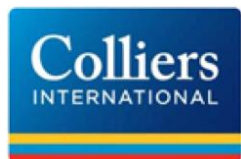
The property rights appraised are considered to be the Fee Simple interest of the subject property.

Current Use of the Subject Property

The subject property is currently a vacant development land parcel. The northern portion of the parcel has a gravel parking area.

Buyer Profile of the Subject Property

The subject property offers appeal to speculators, local investors, out of town investors, home builders and developers.



Town, Neighbourhood & Subject Property Data

Regional Market

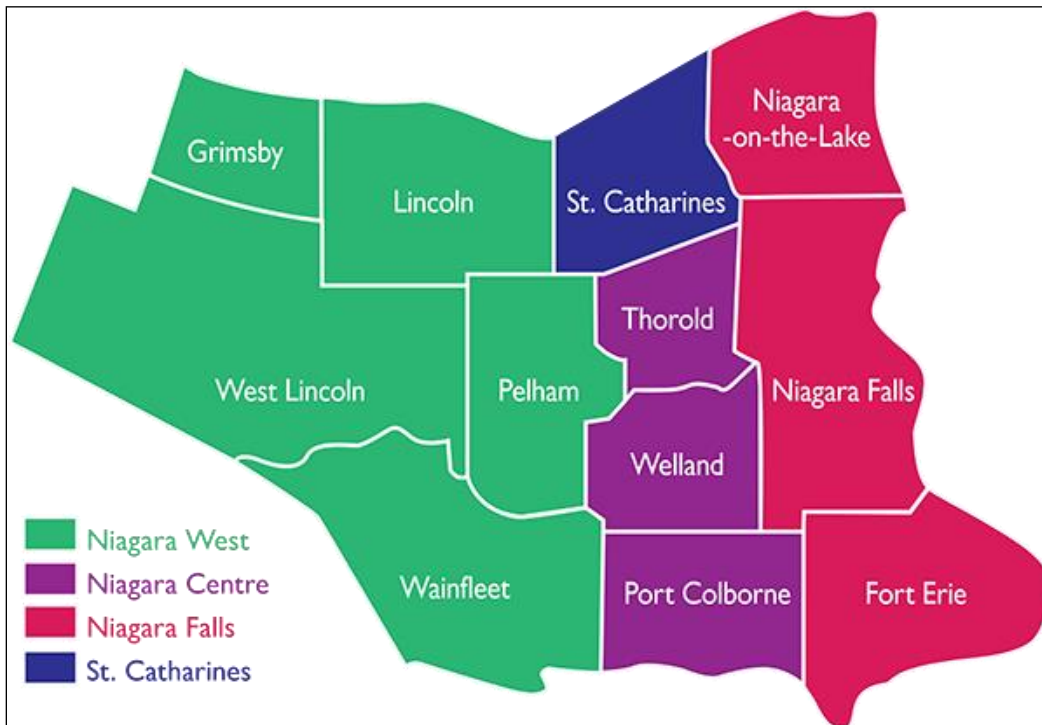
The Regional Municipality of Niagara in Southern Ontario, Canada, lies on the west side of the Niagara River, between lakes Ontario and Erie. The Canadian section of Niagara Falls, including the dramatic Horseshoe Falls, is its most famous feature. Dozens of wineries along the north's Wine Route offer tours and tastings featuring ice wine as the local specialty.

The Regional Municipality of Niagara, also known as the Niagara Region, or colloquially "Regional Niagara", is a regional municipality comprising twelve municipalities of Southern Ontario, Canada. The regional seat is in Thorold.

The Region occupies most of the Niagara Peninsula. Its eastern boundary is the Niagara River, which is also the border with the United States. It is bounded on the north by Lake Ontario and on the south by Lake Erie.

Unique natural landscapes make the Niagara Region an important centre for agriculture and tourism in Canada. The most important agricultural enterprise in Niagara is viticulture, or winemaking. The Niagara Wine Route, which connects visitors to dozens of wineries, is a growing tourism draw while the internationally renowned Niagara Falls is one of Canada's major tourist attractions. Along with Shaw Festival, held annually in Niagara-on-the-Lake, and the Welland Canal, the Regional Municipality of Niagara receives up to 12 million visitors each year.

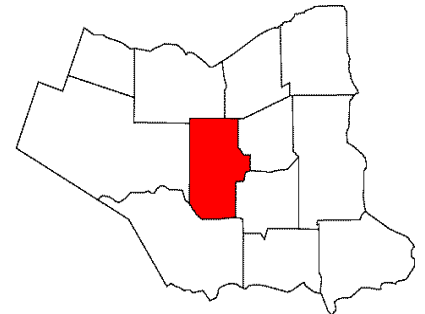
Niagara Region Map



Brief Town Analysis

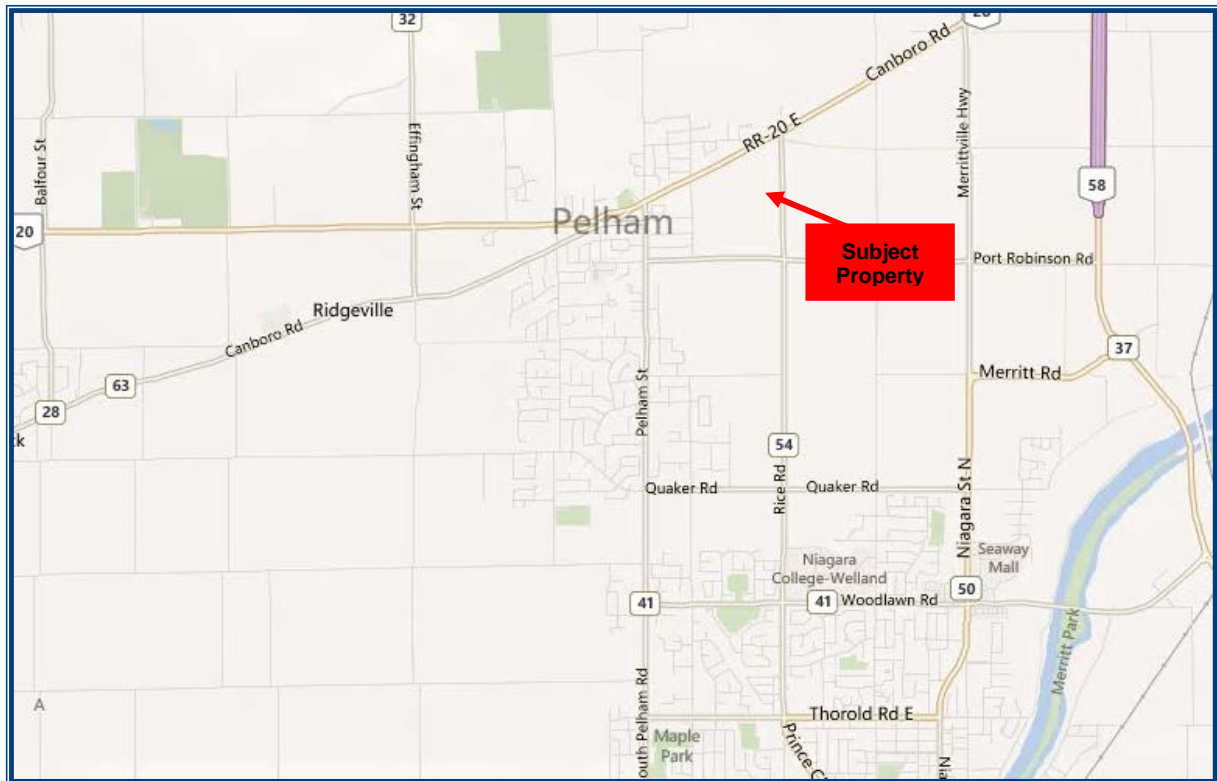
The subject property is located in the Town of Pelham, and more specifically, the bedroom community of Fonthill, near the boundary with the City of Welland. An analysis of the Town of Pelham now follows.

The Town of Pelham is located 10 minutes west of the City of Niagara Falls, between Lake Erie and Lake Ontario. The North overlooks the City of St. Catharines, while rural lands bound the Town to the east and west. In 1970, the Town of Pelham was created to unify five historical communities: Fonthill, Ridgeville, Effingham, North Pelham and Fenwick into a single town covering 126.42 square kilometres. This integration incorporated a mix of farming, conservation lands and a variety of growing residential and commercial communities.



TOWN OF PELHAM

Town Map Illustration



Transportation facilities include railways, Highways 406, 20 and 58. In addition, there are regional roads leading to other area centres and the Welland Canal. Hwy. 20 is a secondary east-west traffic artery linking traffic to all the major north-south thoroughfares, including Hwy. 406. Hwy. 406 provides convenient access to the QEW Highway.

Brief Town Demographics

Niagara Region Population Statistics					
Municipality	2021	2016	2011	2006	% Change 2016-2021
Fort Erie	32,901	30,710	29,960	29,925	7.13%
Grimsby	28,883	27,314	25,325	23,937	5.74%
Lincoln	25,719	23,787	22,487	21,722	8.12%
Niagara Falls	94,415	88,071	82,997	82,184	7.20%
Niagara on the Lake	19,088	17,511	15,400	14,587	9.01%
Pelham	18,192	17,110	16,598	16,155	6.32%
Port Colborne	20,003	18,306	18,424	18,599	25.66%
St. Catharines	136,803	133,113	131,400	131,989	2.77%
Thorold	23,816	18,801	17,931	18,224	26.76%
Wainfleet	6,887	6,372	6,356	6,601	8.08%
Welland	55,750	52,293	50,631	50,331	6.61%
West Lincoln	15,454	14,500	13,837	13,167	6.58%
Total Niagara Region	477,911	447,888	431,346	427,421	6.70%

According to the 2021 Census, the population of the Town of Pelham was 18,192, an increase of 6.32% from the 2016 Census. Regional government services extend beyond municipal boundaries such as municipal roads, health and welfare services, police and capital budgeting. Other responsibilities are shared with the municipality including collection and treatment of sewage, treatment and distribution of water, and planning.

Pelham has no industry to speak of as the main activity is agricultural, specifically, grains and fruits, with farms ranging from five acres to 100+ acres in size. Fonthill was originally developed as a commercial service centre for the surrounding area; however, it has experienced a significant amount of residential growth, and therefore has evolved into a bedroom community for some of the larger cities in the Niagara Region. Highway 20 is developed with a variety of commercial businesses including the Fonthill Shopping Plaza, anchored by a Shoppers Drug Mart and the Beer Store, a smaller plaza, and Sobeys, a ±30,000 sq food store. Numerous commercial and light industrial businesses are located on Highway 20, primarily between Hansler Road and Cataract Road (geographically within the City of Thorold), and between Rice Road and Pelham Street, as well as along Highway 20 east of Haist Street. Municipal services are available along Highway 20 west of Rice Road and within the urban boundary limits.

Presently, the existing residential base within Pelham is primarily concentrated in Fonthill, comprising mostly low density, although some multi-residential buildings exist. The housing is occupied to a large degree by individuals who work throughout the Region.

Shopping amenities are offered within the town core of Fonthill. However, much more extensive shopping facilities are found in nearby St. Catharines and Welland. The Pen Centre, a regional shopping mall, is located on the northerly periphery of Thorold on Glendale Avenue, just west of Highway 406. Welland also has a regional mall, the Seaway Mall, which is located west of Highway 406 @ Woodlawn Road and Niagara Street. In addition, the recent large format retail development at Highway 406 and Woodlawn Road in Welland includes a Walmart, Rona and Canadian Tire, as well as several smaller retail stores in a mall.

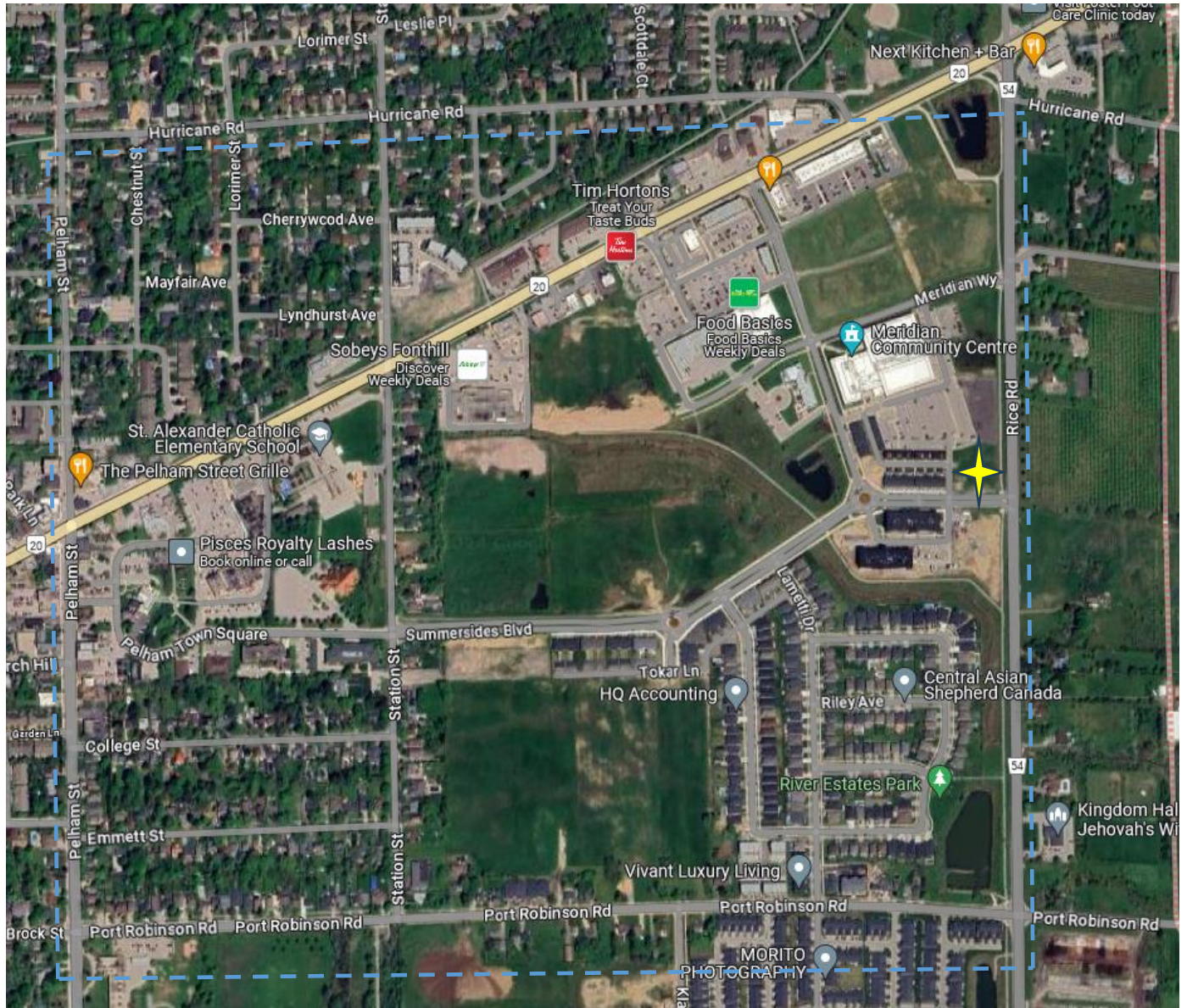


Additional stores are proposed at this location, which is conveniently located within about 10 minutes of Fonthill.

Medical offices are found in Fonthill and Thorold, and more extensively in St. Catharines and Welland. Area hospitals are located in St. Catharines, Welland, and Niagara Falls. Recreational amenities are found in abundance throughout the Region, and more specifically, the Greater Niagara Circle Route, a portion of which parallels the Welland River and Canal. Educational facilities include public and secondary schools in Thorold and nearby Welland, and post secondary facilities in St. Catharines (Brock University), and Welland (Niagara College).

Neighbourhood Description

Boundaries: The subject property is located in the central east portion of the Town of Pelham in an area part of the easterly section of the greater downtown Fonthill. Neighbourhood boundaries can be loosely delineated by Hurricane Road to the north, Rice Road to the east, Port Robinson Road to the south, and Pelham Street to the west. A neighbourhood map is shown below.



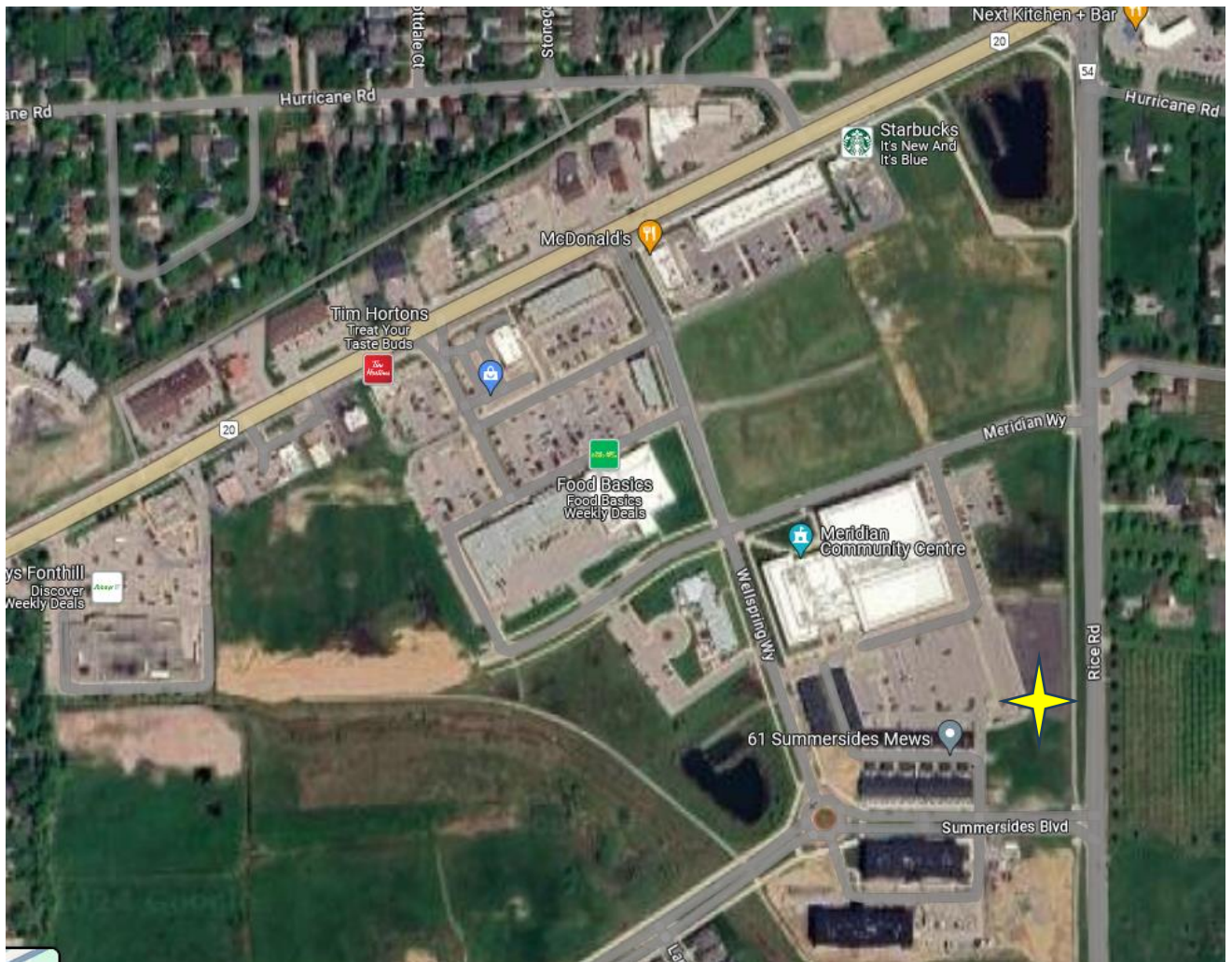
Predominant Characteristics: The subject is located just on the fringe of the downtown core of Fonthill. Directly in Fonthill's newest mixed-use development area with large scale commercial/retail development occurring along the Highway 20 frontage and significant residential development occurring in the southern portions.

The unique mix of commercial, residential and institutional uses coupled with modern new home designs makes the neighbourhood one of the region’s more desirable new developments. Construction of the community centre was recently completed which is immediate to the subject site. The community centre includes public amenities such as multi-purpose community rooms, a double gymnasium, indoor walking track and two arenas, and will be fully accessible and integrated with a new public square.

Commercial development along Highway 20 offers national tenants such as Food Basics, Sunset Grill, Little Caesar’s, Dollarama, Great Clips and Tim Horton’s, to name a few.

The neighbourhood has strong connectivity to Highway 406 with connection to Welland and south Niagara along with northern portions of the Region such as Niagara Falls and St. Catharines. Its proximity to Highway 20 allows for additional east-west transit throughout the Region.

Immediate Neighbourhood Aerial Map



Trends: The larger area is considered to be in a state of rapid growth. Home builders are currently constructing homes with a significant portion already being occupied.

The recent infrastructure improvements in the area, coupled with the small-town appeal of the Fonthill community will likely fuel strong demand for homes and rental units in the neighbourhood.

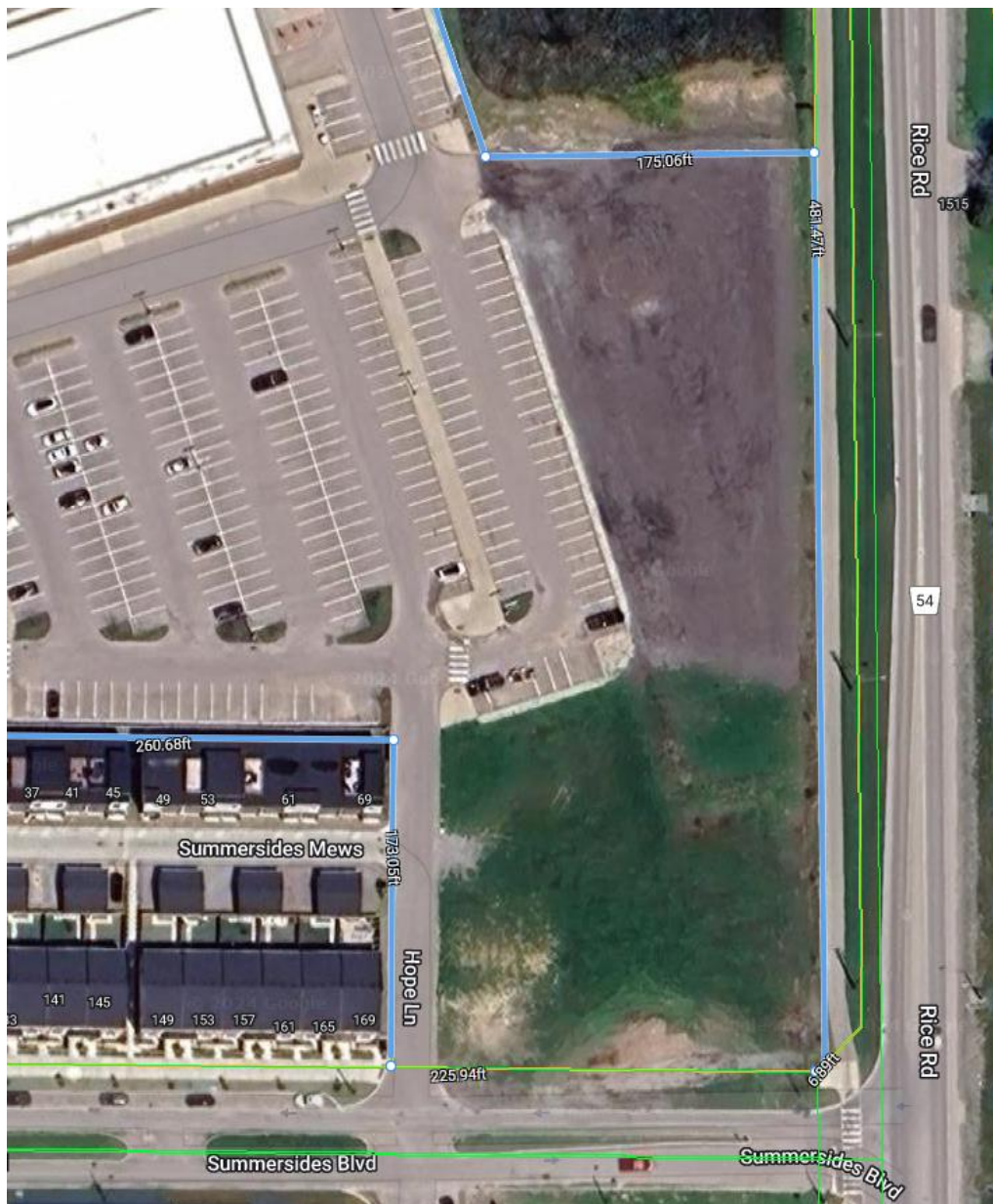
Site Description

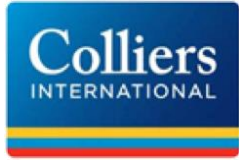
General – Currently, the property is part of the community arena property, the intent is to create the hybrid option by the severance of the PART 4 on Reference Plan 59R-16105 into two parcels. A northern parcel to be eventually improved with a parking lot with approximately 0.90 acres. A southern parcel of vacant lands to be eventually sold and likely developed with a residential use with approximately 0.71 acres. An aerial image is provided below of the registered parcel.

Size ±1.615 acres, ±70,333.5 Square Feet (sf) or ±6,534.2 square meters

Frontage ±137.759 meters (east side of Rice Road entire parcel)

Frontage ±61.898 meters (north side of Summerside Blvd. entire parcel)





Topography & Drainage: The subject site is a level plot noted to be road grade. Drainage is considered to be adequate.

Ingress, Egress & Parking: Northern portion has a temporary access for a gravel parking area.

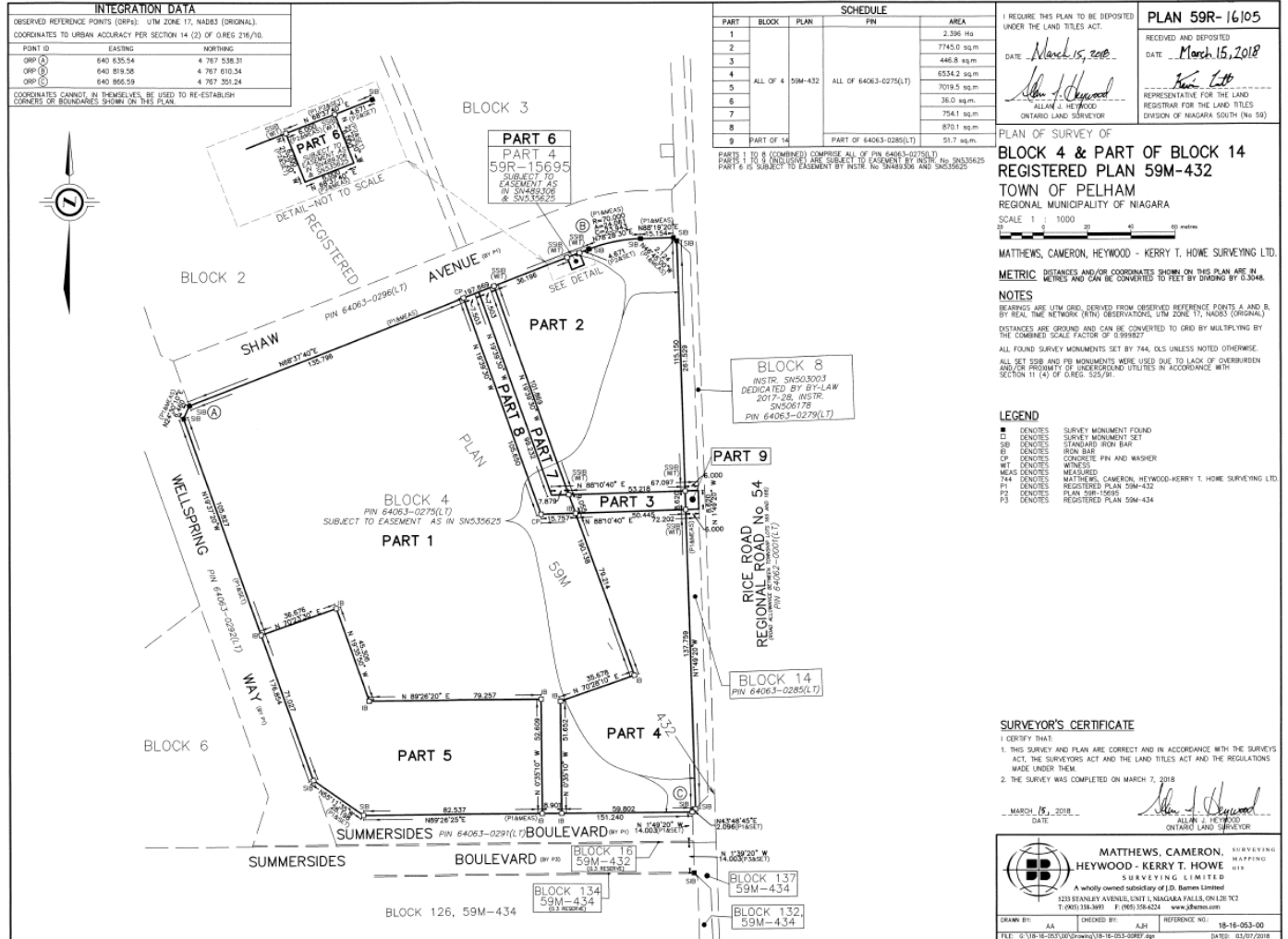
Easements & Rights of Way: No easements or right of ways were noted upon a cursory review of the title of the subject property. The verification of easements and the discovery of other encumbrances to the Bundle of Rights is the subject of a title search, and goes beyond the scope of this report.

Environmental Concerns: See below copy of approved environmental status of the subject property. Unless otherwise stated in this report, the existence of hazardous substances, including without limitation, asbestos, polychlorinated biphenyls and / or petroleum leakage which may or may not be present on the property, or other environmental conditions, were not called to the attention of, nor, did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or buried within the property unless otherwise stated. The appraiser, however, is not qualified to test such substances or conditions. The value estimate is predicated on the assumption that there is no such condition on or in the property or in such proximity thereto, that would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

Services: Full municipal services are available to the subject site, which includes municipal water, sanitary sewers, storm water drains; however, this is subject to official verification with the Town. Assumed sufficient capacity to support development, however this is subject to municipal verification. Additional comments are noted in the Development Comments.

Severance: It is assumed that multiple severances of the subject property would be permitted based on the concept hybrid development plan in a reasonably short period of time based on the ownership by the Town. Therefore, the appraisers reserve the right to alter the final estimates of market value if this assumption is later found incorrect. The appraiser has also assumed that the Town would cover any severance expenses or conditions related to the parcels.

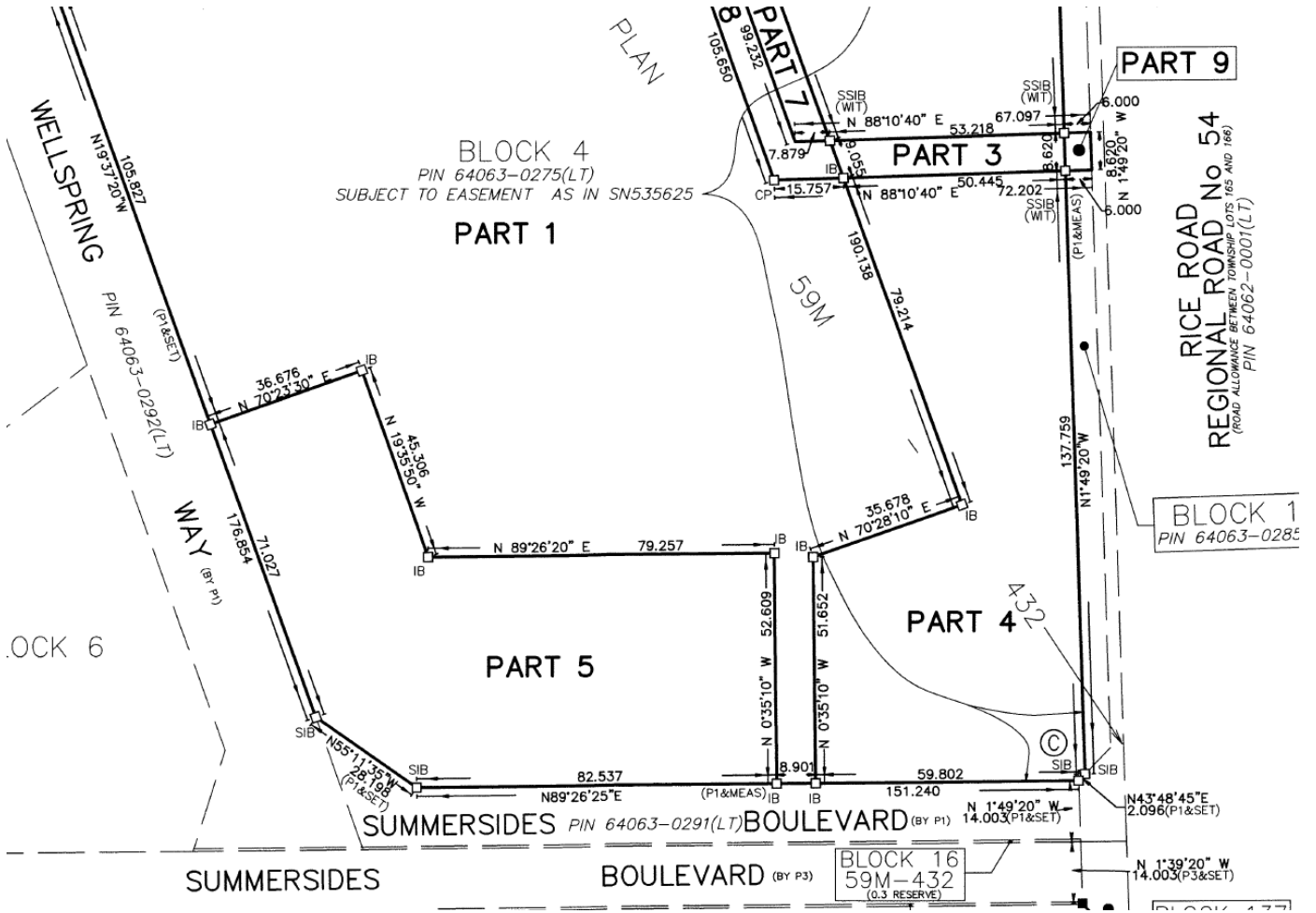
Reference Plan:



SCHEDULE				
PART	BLOCK	PLAN	PIN	AREA
1				2.396 Ha
2				7745.0 sq.m
3				446.8 sq.m
4	ALL OF 4	59M-432	ALL OF 64063-0275(LT)	6534.2 sq.m
5				7019.5 sq.m
6				36.0 sq.m.
7				754.1 sq.m.
8				870.1 sq.m.
9	PART OF 14		PART OF 64063-0285(LT)	51.7 sq.m.

PARTS 1 TO 8 (COMBINED) COMPRISE ALL OF PIN 64063-0275(LT)
PARTS 1 TO 9 (INCLUSIVE) ARE SUBJECT TO EASEMENT BY INSTR. No SN535625
PART 6 IS SUBJECT TO EASEMENT BY INSTR. No SN489306 AND SN535625

Portion of Reference Plan:



Development Comments: The appraiser has assumed that the subject property has no abnormal site servicing costs, archeological issues, external servicing issues for future development, proper geo-technical soil stability and any other studies or development related items that might reveal themselves prior to development approval and Site Plan Approval (SPA). Also, the existing municipal services are able to handle the full civil requirements without an abnormal or external infrastructure works, meaning that capacity in the area would not be restrictive to the increased density. Most of these items can only be provided by specific professionals and further consultation and confirmation by the appropriate governing bodies. Should these assumptions prove inaccurate, then the appraiser retains the right to adjust the herein contained market valuation.

The site also offers, hydro, gas, cable, telephone, police and fire protection.

General Site Comments:

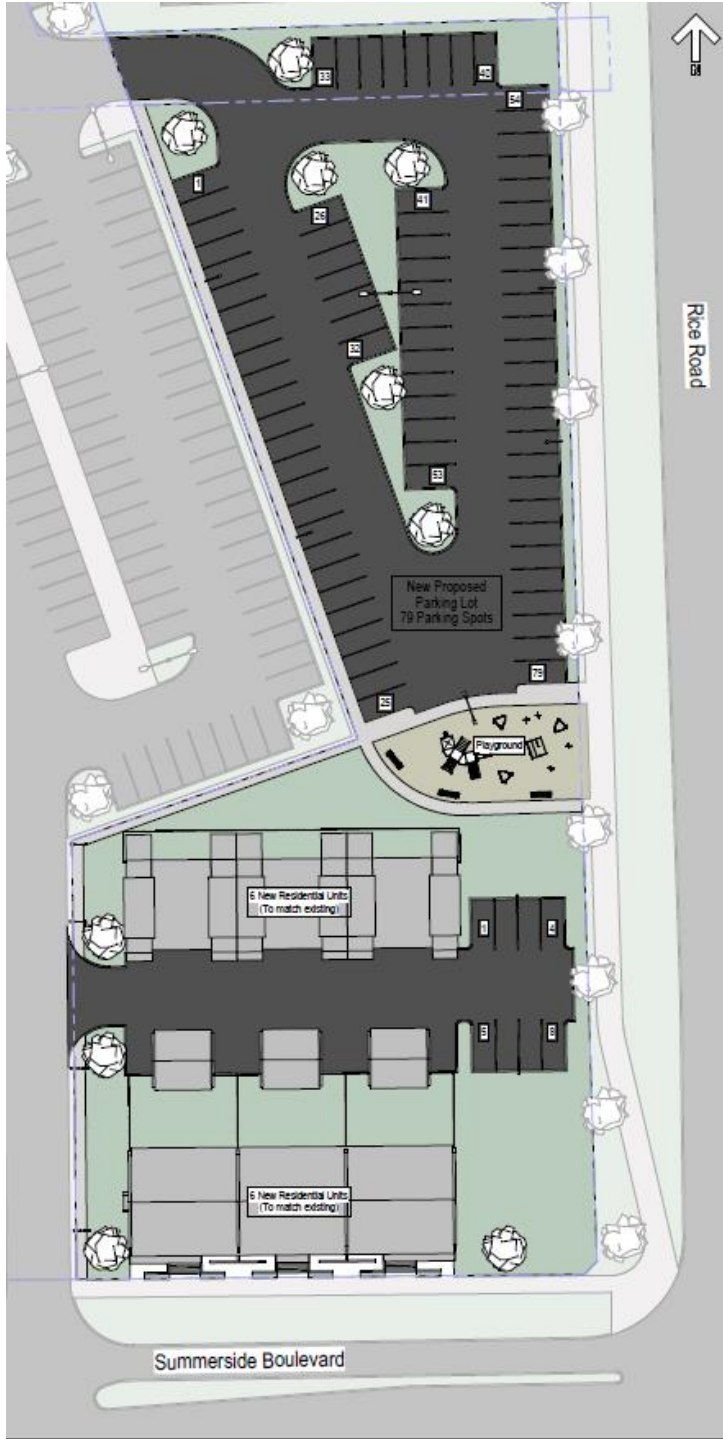
- The subject site is afforded very good exposure along Rice Road a main arterial roadway.
- Close proximity to the downtown core of Fonthill.

Concept Development Plan

The client has provided the appraiser the various documents related to the potential concept development plan. Below is the concept site plan 3-D rendering. The development concept shows the northern parcel to be improved with a parking lot with approximately 74 spaces on approximately 0.90 acres and the southern parcel with approximately 0.71 acres to potentially be improved with townhouses similar to the existing development directly to the west. It is noted that this concept drawing is merely a potential scenario of how the two future parcels could be developed, both would likely be subject to site plan control. A further site plans has been provided on the following page.



Concept Site Plan



4907 Quaker Street, Suite 2
 Pelham, NH 03076
 P: 603.261.4441
 F: 603.261.6023
 www.raimondoassociates.com
 info@raimondoassociates.com

CLIENT NAME
 Town Of Pelham

PROJECT NAME
 120 Meridian Way
 (Concepts)

PROJECT ADDRESS
 120 Meridian Way, Pelham NH

SHEET NAME
 Overall Site Plan (Town
 House & Parking Lot
 Concept)

DRAWN BY MKK
DATE 2024-03-12 2:01:48 PM
SCALE As Indicated
PROJECT NO. 24-007
CHECKED BY MKK

THIS SHEET AND ALL OTHER CONSTRUCTION DOCUMENTS SHALL BE READ IN ACCORDANCE WITH THE TOWN OF PELHAM CONCEPT AND DESIGN MANUAL TO THE 2023 PELHAM ZONING REGULATIONS, AS AMENDED, AND THE PELHAM SUBCOMMITTEE REPORT.

THIS SHEET IS PREPARED SOLELY FOR THE USE OF THE TOWN OF PELHAM AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF RAIMONDO + ASSOCIATES ARCHITECTS INC.

SHEET #

A1-003

REV. #

Brief Improvement Description

Not applicable.

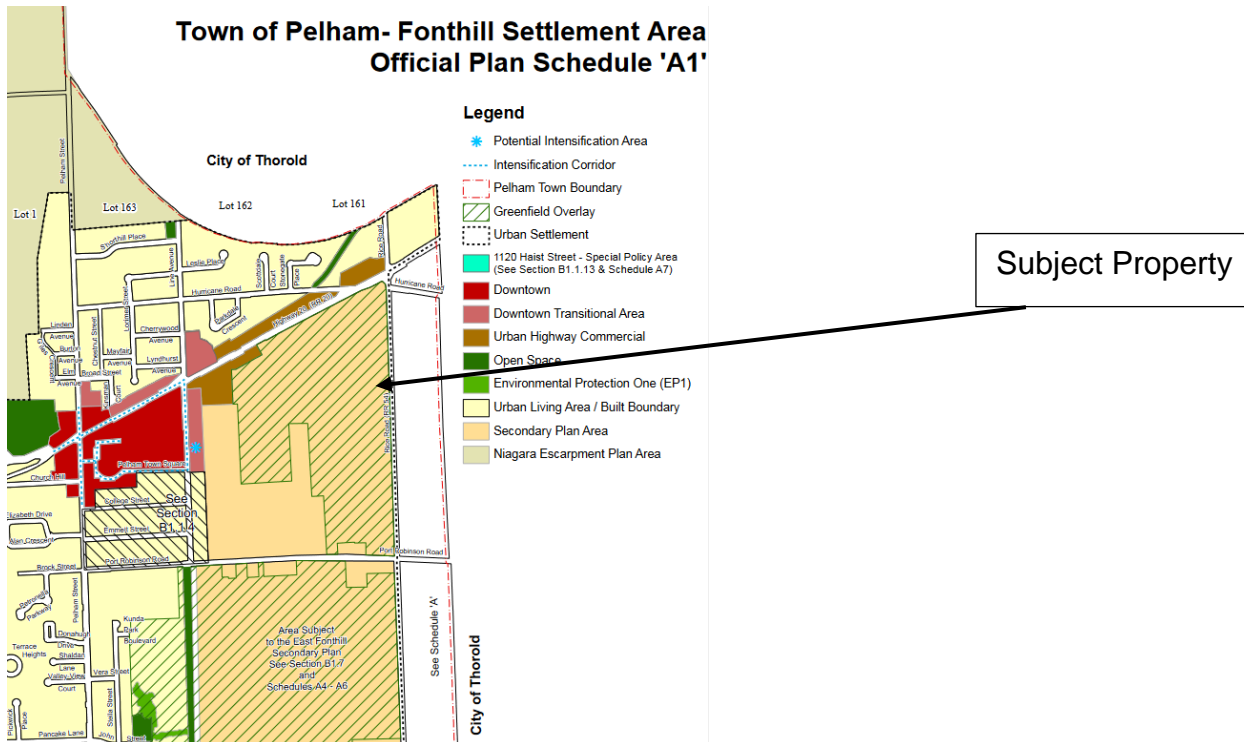
Official Plan Description

Per the Planning Act, the Official Plan may be defined as

A document approved by the Minister of Municipal Affairs and Housing, containing objectives and policies established to provide guidance for the physical development of a municipality while having regard to relevant social, economic and environmental matters.

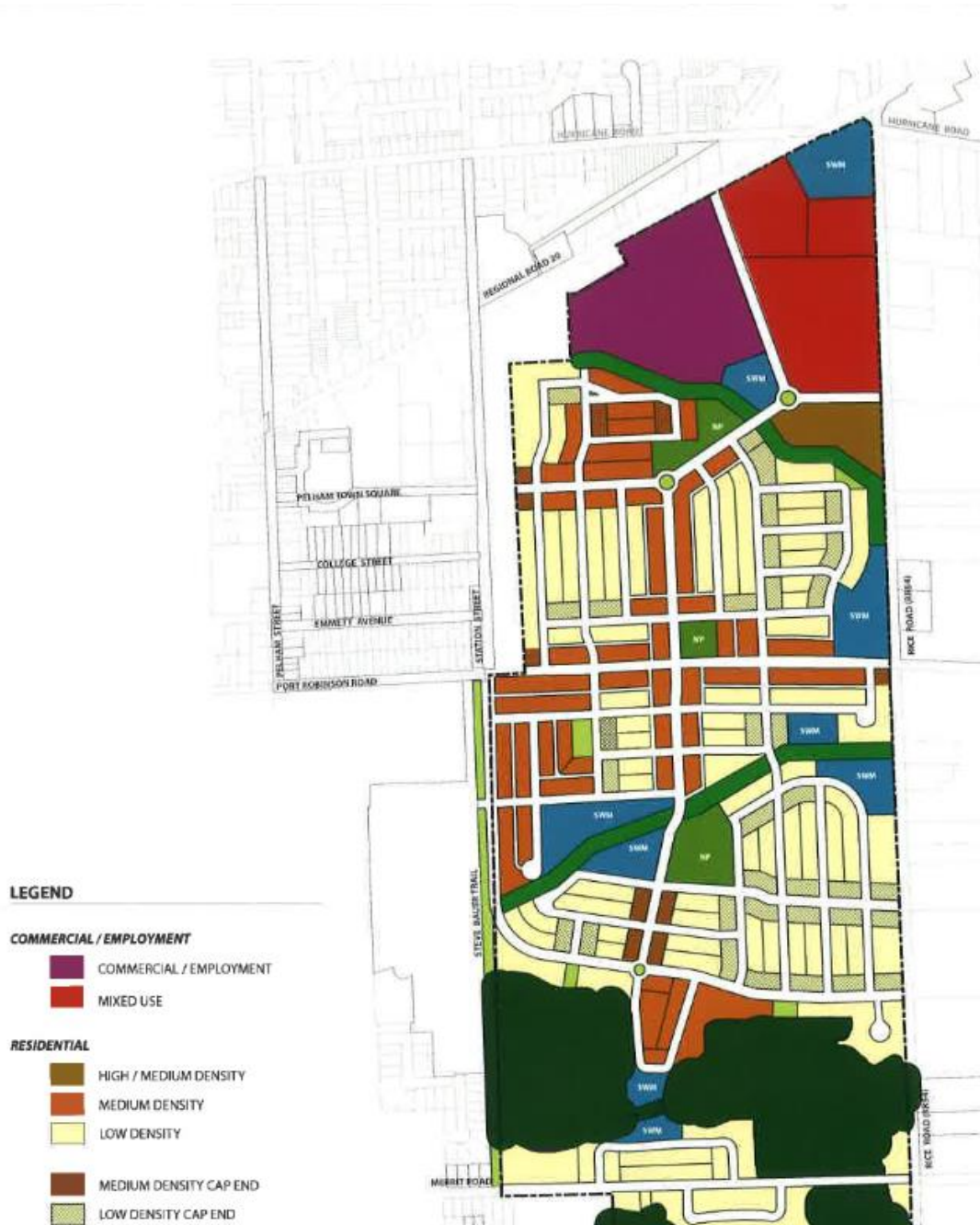
The purpose of an Official Plan is to provide a framework of public policy for the future development of a community. The maps and text will project the growth and planning needs for each community. The Official Plan does not directly dictate or regulate the use of private lands (as zoning by-laws do); it merely acts as a guideline. The Official Plan plays a major role in a redevelopment, rezoning or severance. Requirements are often reviewed and changed from year to year as it is necessary for the municipality to reassess the relevance of their plan. Hence there are provisions for amendments to the Official Plan when reasonable grounds exist.

According to the Town of Pelham website, the subject property is inside of the urban boundary. The subject property is currently designated as **Secondary Plan Area with a Greenfield Overlay** in the Town's Official Plan. A copy of the land use map from the Official Plan is provided below.



Secondary Plan Description

According to the Town of Pelham website, the subject property is inside of the urban boundary. The subject property is currently designated as **Mixed Use** in the Town’s Official Plan. A copy of the land use map from the Official Plan is provided below.



Zoning

Zoning By-laws may be defined as

Documents approved by the local municipality, containing use restrictions, height maximums, floor area, coverage ratios, minimum lot size, minimum frontage & depth, number of parking spaces, access, side yards, setbacks, as well as other City objectives and policies in a specific area.

Zoning by-laws provide for the day-to-day administration of local site-specific property regulations. These define what can take place in an area and how structures can be located on a site. Basically use restrictions that are designed to separate incompatible uses such as single-family residential directly adjacent to a large heavy industrial factory. Zoning policies can be changed, revised, or altered based on application to the appropriate Municipal Officials having approvals by City Council.

According to the Town of Pelham, the subject property is zoned **EF-MU3-136: Village of East Fonthill - *Formerly EF-MU3.**

The permitted uses & regulations are provided on the following pages.

Permitted Uses and Regulations

1.0 Permitted Uses

The following uses are permitted within the East Fonthill Mixed - Use 3 (EF - MU3) Zone:

- a) A Multi-Use Recreational Facility, including cultural, recreational and entertainment uses;
- b) Commercial, professional, medical and/or government offices;
- c) Retail commercial uses including retail stores, restaurants and personal services, with Gross Leasable Floor Areas greater than 150 m² (1,614.6 ft²) and less than 1,000 m² (10,763.9 ft²) per business;
- d) Hotels and tourist accommodations;
- e) Conference and convention centres;
- f) Public and private institutional uses;
- g) Townhouses and apartment buildings;
- h) Housing for seniors and/or special needs housing;
- i) Child care facilities;
- j) Parks and urban squares;
- k) Public uses and public and private utilities;
- l) Public art installations; and,
- m) Public roads, active transportation facilities and transit facilities.

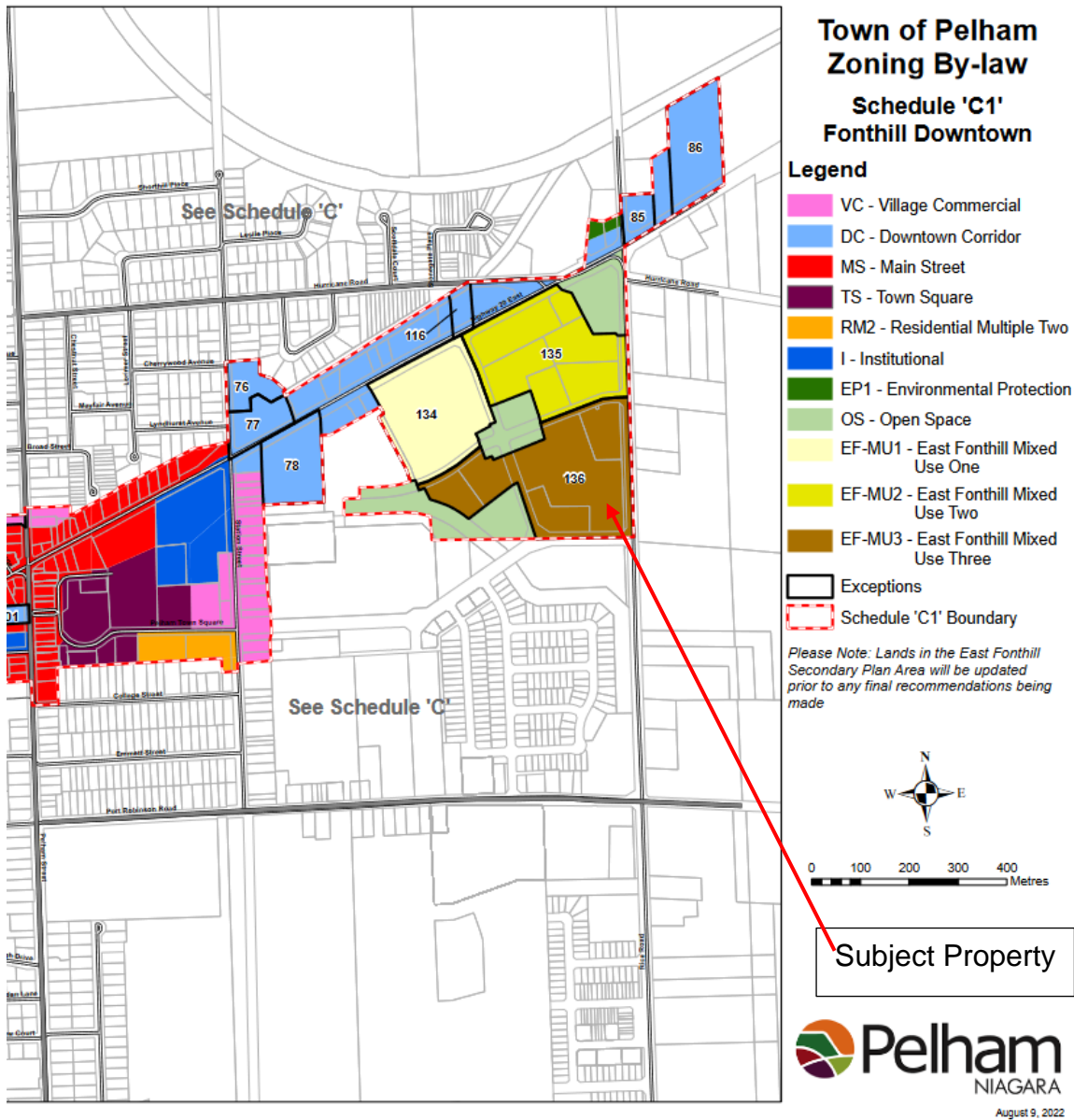
2.0 Development Regulations

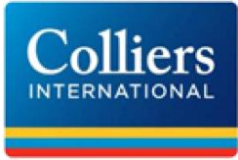
- a) Minimum building height: 2-storeys, or 6.0 m (19.7 ft), whichever is greater.
- b) Maximum building height: 10-storeys, or 35.0 m (114.8 ft), whichever is less.
- c) For all yards abutting Street B, Street C, Street D, or Rice Road (Regional Road 54), there shall be no distinction between what is the Front Yard, Rear Yard or Exterior Side Yard. For any buildings abutting or adjacent to Street B, Street C, Street D or Rice Road (Regional Road 54), the following setbacks shall apply:
 - i. Buildings that abut, or are adjacent to Street B, Street C or Street D shall provide a front façade and main front wall in a Build-Within Zone of 0.0 to 3.0 m (0.0 to 9.8 ft) (as per Schedule 4).
 - ii. Where a building abuts or is adjacent to Rice Road (Regional Road 54), the front façade and main front wall of the building shall be developed within the 0.0 to 3.0 m (0.0 to 9.8 ft) Build-Within Zone (as per Schedule 4). A larger setback may be required for residential uses that abut Rice Road (Regional Road 54), subject to the requirements of a Noise Mitigation Report.
 - iii. Where a building abuts, or is adjacent to an OS Zone, it shall be set back from the boundary of the OS Zone a minimum of 3.0 m (9.8 ft) (as per Schedule 4). A landscape buffer shall be included within the requirement development setback.
 - iv. Where a building abuts, or is adjacent to an OS Zone, it shall provide a main front wall or front façade within a Build-Within Zone of 0.0 to 3.0 m (0.0 to 9.8 ft) (as per Schedule 4). A landscape buffer shall be included within the requirement development setback.
 - v. Where a parking lot or parking space abuts Street B, Street C, Street D, or Rice Road (Regional Road 54), it shall be set back a minimum of 3.0 m (9.8 ft). A landscape buffer shall be included within the requirement development setback.
 - vi. The minimum distance separation between buildings shall be 3.0 m (9.8 ft) for townhouse/live-work buildings 3-storeys or less, or 4.0 m (13.1 ft) for any other buildings less than 3-storeys in Height. Buildings taller than 3-storeys shall be separated by a minimum of 5.0 m (16.4 ft).

- d) The building envelopes established by this Zone are identified on Schedules 2 and 3. The Build-Within Zones for buildings are identified on Schedule 4.

3.0 Parking Requirements

- a) All development shall include parking for vehicles and bicycles located at-grade and/or located within a structure. Within the specified parking space requirements, all development shall include appropriate spaces for visitors parking, parking for persons with disabilities, and/or parking for parents with young children, wherever appropriate.
- b) For all permitted residential uses – 1.00 to 1.25 spaces per unit. Seniors housing has a parking requirement of between 0.5 and 0.75 spaces per unit.
- c) For all permitted office uses – 2.75 to 3.25 spaces per 100 m² (1,076.4 ft²) of Gross Leasable Floor Area.
- d) Notwithstanding c) above, for a medical office use, the parking requirement shall be between 4.0 and 5.25 spaces per 100 m² (1,076.4 ft²) of Gross Leasable Floor Area.
- e) For all permitted retail and service commercial uses, including restaurants – 4.25 to 5.25 spaces per 100 m² (1,076.4 ft²) of Gross Leasable Floor Area.
- f) For a permitted Multi-Use Recreational Facility, that includes any continuation of cultural, recreational and/or entertainment uses, as well as associated office space, and/or retail stores, restaurants and personal service uses – 2.0 to 3.5 spaces per 100 m² (1,076.4 ft²) of Gross Floor Area.
- g) For all other permitted uses – 3.0 to 4.0 spaces per 100 m² (1,076.4 ft²) of Gross Floor Area.





Valuation

Highest and Best Use

Definition & general discussions

The Highest and Best Use of a property can be defined as that use which generates the highest net returns to the land in the form of money or amenities over a given period of time. A chosen Highest and Best Use must be both legally permissible and highly probable given the current political, economic and environmental factors in effect. In general terms the use must be the most profitable and/or beneficial use at that given point in time as determined by the market. However, it is necessary to point out that the Highest and Best Use is not necessarily uniquely determinable for each and every parcel. If the present use of a property is considered to represent its Highest and Best use, this conclusion implies that such use will most probably continue to remain into the foreseeable future.

Another definition is as follows

The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible and that results in the highest value.¹

Factors that affect the Highest and Best Use of a property include the following key principles

- (1) Locational Factors
- (2) Supply/Demand Factors
- (3) The Principle of Change
- (4) The Principle of Anticipation
- (5) The Principle of Balance
- (6) The Principle of Competition
- (7) Land Use Restrictions/Governmental Regulations
- (8) Servicing Infrastructure²
- (9) Land/Site Analysis³
- (10) The Principle of Contribution
- (11) The Principle of Substitution

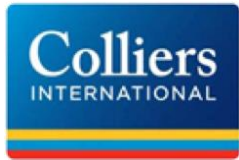
To test the highest and best use for the property, the appraiser must consider all logical and feasible alternatives by addressing the uses in the context of their legal permissibility, physical possibility, financial feasibility and degree of maximal productivity. This process will reduce the number of possible alternatives; the appraiser can then select the most appropriate Highest and Best Use.

The Highest and Best Use discussion is continued on the following page.

¹ The Appraisal of Real Estate, Third Canadian Edition, 2010

² Includes municipal services, their adequacy, street systems and types etc.

³ This includes physical factors such as frontage, depth, corner influence, shape, size, topography, excess land, easements, rights of way and soil conditions.



Highest and Best Use Discussion continued

Legally Permissible: A proposed use must be legally permissible and therefore, existing land use regulations must be examined and any reasonable possible potential changes in land use regulations must be considered. This is considered a key factor in the valuation of the subject property.

Physically Possible: The land area of the subject property has to qualify for a number of potential land uses. Factors such as land shape, topography, and size are key factors, but can also include conservation issues, soil type, and proximity to water passages.

Financially Feasible: Even if a potential use is legal and physically possible, if it is not financially feasible the previous two criteria are rendered meaningless and the analysis should be reviewed. The financially feasible uses are ones that will likely produce the greatest return after satisfying operating expenses. The characteristics used to estimate financial feasibility are financial constraints, marketability, and fair market return.

Maximally Productive: For a use to be the highest and best, the other agents in production, labour, capital and management must be allocated a market determined portion of the property's income.

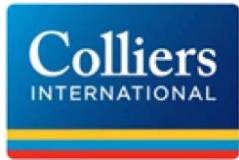
Final Comments:

As if Vacant

As a vacant stand-alone parcel, given the property's location and zoning, the site would likely be developed for residential use when economic circumstances dictate action.

As Improved

Not applicable.



Approach to the Appraisal Problem

Various approaches to value can be utilized in the appraisal process. A single approach, or any number of the approaches to value, may be used, depending on the type of property under appraisal and the information available to reliably support any approach employed. The most common approaches to value are described as follows:

Cost Approach to Value

This approach is based on the fact that an informed purchaser will not pay more than the cost of producing a substitute property that has the same utility as the subject property. It is best to use the Cost Approach when the property being appraised has relatively new improvements or unique or specialized improvements for which no comparative properties exist in the market.

Direct Comparison Approach to Value

This approach is based on the fact that an informed purchaser will not pay more than the cost of acquiring an existing property with the same utility. It is best to use this approach when there is an active market, able to supply sufficient quantities of reliable data that can be verified from reliable sources. It is relatively unreliable in an inactive market, or in estimating the value for a property for which there are no good comparable sales available.

Income Approach to Value

This approach is used to appraise income-producing properties; anticipated benefits, either dollar income or amenities, are converted from the ownership of property into a value estimate. The Capitalization process is used to discount anticipated future income to a present worth figure.

Conclusions

In the case of a vacant parcel the Cost Approach to Value is not applicable.

The Income Approach is rarely used in the case of vacant lands particularly in the case where the marketplace doesn't offer comparable sales data for land lease rates. Therefore, the Income Approach has been reserved from this analysis.

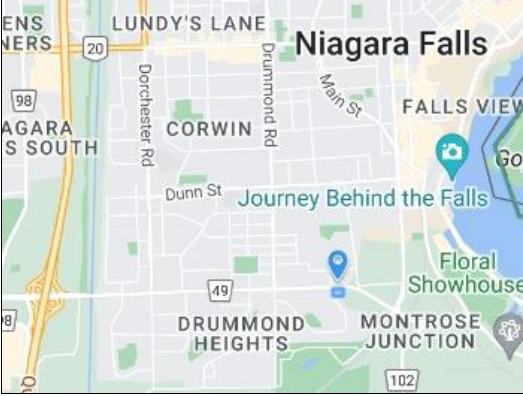

In considering the approaches to value, the Direct Comparison Approach is considered relevant for the analysis.

Direct Comparison Approach – Comparable Sales

Comparable Sale #1			
Property Identification:		RO # 30	
Address		239 St. Paul Street West, St. Catharines, ON	
Location		Central west end of the city.	
Legal Description		PT LT 21 CON 7 GRANTHAM AS IN RO658095 EXCEPT THE EASEMENT THEREIN ; ST. CATHARINES	
Sale Data:		Land/Building Data:	
Vendor	1422241 ONTARIO INC	Lot Size	±0.841 acres
Purchaser	239 WEST STP INC.	No. Units	N/A
Sale Date	June 21, 2024	Zoning	M1 – Med. Density Mixed Use
Sale Price	\$2,370,000	Units Per Acre	N/A
Comments			
<ul style="list-style-type: none"> Mainly vacant lands on the south side of St Paul Street West just west of Louth Street Property has fully paved lot and small building for used car sales office Full municipal services at lot line. Private sale 			
Sale Price/Acre	\$2,818,074	Sale Price/Unit	N/A

Direct Comparison Approach – Comparable Sales

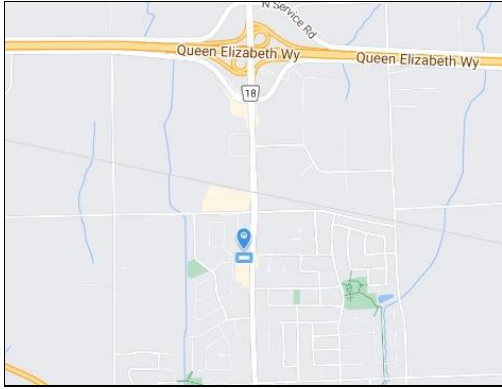
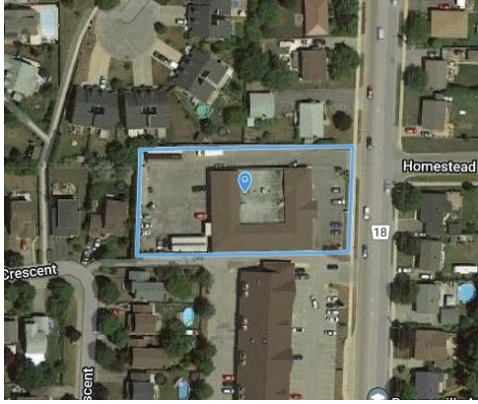
Comparable Sale #2			
Property Identification:		RO # 59	PIN #: 64263-0149 +
Address	7317 & 7327 Garner Road, Niagara Falls, ON		
Location	Southwest Niagara Falls		
Legal Description	PT TWP LT 181 STAMFORD, PT 1, 59R8402; NIAGARA FALLS		
Sale Data:		Land/Building Data:	
Vendor	Named Individuals	Lot Size	±1.96 acres
Purchaser	MOUNTAINVIEW GARNER DEVELOPMENTS INC	No. Units	N/A
Sale Date	June 21, 2024	Zoning	R3 and DH
Sale Price	\$3,500,000	Units Per Acre	N/A
Comments			
<ul style="list-style-type: none"> • Vacant Residential Zone land on the west side of Garner Road just south of McLeod Rd. • Full municipal services at lot line. • Older house and industrial building on site offer minimal value 			
Sale Price/Acre	\$1,785,714	Sale Price/Unit	N/A

Comparable Sale #3			
			
Property Identification:		RO # 59	PIN #: 64443-0202
Address	S/S McLeod Road, Niagara Falls, ON		
Location	Southeast Niagara Falls		
Legal Description	PCL BLOCK 2-1 SEC 59M95; PT BLK 2 PL 59M95 NIAGARA FALLS PT 6 & 12 59R8750; NIAGARA FALLS		
Sale Data:		Land/Building Data:	
Vendor	Zap Hospitality Management Ltd.	Lot Size	±1.035 acres
Purchaser	Land Development Group Canada Inc.	No. Units	N/A
Sale Date	January 30, 2024	Zoning	TC
Sale Price	\$1,800,000	Units Per Acre	N/A
Comments			
<ul style="list-style-type: none"> • Vacant Tourist Commercial Zoned land on the S/S of McLeod Rd. • Full municipal services at lot line. • Previously transferred May 2018 for \$885,000 			
Sale Price/Acre	\$1,739,130	Sale Price/Unit	N/A

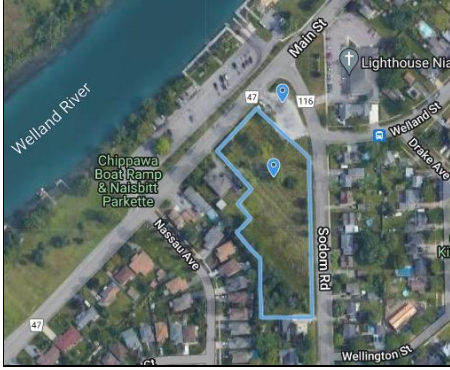
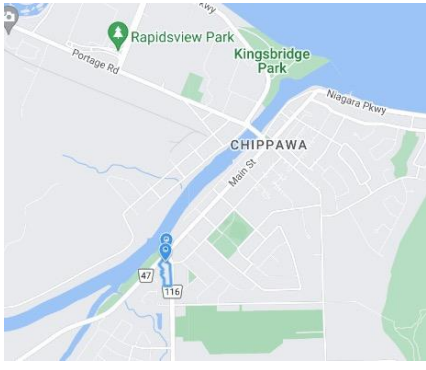
Direct Comparison Approach – Comparable Sales

Comparable # 4			
			
PIN # 64097-0686 +			
Address	E/S South Pelham Rd, Welland, Ontario		
Location	North of Webber Rd, South of Fitch St.		
Legal Description	Plan 59M-517 Blocks 1-5		
Sale Data		Land/Building Data	
Vendor	1970047 Ontario Inc	Lot Size	±1.29 acres
Purchaser	Mountainview Homes (Niagara) Ltd	Units	±56,192 sf
Registration Date	07-14-2023	Units Per Acre	24
Sale Price	\$1,896,650	Zoning	18.60
		Official Plan	RL2-96
			Low Density Residential
Comments			
<ul style="list-style-type: none"> • Five parcel land assembly located along South Pelham Road, immediately north of Webber Road, along new road extension known as West Creek Court. • Five two storey townhouse blocks with total of 24 units. • Lots were fully serviced by seller. • Discussions with the purchaser indicate this deal had originally been agreed to several years prior, but delayed due to issues obtaining a Record of Site Condition, which was eventually received. • Discussion with the City advised a Zoning By-law Amendment, submitted on April 2, 2020 – approved on September 8, 2020, Draft Plan of Subdivision, Phase 1 - Submitted on April 2, 2020 – approved on September 8, 2020 – registered on April 5, 2023, Phase 2 - Submitted on April 2, 2020 – approved on September 8, 2020 			
Sale Price/ Acre	\$1,470,282	Sale Price/ Unit	\$70,027

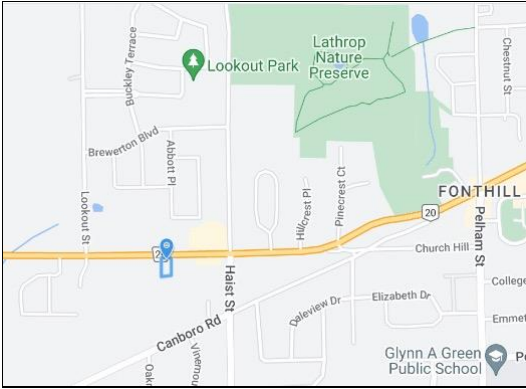

Direct Comparison Approach – Comparable Sales

Comparable Sale #5			
			
Property Identification:		RO # 30	PIN #: 460990143
Address	4548 Ontario Street, Beamsville, ON		
Location	Ontario St South of QEW Highway		
Legal Description	PT LT 17 CON 2 CLINTON PT 2 30R5149; LINCOLN		
Sale Data:		Land/Building Data:	
Vendor	2117140 Ontario Inc.	Lot Size	±0.903 acres
Purchaser	D.C. Metals Inc.	No. Units	N/A
Sale Date	March 30, 2023	Zoning	GC
Sale Price	\$2,400,000	Units Per Acre	N/A
Comments			
<ul style="list-style-type: none"> • Subject improved with a 13,000 sf commercial building however highest and best use is eventual development for midrise multi-residential • Full municipal services at lot • No formal planning in place at time of sale • Good central location and exposure along Ontario St. 			
Sale Price/Acre	\$2,657,807	Sale Price/Unit	N/A

Direct Comparison Approach – Comparable Sales

Comparable Sale #6			
			
Property Identification:		RO # 59	PIN #: 64258-0713+
Address	4210 Lyons Creek Road, Niagara Falls, ON		
Location	Chippawa		
Legal Description	PT LT 21 CON 3 WILLOUGHBY PT 1, 2, 3, 4, 5 & 6 59R2715 EXCEPT PARTS 1 & 2, 59R12626; S/T BB36690; NIAGARA FALLS		
Sale Data:		Land/Building Data:	
Vendor	Ontario Superior Court Justice	Lot Size	±2.686 acres
Purchaser	1000203133 Ontario Ltd.	No. Units	63 Apartment & 6 Townhouse Units
Sale Date	October 6, 2022	Zoning	R4-324 & NC-397
Sale Price	\$4,250,000 (POS)	Units Per Acre	±25.69
Comments			
<ul style="list-style-type: none"> Court appointed sale of residential development land in Chippawa Preliminary site plan for 3-4 storey 63 residential apartment/condominium and 6 townhouse units. 88 surface parking spaces Previously transferred April 2017 for \$3,000,000 			
Sale Price/Acre	\$1,582,278	Sale Price/Unit	\$61,594

Direct Comparison Approach – Comparable Sales

Comparable Sale #7			
			
Property Identification:		RO # 59	PIN #: 640340078
Address	174 Regional Road 20, Fonthill, ON		
Location	Hwy 20 East of Lookout St.		
Legal Description	PT BLK X PL 717 FONTHILL PT 1 59R1803; PELHAM		
Sale Data:		Land/Building Data:	
Vendor	Fonthill Car Wash Ltd.	Lot Size	±0.438 acres
Purchaser	Named Individuals	No. Units	N/A
Sale Date	September 1, 2022	Zoning	DC – Downtown Corridor
Sale Price	\$1,500,000	Units Per Acre	N/A
Comments			
<ul style="list-style-type: none"> • Subject improved with a car wash at the time of sale which has subsequently been demolished. • Value in the land • No planning in place at time of sale • Good central location and exposure along Hwy 20 • Related buyer to property directly to the west 			
Sale Price/Acre	\$3,424,658	Sale Price/Unit	N/A

Direct Comparison Approach – Comparable Sales

Comparable # 8



PIN # 64105-0058

Address	130 Niagara Street, Welland, Ontario
Location	East side of Niagara Street, north of Welland River and downtown core
Legal Description	Plan 564, Lots Mrs Beatty & M. Beatty & Sons, Land Lying S of above lots & N of Mill Race Part Lot FMH As in Inst No RO-525392

Sale Data		Land/Building Data	
Vendor	Profile (500)	Lot Size	±1.54 acres
Purchaser	130 Niagara Welland LP Inc.		±67,082 sf
Registration Date	08-12-2022	Zoning	RH-43
Sale Price	\$2,490,000	Official Plan	High Density Residential
		Units	105
		Units Per Acre	68.18


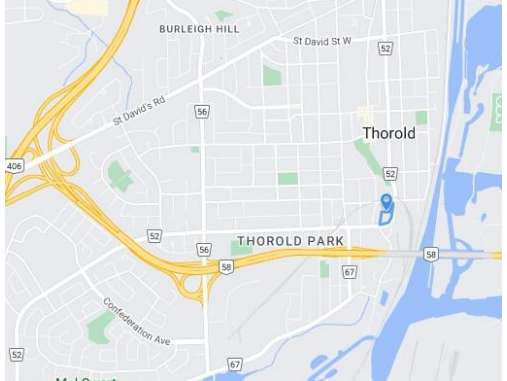

Comments



- Vacant development parcel along the Niagara River, north of the downtown core.
- Site specific zoning for a 10 storey, 105 unit tiered condominium apartment building.
- Purchaser also acquired 0.23 acre vacant parcel at 32 Seeley St across an unopened road allowance for additional \$125,000.

Sale Price/ Acre	\$1,616,883	Sale Price/ Unit	\$23,714
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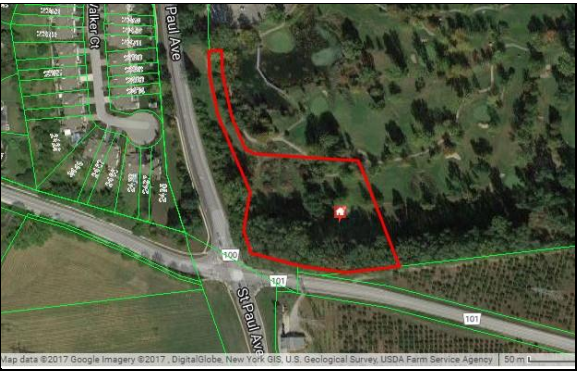
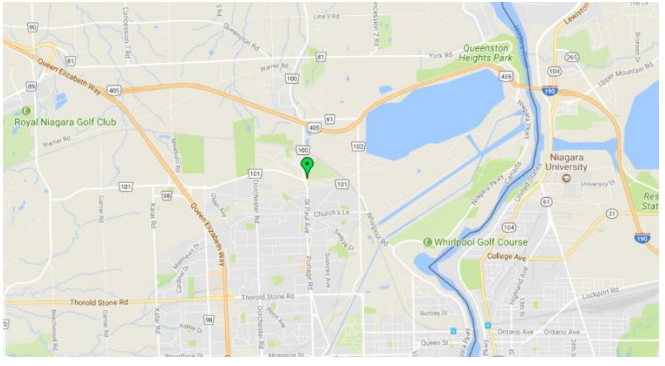
Direct Comparison Approach – Comparable Sales

Comparable # 9			
			
PIN # 644530211			
Address	75 Ormond Street South, Thorold, Ontario		
Location	Northwest corner of Richmond St and Ormond St, west of Welland Canal		
Legal Description	PT TWP LT 16 THOROLD; PT TWP LT 17 THOROLD AS IN RO211770 & PT 38 TO 43 59R1681; EXCEPT RO341178; S/T RO294735E CITY OF THOROLD		
Sale Data		Land/Building Data	
Vendor	Named Individual(s)	Lot Size	±1.71 acres
Purchaser	Ted Development Canada Inc.	Units	±74,488 sf
		Units Per Acre	84
			49.12
Registration Date	07-28-2022	Zoning	R4B-6 -
Sale Price	\$2,600,000	Official Plan	BBP Mixed Use
Comments			
<ul style="list-style-type: none"> • Site improved with vacant 5000 sf building offering income potential during development process. • Site plan approved for 84-unit 7-storey residential development. • Municipal services at lot line. • Located within the Community Improvement Plan area & is eligible for incentives offered under the Plan (Development Charge Rebate, Brownfields Municipal Tax Incentive Program, Tax Increment-Financing Program). • In place: Official Plan Amendment, Zoning By-Law Amendment, Draft Plan Condominium, Landscape Plan. • The site is reportedly contaminated and will have to be remediated, at the new owner's expense, before the development can proceed. • VTB mortgage for \$1.69 million at 6.0% interest for 3 years. 			
Sale Price/ Acre	\$1,520,468	Sale Price/ Unit	\$30,952

Direct Comparison Approach – Comparable Sales

Comparable Sale #10			
			
Property Identification:		RO # 59	PIN # 64050-0254
Address	16 Ormond Street S, Thorold, ON		
Location	Just east of downtown core		
Legal Description	LT 2, PL 890-891 , E/S OF ORMOND ST, N OF CLAIRMONT ST ; PT LT 1 & 3, PL 890-891 , E/S OF ORMOND ST, N OF CLAIRMONT ST AS IN AA44283, AA44397 ; THOROLD		
Sale Data:		Land/Building Data:	
Vendor	Nick Dell'Omo	Lot Size	±0.419 acres
Purchaser	Milski Inc.	Units	40
Sale Date	October 29, 2021	Units/Acre	95.46
Sale Price	\$1,065,000	Zoning	C2- Downtown Mixed Use
Comments			
<ul style="list-style-type: none"> Purchased for redevelopment of the site, building now demolished No planning approvals in place at time of sale Located on bus route Located one block from the downtown core Listed for 13 days on MLS with asking price of \$1,100,000 			
Sale Price/Acre	\$2,541,766	Sale Price/Unit	\$26,625

Direct Comparison Approach – Comparable Sales

Comparable Sale #11			
			
Property Identification:		RO # 59	
Address		PIN #: 64269-0559	
Address	2334 St. Paul Avenue, Niagara Falls, ON		
Location	N/E corner of St. Paul Avenue and		
Legal Description	Pt Two Lts 16, 24 & 25, Plan 59R-14717, Parts 2-5, 7-10; Niagara Falls		
Sale Data:		Land/Building Data:	
Vendor	Go-To Niagara Falls Eagle Valley Inc.	Lot Size	±3.49 acres
Purchaser	Legion Heights Niagara Inc.	No. Units	123
Sale Date	June 30, 2022	Zoning	R5-B – Residential Apartment 5B Density Zone
Sale Price	\$5,850,000 (POS)	Units Per Acre	±35.24
Comments			
<ul style="list-style-type: none"> • Court appointed sale of residential development land adjacent Eagle Valley Golf Course. • Site plan approved for 123 residential units and up to 13 storeys (1 building). • Gross Floor Area estimated ±219,378 sf • 175 parking spaces (160 underground) 			
Sale Price/Acre	\$1,676,218	Sale Price/Unit	\$47,560
Sale Price / Buildable SF	\$27 (excluding parking)		

Direct Comparison Approach – Comparable Sales

Comparable Sale #12			
Property Identification:			PIN # 64376-0101
Address	5637 Mcleod Rd, Niagara Falls, ON		
Location	Mcleod Rd & Stanley Ave		
Legal Description	LT 12 PL 67 STAMFORD; LT 13 PL 67 STAMFORD; LT 14 PL 67 STAMFORD; LT 15 PL 67 STAMFORD; LT 16 PL 67 STAMFORD; LT 17 PL 67 STAMFORD; PT TWP LT 173 STAMFORD AS IN RO645157 CITY OF NIAGARA FALLS		
Sale Data:		Land/Building Data:	
Vendor	2688277 Ontario Inc	Lot Size	±1.20 acres
Purchaser	2868965 Ontario Inc.	No. Units	70
Registration Date	September 30, 2021	Units/Acre	58.33
Asking Price	\$4,700,000	Zoning	R5E
Comments			
<ul style="list-style-type: none"> • Triangular shaped redevelopment site with central location close to multiple amenities and transit routes – close proximity to Fallsview tourist district. • Site Plan Approved for 8-storey building. • Gross Floor Area estimated at ±92,593 sf • All studies completed, park land dedication fee paid, and demolition permits for 3 existing structures on property issued. • Services at lot line • Zoned for 70 unit, 8 storey residential apartment building. • Previously sold on May 1, 2019 for \$2,500,000 with VTB mortgage for \$1,625,000 at 5.0% interest for 2 years. 			
Price/Acre	\$3,916,666	Price/Unit	\$67,143
Price / Buildable SF	\$51		

Direct Comparison Approach – Comparable Sales

Comparable Sale #13			
Property Identification:			PIN #46188-1618
Address	104 Lakeport Road, St. Catharines		
Location	Port Dalhousie		
Legal Description	FIRSTLY: LOTS 21 & 22 PLAN 214; SECONDLY: PART LOT 20 CON 2 GRANTHAM; PART RDAL BTN CON 1 & CON 2 GRANTHAM (CLOSED BY GRN29859) PART 1 30R5618 CITY OF ST. CATHARINE		
Sale Data:		Land Data:	
Vendor	Lakeport Developments Inc.	Lot Size	±0.744 acres
Purchaser	104 Lakeport Inc.	No. Units	53
Registration Date	September 9, 2021	Units/Acre	71.24
Sale Price	\$4,400,000	Zoning	C2
Comments			
<ul style="list-style-type: none"> • Pending sale of condominium land with site plan approval for 53 luxurious units • Approximately ±83,693 square feet of Gross Floor Area (GFA), not including parking level • Partial views of Lake Ontario and Martindale Pond from 3rd floor up. • All units have balconies and penthouse suites are 2 floors with large decks • Underground parking required • Services at lot line • Listed on MLS at an asking price of \$4,850,000 for 102 days. 			
Sale Price/Acre	\$5,913,978	Sale Price/Unit	\$83,019
Sale Price / GFA	\$53		

Direct Comparison Approach – Comparable Sales

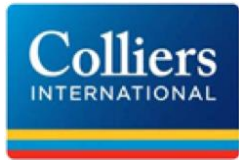
Comparable Sale #14			
Property Identification:		RO #30	PIN # 46285-0277
Address	473 Carlton Street, St. Catharines		
Location	North side of Carlton Street, N/E of QEW Highway		
Legal Description	PT LT 13 CON 4 GRANTHAM PARTS 1 & 2, 30R15136 CITY OF ST. CATHARINES		
Sale Data:		Land/Building Data:	
Vendor	2559165 Ontario Inc.	Lot Size	±0.557 acres
Purchaser	473 Carlton Inc.	No. Units	24
Registration Date	April 1, 2021	Units/Acre	43.64
List Price	\$1,150,000	Zoning	R3 – Medium Density Residential
Comments:			
<ul style="list-style-type: none"> • Backs on to St. Catharines Aquatics Centre and Lester B. Pearson park • Site plan approved of 24 unit 4-storey apartment building, including 29 parking spots • GFA ±28,794 			
Sale Price/Acre	\$2,090,909	Sale Price/Unit	\$47,917
Sale Price / GFA	\$40		

Direct Comparison Approach – Comparable Sales

Comparable Sale #15			
Property Identification:		RO #59	PIN # 64063-0458
Address	80 Meridian Way		
Location	South side of Meridian Way, just west of the intersection at Rice Road		
Legal Description	PART BLOCK 1 PLAN 59M432, PART 3 59R15851; TOGETHER WITH AN EASEMENT IN SN482259 TOWN OF PELHAM PART BLOCK 1 PLAN 59M432, PART 3 59R15851; TOGETHER WITH AN EASEMENT IN SN482259 TOWN OF PELHAM		
Sale Data:		Land/Building Data:	
Vendor	Parkhill Properties Corp.	Lot Size	±1.486 acres
Purchaser	2835340 Ontario Inc.	No. Units	Unknown
Registration Date	April 28, 2021	Units/Acre	Unknown
List Price	\$2,200,000	Zoning	R3 – Medium Density Residential
Comments:			
<ul style="list-style-type: none"> • Backs on to storm water retention pond parcel • Sold under power of sale proceedings 			
Sale Price/Acre	\$1,480,484	Sale Price/Unit	NA

Direct Comparison Approach Sales Chart

No	Location	Sale Date	Sale Price	Lot Size (± acres)	No. Units	Units/Acre	\$/Unit	\$/Acre
1	239 St. Paul Street W. St. Catharines	June-24	\$2,370,000	0.841	N/A	N/A	N/A	\$2,818,074
2	7317 & 7327 Garner Niagara Falls	June-24	\$3,500,000	1.96	N/A	N/A	N/A	\$1,785,714
3	S/S McLeod Rd Niagara Falls	Jan-24	\$1,800,000	1.035	N/A	N/A	N/A	\$1,739,130
4	E/S South Pelham Rd Welland	July-23	\$1,896,650	1.29	24	18.60	\$70,027	\$1,470,282
5	4548 Ontario St. Beamsville	Mar-23	\$2,400,000	0.903	N/A	N/A	N/A	\$2,657,807
6	4210 Lyons Creek Rd Niagara Falls	Oct-22	\$4,250,000	2.686	69	25.69	\$61,594	\$1,582,278
8	174 Hwy 20 Fonthill	Sep-22	\$1,500,000	0.438	N/A	N/A	N/A	\$3,424,658
9	130 Welland St Welland	Aug-22	\$2,490,000	1.54	105	68.18	\$23,714	\$1,616,883
10	16 Ormond St S Thorold	Oct-21	\$1,065,000	0.419	40	95.46	\$26,625	\$2,541,766
11	2334 St Paul Avenue Niagara Falls	Jun-22	\$5,850,000	3.49	123	35.24	\$47,560	\$1,676,218
12	5637 Mcleod Rd Niagara Falls	Sep-21	\$4,700,000	1.2	70	58.33	\$67,143	\$3,916,666
13	104 Lakeport Road St. Catharines	Sep-21	\$4,400,000	0.744	53	71.24	\$83,019	\$5,913,978
14	473 Carlton Street St. Catharines	Apr-21	\$1,150,000	0.557	24	43.64	\$47,917	\$2,090,909
15	80 Meridian Way Pelham	Apr-21	\$2,200,000	1.48	NK	NK	NA	\$1,480,484



Brief Analysis of Comparable Sales

As noted on the previous page, the comparable sales range in price from \$1,065,000 to \$5,850,000 and from \$1,479,282 to \$5,913,978 per acre. Due to limited sales in the immediate area the appraisers have also analysed sales throughout the Niagara Region. The appraiser has considered sales 1, 2, 3, 5, & 7 most relevant which are discussed below, these sales narrow the unadjusted range to \$1,739,130 to \$3,424,658 per acre. The adjustment process deals with factors such as property rights, financing, date of sale/market conditions, location, motivation, physical characteristics, economic factors, use characteristics, and non-realty components. It is noted that economic factors, use characteristics and non-realty components are not considered significant within this valuation.

Comparable 1 (\$2,818,074/acre) is a June 2024 sale of a 0.841 acre site located in St. Catharines. Location is considered to be overall superior. Permitted uses are similar. Site access and configuration are similar. Planning stages are similar. Interim use of the building & site improvement is slightly superior. Overall this site is considered to fall near the limit of value on a price per acre and a slight negative of adjustments is warranted.

Comparable 2 (\$1,785,714/acre) is a June 2024 sale of a 1.96 acre site located in Niagara Falls. Location is considered to be inferior. Site access and configuration are similar. It is understood that planning stages are similar. Interim use of the buildings are slightly superior. Overall this site is considered to fall below the limit of value on a price per acre and a large positive adjustment is required.

Comparable 3 (\$1,739,130/acre) is a January 2024 sale of a 1.04 acre site located in Niagara Falls. Location is considered to be inferior. Site access and configuration are similar. It is understood that planning stages are similar. Overall this site is considered to fall below the limit of value on a price per acre and a large positive adjustment is required.

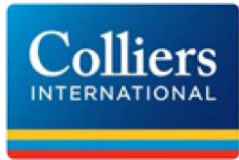
Comparable 5 (\$2,657,807/acre) is a March 2023 sale of a 0.903 acre site located in Beamsville. Location is considered to be overall similar. Permitted uses are similar. Site access and configuration are similar. Planning stages are similar. Interim use of the building improvement is superior. Overall this site is considered to fall near the limit of value on a price per acre and a offsetting of adjustments is warranted.

Comparable 7 (\$3,424,658/acre) is a September 2022 sale of a 0.438 acre site located in Fonthill. Location is considered to be slightly inferior. Based on the overall size of the site a negative adjustment is warranted based on economics of scale. Permitted uses are similar. Planning stages are similar at the time of sale. A slight negative adjustment for time is required. Overall this site is considered to fall above the limit of value on a price per acre and a negative adjustment is required.

All factors considered a value from \$2,200,000 per acre has been arrived for the subject parcels to be severed.

Description of Hybrid Option	±Acres x \$/Acre	Estimated Market Value 'As If Severed' (Rounded)
Northern parcel to be eventually improved with a parking lot.	±0.90 x \$2,200,000 per acre	\$1,980,000
Southern parcel of vacant lands to be eventually sold and likely developed with a residential use.	±0.71 x \$2,200,000 per acre	\$1,560,000

Attention is drawn to the Extraordinary Assumptions and the Terms of Reference



Brief Analysis of Exposure Time

Exposure time may be defined as

The estimated length of time the property interest being appraised would have been offered on the market before the hypothetical consummation of a sale at market value on the effective date of the appraisal.

It is a retrospective estimate based upon an analysis of past events assuming a competitive and open market. The reasonable exposure period is a function of price, time and use, not an isolated opinion of time alone.

CUSPAP (2014) provides the following example for exposure time:

As an example, an office building could have been on the market for two years at a price of \$2.0 million, which informed market participants considered unreasonable. Then, the owner lowers the price to \$1.6 million and starts to receive offers, culminating in a transaction at \$1.4 million six months later. Although the actual exposure time was 2.5 years, the exposure time at a value range of \$1.4 to \$1.6 million would be six months. The answer to the question "what is reasonable exposure time?" should always incorporate the answers to the question "for what kind of real estate at what value range?" rather than appear as a statement of an isolated time period.

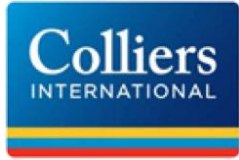
A given exposure time for a property is considered to be part of the estimate of market value, as opposed to directly influencing the estimate. The overall concept of reasonable exposure time encompasses not only adequate, sufficient, and reasonable time, but also adequate, sufficient and reasonable marketing effort. The distinction between exposure time (i.e., past) and marketing time (i.e., future) must be made clear if both are referred to in the report. A review of the comparable properties has revealed that they have been generally offered on the market for two months to one year before ultimately selling. It is your appraiser's opinion that an appropriate exposure time for the subject property is six to twelve months.

Brief Analysis of Marketing Time

Marketing time may be defined as

An opinion of the amount of time it might take to sell a property interest in real estate at the concluded market value level during the period immediately after the effective date of an appraisal.

Marketing time is a function of price, time, use, and anticipated market conditions such as changes in the cost and availability of funds - not an isolated opinion of time alone. Marketing decisions rest with the client. It is your appraiser's opinion that the subject property would require a typical marketing time from six to nine months in the event that the owner was to try to sell.



Certification

It is my opinion that as of the effective date August 15, 2024 that the current market value of the subject property located at Northwest Corner of Rice Road and Summerside Boulevard, Pelham (Fonthill), Ontario being PART 4 Reference Plan 59R-16105 is:

Description of Hybrid Option	±Acres x \$/Acre	Estimated Market Value 'As If Severed' (Rounded)
Northern parcel to be eventually improved with a parking lot.	±0.90 x \$2,200,000 per acre	\$1,980,000
Southern parcel of vacant lands to be eventually sold and likely developed with a residential use.	±0.71 x \$2,200,000 per acre	\$1,560,000

Attention is drawn to the Extraordinary Assumptions and the Terms of Reference

I certify that to the best of my knowledge and belief the statements of fact contained in this report are true and correct. The reported analysis, opinions and conclusions are limited only by the reported assumptions and limiting conditions and is my personal, unbiased professional analysis, opinions and conclusions.

I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.

My compensation is not contingent upon the reporting of a predetermined value or direction in value estimate, the attainment of a stipulated result or the occurrence of a subsequent event.

My analyses, opinions and conclusions were developed, and this report has been prepared in conformity with the Canadian Uniform Standards of Professional Appraisal Practice and the Code of Ethics of the Appraisal Institute of Canada.

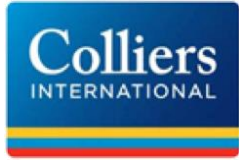
I, the undersigned, have sufficient knowledge and experience to complete the assignment competently. No one has provided significant professional assistance to the persons signing this report.

As of the date of this report, the appraisers have completed the requirements of the continuing education program of the Appraisal Institute of Canada.

Date: August 19, 2024

Colliers International Niagara Limited

Todd Crawford, B.A., AACI. P.App, PLE
Co-Managing Director, Appraiser



Qualifications



Todd Crawford, B.A., AACI, P. App, PLE

Co-Managing Director | Broker

Contact Details

MOB +1 905 321 4755

DIR +1 905 354 7413

FAX +1 905 354 8798

todd.crawford@colliers.com

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St. Catharines | ON L2R 5X4

www.collierscanada.com/niagara

Experience/Highlights

Experience in Real Estate Sales & Leasing, Valuation and Consulting Profession since 1989. Todd has over 30 years' experience in Real Estate Industry as a Broker, Appraiser, Property Manager, and Investor. Todd has conducted appraisals on most forms of real estate, but has specialized in the field of golf courses, apartment buildings, office buildings and unique properties.

Todd real estate acquisitions and dispositions include investment properties, industrial buildings, fast food buildings, hotels, golf courses, vacant developments lands, vineyard along with commercial residential mixed properties and apartment buildings.

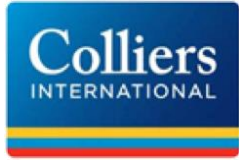
He also has professional experience in Expropriations with the Ontario Municipal Board, Property Tax Appeals with the Assessment Review Board and qualifying as an Expert Witness in the Province of Ontario.

Business Background

Todd is a Senior Partner and Executive Co-Managing Director of Colliers International Niagara, a full Commercial Real Estate Services firm which covers the Niagara Region from Grimsby to the Fort Erie. Service lines include Commercial Brokerage, Commercial Property Management / Maintenance, Residential Condominium Management and Appraisal / Consulting Services.

Designations

- Accredited Appraiser Canadian Institute (AACI)
- Appraisal Institute of Canada, Certified Residential Appraiser (CRA)
- Professional Land Economist (PLE)
- Licensed Real Estate Broker under Real Estate Council of Ontario (1992)



Education and Qualifications

- Bachelor of Art (B.A.) Major in Economist - Brock University
- Real Estate Post Graduate Program - University of British Columbia

Affiliations and Memberships

- Appraisal Institute of Canada
- Association of Ontario Land Economists
- Ontario Real Estate Association
- Niagara Association of Realtors
- Real Estate Council of Ontario
- St. Catharines Golf and Country Club

Teaching and Lecturers

- Brock University – Teaching Assistant – Business Program
- University of Guelph – Lecturer – Real Estate / Business Program
- Mentoring and Co-signing Applied Experience Program – Appraisal Institute of Canada

Volunteer

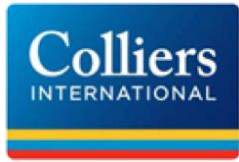
- St. Catharines Life Lease Retirement Housing – Board of Directors and Treasurer
- Niagara Support Services - Agency supporting people with developmental disabilities – Board Member
- Appraisal Institute of Canada – Admissions Professional Competency Interview Committee

Previous Employers

- JJ Barnicke Niagara Ltd / DTZ Barnicke Niagara Ltd - Partner
- D.J. Penwarden Appraisals Ltd. - Appraiser
- Rodger Bailey Realty Corporation – Appraiser & Broker
- Rusty Kruty Real Estate Brokerage – Salesperson & Broker

Types of Property Appraisal

- Agricultural & Greenhouses, Vineyard & Winery Properties
- Assessment Appeals
- Automobile - Dealership, Wreckers, Service & Repair, Car Wash
- B&B Small Inns
- Commercial - Condo, Drive-thru, Plazas, Retail & Office, Residential, Restaurant, Regional shopping malls
- Consulting Reports
- Expropriations
- Feasibility Studies
- Fire Insurance Reports
- Funeral Homes
- Gas Bar Going Concern
- Golf Course
- Gravel Pits & Quarries
- Helicopter & Airport Properties
- Heritage Properties
- Horse-Equestrian Farms
- Hotels, Casinos & Resorts
- Industrial, Commercial & Plaza
- Institutional
- Land - Agricultural, Commercial, Industrial, Conservation, Contaminated, Highway Commercial, Mixed Use, Park Dedication, Parking Lot, Partial Taking, Residential, Rural, Single Family, Subdivision, Tourist Commercial, Townhouse & Apartment, Waterfront
- Life Lease
- Marinas
- Medical Office
- Mini Storage Facilities
- Mixed Use Properties
- Office Building
- Residential - Apartment & Condominium, Multi-Residential, Dwellings, Retirement Homes, Student Residential, Rural, Trailer Park, Mobile Home
- Recreational Properties, Ski Hill & Resorts, Trailer Park & Mobile Home, Racetrack
- Adult Clubs
- Waterfront Properties



Partial Client List



Government of Canada

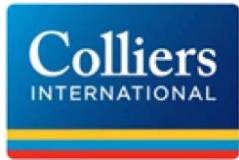


Scotiabank.



Conseil scolaire de district catholique Centre-Sud





Noted Projects

Expropriations

- Crossroad Factory Outlet Mall, Windsor – Ministry of Transportation
- QEW Highway at Niagara Escarpment, Niagara on the Lake - Ministry of Transportation
- Highway 420 – Robert Street – Niagara Falls - Ministry of Transportation

Land Assembly

- Canadian Motor Speedway – Approximate 600 to 1,000 acres, Fort Erie – Private Syndicate

Quarries

- Port Colborne Quarries, Port Colborne - Rankin Construction Inc.
- Law Crushed Stone, Wainfleet – Waterford Construction Materials

Private Investment Syndicates

- Hiscott Properties, St. Catharines – Office Properties
- London Building, Niagara Falls – Office Property
- Walls of Virgil, Niagara on the Lake – Retail Redevelopment & Land Assembly
- Dunkirk Industrial Mall, St. Catharines – Industrial Multi - Tenant
- Wellington Street Student Residences, St. Catharines – Redevelopment of Office Use
- PenFinancial Credit Union, St. Catharines – Office Property
- William Street, St Catharines – Parking Lot / Development Lands
- Train Station Property, St. Catharines – Region of Niagara / CN

Golf Courses

- Grand Niagara Golf Club
- Cherry Hill Golf Club
- St. Catharines Golf and Country Club

Colliers International Niagara Limited, Real Estate Brokerage

Subject: Clerk's Department – Business Case for Licensing and Records Clerk

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0161 Clerk's Department – Business Case for Licensing and Records Clerk, for information.

Background:

The Clerk's Department will be requesting the addition of a full-time permanent Licensing and Records Clerk during the 2025 budget process. The position will support both the Clerk and Deputy Clerk and alleviate workload pressures of the Legislative and Committee Coordinator. It is anticipated the position will be a band 4 on the Town of Pelham's pay scale. The pay scale is a range of \$58,922-68,930 a year, plus benefits.

The purpose of this report is to provide the business case for the position and to allow Council an opportunity to discuss the merits of the proposal prior to budget considerations, so as to save time during that highly structured process. Unless Council directs otherwise, the position will be included in the draft budget and can be removed at that time should such be the will of Council.

Analysis:

Service Improvement Opportunities

By hiring a Licence and Records Clerk, the Clerk's Department and the corporation as a whole will benefit. These benefits include:

1. Taking on Council Statutory and Advisory Committees

The Clerk's Department proposes to take over the administrative responsibility for all the Town of Pelham's Statutory and Advisory Committees. This includes committee recruitment, agenda compilation, providing parliamentary procedural advice, recording minutes and other such administrative duties associated with Statutory and Advisory Committees.

In order to successfully take over Statutory and Advisory Committees, the Legislative and Committee Coordinator must be able to dedicate a large portion of their work hours to administering and supporting these committees. It is intended the proposed Licensing and Records Clerk would take on all licensing, permitting and vital statistic responsibilities from the Deputy Clerk and Legislative and Committee Coordinator to facilitate this need.

Corporate Benefit

- Agenda and minute consistency;
- Use of eSCRIBE for all Statutory and Advisory Committees;
- Sister department staff are no longer required to create agendas or minutes and can focus on their respective departmental duties;
- Administrative review and coordination of agendas becomes possible;
- Brings procedural knowledge and expertise to Committee discussions; and
- Tracks and follows-up on action items and decisions made during Committee meetings.

2. Improved Licensing and Permit Process

The Clerk's Department has identified existing processes and licensing/permit by-laws that require review for efficiency purposes. Licenses and permits such as short-term accommodation and special events have increased significantly in recent years. The addition of a Licensing and Records Clerk position will allow for the review of such cross-departmental processes for the purpose of improving efficiency for the corporation and the applicant(s).

Corporate Benefit

- Review of existing processes to improve efficiency;
- Creation of new policies and/or by-laws to create processes to ensure corporate consistency and messaging;
- Having a dedicated Licencing Clerk will provide for one individual facilitating the process for all departments and ensure that deadlines are met and licences/permits are distributed timely;
- Provides a point of contact for residents and business owners seeking information and assistance with licensing and permit requirements; and
- Relieve the Clerk and Deputy Clerk from routine administrative tasks.

3. Administrative Records Management

The Clerk's Department is responsible for overseeing corporate records. Staff often have questions about record classification, retention, and destruction. Additionally, the Town of Pelham would like to adopt and implement a new electronic records management system. To successfully

implement this program the Clerk's Department will have to invest a significant amount of time in not only learning the program itself but working with all other departments to ensure successful implementation and continued use.

A new Licencing and Records Clerk would allow the Clerk's Department to better support sister departments with their documentary and records needs, including supporting them through a program transition. An additional team member is critical to this project.

Corporate Benefit

- Having a dedicated records resource will aid in the successful adoption of a new and more complex records management system corporate-wide;
- Staff will have a dedicated 'go-to person' to provide accurate and timely information to support informed decision-making related to record-keeping and use of the software;
- Will help facilitate file and record consistency throughout the corporation;
- Having a dedicated records resource for onboarding training to all new staff on records management and the software; and
- Ensures the organization complies with record-keeping regulations and legal requirements.

4. By-law, Policies and Procedural Review and Update

Over the past few years the Town Clerk and Deputy Clerk have identified numerous by-laws, policies and procedures to be reviewed and updated. Currently, workload demands do not allow staff to dedicate time to this work. Rather, updates and revisions are made on a reactionary basis.

The addition of a Licensing and Records Clerk position will allow for job responsibilities to be reorganized allowing staff more time to dedicate to reviewing and updating by-laws, policies and procedures.

Corporate Benefit

- Able to implement a new policy binder divided by Council Approved; Policies and Administrative Policies approved by the CAO;
- Update policies to be on the new corporate template;
- Identify and update outdated by-laws (i.e. Land Sale By-Law);
- Ensures that corporate by-laws and policies remain compliant with legislation and align with the organization's strategic objectives; and
- Ensures the organization can adapt to change and manage risks effectively.

5. Elections Support

Every four years, the Clerk's Department requires approximately \$25,000 in additional funding to run the municipal election as a staff of three persons is entirely insufficient to run such a major event in addition to normal duties.

The Clerk's Department is prepared to permanently reduce the budgetary request in the fourth year of the election cycle if this position is approved by Council. Having a permanent, fourth member of the Department will enable it to require reduced assistance in support of the election process, a savings which will occur only once every four years, albeit on a permanent basis. The exact amount to be saved cannot be quantified at present, because the election methodology/technology may change, which may impact the amount of labour required. Regardless of the technology employed, the Clerk's Department is committed to a reduction of at least \$15,000 from what would otherwise be required as a permanent, partial off-set cost measure.

Corporate Benefit

- Fully retain corporate election knowledge as a part-time election coordinator is temporary and does not necessarily return for the next election
- The experience and knowledge of the Licencing and Records Clerk is expected to be greater, as part-time election coordinator positions tend to attract entry-level staff
- Clerk's Department staff will be more equipped to organize and run a by-election if needed
- The Town will save staff resource time by not having to train new staff on elections every four years

Comparison to Area Municipalities

The Town of Pelham has continued to grow and is targeted to reach a population of 28,830 by 2051. The Clerk's Department has not grown in size for at least a decade.

The Town Clerk surveyed the area municipalities and found that municipalities similar in size or slightly larger generally have 4 or more full-time, permanent staff within the Clerk's Department. Please see Chart No. 1.

The addition of a staff person within the Town of Pelham's Clerk's Department is aligned with the area municipalities and is shown in the chart below.

Chart No. 1 – As of July 2024

Municipality	No. of Staff in Clerk's Department (full-time, permanent)	Position Type	Population (2021 Statistics Canada)	Staff Per Capita (staff divided by population multiplied by 10,000)
Town of Pelham	3	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk • Legislative and Committee Coordinator 	18,192	1.649
Thorold	7	<ul style="list-style-type: none"> • City Clerk • Deputy Clerk • 2 Records Management and Licensing Clerk • Legislative and Municipal Elections Coordinator • 2 Customer Services 	23,816	2.939
Wainfleet	2	<ul style="list-style-type: none"> • CAO / Clerk • Deputy Clerk / Executive Assistant to the Mayor 	6,887	2.904
Niagara-on-the-Lake	5	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk • Legislative and Committees Coordinator • Digital Records Coordinator • Administrative Assistant / Licensing Clerk (shared with corporate services) 	17,511	2.855
West Lincoln	4	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk 	15,454	2.588

		<ul style="list-style-type: none"> • Clerk's Secretary • Legislative and Records Management Coordinator 		
Grimsby	6	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk • Records Coordinator • Legislative Services Coordinator • Committee Coordinator • Customer Service Representative 	28,883	2.077
Port Colborne	4	<ul style="list-style-type: none"> • City Clerk • Deputy Clerk • Legislative Assistant • Licensing Clerk 	20,033	1.996
Lincoln	5	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk • Legislative and Committee Coordinator • Cemetery Coordinator • Records Assistant /Administrative Assistant 	25,719	1.944
Fort Erie	4	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk • Records Management Assistant • Executive Assistant to the Mayor 	32,901	1.215

Financial Considerations:

The proposal for a new position within the Clerk's Department will require a budgetary increase with the majority of the funds coming from the tax base. Assuming a starting wage of approximately \$60,000, this would result in a roughly 0.33% increase on the levy.

As an important potential offset, the Clerk's Department earns revenues from issuing licences, permits and other services such as commissioning. At time of writing, the Clerk's Department has a \$2,000 surplus in licences. It is important to note the Town is undergoing a fee review from which it is anticipated that the fees for commissioning will increase significantly as it appears Pelham has one of the lowest fees in the Region and some municipal neighbours have ceased to offer this service, resulting in increased demand. The net effect of both increased fees and increased demand is currently unknown, however those revenues will be used to offset the cost of the new position.

Alternatives Reviewed:

Council can direct staff not to include this position in the 2025 budget.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

By delegating licensing, permitting, vital statistics, general customer service tasks and elections support to this new role, the Clerk's Department aims to enhance operational efficiency and service delivery. This includes assuming administrative responsibilities for Council Statutory and Advisory Committees and streamlining licensing and permit processes, ensuring readiness for growing demands. Additionally, it supports the implementation and upkeep of a records management system, enabling existing staff to focus on updating by-laws, policies, and procedures.

Consultation:

Chief Administrative Officer

People Services Manager

Other Pertinent Reports/Attachments:

None.

Prepared and Recommended by:

Holly Willford

Town Clerk

Prepared and Submitted by:

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

Subject: Beautification Service Standards for Parks Maintenance

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0187 Beautification Service Standards for Parks Maintenance, for information;

AND THAT Council Endorse Service Standards 30601 Service Standards for Beautification – Parks Maintenance.

Background:

Public Works Operations is responsible for maintaining the Town of Pelham's transportation system, water distribution and wastewater collection system, cemeteries, municipal grounds, play structures, forestry, horticulture, fleet, and facilities.

The Public Works Supervisory Staff assign and prioritize daily work activities based on several factors including, Federal and Provincial legislation, Provincial Licences and Permits, Technical Safety Standards, Municipal By-laws, Corporate and Departmental Policies, User Agreements, Collective Agreements, Staff and Budget availability, as well as Best Practices.

Service Standards combine the guiding legislation, municipal by-laws and policy to define the outcome of a given service, including timing and the extent of a particular maintenance item. As a result, service standards provide Council, staff, and the citizens of Pelham with a reference of expectation of the services provided.

The work completed by Roads staff is largely prescribed by the provisions found within O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS. Pelham's Water/Wastewater Operators maintain the drinking water system in accordance with the procedures developed under the Town's Drinking Water Quality Management System, which are based on several acts of legislation, as well as Provincial Water Distribution System Licensing and the Town's Drinking Water Permit. The Beautification Division has historically followed past practices to conduct and schedule maintenance activities. While the other divisions and operational groups will also require service standards that will be brought to Council for endorsement through future reports, this report focuses on parks maintenance.

Analysis:

The Service Standard for Parks Maintenance (attached) intend to define the desirable service level that the Town will aim to achieve under normal circumstances with the following objectives:

- To provide safe, dependable, and affordable service levels.
- To preserve the infrastructure assets.
- To protect the natural environment.
- To enhance the appearance of the health of the community.
- To provide a reference framework to measure performance.
- To provide Council, staff, and residents with a reference of expectations.

By defining the timing, extent, and objective of a maintenance activity, the Service Standards provide a measurable outcome. It should be noted that the standards are not prescriptive to how a service is delivered, as the method of realizing the objectives may evolve with changes in equipment, materials, technology, and safety standards. The next phase of this initiative will be to develop a set of operating procedures based on the standards to form an Operating Manual, which can be used to communicate and inform staff of what they do, and how they do it.

Public Works Service Standards are written with the following headings:

- **Purpose:** Defines the main purpose and outcome of the maintenance activity from the user's perspective.
- **Description:** Describes the intent and scope of the standard.
- **Standards:** Defines the outcome of the standard.
- **Service Level:** Defines the frequency or response time to achieve the desired standard.
- **Related Standards:** Defines other standards that provide related information.

Financial Considerations:

In general, Service Standards are developed based on current practices and would not require additional resources without direction from Council to increase a given level of service. However, through Public Works Report 2024-0179 Soccer Field Maintenance Report, staff outlined several maintenance items to increase the current services provided to sports fields in Pelham. As such, Aeration, Fertilization, and Overseeding have been added to the Service Standards for Parks Maintenance. Topdressing has also been added with the service level defined as either spot treatment or "as required" depending on the field classification.

Staff have reduced the service levels of these items from those described in Public Works Report 2024-0179 which has resulted in a proposed Beautification Operating Budget increase of \$21,500, and a \$7000 capital purchase of a plug aerator, which would provide a modest but impactful increase to the maintenance provided to both Soccer and Baseball fields.

Alternatives Reviewed:

The Service Standards for Parks Maintenance may be amended at any time based on the approved 2025 Operating and Capital Budgets. Council may also direct staff to increase or decrease the service level prescribed in the Service Standards for Parks Maintenance.

Strategic Plan Relationship: Infrastructure Investment and Renewal

Service Standards for the maintenance of municipal assets define the desirable level of service and objective of a given service. Planning and executing the service levels prescribed in these standards provide safe, dependable, and cost-effective services that extends the life of the asset.

Consultation:

The Town of Pelham Supervisor of Beautification

Other Pertinent Reports/Attachments:

Service Standards for Parks Maintenance

Public Works Report 2024-0179 Soccer Field Maintenance Report

Prepared and Recommended by:

Ryan Cook, Dipl.M.M., CRS
Manager of Public Works

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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



Service Standard – Beautification Table of Contents	
Name:	Service Standards Beautification Table of Contents
Reference Number:	30601.00
Creation Date:	July 26, 2024
Revision Date(s):	-

Service Standards Beautification Summary
Service Standards Beautification Glossary

30601 – Service Standards for Beautification – Parks Maintenance

30601.01 Maintenance Classification

Inspections

- 30601.02 General Visual
- 30601.03 Play Structure

Turf Management

- 30601.04 Mowing and Trimming
- 30601.05 Aeration
- 30601.06 Fertilization
- 30601.07 Top-Dressing and Overseeding
- 30601.08 Naturalization

Remedial Repairs

- 30601.09 Site Furniture and Fencing
- 30601.10 Play Structures
- 30601.11 Light Standards
- 30601.12 Turf
- 30601.13 Drainage Systems

Shrub and Garden Maintenance

- 30601.14 Shrub and Garden Maintenance



Cleanup (Parks and Sports Fields)

30601.15 Spring Cleanup

30601.16 Fall Cleanup

30601.17 Collection of Litter Containers

30601.18 Play Structure and Surfaces

30601.19 Hazardous Items and Graffiti

Cenotaph

30601.20 Cenotaph and Site Maintenance

Sports Fields

30601.21 Sports Fields Irrigation Systems

30601.22 Sports Fields Infield Maintenance (not included in this document)

30601.23 Sports Field Lining and Marking (not included in this document)



Service Standard – Beautification Summary	
Name:	Service Standards Beautification Summary
Reference Number:	30601.00
Creation Date:	July 26, 2024
Revision Date(s):	-

Intent

The intent of the Service Standards for Beautification are to define the desirable level of service that the Town will aim to achieve under normal circumstances. Equipment failures, unusual weather conditions and other factors may result in the Town not achieving the standards. However, where defined, the Town will achieve any provincially legislated standards.

Objective

The Service Standards for Parks have the following objectives:

- To provide safe, dependable and affordable service levels
- To preserve the infrastructure assets
- To protect the natural environment
- To enhance the appearance and health of the community
- To provide a reference framework to measure performance
- To provide a basis of "Peer Review" with other comparable municipalities
- To provide Council and citizens with a reference of expectations.

Philosophy

The Service Standards for Parks have been written from a user's perspective by defining the end result of maintenance services as much as possible as this is what impacts the users. The standards provide the outcome of a service by defining the timing and extent of a particular maintenance activity and are defined by the overall objective (i.e. clean municipality, safe roads, passable sidewalks, etc.) give the Town a measurable outcome.

The standards are not prescriptive in terms of how the services are delivered. How services are delivered form part of an operational manual as



delivery may evolve over time with changes in equipment, materials, innovation and technology.

Format

The Standards are written with the following headings:

- **Purpose:** Defines the main purpose and outcome of the maintenance activity and is written from a user's perspective.
- **Description:** Describes the intent and scope of the standard.
- **Standards:** Defines the outcome of the standard
- **Service Level:** Defines the frequency or response time to achieve the desired standard.
- **Related Standards:** Defines other standards that provide related information.



Service Standard – Beautification Glossary	
Name:	Service Standards Parks Glossary
Reference Number:	30601.00
Creation Date:	July 26, 2024
Revision Date(s):	-

Term	Definition
“Aeration”	Tractor mounted aerating equipment that cores, spikes, slits, tines, or vertidrain soil in order to reduce compaction.
“As Practical”	The period of time from being made aware of the problem until the time when action and repairs can be implemented.
“As Soon As Practical”	The period of time from being made aware of a problem until the time when action and repairs can be taken at the site of the problem.
“Bleachers”	Spectator seating at sports fields.
“Culvert”	A structure designed to allow the passage of surface water in ditches, streams under a roadway.
“Ditch”	An open facility constructed to carry water to an outlet.
“Drainage Inlet”	A structure designed to allow the passage of surface water in ditches or streams.
“Duration Time”	The length of time required to complete a particular maintenance activity.
“Fertilization”	Fertilizer applied in granular form using a tractor pulled hopper to add nutrients to the soil.
“Gilling”	Activity performed using specialized machinery intended to loosen compacted infield material at baseball diamonds.
“Hazard”	Any object or condition that may represent a threat to public or personal safety.
“Irrigation”	Applied via underground systems; or above ground using hoses and sprinklers.



"Ironworks"	The frames and covers or frames and grates of maintenance holes, catch basins, ditch inlets and culvert grates.
"Light Standard"	Free standing lighting feature.
"Made Aware Time"	The clock time of day that a problem call is received by Town staff. This is the logged time that information calls from patrols, active operators or the public are received.
"Mowing"	The cutting of grass using mowers.
"Mulch"	A protective covering, usually of organic matter such as leaves, or woodchips placed around plants to prevent the evaporation of moisture, the freezing of roots, and the growth of weeds.
"Planned Park Maintenance"	Maintenance carried out on a planned or regular basis to ensure park assets continue to function as far as practical to end of life.
"Play Structures"	Play equipment in parks requiring specialized inspections and remedial repairs in order to meet CSA requirements.
"Response time"	The maximum length of time required to attend to a situation requiring specific maintenance practices.
"Site Furniture"	Includes benches, fences, backstops, waste receptacles, picnic tables etc.
"Sodding"	Removal of worn out or bare areas and replaced with new sod.
"Water Play Feature"	Includes splash pads, fountains, cool misters etc.



Service Standard – Maintenance Classification	
Name:	Maintenance Classification
Reference Number:	30601.01
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Maintenance Classification is to categorize parks and sports fields of similar characteristics and function into similar classes. These classes are used to prioritize the delivery of maintenance activities. The maintenance classes are defined in Table 30601.01.01 and 30601.01.02.

These may be adjusted from time to time to reflect changing usage and need requirements.

Table 30601.01.01 – Parks Maintenance Classification

Classification	Description	Level of Use
A	Community Park	Intended Use <ul style="list-style-type: none"> • Venue for major or weekly events and gatherings • Booked for private rentals – picnics, weddings Location <ul style="list-style-type: none"> • Central location, combined with other facilities, community centre Amenities <ul style="list-style-type: none"> • Parking • Washrooms • Attractions – Cenotaph, Bandshell, Market (i.e. Peace Park)



<p>B</p>	<p>Community Park</p>	<p>Intended Use</p> <ul style="list-style-type: none"> • Occasional use for community events • Used for leisure by community at large. <p>Location</p> <ul style="list-style-type: none"> • Combined with other facilities such as pool, skateboard area <p>Amenities</p> <ul style="list-style-type: none"> • Parking • Washrooms • Play Structures • Pool • Canteen
<p>C</p>	<p>Neighborhood Park</p>	<p>Intended Use</p> <ul style="list-style-type: none"> • Used for leisure by nearby residents <p>Amenities</p> <ul style="list-style-type: none"> • May include parking • Play structure • May include open use space • May include community garden
<p>D</p>	<p>Nature Park or Trail</p>	<p>Intended Use</p> <ul style="list-style-type: none"> • Used for leisure and the enjoyment of nature by nearby residents <p>Amenities</p> <ul style="list-style-type: none"> • Asphalt, crushed stone or natural surface trail • Naturalized areas • May include parking

**Table 30601.01.02 – Sports Field Maintenance Classification**

Classification	Description	Level of Use
A	Recreational and competitive league play	Adult and Youth
B	Recreational league play – Entry level development leagues or practice	Youth



Service Standard – General Inspections	
Name:	Inspections – General Visual
Reference Number:	30601.02
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for General Visual Inspections is to provide safe parks, sports fields and natural areas through the identification and reporting of conditions that could pose a hazard to users.

2. Description

This standard requires that parks, sports fields and natural areas be regularly monitored for safety. In addition, all other damage or wear is to be noted so that assets can be repaired to prevent further damage or to extend the service life of those assets.

Inspection is primarily visual with an emphasis on any obvious broken or damaged elements, or excessive wear. The inspection will not require physical testing or measurement such as it is required for play structures or bleachers. Visual inspections shall include the monitoring and reporting conditions listed below. These are to be addressed in accordance with standards defined for each of these conditions.

- Site Furniture;
- Playground equipment and surface
- Fences
- Signs
- Turf
- Plant material and trees
- Litter and graffiti
- Pathways
- Light standards



3. Standard

All Town facilities are to be visually inspected. The visual inspections are to be documented.

4. Service Level

The frequency of visual inspections is defined in Table 30601.02.01. These inspections are to be carried out between April and November, subject to seasonal weather conditions.

Table 30601.02.01 – General Visual Inspections

Facility	Frequency
Parks	Weekly as damage reports Monthly as full visual inspection reports
Sports Fields	Weekly as damage reports Monthly as full visual inspection reports
Nature Parks – Trails	As required - As per damage reports Monthly as full visual inspection reports

5. Related Standards



Service Standard – Play Structure Inspections	
Name:	Inspections – Play Structure
Reference Number:	30601.03
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Play Structure Inspections is to provide safe and properly functioning assets through the identification and reporting of unsafe conditions such that appropriate action can be taken.

2. Description

The intent of this standard is to provide equipment that is in safe and working condition and to maintain the surrounding area so that it is clear of potential hazards. Inspections will also record and report items to be remediated. These inspections are to include all aspects of play structures, equipment and surfaces as set out by the Canadian Safety Association.

3. Standard

The inspection forms and item checklist must conform or exceed the standard as defined in the Canadian Safety Association current edition of "A Guideline on Children's Play Spaces and Equipment, A National Standard of Canada". This National Standard sets out two levels of inspection.

- A. Visual Inspection: to identify defects and emerging problems. See 30601.02 General Visual Inspections.
- B. Detailed Inspection: a detailed inspection conforming to the CSA National Standard, Appendix 'C', Recommended Maintenance.



4. Service Level

The frequency of inspection is defined as follows for all play equipment and play spaces:

- General visual inspection during routine maintenance;
- A detailed inspection once a month

5. Related Standards

30601.03 – General Visual Inspection

30601.10 – Remedial Repairs to Play Structures

30601.19 – Cleanup Hazardous Items and Graffiti



Service Standard – Turf Management	
Name:	Turf Management – Mowing and Trimming
Reference Number:	30601.04
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Turf Management Mowing and Trimming is to provide safe and healthy turf for all users as accomplished through regular cutting cycles.

2. Description

Regular mowing is intended to maintain turf at a uniform height. Regular mowing is not only beneficial to the plant but also reduces the amount of thatch that builds up over time. In addition, regular cutting promotes denser turf thereby discouraging weed species.

A regular turf height is necessary on sports fields in order to maintain a safe playing condition. In naturalized areas mowing is a tool used to define sight lines along vehicular and pedestrian corridors. When trimmed properly mowing can help reduce the maturation and the spread of weeds and invasive species.

Trimming is an activity that involves the cutting of long grasses and/or weeds from around site furniture, fences, and trees; or where areas have been missed or are inaccessible to mowing equipment. Precautions to not girdle (damage to bark) of existing vegetation must be exercised.

3. Standard

The standard is to cut and trim the following to the following conditions:

- Parks – to a height of 65-75mm with a maximum height of 100mm



- Sports Fields – to a height of 60mm with a maximum height of 80-90mm depending on class

4. Service Level

The frequency of grass cutting and trimming is defined in Table 30601.04.01.

Mowing and trimming are normally prescheduled activities between the months of May and October, subject to weather conditions. The schedule may not correspond with the actual rate of grass growth. Scheduling of mowing and trimming may have to be increased in the cool damp spring and fall weather and decreased in mid summer drought conditions.

Table 30601.04.01 – Turf Management Mowing & Trimming

Facility Classification	Description	Frequency
Parks A	Community Park A	7 to 10 days
Parks B	Community Park B	10 to 14 days
Parks C	Neighborhood Park C	10 to 14 days
Parks D	Neighborhood Park D	10 to 14 days
Sports Field A	Sports Field A	3 to 4 days
Sports Field B	Sports Field B	4 to 7 days

Note – Refer to tables 30601.01.01 and 30601.01.02 for description of park and sports field classes.

5. Related Standards

- 30601.03 – General Visual Inspection
- 30601.05 – Turf Management Aeration
- 30601.06 – Turf Management Fertilization
- 30601.07 – Turf Management Topdressing and Overseeding
- 30601.08 – Turf Management Naturalization
- 30601.12 – Remedial Repairs Turf



Service Standard – Turf Management	
Name:	Turf Management - Aeration
Reference Number:	30601.05
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Turf Management Aeration is to provide safe and usable park and sports field surfaces by promoting good turf growing conditions, softer soil conditions and by discouraging weed growth.

2. Description

This service requires the use of a tractor drawn aerating equipment to punch holes/slice into soil horizon in order to reduce soil compaction and increase air exchange and water penetration. Aeration also aids in the reduction of thatch build-up.

Aeration is a regular Integrated Pest Management activity that promotes the vigor and health of turf grass. In doing so it enables turf to withstand or discourage stresses to a greater extend, such as drought and infestation. In this sense aeration contributes to the longevity of turf infrastructure, particularly in heavily compacted areas such as sports fields.

3. Standard

Coverage should be uniform and to a depth of 50mm-100mm depending on field conditions. Note that the frequency and timing of aeration are weather dependent, and that aeration can encourage moisture loss in hot dry weather or be impractical when soils are “baked hard”.

4. Service Level

The frequency of aeration is defined in Table 30601.05.01



Table 30601.05.01 – Frequency of Aeration

Facility	Frequency
Parks & Playgrounds	Spot Treatment – As Required
Sports Fields – Class A	1 Time per year
Sports Fields – Class B	Spot Treatment – As Required

Note – Refer to Table 30601.01.01 and 30601.01.02 for description of park and sports field classes.

Additional aeration cycles may be required as soon as practicable.

5. Related Standards

30601.04 Turf Management – Mowing and Trimming



Service Standard – Turf Management	
Name:	Turf Management - Fertilization
Reference Number:	30601.06
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Turf Management Fertilization is to provide safe and usable sports filed surfaces by promoting good turf growing conditions.

2. Description

Fertilization is a regular Integrated Pest Management activity that promotes the vigor and health of turf grass. In doing so it enables turf to withstand or discourage stresses to a greater extent, and thus promotes the longevity and viability of turf infrastructure.

Premium grade fertilizer is applied in granular form and slowing releases nutrients into the soil. These nutrients facilitate vigorous growth of roots and blades. However, since fertilization promotes plant growth, the use of fertilizer must be balanced with appropriate mowing regimes for an effective IPM strategy.

3. Standard

The application of premium grade fertilizers will be even and free from burn spots. Application rates is to be based on manufacturer’s recommendation.

4. Service Level

The frequency of aeration is defined in Table 30601.06.01.



Table 30601.06.01 – Frequency of Fertilization

Facility	Frequency
Parks Class A	2 applications per season
Sports Fields – Class A	2 applications per season

Note: Refer to tables 30601.01.01 and 30601.01.02 for description of parks

5. Related Standards

30601.04 Turf Management – Mowing and Trimming



Service Standard – Top-Dressing and Overseeding	
Name:	Turf Management – Top-Dressing and Overseeding
Reference Number:	30601.07
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Turf Management Top-Dressing and Overseeding is providing safe and usable sports field surfaces by promoting good turf conditions.

2. Description

Top-Dressing involves the application of granular and/or organic material to eliminate uneven playing and passive surfaces and to promote turf growth. In addition, Top-Dressing, with the addition of sand, can over several years help reduce the effect of compaction.

Overseeding is a regular Integrated Pest Management activity that contributes to denser, thicker turf that enables it to discourage stresses such as infestation. Overseeding contributes to the longevity of turf infrastructure.

3. Standard

Soil materials should be added uniformly. Organic/soil mix may include grass seed and/or fertilizer. The decision to Top-Dress is dependent onsite conditions and may be part of a field or turf remediation program. This judgement must be made on a site-specific and seasonal basis.

4. Service Level

The frequency of Top-Dressing is defined in Table 30601.07.01. The frequency of Overseeding is defined in Table 30601.07.02.



Table 30601.07.01 Top-Dressing

Facility	Frequency
Parks & Playgrounds	Spot Treatment – As Required
Sports Fields – Class A	As required
Sports Fields – Class B	Spot Treatment – As Required

Top-Dressing may be completed as part of a field or turf remediation program.

Table 30601.07.02 Overseeding

Facility	Frequency
Parks & Playgrounds	Spot Treatment – As Required
Sports Fields – Class A	Once per season
Sports Fields – Class B	Spot Treatment – As Required

Note – Refer to tables 30601.01.01 and 30601.01.02 for description of park and sports field classes.

5. Related Standards

30601.12 Remedial Repairs - Turf



Service Standard – Turf Management	
Name:	Turf Management - Naturalization
Reference Number:	30601.08
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Turf Management Naturalization is to provide a bio-diverse habitat resulting from the reduction in area of turf that needs mowing on Town owned properties.

2. Description

Naturalization reduces the quantity of mowed and maintained areas by the Town and promotes slowing and filtration of surface of water runoff. Naturalization also has the added benefit of promoting a healthier, more bio-diverse town that provides habitat to birds, butterflies, waterfowl and the like. By reducing the amount grass areas that require mowing we are better able to improve the quality of existing turf areas for future generations.

3. Standard

In order to reduce the quantity of mowed areas, a consistently unmown edge condition and designated unmown area shall be initiated and maintained. Layout of the mowing limits will be site specific and should include marked up site plans and possibly edge demarcation to guide operators, particularly in the spring.

4. Service Level

Not Applicable

5. Related Standards

30601.04 Turf Management – Mowing and Trimming



Service Standard – Remedial Repairs to Site Furniture & Fencing	
Name:	Remedial Repairs to Site Furniture & Fencing
Reference Number:	30601.09
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Remedial Repairs to Site Furniture & Fencing is providing safe assets for all users and maximized service life of the site furniture and fencing.

2. Description

This standard defines the priority to respond and repair deficiencies in site furniture and fencing such that they are fixed and responded to according to priority: Priority 1 shall receive the quickest response, while Priority 3 and 4 are attended to when practicable as scheduled through planned maintenance activities. Differences in response time reflect the nature of the work to be accomplished and whether that work implicates public liability or is simply a quality-of-life matter.

The term Site Furniture includes:

- Benches
- Bleachers
- Light Standards
- Garbage Receptacles
- Bicycle Racks
- Fencing, Backstops, Gates and the like

3. Standard

Priority 1- Damage/condition that presents an immediate hazard (public liability).



Priority 2- Damage/condition that impairs functions and/or operations of equipment i.e. broken gate hinge, broken bench slats, sharp ends of chain-link fence.

Priority 3- Damage/condition that contributes to long-term decline of infrastructure i.e. worn paint that allows wood to rot.

Priority 4- Damage/condition that is unsightly or excessively dirty (quality of life).

4. Service Level

The response times are defined in Table 30601.09.01.

Table 30601.09.01 Remedial Repairs to Site Furniture & Fencing

Priority of Damage	Action	Time
1	Make Safe by repairing or removing hazardous conditions	Within 4 Hours
2	Remove broken item to prevent further damage or potential hazard or repair	Within 5 working days
3,4	Schedule into planned maintenance	As soon as practicable

5. Related Standards

30601.02 – Inspections – General Visual

30601.19 – Cleanup - Hazardous Items and Graffiti

Public Nuisance By-law No.4253



Service Standard – Remedial Repairs to Play Structures	
Name:	Remedial Repairs to Play Structures
Reference Number:	30601.10
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Remedial Repairs to Play Structures is providing safe assets for all users and maximized service life of the play structures.

2. Description

All repairs must comply with the Canadian Safety Association National Standard. In addition, all maintenance and repair should be fully documented in accordance with the current edition of "A Guideline on Children's Play Spaces and Equipment, A National Standard of Canada". The urgency of the repair must be assessed based on the damage observed. Should the repair take time, reasonable measures should be taken to restrict access to the play structure. Warning or danger signs are not acceptable. If a component is removed for repair, the safety of any remaining portions of the structure should be insured.

3. Standard

Priority 1- Damage/condition that presents an immediate hazard (public liability) i.e. hate graffiti, broken glass, splintered or loose bench, discarded IV needles.

Priority 2- Damage/condition that impairs functions and/or operations of equipment i.e. broken gate hinge.

Priority 3- Damage/condition that contributes to long-term decline of infrastructure i.e. worn paint that allows for rust or rot.



Priority 4- Damage/condition that is unsightly (quality of life).

4. Service Level

The response times are defined in Table 30601.10.01.

Table 30601.10.01 Remedial Repairs to Play Structures

Priority of Damage	Action	Time
1	Make Safe by repairing or removing hazardous conditions	Within 4 Hours
2	Remove broken item to prevent further damage or potential hazard or repair	Within 5 working days
3,4	Schedule into planned maintenance	As soon as practicable

5. Related Standards

- 30601.02 – Inspections – General Visual
- 30601.03 – Inspections – Play Structures
- 30601.18 – Cleanup - Play Structure Surface
- 30601.19 – Cleanup - Hazardous Items and Graffiti
- Public Nuisance By-law No.4253



Service Standard – Remedial Repairs to Light Standards	
Name:	Remedial Repairs to Light Standards
Reference Number:	30601.11
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Remedial Repairs and relamping of light standards is to provide illumination to facilitate safe and secure nighttime use of municipally owned parks and sports fields.

2. Description

This standard relates to the replacement of light bulbs in light standards along pathways, in parks and in sports fields.

3. Standard

For light standards in parks and along pathways, the time set in Table 30601.11.01 shall apply if: 1 or more light standards are not functioning.

For light standards in sports fields, the time set in Table 30601.11.01 shall apply if: 2 or more lights on multiple light standards are not functioning.

Preventative maintenance through relamping is being undertaken in accordance with operational procedures and manufacturer’s recommendations.

4. Service Level

The response times are defined in Table 30601.11.01.

Light standards along pathways are to be relamped within 5 working days after becoming aware that the lights are not functioning.



The duration time to repair the light standards may extend beyond the times defined above if the source of the lighting problem extends beyond the simple bulb replacement, such as damaged light fixture, damaged ballasts, unavailability of parts etc. In such case the light standards shall be repaired as soon as practicable.

Table 30601.11.01 Remedial Repairs to Light Standards

Facility Classification	Description	Standard
Park A & B	Community Park A & B	10 working days
Park C	Neighbourhood Park C	10 Working Days
Sports Field A & B	Sports Field A & B	10 Working Days

Note – Refer to Table 30601.01.01 and 30601.01.02 for description of park and sports field classes.

5. Related Standards

30601.02 – Inspections – General Visual



Service Standard – Remedial Repairs to Turf	
Name:	Remedial Repairs to Turf
Reference Number:	30601.12
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Remedial Repairs to Turf is to provide safe, aesthetically pleasing and usable/playable parks and sports field surfaces through the repairs of localized areas of damage.

2. Description

Turf repairs include the restoration of damaged turf areas to maintain safe and smooth surfaces. The level of turf repairs is dependent on the level of severity, extent, site conditions, level of use, time of year, and urgency.

Overseeding is a regular occurring Integrated Pest Management activity that contributes to denser, thicker turf that enables it to discourage stresses such as infestation. Therefor overseeding contributes to the longevity of turf infrastructure and is more cost effective than re-sodding.

3. Standard

The repair may entail removal of exiting dead turf, replenishment of topsoil and reinstatement of grade and sod or seed, or simply overseeding without topdressing. The new sod or topsoil/seeding should be level with the abutting retained turf for a seamless transition.

Affected park/field surfaces or sections thereof may require rest periods following the completion of the repairs.



4. Service Level

Damaged turf conditions that could pose a safety hazard to the users are to be investigated the same day the conditions are reported, otherwise repairs are to be scheduled as part of planned maintenance activities.

5. Related Standards

30601.02 – Inspections – General Visual

30601.07 – Turf Management Topdressing and Overseeding



Service Standard – Remedial Repairs to Drainage	
Name:	Remedial Repairs to Drainage Systems
Reference Number:	30601.13
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Remedial Repairs to Drainage Systems is to maintain drainage systems and appurtenances to permit them to function as intended in order to reduce the potential flooding conditions that could present a safety hazard or that could degrade the quality of the infrastructure.

2. Description

This standard applies to the following drainage system/appurtenances:

- Culverts
- Drainage swales/ditches
- Catch basins

These drainage systems are intended to accommodate the flow of surface water to an appropriate outlet.

This standard defines the priority to respond and repair deficiencies whereby Priority 1 shall receive the quickest response and Priority 3 is attended to when practicable or as scheduled through planned maintenance programs (i.e. catch basin cleaning, ditching programs)

3. Standard

Priority 1- Obstructed drainage system causing flooding that pose a hazard.



Priority 2- Partially obstructed drainage systems causing intermittent water backups that do not pose a safety hazard but that over extended periods of time could impact the quality of infrastructure.

Priority 3- Deterioration of drainage related systems that do not pose a hazard.

Maintenance activities are to be carried out in accordance with applicable guidelines, procedures, policies and Provincial regulations.

4. Service Level

The response times are defined in Table 30601.13.01 and are taken after becoming aware of the condition.

Table 30601.13.01 Remedial Repairs to Drainage

Priority of Condition	Action	Time
1	Clearly mark as a hazard and undertake action to remove the hazard	As soon as practicable but not to exceed 4 hours
2	Undertake action to repair/correct the deficiency	Within 30 days
3	Schedule into planned maintenance or rehabilitation programs	As practicable

5. Related Standards

30601.02 – Inspections – General Visual

30601.15 – Cleanup – Spring Cleanup

30601.16 – Cleanup – Fall Cleanup



Service Standard – Shrub and Garden Maintenance	
Name:	Shrub and Garden Maintenance
Reference Number:	30106.14
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Shrub and Garden Maintenance is to provide healthy and aesthetically pleasing shrub and garden beds.

2. Description

This standard applies to shrub and garden beds located in parks and facility grounds. This standard does not pertain to boulevards.

Maintenance activities could include:

- Removal of Weeds
- Mulching of beds
- Removal of trash and debris
- Trimming of shrub plantings and hedges
- Inspect for disease or pests and take remedial action

Volunteer and community groups may supplement maintenance activities with prior approval.

3. Standard

The intent is for shrub and garden beds to be maintained adequately.

4. Service Level

Shrub and garden beds are to be scheduled as part of planned maintenance programs based on the planting type and location.



5. Related Standards

30106.02 – Inspections – General Visual

30106.04 – Turf Management – Mowing and Trimming

30106.15 – Cleanup – Spring Cleanup

30106.16 – Cleanup – Fall Cleanup



Service Standard – Spring Cleanup	
Name:	Cleanup (parks and sports fields) Spring Cleanup
Reference Number:	30601.15
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Spring Cleanup is to provide clean and safe parks and sports fields by removing debris and deleterious materials that have accumulated through the winter season and in a manner that preserves the quality of turf.

2. Description

The activities described in this section are primarily intended to clean-up litter and debris that may have accumulated over the winter season and to remove residual grit from winter snow clearing and sanding operations.

The standard also includes the removal of debris from catch basin grates and around culverts, as well as clearing debris from inlets to ensure free drainage conditions. Damage or broken drainage infrastructure shall be reported for evaluation and repair.

Cleanup activities could include:

- Collect litter
- Rake, broom or pressure wash play structure, water play features and hard-court surfaces
- Sweep parking lots and paths
- Clean drainage infrastructure
- Turf grass rolling prior to mowing and other maintenance activities



3. Standard

Cleanup procedures shall be carried out in accordance with applicable policies and procedures.

Should hazardous items be encountered, staff should notify the trained response personnel and stay onsite until the hazard is removed or made safe.

4. Service Level

Spring cleanup is to be completed by May 20th, to coincide with the opening of sports fields and water play features, subject to weather conditions.

5. Related Standards

30601.02 – Inspections – General Visual

30601.19 – Cleanup – Hazardous Items & Graffiti



Service Standard – Fall Cleanup	
Name:	Cleanup (parks and sports fields) Fall Cleanup
Reference Number:	30601.16
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Fall Cleanup is to provide clean and safe parks and sports fields prepared for the winter season and preserving some of the assets by protecting or removing them from the winter elements.

2. Description

The extent of fall cleanup is site specific and may include the following activities:

- Removal of designated site furniture and sports related equipment, and portable washroom facilities
- Mulch leaves onsite
- Visually inspection of catch basins and culverts to ensure these are free of debris that could impact positive drainage
- Winterize water play equipment, drinking fountains etc.

3. Standard

Cleanup procedures shall be carried out in accordance with applicable policies and procedures.

Should hazardous items be encountered, staff should notify the trained response personnel and stay onsite until the hazard is removed or made safe.

4. Service Level

Spring cleanup is to be completed by November 15th, subject to weather conditions.



5. Related Standards

30601.02 – Inspections – General Visual

30601.19 – Cleanup – Hazardous Items & Graffiti



Service Standard – Fall Cleanup	
Name:	Cleanup – Collection of Litter Containers
Reference Number:	30601.17
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Collection of Litter Containers is to provide clean parks and sports fields, free of deleterious materials.

2. Description

Garbage receptacles are placed in parks and along pathways to reduce litter.

Frequency of garbage pick up is related to both the usage of the park and its profile. For example, community parks generally receive more visitors and therefor require more frequent garbage collection. Similarly parks that host public events may require weekend or special pickups coordinated with those events.

3. Standard

Should hazardous items be encountered, staff should notify the trained response personnel and stay onsite until the hazard is removed or made safe.

4. Service Level

The frequency of collection is defined in Table 30601.17.01. Some litter containers may require emptying through the winter months on a site-specific basis. Some litter containers may require service at a greater frequency than defined in the table. Special events and tournaments may require additional pickups.



Table 30601.17.01 Collection of Litter Containers
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Facility Classification	Description	Standard
Park A & B	Community Park A & B	2-3 Times per Week
Park C	Neighbourhood Park C	1-2 Times per Week
Park D	Nature Park or Trail	Once per week

Note – Refer to Table 30601.01.01 and 30601.01.02 for description of park and sports field classes.

5. Related Standards

30601.02 – Inspections – General Visual

30601.19 – Cleanup – Hazardous Items & Graffiti



Service Standard – Play Structure Surfaces	
Name:	Cleanup – Play Structure Surfaces
Reference Number:	30601.18
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of Service Standard for Play Structure Surfaces is to provide is to provide safe and clean playground surfaces by removing debris and deleterious materials in a manner that preserves the quality of surface.

2. Description

The activities described in this section are primarily intended to clean-up litter and debris that may have accumulated over the winter season and throughout the year.

Play structure surfaces will benefit from raking or power brooming which removes debris from the artificial turf or natural surface materials.

3. Standard

Cleanup procedures shall be carried out in accordance with applicable policies and procedures.

Should hazardous items be encountered, staff should notify the trained response personnel and stay onsite until the hazard is removed or made safe.

4. Service Level

Spring cleanup is to be completed by May 20th, to coincide with the opening of sports fields and water play features, subject to weather conditions.



Additional brooming, raking and/or the addition of organic playground surface material may be carried out throughout the season as required.

5. Related Standards

30601.02 – Inspections – General Visual

30601.03 – Inspections – Play Structure

30601.15 – Cleanup – Spring

30601.19 – Cleanup – Hazardous Items and Graffiti



Service Standard – Hazardous Items and Graffiti	
Name:	Cleanup – Hazardous Items and Graffiti
Reference Number:	30601.19
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Cleanup of Hazardous Items and Graffiti is to provide a clean and safe Town by removing items that present a physical safety hazard and by eradicating promptly graffiti with messages of hate or violence or are otherwise inappropriate for a public space.

2. Description

Hazardous items are to be disposed of by qualified staff. Items might include discarded needles, broken glass, weapons or toxic substances. Marking the site with barricades or signs without direct supervision is unacceptable.

The intent of graffiti clean up is to provide priority to eradicate graffiti depicting messages of hate or violence.

3. Standard

If hazardous items are discovered during an inspection, they should not be left unattended. The person carrying out the inspection (unless qualified and equipped) should remain onsite until a qualified person arrives.

Cleanup procedures shall be carried out in accordance with policies and procedures.

4. Service Level

Response times for hazardous items and graffiti removal are defined in Table 30601.19.01.



Table 30601.19.01 Cleanup Hazardous Items Graffiti

Condition	Response
Hazardous Items	1 hour during weekdays (reg. working hours)
	2 hours during weekdays (after hours)
	2 hours during weekends and holidays
Graffiti (hate or violence)	24 Hours

Other forms of graffiti, such as “tagging”, are to be removed subject the availability of resources.

5. Related Standards

30601.02 – Inspections – General Visual



Service Standard – Cenotaph Site Maintenance	
Name:	Cenotaph Site Maintenance
Reference Number:	30601.20
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Cenotaph Site Maintenance is to provide safe and aesthetically pleasing cenotaph areas maintained to the appropriate levels of service applicable to the site-specific attributes.

2. Description

The intent of this standard is to provide cenotaph areas that are in safe and aesthetically pleasing condition and to maintain the surrounding area so that it is clear of potential hazards while ensuring site-specific attributes are maintained to the appropriate levels of service.

Where flowerbeds or planters with flower are present, floral displays will be maintained as required to ensure healthy growth and remove unsightly weeds.

Visual inspections of surrounding areas will record and report items to be remediated and ensure all the attributes are in appropriate condition.

Regular grass cutting is intended to maintain grassed areas at levels appropriate with the type and use of the grass and remedial turf repairs are intended to restore damaged turf areas.

Shrub maintenance is intended to ensure healthy and aesthetically pleasing shrub beds.



Cleanup is intended to ensure clean areas free of deleterious materials and to remove graffiti (Spring, Fall, Collection of Litter, Hazardous Items and Graffiti)

3. Standard

All Cenotaph areas will be adequately maintained as appropriate.

4. Service Level

The type, frequency and level of service will be in accordance with the applicable level of service specific to the attributes situated at each site.

5. Related Standards

- 30601.02 – Inspections – General Visual
- 30601.04 – Turf Management Mowing and Trimming
- 30601.12 – Remedial Repairs – Turf
- 30601.14 – Shrub and Garden Maintenance
- 30601.15 – Cleanup Spring
- 30601.16 – Cleanup Fall
- 30601.19 – Cleanup Hazardous Items and Graffiti



Service Standard – Sports Fields Irrigation Systems	
Name:	Sports Fields Irrigation Systems
Reference Number:	30601.21
Creation Date:	July 26, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Sports Field Irrigation Systems is to provide adequate operating systems that provide an appropriate supply of water to sports fields, thus improving the overall health of the turf and providing safer playing surfaces.

2. Description

Depending on the sport and level of competition, sports fields have heavy athletic demands placed on them. In order for turf to withstand the intensity of athletic use it requires irrigation, particularly in dry periods. Along with other turf management activities, irrigation will improve the overall health of turf and provide for an appropriate and safer playing surface at these levels of play.

Maintenance activities include:

- Seasonal inspection and testing
- Winterization (removal of water prior to freezing)
- Monitoring and adjustment of water quantities in response to rainfall

3. Standard

Fields require approximately 25mm of water per week, or enough to thoroughly soak turf to the depth of the root zone. This requires monitoring of the turf, soil moisture and inspection of irrigation systems as well as periodic adjustment of watering times and duration in response to seasonal conditions.



4. Service Level

The service level is defined as follows:

- Inspect and test each spring
- Monitor soil moisture weekly and adjust system as required
- Replace damaged or missing sprinkler heads
- Repairs to headers and feeder lines
- Scheduling of winterizing systems before October 30th

5. Related Standards

30601.02 – Inspections – General Visual

30601.04 – Turf Management Mowing and Trimming

30601.12 – Remedial Repairs – Turf

30601.15 – Cleanup Spring

30601.16 – Cleanup Fall



Service Standard – Sports Fields Infield Maintenance	
Name:	Sports Fields Infield Maintenance
Reference Number:	30601.22
Creation Date:	August 1, 2024
Revision Date(s):	-

1. Purpose

The main purpose of the Service Standard for Sports Field Infield Maintenance is to provide safe and functional playing surfaces for baseball/softball infields and warning tracks.

2. Description

This standard involves grooming by mechanically raking (gilling) and hand raking of the granular or clay material in the infields and warning tracks to provide a smooth, level, weed-free playing surface, free of puddles and suitably loosened for play.

Maintenance activities include:

- Gilling of infield
- Topping up granular and clay material as required
- Hand raking around bases and pitcher's mound
- Gilling of warning tracks (less frequently than infield)
- Line marking

Additional raking may be provided by the sports leagues. Bases are the responsibility of the leagues.

3. Standard

The infields and warning tracks should be smooth, level, weed free and loosened to facilitate play. The level of grooming may vary subject to the material type.



4. Service Level

The grooming frequency of infields is defined in Table 30601.22.01

Table 30601.22.01 – Frequency of Infield Maintenance

Facility	Grooming of Infield
Sports Fields – Class A	3 times per week
Sports Fields – Class B	Once per week

Note – Refer to Table 30601.01.01 and 30601.01.02 for description of park and sports field classes.

5. Related Standards

30601.02 – Inspections – General Visual

Subject: Proposed Fall Commencement of Manager, Recreation, Culture and Wellness Position

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0186 Proposed Fall Commencement of Manager, Recreation, Culture and Wellness Position, for information;

AND THAT Council direct the Manager, People Services to immediately commence the recruitment process for the Manager of Recreation, Culture and Wellness.

Background:

At its meeting of July 5, 2023, Council approved the creation of a new Manager, Recreation, Culture and Wellness position. Council directed the position to commence in 2025. The RCW Department is the Town's largest by staff size and is notable for being one of the few Departments to not have a manager (the management team consist of one Director, two Supervisors and a Lead Hand).

Previously there was a manager position in the RCW Department, however this position was eliminated as a cost-saving measure by Council in January, 2019. With the MCC being fabulously successful, and with operations occurring for 17 hours, 7 days per week, several operational shortcomings and opportunities have been identified that would benefit from increased management and coordination.

This report is being written to request that the approved position commence three months early, in October, 2024, rather than January, 2025. There are sufficient in-year funds available to cover the additional cost associated with this unbudgeted expenditure.

Analysis:

Town Council received and endorsed two major documents, in 2023, associated with RCW operations: the KPMG Organizational Review and the Recreation Master Plan. The first document was created as the result of a provincial grant designed to examine operations for efficiency and productivity improvements. While the

Organizational Review document called for nineteen changes (some of which have been implemented), several of the key recommendations involve the adequacy of staffing. Similarly, the focus of the Master Plan is upon provision of recreation services in the coming decades, however it makes fifty-nine recommendations, including several on the topic of staffing. One of the structural gaps identified by KPMG is the complete lack of middle-management in the RCW Department. The Department is led by a Director, with the only two other management positions being a Supervisors.

It is notable that there are no full “Manager” positions in RCW, unlike in the Corporate Services, Public Works and Community Planning & Development Departments. By full-time employee count, RCW is the Town’s second largest department; during the summer season with part-time and seasonal staff it is the Town’s largest department, so the absence of a manager is notable. Without a manager, manager level work is currently either done by a director, who is essentially being overpaid for management duties, or is being done by the supervisor, who is theoretically undercompensated for the work. In the absence of the director, this position would have responsibility for all operations and programming.

The business case has already been made for the creation of the position and Council has directed same. Given the availability of funds, and the need for the position, it is hoped that Council will approve an early start – the need for this position has been recognized since 2023 and the existing team is very much looking forward to the arrival of a new manager.

One benefit of having the manager position commence in the fall of 2024, is that the person will have a few months to become acclimated before the MCC’s peak operational period commences.

Financial Considerations:

The 3 months salary and benefit cost for this position in 2024 will be covered by savings in our 2024 budgeted benefits. The actual renewal rate increase came in lower than budgeted, which is sufficient to cover this position starting on October 1, 2024.

Alternatives Reviewed:

Council can decline this staff request, in which case the new Manager, Recreation, Culture and Wellness recruitment will not occur until January, 2025.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

The manager position will enhance many aspects of programming for residents and visitors. This position is expected to help maximize utilization of the MCC and other recreational assets by coordinating and managing the facilities. Starting this work sooner simply means enhanced services at an earlier date.

Consultation:

The Director of Recreation, Culture and Wellness, the Manager of People Services and the Director of Corporate Services each participated in drafting this report.

Other Pertinent Reports/Attachments:

None.

Prepared and Submitted by:

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

Subject: Proposed Joint Tourism Initiative

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0197 Proposed Joint Tourism Initiative, for information;

AND THAT Council approve a 2 year commitment to the Niagara South Coast Tourism Association ("NSCTA") Fund as a "Class B Member", commencing January, 2025, including an annual contribution to the NSCTA in the amount of \$12,000;

AND FURTHER THAT Council direct the Chief Administrative Officer to take any necessary steps to appoint staff to the Steering Group and make administrative-level commitments and contributions to the undertaking, as determined necessary by the CAO, and to report back with progress updates by Q3 of 2025.

Background:

For approximately one year, the Chief Administrative Officers of the City of Port Colborne, the Town of Fort Erie, the City of Welland, the Township of Wainfleet and the Town of Pelham have been working towards a rejuvenation of Niagara's Southcoast Tourism Association and its supporting fund. The motivation for this initiative is the creation of a fund to be used to directly promote businesses and attractions in the member municipalities, in hopes of fostering greater economic prosperity in these communities.

This report is written to endorse the Town of Pelham joining the NSCTA, as a "Class B Member", on a two-year trial basis. In return for a proposed \$12,000 annual financial contribution by the municipality, Pelham businesses would receive promotional support and be included in promotional campaigns and materials that will be marketed in Ontario and beyond. This proposal does not contemplate or require any increase in staffing for the Town of Pelham.

Analysis:

While Pelham has historically been a mix of predominantly agricultural and residential properties, with relatively little commercial and industrial activity, the Town currently boasts a number of prominent businesses which have appeal to tourists, including (in no particular order) several high-quality restaurants, a winery, a brewery, pick-your-own farm operations, maple syrup products and experiences, camping, family recreation businesses and seasonal tulip farms.

The City of Port Colborne has assumed the leadership position in this initiative because of the importance of tourism development in that municipality's strategic plan. Port Colborne already spends \$100,000 on tourism and promotion in addition to having created a tourism strategy, an NSCTA marketing plan, a work plan and hired a dedicated staff member. Port Colborne would continue to provide leadership on this file and would provide the only dedicated staff member required. As a result of its higher level of investment, Port Colborne would be the NSCTA's only "Class A" member of the Association.

In the short term, a steering committee would be created to guide specific NSCTA policy, operational and budget decisions. Eventually the steering committee would give way to seats on a formal board, which might be populated by either staff, elected officials or possibly industry representatives (presently unclear). Pelham would have two, possibly three seats on the steering committee. At time of writing the staff members involved would be the CAO, the Town Solicitor and the Director of Community Planning and Building, with a goal of reducing the Town's direct staff commitment over time.

One point of future investigation will be the ideal legal structure and status of the NSCTA, with at least some interest in exploring the concept of a municipal services corporation. It is for this reason the shared Town Solicitor is recommended to be involved in the steering committee.

Financial Considerations:

The Town is being asked to commit \$12,000 per year, for a two year period. Towards the end of the two year period, there should be a body of data and work product which can be reviewed, analyzed and commented upon prior to any decision to renew or withdraw is made.

Beyond the \$12,000 annual contribution, the Town will incur some nominal mileage costs to attend meetings in Port Colborne and the imputed value of staff time.

The City of Port Colborne has offered to match any financial contribution to the NSCTA Fund made by the municipal partners (including the Town of Pelham), which will thereby effectively double the amount contributed to the fund.

Alternatives Reviewed:

There is no obligation for the Town to participate in the South Coast Tourism Alliance; accordingly non-participation is a viable alternative.

Strategic Plan Relationship: Community Development and Growth

This initiative has the chance to support economic development, support community vitality and increase Pelham’s profile. By working with other municipalities, Pelham can attain a greater impact and level of professional tourism support services than it otherwise could working on its own.

Consultation:

This project was worked on in conjunction with the Chief Administrative Officers of three other municipalities and the Tourism Coordinator for the City of Port Colborne.

Other Pertinent Reports/Attachments:

City of Port Colborne NSCTA Workplan

Prepared and Submitted by:

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



2024-2025 Work Plan: Niagara's South Coast Tourism Association

We have prepared this work plan of activities for the municipalities interested in joining Niagara's South Coast Tourism Association (NSCTA). The City of Port Colborne's tourism coordinator will spearhead the administrative and tactical initiatives outlined in the work plan. This includes reporting to the NSCTA's Board of Directors at quarterly board meetings, serving as a director on the Tourism Partnership of Niagara's (TPN) board, and chairing TPN's Marketing & Partnerships Committee.

The work plan is not overly prescriptive because it is believed that the voices of the newly established steering committee¹ should come to a consensus on how the Niagara's South Coast Tourism Fund (herein referred to the "Tourism Fund²") will be allocated. The tourism coordinator will present goals and recommendations for committee consideration to ensure alignment with the NSCTA's marketing plan³, the City of Port Colborne's tourism strategy³, and TPN's business plan.

Notes

- 1.** The steering committee – with a terms of reference – is to be comprised of a minimum of two (2) and maximum of four (4) representatives from each partner municipality. This committee would be permitted to execute the NSCTA Board's responsibilities, with the exception of those powers set out in the Not-for-Profit Corporations Act, 2010 (see s. 36 (2)).
- 2.** The City of Port Colborne's contribution to the Tourism Fund will be separate from, and in addition to, the annual in-kind contribution of approximately \$100,000 which goes towards covering salaries, staff time, office expenses, asset management, and other operational or overhead costs.

Contributions to the Tourism Fund should be made in the first quarter of the fiscal year (no later than March 31st) and preferably as one lump sum. Any surplus or unspent funds will either be returned to the partner municipality, or, by approval from the municipality's steering committee members, be carried forward to the subsequent fiscal year.

- 3.** This year, the City of Port Colborne took proactive steps by developing a marketing plan and a tourism strategy. The latter, with its 14 strategic goals, can guide the steering committee in setting its 2025 objectives.

2024-2025 WORK PLAN

2024

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Each municipality is to propose a 2025 contribution amount, which will be matched by the City of Port Colborne, collectively pooled to create the Tourism Fund, and allocated to support the activities and projects⁴ defined in the tactical strategy. • Formalize municipality participation in the NSCTA through the signing of a one-year (or two-year, if requesting board representation⁵) partnership and funding agreement • Nominate one appointee to TPN's Marketing & Partnerships Committee 		<ul style="list-style-type: none"> • Establish a steering committee that will begin preparing a tactical strategy that is aligned with the Tourism Fund's 2025 budget and uses the NSCTA's marketing plan as a guide 	

Notes

4. The steering committee may wish to develop one or more new projects to apply for through TPN's Matched Partnership Program. Such a project would need to target one of the Ministry of Tourism, Culture & Gaming's four key focus areas: 1) new product development, 2) marketing, 3) workforce development, and/or 4) investment attraction.
5. Municipalities that would like to be a Class B member of the NSCTA corporation may do so by nominating directors (maximum of three (3) from each municipality, not including the City of Port Colborne) who will have the same one-vote voting rights as the three current Board directors representing the City of Port Colborne. The Mayor of the City of Port Colborne will stand for the one Class A member, the City of Port Colborne, and vote only in the special circumstance that the corporation in respect of its ownership is subject to change.

A two-year commitment to being a Class B member of the NSCTA corporation is required due to the legal expenses that would be incurred to revise the NSCTA's by-laws and other governance documents.

2024-2025 WORK PLAN

2025

	January	February	March	April	May	June	July	August	September	October	November	December
Steering committee to meet to discuss the tactical strategy												
NSCTA board meeting												
Execute the tactical strategy												
Report to the steering committee on the performance of the tactical strategy												
Steering committee to meet to discuss the 2026 tactical strategy												

Subject: Update on Changes to Town Purchasing Process

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0176 Update on Changes to Town Purchasing Process, for information;

AND THAT Council direct the Chief Administrative Officer to take all necessary steps for Pelham to formally join the 'Canoe Procurement Group' operated by LAS;

AND THAT Council approve in principle the proposed approaches to the use of 'Rosters' in situations where time is of the essence (typically grants and emergencies) or for the purchase of services that are expected to cost less than \$100,000.

Background:

In 2022 and 2023, there were several large tenders and a number of grants that required a very fast turnaround, resulting in the hurried hiring of consultants and other third parties. In the process of this work, some structural and systemic limitations in the municipality's capacity to purchase goods and services became apparent. The purchasing system, which incorporates people, systemic processes, legal requirements, policy and technology, touches a majority of municipal operations. Council directed the CAO to take necessary steps to improve institutional capacity in this regard. This report is provided as a progress report on general enhancement efforts at the administrative level and to obtain some direction to guide future efforts.

Analysis:

The 'Purchasing Project' is expected to take approximately 18 months for complete implementation. At the time of writing, staff have been working on this project for roughly eight months. A team of subject matter experts and primary system users was assembled and has been meeting routinely, typically sequestered for an entire day at a time, once every two months. This team includes staff from Purchasing,

IT, Corporate Services, Building & Planning, Public Works, Legal Services, and the Office of the CAO.

At the time of writing, some of the milestone accomplishments include:

- Implementation of new Procurement Policy (S402-00);
- Implementation of new Purchase Card Policy (S402-01), which favours the use of purchase cards when feasible;
- Implementation of new standard form contracts that are streamlined and simplified for ease of use;
- Development of new internal procedures for how proposals and tenders are requested and reviewed;
- Development of flow charts to illustrate internal procurement processes;
- Creation of a contract inventory (partial/ongoing); and
- Partial development of standardized scope of work for engineering projects (ongoing).

Importantly, by including the Purchasing Coordinator in Public Works team meetings, the communications, and sharing of documents have improved to the point where 21 of 23 of the planned 2024 RFPs were issued by May 2024, which is roughly two months ahead of the same pace last year, a strong indicator of significant gains in efficiency.

With respect to technology, the Town is in the process of migrating all purchasing into SAP/Concur, which is a significant and highly regarded software platform for purchasing activities. In 2024, purchases are being entered into both systems to allow for learning of the software. In 2025 only the SAP/Concur software will be utilized. This software is at present only being used in Corporate Services, but it will be rolled out to other users before year's end as training is rolled out to most senior leaders, all administrative assistants, and various other users of the software.

A focused training session is planned for November when all involved parties will again be sequestered to discuss workflow improvements, learn the new software, and review the draft changes to the Procurement Policy currently being worked on by the Town Solicitor. There is a considerable volume of work required before this meeting, however.

Town administration is also recommending that the Town begin making use of the services offered by 'Canoe Procurement Group', which was founded by LAS, which in turn is the business services arm of the Association of Municipalities of Ontario, to which the Town is already a member. Council will recall that during this term the Town has entered into two contracts through LAS for the hedging of natural gas

and for the purchase of electricity. Thus far there have been no problems with either of these contracts/relationships.

The 'Canoe Procurement Group' is a purchasing consortium that obtains guaranteed pricing for many goods and services commonly used by municipalities and other public sector entities. There is no cost to join, nor are there ongoing fees associated with membership. The Town can access the bulk purchase price obtained by Canoe Procurement Group for such items as culverts, arborist equipment, office furniture, playground equipment, traffic lights and even snowplows. Doing so provides comfort that prices are reasonable and consistent with other municipalities and could avoid timelines normally associated with the purchasing function. There is a mechanism to ensure compliance with Canada's various free trade agreements. While the Town has always had access to the Canoe Procurement Group, it has not previously utilized these services. For the purchase of many common goods, this could expedite the purchasing process dramatically. If Council approval is provided, this would obviate the need to obtain multiple quotes (the ground work having essentially been accomplished by Canoe Procurement Group). In many instances Town staff could continue to work with local suppliers, provided they have existing relationships with Canoe. Council commentary and guidance on the use of this service would be welcome. If purchases are going to be made through Canoe, then some further amendments to the Town's Procurement Policy, and the associated internal procedures, will also be necessary.

Council direction would also be helpful with respect to the issue of whether or not a rostering system would be an acceptable component of the Town's purchasing regime. The primary argument in favour of a rostering system is that having vetted suppliers (typically architects, engineers, and contractors) allows for expeditious awarding of contracts when time is of the essence. The most frequent example of this is unexpected, short-timeline grants offered by higher-order governments. As Council is aware, these are offered most years and virtually all the Town's recent purchasing challenges have arisen from this scenario. If proceeding with a roster system is appealing to Council, the Town administration will develop a policy to support this direction. It is anticipated that the Town could develop its own roster system or could use a previously developed roster system such as the system developed and used by Niagara Region.

The roster system could be developed to include different categories for different projects such as roads, water and wastewater, geotechnical assignments, legal services, and facilities. The Region of Niagara uses different categories to ensure that only qualified proponents with the skills and expertise to carry out the specified scope of work are retained.

It is anticipated that the roster system will be developed and used to support time-sensitive projects (ie. to support grant submissions or are considered an emergency) and/or are less than \$100,000 in value. Based on an analysis of past engineering submissions the value of the majority of the larger engineering assignments exceeds \$100,000. As a result, the engineering assignments that would be awarded under the proposed roster system would be smaller assignments of lesser value and would include a smaller scope of work.

There are several arguments against employing a roster system. The first of these is that a roster essentially ignores the entire point of the tender process: receiving bids from unknown parties, providing equal opportunity to all, and ensuring the lowest price. There is also an argument that rosters imply favouritism (against businesses not on the roster). However, this is somewhat offset by the businesses being prequalified through a credible process operated by the Region (or Town).

If the concept of rostering is a non-starter for Council, then providing said direction to staff will simplify how the balance of this project proceeds. If Council is supportive or uncertain of the merits of rostering, then more work will be done on this element and it will return to Council at a future date for further discussion and possible approval/implementation.

Financial Considerations:

There are no immediate financial considerations associated with this report. Most costs incurred have pertained to staff time. Software was already included in the budget. There are no new budgetary requests associated with the changes to the purchasing process.

Alternatives Reviewed:

Not applicable as this is a Council-directed initiative.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

There will be significant savings of time, workload reduction and potential financial savings if Pelham can successfully create a more consistent, rigorous and efficient purchasing system. A reputable purchasing regime also demonstrates professional acumen and helps create public trust in the institution.

Consultation:

Thanks go out to the Town Solicitor, Treasurer, Deputy Treasurer and Director of Public Works, each of whom reviewed and contributed to the drafting of this report.

Other Pertinent Reports/Attachments:

None.

Prepared and Submitted by:

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



The Corporation of the Town of Pelham

By-law No. 55-2024

Being a by-law to authorize the Mayor and Clerk to enter into an Agreement with The Herrington Group Ltd. for consulting services as per the Proposal to Coordinate Accessibility for Ontarians with Disability Act Compliance for 2024 - 2026, and to Repeal and Replace By-law #4397(2021).

WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable to enter into an Agreement with The Herrington Group Ltd. to provide consulting services to ensure compliance with the Accessibility for Ontarians with Disability Act, 2005 and the Ontarians with Disability Act, 2001;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it expedient to authorize an agreement between the Corporations of the Township of West Lincoln, the Town of Grimsby, the Town of Lincoln, the Town of Niagara-on-the-Lake, the City of Thorold, the City of Port Colborne, the Town of Pelham and The Herrington Group Ltd. for the provision of consulting services and the administration of the Joint Accessibility Advisory Committee for a two-year period of 2024 - 2026;

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

- 1. THAT** the proposal attached hereto and forming part of this By-law between the Corporation of the Town of Pelham and The Herrington Group Ltd. be and the same is hereby approved; and
- 2. THAT** the Mayor and Clerk be and are hereby authorized and instructed on behalf of the Corporation of the Town of Pelham to execute said Agreement and the Clerk is hereby authorized to affix the Corporate Seal thereto; and
- 3. THAT** By-law #4397(2021) be and is hereby repealed and replaced.

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 4th day of September, 2024.

Marvin Junkin, Mayor

Holly Willford, Town Clerk

Page 1 of 1



Proposal to Coordinate AODA Compliance for 2024 - 2026

**Submitted to:
The Town of Lincoln
The Township of West Lincoln
The Town of Pelham
The City of Thorold
The Town of Niagara-on-the-Lake
The Town of Grimsby and
The City of Port Colborne**

Submitted to:
Matthew Trennum, Clerk
City of Thorold

Submitted by:
Donna L. Herrington
President and Senior Planner
The Herrington Group Ltd
53 Greenmeadow Court
St. Catharines, ON L2N 6Y7
donna@theherringtongroup.ca

October 23, 2023

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1.0 Introduction

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake, Grimsby and Port Colborne (JAAC) seeks a consultant to provide consultation and assistance in developing compliance strategies and tools to ensure continued compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and resulting regulations.

In 2022, The Herrington Group (THG) was contracted for a two-year term (2022- 2024) by the JAAC to assist with compliance activities relating to the Accessibility with Ontarians with Disabilities Act, 2005. THG assisted the JAAC partners in complying with the AODA by:

- Drafting a 5-Year Accessibility Plan and Annual Progress Reports
- Developed and implemented Refresher AODA Training Module
- Supporting the JAAC in developing and implementing the Accessibility Matters Here Campaign
- Supporting JAAC municipalities during provincial compliance audits
- Providing daily support to municipal staff and the Joint Accessibility Advisory Committee members.

The Herrington Group Ltd (THG) has extensive experience in accessibility consulting and compliance strategy development under the AODA, having provided similar services to a variety of clients. This proposal will outline our understanding of the required deliverables as well as the suitability of our firm to provide consulting services to the JAAC.

2.0 Corporate Background and Experience

The Herrington Group is comprised of individuals who have extensive experience in disability issues, training, Universal Design, Barrier-Free Access, Human Resources, Human Rights legislation, planning and policy development, research, and architecture/construction. Most of our team also consists of individuals who also live with a variety of disabilities. This “lived experience” informs our work and strengthens our products and services.

Donna L. Herrington, B.A., Accessibility Consultant and Project Manager

Donna Herrington, the senior planner and owner of The Herrington Group has extensive personal and professional experience in disability issues. Donna possesses over

twenty-five years' experience in accessibility planning, policy and program development, training development and organizational change processes. Donna is well-versed in compliance obligations under the AODA and consequently has extensive experience in the area of accessibility planning.

Since starting THG in 2003, Donna has conducted accessibility audits of over 1200+ facilities and has created training programs to comply with the AODA's Customer Service Standard O. Reg. 429/07 that have trained over 25,000 people across the province.

Clients include: Strasman Architects (for Toronto Transit Commission), Sheridan College, Mohawk College, Ottawa Community Housing Corporation, Niagara College, Algonquin College, Humber College, Conseil Scolaire Catholique du Nouvel Ontario The City of Mississauga, GlaxoSmithKline, the Ontario Pension Board, the Cadillac Fairview Corporation, The Niagara Parks Commission, the Town of Oakville, the Regional Municipality of Peel, the City of Port Colborne, the Township of Wainfleet, the Halton District School Board and the Upper Grand District School Board, the Sudbury Catholic District School Board, the Catholic District School Board of Eastern Ontario, the City of St. Catharines, the City of Ottawa, Brock University, the City of Waterloo, the City of Kitchener and the Niagara Health System.

Donna has been an instructor for Niagara College's Multidisciplinary Geriatric and Mental Health Program teaching courses in Ontario's Mental Health System. She has served as an Expert Proposal Evaluator for Human Resources Development Canada's Social Development Partnerships Program – Disability Component. She has volunteered her time with the Niagara Prosperity Initiative and previously served as a member of the Niagara Grant Review Team of the Ontario Trillium Foundation.

2.1 Related Experience

- **Strasman Architects (for Toronto Transit Commission), Sheridan College, Mohawk College, Niagara College, Algonquin College; Humber College**– conducted accessibility audits of all facilities within these corporations.
- **Niagara Parks Commission** - acted as an Accessibility Consultant coordinating all AODA compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of all NPC attractions.
- **GlaxoSmithKline** – acted as an Accessibility Consultant coordinating all AODA

compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of the corporate facilities.

- **Ontario Pension Board** - acts as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan.
- **Cadillac Fairview Corporation** – acted as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan. O. Reg. 429/07. Authored the Cadillac Fairview's Accessible Customer Service Policy and conducted a peer review of the organization's accessible customer service training. Policy and training enacted across entire Ontario operations which includes 28 facilities.
- **The Regional Municipality of Peel** – acted as an Accessibility Consultant in the Region's compliance effort under O. Reg. 429/07. Conducted organization-wide training and policy gaps analysis. Assisted in the authoring of the Region's Accessible Customer Service Policy. Designed training modules.
- **The City of Ottawa** – developed and piloted an accessibility training module for front line staff that can be customized for different types of City services and incorporated into existing learning/training opportunities. Developed and authored a facilitator's handbook to guide trainers in delivering the accessibility training module
- **The City of Mississauga, the Catholic District School Board of Eastern Ontario and Sudbury Catholic District School Board** – conducted accessibility audits of all facilities within these corporations (including offices, community centres, public pools, arenas, parking facilities, parks, lecture halls, theatres, recreational areas and outdoor spaces etc.).

3.0 Deliverables Provided by The Herrington Group from 2022-2024

From 2022-2024, The Herrington Group provided the following deliverables to the JAAC:

1. Provided support to JAAC members. The JAAC has the following priorities and objectives:

- Establish an effective working relationship with JAAC staff and Councils to ensure appropriate compliance with AODA Accessibility Standards.
 - Assist JAAC staff and Councils by providing compliance planning tools and resources with the aim of making compliance easier for staff and more effective for people with disabilities receiving programs and services.
 - Educate JAAC staff and Councils about barriers facing people with disabilities in our community.
2. Managed the Accessibility Advisory Committee; facilitated 13 meetings and maintained minutes and managed related action items.
 3. Drafted Refresher AODA Training and with the JAAC, submitted updated training module to ensure ongoing compliance with the AODA.
 4. Assisted JAAC municipalities respond to AODA compliance questions from Province. Prepared, collated and submitted all compliance related documents. Provided legislative interpretation advice to municipal contacts, provided response advice and direction.
 5. Conducted Site Plan reviews for Town of Pelham, Town of Lincoln, Town of Grimsby and Town of Niagara-on-the-Lake.
 6. Developed and submitted Support Letters for JAAC member accessibility related funding applications.
 7. Consulted on Human Rights issues relating to disability as requested.
 8. Responded to telephone and email access related enquiries from JAAC partners and their staff. Attended several meetings with Town staff.

4.0 2024 - 2026 Project Deliverables and Responsibilities

To ensure effective compliance with AODA the consultant proposes the following services for the contract term:

Management of the Joint Accessibility Advisory Committee:

- Solicitation and screening of new committee members (as required).
- Orientation for new and existing committee members.

- Preparation and distribution meeting packages (agendas, minutes, materials for review).
- Secure meeting locations ensuring a minimum of 6 regularly scheduled meetings in the planning year and coordination of Zoom meetings as required.
- Arrange committee member transportation and other accommodations as required/applicable.
- Attend JAAC meetings in the role of Secretary.
- Develop and submit annual work plans to the Admin Group.

AODA Interpretation and Compliance Support:

- The Consultant will provide AODA and Accessibility Standard analysis and interpretation and will orient JAAC members and JAAC Admin staff to compliance requirements (addressing general information needs as well as answering specific enquiries).
- The Consultant will review any new Accessibility Standards created under the AODA and any related legislation which impacts compliance such as the Human Rights Code and the Accessible Canada Act. The consultant will provide consultation and advice in a variety of formats (written and verbal) as required. This includes advising on existing and new Accessibility Standard implications, policy and procedural needs, training needs and equipment and capital needs to comply with regulations.
- The Consultant will audit sample internal and external documents, processes and information systems to identify barriers to people with disabilities as well as identify Accessibility Standard compliance gaps with the assistance of the JAAC.
- The Consultant will assist in policy writing, procedure development and training plan and content development to comply with AODA requirements and emerging municipal needs.
- The Consultant will recommend strategies and implementation measures that are identified as best practices as a result of THG's previous experience with the identified compliance need as well as best practices from a legislative perspective.
- The Consultant will recommend best practices as they relate to providing the greatest extent of accessibility for individuals living with a wide variety of disabilities (i.e. maintaining a "cross-disability focus" addressing the needs of individuals with physical, sensory, environmental and mental health disabilities).

Re-audit municipal facilities to address physical barriers ahead of 2025 legislated deadline

- The consultant, with the JAAC, will re-audit any municipal facility and prepare reports to identify physical barriers as they relate to AODA, the new OBC and FADS in anticipation of the legislated deadline of 2025. Up to 5 facilities will be completed per year.

Provide Accessibility Training to New Council, Committee Members and Staff:

- Consultant and JAAC members will provide accessibility training to all new Council, Committee Members and municipal staff as requested.

Development of the Multi-Year Accessibility Plan Progress Report:

- The Consultant will create Multi-Year Accessibility Plan Progress Reports.
- The Consultant will circulate the reporting tool and coordinate the drafting of the Annual Progress Report with input from JAAC partner contacts and submit the Report to Council for approval and adoption.
- Upon completion of the Progress Report, the Consultant will coordinate and assist in developing a Communication Plan for the Report.

Site Plan Reviews - provide compliance interpretation and support for Niagara FADS, the AODA Built Environment Standard and updated Ontario Building Code:

- The Consultant will conduct site plans and/or review as requested by JAAC partner municipalities to determine compliance with Built Environment Design Standards including Niagara FADS, AODA Design of Public Spaces and new Ontario Building Code as applicable.

Liaison support for JAAC staff:

- The Consultant will respond to email and telephone questions, attend meetings at JAAC and other appropriate locations as requested.

Further develop the Accessibility Matters Here Award

- Work with the JAAC to further its recognition award program for municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per year.

Liaise with public and private sector organizations and interest groups.

In conjunction with the JAAC members:

- providing information about the AODA and its regulations
- maintaining a social media presence
- speaking to organizations about accessibility
- educating organizations on how to welcome people with disabilities into their business or workplace

Service Inclusions and Additional Considerations:

- a) Assignment activities will be conducted at The Herrington Group's offices. Email and telephone consultation will be widely used to reduce the amount of required travel in providing services. However, services will also be provided on site within JAAC municipalities as required.
- b) The consultant will be responsible for planning, meeting facilitation, production of draft materials, dissemination of materials for review, and collecting and consolidating feedback. The consultant will be responsible for the development of the Multi-Year Accessibility Plan Progress Report and any other compliance related policies.
- c) All staff of The Herrington Group Ltd is subject to its Health and Safety Policy and Confidentiality Agreement.
- d) The Herrington Group Ltd holds general liability and errors and omissions insurance in the amount of \$5,000,000. THG also holds an account, in good standing, with WSIB. Certification to confirm both accounts will be provided upon contract commencement.

The proposed budget follows on the next page.

5.0 Budget

Expense	Annual Amount	2-Year Total Contract Amount
Printing and Materials	\$1,290	\$2,580
Transportation	\$2,500	\$5,000
JAAC Meeting Accommodations	\$1,950	\$3,900
Consultant's Fee (plus HST):	\$64,260	\$128,520
<ul style="list-style-type: none"> • JAAC Management • AODA Compliance Planning • Facility Re-audits • Advice: New Accessibility Standards, new legislation • Multi-Year Accessibility Plan and Annual Progress Report Development • Community Outreach • Site Plan Review Services • Compliance Support • Staff Liaison Services • Administrative Support 		
TOTAL	\$70,000	\$140,000

5.1 Narrative Explanation of Proposed Budget

Printing and Materials- \$1,290/annum

This figure reflects printing for the Accessibility Matters Here Campaign promotional materials (brochures and award certificates)

Transportation - \$2,500/annum

These funds will ensure consumer participation from all partnering municipalities. By providing transportation for JAAC members with disabilities, barriers to participation are eliminated and equality in the JAAC planning process is ensured. JAAC members are utilizing transportation most often as they participate in direct service activities such as staff training and consultations.

Eligible transportation costs include mileage reimbursement, taxi and bus costs and the chartering of accessible taxi cabs for wheelchair users. Costs are estimated to be \$416/month x 6 months (the JAAC meets every other month).

JAAC Meeting Accommodations - \$1,950/annum

Costs here include renting accessible meeting space to accommodate all JAAC members and serving light meeting refreshments for bi-monthly JAAC meetings when meeting in person. Meeting space: \$325/meeting x 6 meetings.

Consultant's Fee - \$64,260/annum

Consultant fee includes:

- **JAAC Committee Management and Administration** – annual work plan, monthly meetings, minute taking, follow up support.
- **AODA Compliance Support**– provide interpretation and compliance support relating to existing or new Accessibility Standards including accessibility audits of internal operations, processes, documents, internal and external communications. Meeting with Senior Staff to obtain needed information.

Propose compliance measures, provide status updates and create required documents.

- **Multi-Year Accessibility Plan Progress Report Development** – including designing progress reporting process, collecting and synthesizing data, adding new data should new AODA Standards be regulated, managing JAAC consultation process, drafting Final Progress Report and submission of same to Councils.
- **Facility Re-audits** – re-audit 5 municipal facilities per year.
- **Community Outreach Activities** – prepare for JAAC members AODA related materials to be used in their community outreach activities.
- **Site Plan Review Services** – as requested.
- **Staff Liaison Services** – respond to email and telephone enquiries. Attend JAAC partner consultation meetings.
- **Administrative Support** – calculated at \$15/hour x 10 hours/month x 6 months.

Fee will be billed monthly, and Harmonized Sales Tax will be added.

SIGNED, SEALED AND DELIVERED

Signed this ____ day of _____, 2024.

Donna L. Herrington
The Herrington Group Inc.

Witness:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Grimsby

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Lincoln

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Niagara-on-the-Lake

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Pelham

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the City of Port Colborne

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the City of Thorold

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Township of West Lincoln

Mayor:

Clerk:



The Corporation of the Town of Pelham

By-law No. 56-2024

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 4th day of September 2024.

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 4th day of September, 2024, 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 4th day of September 2024.

Marvin Junkin, Mayor

Holly Willford, Town Clerk