

## REGULAR COUNCIL MINUTES

**Meeting #:** C-14/2024  
**Date:** Wednesday, September 4, 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, Deputy Clerk  
Pamela Duesling  
Ryan Cook

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### 1. Call to Order and Declaration of Quorum

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

### 2. National Anthem

### 3. Land Recognition Statement

The Mayor 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 September 4, 2024 Regular meeting of Council be adopted, as circulated.**

**Carried**

**5. Disclosure of Pecuniary Interests and General Nature Thereof**

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

**6. Hearing of Presentation, Delegations, Regional Report**

**6.1 Delegations**

**6.1.1 Canoe Procurement Group of Canada**

Ms. Sarah Hubble from Canoe Procurement Group of Canada presented an overview of how Canoe is structured and operates. Ms. Hubble answered various questions of Council.

**Moved By** Councillor Kevin Ker

**Seconded By** Councillor John Wink

**BE IT RESOLVED THAT Council receive the presentation from Sarah Hubble of Canoe Procurement Group of Canada, for information.**

**Carried**

**7. 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 - Regular Council - August 14, 2024**

**Carried**

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

None.

**9. Consent Agenda Items to be Considered in Block**

**Moved By** Councillor Brian Eckhardt

**Seconded By** Councillor Bob Hildebrandt

**BE IT RESOLVED THAT the Consent Agenda items as listed on the September 4, 2024, Council Agenda be received and the recommendations contained therein be approved:**

**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**

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

**9.1.2 June 2024 Financial Reports, 2024-0184-Corporate Services**

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

**9.2 Advisory Committee Minutes for Information**

**9.2.1 Committee of Adjustment Minutes - June 3, 2024 and July 2, 2024**

**BE IT RESOLVED THAT Council receive Committee of Adjustment Minutes for the June 3, 2024 and July 2, 2024 meetings, for information.**

**Carried**

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

**11. Resolution to Move In-Camera**

**Moved By** Councillor Kevin Ker

**Seconded By** Councillor Wayne Olson

**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)**

**Carried**

**12. Rise from In-Camera**

**Moved By** Councillor Wayne Olson

**Seconded By** Councillor Shellee Niznik

**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**

**13. Presentation and Consideration of Reports**

**13.1 Members of Council Reports**

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

Councillor Olson advised Council that the additional costs of the extra four specialized regional transit vehicle's will be borne by the vendor. He confirmed that no costs will be borne by the Town of Pelham. Councillor Olson answered various questions of Council.

**Moved By** Councillor Shellee Niznik

**Seconded By** Councillor John Wink

**BE IT RESOLVED THAT Council receive the verbal Regional Transit Specialized Micro Transit Vehicles Update from Councillor Olson, for information.**

**Carried**

## **13.2 Staff Reports Requiring Action**

### **13.2.1 Meridian Community Centre Adjacent Lands Implementation Strategy Options, 2024-0192-Planning**

**Moved By** Councillor John Wink

**Seconded By** Councillor Brian Eckhardt

**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 south parcel for sale on the open real estate market.**

**Carried**

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

**Moved By** Councillor Kevin Ker

**Seconded By** Councillor Bob Hildebrandt

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

**Carried**

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

**Moved By** Councillor John Wink

**Seconded By** Councillor Wayne Olson

**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.**

**Carried**

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

**Moved By** Councillor Brian Eckhardt

**Seconded By** Councillor Shellee Niznik

**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.**

**Carried**

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

**Moved By** Councillor Brian Eckhardt

**Seconded By** Councillor Kevin Ker

**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.**

**Carried**

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

**Moved By** Councillor Shellee Niznik

**Seconded By** Councillor John Wink

**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.**

**Carried**

**14. Unfinished Business**

**15. New Business**

**16. Presentation and Consideration of By-Laws**

**Moved By** Councillor Bob Hildebrandt

**Seconded By** Councillor Wayne Olson

**BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-law do now read a first, second and third time and do pass same, and**

**THAT the Mayor and Clerk be and are hereby authorized to sign and seal the by-law:**

**1. By-law 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).**

Carried

**17. Motions and Notices of Motion**

**18. Resolution to Move In Camera**

**Moved By** Councillor Wayne Olson

**Seconded By** Councillor John Wink

**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)**

Carried

**19. Rise From In Camera**

Councillor Olson left the meeting during the in camera session.

**Moved By** Councillor Shellee Niznik

**Seconded By** Councillor Brian Eckhardt

**BE IT RESOLVED THAT Council reconvene the regular meeting;**

**AND THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of September 4, 2024.**

Carried

**Moved By** Councillor Bob Hildebrandt

**Seconded By** Councillor Kevin Ker

**BE IT RESOLVED that Council appoint the following individual to the Pelham Cultural Advisory Committee:**

**1. Rajbir Kaur**

**AND THAT Council direct the Town Clerk to prepare and present the necessary appointment by-law at the following Regular Meeting of Council.**

Carried

**20. Confirming By-Law**

**Moved By** Councillor Kevin Ker

**Seconded By** Councillor John Wink

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

**Being a By-law No. 56-2024 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 4th day of September, 2024.**

**Carried**

**21. Adjournment**

The meeting was adjourned at 11:59 am.

**Moved By** Councillor Brian Eckhardt

**Seconded By** Councillor John Wink

**BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for September 18, 2024 at 9:00 am.**

**Carried**

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Mayor: Marvin Junkin

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Town Clerk: Holly Willford