

## REGULAR COUNCIL AGENDA

**C-15/2024**

**Wednesday, September 18, 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](http://www.youtube.com/townofpelham/live) and subsequent publication to the Town's website at [www.pelham.ca](http://www.pelham.ca).

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**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**

<b>6.</b>	<b>Hearing of Presentation, Delegations, Regional Report</b>	
6.1	Presentations	
6.1.1	Lincoln Pelham Public Library re: Library Renovation	5 - 14
	Julie Andrews, CEO	
	Amy Guilmette, Director of Customer Experience	
	Tina Ranieri-D'Ovidio, Architect	
<b>7.</b>	<b>Adoption of Council Minutes</b>	
7.1	C-14-2023 - Regular Council Meeting - September 5, 2024	15 - 22
<b>8.</b>	<b>Request(s) to Lift Consent Agenda Item(s) for Separate Consideration</b>	
<b>9.</b>	<b>Consent Agenda Items to be Considered in Block</b>	
9.1	Staff Reports of a Routine Nature for Information or Action	
9.1.1	Information Report - New Provincial Planning Statement, 2024, 2024-0194-Planning	23 - 25
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9.2	Action Correspondence of a Routine Nature	
9.2.1	Request for Municipal Significance Designation for the Pelham Concert Series at Old Pelham Town Hall Presented by Sonic Unyon Records and Jill Primeau Productions	32 - 32
9.3	Advisory Committee Minutes for Information	
9.3.1	Environmental and Climate Adaption Advisory Committee Minutes - July 22, 2024	33 - 38
9.3.2	Pelham Finance and Audit Committee Meeting Minutes - May 22, 2024	39 - 50
<b>10.</b>	<b>Consent Agenda Item(s) Lifted for Separate Consideration, if any</b>	

<b>11.</b>	<b>Presentation and Consideration of Reports</b>	
11.1	Members of Council Reports	
11.2	Staff Reports Requiring Action	
11.2.1	Development Agreement Security Deposit Policy, 2024-0199-Town Solicitor	51 - 66
11.2.2	Fire Station No.1 Architectural Design Project, 2024-0190-Public Works	67 - 80
11.2.3	Haist Street Traffic Calming Pilot Update, 2024-0205-Public Works	81 - 83
<b>12.</b>	<b>Unfinished Business</b>	
<b>13.</b>	<b>New Business</b>	
<b>14.</b>	<b>Presentation and Consideration of By-Laws</b>	<b>84 - 92</b>
	1. 57-2024 - Being a by-law to appoint Andrew McMurtrie as Chief Building Official, By-law Enforcement Officer and Property Standards Officer for the Corporation of the Town of Pelham.	
	2. 58-2024 - Being a by-law to appoint Jason Marr as a Drainage Superintendent for the Corporation of the Town of Pelham.	
	3. 59-2024 - Being a By-law to exempt Blocks 139 and 152, 59M-505, municipally known as 72 and 74 Acacia Road, and 67 and 69 Marie Street, from Part Lot Control. Saffron Meadows Phase 3 (Mountainview Building Group). File No. PLC-05-2024	
	4. 60-2024 - Being a by-law to accept a one-foot reserve being Parts 2 and 4, Plan 59R-18135, Part of Block 180, Registered Plan 59M-505, pursuant to the subdivision agreement for Phase 3 of Saffron Meadows Phase 3 Subdivision. File No. 26T19-02-2018.	
	5. 61-2024 - Being a by-law to amend By-law 13-2023, confirming various appointments to Advisory Committees of the Town of Pelham for the 2022-2026 Term of Council and to appoint and remove members to the Pelham Cultural Advisory Committee and to remove members from the Pelham Finance and Audit Committee.	

**15. Motions and Notices of Motion**

**15.1 Councillor Olson Notice of Motion re: Specification of Design and Build Projects**

**16. Resolution to Move In Camera**

**17. Rise From In Camera**

**18. Confirming By-Law**

93 - 93

**19. Adjournment**

# FONTHILL BRANCH

THE NEXT  
CHAPTER

 LINCOLN PELHAM  
PUBLIC LIBRARY



# OUR COMMITMENT

**Lincoln Pelham Public Library BUILDS CONNECTIONS.**

**We actively create opportunities for groups and individuals to come together to learn, collaborate and inspire each other.**

**Our work focuses on inspiration, inclusion, responsiveness and resilience.**

# FONTHILL BRANCH

## 2023 BY THE NUMBERS



**3,640**  
people attended  
250 programs



**111,503**  
items borrowed



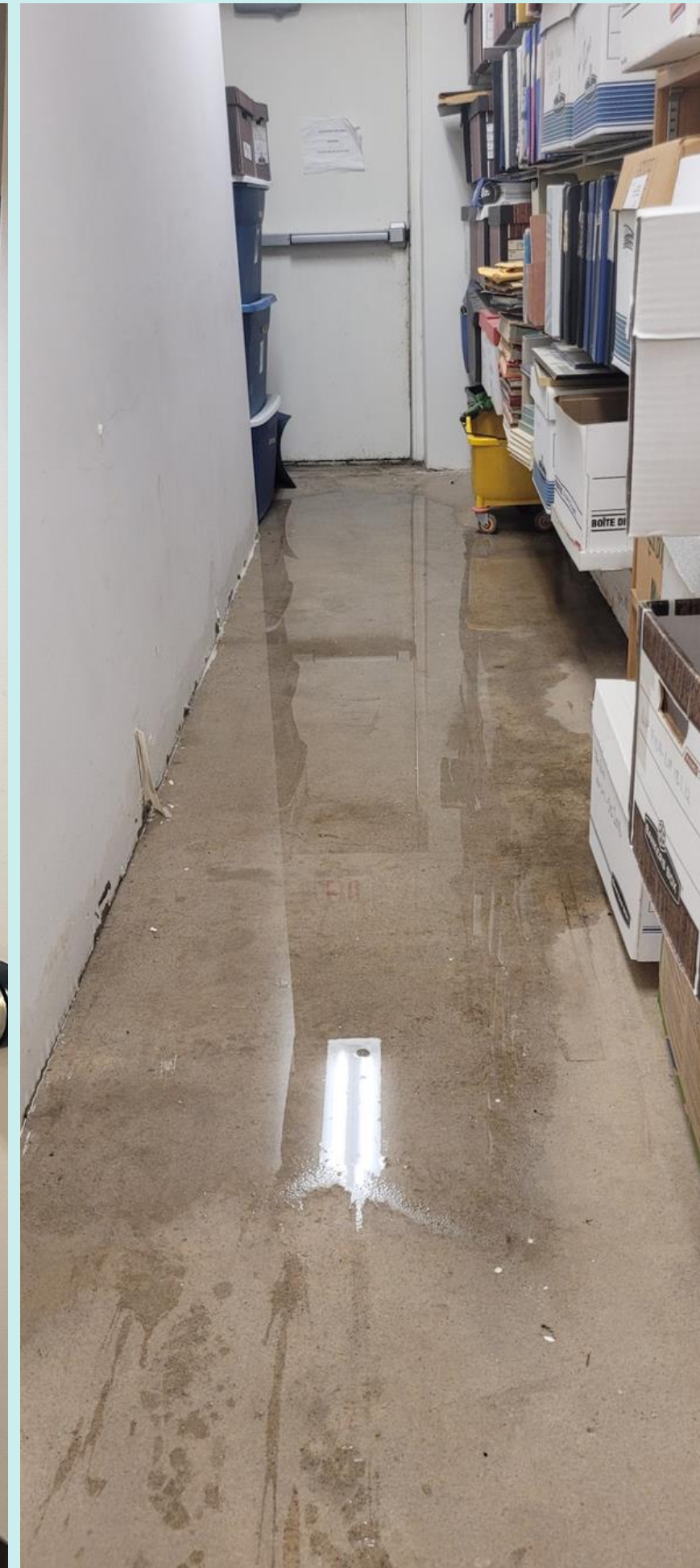
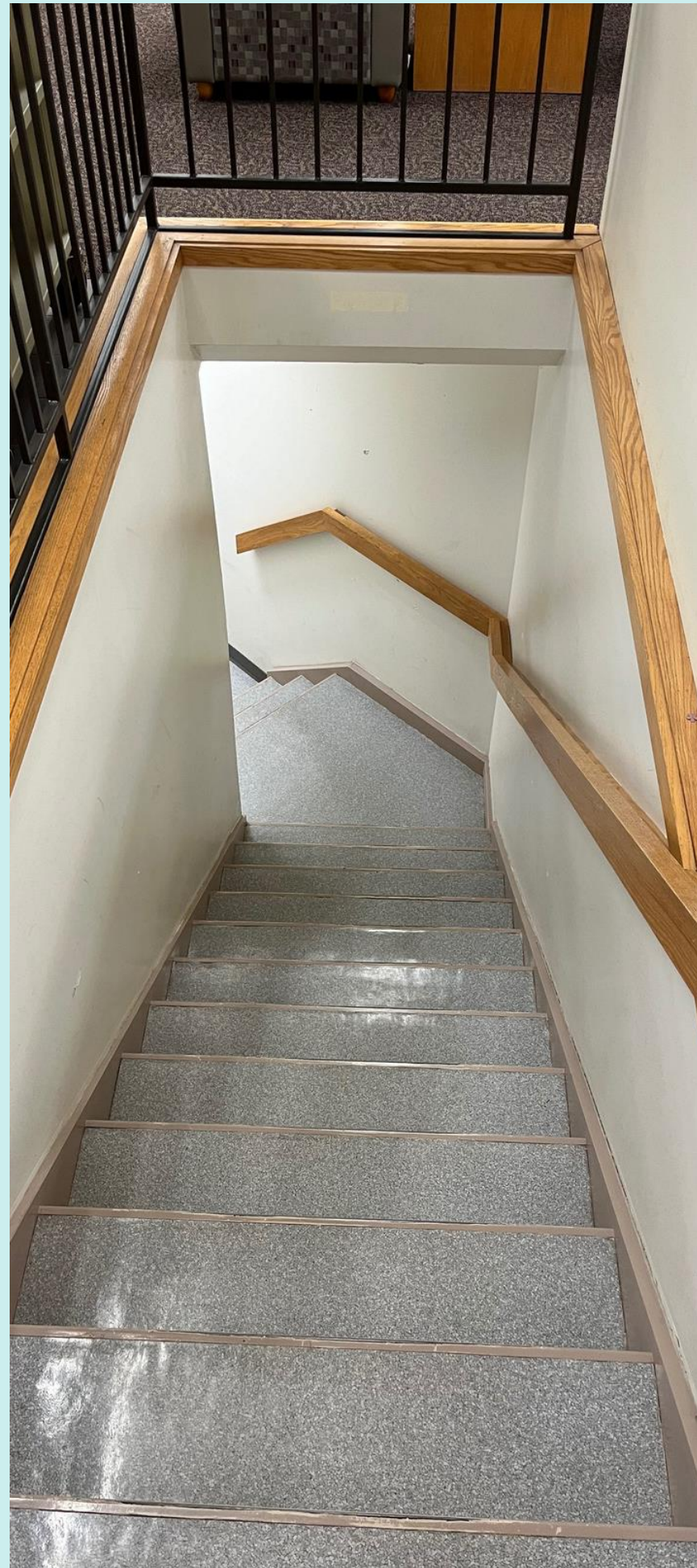
**2,293**  
computer sessions



**59,721**  
in-person visits



**54,581**  
WiFi connections





# Proposed improvements will:

- Expand spaces to adhere to Ontario Public Library guidelines, which state 1 sq. ft. per capita is required to provide adequate services (This translates to 19,000 sq. ft. for Pelham.)
- Ensure compliance with AODA (Accessibility for Ontarians with Disabilities Act)
- Accommodate residential growth, allowing for flexibility to maximize a wide variety of programming and be adaptable to implementing changes with minimal disruption to operations.

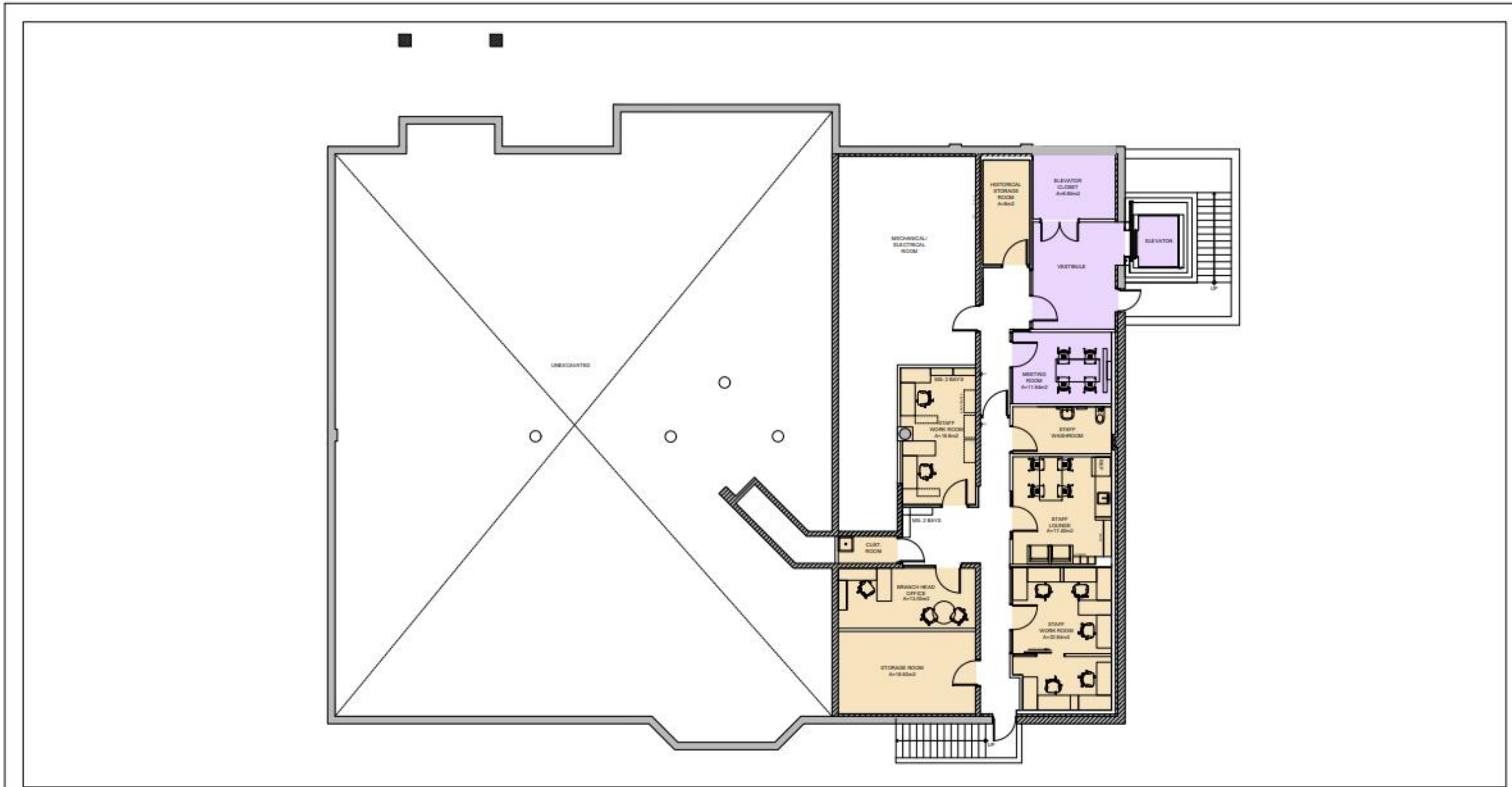
# The new design includes:

- Reconfigured existing main floor layout to create flexibility and increase useable space for expanded program areas.
- Replace main level shelving with lower-height, accessible shelving that is mobile and can be repositioned to accommodate the need for open community spaces.
- Installation of a passenger elevator to open barrier-free access to the lower level currently being used for storage.
- Accessible basement will provide added public space, offices, a second universal washroom, and community meeting space available to service groups such as the Pelham Historical Society.
- Accessibility throughout will meet AODA regulations, including redesigned restrooms and the addition of a universal washroom on the main level.



**CONCEPT OPTION 3 - GROUND FLOOR**  
**LINCOLN PELHAM PUBLIC LIBRARY**  
**FONTHILL BRANCH RENOVATION**





**CONCEPT OPTION 3 - BASEMENT**

LINCOLN PELHAM PUBLIC LIBRARY  
FONTHILL BRANCH RENOVATION



# TOTAL PROJECT COST: \$5,075,000

## CONFIRMED FUNDING

Library Reserves to be applied to project	\$400,000
Ontario Trillium Foundation (OTF) grant for accessible shelving	\$200,000

## PROPOSED FUNDING APPLICATIONS

Proposed funds provided by Town of Pelham	\$1,000,000 - \$2,000,000
Enabling Accessibility Fund (EAF) (application submitted February 2024)	\$2,200,000
Green and Inclusive Community Buildings (GICB) (application to be submitted October 2024)	\$4,060,000
Capital Campaign	?

# CURRENT STATUS

- LPPL has committed \$50,000 from reserves for a financial feasibility study (completed March 2024) and a capital campaign (ongoing) with Armstrong Strategy Group. A goal of \$2 million was tested in Pelham with positive feedback.
- LPPL continues to work alongside Town of Pelham planning staff and with ward99 architects on drawings.
- LPPL has enlisted community volunteers to help with fundraising.

**Infrastructure Investment & Renewal**

Action items to accomplish include:

- Evolution of Fire Fleet (Heavy Rescue)
- Future of Fonthill Library Branch
- Facilities Master Plan
- Revised Engineering Standards
- Fire Station #1 Refurbish/Expansion
- Roads Standards Recycle/Innovation
- Tice Road Expansion/Reno/Relocation

2023-2027 Strategic Plan | Strategic Focus

**Pelham**  
NIAGARA

**We are all in and are asking for Council support to move the capital campaign forward.**

## 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

**Subject:** Information Report – New Provincial Planning Statement, 2024

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0194 New Provincial Planning Statement 2024, for information;**

**Background:**

On August 24, 2024, the Province of Ontario (the “Province”) released the final version of the *Provincial Planning Statement, 2024* (the “PPS, 2024”) which is set to take effect on October 20, 2024. The release of this document follows a period of significant public consultation on two prior drafts and replaces *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* (“Growth Plan”) and the PPS 2020 by integrating them into a single planning document which is applicable to the entire Province.

**Analysis:**

The PPS, 2024 introduces a number of new policies and definitions that were not contained in the previous PPS, 2020, and carries forward and modifies policies and definitions from both the PPS 2020 and Growth Plan, especially with regards to intensification and development. All new *Planning Act* applications the Town receives must be consistent with the new policy direction of the PPS, 2024.

The major focus and vision of the PPS, 2024 is “the building of more homes for all Ontarians.” The vision restates the province’s goal of getting at least 1.5 million homes built by 2031. The PPS, 2024 brings several significant changes aimed at addressing growth, housing, and environmental concerns. Below is an overview of some of the key changes that have been incorporated in the new PPS, 2024:

**Growth Management:** The PPS, 2024 places a stronger emphasis on managing growth in urban areas. It encourages more compact and efficient land use to reduce urban sprawl and support sustainable development. This

includes promoting higher-density development in designated growth areas and revitalizing underused properties within urban boundaries.

**Affordable Housing:** There is a greater focus on increasing the supply of affordable housing. The updated statement includes provisions to streamline approvals for affordable housing projects and incentivize developers to include affordable units in their developments.

**Climate Change and Sustainability:** The PPS, 2024 integrates more robust measures for climate change mitigation and adaptation. This includes requirements for green building standards, energy efficiency, and sustainable infrastructure. The goal is to reduce the carbon footprint of new developments and promote resilience to climate impacts.

**Environmental Protection:** Enhanced protections for natural heritage systems, water resources, and agricultural lands are emphasized. The PPS now includes stricter guidelines to prevent development in sensitive ecological areas and ensure that environmental impacts are thoroughly assessed and mitigated.

**Transportation and Infrastructure:** The statement underscores the importance of planning for efficient transportation networks and infrastructure. There is a focus on integrating land use planning with transportation planning to improve connectivity and reduce reliance on single-occupancy vehicles.

**Public Engagement:** There is an increased emphasis on involving the public in the planning process. The PPS, 2024 encourages more transparent and inclusive engagement practices to ensure that community voices are heard in the development of planning policies and decisions.

**Indigenous Collaboration:** The updated PPS, 2024 includes provisions for better collaboration with Indigenous communities. It recognizes the need for meaningful consultation and partnership in land use planning and decision-making processes that affect Indigenous lands and interests.

These changes reflect a broader trend towards creating more sustainable, inclusive, and resilient communities. The PPS, 2024 aims to balance growth with environmental stewardship and social equity, addressing contemporary challenges and priorities in provincial planning.

#### **Financial Considerations:**

None, this report has been prepared for information purposes.



**Alternatives Reviewed:**

Not applicable.

**Strategic Plan Relationship: Community Development and Growth**

**Prepared and Recommended by:**

Lindsay Richardson, MCIP, RPP  
Policy Planner

Dr. Pamela Duesling, MCIP, RPP, Ec.D., CMMIII  
Director of Community Planning and Development

**Prepared and Submitted by:**

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

**Subject:** Town of Pelham New Official Plan – Status Update and Information Report

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report 2024-0203, Town of Pelham New Official Plan – Status Update and Information Report, for information purposes.**

**Background:**

The current Town of Pelham Official Plan was adopted by Council in April 2012 and approved by the Ontario Municipal Board in March 2014. Since that time there have been 19 Official Plan amendments approved by Council and several changes to the planning framework at the Provincial level that need to be addressed including changes to Provincial legislation, policies, and plans. Additionally, the Region of Niagara Official Plan (NOP) was approved by the Ministry of Municipal Affairs and Housing (MMAH) in November 2022. In accordance with the *Planning Act*, the Town is required to achieve conformity with the Region Official Plan within one year of adoption of the upper tier Official Plan. The Town has initiated the process of conducting an Official Plan review and update in accordance with the requirements of the *Planning Act* which will result in the creation of a new Official Plan for the Town.

The entire project has been broken into 3 phases with Phase 1 being a conformity review, Phase 2 the preparation of a draft official plan and Phase 3 the finalization of the Official Plan and its adoption and approval.

The consulting firm WSP was hired by the Town to assist with Phase 1 of the Official Plan Review and the final Technical Conformity Report (TCR) was presented to Council in September 2023. The TCR identified areas where the current Official Plan required updating to be consistent with and conform to the Provincial and Regional planning policies that currently exist.

Staff have taken the recommendations of the TCR, and reviewed the applicable provincial legislation and policies of the NOP and created a new draft Official Plan Document for the Town.

### **Analysis:**

The new (draft) Town of Pelham Official Plan is a comprehensive policy document that places a stronger emphasis on compact and efficient land use, sustainable development, housing affordability, transportation and infrastructure, climate change and environmental protection.

Mapping has been created to reflect more up to date land use and environmental conditions and is an integration of the mapping contained in the NOP and previous official plan mapping.

The draft Official Plan is made up of 15 Sections:

*Section One: Introduction* establishes the context for the Official Plan. This section sets out the purpose and provides a description of how the plan is structured and how it should be read and interpreted.

*Section Two: Strategic Directions* establishes the Vision, Mission, Guiding Principles and Strategic Goals for the Plan.

*Section Three: Planning a Complete and Healthy Community* provides an overview of the Town's urban structure, establishes the Town's intensification and growth targets, identifies objectives for growth management and sets out general policies that are intended to provide overall guidance and layout a framework for the detailed policies of subsequent sections of the Plan.

*Section Four: Protecting What is Valuable* establishes policies and development criteria that address natural heritage protection, cultural heritage conservation, water resource protection, energy conservation measures and health and safety provisions aimed at ensuring a diverse, healthy environment.

*Section Five: Movement of People and Goods* provides policies for transportation to facilitate safe, efficient and convenient movement of goods and people throughout the Town.

*Section Six: Municipal Services* provides policies for municipal services including water, wastewater and stormwater.

*Section Seven: Community Infrastructure* sets out a policy framework for the efficient planning of physical and social infrastructure to sustain and support growth and quality of life in the Town.

*Section Eight: Urban Design* provides detailed policy on how the Town will be built. This section sets out policy that focuses on creating adaptable and well-designed infrastructure networks, buildings, sites, neighbourhoods and open spaces.

*Section Nine: General Land Use* sets out objectives, policies, permitted uses and design and development criteria for land use designations within the Town that fall under general criteria or are identified through Provincial and Regional Policy such as Parks and Open Space, the Niagara Escarpment Plan Area, the Growth Plan and Greenbelt Natural Heritage Systems and the Natural Environment System.

*Section Ten: Agriculture and Rural Land Use* sets out objectives, policies, permitted uses and design and development criteria for land use designations outside of the Urban Area Boundary.

*Section Eleven: Urban Area Land Use* sets out objectives, policies, permitted uses and design and development criteria for land use designations within the Urban Area Boundary.

*Section Twelve: Implementation* provides the operational framework and tools necessary to achieve the goals and objectives and implement the policies of the Plan.

*Section Thirteen: Secondary Plans* lists the Secondary Plans that have been adopted by Council and form part of the Official Plan.

*Section Fourteen: Glossary* provides a glossary of terms used within this Plan to support policy implementation.

*Section Fifteen: Schedules* contains maps that correspond to policies within the Plan including:

Schedule A: Land Use Plan

Schedule A1: Land Use Plan – Agricultural and Rural

Schedule A2: Fonthill

Schedule A3: Fenwick

Schedule B: Natural Environment System

Schedule B1: Natural Environment System Features

Schedules C1 – C3-4: Secondary Plans

Schedule D: Transportation Network  
Schedule E: Mineral Aggregate

### **Next Steps – Council, Stakeholder, Agency and Public Consultation**

Staff are preparing to circulate the draft document to Council, the public, stakeholders, agencies and Town Committees. An initial round of public consultation via a series of in-person Open Houses will be completed prior to the formal Statutory Public Meeting which is proposed to be held in Q1 of 2025.

The draft Official Plan will be posted on the 'Engaging Pelham' website and the public will also be able to provide input online on the proposed draft Official Plan through this public engagement platform.

Council is also encouraged to review the draft Official Plan and reach out to Staff with any comments, concerns or questions during the commenting period so that we can address Council members' questions as well.

Staff will review all comments and correspondence received from agencies, stakeholders, Council members and the public and make final revisions to the draft Official Plan before scheduling the statutory public meeting and bringing the final Plan forward with a recommendation report to Council.

A general timeframe for the next two phases is outlined below, please note these timelines may be altered based on input from stakeholders and partners:

#### *Phase 2: Draft of New Official Plan*

##### October 2024

- Release draft New Official Plan on Engaging Pelham
- Circulate draft New Official Plan to Council Committees/ Stakeholders
  - Agricultural Advisory Committee
  - Active Transportation Committee
  - Environmental and Climate Adaption Advisory Committee
  - Developers Working Group
- Circulate draft New Official Plan to Municipal Partners for Comment
  - Region of Niagara
  - Niagara Peninsula Conservation Authority
- Review feedback and comments as received and incorporate changes as applicable to draft

### November and December 2024

- Initiate Public Information Sessions (afternoon and evening sessions)
  - Ward 1 – Fire Stations 2 and 3
  - Wards 2 and 3 – Meridian Community Centre
- Initiate survey for feedback
- Continue to review feedback and comments as received in incorporate changes as applicable to draft

### *Phase 3: Formal Public Planning Process – New Official Plan*

### January 2025

- Notice of Statutory Public Meeting – 20 days prior to public meeting
- Formal Agency Circulation
- Final draft Official Plan prepared for public planning process

### February 2025

- Statutory Public Meeting held with Council
- Information Report to Council (same day as Public Meeting)
- Revisions to draft based on feedback from Public Meeting and Agencies

### March 2025

- Final recommendation report and Official Plan to Council for approval
- If approved, notice of decision posted and 20-day appeal period time begins

### April 2025

- If no appeal – Official Plan and supporting documentation will be forwarded to the Region of Niagara (Planning and Development) for Regional Council approval.

## **Conclusion**

The Town of Pelham Official Plan is a foundational strategic policy document designed to steer growth, land use, infrastructure development, and community services in Pelham both now and in the future. While some policies will be shaped by provincial and regional guidelines, community input is essential for crafting a vision that truly reflects the needs and objectives of Pelham’s residents. Public consultation sessions and community feedback will be key in identifying what residents want, while input from agencies and stakeholders will help ensure the plan is comprehensive and effective for the entire community.

**Alternatives Reviewed:**

There were no alternatives reviewed as this report is for information purposes.

**Strategic Plan Relationship:** Community Development and Growth

The creation of a New Official Plan for the Town of Pelham was included as a priority in Council’s 2023-2027 Strategic Plan.

**Prepared and Recommended by:**

Lindsay Richardson, MCIP, RPP  
Policy Planner

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

Aug 20 2024

For consideration by the Members of Council,

Hamilton-based record label, festival managers and venue coordinators Sonic Unyon are excited to be planning a bespoke concert series in beautiful Old Pelham Town Hall. Bringing a variety of entertainment starting with Juno & Polaris Prize-nominated artist Terra Lightfoot, we intend to highlight the historical and architectural significance of the Town Hall. Part of our programming, in line with our other events and venues is to offer local wines, beers, spirits and non-alcohol for sale. Our intent is to procure an alcohol sales SOP from the AGCO with your support via letter of Municipal Significance. We have a consistent track record of responsible service, facilitating SmartServe conscious activations across Hamilton, Hagersville and Toronto with festivals such as Supercrawl, Because Beer, Junofest and our local venues Mills Hardware and Bridgeworks.

Pelham has proven itself to be a cultural destination hosting major festivals and live music outdoor events. As seasons shift to colder months, Sonic Unyon wishes to keep up this momentum, bringing local audiences a monthly singer/songwriter series while shining a spotlight on this historical building. The capacity of these seated, theatre style shows will be around 150 guests,

Our event series is to be called **Pelham Concert Series at Old Pelham Town Hall Presented by Sonic Unyon Records and Jill Primeau Productions** and are slated for Sunday September 29 with subsequent monthly performances by other Canadian artists October 26, November 16, and December 14 2024.

We are very much hoping you are on board with our vision for the Pelham Concert Series and look forward to cultivating an ongoing partnership with your beautiful community.

If you have any questions or require further information before making your decision, please do not hesitate to reach out to myself, or the team here at the office.

Excited to continue the conversation

Licensed Operations Manager  
Sonic Unyon Records

Max Goodis (she/her)





Date: 22 July 2024  
Time: 10:00a.m. – 11:30a.m.  
Location: Council Chambers – Meeting Room

Attendance: Jackie Oblak, Committee Chair  
Wayne Olson, Ward One Councillor  
Mike Hoch, Committee Member  
Sydney Van Leeuwen, Administrative Assistant  
Jordan Wilton, Committee Member  
Gimuel Ledesma, Engineering Technologist  
Jason Marr, Director of Public Works  
Lindsay Richardson, Policy Planner  
Samantha Witkowski, Environmental Coordinator  
Mike Hoch, Committee Member

Regrets: Natalie Seniuk, Committee Member  
Ryan Taylor, Committee Member

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

Noting that quorum was present, Chair Jackie Oblak called the meeting to order at approximately 10:03 a.m.

### **2. Land Recognition Statement**

Jackie Oblak recited the land recognition statement.

### **3. Approval of Agenda**

**Moved by:** Mike Jones

**Seconded by:** Mike Hoch

**BE IT RESOLVED THAT the agenda for the July 22, 2024, regular meeting of the Environmental and Climate Adaption Advisory Committee be adopted.**

**Carried**

#### **4. Approval of the May 27, 2024, Minutes**

**Moved by:** Mike Jones

**Seconded by:** Mike Hoch

**BE IT RESOLVED THAT the Minutes for the June 24, 2024, regular meeting of the Environmental and Climate Adaption Advisory Committee be approved.**

**Carried**

#### **5. Declarations of Pecuniary Interest and General Nature Thereof**

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

#### **6. Natural Asset Inventory (NAI) Update – Shannon Larocque, Manager of Planning**

Shannon Larocque, Manager of Planning updated the committee on the recent report that Town staff received regarding our Natural Assets Inventory (NAI). This project commenced after the Town applied for a grant from the Greenbelt Foundation. The report started with the Town of Pelham's natural assets (Eg. Wetlands, Storm Ponds, Forestry and Recreation Spaces). The natural asset features were rated based on quality and this was evaluated based on the given criteria.

The report looked at flooding and Storm Water Management as this was mentioned as a concern of staff, specifically at the 12-Mile Creek runoff.

There were 11 recommendations that came out of the report. Some recommendations include, updating job descriptions, updating Town policies, and updating the Official Plan.

The NAI report will be available online, through Engaging Pelham. There will also be a feed back form, this form will allow staff to see your

feedback. Shannon hopes to breakdown the information so that is more easily understood through Engaging Pelham.

Shannon would like to see mapping developed to show value of these assets to also allow for a better understanding and transparency to residents.

The Niagara Region hired consultants to develop an inventory, and the NPCA further developed this in 2021 and the Town used the combined information to develop their inventory.

Committee members ask Shannon if projection data was used for Storm Water modeling. Shannon let the committee know she will look into this but believes that it was used to see how much storm water these locations can hold or sustain. It would also allow for the Town to consider what would be needed for more catastrophic events and how we could prepare for these.

This Natural Asset Inventory report has not yet been presented to Council; Shannon mentioned they hope to have the report to Council in September.

Jason spoke to the Town including the NAI report data and information into the Operations and Maintenance Manuals for wastewater and stormwater. This report will be an addition to the annual reports for both stormwater and wastewater. Similar to the already implemented Drinking Water Quality Management System (DWQMS).

Ian Smith – Niagara College Professor and Trout Unlimited, he would like to reduce Storm Water Management Ponds and introduce Low Impact Development.

**Motion:** For Jason to invite Ian Smith to a ECAAC Meeting to discuss LID and SWMP

**Mover:** Jordan Wilton

**Secunder:** Mike Jones

**Carried**

Low Impact Development – currently there is no forced direction that developers are to implement this into their projects. Samantha mentioned that the Town of Lincoln does have a cash incentive for this. Staff spoke to how the Town of Pelham would be interested in looking into something like Lincoln, but not sure how to approach it to developers.

Committee would like to make the public aware to ensure that they know what is going on, issues and what staff is doing to adjust things. Hope to increase public engagement and communication through our social media and website.

**Action:** Sydney to print a hard copy if the NAI report committee members.

Committee wishes to develop a natural asset management manual. Staff mentioned that the committee can attend the public meeting around budget time.

## 7. Significant Tree Program

Mike Jones developed a Significant Tree Definition:

“A significant tree is defined as any evergreen tree, excluding holly, that is at least 15 inches (38.1 cm) in diameter at Designative Standard Height (DSH), which is four and one-half feet at breast level (137.6 cm). Additionally, any deciduous tree that is at least 12 inches (30.48 cm) at breast height, excluding poplar or Boxelder (Manitoba Maple, Ash-leaved maple, scientifically known as *Acer Negundo*), should be excluded as a significant tree.”

Samantha spoke to the Significant Tree initiative the Town of Lincoln currently has in place. They are currently working with Green Communities Canada. The Town has created their own mapping system and then people can use that to identify these trees and it will be uploaded into the map. The Town has a goal to plant 1000 trees by the end of 2024 and they hope to have them planted on private property and then have them tagged on the map. They are also looking at encouraging planting on businesses.

Staff and committee members spoke to how Pelham is more interested in preserving the current trees that are already planted and would like to develop a program to establish a way to track the significant trees. PATH would like to have residents involved in developing a Significant Tree Project by having residents label their private trees as significant. The hopes for this initiative would be to have residents understand why it might be important to establish a tree by-law in the future.

National Forest Week is the week of September 22-28, 2024. Mike Jones spoke to PATH's annual photo challenge that they host on their Facebook page. The Committee members spoke possibly doing something similar on the Town's pages.

**Action:** Jason to discuss with Vickie to include Significant Trees into the National Day of Recognition

## 8. Upcoming Items

### **Motion to Extend for 15 Minutes**

**Mover:** Mike Jones

**Seconder:** Jordan Wilton

**Carried**

**Motion:** For Leah to discuss with Natalie opportunities to have information on the Town's website regarding Climate and Environment.

**Mover:** Jordan Wilton

**Seconder:** Mike Jones

**Carried**

Niagara Geopark Update

The Geopark group toured the Niagara Region to evaluate the area as it is under consideration to become Geopark. The judges were very impressed from what Councillor Olson could see. They toured various places within the Niagara Region. Their evaluation will now go back to UNESCO in Paris, France.

Communities in Bloom

The judges were here a couple of weeks ago, and there will be a report sent back to the Town with some recommendations.

Saturday, August 10<sup>th</sup> PATH will be having a picnic at Peace Park from 3-7:30pm, there will be a BBQ, there is a requirement to preregister on PATHs Facebook page.

**9. Adjournment**

**Moved by:** Mike Jones

**Seconded by:** Mike Hoch

**THAT this Regular Meeting of the Environmental and Climate Adaption Advisory Committee be adjourned at 11:45 a.m.**

**Next meeting is scheduled for Monday, August 26, 2024.**

**Carried**

*Mike Jones*  
Mike Jones (Aug 27, 2024 18:58 EDT)

**Vice Chair, Mike Jones**

*Sydney Van Leeuwen*  
**Administrative Assistant, Sydney Van Leeuwen**

Date: 22, May, 2024  
Time: 9:00 am  
Location: Council Chambers, Town Hall

Attendance: Wayne Olson, Councillor  
John Wink, Councillor  
Brian Eckhardt, Councillor  
Michael Cottenden, Member  
Bill Crumm, Chair

Other: Trevor Ferguson, Deloitte

Staff Present: David Cribbs, CAO  
Teresa Quinlin-Murphy, Director of Corporate Services & Treasurer  
Usama Seraj, Manager of Financial Services & Deputy Treasurer (9:05am)  
Belinda Ravazzolo, Secretary/Andrea Metler, Minutes

Regrets: Caroline Mann, Member

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

Noting that quorum was present, Chair Bill Crumm called the meeting to order at approximately 8:55 am.

### **2. Land Recognition Statement**

The Chair, Bill Crumm recited the land recognition statement.

### **3. Approval of Agenda**

The Chair brought forth an amendment to the agenda to included discussion on the following two items 5.1 Business Arising From Minutes and 11.2 Regular Business

**Moved by** Member Michael Cottenden  
**Seconded by** Councillor John Wink

**That the agenda for the May 22, 2024 regular meeting of the Pelham Finance and Audit Committee be adopted, as amended.**

**Carried**

**4. Declaration of Pecuniary Interest and General Nature**

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

**5. Approval of Minutes**

January 31, 2024

**5.1 Business Arising From Minutes**

The Chair noted that there was a commitment from staff to bring back the 10-year Capital Plan as an agenda item for the May Pelham Finance and Audit Committee (PFAC) Meeting. He requested that this item be discussed at the next Pelham Finance and Audit Committee meeting.

The Treasurer commented that they wanted to bring the 10-year plan to Council to show that it is in the Capital Budget. In the first quarter, staff had several meetings and went through each line item in detail to check that it was the right budget for each particular project. The updated 10-year plan is now helping our 2025 budget. The Treasurer further commented that the Town has consultants, Watson and Associates taking the updated information and using it to update the DC background study for funding. Once staff know which projects are funded by the DC study, they can then review the Reserves and Debt and show how the Town is going to fund the \$185 million commitment over the next ten (10) years for these projects and will show it to the Audit Committee first. Council was provided the updated list for of the 10-Year plan for the 2025 Budget.

The Chair asked if staff had an update from the Consultant about different rate structures for the water? The Treasurer noted that she did not have an update and would provide one.



The Chair asked if a Committee Work Plan was created for this Committee to align dates and timing when information is being brought forth to the PFAC Committee. The Treasurer commented that PFAC meetings were aligned with the budget schedule. The Chair noted that these meeting dates were not put in the Agenda.

The CAO commented that staff were distracted by the DC study and the 10-year plan. He mentioned that the current Debt Policy does not speak to what the Town is to do with future debt and the policy was created in an almost zero interest environment. He further commented that Staff want to have this discussion with members of PFAC prior to going to Council and that staff have not lost the principle of needing guidance from PFAC members but the order got mixed a bit for Q1 and Q2, but the early fall PFAC meeting will be critical for budget guidance.

Staff will provide an update to the Pelham Finance and Audit Committee on the following items at the next scheduled meeting September 25, 2024:

1. 10-Year Plan
2. Staff to follow up with the Consultant in regards to different rate structures for water
3. PFAC Committee Workplan- align dates and timing of information that is being brought forth to the PFAC Meeting
4. Staff will ensure that items from meeting minutes are placed on the next meeting Agenda.

**Moved by** Councillor Wayne Olson  
**Seconded by** Councillor Brian Eckhardt

**THAT the minutes of the January 31, 2024 Pelham Finance and Audit Committee be approved and the Business arising from the minutes be received for information.**

**Carried**

## **6. Audit**

### **6.1. 2023 Audited Consolidated Financial Statements**

The Treasurer provided an overview of the 2024 Audited Consolidated Financial Statements and the Management Summary of the 2023 Financial Overview with the Finance and Audit Committee.

The Treasurer highlighted to the Committee that she is pleased with the taxes receivable number. A huge effort was made by the Tax Clerk, Revenue Analyst and both the Treasurer and Deputy-Treasurer on collections and this year staff have sent registered arrears letters for properties with greater than three (3) years of taxes owing. Staff have called property owners and made payment agreements with them. The Town has seven (7) properties currently registered with Real Tax, and owners have three hundred and sixty-five (365) days to pay the outstanding amount before the property is put up for sale. The Town does not want to have to sell the properties but it is to let the property owners know to take this serious. Out of seven (7) properties, five (5) have responded and are trying to make payments and two have not responded.

User Charges and Receivables have increased a bit. In the past, the Town use to shut off water, since COVID this changed and the Town does not shut off water anymore. Most municipalities do not shut off water, it is considered a necessity. Older arrears are put on the property taxes.

The Treasure pointed out that the Town was able to pay off the demand loan balance of \$900,000 this year due to having extra money with Supplemental and Interest Revenues. The Treasurer noted that bringing the debt balance down has been a goal of the Town since she has been Treasurer. The Treasurer highlighted that she is very proud of the Town for the tremendous accomplishment in reducing the net debt from \$33.3 million in 2019 to \$10 million five years later.

**Moved by** Councillor Wayne Olson

**Seconded by** Councillor John Wink

**THAT the Committee received the 2023 Audited Consolidated Financial Statements for information.**

**Carried**

## **6.2. Management Summary of 2023 Financial Overview**

**Moved by** Councillor Brian Eckhardt  
**Seconded by** Member Michael Cottenden

**THAT the Committee received the Management Summary of 2023 Financial Overview for information.**

**Carried**

## **7. Resolution to Move In-Camera**

**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:**

**(b) – personal matters about an identifiable individual, including municipal employees; and**

**(j) – a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.**

**Trevor Ferguson vacated the meeting after the In-Camera Session.**

## **8. Operating Financial Report**

### **8.1. Report to Council: May 29, 2024, December 2023 Financial Reporting**

The Treasurer noted that this is the December Q4 Report that will be presented to Council on May 29, 2024.

A member questioned whether the investment income should not be put on the levy but rather as a consideration for adjustment due to a budget of \$10,000 and an actual of \$8,078. The Treasurer responded that the 2024 budget was increased to \$500,000; interest rates increased significantly from one year to the other and the Town had almost \$11 million dollars in capital projects that were carried forward. That is why

the Town had a lot of extra money and this was adjusted for 2024. A member commented about a budget of \$970,000 to \$2.7 million and asked about how to close the gap on some of the other budget variances as well. The Treasurer commented that Supplemental Revenues number fluctuates year to year and depends on activity happening. The 2022 actuals were \$300,370; 2023 were \$730,000 and 2021 were under \$300,000, and last year was a really good year. This year, Staff are budgeting \$300,000 in 2024 from \$200,000 last year. Between \$100,000 in supplementals and a \$500,000 increase in interest, it went up \$600,000 in those two (2) line items which offsets the tax levy but we need to remain conservative with this.

A Member asked the Treasurer about profitability by segregation. The Treasurer responded that the budget is done that way, there are cost centres for each one. The Member further questioned if there was a way to show that to this Committee and that it may also be advantageous to Council, to show the running deficits when looking at a financial position of an activity. An example was provided from the Recreation, Culture and Wellness (RCW) Department in terms of the revenue brought in versus the expenses paid out. The member noted that it is a different lens to look at than just looking at revenue and isolation of expenses for that same type of segment. The Treasurer pointed out that staff reports show the revenue; the expenses and what the deficit and surpluses are and these reports can be provided to members if interested or Staff can do a separate summary. The Deputy Treasurer commented that these more detailed reports can be provided as an appendix. The Member responded that that kind of detailed reporting was not needed only the additional information of total revenue, total expenses and a net position on each one. The reserve schedule and statements show a \$300,000 loss as of December 31<sup>st</sup> and the Town should be looking at that to see what are their loss leaders or what are and what are not to be cost recovery type services and are they being delivered in a way that the Town is recovering cost and charging appropriate fees.

The Treasurer informed PFAC members that the Town has hired Watson and Associates to do a fee study on Recreation, Planning and Engineering fees to look into this. A Member would like to see the total revenue, total expenses and in the event of a deficit then greater analytics. The Treasurer noted that Staff can summarize the direct contributions that they get monthly. The member further commented that the consolidated

schedule segment operations for RCW ran a \$303,000 deficit and the previous year it broke even. This is good information for Council to be aware of and to question what staff are doing that is a sunk cost; putting pressure on the Town's financial budget and what can be done to alleviate from going back to tax levy all the time. Furthermore, review the user fees and charge the people appropriately for what they are using it for. A member commented that Recreation is a loss leader, the community center will never be profitable. The member further commented that they like the fact that a study is being done on user fees. A Member commented it is about creating awareness on different segments that will never be profitable and controlling how far in the red they are in and manage it from that perspective and to be aware of areas that are expected to break even or create profit.

**Moved by** Councillor Wayne Olson

**Seconded by** Councillor John Wink

**THAT the Committee received the Operating Financial Report for information.**

**Carried**

## **9. MCC Operating Financial Report**

### **9.1. December 31, 2023 MCC Report**

Treasurer noted that the Meridian Community Centre (MCC) report had a budget of almost \$1.5 million deficit and the Town came in at almost \$1.4 million. The good news story is that the Town has reduced the deficit by \$100,000. Overall, the MCC was under \$100,000 from what was budgeted due to increase in revenue.

**Moved by** Member Michael Cottenden

**Seconded by** Councillor Brian Eckhardt

**THAT the Committee received the MCC Operating Financial Report for information.**

**Carried**

## 10. Capital Report

### 10.1. December 31, 2023 Capital Report

Treasurer highlighted that in 2023 between carry forward numbers and the budget in that year, the Town had almost \$24 million worth of projects. The actual and committed at the end of December was \$21 million dollars and the carry forward was \$7.5 million dollars. Teresa Quinlin-Murphy further commented that there were several large projects completed this year and last year the carry forward was \$11 million dollars. The Town is working hard to complete these projects and many will be completed this year. For 2024 projects all the RFP and Tenders are out and done except for two (2).

**Moved by** Councillor Wayne Olson

**Seconded by** Councillor John Wink

**THAT the Committee received the December 31, 2023 Capital Report for information.**

**Carried**

## 11. Regular Business

### 11.1. 2025 Draft Budget Schedule

The Treasurer highlighted that the 2025 Draft budget schedule was sent out to PFAC members. This year staff are trying to bring the budget to Council a week earlier. The impact to this Committee, would be to bring the Capital and Operating budget on October 30, 2024 and the Water and Wastewater budget on January 29, 2025 for review. All the PFAC meetings have been changed to 9 am as per what was requested and this is working out well. The Draft Capital and Operating budgets to Council and PFAC for review October 23, 2023 which is 2-3 weeks earlier. A Member asked when staff start the budget process and the Treasurer responded that staff start having meetings in June. The 10-year plan has already been updated and Staff are already way ahead for the 2025 Capital Budget.

### **11.2. Target Setting around Tax Levy**

A Member pointed out that an email from a Committee member was sent in advance of this meeting about target setting around tax levy. Staff starting in June should have some level of direction or upset limit and this is a discussion at Council to task staff about not wanting to see a tax increase for budget and the need to work within a parameter. A Member commented that there is a beneficial impact of knowing in advance what the target should be, trying to make it as low as possible. It is a philosophical conversation on how to set a budget. There is merit for setting a target and also a limitation on how that can be used for Staff. The Treasurer pointed out that when Staff go through the budget process, they go through every line with a fine-tooth comb. The Treasurer and Deputy Treasurer meet with both staff Directors and Managers. The Treasurer noted that 80% of the budget is salaries and there is a three percent (3%) increase because the collective agreement has a three percent (3%) increase so that has to at least be matched. The benefits and insurance increase and can not be cut back and then Staff try to build up the reserves by an increase of two percent (2%), which combining these two items increases it to 5%. Staff go line by line and look at three (3) years actual and the current year to see where things are going and try to adjust that number and we do this as a finance team with budget holders and it seems to work really well. Staff try to bring the number down as low as possible and when it is given to Council there could still be cuts which is fine, but it is very clear and transparent to Council. The Treasurer pointed out that she does not favour the targets because it impacts the service levels and she has heard that other municipalities do use targets and that they start with a certain percentage and windle it down. The Treasurer further commented that she does not think this way is a good use of time.

Through discussion, the Committee was fine with the budget process.

**Moved by** Councillor John Wink  
**Seconded by** Councillor Brian Eckhardt

**THAT the Committee received the 2025 Draft Budget Schedule for information and Regular Business: Target Setting around Tax Levy.**

**Carried****11.2. 2024 Meeting Dates**

Through discussion, Staff will circulate the Final 2024 meeting/workplan dates to the Committee via email:

September 25, 2024 – 10-year plan and the debt policy update

October 30, 2024 - Capital and Operating Budget

January 29, 2025 – Water and Wastewater Budget

Audit planning to be included in the October 30, 2024 meeting with the Capital and Operating Budget and the Treasurer will notify the Auditor for this meeting.

**Moved by** Councillor Brian Eckhardt

**Seconded by** Member Michael Cottenden

**THAT the Committee discussed the 2024 Meeting Dates and that the final workplan come back to the Committee for information purposes.**

**Carried****11.3. Staffing Levels Report**

The CAO commented that he does not foresee a lot of future growth in the leadership/management side at the Town to the extent of the growth that will happen. Future growth realistically will dovetail with the population growth. The report shows that the Town has grown by less than the levy growth and the Town has used technology very well. This organization is more efficient than it was ten (10) years ago. The Treasurer has championed a number of initiatives to look at internal processes and she has done a lot to champion technology across the organization. When you look at department size, provision of service and people on the sunshine list, the picture is that the Town tries to use technology wherever we can. There is some office sharing and this small building never feels overfilled. Most of the Town's growth will be at the front staff level.



A Member commented that last year the Committee received a recreation report and fundamentally the Town hired a number of additional staff for the RCW department and rearranged some positions, but the piece missing was a Manager, and questioned whether the Town was still looking for a Manager. The CAO commented that the Town has not increased the leadership team in five (5) years and this position will be built into the next budget as per Council direct. There will be one (1) Manager position and that report has a three (3) year phase-in and phase 1 has been completed and phase 3 will be another part-time person. The Treasurer commented that the Town Solicitor position was an offset to external legal fees and one hundred percent (100%) funded. It was a huge savings and the CAO agreed.

A member commented that it was interesting that the Town had an external agency do a report on their staffing levels which are somewhat irrelevant because the external agency told the Town that they are the right size. The Treasurer noted that the Town was the right size last year. The CAO pointed out that we only ask for jobs when we have a business case and we have not asked for something that we do not have a business case for. Technology is the solution.

**Moved by** Member Michael Cottenden  
**Seconded by** Councillor John Wink

**THAT the Committee received the Staffing Levels Report for information.**

**Carried**

## **12. Financial Risks**

None.

## **13. Adjournment**

**Moved by** Councillor Wayne Olson  
**Seconded by** Member Michael Cottenden

**THAT this Regular Meeting of the Pelham Finance and Audit Committee be adjourned at 10:40 am.**

**Carried**



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**Chair, Bill Crumm**



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**Admin. Assistant, Corporate Services, Andrea Metler**

**Subject:** Development Agreement Security Deposit Policy

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0199 Development Agreement Security Deposit Policy Report, for information;**

**AND THAT Council approves Policy No. S300-04, the Development Agreement Security Deposit Policy.**

**Background:**

In May 2024, Council directed staff to develop a policy to permit the use of surety bonds as security for development agreements and to incorporate policy terms that mitigate the potential risks typically associated with this form of security. Proposed Policy No. S300-04, Development Agreement Security Deposit Policy, is attached. The proposed policy replaces the existing policy to (a) bring it into compliance with the current Town policy template; and (b) allow the use of surety bonds as security for development projects where certain requirements are met.

**Analysis:**

The benefits and drawbacks of accepting surety bonds as security for development projects are discussed in Report #2024-0106 – Town Solicitor, which is attached.

**Financial Considerations:**

There are no direct financial implications associated with implementing this policy. Permitting the use of surety bonds as security for development projects may have an indirect financial impact by encouraging development within the Town.

**Alternatives Reviewed:**

None.

**Strategic Plan Relationship: Community Development and Growth**

Providing additional security options for development projects supports community development and growth.

**Consultation:**

The Senior Leadership Team and planning staff were consulted in the preparation of this policy.

**Other Pertinent Reports/Attachments:**

Proposed Policy No. S300-04: Development Agreement Surety Bond Policy.

Report No. 2024-0106 – Town Solicitor.

**Prepared and Recommended by:**

Jennifer Stirton, BSc(Hons), LL.B.  
Town Solicitor

**Approved and Submitted by:**

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



<b>Policy Name: Development Agreement Security Deposit Policy</b>	<b>Policy No: S300-XX</b>
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Community Planning and Development

### 1. Purpose

The purpose of this policy is to establish the requirements for acceptable forms of Security for Development Agreements.

This policy replaces Policy No. S300-01, Town of Pelham Security Deposits.

### 2. Policy Statement

The Town of Pelham has authority under the *Planning Act*, R.S.O. 1990, c. P. 13 (“the *Planning Act*”) to enter into agreements with property owners to ensure appropriate, safe and functional land development. These agreements obligate property owners to develop lands in accordance with approved plans and conditions of the agreement. The Town requires developers to deposit financial security, which is held by the Town until the contract is complete. This enables the Town to ensure completion of the work without incurring unexpected costs.

The Town is committed to supporting community growth and development, while requiring developers to provide adequate financial security to ensure timely and satisfactory project completion. This policy sets a clear and equitable administrative framework for financial security deposits and establishes criteria for their acceptance to protect the interests of the Town and its residents.

### 3. Definitions

“**Developer**” means an individual, partnership or corporation that is the registered owner of lands and is engaged in the development of those lands for profit.

“**Development Agreement**” means an agreement regulating the provision of on-site and municipal works under development applications, which is entered into by the Town and a Developer under the authority of the *Planning Act*, including but not limited to a plan of subdivision, a plan of condominium, a site plan agreement, a construction agreement, a shared services agreement, a consent, or a condition of any planning approval imposed by the Town.



**“Letter of Credit”** means an irrevocable financial instrument issued by an accredited financial institution that guarantees payment of Security in the event of any default of a Development Agreement.

**“Security”** means an amount required to be provided by a Developer to the Town as a condition of a Development Agreement, which will be returned to the Developer after all terms of the Development Agreement have been executed to the satisfaction of the Town.

**“Surety Bond”** means an instrument issued by a Surety Provider that guarantees the assumption of responsibility for payment of Security in the event of any default of a Development Agreement.

**“Surety Provider”** means a corporation legally capable of acting as a surety under a Surety Bond.

#### 4. General Provisions

##### 4.1 Application of Policy

This policy applies where a Security is required under a Development Agreement.

##### 4.2 Security Amounts

The amount of Security required under a Development Agreement is governed by the type of agreement and the value of the project, which is determined based on a cost estimate prepared by the Developer’s engineering consultant.

For plans of subdivision and plans of condominium, the required amounts of Security are as follows:

- i. primary services (water, sanitary sewer, storm sewer, utilities, roads, grading, etc.): 20%
- ii. secondary services (final asphalt, sidewalks, trees, etc.): 120%
- iii. off-site works: 100%

For site plans and other Development Agreements, the required amounts of Security are as follows:

- i. on-site works: 20% or \$10,000.00, whichever is greater
- ii. off-site works: 100%

In addition to Security, the Town may also require a non-refundable cash payment to compensate the Town for administrative, engineering, consulting and/or legal costs. This amount is prescribed in the annual Fees and Charges Guide of the Town.



### **4.3 Acceptable Forms of Security**

#### ***a. Cash***

Where Security is required under a Development Agreement, cash is an acceptable form of Security provided that the following terms and conditions are satisfied:

- i. the Development Agreement permits the use of cash as Security, in whole or in part;
- ii. where cash is used to provide partial Security, the balance must be provided by way of a Letter of Credit and/or a Surety Bond that meets the requirements of this policy; and
- iii. the cash must be provided in Canadian dollars.

#### ***b. Letter of Credit***

Where Security is required under a Development Agreement, a Letter of Credit is an acceptable form of Security provided that the following terms and conditions are satisfied:

- i. the Development Agreement permits the use of a Letter of Credit as Security, in whole or in part;
- ii. where a Letter of Credit is used to provide partial Security, the balance must be provided by way of cash and/or a Surety Bond that meets the requirements of this policy;
- iii. the Surety Bond must be issued by an accredited bank or financial institution;
- iv. the Letter of Credit must be issued in Canadian dollars; and
- v. the Letter of Credit must be irrevocable and payable upon demand by the Town.

#### ***c. Surety Bond***

The Town recognizes that some forms of security have an impact on financing capacity, which may delay or limit development. The Town can mitigate risk and promote desirable growth by accepting Surety Bonds as security for Development Agreements where the requirements of this policy are met.

Subject to section 4.4, where Security is required under a Development Agreement, Surety Bonds are an acceptable form of Security provided that the following terms and conditions are satisfied:

- i. the Development Agreement permits the use of Surety Bonds as Security, in whole or in part;



- ii. where a Surety Bond is used to provide partial Security, the balance must be provided by way of a Letter of Credit and/or cash;
- iii. the Surety Bond must be issued by a Surety Provider incorporated in Canada for not less than ten (10) years;
- iv. the Surety Provider must have a minimum credit rating of:
  - “A” or higher as assessed by Dominion Bond Rating Service Limited;
  - “A-“ or higher as assessed by Fitch Ratings;
  - “A3” or higher as assessed by Moody’s Investors Services Inc.; or
  - “A-“ or higher as assessed by Standard & Poor’s;
- v. the Surety Provider must be an active institution monitored by the Office of the Superintendent of Financial Institutions;
- vi. the Surety Bond must be issued in Canadian dollars;
- vii. the Surety Bond must be irrevocable and payable upon demand by the Town; and
- viii. the Surety Bond must be in the form attached as Appendix “A” to this policy, unless modifications are agreed to by the parties and approved by the Town Solicitor and/or the Treasurer.

#### **4.4 Additional Limitations**

Notwithstanding any other provision of this policy, the Town may, in its sole discretion, decline a Developer’s proposal to use a Surety Bond as Security and/or may decline a Surety Bond for any reason.

Where a Surety Bond has been received and is held by the Town, and for any reason the Town determines that the Surety Bond has ceased to meet the provisions of this policy, or no longer provides adequate protection, the Town may require a new form of Security from the Developer, which must be delivered within ten (10) calendar days of the demand. The Town will exchange the original Surety Bond for the replacement Security. In the event that a new Security is not received as required, the Town may draw on the original Surety Bond without further notice.

## **5. Attachments**

Appendix A: Development Agreement Surety Bond





**Appendix “A”  
Development Agreement Surety Bond**

Bond No.: \_\_\_\_\_

Bond Amount: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**KNOW ALL PERSONS** by these presents that [DEVELOPER NAME] as Principal (hereinafter “the Principal”), and [SURETY PROVIDER NAME] as Surety (hereinafter “the Surety”), are held and firmly bound unto THE CORPORATION OF THE TOWN OF PELHAM as Obligee (hereinafter “the Obligee”), in the amount of [AMOUNT] DOLLARS (\$) in lawful money of Canada for which payment the Principal and Surety jointly and severally bind themselves and their heirs, executors, administrators, successors and assigns, firmly by this instrument (hereinafter “this Bond”).

**WHEREAS** the Principal and the Obligee have entered into, or will enter into, an agreement with respect to lands municipally known as [LANDS] in the Town of Pelham, (hereinafter “the Development Agreement”), which is by reference incorporated into and made a part of this Bond.

**NOW THEREFORE**, the condition of this obligation is such that if the Principal shall, in the opinion of the Obligee, well and faithfully perform, observe and comply with and cause those for whom the Principal is responsible in law to perform, observe and comply with all terms, conditions and requirements of the Development Agreement, then this obligation shall be void and of no effect; otherwise this obligation shall remain in full force and effect.

**PROVIDED**, however, that this obligation is subject to the following terms and conditions:

1. Whenever the Principal shall be declared in writing by the Obligee to be in default under the Development Agreement, and the Obligee intends to make a claim under this Bond, the Obligee shall promptly notify the Principal and the Surety of the default by making a written demand in the form attached hereto as Schedule “A”.



2. On determination by the Obligee, in its sole discretion, that the Principal is in default of its obligations under the Development Agreement, the Surety and Principal agree that the Surety will make payments to the Obligee for amounts demanded by the Obligee, to an aggregate of the amount of this Bond set out above, within ten (10) business days after the Obligee delivers a demand to the Surety by registered mail, personal delivery or courier, to the address noted herein.
3. The Obligee may make multiple demands under this Bond.
4. Each payment made by the Surety under this Bond shall reduce the Bond amount. In no event shall the Surety be liable for a greater sum than the amount of this Bond.
5. This Bond is irrevocable and payment shall be made notwithstanding any objection by the Principal.
6. Where a demand in the prescribed form has been delivered to the Surety, it shall be accepted by the Surety as conclusive evidence of its obligation to make payment to the Obligee, and the Surety shall not assert any defence or grounds of any nature or description for not making payment to the Obligee, in whole or in part, pursuant to such demand, including but not limited to the following:
  - i. that no default has occurred;
  - ii. that the Principal committed any fraud or misrepresentation in its application for this Bond; and/or
  - iii. that the amount set out in the demand is not warranted or appropriate or is otherwise not in accordance with the Development Agreement.
7. The Surety's liability under this Bond is unconditional and shall not be discharged, released or affected by any or all of the following:
  - i. arrangements made between the Obligee and the Principal;
  - ii. any dispute between the Surety and the Principal;



- iii. the taking or receiving of security by the Obligee from the Principal;
  - iv. any change, addition, modification or variation of the Principal's obligations under the Development Agreement, whether known to the Surety or not;
  - v. the exercise by the Obligee of any rights or remedies reserved to it under the Development Agreement; and/or
  - vi. forbearance by the Obligee to exercise any such rights or remedies, whether known to the Surety or not.
8. All payments by the Surety shall be made free and clear without deduction, set-off or withholding.
  9. The amount of this Bond may be reduced from time to time as advised by notice in writing given by the Obligee to the Surety. The Obligee has the ability and sole discretion to make a determination as to whether the amount of this Bond should be reduced.
  10. No right of action shall accrue upon or by reason hereof to or for the use or benefit of any person other than the Obligee.
  11. The Obligee shall return this Bond to the Surety for termination or advise the Surety in writing that this Bond is terminated, as required by the terms of the Development Agreement, upon completion of the following events:
    - i. the Principal has completed the works required under the Development Agreement to the satisfaction of the Obligee;
    - ii. all maintenance and rectification periods contained within the Development Agreement have expired; and
    - iii. the Obligee has confirmed in writing that all works have been finally assumed.



12. The Surety shall provide not less than ninety (90) days written notice to the Obligee and the Principal of any intention to terminate this obligation. Upon receipt of such notice, the Principal shall deliver to the Obligee, not less than thirty (30) days prior to the termination of this Bond, financial security in the amount of this Bond in a form satisfactory to the Obligee. If the replacement financial security is not provided by the Principal or is not accepted by the Obligee for any reason, this Bond shall remain in effect.
13. Nothing in this Bond shall limit the Principal's liability to the Obligee under the Development Agreement.
14. This Bond shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and shall be treated, in all respects, as a contract entered into in the Province of Ontario, without regard to conflict of laws principles.
15. The Principal and the Surety hereby irrevocably and unconditionally attorn to the jurisdiction of the Courts of the Province of Ontario.
16. Demands and notices under this Bond shall be delivered to the Surety by registered mail, personal delivery or courier, with a copy to the Principal, at the addresses set out herein. All other correspondence may be delivered by regular mail, registered mail, personal delivery, courier or email.
17. The addresses for the Principal, the Surety and the Obligee are as follows:

Principal                    [NAME]  
                                      [ADDRESS]  
                                      **Attention:** [NAME/POSITION]

Surety                         [NAME]  
                                      [ADDRESS]  
                                      **Attention:** [NAME/POSITION]



Obligee

The Corporation of the Town of Pelham  
20 Pelham Town Square  
PO Box 400  
Fonthill ON L0S 1E0

**Attention:** Director of Community Planning and Development

- 18. Any change of address for the Surety is publicly available on the Financial Services Regulatory Authority of Ontario website. Any change of address for the Principal or the Obligee shall be made by written notice to all parties of the new address and the effective date of the address change.

**IN WITNESS WHEREOF** the parties have executed this Bond by their authorized representatives and agree to be bound thereby as of the latest date set out below.

**[NAME OF PRINCIPAL]**

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title:

I/We have authority to bind the Corporation.

Date: \_\_\_\_\_

**[NAME OF SURETY]**

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title:

I/We have authority to bind the Corporation.

Date: \_\_\_\_\_



**THE CORPORATION OF THE TOWN OF  
PELHAM**

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title:

I/We have authority to bind the Corporation.

Date: \_\_\_\_\_

DRAFT



**Development Charge Surety Bond Agreement  
Schedule "A"**

**Declaration of Default and Demand**

Date:	
Surety:	
Address:	
Attention:	
Re:	Development Agreement Surety Bond No. _____
Principal:	[NAME OF PRINCIPAL] ("the Principal")
Obligee:	The Corporation of the Town of Pelham ("the Obligee")
Agreement:	[NAME/NUMBER/IDENTIFIER] ("the Development Agreement")

Dear [NAME OF SURETY CONTACT]:

Pursuant to and in accordance with the terms of the above-noted Development Agreement Surety Bond ("the Bond"), the Obligee hereby declares a default of the Principal under the Development Agreement and certifies that it is entitled to draw on the Bond pursuant to the terms of the Development Agreement.

The Obligee hereby demands payment in the amount of [AMOUNT] DOLLARS (\$) under the terms of the Bond and requires the Surety to honour its obligation to make the said payment within ten (10) business days of delivery of this demand.

Payment instructions are as follows:

Yours very truly,  
The Corporation of the Town of Pelham

**Subject:** Potential Use of Surety Bonds in Lieu of Letters of Credit as Security for Development Projects

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report # 2024-0106 – Potential Use of Surety Bonds in Lieu of Letters of Credit as Security for Development Projects, for information;**

**AND THAT Council determine if it is desirable to permit the use of surety bonds as security for development projects in the Town of Pelham;**

**AND THAT if it is desirable to permit the use of surety bonds as security for development projects in the Town of Pelham, that Council direct staff to prepare a Surety Bond Policy to establish criteria and requirements for acceptable surety bonds.**

**Background:**

The Town has recently been approached on behalf of several property developers about the possibility of using surety bonds as security for development projects in lieu of letters of credit or cash. The purpose of this report is to provide Council with an overview of the anticipated benefits and drawbacks of accepting surety bonds as security for development projects.

**Analysis:**

Municipalities have historically been reticent to accept surety bonds as security for development projects as they are traditionally seen as riskier than cash or letters of credit. In recent years, however, several municipalities have implemented policies to accept surety bonds, subject to a number of conditions to mitigate those risks. Staff have confirmed that Hamilton, Welland and Niagara Falls have surety bond policies and have been advised that Haldimand County, Brantford and Thorold accept them as well.

In the context of development projects, surety bonds are three-party agreements between a municipality, a developer and a surety that issues the bond. The surety is obligated to answer to the municipality for a default of the developer. The surety is typically required to determine that there has been a default under the contract between the municipality and the developer before honouring the bond. If a surety is satisfied that there has been a default, it steps in to complete the work or pays



the municipality the amount required by the terms of the bond. Legal action may be required to collect under a bond where the default is disputed.

Letters of credit are also three-party agreements that involve a municipality, a developer and an issuer, which is usually a financial institution. The developer is the issuer's customer but the municipality is the beneficiary of the letter of credit. A letter of credit guarantees that the beneficiary will be paid on demand without the issuer determining if a default has occurred. Given the unconditional nature of the payment obligation, issuers often require developers to collateralize letters of credit against the value of the underlying project. This reduces the credit available to the developer and thus may delay or limit other projects that require the same type of security. Surety bonds do not have the same impact on financing capacity, which the development community indicates will promote development and reduce the risk of default as more cash and credit are unencumbered and available.

Commonly cited concerns related to surety bonds are that they are not as secure as letters of credit as they are issued by private institutions and may not be subject to collateralization, and that the default requirement may lead to difficulty accessing the bond and/or the need for litigation to enforce it. While these risks are real, they can be mitigated by imposing terms such as a minimum credit rating or pre-qualification requirement for surety providers and by providing for payment to the municipality on demand without proof of default.

The Town currently accepts surety bonds as security for some construction projects and has rarely been required to seek payment due to default. The Town presently requires a different form of security for development projects, such as a letter of credit. However, the Town has rarely been required to draw on those securities.

#### **Financial Considerations:**

There are no direct financial implications associated with this report.

#### **Alternatives Reviewed:**

Council may determine that it is desirable to permit surety bonds as security for development projects or it may opt to maintain the *status quo*. Council may also consider implementing a pilot project to accept surety bonds as security for a limited time or in a limited number of development projects.

#### **Strategic Plan Relationship: Community Development and Growth**

Requiring adequate and appropriate forms of security for development projects supports community development and growth.

#### **Consultation:**

The Senior Leadership Team was consulted in the preparation of this report.

#### **Other Pertinent Reports/Attachments:**

None.

**Prepared and Recommended by:**

Jennifer Stirton, BSc(Hons), LL.B.  
Town Solicitor

**Approved and Submitted by:**

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

**Subject:** Fire Station No.1 Architectural Design Project

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0190 Fire Station No.1 Architectural Design Project, for information;**

**AND THAT Council direct staff to move forward with Capital Project FAC-03-24 Fire Station No.1 Architectural Design;**

**AND THAT the design be completed as a standalone rebuild of the facility on the existing property (177 Regional Road 20 West), to accommodate a phased construction approach.**

**Background:**

At its regular meeting of June 19, 2024, Council endorsed the following motion:

**BE IT RESOLVED THAT Council receive Report #2024-0119 Rehabilitation and or Replacement Options for Fire Station One, for information;**

**AND THAT Council approve the project moving forward as a demolition and full construction project.**

This report serves to provide Council additional information regarding the project and seeks to confirm the project approach and location before initiating the competitive bid process for Fire Station 1 architectural design.

**Analysis:**

On June 19<sup>th</sup>, 2024, staff presented Council with a number of design and construction concepts for either the renovation or full reconstruction of Fire Station 1, however, there remained some questions on the site location which required clarification before retaining an architect to complete the assignment.

At its regular meeting on September 4<sup>th</sup>, 2024, it was determined that the site location for the new Fire Station 1 will remain at 177 Regional Road 20 West. Remaining on the existing site allows for two project approaches, total demolition and reconstruction requiring the relocation of staff and fire apparatus, or a phased

demolition and reconstruction approach requiring only the rehousing of staff for the duration of the project.

As previously presented to Council, Raimondo + Associates Architects Inc. was retained by the Town of Pelham to assist with the development of preliminary design options and an assessment of the costs required to build a new Fire Station.

The two preliminary design options, C, and D added as an attachment to this report are suitable for the total reconstruction on the existing site. Both of these options have similar costs of construction and are based on \$540 sq/ft to construct. Options C and D, range from \$6,934,140 to \$7,300,260. Both require the rehousing of the fire apparatus and staff at an estimated additional cost of \$840,000, bringing the total cost of construction to an estimated \$7,774,140 to \$8,140,260 without providing for project contingency.

Design option B is suitable for a phased construction approach and is based on the location of the internal fire separation wall between the existing apparatus bays and staff areas. This wall must remain in place through the demolition of the staff area, and construction of the apparatus bays, opposite to its existing layout. To maintain the functionality of the existing bay without compromising fire response or EMS access, the cost of construction for this option is slightly higher at \$600 sq/ft or \$7,401,000. However, it does not require the additional cost of \$840,000 for a temporary building to house fire apparatus. Staff may be relocated to other municipal facilities, onsite trailers, or a combination of both for the duration of the project.

The design and layout of each option provided are intended as preliminary concepts and may not be representative of the final work product. As such, the options presented should not be judged on aesthetic values at this time. The internal layout and outside façade are subject to change during the Architectural Design project which may also impact the construction costs.

Although staff have provided construction estimates, the total project cost will not be known, with any confidence, until the final design drawings are completed and assessed. Not included in the cost estimates provided above, and which would be required regardless of the design and approach, are project administration, geotechnical study, soil testing, demolition and access soil disposal, staff rehousing (both off and onsite) as well as the new building's furnishings, fixtures and equipment. These items are likely to have a significant impact on the project budget. While these costs are not yet known, they are anticipated to range between \$750,000 to \$1,000,000. An in-depth break down of all project costs will be reported to Council once the final design has been completed and a full assessment is conducted.

**Financial Considerations:**

The 2024 Facilities Capital Design project FAC-03-24 Fire Station 1 Architectural Design was previously approved for \$300,000, as such there are no further financial considerations related to this report.

**Alternatives Reviewed:**

Alternatives for the replacement or renovation of Fire Station 1 have been provided in the analysis section above, as well as discussed in previous reports.

**Strategic Plan Relationship: Infrastructure Investment and Renewal**

The completion of the Fire Station 1 Architectural Design Project will provide the details required to develop a more precise cost estimate of constructing a new Station, on the existing site, as well as have a shovel-ready project should Provincial or Federal grants become available.

**Consultation:**

The Director of Fire and Bylaw Services was consulted in the preparation of this report.

**Other Pertinent Reports/Attachments:**

Public Works Report #2024-0119 Rehabilitation and Replacement Options for Fire Station One.

Fire Station 1 Preliminary Design Options

**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

# Town of Pelham Fire Station No. 1 - Option B

177 Highway 20, Fonthill, Ontario

**Option B**  
2 Staged Approach - Demolish Existing Station in Stages and Build New Station in Stages

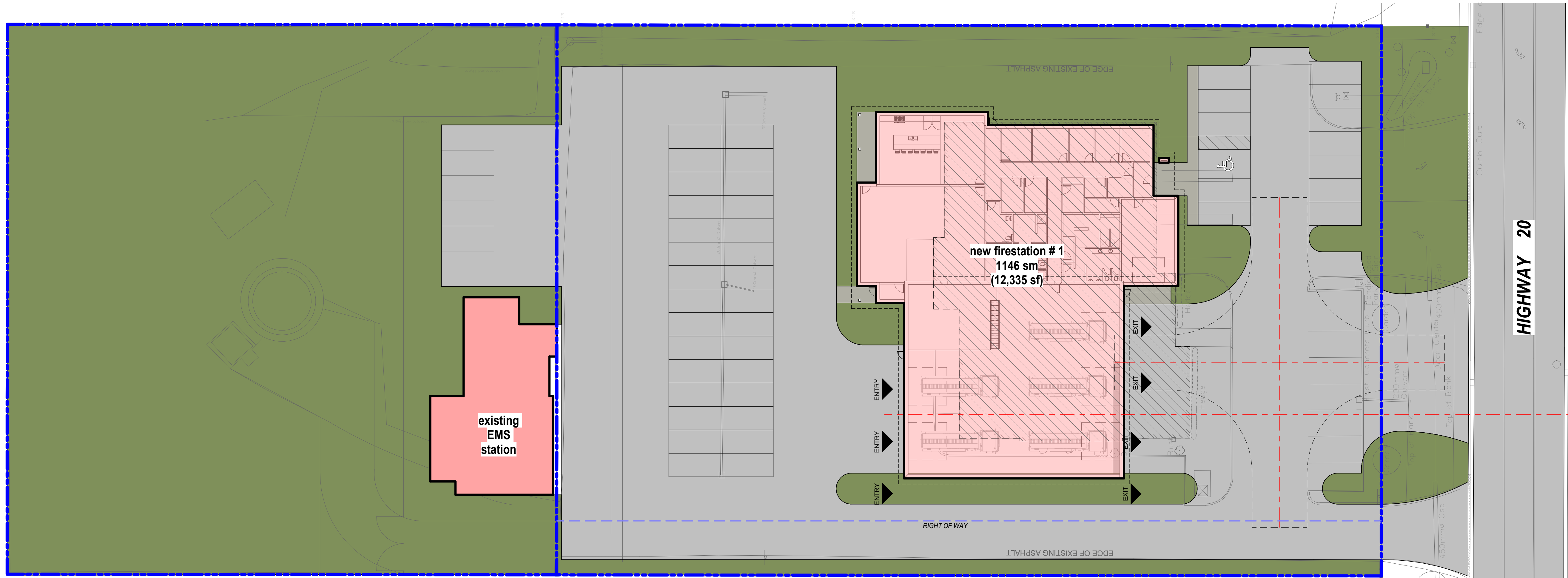


**RAIMONDO** + **ASSOCIATES**

4687 Queen Street, Studio 2  
Niagara Falls, Ontario  
L2E 2L9

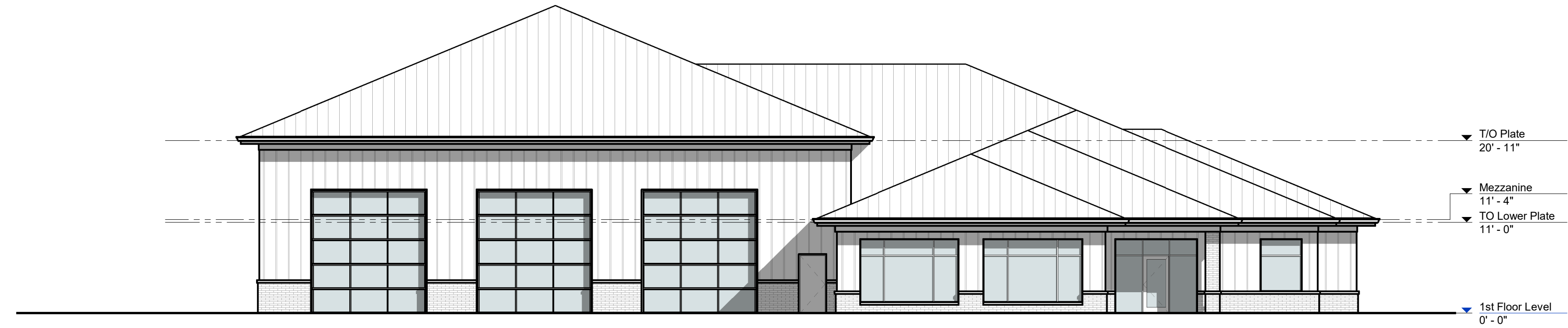
Tel: 905-357-4441  
Fax: 905-357-9203  
Email: [mail@raimondoarchitects.com](mailto:mail@raimondoarchitects.com)

**ARCHITECTS** INC.



Site Plan  
scale: 1:250

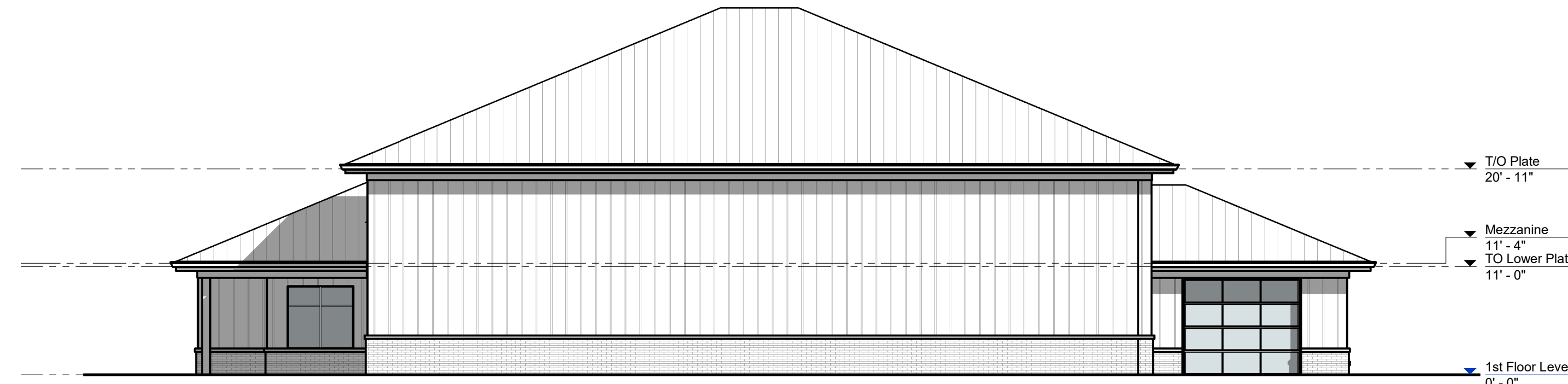
<p><b>Fire Station No. 1 - Option B</b></p> <p>Town of Pelham 177 Highway 20, Fonthill, Ontario</p>		<p><b>RAIMONDO + ASSOCIATES ARCHITECTS INC.</b></p> <p>4697 Queen Street Suite 2, Niagara Falls, Ontario, L2E 2L9          TEL: 905.352.2603          WEB: www.raimondarchitects.com          EMAIL: mail@raimondarchitects.com</p>	
<p><b>Site Plan</b></p>		<p><b>A1-000</b></p>	
<p>DRAWN BY: RN</p> <p>DATE: 2024-02-21 2:38:05 PM</p> <p>SCALE: 1:250</p> <p>PROJECT NO.: 23-038</p> <p>CHECKED: ---</p>	<p>DRAWINGS ARE NOT VALID FOR CONSTRUCTION UNTIL SEALED AND SIGNED BY THE ARCHITECT.</p> <p>THESE DRAWINGS ARE THE PROPERTY OF THE ARCHITECT. ALL DRAWINGS AND DESIGNS ARCHITECT BE FOR PROCEEDING. ALL DRAWINGS AND DESIGNS REMAIN THE PROPERTY OF THE ARCHITECT, AND ARE NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.</p> <p>THESE DRAWINGS ARE THE PROPERTY OF THE ARCHITECT. ALL DRAWINGS AND DESIGNS ARCHITECT BE FOR PROCEEDING. ALL DRAWINGS AND DESIGNS REMAIN THE PROPERTY OF THE ARCHITECT, AND ARE NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.</p> <p>USE BY THE PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS BEEN ENGAGED IS LIMITED TO THE PROJECT AND MAKE IT BE THE DESIGN PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO A CONTRACT.</p>		



**Elevation - South**  
scale: 3/32" = 1'-0"



**Elevation - North**  
scale: 3/32" = 1'-0"



**Elevation - West**  
scale: 3/32" = 1'-0"



**Elevation - East**  
scale: 3/32" = 1'-0"

<p><b>RAIMONDO + ASSOCIATES ARCHITECTS INC.</b> 4697 Queen Street Suite 2, Niagara Falls, Ontario, L2E 3L9 TEL: 905.363.8603 WEB: www.raimondarchitects.com EMAIL: mail@raimondarchitects.com</p>	
<p><b>Fire Station No. 1 - Option B</b> Town of Pelham 177 Highway 20, Fonthill, Ontario</p>	
<p><b>Building Elevations</b></p>	
<p>DRAWN BY: RN DATE: 2024-02-21 2:38:52 PM SCALE: 3/32" = 1'-0" PROJECT NO.: 23-038 CHECKED: ---</p>	<p>DRAWINGS ARE NOT VALID FOR CONSTRUCTION UNTIL SEALED AND SIGNED BY THE ARCHITECT. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT. ALL DRAWINGS AND DESIGNS ARCHITECT BE FORE PROCEEDING. ALL DRAWINGS AND DESIGNS REMAIN THE PROPERTY OF THE ARCHITECT, AND ARE NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT. ALL DRAWINGS AND DESIGNS ARCHITECT BE FORE PROCEEDING. ALL DRAWINGS AND DESIGNS REMAIN THE PROPERTY OF THE ARCHITECT, AND ARE NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. USE BY THE PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS AGREED TO AS PART OF ANY AND ALL AGREEMENTS. PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO A CONTRACT.</p>
<p><b>A3-000</b></p>	



# Town of Pelham Fire Station No. 1 - Option C

177 Highway 20, Fonthill, Ontario

Option C  
Complete Demolition of Existing Station - Temporary  
Apparatus Building and New Station



**RAIMONDO** + **ASSOCIATES**

4687 Queen Street, Studio 2  
Niagara Falls, Ontario  
L2E 2L9

Tel: 905-357-4441  
Fax: 905-357-9203  
Email: [mail@raimondoarchitects.com](mailto:mail@raimondoarchitects.com)

**ARCHITECTS** INC.



Site Plan  
scale: 1:250

**Fire Station No. 1 - Option C**

Town of Pelham  
177 Highway 20, Fonthill, Ontario

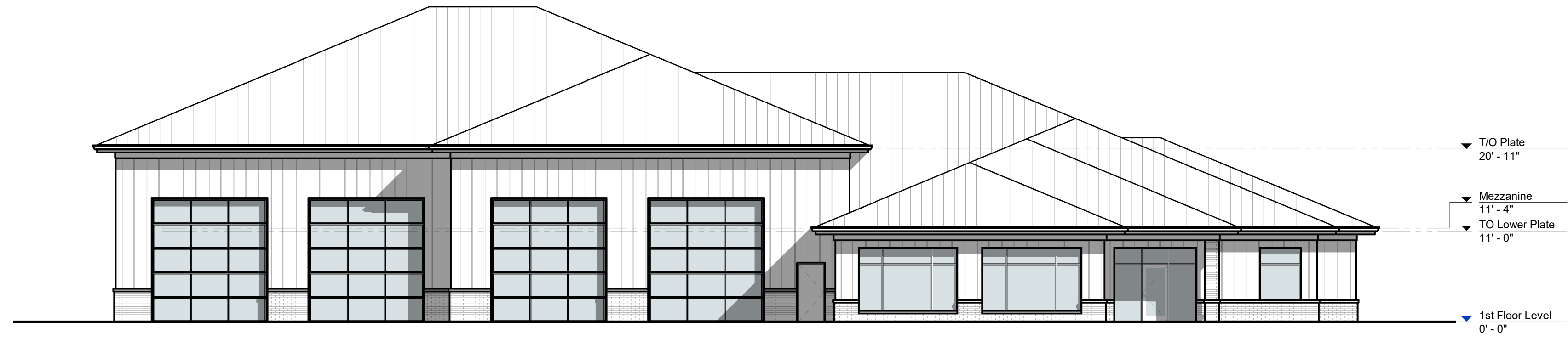
**Site Plan**

DRAWN BY:	RN
DATE:	2024-02-21 2:54:50 PM
SCALE:	1: 250
PROJECT NO.:	23-038
CHECKED:	---

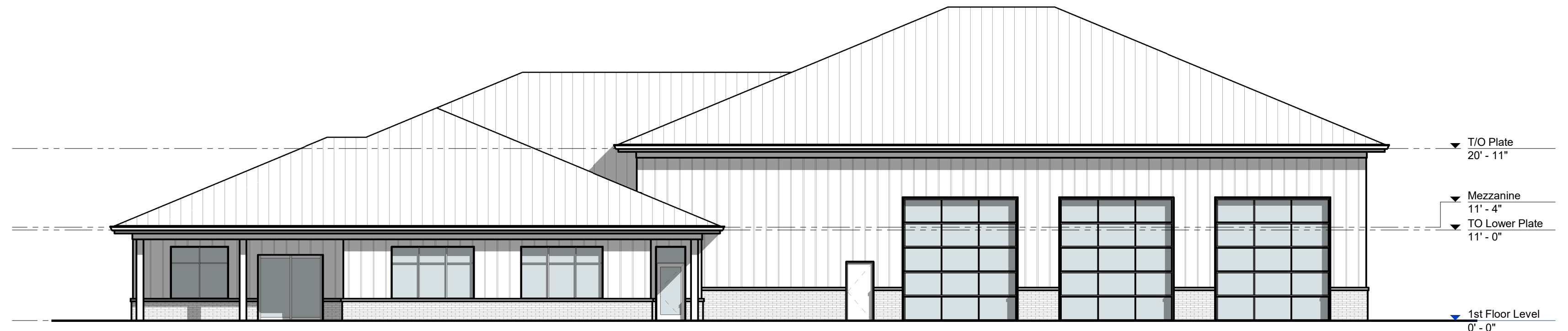
DRAWINGS ARE NOT VALID FOR CONSTRUCTION UNTIL SEALED AND SIGNED BY THE ARCHITECT.  
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**A1-000**

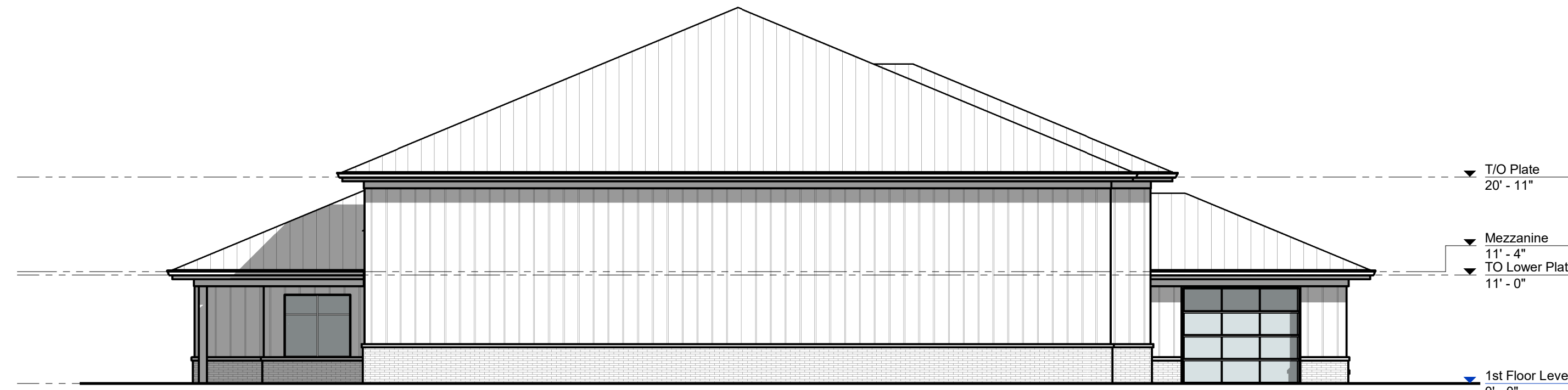
**RAIMONDO + ASSOCIATES ARCHITECTS INC.**  
 4697 Queen Street Suite 2, Niagara Falls, Ontario, L2E 2L9  
 TEL: 905.381.9600  
 WEB: www.raimondarchitects.com  
 EMAIL: mail@raimondarchitects.com



**Elevation - South**  
scale: 3/32" = 1'-0"



**Elevation - North**  
scale: 3/32" = 1'-0"



**Elevation - West**  
scale: 3/32" = 1'-0"



**Elevation - East**  
scale: 3/32" = 1'-0"

<p><b>RAIMONDO + ASSOCIATES ARCHITECTS INC.</b> 4697 Queen Street Suite 2, Niagara Falls, Ontario, L2E 2L9 TEL: 905.363.2603 WEB: www.raimondarchitects.com EMAIL: mail@raimondarchitects.com</p>	
<p><b>Fire Station No. 1 - Option C</b> Town of Pelham 177 Highway 20, Fonthill, Ontario</p>	
<p><b>Building Elevations</b></p>	
<p>DRAWN BY: RN DATE: 2024-02-21 2:54:40 PM SCALE: 3/32" = 1'-0" PROJECT NO.: 23-038 CHECKED: ---</p>	<p>DRAWINGS ARE NOT VALID FOR CONSTRUCTION UNTIL SEALED AND SIGNED BY THE ARCHITECT. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT, AND ALL RIGHTS ARE RESERVED. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT, AND ALL RIGHTS ARE RESERVED. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.</p>
<p><b>A3-000</b></p>	

# Town of Pelham Fire Station No. 1 - Option D

177 Highway 20, Fonthill, Ontario

Option D  
Complete Demolition of Existing Station - Temporary  
Apparatus Building and New Station



**RAIMONDO** + **ASSOCIATES**

4687 Queen Street, Studio 2  
Niagara Falls, Ontario  
L2E 2L9

Tel: 905-357-4441  
Fax: 905-357-9203  
Email: [mail@raimondoarchitects.com](mailto:mail@raimondoarchitects.com)

**ARCHITECTS** INC.



Site Plan  
scale:1:250

Fire Station No. 1 - Option D

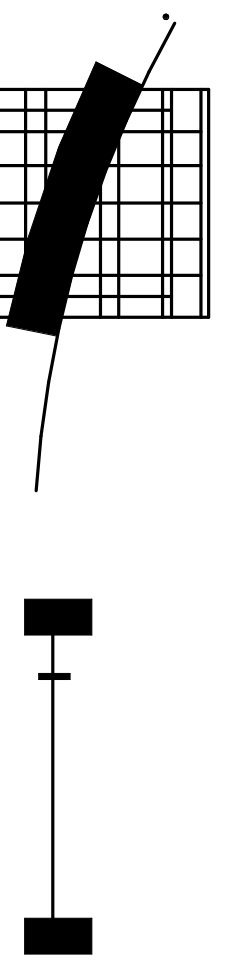
Town of Pelham  
177 Highway 20, Fonthill, Ontario

Site Plan

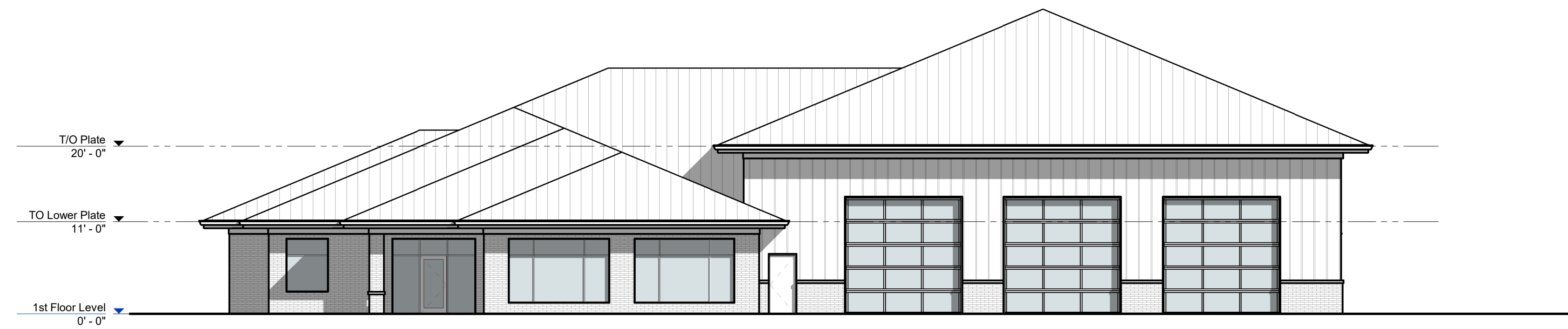
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DATE: 2024-05-29 3:51:57 PM  
SCALE: 1:250  
PROJECT NO.: 23-038  
CHECKED: ---

A1-000

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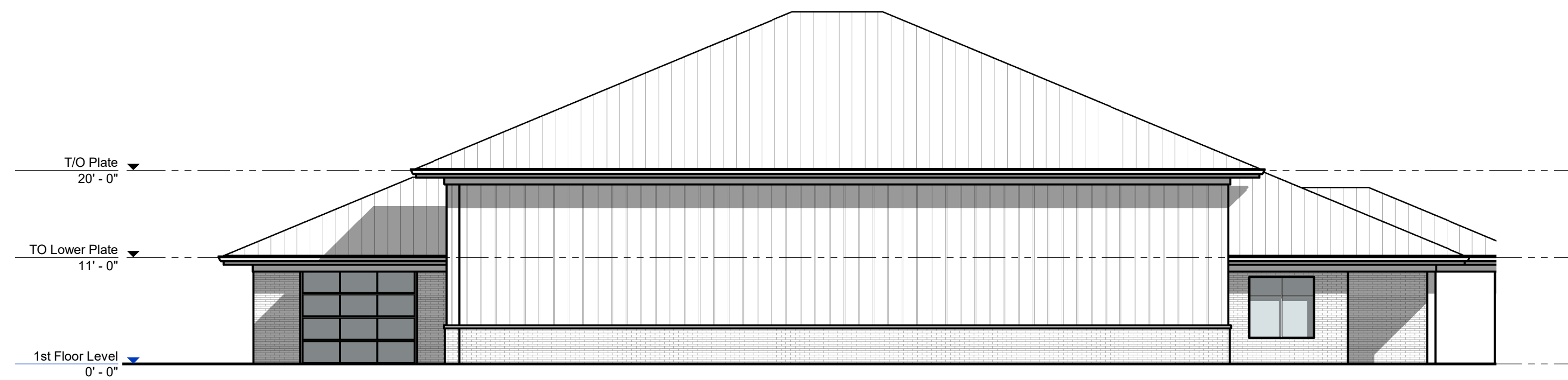
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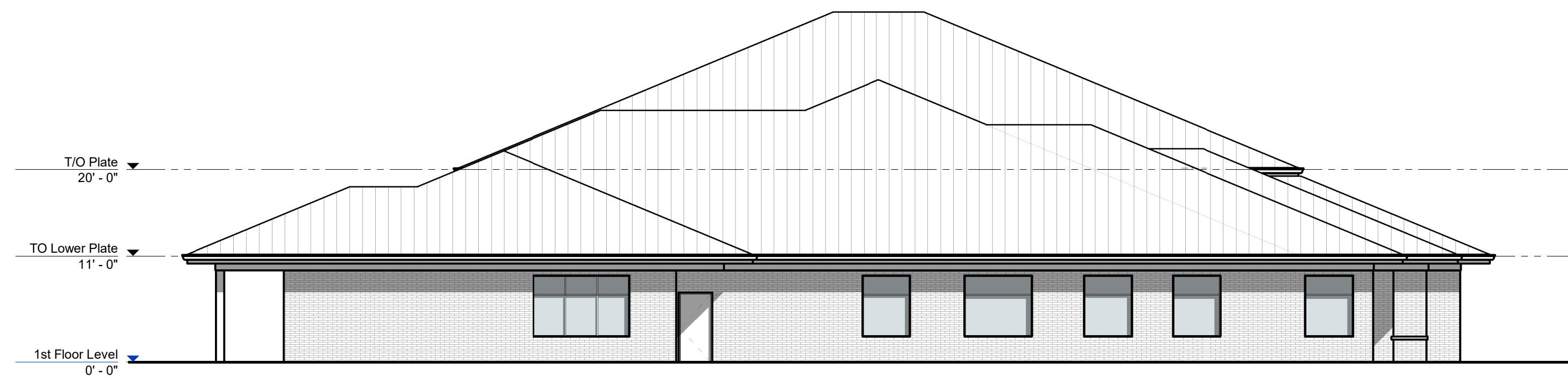
**Elevation - South**  
scale: 3/32" = 1'-0"



**Elevation - North**  
scale: 3/32" = 1'-0"

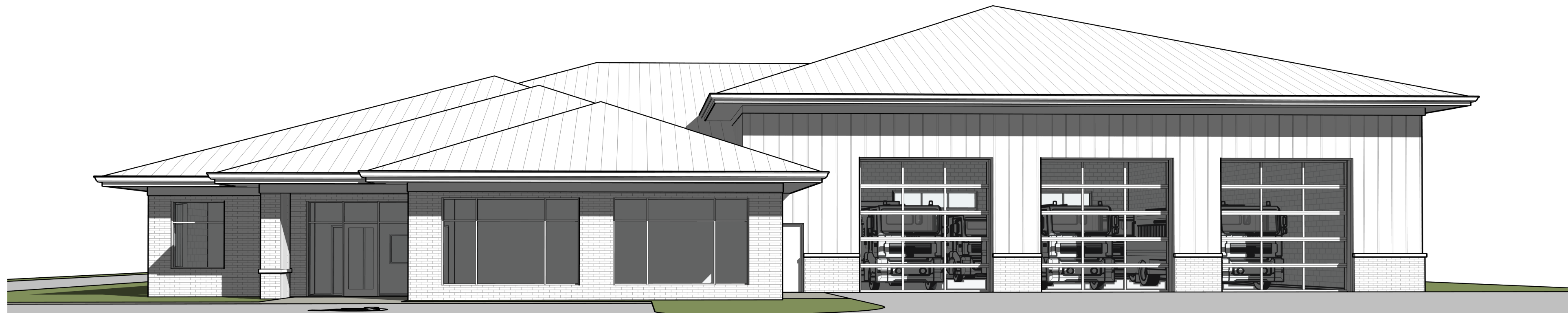


**Elevation - East**  
scale: 3/32" = 1'-0"



**Elevation - West**  
scale: 3/32" = 1'-0"

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<p><b>Fire Station No. 1 - Option D</b>          Town of Pelham          177 Highway 20, Fonthill, Ontario</p>	
<p><b>Building Elevations</b></p>	
<p>DRAWN BY: RN          DATE: 2024-05-29 3:51:46 PM          SCALE: 3/32" = 1'-0"          PROJECT NO: 23-038          CHECKED: ---</p>	<p>DRAWINGS ARE NOT VALID FOR CONSTRUCTION UNTIL SEALED AND SIGNED BY THE ARCHITECT.          THESE DRAWINGS ARE THE PROPERTY OF THE ARCHITECT, AND ARE TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED. ANY REUSE OR REPRODUCTION OF THESE DRAWINGS WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT IS STRICTLY PROHIBITED.          THE ARCHITECT ASSUMES NO LIABILITY FOR THE DESIGN OR CONSTRUCTION OF ANY AND ALL STRUCTURES, PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO A CONTRACT.</p>
<p><b>A3-000</b></p>	



South View



North View

DRAWN BY:	RN
DATE:	2024-05-23 3:51:52 PM
SCALE:	
PROJECT NO.:	23-038
CHECKED:	Checker

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 PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO A CONTRACT.

### Fire Station No. 1 - Option D

Town of Pelham  
177 Highway 20, Fonthill, Ontario

### Isometric / Perspectives

**RAIMONDO + ASSOCIATES ARCHITECTS INC.**  
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A3-200

# COST ESTIMATE

Estimated Costing

a) <del>Concept A</del>	<del>\$8,303,425</del>
b) Concept B	\$7,401,000
c) Concept C	\$7,300,260*
d) Concept D	\$6,934,140*
e) <del>Concept E – New Site</del>	<del>\$TBA</del>

\*Temporary Apparatus building for Concept C and D **\$560,000**

\* Cost to relocate Temporary Apparatus building to another site **\$280,000**



**Subject:** Haist Street Traffic Calming Pilot Update**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0205-Public Works Haist Street Traffic Calming Pilot Update, for information;**

**AND THAT Council direct Staff to install permanent speed cushions on Haist Street north of Brewerton;**

**AND THAT Council direct staff to propose a budget adequate for the provision of traffic calming measures in the 2025 Capital Roads Budget.**

**Background:**

At its regular meeting on November 1, 2023, Council endorsed the following recommendation:

**BE IT RESOLVED THAT Council receive Report #2023-0243 Haist Street Speed Report, for information;**

**AND THAT Council direct staff to implement a uniform 50km/h speed limit on Haist Street between Regional Road 20 and Metler Road;**

**AND THAT Council direct staff to include a traffic calming capital budget item for Option 3, being the installation of speed cushions on Haist Street in the 2024 Capital Roads Budget.**

This report serves to provide Council with an update on the effectiveness of the temporary speed cushions installed on Haist Street north of Brewerton Boulevard in 2024.

**Analysis:**

Town Staff installed 2 sets of removable rubber speed cushions in the vicinity of 1615 Haist Street in the spring of 2024. Removable cushions were purchased utilizing the 2024 Capital Project RD 11-24 for Traffic Calming to test their overall effectiveness and suitability for use along a given road section or neighbourhood prior to permanent installation utilizing asphalt or concrete.

Traffic studies completed in 2020 in the area of 1615 Haist Street, showed that the average speed for all vehicles was 59km/h and the 85th percentile was 73km/h. This study was repeated in 2023 showing a sharp increase in both the average speed, now 68km/h, and the 85th percentile which was found to be 85km/h.

On September 5<sup>th</sup>, 2024, a speed study was conducted between the two speed cushions that were spaced approximately 50m apart. The study showed a significant decrease in the average speed to 35km/h. The 85<sup>th</sup> percentile speed also dropped considerably to 49km/h which is 35km/h lower than the study completed in 2023.

As a result of the speed reductions realized through the pilot project and speed study, staff recommend that the speed cushions be permanently installed in 2025. Permanent speed cushions can be installed by staff utilizing HL3 Asphalt Mix for a cost of \$1700 per set (2 cushions). The total cost of the installation of Haist Street is \$3400.

Staff also recommend that the rubber speed cushions be relocated to Pancake Lane between Haist Street and Hillcrest Park to conduct a similar study prior to this winter season. Pancake Lane has similar characteristics to Haist and other Pelham roads where the road transitions from a rural cross section to an urban residential roadway.

### **Financial Considerations:**

Staff have proposed a \$20,000 project under the Roads Capital Budget for implementing traffic calming measures in 2025. This project would be used to purchase materials and/or contract services in the provision of traffic calming measures.

### **Alternatives Reviewed:**

The pilot project to install speed cushions on Haist Street proved to be effective in a location where passive measures did not produce a similar result. No further alternatives were reviewed.

### **Strategic Plan Relationship: Infrastructure Investment and Renewal**

Maintaining a safe and reliable road network is critical to the Town of Pelham to ensure the safe and efficient movement of all forms of transportation.

### **Consultation:**

No consultation was undertaken in the preparation of this report.

**Other Pertinent Reports/Attachments:**

Public Works Report #2023-0243 Haist Street Speed 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



The Corporation of the Town of Pelham

By-law No. 57-2024

**Being a by-law to appoint Andrew McMurtrie as Chief Building Official, By-law Enforcement Officer and Property Standards Officer for the Corporation of the Town of Pelham.**

**WHEREAS** Section 3(2) of the *Building Code Act, 1992*, S.O. 1992, c. 23 ("*Building Code Act, 1992*") as amended, authorizes municipal Councils to appoint a chief building official and such inspectors as are necessary for the enforcement of the *Building Code Act, 1992* in the areas in which the municipality has jurisdiction;

**AND WHEREAS** Section 15 of the *Police Services Act*, R.S.O. 1990, c. P. 15, as amended, authorizes municipal Councils to appoint persons to enforce the by-laws of the municipality;

**NOW THEREFORE** the Council of the Corporation of the Town of Pelham enacts as follows:

**1. Appointment of Chief Building Officer**

- 1.1 THAT Andrew McMurtrie be and is hereby appointed as Chief Building Official for the Corporation of the Town of Pelham.
- 1.2 THAT the Chief Building Official be and is hereby responsible for the enforcement of the *Building Code Act, 1992*, and the regulations thereunder.
- 1.3 THAT Andrew McMurtrie be and is hereby appointed as a Municipal By-law Enforcement Officer and Property Standards Officer for the Corporation of the Town of Pelham.
- 1.4 THAT the Municipal By-law Enforcement Officer and Property Standards Officer shall be responsible for the enforcement of all by-laws passed by the Council of the Corporation of the Town of Pelham.
- 1.5 THAT By-laws 3509(2014) and 4242(2020) be and are hereby repealed effective September 30, 2024, at 12:00 a.m.

**2. Effective Date**

- 2.1 This By-law shall come into force on October 1, 2024.

Read, enacted, signed and sealed this 18th day of September, 2024.

---

Marvin Junkin, Mayor

---

Holly Willford, Town Clerk



The Corporation of the Town of Pelham

By-law No. 58-2024

**Being a by-law to appoint Jason Marr as a  
Drainage Superintendent for the Corporation of  
the Town of Pelham.**

**WHEREAS** Section 93 of the *Drainage Act*, R.S.O. 1990, c. D. 17 ("*Drainage Act*") as amended, authorizes the Council of a local municipality to appoint a drainage superintendent by by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Pelham enacts as follows:

**1. Appointment of Drainage Superintendent**

- 1.1 THAT Jason Marr be and is hereby appointed as Drainage Superintendent for the Corporation of the Town of Pelham effective October 1, 2024.
- 1.2 THAT the Drainage Superintendent be and is hereby responsible for the enforcement of the *Drainage Act*, and the regulations thereunder.
- 1.3 THAT By-law 3560(2014) is hereby repealed effective September 30, 2024, at 12:00 a.m.

**2. Effective Date**

- 2.1 This By-law shall come into force on October 1, 2024.

Read, enacted, signed and sealed this 18th day of September, 2024.

---

Marvin Junkin, Mayor

---

Holly Willford, Town Clerk



The Corporation of the Town of Pelham

By-law No. 59-2024

**Being a By-law to exempt Blocks 139 and 152, 59M-505, municipally known as 72 and 74 Acacia Road, and 67 and 69 Marie Street, from Part Lot Control.**

**Saffron Meadows Phase 3 (Mountainview Building Group)  
File No. PLC-05-2024**

**WHEREAS** the Council of the Corporation of the Town of Pelham deems that the lands described in Section 1 of this by-law should be exempted from the provisions of Section 50 (5) of the *Planning Act* since such lands are to be used for semi-detached dwelling units as permitted by Zoning By-law No. 4481 (2022), as amended.

**NOW THEREFORE** the Council of the Corporation of the Town of Pelham enacts as follows:

1. **THAT** the provisions of Section 50 (5) of the *Planning Act, R.S.O. 1990, c.P.13* as amended shall not apply to the lands described as follows:
  - (a) Block 139 on Plan 59M-505, being Parts 1, 2, and 3 on Reference Plan 59R-18072, for the purpose of creating two (2) lots for semi-detached dwelling units as follows:
    1. Parts 1 and 2 on Reference Plan 59R-18072; and,
    2. Part 3 on Reference Plan 59R-18072.
  - (b) Block 152 on Plan 59M-505, being Parts 1 and 2 on Reference Plan 59R-18112, for the purpose of creating two (2) lots for semi-detached dwelling units as follows:
    1. Part 1 on Reference Plan 59R-18112; and,
    2. Part 2 on Reference Plan 59R-18112.
2. **THAT** in accordance with Section 50 (7.3) of the *Planning Act, R.S.O. 1990, c.P. 13 as amended*, this By-law shall expire three (3) years from the date of the registration of this By-law in the Land Registry Office at which time Section 50 (5) of the *Planning Act R.S.O 1990* shall apply to those lands in the registered plan described in Section 1 of this By-law.
3. **THAT** upon final passage of this By-law, the Town Clerk shall cause this By-law to be registered in the local Land Registry Office.

Read, enacted, signed and sealed this 18<sup>th</sup> day of September, 2024.

---

Marvin Junkin, Mayor

---

Holly Willford, Town Clerk



The Corporation of the Town of Pelham

By-law No. 60-2024

**Being a by-law to accept a one-foot reserve being Parts 2 and 4, Plan 59R-18135, Part of Block 180, Registered Plan 59M-505, pursuant to the subdivision agreement for Phase 3 of Saffron Meadows Phase 3 Subdivision.**

**File No. 26T19-02-2018**

**WHEREAS** the Corporation of the Town of Pelham deems it expedient to acquire the lands hereinafter described pursuant to the provisions of the *Municipal Act, 2001*, such lands being required for the purposes of the Corporation of the Town of Pelham;

**AND WHEREAS**, the developer of Saffron Meadows Phase 3 (Phase 3) has met the obligations of the subdivision agreement;

**AND WHEREAS**, the Saffron Meadows Phase 3 (Phase 3) subdivision has been registered and a Subdivision Agreement has been entered into for development of the lands;

**NOW THEREFORE** the Municipal Council of the Town of Pelham hereby enacts as follows:

1. **THAT** the lands described as Parts 2 and 4, Plan 59R-18135, Part of Block 180, Registered Plan 59M-505, are hereby accepted as a public highway known as Walker Road; and,
2. **THAT** all By-laws presently in force with respect to highways and streets shall apply to the said highway created under this By-law.

Read, enacted, signed and sealed this 18th day of September, 2024.

\_\_\_\_\_  
Marvin Junkin, Mayor

\_\_\_\_\_  
Holly Willford, Town Clerk



**INTEGRATION DATA**

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).  
 COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.

POINT ID	EASTING	NORTHING
ORP (A)	640723.52	4766198.72
ORP (B)	640530.36	4766181.80

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**SCHEDULE**

PART	LOT/BLOCK	PLAN	PIN
1	BLOCK 180	59M-505	ALL OF PIN 64067-0609 (LT)
2			
3			
4			
5			

**PLAN 59R-18135**

Received and deposited

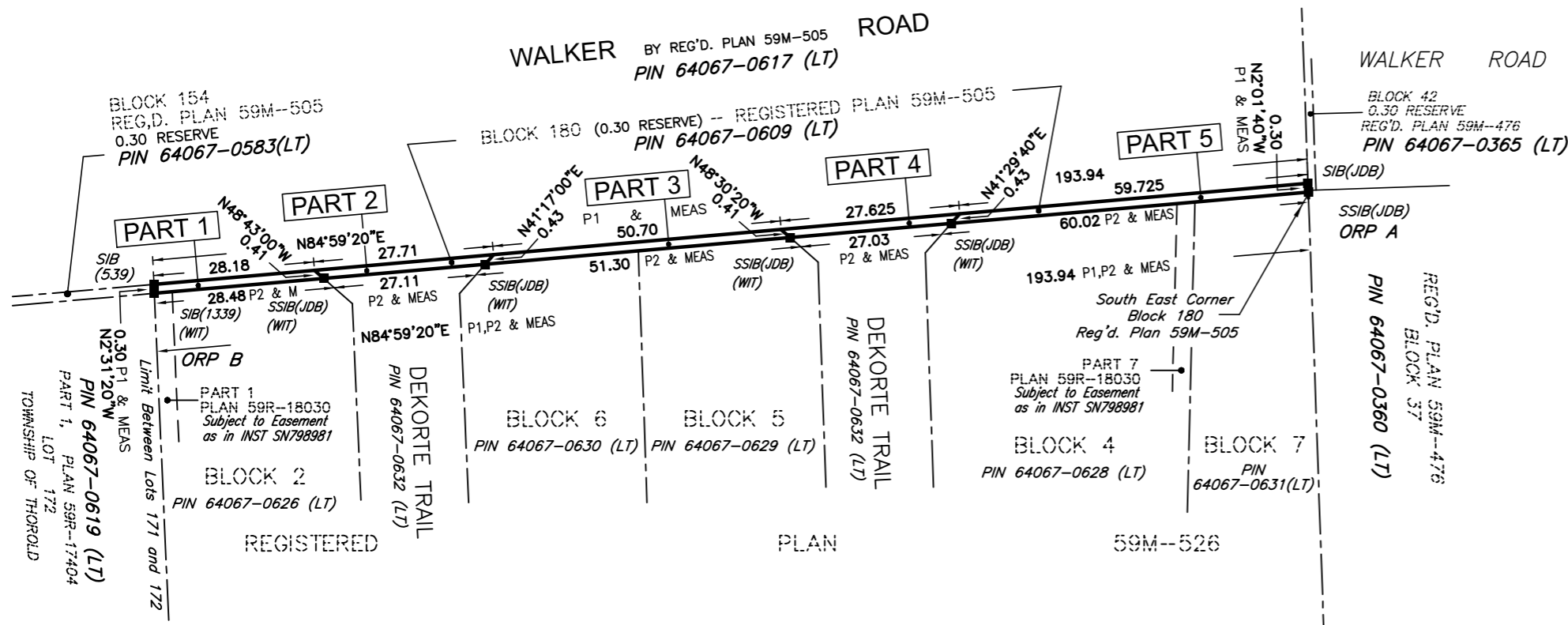
August 7<sup>th</sup>, 2024

Diana Wong

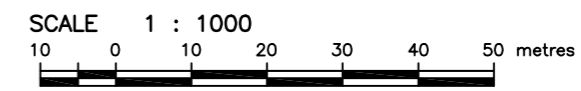
Representative for the  
 Land Registrar for the  
 Land Titles Division of  
 Niagara South (No.59)

**NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS)(2010.0).  
 DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99982



PLAN OF SURVEY  
**BLOCK 180**  
 (0.30 RESERVE)  
**REGISTERED PLAN 59M-505**  
**TOWN OF PELHAM**  
**REGIONAL MUNICIPALITY OF NIAGARA**



THE INTENDED PLOT SIZE OF THIS PLAN IS 450mm IN WIDTH BY 340mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1000

**J.D. BARNES LIMITED**  
 ONTARIO LAND SURVEYORS

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT :

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON APRIL 22, 2024

DATE : MAY 1, 2024

*[Signature]*  
 ROY S. KIRKUP  
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO A.O.L.S. PLAN SUBMISSION FORM # V-71343

**LEGEND**

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- (WIT) DENOTES WITNESS
- (OU) DENOTES ORIGIN UNKNOWN
- MEAS DENOTES MEASURED
- PIN DENOTES PROPERTY IDENTIFIER NUMBER
- ORP DENOTES OBSERVED REFERENCE NUMBER
- (539) DENOTES D. G. URE, O.L.S.
- (1339) DENOTES W. A. MASCOE, O.L.S.
- (JDB) DENOTES J.D. BARNES LIMITED
- P1 DENOTES PLAN 59M-505
- P2 DENOTES PLAN 59M-526

N=NORTH / S=SOUTH / E=EAST / W=WEST

BLOCK 180 (0.30 RESERVE) SHOWN ON THIS PLAN IS NOT DRAWN TO SCALE

**METRIC** DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DRAWN BY: GP	CHECKED BY: RSK	REFERENCE NO.: 23-16-176-00_4rplan
PLOTTED: MAY 1, 2024		DATED: MAY 1, 2024



## The Corporation of the Town of Pelham

By-law No. 61-2024

**Being a by-law to amend By-law 13-2023, confirming various appointments to Advisory Committees of the Town of Pelham for the 2022-2026 Term of Council and to appoint and remove members to the Pelham Cultural Advisory Committee and to remove members from the Pelham Finance and Audit Committee.**

**WHEREAS** the Council of the Corporation of the Town of Pelham deems it necessary and desirable to appoint members to Advisory Committees;

**AND WHEREAS** on December 5, 2022, Council established the creation of the Pelham Cultural Advisory Committee and Pelham Finance and Audit Committee;

**AND WHEREAS** on February 21, 2023, Council passed By-law 13-2023 providing for the appointment of individuals to the Pelham Finance and Audit Committee;

**AND WHEREAS** on May 3, 2023, Council passed By-law 29-2023 providing for the appointment of individuals to the Pelham Cultural Advisory Committee;

**AND WHEREAS** from time to time, it is necessary to fill vacancies on such Advisory Committees;

**NOW THEREFORE** the Council of the Corporation of the Town of Pelham enacts appointments as follows in the attached schedule, as listed below:

- 1. THAT** appointment and removals to the Pelham Cultural Advisory Committee shall be confirmed as listed in Schedule "A" attached hereto and forming part of this By-law.
- 2. THAT** removal to the Pelham Finance and Audit Advisory Committee shall be confirmed as listed in Schedule "A" attached hereto and forming part of this By-law.
- 3. THAT** from time to time, changes to Schedule "A" are necessary due to vacancies created for various reasons, it shall be deemed acceptable for Council to do so by resolution. The resolution be in effect only until the new appointments by-law is brought forward at the usual time at which Council strikes and confirms its appointments, and at which time a new by-law is enacted.

#### **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 18th day of September, 2024.

---

Marvin Junkin, Mayor

---

Holly Willford, Town Clerk

Schedule "A" to By-law 61-2024

Advisory Committees

**Pelham Cultural Advisory Committee**

Council Representative	Councillor Shellee Niznik
Public Representatives	<del>Matthew Mocha</del> Stephanie Jones Yvonne Van Lankeld <del>Patrick O'Hara</del> Tammy Van Den Brink Lori McClay <del>Maria Brigantine</del> Cecilia Brink <b>Rajbir Kaur*</b>

**Pelham Finance and Audit Advisory Committee**

Council Representative	Councillor Brian Eckhardt Councillor Wayne Olson Councillor John Wink
Public Representatives	Bill Crumm <del>Caroline Mann</del> Michael Cottenden



The Corporation of the Town of Pelham

By-law No. 62-2024

**Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 18th 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 18th 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 18th day of September 2024.

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Marvin Junkin, Mayor

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Holly Willford, Town Clerk