

Reporting Period: Clerk's Office Quarterly Report for the period: July, August, September 2024.

Recommendation:

BE IT RESOLVED THAT the Q3/2024 Clerk's Report be received for information.

Department Overview and Statistics:

Year	2022	2023	2024			
Quarter (Year to Date)	Year End	Year End	Q1	Q2	Q3	Q4
Insurance or Small Claims Processed	47	37	5	10	12	
Pelham Deaths Registered	107	58	23	44	64	
Deaths Outside of Pelham Registered	79	95	31	48	66	
Lottery Licenses Issued	14	20	8	10	16	
Council Meetings Attended/Minuted	22	23	6	11	15	
Special Council Meetings Attended/Minuted	12	1	1	3	4	
COW Meetings Attended/Minuted	1	7	0	0	0	
Public Meetings Attended/Minuted	9	10	2	4	6	
Affidavits Sworn	222	280	59	116	186	
FOI Requests Received/Processed	16	25	10	23	32	
Closed Meeting Investigation	0	0	0	0	0	
Committee of Adjustment - Variances	19	24	9	12	36	
Committee of Adjustment - Consents	13	14	8	11	16	
Committee of Adjustment - Hearings	11	12	3	6	9	
OLT Appeals C of A	1	0	0	0	0	
Muzzle Order Appeal	0	0	1	1	1	
By-laws	99	74	21	45	68	
Itinerant Seller/Vehicle Licenses Issued	8	15	7	21	21	

Short Term Accommodation Licences Issued	1	2	0	1	3
Sidewalk Patio/Sidewalk Sale Permits	3	6	1	4	4
Special Event Permit – Private	3	6	8	8	13
AMP Review Hearings	13	31	7	8	16
Marriage Licenses Issued	68	70	13	32	52
Civil Marriage Ceremonies Officiated	9	20	7	15	20
Media Releases	16	50	6	18	25
News Briefs	24	67	14	26	39

Note: Each quarterly figure is accumulative of the year’s total

Projects:

2026 Municipal and School Board Election Preparation

On September 4, 2024, Council received the first of several election-related reports outlining potential alternative voting methods for the upcoming election. In Q4 of 2024, staff will begin community consultation to gather feedback on preferred voting methods. An *Engaging Pelham* webpage is now live, with a community survey set to open on October 1, 2024. Poster boards displaying key information about each voting method will be available at the Meridian Community Centre (MCC). Additionally, staff will attend the MCC on select dates (to be determined) to engage with the public directly. This consultation process will inform staff's recommendation to Council, which is expected in early 2025.

Finalizing Ward Boundary Review

The Clerk’s Department are actively working on finalizing the ward boundary changes Council approved. This requires new ward mapping. The Clerk’s Department is focusing on more user-friendly maps, including individual ward maps. A final report and by-law will be coming to Council for approval by the end of the year.

Special Event and Travelling Vendor By-law

In close collaboration with sister departments, staff have been working to finalize the drafts of the proposed Special Event and Travelling Vendor By-laws. Since the pandemic, there has been a significant increase in the popularity of outdoor markets and events, and the existing systems are no longer sufficient to meet this growing demand. Staff are eager to formalize and streamline processes to better support local culture and drive economic activity.

Communications Analytics, July to September 2024

Page Views	Views per User	Average Time on Page
108427	3.18	0:15

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

X – Formerly known as Twitter

Posts	Engagement	New Followers
285	153	2

Facebook

Post Link Click	Page Views	Total Reach
2263	7698	66,576

Instagram

Total Posts	Engagement	Post Video Views
306	1122	2913

Engaging Pelham (Bang the Table)

Total Visitors	New Registrations	Informed Visitors/ Aware Visitors
3000	5	767/1800

Marketing Projects:

- Recreation General Programming
- Committee Members
- PD Day Camps
- 55+ Seminar and Social Series
- Babysitting Course
- Summer Camps
- Family Music
- Communities in Bloom
- Summer Chill Series
- Hop ON Bike program
- Pelham Summerfest
- Pelham Farmers Market
- Pool and Aquatics Program
- Mayors Youth Advisory Collective
- Fall Programs
- Culture Days
- Life in Pelham – Fall Issue
- Meridian Community Centre 6th Birthday

- Pickleball Scramble

Public Relations Projects:

- Project Storm Drain
- Oak Wilt
- Leash for "Fido"
- National Day for Truth and Reconciliation
- Back to School Traffic Safety
- Childhood Cancer Awareness

Grant Support:

Submitted Applications

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Seniors Active Living Fair	Older Adults Centres Association of Ontario	Provincial	Seniors Active Living Fair	Recreation, Culture and Wellness	Community Development and Growth	\$ 2,500
Enabling Accessibility Fund	Employment and Social Development Canada	Federal	Harold Black Park Accessibility Improvements	Public Works	Infrastructure Investment and Renewal	\$125,000
Rural Transit Solutions Fund: Planning and Design Stream	Infrastructure Canada	Federal	Pedestrian Sidewalk Connections	Public Works	Infrastructure Investment and Renewal	\$ 50,000
Innovative Programming Grant	HelpAge Canada	Federal	"Warming Up Seniors at the MCC" program	Recreation, Culture and Wellness	Community Development and Growth	\$ 10,000
Adaption in Action - Feasibility Study	Green Municipal Fund	Federal	Solar Panels at MCC Feasibility Study	Public Works	Infrastructure Investment and Renewal	\$ 70,000
Fueling Futures	Enbridge Gas	Provincial	Twelve Mile Creek Rehabilitation	Public Works	Environment and Climate Adaptation	\$ 40,000

Fire Protection Grant	Ontario Fire Marshal	Provincial	Particulate Blocking Hoods	Fire Services	Community Development and Growth	\$ 29,080
New Horizons for Seniors - Community Based Project Stream	Employment and Social Development Canada	Federal	Senior Led Community Mural Project	Recreation, Culture and Wellness	Community Development and Growth	\$ 24,950
Tourism Growth Program	Federal Economic Development Agency for Southern Ontario	Provincial	Peace Park Enhancements	Public Works	Infrastructure Investment and Renewal	\$110,837
RTOERO Grant	RTOERO Foundation	Federal	Senior Seminar and Social Series	Recreation, Culture and Wellness	Community Development and Growth	\$ 26,524
						\$488,891

Grants Received

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested	Amount Received
Ontario Arts Presenters Fund	Ontario Arts Council	Provincial	Community Mural Projects	Recreation, Culture and Wellness	Community Development and Growth	\$ 5,000	\$ 5,000
Public Realm Investment Program	Niagara Region	Regional	Placemaking features for the stormwater pond at the corner of Rice Road and HWY 20	Public Works	Infrastructure Investment and Renewal	\$28,500	\$ 25,000

Capital Grant	Ontario Trillium Foundation	Provincial	AODA Compliant Library Shelves	LPPL	Infrastructure Investment and Renewal	\$200,000	\$200,000
Seniors Active Living Fair	Older Adults Centres Association of Ontario	Provincial	Seniors Active Living Fair	Recreation, Culture and Wellness	Community Development and Growth	\$ 2,500	\$ 2,500
Safe Community Project Assist	Fire Marshal's Public Fire Safety Council and Enbridge Gas Inc.	Federal	Firefighting and carbon monoxide training materials	Fire Services	Enhancing Capacity and Future Readiness	\$5000 in educational materials	\$5000 in educational materials
							\$232,500

Declined

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Jackman Foundation Grants	Jackman Foundation	Provincial	Placemaking features in Pelham	Recreation, Culture and Wellness and Public Works	Community Development and Growth	\$ 19,420
Housing Enabling Water Systems Fund	Infrastructure Ontario	Provincial	Drinking water, wastewater, and stormwater infrastructure	Public Works	Infrastructure Investment and Renewal	\$ 21,170,000
New Horizons for Seniors Pan-Canadian Stream	Employment and Social Development Canada	Federal	Seniors programming over a five year period	Recreation, Culture and Wellness	Community Development and Growth	\$2,075,533.33
Canada Post Community Grant	Canada Post Community Foundation	Federal	Youth program pass and youth equipment	Recreation, Culture and Wellness	Community Development and Growth	\$ 24,997
Fueling Futures	Enbridge Gas	Provincial	Twelve Mile Creek Rehabilitation	Public Works	Environment and Climate Adaptation	\$ 40,000
Reconciliation Action Grant	The Gord Downie & Chanie	Federal	National Ribbon Skirt	Recreation, Culture and Wellness	Community Development and Growth	\$ 5,000

	Wenjack Fund		Day programming			
Inclusive Communities Grant	Ontario Ministry for Seniors and Accessibility	Provincial	Installation of benches along the trail network	Public Works	Community Development and Growth	\$ 60,000
Invasive Phragmites Control Fund	Invasive Species Centre	Provincial	Phragmites Mapping and Treatment	Public Works	Environmental and Climate Adaptation	\$ 9,650
RTOERO Grant	RTOERO Foundation	Federal	Senior Seminar and Social Series	Recreation, Culture and Wellness	Community Development and Growth	\$ 26,524