

Town of Pelham Quarterly Report

Wednesday, April 22, 2026

Subject: Quarterly Report for the Reporting Period: Jan, Feb, March 2026

Department: Community Planning and Development

Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2026 Community Planning and Development quarterly report, for information.

Department Overview and Statistics:

Overview

The Community Planning & Development Department has had a successful Q1 in 2026. There have been pre-consultation meetings to discuss and organize future developments, and various conditional site plan approvals have been granted.

Key policy projects are also continuing to move forward, including the Zoning By-law Housekeeping Update, the Additional Residential Unit Zoning By-law Amendment, and the new Official Plan.

Overall, development opportunities continue to move forward in the Town of Pelham as a result of the municipality's improved policy regime.

Development Planning

From January – March 2026, the Planning Division worked on the following development applications:

- 6 Subdivision / Condominium Applications
- 3 Zoning By-Law Amendments
- 6 Site Plan Applications
- 1 Development Agreement
- 5 Consent Applications
- 6 Minor Variance Applications
- 1 NEC Development Permit

A total of 7 Pre-Consultation meetings were also held.

Conditional Site Plan approval was also granted for:

- 33 Canboro Road for a 3-storey mixed-use with 1 ground-floor commercial unit and 12 apartment dwellings
- 483 Highway 20 West for an agriculture-related warehouse
- 174 Highway 20 West for 5 storey 30-unit apartment building
- 701 Quaker Road (Bauer Landing) for 52 block townhouse units

Comparative Planning Applications and Average from 2022-2026 YTD:

Annual Application Averages	2022	2023	2024	2025	2026 (YTD)	Avg.
<i>Subdivision</i>	1	0	2	2	1	1.6
<i>Condominium</i>	1	0	3	1	0	1.6
<i>Official Plan Amendment</i>	3	2	1	0	0	2.6
<i>Zoning By-Law Amendment</i>	8	11	9	4	3	10.6
<i>Site Plan Approval</i>	10	8	10	10	2	9.2
<i>Part Lot Control</i>	1	3	6	2	0	2.4
<i>Consent</i>	13	15	15	10	5	16.8
<i>Minor Variance</i>	19	25	38	11	6	28.4
<i>Development Agreement</i>	2	4	1	6	0	2.6
<i>NEC Development Permit</i>	12	16	13	3	1	10.2
<i>Communication Towers</i>	0	1	0	1	0	0.2
<i>Heritage Designation</i>	0	0	0	1	0	0
<i>Heritage Permit</i>	0	0	0	0	0	0
Total	70	85	98	51	18	86.2

MuniPaas Planning Application Portal - The online portal for pre-consultation meeting requests launched Q1 2025, but is experiencing technical challenges. The remaining development applications were added to the portal in Q4 of 2025. Staff continue to work with the consultant and the IT Manager to implement continuous improvements.

Updating Site Plan By-law – Staff have initiated work on an updated Site Plan By-law, which will be brought forward in Q3/4 2026.

Community Benefits/Updating Parkland By-law – Staff have initiated research on a **Community Benefits and Parkland By-law project**, to be introduced in Q2/Q3.

Building

During the first quarter, the Building Department issued 42 building permits and conducted 309 inspections, reflecting a steady yet manageable level of administrative work.

In line with broader economic trends, the Building Department has noticed a significant slowdown in new construction starts and overall development activity compared to previous years. This change is mainly due to sustained high interest rates and rising material costs, which have delayed construction starts.

Building Activity Statistics from January-March 2026:

Month	Building Permits	Inspect's	Demos	Commercial Sq. Ft.	New Dwellings	Value of Construction
Jan.	16	90	4	0	3	\$1,092,000
Feb.	17	87	0	1522	4	\$2,626,174
March	9	142	0	1800	2	\$3,255,000
Total:	42	309	4	3322	9	\$6,973,174

Building Permit Time Frames from January-March 2026:

Building Type and Number of required days to issue	Number of Permits Issued	Average Number of Days to Issue Permit
House: 10 days	31	8 days
Small Building: 15 days	2	12 days
Large Building: 20 days	9	18 days
Complex Building: 30 days	0	0 days
Total:	42	

Major Building Projects Over \$250,000 (excluding single-family dwelling units and towns): There is currently one project over \$250,000 in the Town of Pelham.

- \$1,500,000 - Construction of 27-unit mid-rise building - Foundation Only permit

Town Development Charges (collected by the Finance Department at the time of building permit approval): A total of \$78,858.65 was collected during the first quarter of 2026.

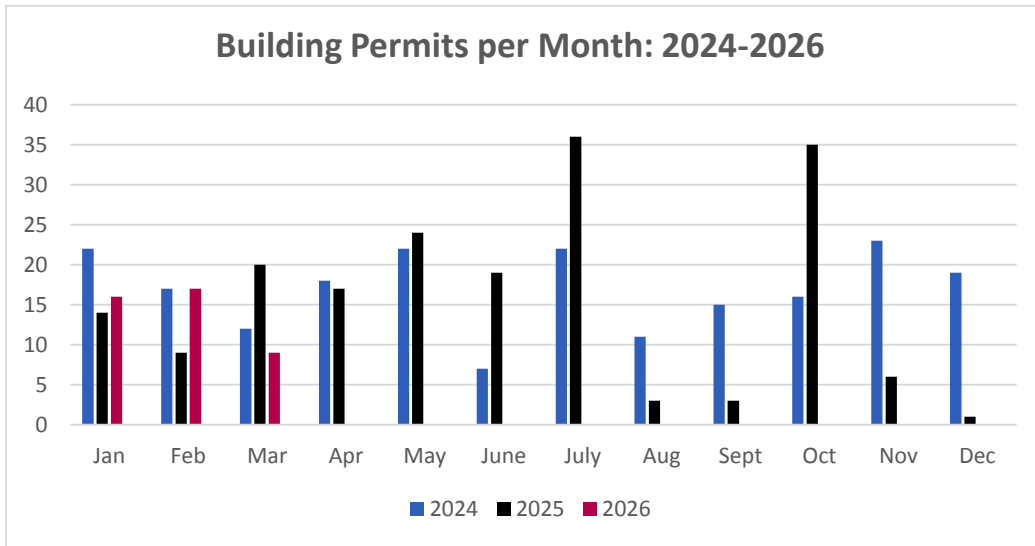
Building Enforcement - Building staff have conducted enforcement activities along with plan reviews and inspections. Most enforcement has led to voluntary compliance through education and cooperation.

Closure of Building Permits – Building staff have undertaken a Q-1 project to finalize old building files. To date, 52 inspections have occurred, resulting in many permits being finalized and various open permits moving forward with additional/ongoing works. This project is proving to mitigate municipal risk and clean up outstanding building files.

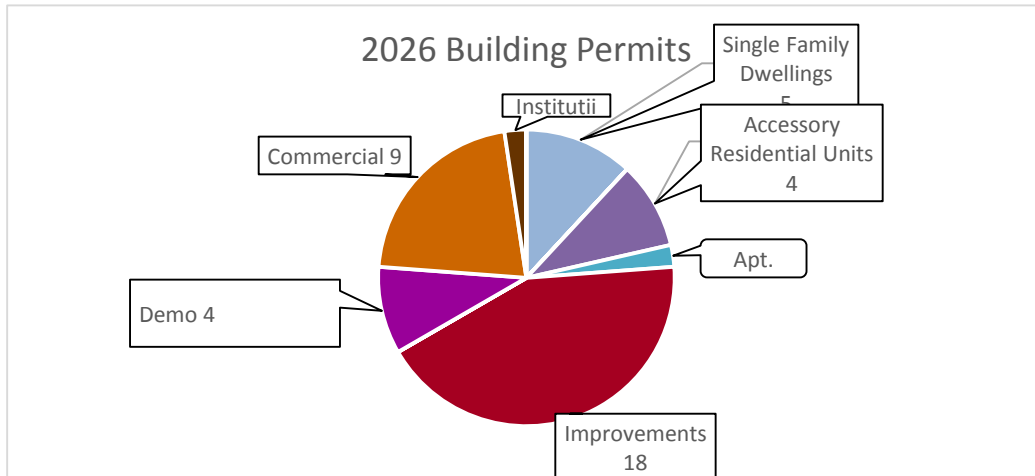
Building Permit Fee & By-law Review - The Request For Proposal to hire a consultant to review building permit fees and update the building by-law has been issued for tender. This tender closes early second quarter on April 14, 2026.

Comparative Building Permits and Average from 2022-2026:

	2022	2023	2024	2025	2026	Average (2024-2025)
Building Permits Issued	280	316	215	191	42 YTD	203



Building Permit Breakdown (Year to Date - 2026):



Policy Planning:

Housekeeping Zoning By-law Amendment - By-law 01-2026 “Housekeeping” was approved by Council in Q1. An appeal was received from Mr. Craig Larmour and filed with the Town. Since receipt of the notice of appeal, staff have received additional correspondence from the appellant further outlining the specific areas of concern, many of which staff are confident can be addressed outside of a formal hearing. Staff continue to engage with the appellant to resolve the outstanding issues and remain optimistic that a resolution may be achieved.

The Ontario Land Tribunal had tentatively scheduled a hearing on this matter for April 30, 2026. This has since been adjourned, and Staff are awaiting confirmation of a new date. Staff will continue to keep Council informed as the matter progresses.

Additional Residential Unit Zoning By-law Amendment - Staff initiated a Zoning By-law Amendment to review and update the Town’s Additional Residential Unit (ARU) regulations, including provisions related to the number of units permitted, landscaping requirements, maximum unit size, definitions and other regulations as applicable. Public consultation was a key component of this process, with a well-attended facilitation session held on January 22, 2026, followed by a statutory public meeting on February 11, 2026, during which additional feedback was received from both the public and Council. Staff incorporated this input, conducted a best-practices review, and prepared a draft bylaw for consideration.

Following the statutory public meeting, the draft by-law was refined and circulated to Dillon Consulting for peer review. A recommendation report was subsequently presented to Council on March 25, 2026, at which time Council directed staff to proceed with preparing the final by-law based on the draft presented (with a minor amendment). The final by-law was approved by Council on April 8, 2026, with the appeal period extending to May 4, 2026.

Town of Pelham New Official Plan - Council adopted the Town of Pelham’s new Official Plan on May 21, 2025, following an extensive public process, and submitted it to the Ministry of Municipal Affairs and Housing (MMAH) in early June, where it was deemed complete on June 26, 2025. Since that time, the Province has been undertaking a detailed review in consultation with partner ministries and agencies.

Preliminary feedback was discussed at a meeting with MMAH on January 27, 2026, followed by a formal issues list received on February 2, 2026. The review timeline has been longer than typical, as this represents the first review of the Town’s Official Plan under the new approval framework introduced through Bill 23, which removed approval authority from the Region. In response, Town staff have reviewed and addressed the

Province's comments, consulted with relevant agencies, and submitted a revised draft of the Official Plan to the Province for final review.

Planning Report 2026-0087 provides additional detail on the next steps required to advance the Official Plan toward Ministerial approval.

East Fonthill Secondary Plan Extension - Discussions and work on the East Fonthill Secondary Plan Extension continued in the first quarter. This project is moving slowly, as the various studies are being conducted by a third party under a Memorandum of Understanding, and the clients are not interested in progressing quickly due to the state of the economy.

South Fonthill Secondary Plan – Discussions have occurred this first quarter of the year with the South Fonthill Secondary Plan landowners, via a professional consultant, to explore a partnership/Memorandum of Understanding to move the required studies forward. An additional Request For Proposal is expected to be issued for the policy/designation works in Q3.

Environment:

Corporate Climate Change Mitigation Plan - Staff are working with a consultant to develop the Corporate Climate Change Mitigation Plan to outline a pathway for the Town to reduce GHG emissions associated with municipal assets, infrastructure, operations and services. The consultant has prepared a GHG inventory that quantifies emissions from corporate operations, including buildings, fleet, water and wastewater infrastructure, waste, and streetlights. In Q2 2026, the consultant will provide a summary of their full report, including the GHG inventory, potential emission-reduction targets, and the required actions associated with these targets.

Community Climate Change Mitigation Plan - This plan focuses on inventorying and reducing community-wide emissions. The plan aims to engage the community toward a low-carbon, energy-resilient future. The outcomes of the plan include a baseline “climate report card” on municipal progress, an updated “climate report card” in one year to analyze Town mitigation planning progress, a community-wide energy and emissions inventory, and a summary report outlining results from the Energy Mapping Workshop. The workshop was held on March 24th, 2026 and was well attended. The outputs are all associated with the Net-Zero Accelerator program the Town has enrolled in, administered by non-profit consultant QUEST Canada. The outputs from the consultant and program are fundamental for and feed directly into the eventual production of the Community Climate Change Mitigation Plan.

Overall, Q1 has been a busy time for Community Planning & Development with many projects moving forward and continued development and building.