

REGULAR COUNCIL REVISED AGENDA

C-21/2020 - Regular Council

Monday, December 14, 2020

6:00 PM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

During the ongoing global pandemic, Novel Coronavirus COVID-19, the Town of Pelham Council will continue to convene meetings in compliance with Provincial directives. Attendance by most Members of Council will be electronic. Public access to meetings will be provided via Livestream

www.youtube.com/townofpelham/live and subsequent publication to the Town's website at www.pelham.ca.

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B. Lymburner

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D. Cribbs

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Regional Report CLK C 2020-209 PWC-C 44-2020 - Transit

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11. Unfinished Business

12. New Business

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1. By-law 4299(2020) - Being a by-law to amend By-law No. 3728(2016) to establish 2021 Fees and Charges to be collected by the Corporation of the Town of Pelham, and to Repeal By-law No. 4187(2020), as amended by By-law No. 4250(2020).

2. By-law 4300(2020) - Being a by-law to authorize the execution of a site plan agreement for the lands municipally known as 160 Highway 20 East, legally described as Part Block 3, Plan 59M-432 Parts 1, 8, 9, 10, 11, 16, 17, 18 & 19 59R-16208; subject to an easement In gross over Pts 10 & 16 59R-16208 as in SN 489589; subject to an easement in gross over Part 15 59R-16208 as in SN 489306; subject to an easement in gross over Pts 9 & 18 59R-16208 as in SN 306187; Town Of Pelham. Crown Grove Estates Inc. File No. SP-02-20.

3. *By-law 4304(2020) - Being a by-law to amend Sign By-law 4199(2020), being a by-law to prohibit and regulate signs and regulate the placing of signs upon highways and buildings.*

14. Motions and Notices of Motion

14.1. Councillor Haun - Support for 988 Crisis Line

Moved by Councillor Haun

Seconded by Councillor Stewart

WHEREAS there is a call for the Federal government to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS Pelham Town Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT Pelham Town Council endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP and local area municipalities to indicate our support.

15. **Matters for Committee of the Whole or Policy and Priorities Committee**
16. **Matters Arising Out of Committee of the Whole or Policy and Priorities Committee**
17. **Resolution to Move in Camera**
18. **Rise From In Camera**
19. **Confirming By-Law**
20. **Adjournment**

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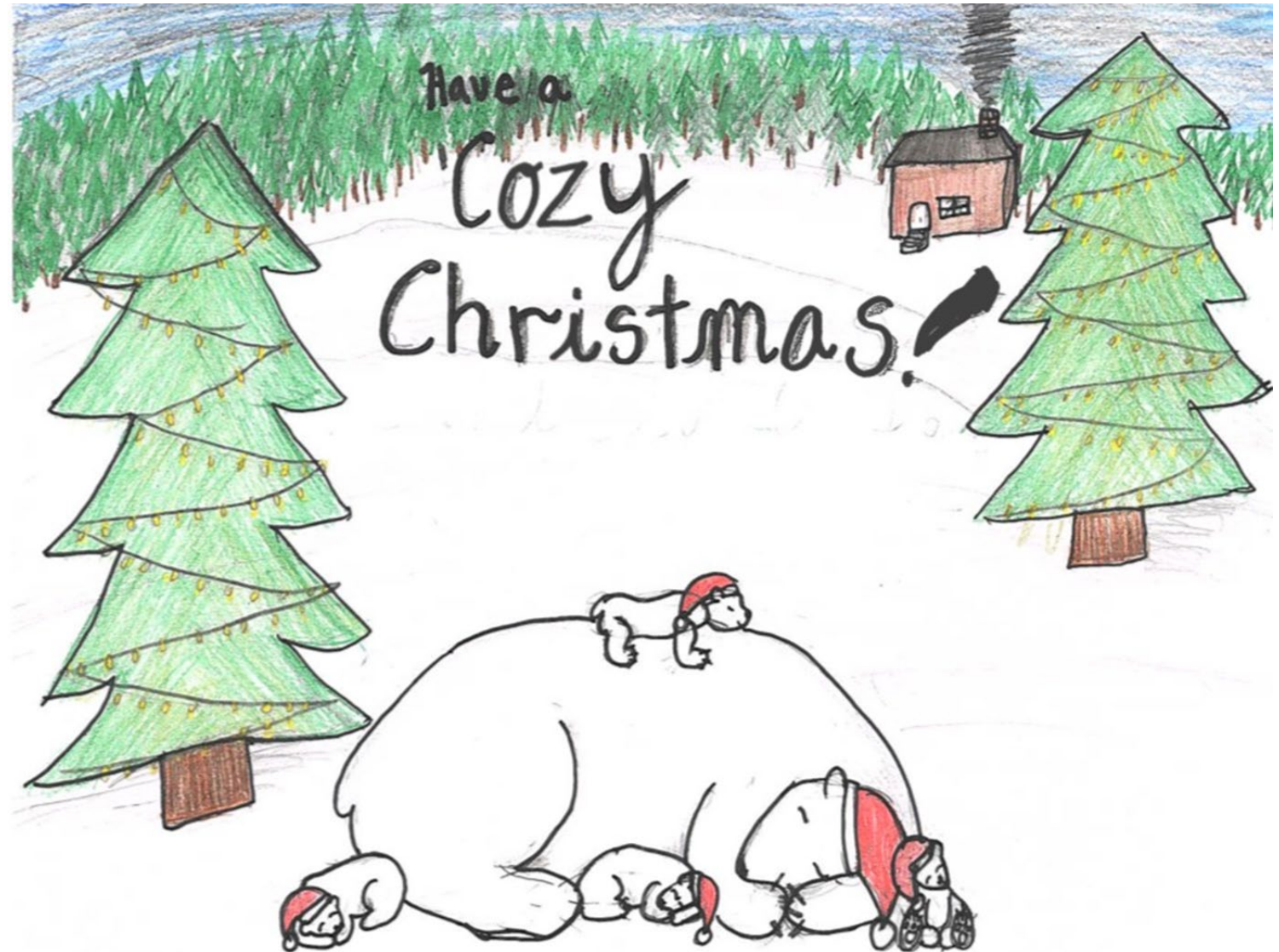


2020 Annual Holiday Card Winners

Mira,
Age 11
(Cover)



Emily,
Age 11



Madelyn,
Age 11



Brooke, Age 11



Zach,
Age 11



Annaleigh, Age 10



Maude,
Age 11



Isabelle,
Age 12



Lucy,
Age 10



Trinity,
Age 8



Kathleen,
Age 11



Nathan,
Age 11





Congratulations to all and thank you
for taking part in this much loved
holiday tradition!



NCDRA
- An Overview -

Presented to
Town of Pelham Council
Dec 2020

NCDRA Background

- Created as a British Commonwealth Air Training Plan airport to train pilots during WW2. Hundreds of pilots were trained between 1942-1945.
- From 1945 to mid 1970s the airport was owned and operated by the Federal government, then was sold to the 4 municipalities (Welland, Port Colborne, Wainfleet, Pelham) who now own it and whose appointed Council representatives form the governing Commission.
- Since inception, the airport has been used to provide initial career, private, and commercial flight training to local and foreign pilots.
- In 2015 the Niagara Central Airport was renamed the Niagara Central Dorothy Rungeling Airport in honour of the aviation pioneer and award-winning **Pelham** resident who was hailed as one of Canada's most experienced air racers. Dorothy received the Order of Canada in 2003 for her many contributions to aviation.

NCDRA Commission

The Commission is comprised of representatives from the 4 municipalities previously mentioned and is served by numerous years of Council experience

Welland

Leo Van Vliet – 5th term Councillor (19 years total)

Jim Larouche – 6th term Councillor (23 years total)

Adam Moote – 1st term Councillor

Port Colborne

Gary Bruno – 5th term Councillor (19 years total)

Ron Bodner – 1 term Mayor, 4th term Councillor

Wainfleet

John Maclellan – 1st term Councillor

Pelham

Lisa Haun – 1st term Councillor

The NCDRA is a registered aerodrome:

- A registered aerodrome is not a certified airport BUT a certified airport is a registered aerodrome
- NCDRA does not have a control tower, however it does have the latest technology in terms of GPS approach added by the commission in 2018-19 and thus the onus remains on a pilot to determine whether an aerodrome is safe and suitable for use
- Aerodromes in Canada must be certified as airports when:
 - they are located within the built-up area of a city or town; are used by an air carrier as a main operations base or for scheduled passenger carrying service; or the Minister considers certification is in the public interest of aircraft movement per year



Photo credit: R. Meisel

- In 2002 the NCDRA considered the first new construction of hangars and increased capacity for storage and maintenance activities.
- 13 new buildings are now on site + 31 tie-down rental spaces. Capacity has tripled in the past 15 years.
- Two paved runways (~3500' x 100' and 2670' x 50') as well as one turf runway (2341' x 60')



NCDRA Today

- 5 commercial enterprises: skydiving, flight school, maintenance/repair services and a world-renowned radar manufacturer & research lab.
- Home to 87 Eagle Squadron Air Cadets - Hundreds of air cadets from Niagara Region participate in spring and fall gliding activities on the field.
- Home to COPA Flight 149 – local chapter of Canadian Owners and Pilots Association
- The hard surfaced runways have been rehabilitated.
- Due to the efforts of COPA 149 an abandoned runway has been revived as a turf surface.
- A recent joint initiative between COPA 149 and the Commission has renovated an equipment storage facility
- GPS approach technology added in 2018-2019

- NCDRA was the 2019 terminus of the Air Race Class (ARC), an international women's racing event consisting of over 55 pilot teams.
 - race started in Tennessee and travelled over 3,800kms to several airports throughout U.S and one in Canada before landing at NCDRA. This unique event first began in 1929 and this was the first time in 90 years that the race finished in Ontario.
- Est. \$650K impact on the local economy - pilots and their families visited local restaurants, shops, entertainment venues and hotels.



- Following the race judging, the public was invited to a plaque unveiling in honour of Niagara's local aviation pioneer, Dorothy Rungeling, the airport's namesake.
- The local chapter of The Ninety-Nines, an international organization of women pilots, also made a dedication for its Compass Rose Project.



- Aside from the municipal subsidy (Pelham's portion based on population is currently \$27,828.) Revenues are derived from hangar land leases, taxes (Pelham taxes \$45,800), tie-down rental fees and fuel sales.
- The current Commission has reduced and held at zero the municipal subsidy including for the coming year 2021. Our goal is to reduce the subsidy over the term of this Commission.

Changes in 2020 and 2021

- Administrative cost reductions (meeting administration, office expenses, auditing expenses, payroll remittances)
- New fueling accountability, (100% self-managed /cost/profit) moving forward for all of 2021.
- Electrical metering separation from tenant and upgrade in LED lighting lowering our expenses.
- Hangar access road extended and completed.
- Farm tax credit application reducing NCDRA property taxes by approximately 10K.
- Restructuring waste handling to reduce annual costs by approximately 2k.
- Reduced annual operations cost by restructuring daily operations .
- We have installed a tree berm, a landscape aesthetic feature.

Self-serve 24hr/365 automatic fuel system installed.



Benefits of NCDRA for Pelham

- The airport's economic benefit as studied in a 2014 report had a conservative estimate of contributing \$4.5 million annually to the local economy (*Archbold Leclerc Report*)
- Air ambulance access
- Attraction visitation - Niagara Skydive, Flight school,
- Property tax revenues will increase based on the growth of hangar leases (business plan case TBA)
- Transportation for residents, visitors and businesses
 - Can facilitate access as a transportation hub for goods, tourism, business travel, commercial growth
 - Local area pilots use NCDRA for recreational and commercial aviation
- Contributes to economic health and growth
 - Can attract new businesses and improve region's ability to interact with a larger, international market (*Niagara Airport Strategy, Niagara Region COTW, May 2019*)

NCDRA Tomorrow

- Demand is expected to increase - By 2041, the population in Niagara is expected to grow by 36% (Southern Ontario Airport Network)
- Tourism – Niagara's attraction + Proximity Toronto and Hamilton airports
- Mid-Peninsula transportation corridor. A 2019 federal report calls on the government to co-operate with Ontario and affected municipalities to "establish redundancy in relation to the current Queen Elizabeth Way" and concludes that Ottawa "should consider the creation of a Mid-Peninsula Transportation Corridor." (*Interim Report on Establishing a Canadian Transportation and Logistics Strategy*, Report of the Standing Committee on Transport, Infrastructure and Communities, House of Commons, Feb 2019)
- Room for growth – Demand for hangars – potential to build a multi-unit (T) hangar and rent out space



Questions?

REGULAR COUNCIL MINUTES

Meeting #: C-20/2020 - Regular Council
Date: Monday, December 7, 2020
Time: 5:30 PM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

Members Present: Marvin Junkin
Lisa Haun
Bob Hildebrandt
Marianne Stewart
John Wink
Wayne Olson

Regrets Ron Kore

Staff Present: David Cribbs
Nancy Bozzato
Bob Lymburner
Ryan Cook
Jason Marr
Teresa Quinlin
Barbara Wiens
Holly Willford

Other: N. Soberman, A. Hamdy, S. Lerner Item 4.2.1
D. Huson, C. Sharma, Item 8.4.1

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:30 p.m.

2. Approval of Agenda

Moved By Marianne Stewart
Seconded By John Wink

BE IT RESOLVED THAT the agenda for the December 7, 2020 Regular meeting of Council be adopted.

Moved By Marianne Stewart
Seconded By John Wink

BE IT RESOLVED THAT the agenda for the December 7, 2020 Regular meeting of Council be adopted as amended, to include a Notice of Motion by Councillor Haun, Item 14.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

3. Disclosure of Pecuniary Interests and General Nature Thereof

**3.1 Marianne Stewart - Agenda Item 13.2, By-law 4295(2020)
- Face Coverings By-law**

The Councillor is stitching face masks and while many are donated, the Councillor receives a small payment for some to cover material costs. She did not participate in the debate or voting on the proposed by-law and vacated the meeting by muting her microphone and disabling her camera during this portion of the meeting.

4. Hearing of Presentation, Delegations, Regional Report

4.1 Presentations

**4.1.1 COVID-19 Update - Community Emergency
Management Co-Ordinator**

B. Lymburner, Community Emergency Management Co-Ordinator, presented an update on the COVID-19 pandemic. Preliminary inspections of municipal facilities are being conducted by Niagara Public Health regarding potential inoculation sites.

Moved By Lisa Haun
Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive the COVID-19 update presentation from B. Lymburner, Fire Chief and Community Emergency Management Co-Ordinator, for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

4.1.2 COVID-19 Update - Chief Administrative Officer

D. Cribbs, CAO presented the corporate update as they relate to the ongoing pandemic, most notably advising that the Town of Pelham no longer rents out ice time to groups or individuals from outside of the Niagara Health district.

Moved By Bob Hildebrandt
Seconded By John Wink

BE IT RESOLVED THAT Council receive the COVID-19 update presentation from D. Cribbs, CAO, for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

4.2 Delegations

4.2.1 Crowngrove Estates Inc. Re: Site Plan Agreement, Shops on 20

N. Soberman presented information regarding their proposed development on Regional Road 20. Aly Hamdy, Senior Partner, Petroff Architects, presented information regarding the proposal. Steven Lerner, representative from McDonald's Restaurants Canada addressed Council on their proposal to relocate the McDonald's restaurant to the new site.

Moved By Lisa Haun
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive the presentation from Crowngrove Estates Inc. re: Site Plan Agreement for Shops on 20, for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

4.3 Report of Regional Councillor

No Report.

5. Adoption of Minutes

Item 8.1 and 8.4.1 were lifted for separate consideration.

Moved By John Wink
Seconded By Bob Hildebrandt

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

- 1.SC16/2020 Special Council Minutes - November 16, 2020**
- 2. C-19/2020 Regular Council Minutes - November 16, 2020**

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

6. Business Arising from Council Minutes

None

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

Item 8.1, Recommendations arising from COW or P&P for Council Approval, 2020-0197 Corporate Services; and 8.4.1, Niagara Peninsula Conservation Authority Resolution were lifted for separate consideration.

8. Consent Agenda Items to be Considered in Block

Moved By Wayne Olson

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the Consent Agenda items as listed on the December 7, 2020 Council Agenda be received and the recommendations contained therein be approved, as applicable.

~~8.1 Presentation of Recommendations Arising from COW or P&P, for Council Approval, 2020-0187 Corporate Services~~

~~BE IT RESOLVED THAT COUNCIL HEREBY approves the Recommendations Resulting from the following:~~

~~1. PCOW-06/2020 Public Meeting Under Planning Act – November 9, 2020~~

~~2. SCOW-02/2020 Committee – November 9, 2020 and Continued to November 30, 2020~~

~~3. SCOW-03/2020 Committee – November 30, 2020~~

~~BE IT RESOLVED THAT Council receive Report #2020-0187, Approval of 2021 Capital Budget; and~~

~~THAT Council approve the 2021 Capital Budget, as amended;~~
~~AND THAT the five year capital forecast be received for information.~~

(8.1 - Lifted for Separate Consideration)

8.2 Minutes Approval – Committee

BE IT RESOLVED THAT Council receive the following minutes for information:

- 1. PCOW-06/2020 Public Meeting Under Planning Act - November 9, 2020**
- 2. SCOW-02/2020 Committee - November 9, 2020 and Continued to November 30, 2020**
- 3. SCOW-03/2020 Committee - November 30, 2020**

8.3 Staff Reports of a Routine Nature for Information or Action

8.3.1 Training and Development , 2020-0155-Chief Administrator Officer

BE IT RESOLVED THAT Council receive Report #2020-0155 for information.

8.4 Action Correspondence of a Routine Nature

~~8.4.1 Niagara Peninsula Conservation Authority Resolution re Bill 229—
Proposed Amendments to Conservation Authorities Act~~

~~BE IT RESOLVED THAT Council RECEIVE the correspondence from the
Niagara Peninsula Conservation Authority dated November 16, 2020
regarding changes to Conservation Authorities Act and Conservation
Authorities' Role in Land Use Planning;~~

~~AND THAT Council endorse and support the NPCA Resolution appended
thereto;~~

~~AND THAT the Clerk notify all parties.~~

(8.4.1 - Lifted for Separate Consideration)

8.4.2 Fonthill Lions Club re Municipal Grants

**BE IT RESOLVED THAT Council receive correspondence from the
Fonthill Lions Club regarding Municipal Grants, for information;**

**AND THAT the request be referred to staff for consideration as
part of the 2021 Town of Pelham grant process.**

8.4.3 Royal Canadian Legion Branch 613 re Municipal Grants

**BE IT RESOLVED THAT Council receive correspondence from the
Royal Canadian Legion Branch 613 regarding Municipal Grants,
for information;**

AND THAT the request be referred to staff for consideration as part of the 2021 Town of Pelham grant process.

8.4.4 Pelham Finance and Audit Committee - Recommendation Letter

BE IT RESOLVED that Council receive the Recommendation Letter from the Pelham Audit and Finance Committee dated November 30, 2020;

AND THAT Council approve and endorses the recommendations therein, and that:

- **Council receive the 2020 Year End Audit Service Plan from Deloitte for information**

8.5 Information Correspondence Items

8.5.1 Notice of First Nation Deer Harvest in Short Hills Provincial Park 2020

BE IT RESOLVED THAT Council receive a notice of the 2020 First Nation Deer Harvest in Short Hills Provincial Park, for information.

8.5.2 David Nicholson re ICAN Cities Appeal

BE IT RESOLVED THAT Council receive the submission from David Nicholson dated November 14, 2020 regarding the ICAN Cities Appeal, for information.

8.5.3 Niagara Cycling Clubs Alliance Support for Pelham Active Transportation Committee Bicycle Priorities

BE IT RESOLVED THAT Council receive correspondence from the Niagara Cycling Clubs Alliance dated November 24, 2020, supporting the Pelham Active Transportation Committee Bicycle Priorities, for information.

8.5.4 Memorandum from the Ministry of Municipal Affairs and Housing re Enforcement of Orders under the Reopening Ontario Act

BE IT RESOLVED THAT Council receive the Memorandum from Deputy Kate Mansion-Smith, Ministry of Municipal Affairs and Housing, dated November 24, 2020, regarding Enforcement of Orders under the *Reopening Ontario Act*, for information.

8.5.5 P. Moffat & N. Bellantino Additional Comments re Zoning By-law Amendment Application AM-09-2020

BE IT RESOLVED THAT Council receive correspondence from Peter Moffat and Nancy Bellantino dated November 25, 2020 regarding Zoning By-law Amendment Application AM-09-2020, for information.

8.5.6 U. Brand and J. Morrison Additional Comments re Zoning By-law Amendment Application AM-09-2020

BE IT RESOLVED THAT Council receive correspondence from U. Brand and J. Morrison dated November 30, 2020 regarding Zoning By-law Amendment Application AM-09-2020, for information.

8.7 Committee Minutes for Information

8.7.1 Pelham Library Board Minutes

BE IT RESOLVED THAT Council receive the Library Board minutes dated August 26, 2020 and September 30, 2020 for information.

8.7.2 Mayors Youth Advisory Committee Minutes

BE IT RESOLVED THAT Council receive the Mayors Youth Advisory Committee minutes dated August 27, 2020, for information.

8.7.3 Pelham Seniors Advisory Committee Minutes

BE IT RESOLVED THAT Council receive the Pelham Seniors Advisory Committee minutes dated March 12, 2020, for information.

8.7.4 Pelham Finance and Audit Committee

BE IT RESOLVED THAT Council receive the October 28, 2020 Pelham Finance and Audit Committee minutes dated October 28 2020, for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

9. Items for Separate Consideration, if Any

9.1 Presentation of Recommendations Arising from COW or P&P, for Council Approval, 2020-0187-Corporate Services

Moved By Wayne Olson
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT COUNCIL HEREBY approves the Recommendations Resulting from the following:

- 1. PCOW-06/2020 - Public Meeting Under Planning Act - November 9, 2020;**
- 2. SCOW-02/2020 - Committee of the Whole - November 9, 2020 and Continued to November 30, 2020 - Recommendations 1-8 and 10 inclusive;**
- 3. SCOW-03/2020 - Committee of the Whole - November 30, 2020 - Recommendations 1-7 and 9 inclusive.**

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

Moved By Wayne Olson
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2020-0187, Approval of 2021 Capital Budget; and

THAT Council approve the 2021 Capital Budget, as amended;

AND THAT the five-year capital forecast be received for information.

Amendment:
Moved By Bob Hildebrandt
Seconded By Lisa Haun

That approval of the 2021 Capital Budget be deferred to the January meeting of Council, pending results of COVID funding announcements

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

Moved By Wayne Olson
Seconded By Bob Hildebrandt

THAT Committee receive the presentation from the Treasurer/Director of Corporate Services regarding the 2021 Operating Budget and the 2021 Water and Wastewater Budget; and

THAT the 2021 Operating Budget be received, as amended; and

THAT Committee recommend an increase in the Water rate of 7.49% and the Wastewater rate by 9.51% for Council approval at their meeting scheduled for December 7, 2020.

Moved By Marianne Stewart
Seconded By Lisa Haun

THAT the increases to the water rate and wastewater rate be divided over the next two years.

The Motion was subsequently WITHDRAWN by the mover.

Moved By Wayne Olson
Seconded By Bob Hildebrandt

THAT Committee receive the presentation from the Treasurer/Director of Corporate Services regarding the

2021 Operating Budget and the 2021 Water and Wastewater Budget; and

THAT the 2021 Operating Budget be received, as amended; and

THAT Committee recommend an increase in the Water rate of 7.49% and the Wastewater rate by 9.51% for Council approval at their meeting scheduled for December 7, 2020.

	For	Against
Marvin Junkin	X	
Lisa Haun		X
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	5	1
Carried (5 to 1)		

9.2 Niagara Peninsula Conservation Authority Resolution re Bill 229 - Proposed Amendments to Conservation Authorities Act

Regional Councillor Huson and the Chief Administrative Officer for the Niagara Peninsula Conservation Authority, Chandra Sharma, were present to provide information to Council relating to this matter.

Moved By Wayne Olson
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council RECEIVE the correspondence from the Niagara Peninsula Conservation Authority dated November 16, 2020 regarding changes to Conservation Authorities Act and Conservation Authorities' Role in Land Use Planning;

AND THAT Council endorse and support the NPCA Resolution appended thereto;

AND THAT the Clerk notify all parties.

	For	Against
Marvin Junkin		X
Lisa Haun	X	
Bob Hildebrandt		X
Marianne Stewart	X	
John Wink	X	
Wayne Olson		X
Results	3	3
Defeated (3 to 3)		

10. Presentation & Consideration of Reports

10.1 Reports from Members of Council:

No Reports.

10.2 Staff Reports Requiring Action

10.2.1 Recommendation Report for Site Plan Application - 160 Highway 20 East, 2020-0177- Planning

Moved By Lisa Haun

Seconded By Marianne Stewart

**BE IT RESOLVED THAT Council receive Report
#2020-177 for information as it pertains to File SP-
02-20 for 160 Highway 20 East;**

**AND THAT the by-law be presented for Council
consideration at the next regular meeting.**

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt		X
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	5	1
Carried (5 to 1)		

**10.2.2 2020 Transfers To Reserves, 2020-0178-
Corporate Services**

Moved By John Wink
Seconded By Wayne Olson

**BE IT RESOLVED THAT Council receive Report
#2020-0178-Corporate Services;**

**AND THAT the Treasurer be authorized to transfer
non-COVID-19 excess of revenues over expenses to
reserves as part of the year end procedures.**

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

**10.2.3 2021 User Fees and Charges, 2020-0181-
Corporate Services**

Moved By Bob Hildebrandt
Seconded By Lisa Haun

**BE IT RESOLVED THAT Council receive Report
#2020-0181-Corporate Services;**

**AND BE IT FURTHER RESOLVED and recommended to
adopt the 2021 User Fees and Charges and THAT the
necessary By-law be prepared for consideration at
the next regular meeting.**

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

10.2.4 Letter of Support for Rural High Speed Internet in Pelham, 2020-0185-Corporate Services

Moved By Wayne Olson

Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2020-0185 Corporate Services, Support for Rural High Speed Internet in Pelham;

AND FURTHER THAT Council provide a letter of support to Niagara Wireless Internet Company Inc. (NWIC) to pursue funding to provide high speed internet in the rural areas of Pelham.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0

Carried (6 to 0)

11. Unfinished Business

None

12. New Business

None

13. Presentation and Consideration of By-Laws

The motion to consider the by-laws was divided so as to consider By-law 4295(2020) separately.

Moved By Marianne Stewart
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-laws do now read a first, second and third time and do pass same, and THAT the Mayor and Clerk be and are hereby authorized to sign and seal the by-laws:

1. By-law 4294(2020) - Being a by-law to assume the subdivision known as Rosewood Estates Subdivision and to designate the streets as shown on Registered Plan 59M-412 as public highways and to name the street accordingly.

2. By-law 4296(2020) - Being a by-law to amend By-law No. #4107(2019), as amended, being a by-law to govern the proceedings of the Town of Pelham Council, its Committees, the conduct of its members and the calling of meetings, to provide for Electronic Meeting Participation for the Council of the Town of Pelham, the Committee of Adjustment and Advisory Committees, and to Repeal and Replace By-laws 4231(2020) and By-law 4269(2020).

3. By-law 4297(2020) - Being a by-law to amend By-law No. 4054(2020), being a By-law to appoint a Deputy Mayor for the 2018-2022 Term of Council.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
		Carried (6 to 0)

13.1 By-law - Masks - Separate Vote

Marianne Stewart declared a conflict on this item.

Councillor Stewart did not participate in consideration of this matter due to the previously disclosed pecuniary interest. She exited the meeting by muting her microphone and disabling her video camera.

Moved By John Wink
Seconded By Bob Hildebrandt

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

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

By-law 4295(2020) - Being a by-law to amend By-law No. 4270(2020), as amended, being a By-law to Require the Wearing of Face Coverings in Enclosed Public Places and in Enclosed Common areas of Multi-unit, Residential Private Buildings During the COVID-19 Pandemic, to extend the date to August 31, 2021.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
John Wink	X	
Wayne Olson	X	
Results	5	0
Carried (5 to 0)		

14. Motions and Notices of Motion

14.1 Motion: Councillor Hildebrandt

Moved By Bob Hildebrandt
Seconded By Wayne Olson

WHEREAS Section 224 of the Municipal Act sets out the role of Council as,
(a) to represent the public and to consider the well-being and

interests of the municipality;
(b) to develop and evaluate the policies and programs of the municipality;
(c) to determine which services the municipality provides;
(d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
(d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
(e) to maintain the financial integrity of the municipality; and
(f) to carry out the duties of council under this or any other Act.

AND WHEREAS Council needs to be made fully aware of all policies and programs to enable Council to ensure that appropriate policies practices and procedures are in place;

AND WHEREAS Council is responsible for engaging the public to build community understanding of Town policies and programs;

NOW THEREFORE BE IT RESOLVED THAT Council hereby directs Staff to provide reports informing Council of:

1. all policies, practices and procedures guiding the Town in the hiring of consulting professionals, including but not limited to, planners, engineers, architects and legal counsel. For clarity, this report must address:
 - the abilities and limitations of Staff to carry out construction projects, including engineering, construction and inspection;
 - thresholds (financial or otherwise) for determining consulting professionals are required;
 - timing of when Council is made aware and is expected to approve retaining the consulting professionals;
2. all policies, practices and procedures guiding the Town in the preparation of and entering into agreements with consulting professionals;
3. all policies, practices and procedures guiding Staff as to when a peer review of consulting professionals' submissions is required;
4. all current and on-going agreements with consulting professionals. For clarity, this report must include a copy of each agreement the Town has entered into. And, in situations where no agreement may exist, an explanation as to why an agreement was not required.

The Reports are required by council by the end of the second quarter of 2021 for all related subjects aforementioned.

	For	Against
Marvin Junkin		X
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink		X
Wayne Olson		X
Results	3	3
Defeated (3 to 3)		

14.2 Motion: Councillor Stewart

Moved By Marianne Stewart
Seconded By Lisa Haun

BE IT RESOLVED THAT Council directs staff in conjunction with the Town of Pelham Beautification Advisory Committee, to engage with the public to inform them of the various legacy projects available for funding throughout the Town. A range of options including costs should be provided including such things as picnic tables, benches, planters, decorations, gardens, etc. This can be marketed to Service Clubs, Churches, and any other type of organization and/or individuals. The paving stone initiatives both in Fenwick and at the Peace Park Bandshell were very well received, and shows great interest by the community. It is suggested that this initiative be advertised on the Town website, the Town social media, in local media and by posters in such places as Town facilities, and possibly in local businesses.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

14.3 Notice of Motion - Councillor Haun

Councillor Haun informed Council that she will bring forward a Motion on December 14th to support the development of a national 988 Crisis Line.

15. Matters for Committee of the Whole or Policy and Priorities Committee

None.

16. Matters Arising Out of Committee of the Whole or Policy and Priorities Committee

None.

17. Resolution to Move in Camera

Moved By John Wink
Seconded By Wayne Olson

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider a matter under Section 239 (2) of the Municipal Act, as follows:

Pursuant to Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (1 item);

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (1 item, L04-PELH);

Pursuant to Section 239(2)(e) litigation or potential litigation affecting the municipality (General Claims Update).

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

Moved By John Wink
Seconded By Wayne Olson

THAT the Rules of Procedure as contained in the Town of Pelham Procedural By-law, be suspended;

AND THAT the specified meeting curfew time of 9:00 p.m. be and is hereby waived;

AND THAT the remainder of the business listed on the agenda for this meeting continue to be considered until all matter have been concluded.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

18. Rise From In Camera

Moved By Wayne Olson
Seconded By John Wink

BE IT RESOLVED THAT Council adjourn the In Camera Session and that Council do now Rise With Report.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

Moved By Marianne Stewart
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of December 7, 2020.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

19. Confirming By-Law

Moved By Bob Hildebrandt
Seconded By Lisa Haun

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

Being a By-law No. 4298(2020) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 7th day of December, 2020.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

20. Adjournment

Moved By Lisa Haun
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for December 14, 2020 at 6:00 pm.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Marianne Stewart	X	
John Wink	X	
Wayne Olson	X	
Results	6	0
Carried (6 to 0)		

Mayor: Marvin Junkin

Town Clerk: Nancy J. Bozzato

Recommendations of the Public Meeting under the Planning Act held November 23, 2020

BE IT RESOLVED THAT COUNCIL HEREBY approves the following
Recommendations Resulting from the Public Meeting under the Planning Act meeting of
November 23, 2020:

1. THAT the agenda for the November 23, 2020 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

Amendment

THAT the agenda be amended to include the addendum item numbers 5.3.1 and 6.3.

Main Motion as Amended

THAT the agenda for the November 23rd, 2020 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as amended.

2. THAT Committee receives this Department of Community Planning and Development report for information as it pertains to File Nos. 26CD19-02-2020, OP-AM-02-20 & AM-06-20 relating to Saffron Valley Phase 2;

AND THAT, Committee directs Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

3. THAT Committee receive the applicants presentation for information.
4. THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public listed on the Agenda;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

5. THAT, Committee receives this Department of Community Planning and Development report for information as it pertains to File Nos. 26T19-02-2020 & AM-08-20 relating to Park Place South;

AND THAT, Committee directs Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

6. THAT Committee receive the applicants presentation for information.
7. THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public

listed on the Agenda;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

8. THAT Committee receive Report #2020-0173 for information and recommend to Council:

THAT Planning staff be directed to prepare the Recommendation Report for consideration of approving the subdivision draft plan and adopting the Zoning By-law Amendment.

9. THAT Committee receive the applicants presentation for information.

10. THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public listed on the Agenda;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

11. THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.

Committee of the Whole Meeting

Minutes

Meeting #: PCOW-07/2020 - Public Meeting Under the Planning Act
Date: Monday, November 23, 2020
Time: 5:30 PM
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present: Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, John Wink

Staff Present: Holly Willford, Barbara Wiens, Curtis Thompson, Shannon Larocque, Jason Marr, Sarah Leach

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:30pm.

2. Adoption of Agenda

Moved By Councillor Marianne Stewart

THAT the agenda for the November 23rd, 2020 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

Amendment:

Moved By Councillor Marianne Stewart

THAT the agenda be amended to include the addendum item number 5.3.1. and 6.3.1.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

Motion as Amended:

THAT the agenda for the November 23rd, 2020 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as amended.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

3. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Wink declared a conflict of interest with regards to Agenda item no. 5 indicating the applicant provided funding to his election campaign.

4. Planning Act Application: 1304 Rice Road, Files 26CD19-02-2020, OP-AM-02-2020 & AM-06-2020

The Deputy Clerk read into the record the Notice Requirements regarding this application.

4.1 Planning Report

Ms. Shannon Larocque, Senior Town Planner provided an overview of the application before Council. A copy is available through the Clerk.

4.1.1 Information Report - Applications for Draft Plan of Condominium, Official Plan and Zoning By-law Amendments, 2020-0166-Planning

4.2 Applicant's Presentation

Mr. Craig Rohe, Agent for the applicant provided Council with a presentation providing an overview of the application. A copy of the presentation is available through the Clerk.

Mr. Rohe indicated the proposal is for 35 condominium units and the developer is seeking an official plan and a zoning by-law amendment. He stated the dwellings would be bungalow block townhomes.

Mr. Rohe stated the development will provide for parkland dedication for the extension of Rice Road multi-use trail and that Block 36 is a natural heritage land, which contains provincially significant wetlands and endangered floral species which will be dedicated to the Town of Pelham. He further advised there will be a 15m buffer to these lands.

Mr. Rohe identified the proposed developments connections to the phase 1 Saffron Meadows development and stated the goal is to have 1 condominium share the roads, common elements and to share the costs together. He stated the developments will rely upon one another.

Mr. Rohe indicated the proposal requests an official plan and zoning by-law amendment to allow for 100% of the development to be townhomes only and to change the zoning from agricultural lands to multi-residential 1, being the same as the phase 1 development. He advised Council the developer has or will conduct an environmental impact study, noise study, stage 1, 2 and 3 archeological assessment, a functional storm water report with services are to come from the phase 1 development. He indicated the applicant has submitted the site plan to the Town and is trying to move the development along concurrently.

4.3 Public Input

Ms. Willford indicated there are no pre-registered member of the public to speak and she has received no e-mails at the clerks@pelham.ca e-mail address and the public portion of the meeting is closed at 5:58 pm.

4.3.1 Gloria Katch and Andy Nero

4.4 Committee Input

A Councillor requested clarification as to whom would own the buffer to the wetlands. In response, Ms. Larocque stated the wetlands will be transferred to the ownership of the Town.

A Councillor indicated she had concerns regards the widths of the roads within the proposed subdivision stating there would not be enough room for street parking and traffic. In response, Ms. Larocque indicated the proposed condominium road is private and is not intended for on street parking. Furthermore, Mr. Rohe indicated the private road is a fire route and therefore no parking would be permitted and should parking occur it would be in violation and have to be removed. He further indicated condominium roads are less busy and the proposed dwellings have 1.5 car garages and driveways with the addition of a visitor parking area. Mr. Rohe stated parking would be under control.

A Councillor indicates she had concerns with the open ditches, drainage and mosquitoes. In response, Mr. Rohe indicated the engineering will include small swales in rear yards with a catch basin systems and that all storm water is intended to be collected underground.

A Councillor requested confirmation that a 7m road width would be accessible for emergency vehicles. In response, Mr. Rohe indicated that is correct.

A Councillor requested information on where a playground will be located for residents of the proposed development. In response, Mr. Rohe indicated there is a park, which is 550 square meters and that it would be up to the condominium corporation if they wish to put any equipment in. He further advised there are ready connections to Saffron phase 3 with a lovely large municipal park being a walk or bike ride away. Mr. Rohe further advised there is a multi-use trail, which will be dedicated. The Councillor indicated she would like to see if the developer could include some playground equipment. In response, Mr. Rohe indicated he will take that back to his client.

4.5 Presentation of Resolutions

Moved By Councillor Wayne Olson

THAT, Committee receives this Department of Community Planning and Development report for information as it pertains to File Nos. 26CD19-02-2020, OP-AM-02-20 & AM-06-20 relating to Saffron Valley Phase 2;

AND THAT, Committee directs Planning staff to prepare the Recommendation Report on this topic for Council’s consideration.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

Moved By Councillor John Wink

THAT Committee Receive the applicants presentation for information.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

Moved By Councillor Lisa Haun

**THAT Committee receive the written correspondence as listed on the agenda;
AND THAT Committee receive the verbal presentations made by the public listed on the Agenda;
AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.**

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

5. Planning Act Application: Park Place South, File 26T19-02-2020 & AM-08-2020

Councillor Wink vacated the meeting by turning off his camera and muting his microphone.

The Deputy Clerk read into the record the Notice Requirements regarding this application.

5.1 Planning Report

Ms. Shannon Larocque, Senior Town Planner provided an overview of the application before Council. A copy is available through the Clerk.

5.1.1 Info Rpt - Applications for Draft Plan ZBA Park Place South, 2020-0172-Planning

5.2 Applicant's Presentation

Mr. Matt Kernahan, Agent for the applicant provided Council with a presentation providing an overview of the application. A copy of said presentation is available through the Clerk.

Mr. Kernahan stated he had some points of the development he wished to highlight to Council. He stated the proposal is 1 large development parcel comprising of a larger Mountainview parcel of land and portions of rear yards from 1409, 1415 and 1419 Station Street. Mr. Kernahan indicated the proposal is a mix of townhouse units and single detached houses. He indicated there will be a future park.

Mr. Kernahan stated the developer has completed a functional stormwater report and stormwater management plan and that services will come from Summersides Boulevard. He further advised an archeological assessment stage 1, 2 and 3 have been completed for the large Mountainview parcel of land. Mr. Kernahan indicated no objections from commenting agencies have been received. He indicated the next step is to listen to comments from the public and Council.

5.3 Public Input

Mr. Stephen Kaiser indicated that he is the owner of 1419 Station Street and has interest in other lands and he wished to support the proposal. He indicated he was involved with a group of developers for the East Fonthill lands and that he supports the proposal as it follows the East Fonthill vision.

Mr. Warren Calvert indicated he moved to the area believing it to be a retirement environment however is finding there is a lot of young people. He indicated he is concerned there is no playground or splash pads for children. He further indicated he is concerned about parking, narrow roads, narrow driveways, snow removal and the ability for firetrucks to access the development. Mr. Calvert indicated with 278 homes there would be about 2 cars per home and therefore close to 500 vehicles accessing the development.

Mr. Calvert indicated as a retired person he would have liked to see a swimming pool and indicated he must go to Welland or Niagara Falls for swimming.

Mr. Calvert indicated he is not opposed to development however concerns this proposal as high density and opposed to high density development.

Ms. Willford indicated she has received no e-mails at the clerks@pelham.ca e-mail address and the public portion of the meeting is closed at 6:39 pm.

5.3.1 Additional Public Input

5.4 Committee Input

A Councillor indicated he would like to address a housekeeping item that the applicants drawing shows a traffic circle and stated this Council removed the said circle and requested the drawing be amended. The Councillor then requested clarification regarding the placement of the infrastructure along

Summersides Boulevard and asked if the entire Town's infrastructure is installed. In response, Ms. Barb Wiens, Director of Community Planning and Development indicated sanitary and water services exist however individual connections are not exiting and that these connections are the developer's responsibility. The Councillor indicated he had believed the lateral connections were in place. In response, Mr. Jason Marr, Director of Public Works indicated that was correct. Mr. Marr further confirmed the expense is at the developer's cost.

A Councillor asked if the proposals tenure is free hold. In response, Ms. Larocque confirmed the dwellings will be free hold.

A Councillor asked if there would be pedestrian access to the mall. In response, Ms. Larocque indicated staff have required there be a pedestrian connection and this will be part of staff's recommendation report.

A Councillor indicated there are three entrances to Summersides Boulevard with one being a laneway, which is considerably narrower than the rest and asked if this is wise. In response, Ms. Larocque stated the laneway is only intended to access the rear townhouses and not to be travelled by the general public.

A Councillor asked if the laneway is the roadway the resident with the pool in the backyard is concerned about. In response, Ms. Larocque indicated the Councillor was correct. The Councillor asked if an entrance is required to be located there, and if not, it would help the resident and resolve the privacy concern. Mr. Kernahan indicated he would take the comment under advisement.

A Councillor requested information regarding parking and asked if there is a dedicated parking area. In response, Mr. Kernahan indicated as a point of clarity there is a total of 127 units each with 2 parking spaces per unit. He indicated both the north south roadway will include on street parking in the form of pull offs. He indicated he can assure Council there are dedicated parking spaces on lots and parking within the municipal lane.

A Councillor requested clarification regarding Meridian Way and asked if the road is wide enough for two-way traffic to pass each other safely with parked cars. In response, Mr. Kernahan indicated both Meridian Way and Klager Avenue are 18m wide and will be constructed with parking. Mr. Kernahan indicated there will be adequate space for two vehicle to pass each other.

A Councillor requested information as to where children would play on playground equipment. In response, Mr. Kernahan indicated there is a Town park outside the applicant's land holdings. He stated he cannot speak to when it will be developed. Ms. Wiens added the 1.3 hectare of Town parkland will be developed from the 2021 or 2022 budget. She indicated it is on staff's radar and that this can be included in staff's report.

The Councillor asked who is responsible for outfitting the park. In response, Ms. Wiens indicated the Town will be responsible however stated the proposed development will pay cash in lieu of parkland and those funds go into the park reserves fund and will pay for the parks development.

A Councillor indicated she finds the development overly packed and she objects to the back-to-back townhouses and lack of total privacy with no backyards. The Councillor also indicated she objected to the blanketing of allowing secondary units and indicated if 15% of the owners did this it would be a huge population increase. In response, Mr. Kernahan indicated the back-to-back townhouses are offered for a certain demographic of people not interested in taking care of outdoor amenity spaces. He further indicated allowing secondary units was done at the request of the Town and is a way to allow for affordable housing.

Mr. Kernahan indicated he would like to make some clarifications to the public's comments and indicated there will be 127 units not 278 units as stated by the member of the public. He indicated he heard the concerns the development is too high in density and indicated the development meets the medium density definition. He further stated he heard the concerns of lack of swimming and indicated there is a connection to the park and greenspace.

5.5 Presentation of Resolutions

Moved By Councillor Bob Hildebrandt

THAT, Committee receives this Department of Community Planning and Development report for information as it pertains to File Nos. 26T19-02-2020 & AM-08-20 relating to Park Place South;

AND THAT, Committee directs Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, and Marianne Stewart

Carried (5 to 0)

Moved By Councillor Marianne Stewart

THAT Committee Receive the applicants presentation for information.

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, and Marianne Stewart

Carried (5 to 0)

Moved By Councillor Lisa Haun

THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public listed on the Agenda;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, and Marianne Stewart

Carried (5 to 0)

6. Planning Act Application: Forest Park, File AM-02-2020 and 26T19-01-2020

Councillor Wink returned to the Council meeting by restoring his video and unmuting himself.

The Deputy Clerk read into the record the Notice Requirements regarding this application.

6.1 Planning Report

Mr. Curtis Thompson, Town Planner provided an overview of the application before Council. A copy is available through the Clerk.

6.1.1 Draft Plan of Subdivision_Rezoning (26T19-01-2020_AM-02-2020) Forest Park - Information Report, 2020-0173-Planning

6.2 Applicant's Presentation

Mr. Matt Kernahan, Agent for the applicant provided Council with a presentation providing an overview of the application. A copy of said presentation is available through the Clerk.

Mr. Kernahan stated all natural heritage features are excluded from the development proposal. He stated the proposal is for 77 single detached dwellings and 86 street townhouses. Mr. Kernahan demonstrated how this proposal fits with the Kunda Park proposal on his slideshow. He indicated the proposal in his opinion is a desirable development for Pelham.

6.3 Public Input

Mr. John and Ms. Karen Guzowski indicated they understood this proposal would be presented with the Kunda Park proposal which is why they were participating. Mr. Guzowski stated he is unsure if all drainage issues have been addressed. He stated the development on this proposal is more dense and wondered if the zoning on the Kunda Park proposal would change to become more dense. He stated his biggest concern is the drainage and that they are more concerned with the other development (Kunda Park) and access on Station Street.

Bill Heska stated he spoke at the Kunda Park public meeting and brought up a number of issues and concerns at that meeting. He indicated he wanted to complement those comments with this proposal. He stated that at the Kunda Park meeting it was recommended by staff that both Kunda Park and this development be considered concurrently. Mr. Heska stated he fears residents from Kunda Park were not contacted by the Town for this development and indicated he was concerned about this. Mr. Heska further indicated that the Notice on the town's website was not the same as circulated and he stated this was not transparent.

Mr. Heska indicated he would like a definition of the difference between what R1 and R2 zoning is. He indicated he believes the proposals should be more like what was being proposed in 2002. Mr. Heska advised he was concerned about stormwater management, drainage, erosion, traffic and safety. Furthermore, Mr. Heska stated there is a major alignment issues with the proposed extension of Station Street and questioned how this would be addressed. Mr. Heska also indicated he was concerned about the proposed park location and the access for all residents.

Mr. Heska also indicated he is concerned how people can participate in the public meeting as some residents, particularly elderly, do not have internet and may not be going out because of COVID.

The Mayor stated that drainage is preliminary at this stage and that drainage would be addressed at site plan.

Ms. Magdalena Woszczyna indicated she spoke at the Kunda Park public meeting and had some questions regarding the Station Street extension and asked how far the street will go. She stated the plan appears to protect the green space however wondered how much of the Steve Bauer Trail would be cut down and if the extension runs through the wetlands. She further stated she noticed that the Kunda Park development appears in its same form as presented at the last public meeting and questioned if the concerns of residents had been considered. Ms. Woszczyna indicated she is concerned the developments discussed at today's public meeting remind her of developments from Mississauga, Brampton and Hamilton and questioned if this is the future Council wants for Pelham.

Mr. Kernahan indicated he is very sensitive to the concerns from residents regarding the Kunda Park proposal. He stated he represents the property owner of both applications and he indicated out of fairness to the application at hand he will only respond to remarks made regarding the Forest Park proposal. Mr. Kernahan indicated the Station Street extension is preliminary at this stage however will be extended southerly to Walker Road and the extension will not run through the wetland

or buffer lands. He indicated there is no decision being made tonight, rather today is to hear public concerns.

6.3.1 Additional Public Input

6.4 Committee Input

The Mayor asked Mr. Curtis Thompson, Planner to speak to whom receives notification when there is a public meeting and in particular on this development. In response, Mr. Thompson stated notification depends on the type of Planning Act application and that the act prescribes a circulation radius from the distance of the subject lands. Mr. Thompson indicated that the mail out for this development was based on 120m from the limits of the subdivision. He further advised Town staff have started posting Planning Act application notices on the website as a convenience for the public and the Town is not statutorily required to do so.

A Councillor indicated he is concerned that Station Street is defined as a municipal street rather than a subdivision street. In response, Ms. Wiens indicated the Station Street Road allowance is owned by the Town and that is why it is referenced as town. The Councillor asked if the Town is paying for the road extension and if it could be a shared expense with the developer. In response, Ms. Wiens indicated the Town is collecting development charges from developers and that the extension will be funded by development charges and not the general tax base.

A Councillor indicated he has concerns about the connectivity between Forest Park and Kunda Park with safety regarding the two streets crossing at the Steve Bauer Trail. The Councillor also indicated he was concerned with sightlines. In response, Ms. Wiens indicate the Town does not have detailed engineering designs at this time and that the crossings will be integral and absolutely safety will be something taken into consideration.

A Councillor stated he believed the intersection at Station Street and Port Robinson Road would be awkward and asked if parking for the trail will be considered. In response, Ms. Wiens indicated staff understand the intersection will need careful design work and stated it is just preliminary now. Ms. Wiens indicated she is not certain if parking will be impacted but staff understand the trail needs parking at the head.

A Councillor asked if a traffic light could be used instead of a roundabout for safety and speed reasons. The Councillor stated she is concerned about children going to and from school. She further mentioned concerns regarding open ditches collecting stagnate water and misquotes. She asked Ms. Wiens to indicate the difference between R1 and R2 zoning. In response, Ms. Wiens stated R1 and R2 are two zoning categories with both only permitting single detached dwellings. She indicated R1 lot

frontage is 18m whereas R2 is 15m lot frontages, therefore the difference is the size of lots.

A Councillor asked what the number of parking spaces are per housing unit. In response, Mr. Kernahan indicated there will be a minimum for 1 parking space in each driveway and 1 parking space in the garage. He stated there will be provisions made for street parking as well. The Councillor also indicated she has an issue with the whole development being allowed to have secondary units.

6.5 Presentation of Resolutions

Moved By Councillor Wayne Olson

THAT Committee receive Report #2020-0173 for information and recommend to Council:

THAT Planning staff be directed to prepare the Recommendation Report for consideration of approving the subdivision draft plan and adopting the Zoning By-law Amendment.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

THAT Committee Receive the applicants presentation for information.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

Moved By Councillor Bob Hildebrandt

THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public listed on the Agenda;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

7. Adjournment

Moved By Councillor Lisa Haun

THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Wayne Olson, Marianne Stewart, and John Wink

Carried (6 to 0)

Mayor: Marvin Junkin

Deputy Clerk: Holly Willford

Subject: Update on the Operation Centre Portable Building Electrical Servicing**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0188, Update on the Public Works Operation Centre Portable Building Electrical Servicing for information.

Background:

Whereas Council requested an update regarding the status of the portable building electrical servicing, this report serves to inform Council of the works completed to date.

Analysis:

In 2019 the portable building (portable), previously used as a dressing room by the Junior B team, was moved from the old Pelham Arena Lands to the Operations Centre to provide additional office and storage space.

To service the portable with electricity, an upgrade to the Operations Centre Electrical system was proposed and approved for \$6,500 in the 2020 Facilities Capital Budget. The proposed project was to upgrade the electrical panel and run a dedicated electrical circuit to the portable.

While obtaining quotes for the above mentioned work, it was determined that the Operations Centre's existing 200 Amp service was insufficient to power both the main building and yard, plus the additional demand required to operate the portable.

The works required to upgrade the existing 200 Amp service to a 400 Amp service including the replacement of the main disconnect, distribution panel, elimination of sub-panels, and various other improvements was estimated at \$20,000.00, not including additional costs required by Hydro-One to upgrade the existing service and transformer.

Staff determined it was more economical to install a separate 100 Amp hydro service to the portable by branching off the existing service at the pole inside the yard.

The revised scope of work includes the installation of a new 100 Amp service, the installation of a new service pole, as well as the replacement of an existing service pole found to be in poor condition, the installation of a mast and meter base, and minor repairs to the outlets inside the portable. The estimated cost to complete this work is \$4,400.00 (excluding HST) and is within the approved capital budget amount of \$6,500. This work has been completed and passed ESA electrical inspection.

Additionally, the Operation Centre's existing Hydro-One service and transformer required updating. The estimated cost of installing a new overhead transformer, 70 m of overhead triplex and final connections is approximately \$4,000.00 (excluding HST). This work is still pending and staff is awaiting confirmation of the scheduled replacement from Hydro One.

The total estimated capital cost of the project is \$8,400 (excluding HST). The approved budget for project FAC 04-20 (Tice Road Operations Centre-Electrical Upgrades) in the 2020 capital budget is \$6,500. The budget shortfall of \$1,900 will be funded from a 2018 carry forward project FAC-03-18 (Tice Road Operation Centre Door Repairs).

The Town is currently completing a Facility Condition Assessment study. This study will be used to determine the future servicing needs of the Tice Road Operations Centre, which if required, will be included in the 20 year Capital forecast.

Financial Considerations:

There are no direct financial implications with respect to this report given that no additional budget is required to complete the works outlined above.

Alternatives Reviewed:

There are no alternatives for review as this is a report for information purposes only.

Strategic Plan Relationship: Strong Organization

Providing electrical servicing to the portable will allow for additional office space at the Tice Road Operations Centre. This will increase the level of privacy afforded to the divisional supervisors working from the facility, and provide additional work office space for the Tradesperson and administration staff.

Other Pertinent Reports/Attachments:

Public Works Committee Report #2019-0115 – Relocation of the remaining portable building from 1120 Haist Street to the Operations Centre.

Consultation:

There was no consultation in the preparation of this report.

Legal Consultation, If Applicable:

There was no legal consultation in the preparation of this report.

Prepared and Recommended by:

Jason Marr, P. Eng., Director of Public Works

Approved and Submitted by:

David Cribbs, Chief Administrative Officer

Subject: Ontario Trillium Foundation Resilient Community Fund Grant Application Update for the Pelham Library

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2020-0191, Ontario Trillium Foundation Resilient Community Grant Application Update for Pelham Library for information purposes with regards to the grant application for the Radio-frequency identification (RFID) technology for the Pelham library.

Background:

Ontario Trillium Foundation (OTF) Resilient Community Fund grant will help municipalities rebuild and recover culture, recreation, libraries and museums. This is a one-time opportunity for non-profit sector, municipalities with fewer than 20,000 residents.

The grant ranges from \$5,000 to \$150,000 with a total of \$83 million available province-wide between two intakes (Sept and December 2020 with \$41.5M each). Only one application may be made per organization and the municipality must apply on behalf of the library. Capital and project costs are eligible. A maximum 15% for of the grant can cover overhead and there is no requirement for matching or municipal funds. Works must be completed within 12 months of approval.

OTF is investing in projects of eligible non-profit organizations to aid their medium to longer-term recovery efforts, help with their stabilization and build their capacity and resiliency in the aftermath of COVID-19.

Organizations can apply for one or more of the following, to:

(1) Equip board members and employees with supports to implement new approaches, prepare for change and build resiliency, such as

- organizational training and coaching
- strategic planning and implementation
- research and development
- mental and physical health and wellbeing supports

(2) Improve and increase ability to access financial resources and develop new and/or alternative sources of revenues, such as

- develop fundraising plans
- identify fundraising and financial technology resources
- seek opportunities for public-private partnerships and social finance

(3) Adapt or re-imagine the delivery of programs and services to meet the needs of the community, employees and volunteers

- identify new health and safety processes and required personal protective equipment
- technology supports
- staffing and volunteer recruitment and training

(4) Procure equipment or renovate spaces to meet the changing needs of the organization; its programs and services, and adapt to new ways of working such as

-equipment and/or renovations to meet changing technology health and safety, and service delivery requirements

(5) Create and/or adopt new approaches for organizations to work together to meet the needs of communities

- peer learning
- professional development
- networking
- resource
- knowledge and data sharing

Analysis:

OTF funding will be used to create a permanent self-checkout kiosk at each library and to install two outdoor lending machines, using RFID technology, thereby increasing access and safety for Pelham library users. RFID is a technology whereby digital data encoded in RFID tags or smart labels allows inventory and assets to be automatically and uniquely identified and tracked. By tagging all library materials, users in the library can utilize the new permanent self-checkouts.

Self-checkouts will reduce touch points and minimize the number of times an item is handled and will also reduce staff time required for the check-out function, allowing staff to provide other services. RFID tags and outdoor pick-up lockers and lending machines, not unlike vending machines, will enable users to access library

materials 24/7 at times convenient for them, minimizing contact risks and significantly increasing access. These permanent improvements will enhance safety for library users and staff and will better serve library users of all ages and abilities. The use of self-checkouts and 24/7 lending machines will increase the number of library users and allow the redeployment of staff to critical in-person services with the intent of again increasing hours of operation and phasing back in other “regular” library services.

Financial Considerations:

The total cost of RFID technology, RFID conversion of library materials and lending machines is \$144,900 for both the Pelham and Maple Acre libraries. This grant will fund up to \$150,000.

Alternatives Reviewed:

This has been a priority for the library to increase hours and access to users and also provide a safer environment for staff and users. There were no other alternatives considered.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

This technology will provide 24/7 access to the library materials for library users.

Consultation:

Consultation with Amy Guilmette, Acting CEO Pelham Library.

Other Pertinent Reports/Attachments:

None.

Prepared and Recommended by:

Teresa Quinlin, MBA, CPA, CA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

November 16, 2020

Via email: jkirkelos@lincoln.ca

Julie Kirkelos, Town Clerk
Town of Lincoln
4800 South Service Rd
Beamsville ON L0R 1B1

**Re: Support Resolution for Cannabis Production Facilities,
The Cannabis Act and Health Canada Guidelines**

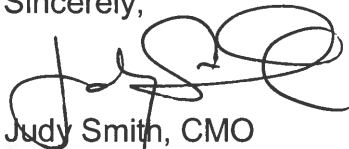
Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on November 9, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Latimer, Seconded by Councillor Faas

"That Chatham-Kent Council supports the resolution from the Town of Lincoln regarding Cannabis Production Facilities, The Cannabis Act and Health Canada Guidelines."

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C
Right Honourable Prime Minister of Canada
Honourable Premier of Ontario
Local Members of Provincial Parliament
Health Canada
All Municipalities in Ontario



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

October 27, 2020

Municipality of Tweed
(Sent via email)
clerk@tweed.ca

RE: SUPPORT RESOLUTION FROM THE MUNICIPALITY OF TWEED, CANNABIS PRODUCTION FACILITIES, THE CANNABIS ACT AND HEALTH CANADA GUIDELINES

Please be advised that Council for the Corporation of the Town of Lincoln at Special Council Meeting held on October 26, 2020, endorsed and passed the following motion in support of the Municipality of Tweed's motion (attached) regarding Cannabis Production Facilities, the Cannabis Act and Health Canada Guidelines that was passed on August 25, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Paul MacPherson

THAT Council support the correspondence item as attached from the Municipality of Tweed regarding Cannabis Production.

CARRIED

Sincerely,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Prime Minister of Canada
Health Canada
Premier of the Province of Ontario
Minister of Municipal Affairs and Housing
Ontario Provincial Police
Association of Municipalities of Ontario
All municipalities within the Province of Ontario

Municipality of Tweed Council Meeting



Resolution No.

343.

Title:

County of Hastings and County of Lennox & Addington

Date:

Tuesday, August 25, 2020

Moved by

J. Flieler

Seconded by

J. Palmateer

WHEREAS the Government of Canada passed the *Cannabis Act S.C. 2018, c. 16* legislation legalizing properties to grow a maximum of 4 plants without a licence; and

WHEREAS Health Canada issues licences for medicinal cannabis production that are specific to set properties without municipal consultation and regardless of land use zoning by-laws; and

WHEREAS pharmaceutical companies and industries are required to follow strict regulations and governing legislation to produce medicinal products including *Narcotic Control Regulations C.R.C., c 1041* and *Controlled Drugs and Substances Act (Police Enforcement) Regulations SOR/9-234*; and

WHEREAS Municipalities are authorized under the *Planning Act, R.S.O. 1990, C. P 13* to pass a comprehensive zoning by-law that is in compliance with the appropriate County Official Plan which must be in compliance with the Provincial Policy Statement, Under *The Planning Act, 2020*; and

WHEREAS the Provincial Policy Statement, Official Plan and Zoning By-Law in effect for each area is designed to secure the long-term safety and best use of the land, water and other natural resources found in that area's natural landscape; and

WHEREAS the Municipality of Tweed has passed *Comprehensive Zoning By-Law 2012-30* and further amended it by the *Cannabis Production By-Law 2018-42*, limiting cannabis production facilities to rural industrial zoned lands with required setbacks from residential zoned properties; and

WHEREAS the Municipality of Tweed has not been consulted by Health Canada prior to the issuance of licences for properties not in compliance with the Municipal zoning by-laws for a cannabis production facility; and

WHEREAS the Province needs to amend legislation to establish a new Provincial Offence Act fine regime that creates an offence(s) when unlicensed cannabis operations break planning and environmental regulations, ignore Building Code requirements and build without a permit at a fine of at least \$100,000 per offence;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Tweed requests that immediate action be taken by all levels of government for medical cannabis licencing to follow similar regulations and guidelines as all other pharmaceutical industries;

AND FURTHER, that the Association of Municipalities of Ontario advocate with the Federation of Canadian Municipalities for advocacy to the Government of Canada for similar regulations and guidelines for medical cannabis licencing in alignment with other pharmaceutical industries;

AND FURTHER, that the distribution of medical cannabis be controlled through pharmacies in consistency of all other medications;

AND FURTHER, that Health Canada withhold licencing until the potential licence holder can provide evidence of acceptable zoning of the intended property in question;

AND FURTHER, that licenced locations be disclosed in advance to the municipalities hosting the licenced locations; and

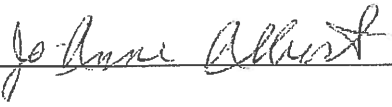
AND FURTHER, that this resolution be circulated to the Prime Minister of Canada, Health Canada, the Premier of the Province of Ontario, the Minister of Municipal Affairs and Housing, the Ontario Provincial Police, the Association of Municipalities of Ontario, and all upper, lower and single tier municipalities within the Province of Ontario.

Carried

Defeated by a Tie

Defeated

Mayor



November 16, 2020

Via Email: gdesjardins@clarence-rockland.com

Guy Desjardins, Mayor
City of Clarence Rockland
1560 Rue Laurier St
Rockland, ON K4K 1P7

Re: Support Resolution for Regulations Governing Retail Cannabis Stores

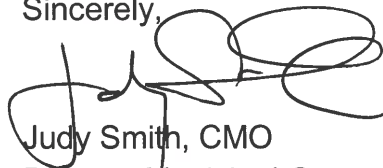
Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on November 9, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Latimer, Seconded by Councillor Faas

"That Chatham-Kent Council supports the resolution by the City of Clarence-Rockland regarding Cannabis Stores."

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C
Right Honourable Prime Minister of Canada
Honourable Premier of Ontario
Local Members of Provincial Parliament
Health Canada
All Municipalities in Ontario



CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING

RESOLUTION

Resolution: 2020-191
Title: Member's resolution presented by Councillor Mario Zanth and seconded by Councillor Samuel Cardarelli regarding cannabis stores
Date: October 19, 2020

Moved by Mario Zanth
Seconded by Samuel Cardarelli

WHEREAS as the regulator for private cannabis retail in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) has the authority to license, regulate and enforce the sale of recreational cannabis in privately run stores in Ontario; and

WHEREAS on December 17, 2018, Council agreed to 'opt-in' to the Provincial direction to allow Cannabis Retail to occur in the City of Clarence-Rockland; and

WHEREAS Council considers a matter of public interest to include a 150 metre distance separation from other Licensed Cannabis Stores, as the Board of Health has noted concerns that excessive clustering and geographic concentration of cannabis retail outlets may encourage undesirable health outcomes, and Economic Development and Planning are concerned that over-concentration may cause undesirable impacts on the economic diversity of a retail streetscape including the distortion of lease rates, economic speculation, and the removal of opportunity for other commercial businesses; and

WHEREAS cannabis retail is a new and unproven market, and no studies or precedent exists to determine the number or distribution of stores that can reasonably be supported by the local economy, and it is therefore prudent to establish the means by which the AGCO, with input from a municipality, can regulate over-concentration as the cannabis retail market evolves; therefore

BE IT RESOLVED THAT Council directs the Mayor, on behalf of City Council, to write the Honourable Rod Phillips, Minister of Finance of Ontario, and the Honourable Doug Downey, Attorney General of Ontario, requesting the Ministry to modify the regulations governing the establishment of cannabis retail stores to instruct the Alcohol and Gaming Commission to consider over-concentration as an evaluation criteria, and provide added weight to the comments of a municipality concerning matters in the public

interest when considering the application of new stores; and

BE IT RESOLVED THAT a copy of this resolution be forwarded to the other municipalities in Ontario.

CARRIED



Maryse St-Pierre
Deputy Clerk



Certified true copy



Community Services

Legislative Services

November 17, 2020

File #120203

The Honourable Ernie Hardeman, Minister of
Agriculture, Food and Rural Affairs
11th Floor, 77 Grenville St.
Toronto, ON M5S 1B3
Ernie.Hardeman@pc.ola.org

The Honourable Marie-Claude Bibeau,
Minister of Agriculture and Agri-Food
House of Commons *
Ottawa, ON K1A 0A6
Marie-Claude.Bibeau@parl.gc.ca

Honourable and Dear Ministers:

Re: Township of Asphodel-Norwood - Enact Legislation to Support Local Governments with Land Use Management and Enforcement Issues regarding Bill C-45 - Cannabis Act

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of November 16, 2020 received and supported correspondence from the Township of Asphodel-Norwood dated October 7, 2020 requesting the governing body in cannabis production that: takes a unified approach to land use planning restrictions; enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region; communicates more readily with local governments and provides local governments with more support.

Attached please find a copy of the Township of Asphodel-Norwood dated October 7, 2020.

Thank you for your attention to this matter

Yours very truly,

Carol Schofield, Dipl.M.A.

Manager, Legislative Services/Clerk

cschofield@forterie.ca

CS:dlk

c.c.

Roger Bonneau, Mayor, Township of Asphodel-Norwood mHUDSON@antownship.ca

Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario wgates-co@ndp.on.ca

Sam Oosterhoff, MPP-Niagara West-Glanbrook, Legislative Assembly of Ontario

sam.oosterhoff@pc.ola.org

Jennifer Stevens, MPP-St. Catharines JStevens-CO@ndp.on.ca

Jeff Burch, MPP-Niagara Centre JBurch-QP@ndp.on.ca

Dean Allison, MP-Niagara West dean.allison@parl.gc.ca

Chris Bittle, MP- St. Catharines Chris.Bittle@parl.gc.ca

Tony Baldinelli, MP- Niagara Falls Tony.Baldinelli@parl.gc.ca

Vance Badawey, MP- Niagara Centre Vance.Badawey@parl.gc.ca

[Ontario Municipalities](http://OntarioMunicipalities.com)

Mailing Address:

The Corporation of the Town of Fort Erie

1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Office of the Mayor

Rodger Bonneau

October 7, 2020

Sent via E-mail

Re: Cannabis Production

Dear Ministers, Members of Parliament, and Members of Provincial Parliament,

Please be advised that the Council for the Corporation of the Township of Asphodel-Norwood passed the following resolution at its regular meeting of September 22, 2020:

Motion No. 239/20 | Moved by: Councillor Walsh | Seconded by: Deputy Mayor Burt

WHEREAS the Ontario Federation of Agriculture has adopted the position that licenced cannabis production for medical and/or recreational-use purposes should be considered a farming activity;

AND WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

AND WHEREAS Section 7 of the Cannabis Act requires that any person who intends to submit an application for a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis must provide written notice to: a) The local government, b) The local fire authority, and c) The local police force or the Royal Canadian Mounted Police detachment responsible for providing policing services to the area in which the site is referred to in the application;

AND WHEREAS Section 35(1) of the Act requires a holder of a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis to provide a written notice to the local authorities within 30 days of issuance, amendment, suspension, reinstatement or revocation of a licence and provide a copy of said notice to the Minister; and

RECEIVED
NOV 16 2020
BY COUNCIL

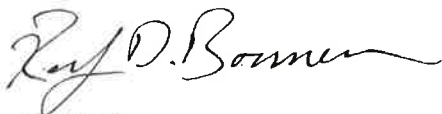
FURTHER BE IT RESOLVED THAT the Township of Asphodel-Norwood requests a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;
2. Enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region;
3. Communicates more readily with local governments; and
4. Provides local governments with more support.

AND FURTHER BE IT RESOLVED THAT the Township of Asphodel-Norwood will forward this motion to the following partners: All municipalities in Ontario, the MP and MPP of Northumberland-Peterborough South, the MP and MPP of Peterborough-Kawartha, the Minister of Agriculture, Food and Rural Affairs, and the Minister of Agriculture and Agri-Food with the request that they enact legislation to support local governments with land use management and enforcement issues.

Thank you for your time and consideration.

Sincerely,



Rodger Bonneau, Mayor
Township of Asphodel-Norwood

- c. E. Hardeman, Minister of Agriculture, Food and Rural Affairs
M. Bibeau, Minister of Agriculture and Agri-Food
D. Piccini, MPP Northumberland-Peterborough South
P. Lawrence, MP Northumberland-Peterborough South
D. Smith, MPP Peterborough-Kawartha
M. Monsef, MP Peterborough-Kawartha
All municipalities in Ontario



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

Norfolk County
50 Colborne St., S.
Simcoe, ON N3Y 4H3

Attention: Andy Grozelle, County Clerk (andy.grozelle@norfolkcounty.ca)

**RE: SUPPORT RESOLUTION FROM THE MUNICIPALITY OF NORFOLK
COUNTY, ILLICIT CANNABIS OPERATIONS**

Please be advised that Council for the Corporation of the Town of Lincoln at Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of Norfolk County's motion (attached) regarding Illicit Cannabis Operations that was passed and ratified on October 20, 2020.

Moved by: Councillor Paul MacPherson; Seconded by: Councillor Dianne Rintjema

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from Norfolk County dated October 26, 2020 regarding Illicit Cannabis Operations.

CARRIED

Regards,

Julie Kikelos
Town Clerk
jkikelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



Norfolk County Office of the Mayor

October 26, 2020

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Health Canada
Address Locator 0900C2
Ottawa, Ontario
K1A 0K9

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Toronto ON M7A 1A1

Ontario Provincial Police
General Headquarters
Lincoln M. Alexander Queen's Park Building
777 Memorial Avenue
Orillia, ON
L3V 7V3

Dear Right Honourable Prime Minister Trudeau and Premier Ford,

Re: Illicit Cannabis Operations

At their meeting of October 20, 2020 Norfolk County Council approved Resolution No. 6 of the Council-In-Committee meeting of October 13, 2020 which reads as follows:

Res. 6

WHEREAS illicit cannabis grow operations are a significant issue in many municipalities in Ontario;

AND WHEREAS there are often significant negative impacts from illicit cannabis operations upon surrounding communities and residents;

AND WHEREAS the intent of legalizing cannabis was to eliminate the 'black market' not allow it to expand with relative impunity;

AND WHEREAS Norfolk County estimates that there are approximately 70 cannabis operations in our municipality;

THEREFORE BE IT RESOLVED,

THAT the Mayor issue a letter to the Prime Minister of Canada, Premier of Ontario, Health Canada and the Ontario Provincial Police;

AND THAT Norfolk County Council request that solutions to the current crisis which may include but are not limited to; better regulation and tracking of the prescription of cannabis in Canada by doctors, increased regulatory and enforcement presence by Health Canada, increased OPP resources, increased funding to municipalities to deal with complaints and By-Law issues generated by illicit cannabis grow operations;

AND FURTHER THAT a copy of the submission by Debbie France be attached to the Mayor's letter.

Your attention to this important issue is appreciated.

Yours Truly,



Mayor Kristal Chopp
Norfolk County

cc. Toby Barrett- MPP Haldimand-Norfolk
Diane Finley – MP Haldimand-Norfolk
All Ontario Municipalities

Submission Debbie France Cannabis Reference Material

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- 6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs
- 7) Police Intervention – raids involving production exceeding limits
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- 9) Federal MP's who are actively requesting Health Canada to solve Cannabis issue
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- 11) The final report of the task force on Cannabis legalization and regulation
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- 13) Court cases - Bylaw violation
- 14) Nuisance bylaw amendment - Cannabis Odour
- 15) Municipalities that have requested assistance from Province

Note: The list of links in this document is a small representation of information mostly connected to news articles that show there are significant issues connected to Marijuana Cultivation in Agricultural areas throughout the Province of Ontario. We encourage anyone viewing this document to search and reach out in their municipality to discover how the issues are unfolding in the Municipality they call home. Further investigation is likely to uncover similar issues in areas throughout the Province of Ontario and across the Country. We expect that further investigation is likely to uncover other elected officials who have been actively trying to find solutions for the constituents they were elected to serve. We encourage anyone viewing this information to connect with the author of the letter that accompanies this list or they can email their contact information and concerns to debbiefrance@live.ca and a representative of this group will reply to help address their concerns.

Cannabis Articles

1) *General knowledge*

Article: Gaping hole in pot legislation is hitting Norfolk hard (Ontario Farmer Jan 24, 2020)

(Perhaps best article to understand entire issue)

<https://www.ontariofarmer.com/features/gaping-hole-in-pot-legislation-is-hitting-norfolk-hard/>

Article: Change is in the wind (Ontario Planners June 1, 2018)

(Outlines challenges for Municipalities from a planning perspective)

<https://ontarioplanners.ca/blog/planning-exchange/june-2018/change-is-in-the-wind>

Submission Debbie France

Cannabis Reference Material

Article: Stench among concerns as Bradford council hears about cannabis cultivation in Holland Marsh (Barrie Today Jun 14, 2020)
(Outlines common complaints amongst those living nearby grow ops)
<https://www.barrietoday.com/local-news/bradford-council-hears-from-public-about-cannabis-cultivation-in-holland-marsh-2433271>

Article: County council concerned by marijuana licences (Belleville Intelligencer June 25, 2020)
<https://www.intelligencer.ca/news/local-news/county-council-concerned-by-marijuana-licences>

2) Cannabis land use reports

Article: Final Land Use Study on Cannabis Production in The Town of Pelham
(Explains potential issues between Municipal By-laws & Farm & Food Protection Act relating to Cannabis) Review sections... 3.1, 3.2, 3.3, 3.5, 3.7 to understand potential issues
<https://pelham-pub.escribemeetings.com/filestream.ashx?DocumentId=21743>

3) Municipalities not permitting Cannabis grow ops on agricultural lands

Article: Brighton sets limits on where cannabis production facilities can locate (Northumberland news Apr 9, 2019)
<https://www.northumberlandnews.com/news-story/9274359-brighton-sets-limits-on-where-cannabis-production-facilities-can-locate/>

Article: Prime agricultural land no place for cannabis, Oro-Medonte coalition says (Simcoe May 31, 2020)
<https://www.simcoe.com/news-story/10001301-prime-agricultural-land-no-place-for-cannabis-oro-medonte-coalition-says/>

4) Municipal Panel & Roundtable Discussion with Local & Provincial Law Enforcement

Article: East Gwillimbury Cannabis Production Facilities Panel Discussion OPP & YRP discuss organized crime's active involvement in Cannabis production and the risks that it poses to residents (YouTube video)
<https://youtu.be/Oisv7MEIV14>

Article: Hastings-Lennox & Addington Roundtable on Illicit Cannabis Operations – Fed MP Derek Sloan
<https://www.facebook.com/watch/?v=3216967588368948&extid=jTObBPn7swAbfxrz>

5) Police Intervention - Police shut down massive illegal cannabis operation, seize more than 100k plants (CBC News Aug 21, 2020)

Article: <https://www.cbc.ca/news/canada/hamilton/project-woolwich-cannabis-niagara-1.5695691>

6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs (Project Moon)

Article: More than \$45m in drugs and cash seized as twin drug gangs dismantled in York Region
(CP24 Aug 8, 2019)

<https://www.cp24.com/news/more-than-45m-in-drugs-and-cash-seized-as-twin-drug-gangs-dismantled-in-york-region-1.4541063>

7) Police Intervention – raids involving production exceeding limits

St. Catharines

Article: Niagara police bust \$34m illegal cannabis operation (Global News July 1, 2020)

<https://globalnews.ca/news/7128873/niagara-illegal-cannabis-grow-op/>

King Township

Article: Police seize \$4.7m in illegal drugs after search of former Joe's Garden property in King
(York Region Oct 7, 2019)

<https://www.yorkregion.com/news-story/9633352-police-seize-4-7m-in-illegal-drugs-after-search-of-former-joe-s-garden-property-in-king/>

Article: 8 charged after \$400k worth of 'excess cannabis' found on King Township grow-op
(CBC News Oct 2, 2018)

<https://www.cbc.ca/news/canada/toronto/eight-charged-marijuana-trafficking-cannabis-farms-york-region-1.4847114>

Article: Police bust marijuana grow op in King Township worth \$6.5m, seize 4,000 plants
(CTV News Aug 3, 2018)

<https://toronto.ctvnews.ca/police-bust-marijuana-grow-op-in-king-township-worth-6-5m-seize-4-000-plants-1.4039863>

Stouffville

Article: Police bust cannabis grow op in excess of licence limits near Aurora
(YorkRegion Jan 29, 2019)

<https://www.yorkregion.com/news-story/9148816-police-bust-cannabis-grow-op-in-excess-of-licence-limits-near-aurora/>

8) Police Intervention - Cannabis busts at US/Canada border

Article: Canadian resident arrested in relation to massive cannabis bust at U.S. border
(Global News June 16, 2020)

<https://globalnews.ca/news/7070697/canadian-involved-significant-drug-seizure-u-s-border/>

9) Federal MP's mentioned in articles who are actively requesting Health Canada to solve Cannabis issue

Article: MP Finley brings the issue of unlicensed large-scale marijuana producers to Parliament (Norfolk Today July 27, 2020) - **Fed MP Diane Finley**
<https://www.norfolktoday.ca/2020/07/27/96986/>

Article: Stomp out cannabis criminality: Sloan (Quinte News July 2, 2020) - **Fed MP Derek Sloan**
<https://www.quintenews.com/2020/07/02/stomp-out-cannabis-criminality-sloan/>

Article: 'Stinks like 10000 skunks': Tottenham residents want more potent restrictions for medical-marijuana growers (Simcoe Feb 11, 2020) - **Fed MP Terry Dowdall**
<https://www.simcoe.com/news-story/9844540--stinks-like-10-000-skunks-tottenham-residents-want-more-potent-restrictions-for-medical-marijuana-growers/>

10) Municipal guide to Cannabis legislation (by FCM)

<https://fcm.ca/en/resources/municipal-guide-cannabis-legalization>

11) The final report of the task force on Cannabis legalization and regulation

<https://hoban.law/2017/01/the-final-report-of-the-task-force-on-cannabis-legalization-and-regulation/>

12) Municipalities who have refused requests for exceptions to bylaws

Article: Marijuana setback relief denied (Simcoe Reformer May 29, 2019)
<https://www.simcoereformer.ca/news/local-news/marijuana-setback-relief-denied>

Article: Council officially denies the marijuana micro-cultivation facility (NewTecTimes March 6, 2020)
<http://newtectimes.com/?p=24388>

13) Court cases - Bylaw/Zoning violations

Article: Cannabis producer pleads guilty to violating bylaw (Simcoe Reformer Feb 20, 2020)
<https://www.simcoereformer.ca/news/local-news/cannabis-producer-enters-guilty-plea>

Article: East Gwillimbury takes medical marijuana facility to court (York Region Aug 12, 2020)
<https://www.yorkregion.com/news-story/10134439-east-gwillimbury-takes-medical-marijuana-facility-to-court/>

14) Nuisance bylaw amendment - Cannabis odour

Article: Council enacts nuisance by-law addressing cannabis odour concerns

(Bradford Today Jun 19, 2020)

<https://www.bradfordtoday.ca/local-news/council-enacts-nuisance-by-law-addressing-cannabis-odour-concerns-2441245>

Article: Hamilton targets large-scale personal grow operations with nuisance bylaw amendment

(Global News Apr 23, 2020)

<https://globalnews.ca/news/6857506/city-of-hamilton-nuisance-bylaw-amendments-personal-grow-operations-cannabis/>

Article: Nuisance bylaw to deal with cannabis odour coming soon to Lincoln

(Niagara This Week Aug 3, 2020)

<https://www.niagarathisweek.com/news-story/10128119-nuisance-bylaw-to-deal-with-cannabis-odour-coming-soon-to-lincoln/>

Article: Pelham gives stamp of approval on odour bylaw to deal with cannabis operations

(Niagara This Week Mar 27, 2020)

<https://www.niagarathisweek.com/news-story/9918340-pelham-gives-stamp-of-approval-on-odour-bylaw-to-deal-with-cannabis-operations/>

Article: Niagara area town buys \$5,000 device to measure weed smell after repeated complaints from residents (Timmins Today Jul 7, 2020)

<https://www.timminstoday.com/around-ontario/ontario-niagara-area-town-buys-5000-device-to-measure-weed-smell-after-repeated-complaints-from-residents-2545977>

15) Municipalities that have requested assistance from Province

Article: Council supports request for more control over cannabis production in municipalities

(Bradford Today May 22, 2020)

<https://www.bradfordtoday.ca/local-news/council-supports-request-for-more-control-over-cannabis-production-in-municipalities-2366228>



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
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Ripley, Ontario
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Honourable Doug Ford, Premier of Ontario,
Queen's Park Legislative Building
1 Queen's Park, Room 281
Toronto, ON M7A 1A1
premier@ontario.ca

November 23, 2020

Dear Honourable Doug Ford;

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on November 16, 2020 passed the following resolution;

Re: Copy of Resolution #719

Motion No. 719

Moved by: Ed McGugan Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby supports Northumberland County, the Township of Blandford-Blenheim, Municipality of Tweed and Township of Asphodel-Norwood in their request that a governing body be established to regulate cannabis production and to take a unified approach to land use planning and restrictions AND in also requesting to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected AND FURTHER directs staff to forward a copy of this resolution to the Prime Minister of Canada, the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Ontario Provincial Police, AMO and all municipalities within the Province of Ontario.

Carried

Sincerely,

Kelly Lush
Deputy Clerk

c.c Minister of Municipal Affairs and Housing , the Ontario Provincial Police and all Ontario Municipalities.



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

November 23, 2020

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on November 16, 2020 passed the following resolution;

Re: Copy of Resolution #720

Motion No. 720

Moved by: Ed McGugan Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby support The City of Clarence-Rockland in requesting the Ministry modify the regulations governing the establishment of cannabis retail stores and to instruct the Alcohol and Gaming Commission to evaluation criteria, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores and FURTHER directs staff to forward this resolution to to all Ontario municipalities.

Carried

Sincerely,

Kelly Lush
Deputy Clerk

c.c all Ontario Municipalities.



Q3 (July 1 to September 30, 2020) to Board of Directors

Recommendation:

That Niagara Regional Housing Quarterly Report July 1 to September 30, 2020 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.

Submitted by:

Donna Woiceshyn
Chief Executive Officer

Approved by:

Walter Sendzik
Chair

Directors:

Walter Sendzik, Chair
Regional Councillor
St. Catharines

Gary Zalepa, Treasurer
Regional Councillor
Niagara-on-the-Lake

Tom Insinna
Regional Councillor
Fort Erie

James Hyatt, Vice-Chair
Community Director
St. Catharines

Betty Ann Baker
Community Director
St. Catharines

Betty Lou Souter
Community Director
St. Catharines

Karen Blackley, Secretary
Community Director
Thorold

Barbara Butters
Regional Councillor
Port Colborne

Leanne Villella
Regional Councillor
Welland

VISION

That the Niagara community will provide affordable, accessible and quality housing for all residents

MISSION

To expand opportunities that make affordable housing an integral part of building healthy and sustainable communities in Niagara

As the administrator of social housing for Niagara Region, Niagara Regional Housing (NRH) works to fulfill our vision and mission through six main areas of responsibility:

1. [Public Housing \(NRH Owned Units\)](#)
2. [Non-Profit Housing Programs](#)
3. [Rent Supplement Program](#)
4. [Affordable Housing Program](#)
5. [Service Manager Responsibilities](#)
6. [Housing Access Centre and Centralized Waiting List](#)



Definitions can be found in the attached Reference Sheet.

1. Public Housing (NRH Owned Units)

DAY-TO-DAY MAINTENANCE:

In Q3, **2,656 work orders** were issued, representing \$1,840,535.80. \$42,806.95 of this amount was charged back to tenants who were held responsible for damages.

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
# of work orders issued	3,111	3,675	2,575	2,302	2,656

Work orders continue to be lower due to COVID-19; regular maintenance has resumed within COVID guidelines.

CAPITAL PROGRAM:

The Capital Program is responsible for maintaining the Public Housing (NRH Owned Units) asset and planning for future sustainability.

In Q3, 52 purchase orders were issued and four public tenders closed.

The Capital Program was responsible for 12 capital projects and 52 purchase orders valued at \$1,825,000:

- 12 projects
 - Carlton Street – replacement of balconies and railings
 - 4900 Buckley Avenue – exterior insulation and finish system – canopies
 - 52 Ormond Street North– building renovations
 - 10 Old Pine Trail – bathroom replacements
 - Powerview Avenue/Galbraith Street/Wallace Street – bathrooms
 - 12 St. David's Road East – building renovations
 - Various locations - upgrading heating systems
 - 300 Davy Street – parking lot replacement
 - 3874 Portage Road – parking lot replacement
- 49 RFPs and RFQs – various consulting services, elevator investigations, health and safety repairs, structural repairs (roofing) and pavement retrofits

As of September 30, 2020, \$2,144,800 of the \$8,454,858 budget (excluding emergency) has been committed and or actually spent (25%).

TENANT MOVE OUTS:

Move Outs By Reason

Health	8
Long Term Care Facility	12
Deceased	24
Private Rental	12
Voluntarily Left Under Notice	2
Eviction – Tribunal	1

NRH Transfer	9
Moved to Coop or Non-Profit	1
Bought a House	2
Left Without Notice	2
Other/None Given	17
Cease to Qualify	0
TOTAL	90

In Q3, there were **90 move outs**. One involved an eviction order granted under the Ontario Landlord Tenant Board (LTB) for Arrears and was enforced by the Sherriff.

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
# of move outs	57	71	62	57	90

ARREARS:

NRH Housing Operations actively works to reduce rent arrears but saw a continued increase in 2020-Q3 due to COVID-19 and tenants not paying rent due to the provincial no eviction order.

	Sept 30, 2019	Dec 31, 2019	Mar 31, 2020	Jun 30, 2020	Sept 30, 2020
Rent charges for the month	\$1,267,460.00	\$1,286,793.00	\$1,302,721.00	\$1,289,907.00	\$1,295,815.00
Accumulated rent arrears	\$35,549.21	\$36,134.21	\$71,135.25	\$110,958.69	\$113,204.57
Arrears %	2.80%	2.81%	5.46%	8.60%	8.74%

INSURANCE:

Nothing to report for Q3.

COMMUNITY RESOURCES AND PARTNERSHIPS:

Due to COVID-19, in Q3, we had partnerships with only **six community agencies** across Niagara. As a result of these partnerships, 15 support and enrichment activities were offered to tenants at NRH sites. Each partnership contributes to tenant lives and, in turn, the success of the Public Housing community as a whole:

- RAFT summer camps began in four NRH Public Housing communities (Old Pine Trail/Manchester/Rykert in St. Catharines and Warden and Waters in Niagara Falls) in July. They had 152 children attend and reported that there were no issues with adhering to COVID-19 guidelines.

Q3 (July 1 to September 30, 2020)

- Faith Welland opened After School programs in Welland's McLaughlin community in September, with scheduled in-person homework help for a maximum of three children and the delivery of craft/recipe kits
- There was a dramatic increase in social issues attributed to anxieties and lack of supports related to COVID-19. Some communities experienced such disturbing social issues that NRH had to transfer several tenants and request that hearings to evict the perpetrators be prioritized at the Landlord Tenant Board, which reopened virtually in September.
- Common Rooms were only open during High Heat alerts, with guidelines posted and increased cleaning.

Also during Q3, NRH Community Programs Coordinators (CPCs) offered supports to **534 new referrals of tenants in need of assistance**. Of those new referrals, **35% were considered medium-high need**, (e.g. child safety concerns, eviction, social issues, cognitive concerns). In particular, there was a continued increase in the number of tenants needing help with social issues, supports and referrals to other agencies, however most of these agencies were either virtual or unavailable due to COVID-19. CPCs reported that many tenants were uninterested or unable to access virtual supports.

Eviction Prevention and supports have been extended to Housing Providers and the Rent Supplement program on a pilot basis through Ontario Priorities Housing Initiative (OPHI) funding. There is one full-time Community Program Coordinator (CPC) for Non-Profits/Co-operatives and one dedicated half to Rent Supplement and half to assisting with NRH-Owned units.

2. Non-Profit Housing Programs

As administrator of social housing for Niagara Region, NRH provides legislative oversight for **60 Non-Profit Housing Programs (non-profit and co-operative)**. Operational Reviews are conducted to determine the overall health of each.

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
Healthy	40	39	37	37	38
Routine Monitoring	17	18	21	21	18
Intensive Monitoring	1	1	0	0	2
Pre-PID (Project in Difficulty)	1	1	1	1	1
PID (Project in Difficulty)	1	1	1	1	1
TOTAL	60	60	60	60	60

NRH Housing Programs staff continue to work with Housing Providers as they move toward End of Operating Agreements (EOA) / End of Mortgage (EOM).

3. Rent Supplement Program

Rent Supplement/Housing Allowance

In the Rent Supplement program, tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the market rent for the unit. The Housing Allowance program is a short-term program that provides a set allowance to help applicants on the wait list. In Q3, there were **1,663 Rent Supplement/Housing Allowance units** across Niagara.

Canada-Ontario Housing Benefit (COHB)

The COHB is a portable rent benefit that helps applicants on the Centralized Waiting List pay their rent to their current landlord in the private market. In Q3, 230 applications for were sent to the Ministry of Municipal Affairs and Housing on behalf of Niagara residents in need of housing. To date, **206 have been accepted**.

In-Situ Rent Supplement

An In-Situ Rent Supplement program has been developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH. In Q3, NRH initiated new agreements with **3 new landlords**.

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
Fort Erie	32	30	32	31	31
Grimsby	24	22	18	22	21
Lincoln (Beamsville)	11	13	14	14	12
Niagara Falls	240	239	237	226	220
Niagara-on-the-Lake	5	5	5	4	4
Pelham	19	19	17	17	17
Port Colborne	65	64	67	64	61
St. Catharines	773	778	798	751	712
Thorold	56	57	61	61	61
Welland	200	198	192	259	302
West Lincoln	15	16	16	16	16
COHB Region-wide					206
TOTAL	1,440	1,441	1,457	1,465	1,663

Variance in the Rent Supplement program are a reflection of fluctuation between agreements ending and new agreements taken up with landlords.

4. Affordable Housing Program

NIAGARA RENOVATES PROGRAM:

The Niagara Renovates program provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes.

Niagara Renovates inspections for new applicants for the 2020-2021 funding cycle have commenced. Inspections of completed work are being verified by homeowner photographs and formal inspections will take place as soon as possible and will include all areas inside and outside of the home to ensure compliance with program guidelines. Issues will be identified and a detailed Inspection Report provided to the homeowner.

NRH received \$545,920 through the Ontario Priorities Housing Initiative (OPHI) for all 3 streams of the program.

15 homeowners are currently approved for funding and NRH is working toward streamlining the program as we become more proficient at working under COVID-19 rules.

HOMEOWNERSHIP PROGRAM – “WELCOME HOME NIAGARA”:

The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan.

In April 2020, NRH received \$100,000 through the Ontario Priorities Housing Initiative (OPHI) program.

In Q3, **seven homeowners** received assistance through Welcome Home Niagara.

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
# of homeowners assisted	6	7	4	5	7

HOUSING FIRST PROGRAM:

The Housing First program helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing.

In Q3, **seven individuals/families** were housed through the Housing First program. Since 2012, Housing First has helped 467 individuals/families.

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
# of individuals/families housed	15	16	13	9	7
# of Housing First units (at quarter end)	197	202	199	201	195

17 of these Housing First units were created with NRH's new development at 527 Carlton Street in St. Catharines.

RENTAL HOUSING (NEW DEVELOPMENT):

NRH New Development

Hawkins Street/Dell Avenue, Niagara Falls		
Ontario Priorities Housing Initiative (OPHI)	\$3,600,000	
NRH Reserves	\$3,061,500	
Regional Development Charges	\$14,132,500	
Canada Mortgage & Housing Corporation Seed Funding	\$106,000	
TOTAL	\$20,900,000	73

Building A – 55 units

- Masonry completed on 1st level
- Structural steel installed for 1st level
- Mechanical and electrical rough in work ongoing
- 2nd floor Coreslab installed and grouted up to Gridline H (half of the building)

Building B – 18 units

- Foundations completed and site backfilled for concrete slab
- Underground plumbing completed and inspected by city of Niagara Falls
- Main level concrete slab poured
- Masonry block installation started

Q3 (July 1 to September 30, 2020)

AFFORDABLE HOUSING UNIT #'S BY MUNICIPALITY:

Fort Erie		Grimsby		Lincoln (Beamsville)		Niagara Falls	
NRH Owned	116	NRH Owned	55	NRH Owned	61	NRH Owned	884
Housing Providers	389	Housing Providers	0	Housing Providers	41	Housing Providers	828
Rent Supplement	31	Rent Supplement	22	Rent Supplement	12	Rent Supplement	239
New Development	0	New Development	0	New Development	0	New Development	140
NOTL		Pelham		Port Colborne		St. Catharines	
NRH Owned	40	NRH Owned	0	NRH Owned	88	NRH Owned	1,017
Housing Providers	0	Housing Providers	0	Housing Providers	139	Housing Providers	1,666
Rent Supplement	5	Rent Supplement	19	Rent Supplement	64	Rent Supplement	775
New Development	0	New Development	0	New Development	35	New Development	346
Thorold		Welland		West Lincoln (Smithville)		Region-wide	
NRH Owned	29	NRH Owned	394	NRH Owned	0	NRH Owned	2,684
Housing Providers	85	Housing Providers	425	Housing Providers	86	Housing Providers	3,659
Rent Supplement	57	Rent Supplement	194	Rent Supplement	15	Rent Supplement	1,433
New Development	46	New Development	167	New Development	0	New Development	734*

Note: there are no affordable housing units in Wainfleet

as at December 31, 2019

*166 New Development units are NRH Owned

5. Service Manager Responsibilities

APPEALS:

In Q3, NRH began hearing appeals virtually. Adapting to this new process went well and **15 appeals** were heard (12 upheld, 3 overturned).

	2019-Q3	2019-Q4	2020-Q1	2020-Q2	2020-Q3
# of appeals	10	11	11	0	15

INVESTMENTS:

See Appendix 1 – Investment Report

6. Housing Access Centre & Centralized Waiting List

APPLICATION ACTIVITY:

# of Applications Received & Processed	604	# of Eligible Applications	581
# of Special Provincial Priority Status Applications	76	# of Ineligible Applications	23
# of Urgent Status Applications	88	# of Cancelled Applications	315
# of Homeless Status Applications	96	# of Applicants Housed	128

In Q3, there was a 36% increase in the number of applications processed (compared to Q2) and **315 households were removed** from the Centralized Waiting List because they were no longer eligible, they found alternate housing or we were unable to make contact.

Q3 (July 1 to September 30, 2020)

CENTRALIZED WAITING LIST:

		2019- Q3	2019- Q4	2020- Q1	2020- Q2	2020- Q3
		# of households				
A	Rent-Geared-to-Income (RGI) waiting list:					
	Niagara resident RGI waiting list	5,012	5,154	5,322	5,264	5,296
	Applicants from outside of Niagara	897	977	1,045	1,078	1,129
	TOTAL RGI waiting list:	5,909	6,131	6,367	6,342	6,425
	Housing Allowance: a set allowance to help applicants on the waiting list with affordability in the private market until housed in an RGI unit	747	742	739	723	702
A1	RGI waiting list demographics:					
	Seniors	2,362	2,455	2,514	2,487	2,506
	Adults no dependents	1,922	1,979	2,041	2,026	2,049
	Adults with dependents	1,625	1,697	1,812	1,829	1,870
A2	RGI list further segmented (#'s included in A & A1):					
	SPP – Special Provincial Priority (Ministry Priority): helps victims of violence separate permanently from their abuser	165	148	146	142	128
	URG – Urgent (Local Priority): for applicants with mobility barriers and/or extreme hardship where their current accommodation puts them at extreme risk and/or causes hardship	130	142	152	144	135
	HML – Homeless (Local Priority): provides increased opportunity for placement to homeless households	1,007	1,075	1,145	1,119	1,134
	SUP – Supportive/Transitional: provides targeted, provisional services to assist individuals to transition beyond basic needs to more permanent housing	12	16	23	10	11
B	In addition, NRH manages:					
	Overhoused: households who are living in subsidized accommodation with more bedrooms than they are eligible for	181	174	176	173	157
	Transfer: households who are currently living in subsidized accommodation and have requested a transfer to another provider	603	613	635	637	660
	TOTAL RGI households on waiting list managed by NRH:	6,693	6,918	7,178	7,152	7,242
C	NRH maintains a waiting list for market rent units (62 Non-Profit Housing Programs):					
	Market: applicants who have applied for a market rent unit in the Non-Profit Housing Programs portfolio	752	784	810	805	808
	TOTAL households on waiting list managed by NRH:	7,445	7,702	7,988	7,157	8,050
	TOTAL individuals on waiting list managed by NRH:	13,059	13,587	14,197	14,180	14,429

Note: the above chart includes only those who apply to the Centralized Waiting List and does not capture the full number of those in need of affordable housing in Niagara.

ESTIMATED WAIT TIMES:

CITY	SENIORS Age 55 and older		SINGLES Age 16-54		HOUSEHOLDS WITH DEPENDENTS			
	Bachelor	1 Bed	Bachelor	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
	Y E A R S							
Fort Erie	-	11	3	7	2	2	6	-
Grimsby	-	5	-	-	-	-	-	-
Lincoln	-	6	-	10	6	10	-	-
Niagara Falls	5	7	-	18	5	5	12	16
Niagara-on-the-Lake	-	6	-	-	-	-	-	-
Port Colborne	-	8	-	12	5	3	4	-
St. Catharines	-	5	9	16	3	3	3	11
Thorold	-	7	-	13	3	11	-	-
Welland	-	6	7	16	7	3	8	7
West Lincoln	-	5	-	-	10	6	-	-

- no units of this size available in this community

January 2020

Please note:

- wait time information can fluctuate and is an approximation only
- wait times may not reflect the actual time one may wait for affordable housing

Quarterly Report on Cash / Investments for Period Ending September 30, 2020

	This Quarter Balance	Last Quarter Balance	Variance \$	Variance %	Comments
CURRENT BANK ACCOUNT					
Royal Bank account used for day-to-day operations for the owned units. Also to cash flow various short terms programs funded by Prov and Fed gov't usch as development, homeownership and capital repair programs.	9,845,711	6,248,806	3,596,906	57.56%	Since the February 2016 transition to PeopleSoft, day-to-day accounts payable transactions are paid by the Region through PeopleSoft. Reconciliation of the due to the Region account will be performed on a quarterly basis to transfer amounts due to the Region.

INVESTMENTS					
Various investment vehicles are used to protect and optimize the cash that is held for specified purposes. Investments are both short-term and long-term in nature. These funds are intended to ensure continued growth without capital erosion by inflation.					
Current Investments:					
RBC High Interest Savings Account	6,478,957	5,601,934	877,024	15.66%	
2 Year GIC, \$188,000; due date is 08/17/2020; interest rate of 2.65% to 2.74%	-	197,592	(197,592)	-100.00%	GICs matured at the end of August 2020 and deposited into the High Interest Savings Account. At the time of writing this report, reinvestment options are being examined in alignment with the NRH investment policy.
2 Year GIC, \$376,000; due date is 08/20/2020; interest rate of 2.60% to 2.65%	-	394,690	(394,690)	-100.00%	
2 Year GIC, \$264,280; due date is 08/21/2020; interest rate of 2.53%	-	276,470	(276,470)	-100.00%	
Total	6,478,957	6,470,685	8,272	0.13%	

Q3 Report on Reserves as at September 30, 2020

Description	Balances at December 31, 2019	Year-to-date Net Transfers from (to) Operating	Year-to-date Capital Transfers	Balance at September 30, 2020	Forecasted Net Transfers Forecast from (to) Operating	Forecasted Balance at December 31, 2020
NRH Owned Units Public/Local Housing Corp:						
Jubilee/Broad oak	287,569	54,000	-	341,569	18,000	359,569
Fitch Street	350,040	66,750	-	416,790	22,250	439,040
Carlton	210,000	60,750	-	270,750	20,250	291,000
Other Owned Units	5,140,075	975,000	(2,311,513)	3,803,562	325,000	4,128,562
NRH Owned Units Public/Local Housing Corp TOTAL	5,987,684	1,156,500	(2,311,513)	4,832,671	385,500	5,218,171
Niagara Regional Housing:						
Emergency Capital Funding for Housing Providers	3,199,268	1,155,695	-	4,354,963	385,232	4,740,195
Title Normalization for NRH Owned Units	712,381	-	-	712,381	-	712,381
New Initiatives, other social housing purposes and any new deposits are added to this category	4,316,390	(250,000)	(2,944,080)	1,122,310	-	1,122,310
Niagara Regional Housing TOTAL	8,228,039	905,695	(2,944,080)	6,189,654	385,232	6,574,886
Total NRH Capital Reserves	\$ 14,215,723	\$ 2,062,195	\$ (5,255,593)	\$ 11,022,325	\$ 770,732	\$ 11,793,056
NRH Rent Supplement:	266,301	(12,750)	-	253,551	(4,250)	249,301
NRH Stabilization Reserves TOTAL	\$ 266,301	\$ (12,750)	\$ -	\$ 253,551	\$ (4,250)	\$ 249,301
NRH Employee Future Benefits:	792,733	-	-	792,733	-	792,733
NRH Future Liability Reserves TOTAL	\$ 792,733	\$ -	\$ -	\$ 792,733	\$ -	\$ 792,733
Total	\$ 15,274,757	\$ 2,049,445	\$ (5,255,593)	\$ 12,068,609	\$ 766,482	\$ 12,835,090

Interest no longer applied by approval of Regional Council (CSD 02-2013).

503 NRH Owned Units Public/Local Housing Corp: This reserve was set-up by the Board of Directors as a Reserve Fund in September 2004 for capital expenses related to the NRH owned units. This reserve includes specific reserve balances to support 3 properties (Jubilee/Broad oak, Fitch, Carlton) based on the reserve fund studies completed to ensure sustainable. The balance is for all other owned units.

502 Niagara Regional Housing
This reserve includes three major elements: (1) Emergency Capital Funding for Housing Providers - *intent to support capital repair program for housing providers; surplus from housing programs should be directed to this component of the reserve* (2) Title Normalization for NRH Owned Units (3) New Initiatives / New Development

NRH Rent Supplement: This fund was set-up by the Board of Directors in December 2008 (year end) for a new Rent Supplement program. This Rent Supplement program is budgeted annually and withdrawal from the Reserve matches that year's expenditures.

NRH Employee Future Benefits: This fund was set-up by the Board of Directors in 2011 to fund Employee Future Benefits. (retiree benefits, sick leave, vacation. etc.).

A	<p>AFFORDABLE HOUSING RENTS: Rents are established at 80% market of Canada Mortgage and Housing Corporation (CMHC) Average Market Rent, with no ongoing rental subsidy.</p>
	<p>APPEALS: Social Housing tenants/members can request reviews of decisions related to applicant eligibility, priority status, transfer requests, overhoused status, ongoing Rent-Geared-to-Income (RGI) eligibility and rent calculation issues. The NRH Appeal Committee makes decisions on appeals from applicants and tenants in Public Housing, Social Housing (where they have not established an Appeal Committee) and Rent Supplement units. All appeal decisions are final, per legislation.</p>
	<p>ARREARS: To assist with arrears collection, tenants/members are provided the option of entering into a repayment agreement but are still expected to pay full rent on time.</p>
B	
C	<p>CANADA-ONTARIO COMMUNITY HOUSING INITIATIVE (COCHI): A program that provides funding to protect affordability for households in social housing, support the repair and renewal of existing social housing supply and expand the supply of community housing over time.</p>
	<p>CANADA-ONTARIO HOUSING BENEFIT (COHB): A program that provides a monthly benefit payment to households that are on, or are eligible to be on, the Centralized Waiting List (CWL) to help them pay their rent. The COHB payments are portable (i.e. the benefit follows the household if they move to another address) and based on the household income and local market rent. In order to receive the COHB, applicants must agree to have their application removed from the CWL.</p>
	<p>CAPITAL PROGRAM: Responsible for maintaining the Public Housing (NRH-owned) asset and planning for future sustainability, as well as issuing tenders for service contracts.</p>
	<p>CENTRALIZED WAITING LIST (CWL): Is comprised of almost 200 subsidiary lists of Public Housing, Social Housing and private units through the Rent Supplement program. It is maintained on a modified chronological basis (i.e. in order to ensure that applicants are treated fairly, units are offered based on the date of application). The needs of particularly at-risk populations are addressed through Priority Status groups that are offered units before other applicants on the Centralized Waiting List:</p> <ul style="list-style-type: none"> • Special Provincial Priority (SPP) Status • Urgent Status • Homeless Status
	<p>The <i>Housing Services Act, 2011</i> (HSA) requires that the Centralized Waiting List is reviewed on a regular basis. Applicants are asked to confirm their continued interest and to update information annually (# of household members, total household income) so that NRH can verify ongoing eligibility for housing subsidy. If a household is no longer interested or is deemed ineligible the application is cancelled and removed from the list.</p> <p>The Centralized Waiting List includes various types of households (i.e. families, seniors and singles/adults without dependents) from both within and outside Niagara, the</p>

Quarterly Report Reference Sheet

	<p>priority groups mentioned above, RGI and Market applicants and existing tenants who are overhoused (have more bedrooms than they need).</p> <p>COMMUNITY HOUSING: Housing owned and operated by non-profit, co-operatives and municipal governments or district social services administration boards including subsidized or low-end-of market rents.</p> <p>COMMUNITY PROGRAMS: NRH's community partners offer events, presentations, activities and programs to help mitigate the effects of poverty by building community pride, offering life skills training and enhancing the lives of the tenants. While NRH does not deliver these services directly to tenants, NRH's Community Resource Unit facilitates partnerships by identifying evolving community and tenant needs, connecting with appropriate programs and supporting their ongoing success.</p>
D	
E	<p>END OF OPERATING AGREEMENTS (EOA): EOA refers to the expiry of federally signed operating agreements. NRH is working with these providers to find innovative solutions to maintain the existing number of social housing units in Niagara and protect existing tenants/members from losing subsidy.</p> <p>END OF MORTGAGE (EOM): Federal/provincial and provincial housing providers (non-profits and co-ops) legislated under the Housing Services Act (HSA) do not have operating agreements that expire when the mortgage matures. The relationship between service manager and housing provider continues with the housing provider still obliged to follow the HSA. The obligation of service manager to pay a mortgage subsidy ends.</p> <p>EVICTIION PREVENTION/SUPPORT: Supports to help NRH tenants stay in their homes through identification of tenant needs and connection with supports and services (e.g. Mental health issues, cognitive decline, addiction, family breakdown etc.)</p>
F	
G	
	<p>HOMEOWNERSHIP PROGRAM – "WELCOME HOME NIAGARA": The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p> <p>HOUSING AND HOMELESSNESS ACTION PLAN (HHAP): Niagara's 10-year Community Action Plan to help everyone in Niagara have a home.</p> <p>HOUSING ACCESS CENTRE: Housing Access is the gateway to affordable housing in Niagara. All applications for housing are processed through the Housing Access Centre including initial and ongoing eligibility assessment as well as management of the Centralized Waiting List. Options include accommodation with Non-profit and Co-operative housing providers (Social Housing), NRH owned units (Public Housing and two mixed income communities), or for-profit/private landlord owned buildings (Rent Supplement/Housing Allowance).</p> <p>HOUSING ALLOWANCE PROGRAM: A variation of the Rent Supplement program that provides a set allowance of up to \$300 per month to private landlords to assist applicants who are on the Centralized Waiting List.</p> <p>HOUSING FIRST: Helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing. NRH</p>

Quarterly Report Reference Sheet

	partners with Niagara Region Community Services and community agencies to provide rent supplement to landlords while agency staff provide a range of personalized supports to encourage successful tenancies and, if the tenant chooses, address personal challenges.
I	<p>IN-SITU RENT SUPPLEMENT PROGRAM: A program developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH.</p> <p>INVESTMENT IN AFFORDABLE HOUSING PROGRAM – EXTENSION (IAH-E): Provincial and federally funded program designed to improve access to affordable housing that is safe and suitable, while assisting local economies through job creation generated by new development and home repairs/modifications, including:</p> <ul style="list-style-type: none"> • Niagara Renovates • Homeownership (Welcome Home Niagara) • Rent Supplement/Housing Allowance • Rental Housing (New Development)
J	
K	
L	LOCAL HOUSING CORPORATION (LHC): Also called “Public Housing”, LHC refers to the communities that Niagara Regional Housing owns and manages.
M	
N	<p>NIAGARA RENOVATES PROGRAM: Provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes. Assistance is provided in the form of a forgivable loan, written off over a 10-year period, as long as the homeowner continues to live in the home.</p> <p>NON PROFIT HOUSING PROGRAMS (FORMERLY “SOCIAL HOUSING”): Includes Non-Profit and Cooperative Housing Providers, who own and manage their own housing communities and have their own independent Boards. NRH provides legislative oversight to ensure they are in compliance with the <i>Housing Services Act (HSA)</i>. Generally, 25% of these units are designated as market rent units. The remaining 75% of units are offered to households on the Centralized Waiting List that pay RGI.</p>
O	<p>ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI): A program to address local housing priorities, including affordability, repair and new construction.</p> <p>OPERATIONAL REVIEWS: In order to ensure that Non-Profit Housing Programs comply with legislation and local policies, NRH investigates their overall health by analyzing many factors including finances, vacancy losses, governance issues, condition of buildings etc. NRH then works with them to bring them into compliance and provide recommendations on best business practices.</p>
P	PORTABLE HOUSING ALLOWANCE: Direct financial assistance given to the household (tenant) on the Centralized Waiting List; not tied to a housing unit.
	PRIORITY STATUS GROUPS: Priority Status groups are offered units before other applicants on the Centralized Waiting List:

Quarterly Report Reference Sheet

	<ul style="list-style-type: none"> • Special Provincial Priority (SPP) Status is the only legislated priority and is intended to help victims of violence separate permanently from their abuser • Urgent Status is intended for applicants with (1) Mobility Barriers (i.e. physical limitations that require barrier-free units) and/or (2) Extreme Hardship (i.e. where the applicants' current accommodations puts them at extreme risk and/or causes hardship and relocation would reduce the risks and/or alleviate the hardship) • Homeless Status provides an increased opportunity for placement to households that are homeless (1 in every 10 households offered housing)
	<p>PUBLIC HOUSING (ALSO CALLED "LOCAL HOUSING CORPORATION"): NRH owns and manages 2,660 units of Public Housing stock in 9 of the 12 Niagara municipalities. Tenants pay 30% of their income for rent. <i>*Note: NRH owns and manages an additional 91 units that have affordable (80% market) and market rents.</i></p>
Q	
R	<p>RENT SUPPLEMENT PROGRAM: Tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the agreed market rent for the unit. <i>*See also Housing Allowance Program and Housing First Project.</i></p>
S	<p>SERVICE LEVEL STANDARDS (SLS): Establishes minimum number of RGI and special needs units to be maintained by each service manager</p> <p>SERVICE MANAGER: As administrator for affordable housing on behalf of Niagara Region, NRH's main responsibilities include: administering Rent Supplement Programs, oversight of Non-Profit and Cooperative Housing Providers, determining RGI eligibility, maintaining Centralized Waiting List, establishing Local Policies etc.</p> <p>SOCIAL HOUSING (FORMERLY "AFFORDABLE HOUSING"): All NRH programs and services, including Public Housing (NRH-owned), Non-Profit Housing Programs, the Rent Supplement Program and the Affordable Housing Program</p>
T	
U	
V	
W	<p>WELCOME HOME NIAGARA: Assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p>
X	
Y	
Z	

December 1, 2020

Mr. Joel Stapley
Pelham Niagara
Fixed Asset Accountant
20 Pelham Town Square
Fonthill, ON
L0S 1E0

Dear Mr. Stapley,

Re: Women's Place of South Niagara Inc. - Request for Funding

We are writing to respectfully request the Town of Pelham's support in providing services to women and children who have been victims of abuse, by approving our request for funding in the amount of \$2,500.00.

Enclosed please find our completed grant application and a copy of Annual General Report ("Gratitude Report") for our last fiscal year. This report will provide the highlights of our accomplishments over the past year as well as the statistics for our programs and services.

The current economic realities in Niagara due to the COVID-19 pandemic have presented significant challenges to our ability to fundraise. We have had to cancel all three of our signature fundraising events this fiscal year. Women's Place of South Niagara fundraises 30% of its annual operating budget and without these events we are looking for support from our community and the Town of Pelham to help us bridge this gap and maintain our life saving services.

We are hopeful that we can rely on your financial assistance which will empower women and their children who are citizens of the Town of Pelham, to begin living violence free lives.

Thank you for your time and consideration of our submission. Please do not hesitate to contact me at (905) 356-3933 extension 223 should you have any questions or concerns.

Yours truly,



Jennifer Gauthier
Executive Director

Municipal Grant Application Form – In Kind Labour Assistance

Application Deadline: December 1, 2020

*One application per event

Name of Organization or Individual: Women's Place of South Niagara	
Address: 8903 McLeod Road, Niagara Falls, ON L2H 3N5	
Phone #: 905-356-3933 Ext 223	Email: execdir@wpsn.ca
Contact Name: Jennifer Gauthier, Executive Director	
Is your Organization Incorporated as a Non-Profit Organization? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Name of Significant Event: Women's Place Fundraising Activities

Please specify type of in kind labour assistance required:

- | | |
|---|----------|
| 1. <u>Financial assistance in lieu of labour assistance</u> | 4. _____ |
| 2. <u>due to cancellation of fundraising events in light of</u> | 5. _____ |
| 3. <u>COVID-19 restrictions</u> | 6. _____ |

Date requested for assistance: Requesting \$2,500.00 in support

Please demonstrate how your event is a significant event for the Town of Pelham:

The residents of Pelham will benefit from having access to our services that operate 24 hours/day 365 days a year, should they, a loved one or a colleague find themselves living with or dealing with an abusive partner. Our services save the lives of women and children in Southern Niagara. Specific services available to residents are; 30 safe shelter beds, risk assessment and safety planning, housing and legal Support Services, 24/7 support line, adult and child/youth counselling. Due to the pandemic the need for violence against women services has never been greater, with increased stresses on families the number of occurrences and severity of domestic violence incidents has been increasing. Women's Place of South Niagara fund-raises 30% of its operational funding and without the capacity to host events to raise these funds we are looking to Pelham for support in the maintenance of our life saving services.

Jennifer Gauthier
Signature of Person Signing Application

Jennifer Gauthier
Print Main Contact Name

01/12/2020
Date

**When she
needed you, you
were there.**



WOMEN'S PLACE
NOVA HOUSE • SERENITY PLACE

As 2019/2020 came to close, COVID-19 turned everyone's world upside down.

Thank you for your continued support of Women's Place shelters despite all of the challenges caused by the pandemic. When fundraising events and activities were cancelled, you stepped in with donations and fundraising activities. When it became clear that the pandemic was creating a dangerous situation for women and children in abusive homes, you helped to raise awareness of the increased risk.

If you are one of our frontline workers, you reinforced what an amazing team of dedicated women you truly are by facing every challenge head on.

Your support during this crisis has been incredible.

As the pandemic continues, there is still a long road ahead to ensure women and children continue to be safe. Thank you for walking beside them during this difficult journey.



Every woman has a journey as unique as she is...

Vision

A community where women and their children live free from abuse and violence.

Mission

To stop abuse and violence against women and children by providing safety through shelter, counselling, education, advocacy and community partnerships.

As a Women's Place partner, you are supporting services that are person-centred. You are part of a team that is committed to helping each individual figure out their options based on their unique situation, and in a way that supports our diverse community.



You gave her...



In her own words...

"The work you do and help you provide is beyond description. I was there and finally had the strength to leave the province for my own peace. What I learned in counselling set me on a new path. I started over. I am cultivating new friendships that are healthy and mutually supportive. I am working and living in peace. I can't thank the staff enough. I got my life back."

- Women's Place Client



I was never really sure why my dad was different, just that he was. Some days were great and he was the best and then other days, it was easier to stay out of sight.

I remember one day he didn't like the eggs that my mother had made and so he threw the plate with the food on it directly at her. There was another day where he shoved my brother into the wall so hard, you could see the curvature of his spine in the drywall.

The very last night that my father and mother were still a couple was the absolute worst. I was upstairs and could hear my mother screaming. I came downstairs and walked into the kitchen. My mother

was pressed in the corner, her back practically in half bent over the counter. My father had his faced shoved into hers and was yelling. I don't remember what it was about. All I know is that between me and my parents was a telephone. I picked it up and dialed 911.

Operator: "911 - fire or ambulance?"

I didn't need the firetrucks or an ambulance. I needed the police. Why didn't the lady on the phone ask that? I hung up quick. Right away, the phone started to ring. My dad backed away from my mom and went to the coat closet. My mom answered the phone and was frantically telling someone that she needed help, to send the police. Before he left, my father told me everything would be okay and he'd be back for me.

Not long after he left, my mother began shoving clothes and necessities into garbage bags. When we left the house to go to the

Kate's Story



police car, all of the neighbours were outside watching. Little did I know, we were on our way to Women's Place. I was terrified. And yet, there was a sense of relief. Even though our world had flipped upside down, it felt like we could breathe again.

After that, everything was better. All of the colours seemed to be a little brighter. After that week at Women's Place, life was not easy but it was better.

I will always be grateful to Women's Place and to everyone who helped support my family as we learned a new way to live. If Women's Place hadn't taken us in that night, I doubt that our lives would have ever gotten better.



Financial Statements 2019-2020

Women's Place of South Niagara Inc. Statement of Revenue and Expenses for the year ended March 31, 2020.

REVENUE	2020	2019
Ministry of Community and Social Services - annualized funding	1,427,941	1,427,941
Ministry of Community and Social Services - one-time funding	122,570	111,971
CEVAW *	28,673	30,119
MAG Family Court Support Worker	32,500	32,500
Branscombe Family Foundation Grant	35,000	35,000
Donations and Fundraising	472,167	408,389
Federal Government (Summer Students)	8,694	7,433
Federal Government (Special Projects)		
Regional and Municipal Funding	22,350	22,350
Untied Way	68,758	68,758
Special Projects	55,937	54,782
Investment and Misc Income	18,992	18,447
	2,293,582	2,217,690

EXPENSES	2020	2019
Emergency Shelter	1,654,226	1,597,068
Legal & Housing Support Services	174,469	170,493
Fundraising & Public Ed Expenses	175,679	151,960
CEVAW *	28,673	30,119
Administration & Operation	223,246	205,255
	2,256,293	2,154,896
Excess (Deficiency) of Revenue over Expenses from Operations	37,289	62,794
Bequest (One time Legacy Gift)	5,392	198,093
Excess of Revenue over Expenses	42,681	260,887
Allocated to Stabilization Fund	-42,681	-62,794
Allocated to Building Fund		-198,093
	0	0

* Women's Place is the transfer payment agency for the Coalition to End Violence Against Women (CEVAW)

Why do you support
Women's Place?



"...knowing what I know about the statistics in regards to violence against women and children, I thought it was really important to give back to one of the only places in our community that actually DOES help survivors of violence... and Women's Place is incredible in all of the things that they do."

-Deanna, local business owner
and Women's Place supporter



This year, you provided

**Shelter for
96 children**



**Shelter for
218 women**



Transitional support
services for **226
clients**



Legal support and
advocacy for **208
women**



Office visit counselling
for **85 women**



3309 support calls
(approx. 9 calls /day)





Deborah's journey led her back to Women's Place...

Thank you to Deborah Richards, who will be ending her term as the Women's Place board president this fall.

Throughout her seven years as a director, Deborah has been a dedicated advocate for Women's Place, raising her voice and engaging her community to support the work of Nova House and Serenity Place.

Through her leadership and involvement in Women's Place activities and events, she has given back so much to the "happy, safe house" that helped her own family nearly 30 years ago.

Thank you, Deborah, for "paying it forward", ensuring that women and children continue to find safety and support as you move into your new role as past president.

...and we could
not be more
grateful.

Page 126 of 257



There is still a long road ahead.

With each gift you make,
you bring hope.

With each hour you donate,
you provide compassion.

With each word of awareness you share,
you build a safer future.

**Thank you for each step you take to
help end domestic violence in Niagara.**

You bring hope...





**I love my nephew.
I also love my
community.**

**You don't have to choose.
Support a charity and the ones you love in your Will.**

***A Will is a powerful tool
for change.***

**Wills can be more than a legal means to distribute your
personal assets; they can also be a powerful means for
making a difference.**

**Leaving a gift in your Will is simple.
Visit WillPower.ca or contact Amanda at
905-356-3933 ext. 240 to find out more!**

**Women's Place is joining
more than 80 charities,
financial advisors, and
legal services from across
the Hamilton-Oakville-
Niagara Region to show
Canadians how they can
leave a gift to charity
in their Will, while still
taking care of the ones
they love.**

**As a founding partner
of Will Power™, an
initiative spearheaded
by the CAGP Foundation
in partnership with the
Canadian Association
of Gift Planners
(CAGP), Women's Place
will empower more
Canadians to leave a gift
in their Will to charity,
significantly advancing
causes they care about.**

 **WILL
POWER™**
Support a charity in your Will



With *your* help, another eventful year!

Before the fiscal year ended, our volunteers, participants, sponsors and donors ensured that the **Book Riot**, the **Join the WAVE event** and **Brunch, Bid & Bowl** each returned for another successful year, raising a impressive

\$118,539.59!

With limits on gatherings extended into the fall, fundraising will look a bit different this year. Visit the Women's Place Facebook page or website for details about a **new calendar fundraiser**, with exciting draws happening daily throughout the month of November! Thank you to the volunteers and donors who made this new initiative possible!

This November, let her know
she is not alone.

Calendar Fundraiser in support of:



WOMEN'S PLACE
NOVA HOUSE • SERENITY PLACE

2	3	4	5	6	7
1	12	13	14		





WOMEN'S PLACE
NOVA HOUSE • SERENITY PLACE

24HR PHONE/TEXT
SUPPORT

Collect Calls Accepted

Welland, Port Colborne,
Wainfleet, Pelham
and surrounding areas call:

905-788-0113

Niagara Falls,
Fort Erie and
surrounding areas call:

905-356-5800



WAYS YOU CAN HELP



DONATE
MONTHLY



MAKE A
DONATION



BECOME A
CORPORATE
SPONSOR



LEAVE A
LEGACY



VOLUNTEER
YOUR TIME



HOST / ATTEND
AN EVENT

Women's Place receives
funding from:



@WomensPlaceSN

www.womensplacesn.org

8903 McLeod Rd, Niagara Falls, ON L2H 3N5

t: 905-788-0113 f: 905-255-5522

Charitable Registration #: 131135717RR0001

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-685-4225 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

November 23, 2020

CL 22-2020, November 19, 2020
PWC 10-2020, November 10, 2020
PWC-C 44-2020, November 10, 2020

Local Area Municipalities***SENT ELECTRONICALLY***

RE: Recommendations for Consideration from the Linking Niagara Transit Committee held October 21, 2020

Regional Council, at its meeting of November 19, 2020, approved the following recommendation of its Public Works Committee:

That Correspondence Item PWC-C 44-2020, being a memorandum from A.-M. Norio, Regional Clerk, dated November 10, 2020, respecting Recommendations for Consideration from the Linking Niagara Transit Committee meeting held October 21, 2020, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Report LNTC-C 4-2020 **BE FORWARDED** to the Clerks of Niagara's twelve (12) local area municipalities and that they **BE REQUESTED** to have the Council's of the twelve (12) local area municipalities consider the resolution outlined in Appendix 1 to Report LNTC-C 4-2020, advising the Regional Clerk of any municipal feedback, no later than February 28, 2021; and
2. That Council **DIRECT** staff to undertake an assessment of the proposed resolution outlined in Appendix 1 to Report LNTC-C 4-2020 and **REPORT BACK** to the Public Works Committee, no later than February 28, 2021, evaluating the expected impacts to Niagara Region Transit, Niagara Specialized Transit, Niagara Region Transit OnDemand, and the Regional tax levy from the proposed resolution.

A copy of Correspondence Item PWC-C 44-2020 and Report LNTC-C 4-2020 is attached for your reference.

Yours truly,

A handwritten signature in black ink, appearing to read "Ann-Marie Norio".

Ann-Marie Norio
Regional Clerk

:me

MEMORANDUM

PWC-C 44-2020

Subject: Recommendations for Consideration from the Linking Niagara Transit Committee meeting held October 21, 2020

Date: November 10, 2020

To: Public Works Committee

From: Ann-Marie Norio, Regional Clerk

At its meeting held on October 21, 2020, the Linking Niagara Transit Committee passed the following motion for consideration by the Public Works Committee:

Minute Item 5.1

LNTC-C 4-2020

Niagara Transit Governance Study

That Report LNTC-C 4-2020, dated October 21, 2020, respecting Niagara Transit Governance Study, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Linking Niagara Transit Committee **SUPPORTS** the Full Commission as the recommended governance model for the consolidation of Niagara's public transit system;
2. That Report LNTC-C 4-2020 **BE FORWARDED** to the Clerks of Niagara's twelve (12) local area municipalities and that they **BE REQUESTED** to have the Council's of the twelve (12) local area municipalities consider the resolution outlined in Appendix 1 to Report LNTC-C 4-2020, advising the Regional Clerk of any municipal feedback, no later than February 28, 2021; and
3. That Council **DIRECT** staff to undertake an assessment of the proposed resolution outlined in Appendix 1 to Report LNTC-C 4-2020 and **REPORT BACK** to the Public Works Committee, no later than February 28, 2021, evaluating the expected impacts to Niagara Region Transit, Niagara Specialized Transit, Niagara Region Transit OnDemand, and the Regional tax levy from the proposed resolution.

Respectfully submitted and signed by,

Ann-Marie Norio
Regional Clerk

Committee of Adjustment**Minutes**

Meeting #: CofA 11/2020
Date: Tuesday, November 3, 2020
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Donald Cook
Sandra Marsh
Bernie Law

Members Absent John Klassen

Staff Present Nancy Bozzato
Holly Willford
Sarah Leach
Curtis Thompson
Tolga Aydin

Others Present Applicants, Agents and viewing Public via Livestream

1. Attendance

Applicant, Agents and viewing members of the public via Town of Pelham YouTube Channel by Live-streaming.

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

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

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

5. Applications for Minor Variance

5.1 A27/2020P - 571 Roland Road

Purpose of Application

Application for relief of 7.4 (d) "Minimum Front Yard" permit a minimum front yard setback of 8.7m whereas the by-law requires 13m to recognize the existing legal non-complying dwelling and to permit a new covered porch.

Representation

The Applicant was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Niagara Region Planning & Development Services
5. NPCA
6. Callum and Faye Shedden

Applicant's Comments

The Applicant had no additional comments.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 4:10 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

No additional comments were made.

Moved By Sandra Marsh

Seconded By Bernie Law

Application for relief of Section 7.4 (d) “Minimum Front Yard” permit a minimum front yard setback of 8.7m whereas the by-law requires 13m to recognize the existing legal non-complying dwelling and to permit a new covered porch, is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature overall because it will help to improve the Roland Road streetscape by enhancing the traditional architectural design of the early 20th century brick dwelling.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land for improved living arrangements and usage of the existing legal non-complying dwelling with a covered front amenity area.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. No objections were received from commenting agencies or abutting property owners.**
- 7. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

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

Carried

6. Applications for Consent

6.1 B9/2020P - 1431 Station Street

Purpose of Application

Application for consent to partial discharge of mortgage and consent to convey 2,850.3 square metres of land (Part 2), to be added to the abutting property to the south (Parts 3 and 4), for future development. Part 1 is to be retained for continued residential use of the dwelling known municipally as 1431 Station Street.

Representation

The Agent, Stephen Kaiser from Kaiser & Associates, was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Town of Pelham Tax Department
5. NPCA

Applicant's Comments

Mr. Kaiser indicated he is working on a land assembly for a future plan of subdivision which is likely to come forward in 2021. He thanked staff for their comments and indicated he is prepared to answer any questions.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 4:17 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

No additional comments were made.

Moved By Bernie Law

Seconded By Sandra Marsh

**Application is made for consent to partial discharge of mortgage and consent to convey 2,850.3 square metres of land (Part 2), to be added to the abutting property to the south (Parts 3 and 4), for future development. Part 1 is to be retained for continued residential use of the dwelling known municipally as 1431 Station Street, is hereby:
GRANTED**

The above decision is based on the following reasons:

- 1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**
- 2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
- 3. No objections to this proposal were received from commenting agencies or neighbouring property owners.**
- 4. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.**

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. Confirm that no existing utilities currently cross the proposed lot lines. Should any existing services cross the proposed boundaries, then the applicant shall be responsible for relocation / removal costs.**
- 2. Provide a written acknowledgment that the Owner will be responsible for payment of the front-ending contribution, payable to the Town of Pelham, for the East Fonthill storm water management system oversizing.**

To the Satisfaction of the Treasurer

- 1. That all municipal taxes owing to the Town of Pelham on the subject lands, as detailed in correspondence from the Treasurer**

and Tax Collector, dated October 8th, 2020 be paid in full to the town, to the satisfaction of the Treasurer

To the Satisfaction of the Secretary-Treasurer

1. Pursuant to Section 50(12) of the Planning Act, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the south (Part 2 to merge with Part 3 and 4 of the sketch), the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land.
2. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken, together with the registrable legal descriptions of the subject parcel and the consolidated parcel. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
3. That the final certification fee of \$395, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.

Carried

6.2 B10/2020P - 1012 Cream Street

Representation

The Agent, William Heikoop from Upper Canada Consultants, was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department

4. Niagara Region Planning & Development Services
5. NPCA

Applicant's Comments

Mr. Heikoop indicated he generally concurs with the report offered by staff. He indicated the lands are to accommodate a storm water management plan in relation to a secondary plan process. He stated the application does not propose physical changes to the lands, rather changes the land boundaries. Mr. Heikoop indicated the lands are under a sensitive agreement of purchase and sale with an expiry date of December 6th. He stated the proposed condition regarding the zoning would impact the property's ability to close and respectfully requested the Committee accept a solicitor's undertaking to bring the minor variance application forward as an alternative.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 4:31 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

A Member requested staff to advise if an undertaking would be sufficient as an alternative to the zoning condition and requested further clarification regarding the requirement of a road widening. In response, Ms. Nancy Bozzato, Secretary Treasurer indicated the condition of road widening is required to ensure Part 3 is no longer a whole of a lot to facilitate the merging of the lands. Ms. Bozzato indicated she had concerns with the suggestion of accepting an undertaking instead of the zoning condition as presented, noting this would have the effect of creating a lot that is not in compliance with the Zoning By-law. Once the final certificate is issued on the consent, enforcement for a zoning amendment becomes difficult. She requested Mr. Curtis Thompson, Planner to also speak to this. Mr. Thompson indicated an issue with accepting the undertaking is once the certificate of consent is issued and the lot is created it is out of the Town's control. In addition, he indicated the stated zoning condition is required to ensure the lot (Part 1) is a legal lot. He stated without the required zoning the lot would be an illegal lot. Mr. Thompson indicated the Town cannot create illegal lots.

Ms. Bozzato suggested Mr. Heikoop seek an extension to the Agreement of Purchase and Sale. In response, Mr. Heikoop indicated the closing expires December 6th with the current owner and requested the condition to be that an application be submitted instead. In response, Ms. Bozzato stated an application submitted does not guarantee approval or the appeal period passing uncontested.

A Member indicated he understands Mr. Heikoop's situation, however would not be prepared to grant the application with changed conditions. He indicated he would be prepared to grant the consent with conditions presented.

A Member asked if the application could be amended. In response, Ms. Bozzato indicated an amendment in the application would require additional circulation.

A Member indicated he does not have a solution for Mr. Heikoop other than granting the consent and Mr. Heikoop dealing with the minor variance later.

Moved By Sandra Marsh
Seconded By Bernie Law

Application is made for consent to partial discharge of mortgage and consent to convey 2.780 hectares of land (Part 2), to be added to the abutting property to the west (Part 3), for future development. Part 1 is to be retained for continued residential use of the dwelling known municipally as 1012 Cream Street, is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**
- 2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
- 3. No objections to this proposal were received from commenting agencies or neighbouring property owners.**
- 4. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of**

provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. Submit a comprehensive overall Lot Grading & Drainage Plan for both Parts demonstrating that drainage neither relies upon, nor negatively impacts adjacent properties, and that all drainage will be contained within their respective lots.**
- 2. Confirm that no existing utilities cross the proposed lot line. In the event that services do cross, the applicant shall be responsible for the costs and responsibility of their relocation and/or removal.**
- 3. Ensure the Secretary-Treasurer is provided with sufficient evidence indicating that the conveyance of a minimum 0.1 m² parcel of land from Part 3 on the Consent Sketch be deeded to the Town of Pelham. This transfer shall be completed to the satisfaction of the Director of Public Works, in order to facilitate the boundary adjustment proposed in this application, said lands shall be conveyed free and clear of any mortgages, liens or encumbrances. All costs associated with this conveyance are the responsibility of the applicant. Provide the Secretary-Treasurer with a registerable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**

To the Satisfaction of the Director of Community Planning and Development

- 1. That final approval of all necessary zoning approvals be obtained for Part 1 (Minimum Lot Frontage, Minimum Lot Area and Minimum Side Yard)**
- 2. To the Satisfaction of the Secretary-Treasurer**
 - 1. Pursuant to Section 50(12) of the Planning Act, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall**

apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the west (Part 2 to merge with Part of the sketch), the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land.

2. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken, together with the registrable legal descriptions of the subject parcel and the consolidated parcel. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
3. That the final certification fee of \$395, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.

7. Minutes for Approval

Moved By Donald Cook

Seconded By Bernie Law

That the minutes of the February 25, March 3, July 21, and August 11, 2020 Committee of Adjustment Hearing be approved.

Carried

Moved By Sandra Marsh

Seconded By Bernie Law

That the minutes of the August 17, 2020, Committee of Adjustment Hearing be approved.

Carried

8. Adjournment

Moved By Sandra Marsh

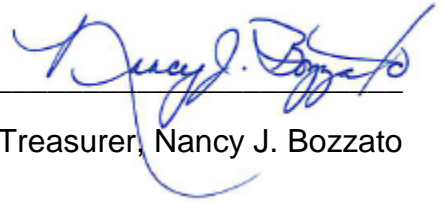
Seconded By Bernie Law

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment Hearing be adjourned until the next regular meeting scheduled for December 1, 2020 at 4:00 pm.

Carried



Don Cook, Chair



Secretary-Treasurer, Nancy J. Bozzato

**Committee of Adjustment
Minutes**

Meeting #: CofA 9/2020
Date: Tuesday, September 1, 2020
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Donald Cook
 John Klassen
 Sandra Marsh

Members Absent Bernie Law

Staff Present Nancy Bozzato
 Holly Willford
 Sarah Leach

1. Attendance

Applicant, Agents and viewing members of the public via Town of Pelham YouTube Channel by Live-streaming.

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

Noting that a quorum was present, Chair Cook called the meeting to order at approximately 4:00 pm.

The Chair called for a moment of silence in memory of Committee of Adjustment member and vice chair Bill Sheldon.

The Chair read the opening remarks to inform those present on the meeting protocols and he introduced the hearing panel and members of staff present.

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Requests for Withdrawal or Adjournment

Ms. Willford, Assistant Secretary Treasurer to the Committee of Adjustment advised the Chair the applicant for application A6/2020P – 257 Chantler Road has requested an adjournment, sin dine in order to work with the Niagara Region and Town Planning Staff to hopefully receive supportive comments.

Ms. Willford suggested to the Chair that perhaps the Committee hear the minor variance application (A24/2020P) after the consent (B6/2020P) application. The Chair agreed.

Moved By Sandra Marsh

Seconded By John Klassen

THAT application A6/2020P – 257 Chantler Road be adjourned sin dine.

Carried

5. Applications for Minor Variance

5.1 A6/2020P - 257 Chantler Road

Application was adjourned.

5.2 A22/2020P - 9 John Street

Purpose of Application

Application for relief of Section 13.2 (c) “Maximum Lot Coverage” to permit a maximum lot coverage of 32.04% whereas the by-law permits 30% and Section 13.2 (f) “Minimum Exterior Side Yard” to permit a minimum exterior side yard of 3.06m whereas the by-law requires 5m.

Representation

The Agent was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Upper Canada Consultants Presentation

5. Michael and Marion Whittaker Comments

Applicant's Comments

The Agent provided a brief presentation overviewing the application. A copy is on file with the Clerk.

Public Comments

Mr. Michael Whittaker indicated he is concerned Fonthill has already lost a lot of trees and he stated we must protect the trees we have. Mr. Whittaker indicated he is concerned the tulip tree on the property, which is over 100 feet tall will be taken down. He indicated he sees red marks on the tree. The Chair asked the Agent to respond. In response, the Agent indicated the tree is not being removed rather the markings are for elevation. Mr. Whittaker was pleased with the response.

Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 4:29 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

A Member indicated he was happy the tree was staying.

Moved By John Klassen

Seconded By Sandra Marsh

Application for relief of Application for relief of Section 13.2 (c) “Maximum Lot Coverage” to permit a maximum lot coverage of 32.04% whereas the by-law permits 30% and Section 13.2 (f) “Minimum Exterior Side Yard” to permit a minimum exterior side yard of 3.06m whereas the by-law requires 5m, is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature and will allow more design flexibility for a larger building footprint and will allow a desirable rear yard landscaped amenity area to be maintained.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**

4. **The proposal is desirable for the appropriate development and/or use of the land as they will allow more design flexibility for the future residential dwelling with a larger ground floor area but also maintain a large rear yard amenity area.**
5. **This application is granted without prejudice to any other application in the Town of Pelham.**
6. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

1. **That all necessary building permits are required prior to construction commencing to the satisfaction of the Chief Building.**

Prior to the issuance of the Building Permit:

2. **To the satisfaction of the Director of Community Development and Planning that:**
 1. **Provide an east (exterior side) Elevation Plan that positively contributes to the public street through the use of a front porch, windows symmetrically proportionate to the building's mass, and a congruent use of exterior cladding etc.**

Carried

5.3 A24/2020P - Northeast Corner of Poth Street and Webber Road

Heard concurrently with application B6/2020P.

6. Applications for Consent

6.1 B5/2020P - 1427 Station Street

Purpose of Application

Application for consent to partial discharge of mortgage and consent to convey 2,824 square metres of land (Part 2), to be added to the abutting

property to the south, for future development. Part 1 is to be retained for continued residential use of the dwelling known municipally as 1427 Station Street.

Representation

The Agent was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department

Applicant's Comments

The Agent indicated he is working on a land assembly for a future plan of subdivision. The Agent indicated there is a drainage plan for the whole area.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 4:41 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

A Member asked if there was a timeline for when the plan of subdivision would be ready and if he believes there will be drainage issues. In response, the Agent indicated he is unsure of when the draft plan of subdivision will be ready and there are no foreseeable issues with drainage.

Another Member indicated the Committee has granted other consents for this land assembly and indicated there is no reason to change their minds now.

Moved By Sandra Marsh

Seconded By John Klassen

Application is made for consent to partial discharge of mortgage and consent to convey 2,824 square metres of land (Part 2), to be added to the abutting property to the south, for future development. Part 1

is to be retained for continued residential use of the dwelling known municipally as 1427 Station Street, is hereby: **GRANTED**

The above decision is based on the following reasons:

1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.
2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.
3. No objections to this proposal were received from commenting agencies or neighbouring property owners.
4. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan. The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

1. Confirm that no existing utilities currently cross the proposed lot lines. Should any existing services cross the proposed boundaries, then the applicant shall be responsible for relocation / removal costs.
2. Provide a written acknowledgment that the Owner will be responsible for payment of the front-ending contribution, payable to the Town of Pelham, for the East Fonthill storm water management system oversizing.

To the Satisfaction of the Secretary-Treasurer

1. Pursuant to Section 50(12) of the Planning Act, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the south (Part 2 to merge with Part 3 of the

sketch), the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land.

2. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken, together with the registrable legal descriptions of the subject parcel and the consolidated parcel. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
3. That the final certification fee of \$395, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.

Carried

6.2 B6/2020P - Northeast Corner of Poth Street and Webber Road

Purpose of Application

Application for consent to convey 3.98 hectares of land (Part 1) for a future agricultural or residential use. Part 2 is to be retained.

Representation

The Applicants and Agent was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Niagara Region

Applicant's Comments

The Agent indicated she had no further comments and supports the conditions requested.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 4:56 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

Two Members asked for confirmation that the subject lands have two different zonings. In response, the Agent confirmed that was correct.

A Member asked for more information regarding why the property has two different zonings. In response, Mr. Thompson indicated zoning does not follow lot boundaries rather, zoning is in directed relation to the Official Plan and that the property does have two different zonings.

A Member asked if an archeological assessment will be required at site plan stage of the development. In response, Mr. Thompson indicated that was correct.

The Members considered A24/2020P and B6/2020P concurrently.

Moved By John Klassen

Seconded By Sandra Marsh

Application is made for consent to convey 3.98 hectares of land (Part 1) for a future agricultural or residential use. Part 2 is to be retained, is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**
- 2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
- 3. No objections to this proposal were received from commenting agencies or neighbouring property owners.**
- 4. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria,**

is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

1. **Submit a comprehensive overall Lot Grading & Drainage Plan for both Parts demonstrating that drainage neither relies upon, nor negatively impacts adjacent properties, and that all drainage will be contained within their respective lots, to the satisfaction of the Director of Public Works, or designate.**
2. **Confirm that no existing utilities cross the proposed lot line. In the event that services do cross, the applicant shall be responsible for the costs and responsibility of their relocation and/or removal.**

To the Satisfaction of the Secretary-Treasurer

1. **That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**
2. **That the final certification fee of \$395, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.**

Carried

Moved By John Klassen

Seconded By Sandra Marsh

Application for relief of Application for relief of Section 7.2 (a) “Minimum Lot Frontage” – to permit a minimum lot frontage of 150.43m whereas the by-law requires 180m and Section 7.2 (b) “Minimum Lot Area” – to permit a minimum lot area of 3.98ha whereas the by-law requires 10ha, is hereby: GRANTED.

The above decision is based on the following reasons:

1. The variance is minor in nature given the proposed lot size is capable of supporting a variety of permitted uses without causing adverse impacts to the neighbourhood.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and/or use of the land as it will allow for the full range of permitted agricultural uses to continue to be available in the future despite being on a smaller parcel of land.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. No objections were received from commenting agencies or abutting property owners.
7. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That the approval of the minor variance is subject to Consent File B6/2020P obtaining final approval.

Carried

7. Minutes for Approval

Moved By Sandra Marsh

Seconded By John Klassen

That the minutes of the February 4, 2020, Committee of Adjustment Hearing be approved.

Carried

Moved By Sandra Marsh
Seconded By John Klassen

That the minutes of the February 20, 2020, Committee of Adjustment Hearing be approved.

Carried

Moved By John Klassen
Seconded By Sandra Marsh

That the minutes of the June 30, 2020, Committee of Adjustment Hearing be approved.

Carried

8. Adjournment

Moved By Sandra Marsh
Seconded By John Klassen

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment Hearing be adjourned until the next regular meeting scheduled for October 6, 2020 at 4:00 pm.

Carried



Don Cook, Chair



Secretary-Treasurer, Nancy J. Bozzato

Subject: Establish Reserve Fund for Volunteer Fire Fighters' Life Insurance**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0189- Corporate Services; AND THAT staff be directed to prepare the necessary by-law for the establishment of a Volunteer Fire Fighters Life Insurance Reserve Fund AND THAT this Reserve Fund be effective for the December 31, 2020 year end.

Background:

The Town of Pelham provides, to all active volunteer fire fighters, a life insurance premium of \$25,000 to be paid out in a lump sum to the deceased's beneficiary. If a fire fighter passes away from any cause, whether natural or accidental the premium is paid out by an insurance provider, to which the Town in turn pays an annual premium for coverage. The annual cost to the Town is approximately \$12,500. The Town can self-fund this life-insurance by establishing a Reserve Fund which will earn interest annually.

As per Policy No. S400-08 Reserve and Reserve Fund Policy, section 4 (iv): Reserve Funds shall be established by Council by-law, which governs the purpose, funding sources, drawdowns, and investment of the fund.

Purpose of the Fund: Life Insurance for Active Volunteer Firefighters

Funding Source: \$12,500 annual allocation from operating budget, to a maximum balance of \$125,000 plus interest.

Drawdowns: \$25,000 to a deceased volunteer firefighter's beneficiary, if a volunteer fire fighter dies while being an active fire fighter with the Town of Pelham.

Investment of the Fund: The funds are to be kept in a segregated bank account with interest revenue allocated on an annual basis.

Analysis:

In the past few decades, the Town has made this \$25,000 payout only once. If the Town were to self-fund this benefit and contribute the annual insurance premium of \$12,500 to a specific Reserve Fund, the cost savings would start to be realized after two years of contributions to the reserve. Further contributions could continue until the Reserve Fund is adequate to support an unfortunate series of events which could lead to multiple payouts in the same year.

Financial Considerations:

Since the payout risk is low and the annual premium of \$12,500 is high, it makes sense for the Town to put the value of the annual insurance premium amount into a Reserve Fund that will earn interest on an annual basis. In a ten-year period, there would be accumulated \$125,000 plus interest in this fund. This would be more than adequate based on past experience.

Alternatives Reviewed:

The alternative is to continue to pay an annual insurance premium of \$12,500.

Strategic Plan Relationship: Strong Organization

It is important to have this life insurance for active fire fighters. The Town is better off to self-fund this insurance in a Reserve Fund to the equivalency of the annual premium paid so the funds can stay within the Town.

Consultation:

Fire Chief, Bob Lymburner

Other Pertinent Reports/Attachments:

Non-applicable

Prepared and Recommended by:

Teresa Quinlin, MBA, CPA, CA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

Subject: Letter of Support for Inclusive Community Grant**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0190, Letter of Support for Inclusive Community Grant; and

THAT Council provides a letter of support for the Inclusive Community grant of \$60,000 from the Ontario Ministry for Seniors and Accessibility.

Background:

Inclusive Community Grants are designed to sustain existing, and create new, Age-Friendly Communities (AFCs) for older adults and people of all abilities by supporting projects with funding of up to \$60,000. This is a \$2 million fund.

Projects can be focused on assisting:

- small urban/rural communities
- under-served populations
- diverse population of adults including Indigenous and immigrants
- older adults, including those with accessibility needs
- individuals self-isolating and following social distancing due to COVID-19

This year, they are focusing on programming that can be delivered remotely or virtually. The grants will help develop programs for older adults and people of all abilities that focus on:

- connecting people with their communities
- making communities inclusive and age-friendly

Priority will be given to eligible projects that target small urban/rural communities and/or respond to the emerging needs of older adults, including those with disabilities, in a changing environment resulting from global COVID-19 pandemic.

Deadline for submission is December 21, 2020

Analysis:

The Town of Pelham is submitting a grant application to install video and recording equipment in the Accursi Room of the Meridian Community Centre, a Senior Living Centre and hub. This equipment will provide increased access for seniors, older adults, persons with disabilities and others to participate in and view programs which are both live-streamed and recorded.

This equipment will also provide other benefits such as having Council meetings and Town Hall meetings in the Accursi Room at the MCC being live-streamed and recorded.

Financial Considerations:

The total cost of the video and recording equipment is \$83,000. This grant will cover \$60,000 of the cost and the remaining \$23,000 will be funded from the Information Technology Innovation fund from the 2021 capital budget.

Alternatives Reviewed:

No other alternatives were reviewed since this equipment meets all the criteria for this grant for delivery programs remotely or virtually while developing programs for older adults and people of all abilities.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

This grant will help to build strong communities by developing on-line programs that can benefit people of all ages especially the seniors and people of all abilities. The Pelham Library will also benefit by using this equipment for some of their programs.

Consultation:

Endorsement letter of support will include letters from: the Pelham Library, Pelham Seniors' Advisory Committee (PSAC) and Joint Accessibility Advisory Committee (JAAC).

Other Pertinent Reports/Attachments:

Town of Pelham letter of support.

Prepared and Recommended by:

Teresa Quinlin, MBA, CPA, CA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

December 4, 2020

Vickie vanRavenswaay
Director, Recreation, Culture and Wellness
Town of Pelham

On behalf of the Town of Pelham, I am writing in support of the Town of Pelham's application for an Inclusive Community Grant to install video and recording equipment in the Accursi Room of the Meridian Community Centre, a Senior Active Living Centre and hub. This equipment will provide increased access for seniors, older adults, persons with disabilities and others to participate in and view programs which are both live-streamed and recorded.

The Town of Pelham has a keen interest in providing social, cultural, educational, health and wellness programs and services to seniors, older adults and persons with disabilities in our community.

Council has endorsed this request for assistance and support from Ontario's Inclusive Community Grant for the installation of video and recording equipment at the Town's Meridian Community Centre. This permanent installation will allow a wide range of programming to reach seniors, older adults and persons with disabilities, especially important now during the challenges of the COVID-19 pandemic. The Town offers many programs and services for seniors and the installation of this equipment will allow these to be shared either live via multi social media platforms or as a recording on the Town's YouTube channel.

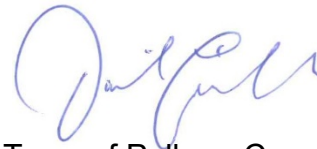
This proposal is timely and addresses the urgent need of seniors and persons with disabilities especially during the challenges of the pandemic. The installation of this equipment will significantly increase access to programming which can be viewed and enjoyed in the comfort of an individual or congregate residence. This capability will provide permanent access to live and recorded educational, social, cultural, library-led, health, wellness and fitness and informational programs to those who do not wish to or who are not able to participate in person. This capability will also allow the Town of Pelham to increase and enhance the programming for seniors, older adults and persons with disabilities far beyond the limitations of the physical space at MCC.

By approving this proposal and request for assistance, the Inclusive Community Grant will enable the Town of Pelham to provide access and support to more seniors, older adults and persons with disabilities with a wide range of live-stream and recorded activities from the state-of-the-art Meridian Community Centre.

Regards,



Town of Pelham Council
Marvin Junkin, Mayor



Town of Pelham Council
David Cribbs, CAO

Subject: Council Support for Investing in Canada Infrastructure Program-COVID 19 Resilience Fund

Recommendation:

BE IT RESOLVED THAT Council receive Report #2020-0192, Council Support for Investing in Canada Infrastructure Program – COVID-19 Resilience Fund;

AND THAT Council support the Splash Pad project at Centennial Park in Fenwick to be funded partially by ICIP COVID-19 Resilience Fund for \$112,331, and the remaining \$237,669 to be funded by Development Charges revenue as stated in the DC Background Study and included in the 2021 Capital Budget.

Background:

The Town of Pelham has received notice of an allocation of \$112,331 from the ICIP-COVID 19 Resilience Fund. Confirmation was received by the Ministry that the splash pad project qualifies as an eligible project under category #3 listed below.

Eligible projects:

1. **Retrofits, Repairs and Upgrades** for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
2. **COVID-19 Response Infrastructure**, including measures to support physical distancing;
3. **Active Transportation Infrastructure**, including parks, trails, foot bridges, bike lanes and multi-use paths; and
4. **Disaster Mitigation and Adaption**, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Municipalities will not be required to cost-share under this stream. The federal government will cover 80% of the total eligible costs associated with any approved project and Ontario will cover 20%, however, total eligible costs for all submitted projects cannot exceed your municipal allocation.

The due date for application is December 21, 2020.

Projects must have started by September 30, 2021 and completed by December 31, 2021.

Analysis:

The splash pad has been a request at the Budget Open House for several years. The Town of Pelham is one of the few communities left in Niagara that does not have a splash pad in their parks. Splash pads have become popular in parks replacing “baby pools” since they are safer for children with fun interactive water features. This grant is a great opportunity to help fund the splash pad at Centennial Park along with Development Charge revenue.

Financial Considerations:

The total cost of the splash pad is estimated to be \$350,000. With this grant and the Development Charge revenue, this project will be fully funded without using tax levy dollars.

Alternatives Reviewed:

There were no other alternatives considered since a splash pad in Fenwick has been a priority for Pelham. A separate grant submission has been made for another splash pad at the Marlene Stewart Streit Park. The Town is waiting for news from the Ministry if this grant is being approved. It was applied under the ICIP- Culture and Recreation Stream in November 2019.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

With the emergence of COVID-19, the Town recognizes the importance of outdoor spaces for children to play. A splash pad will be a great recreational addition to the Town especially with the growth of young families coming to Pelham.

Consultation:

The Director Culture, Recreation and Wellness and the Director Public Works.

Other Pertinent Reports/Attachments:

None

Prepared and Recommended by:

Teresa Quinlin, MBA, CPA, CA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

Subject: Delegation of Powers and Duties**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2020-0186,
Delegation of Powers and Duties;**

**AND THAT Council consider the Draft Delegation of Powers and
Duties By-law and associated schedules outlining the administrative
authority delegated to various municipal staff positions as detailed
therein;**

**AND THAT Staff be directed to present the by-law for Council
approval at the next regular meeting.**

Background:

The Municipal Act, 2001 S.O. 2001, c. 25, as amended (the Act) requires that a municipality adopt and maintain policies with respect to the delegation of its powers and duties (S. 270(1)6). The Town adopted Policy P201-13 in compliance with the Act, which requires that all delegated powers and duties be enacted by by-law.

As noted in this Policy, the efficient management of the corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to staff or committees, while concurrently maintaining accountability. This can be effectively achieved through the delegation of legislative and administrative functions.

In the exercise of any delegated power or duty, it is the responsibility of the delegate to ensure expenditures are provided in the current year's budget or otherwise authorized by Council and the delegate shall not exceed the authority delegated. Internal legal counsel will play a key role in reviewing such matters as the undertaking of contracts or agreements with third parties and ensuring the legislative powers are respected and are in accordance with any conditions or limitations for delegation through the adoption of the delegation by-law(s).

The delegation of powers and duties serves to enhance the efficiencies of the municipal corporation by removing day-to-day transactions from the need to await

Council deliberation and decision. Delegation of certain administrative functions also contributes to efficient Council meetings wherein routine matters can be facilitated without delay. Councils generally delegate certain powers and duties to administrative staff where there is no need for public involvement or political input, which serves to streamline the administrative process and enhance customer services. An important factor in any such delegation is that Council will maintain the ability to revoke any delegated power at any time. Approval of a delegation by-law succinctly sets out the tools necessary to ensure the ability to respond to issues in a timely manner, thus enhancing service levels to the community.

The proposed by-law sets out which municipal officer(s), employee(s) or agent(s) are responsible for undertaking the delegated actions, all of whom are professionals with accountability for the duties that are delegated.

This report and the associated by-law are provided to Council in satisfaction of the strategic action item approved by Council in both January and September, 2020.

Analysis:

The delegation of authority is a tool broadly utilized throughout Ontario. During the preparation and analysis of the Delegation of Powers and Duties By-law for Council consideration, no fewer than twenty (20) various municipal by-laws and policies were reviewed in order to analyze what options might be best suited to Pelham. Each member of the Senior Leadership Team reviewed samples and best practice criteria and together reviewed the by-law presented for Council's consideration through this report. Consideration was given to each item listed in the by-law with the lens to identify if the function is:

- routine or minor in nature;
- generally would not prompt Council debate;
- provision of more efficient customer service through delegation.

For example, where a non-profit or charity organization intends to hold a tag day or an event requiring a licence from the Alcohol and Gaming Commission as part of a fundraising initiative, the request is received and placed on the next available Council agenda which may be two to four weeks away depending on the current Council schedule. This may result in the Council approval being sought after the intended. With delegated authority, staff can better assist community groups in reaching their fundraising potential in a timely manner.

The by-law represents previous delegations that were adopted by by-law, policy or

common practice or made by resolution, and consolidates them into one by-law document.

Financial Considerations:

There are no direct costs to the municipality.

Alternatives Reviewed:

As noted in the report, each Director as well as appropriate management level staff reviewed the delegations contained in the proposed by-law. Council has the alternative to recommend adoption of the by-law as presented, amend the by-law or not recommend it for approval.

Strategic Plan Relationship: Strong Organization

Through the delegation of certain powers and duties, the customer service goals of the corporation are enhanced through a more streamlined process.

Consultation:

Each member of the Senior Leadership Team and appropriate divisional managers; review of a vast number of Ontario Delegation of Powers and Duties by-laws and policies was undertaken.

Other Pertinent Reports/Attachments:

Draft Delegation of Powers and Duties By-law
Policy S201-13

Prepared and Recommended by:

Nancy J. Bozzato, Dipl.M.M., AMCT
Town Clerk

Prepared and Submitted by:

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

THE CORPORATION OF THE
T O W N O F P E L H A M

BY-LAW #XXXX(2021)

Administrative Authority By-law:

Being a by-law to delegate certain powers and duties under the *Municipal Act, 2001, S.O. 2001, c. 25*, and other Acts as contained in the Schedules hereto.

WHEREAS section 23.1 of the *Municipal Act, 2001, S.O. 2001, c.25* (the Act) authorizes a municipality to delegate its powers and duties to a person or body, subject to certain restrictions;

AND WHEREAS section 224(d) of the Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council;

AND WHEREAS section 227 of the Act states it is the role of officers and employees of the municipality to; (a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and (c) carry out other duties under this or any other Act and other duties assigned by the municipality;

AND WHEREAS the Council of the Corporation of the Town of Pelham has identified certain routine administrative functions to be delegated to staff to improve daily business efficiencies while continuing to adhere to the principles of accountability and transparency;

NOW THEREFORE BE IT RESOLVED that the Council for the Town of Pelham hereby enacts as follows:

Part I – Short Title

1. THAT this By-law may be referred to as the "Administration of Authority By-law".

Part II – Delegation Provisions

2.1 Council delegates the powers, duties, and restrictions thereto as set out in the Schedules appended hereto, to those officers, employees or committees therein listed;

2.2 Notwithstanding the foregoing, Council retains the authority to make or reconsider, at any time and without notice, revoke any delegated power that has been delegated pursuant to this By-law;

2.3 Except as otherwise required by law, should any position identified in this By-law with delegated powers or duty be vacant, or no longer exist within the Corporation, the powers and duties of that position may be exercised by a person deemed to have authority of the position until such time as the position is either no longer vacant, or a new delegation for the corresponding delegated power or duty is approved;

2.4 Where the exercise of a delegated authority requires an expenditure of money, funding for the expenditure shall be included in an approved budget and all relevant requirements of the Town of Pelham purchasing and procurement by-law in effect at the time of the expenditure shall be followed;

2.5 Where delegated authority includes execution of an agreement, the agreement shall be approved by the Chief Administrative Officer, the Department Head, and/or legal counsel prior to its execution;

2.6 All relevant By-laws and Resolutions of The Corporation of the Town of Pelham shall apply to the exercise of delegated authority, as authorized by this By-law, or any associated standalone delegation of authority By-law;

2.7 Council hereby confirms that it is of the opinion that all legislative powers under any Act delegated to an officer or an employee of the Corporation are minor in nature, within the meaning of Subsection 23.2(4) of the *Municipal Act*, S.O. 2001, c.25.

Part III – Definitions

3. For the purposes of this By-law:

“Act” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

“Approval” includes authority to sign for approval and execute an agreement, contract, release, waiver, application or document intended to bind the Corporation and includes any renewal, amendment or termination thereof, and “Approve” has a corresponding meaning;

“By-law” means this by-law and includes its Schedules;

“CAO” means the Chief Administrative Officer for the Town of Pelham;

“Chief Building Official” or “CBO” means the Chief Building Official, as duly appointed by by-law;

“Chief Fire Official” means the Fire Chief for the Town of Pelham, as duly appointed by by-law;

"Clerk" means the Town Clerk as duly appointed by by-law;

"Corporation" means The Corporation of the Town of Pelham;

"Council" means the elected Council of The Corporation of the Town of Pelham;

"Department" means a Department with a Director/Department Head;

"Delegation of Powers Policy" means a policy that has been approved by Council in accordance with section 270(1)6 of The Act;

"Legal Proceeding" means any court or administrative tribunal proceeding commenced by, or against, the Town;

"Treasurer" means the Treasurer of the Town of Pelham, as duly appointed by by-law.

Part IV – Nature and Scope of Delegation of Powers and Duties

4.1 The authority to approve a matter as contained in any Schedule hereto appended is hereby delegated to the person or persons set out in Column 2 therein and shall be subject to any conditions or restrictions as contained in Column 5;

4.2 Where authority to approve a matter is delegated to any person under this by-law, the Chief Administrative Officer may also exercise that authority;

4.3 Despite any provision of this by-law, a delegate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been approved by Council, and shall be deemed to be approved where such transaction or activity:

- a. is included in the annual budget as adopted by Council; or
- b. is included in a program, project or activity which has been approved by Council; or
- c. is reasonably incidental to the authority given to the Chief

Administrative Officer or Directors, as the case may be, to carry out their duties and responsibilities on behalf of the Town;

4.4 No provision of this By-law shall be construed as waiving any provision of the Purchasing By-law, as may be amended from time to time, and the Purchasing By-law shall continue to apply to the procurement of goods and services on behalf of the Town;

4.5 Notwithstanding the foregoing, Council retains the authority to make or reconsider, at any time and without notice, revoke any delegated power that has been delegated pursuant to this By-law.

Part V – Appointment of Signing Officers

5.1 The Mayor and the Town Clerk or their designates are hereby appointed signing officers of the Town and may jointly execute any document on behalf of the Town, unless specifically provided for in the Schedules appended.

Part VI – General

6.1 Any reference to legislation, regulations or By-laws in this By-law shall be interpreted to include all amendments and any successor legislation thereof;

6.2 In the event that any provision or part of this By-law is found to be invalid for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the By-law and all other provisions or parts thereof shall remain in full force and shall be valid;

6.3 In the event of any inconsistency between this By-law and any other Town by-law the more restrictive provision shall prevail to the extent of the inconsistency;

6.4 Throughout this By-law (i) the term “including” or the phrases “e.g.,” or “for example” shall be interpreted to mean “including, without limitation”; (ii) the singular includes the plural and vice-versa; and (iii) any gender includes any other gender, unless the context requires otherwise;

6.5 This By-law shall come into force and take effect on the date of passing.

ENACTED, SIGNED & SEALED THIS
____ DAY OF _____, 2021

M. JUNKIN, MAYOR

DRAFT

Schedule A – Delegation of Powers and Duties
Chief Administrative Officer

#	Delegation	Delegate(s)	Legislative Authority	Conditions/ Restrictions
1.	Approve execution of agreements for acquisition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions provided value of consideration does not exceed \$100,000	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	Terms and conditions of such agreements and related documents must be acceptable to Town Solicitor.
2.	Approve execution of agreements for disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions, provided the value of consideration does not exceed \$100,000	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	Terms and conditions of such agreements and related documents must be acceptable to Town Solicitor.
3.	Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Act.	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1</i>	Consultation and/or Delegation to Appropriate Department Director
4.	Pay Equity Adjustments, Grid Movement Approvals	Chief Administrative Officer; HR Specialist; Director	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1</i>	Consultation with Human Resources Specialist and Appropriate Department Director
5.	Negotiate and settle claims against the municipality within insurance deductible limit	Chief Administrative Officer; Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1</i>	Consultation with Appropriate Department Director
6.	Responsible for legislative requirements under the Ontario Health and Safety Act legislation.	Chief Administrative Officer; Director responsible for Health and Safety Committee; Human Resources; CEMC and/or Emergency Operations Committee	<i>Occupational Health and Safety Act, R.S.O. 1990, c. O.1</i>	

7.	Carry out annual performance evaluation of each Director and advise Council on performance and recommend to Council any appointment, promotion, demotion, suspension or dismissal of Directors reporting to him/her.	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1</i>	
8.	Appoint, employ, promote, demote, suspend, discipline and dismiss all employees below the rank of Director of the Corporation.	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1</i>	
9.	Authority to approve temporary staff positions (2 year duration or less) or to adapt existing part-time positions to full-time positions, or the reverse, provided that: a) Funds are available within current budgetary allocations; b) All expenditures deemed essential for purpose of achieving objectives of the Town; c) Alternate methods of achieving objectives have been evaluated and proven more costly or less effective than staffing a position;	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	
10.	Authority to delegate authority when positions identified in the By-law are changed no longer exist.	Chief Administrative Officer	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	
11.	Declaration of Internal Conflicts relating to Human Resources, Staff Code of Conduct, and Legal Issues	Chief Administrative Officer		
12.	Approval of all emergency expenditures deemed essential to mitigate the emergency incident.	Chief Administrative Officer; Consultation with Community Emergency Management Co-Ordinator and Treasurer.		

Schedule B – Delegation of Powers and Duties

Town Clerk

#	Delegation	Delegate(s)	Legislative Authority	Conditions/ Restrictions
1.	Signing Authority for Agreements Under By-law and/or Pursuant to Tender Awards	Mayor Town Clerk		All Agreements Authorized by Municipal By-law; Affix Corporate Seal; Two Signatures Required Note: Deputy Mayor in Absence of Mayor; Deputy Clerk or Chief Administrative Officer in Absence of Clerk.
2.	Returning Officer, Responsible for Administration of all Municipal General Elections and All By-Elections for the Town of Pelham	Town Clerk	<i>Municipal Elections Act</i> , 1996, S.O. 1996, c. 32	Prepare and update forms and written procedures for all components of conducting an election.
3.	Designate an event as event of municipal significance for purpose of prescribing it as a special event occasion where an application has been made.	Town Clerk	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	Compliance with all applicable AGCO Regulations; Consultation with applicable Town and/or Regional approvals for licensing.
4.	Issuance of "Letters of No Objection" for temporary liquor licence extensions.	Town Clerk	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	Consultation with applicable Town Departments.
5.	Liquor Licence Municipal Clearance (Wet/Dry Status)	Town Clerk	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	Issue subject to municipal clearance by all Agencies/ Departments as per AGCO Regulations
6.	Issuance of "Tag Day" approvals for non-profit organizations.	Town Clerk		Repeals Policy S203-17
7.	Issuance of Lottery Licenses	Town Clerk	<i>Criminal Code</i> (Canada) Order-in-Council 1413/08 <i>Gaming Control Act</i> , 1992	Compliance with all applicable AGCO Regulations. Associated Policy Defines Criteria, S203-05.
8.	Records Management Oversight	Town Clerk	<i>Municipal Act</i> , 2001, S.O. 2001, C. 25, as amended, s. 254	By-law #3900(2017) or successor and associated Retention Schedule
9.	Freedom of Information and MFIPPA Co-ordinator; All powers and duties under said Act	Town Clerk	<i>Municipal Freedom of Information and Protection of Privacy Act</i> ,	Associated Policy.

			R.S.O. 1990 as amended.	
10.	By Virtue of Office: Division Registrar Commissioner of Oaths Marriage Officiant* Licensing of Marriage**	Town Clerk	<i>Commissioner for Taking Affidavits Act</i> , R.S.O. 1990, c. C. 17 <i>Marriage Act</i> , R.S.O. 1990, c. M. 3 <i>Vital Statistics Act</i> , R.S.O. 1990, c. V.4	*Marriage Officiant as Authorized by By-law 3712(2016) **Licensing of Marriage Authorized by By-law 3577(2015)
11.	Municipal Licensing	Town Clerk	Municipal By-laws Authorizing Licensing	Subject to all applicable By-laws and policies; consultation with applicable departmental authorities.
12.	Approval of Proclamations	Town Clerk*	Policy S201-17	*Initial Proclamation or Flag Raising Subject to Council Approval; Subsequent in accordance with Policy S201-17 Proclamations S203-14 – Flag Raising
13.	Approval of Flag Raisings	Town Clerk*	Policy S203-14	*Initial Proclamation or Flag Raising Subject to Council Approval; Subsequent in accordance with Policy S203-14 – Flag Raising

Schedule C – Delegation of Powers and Duties
Director, Corporate Services (Treasurer)

#	Delegation	Delegate(s)	Legislative Authority	Conditions/ Restrictions
General Finance				
1.	Disposition of Land Proceeds Where Not Council Specified for Use of Funds	Treasurer		
2.	Mediate and settle proceedings at the Assessment Review Board and Execute Minutes of Settlement of Assessment Review Board	Treasurer; Consultation with Tax Clerk		MoS must be in best interest of the Town, in opinion of signing officer
3.	Approval of Tax and/or Water Write-Offs and Increases relating to gross manifest errors	Treasurer		
4.	Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Treasurer Consultation with Town Solicitor for Agreement		
5.	Authority to approve agreements entered into pursuant to the Town of Pelham Development Charge By-law	Treasurer; Consultation with Director of Planning and/or Public Works		
Purchasing/Procurement				
1.	Oversight of Procurement of Goods and Services	Treasurer; Purchasing Co-Ordinator	By-law #3250(2012)	
Information Technology				
1.	Authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data licence agreements, subject to annual review and budget approval.	Information Technology Manager		Review with Treasurer for budget compliance
2.	Authority to enter into OEMC Client/Supplier agreements for IT professional services or technical support, as required, subject to project requirements, budget availability and review by and in a form satisfactory to Town Solicitor; and authority to review, approve and release future	Information Technology Manager		Review with Treasurer for budget compliance

	software source code developed and owned by the Town to the Open Source community under appropriate licensing terms, where there is likely to be benefit to the corporation, partners and/or the community.			
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Schedule D – Delegation of Powers and Duties
Director, Community Planning and Development

#	Delegation	Delegate(s)	Legislative Authority	Conditions/ Restrictions
Planning Division				
1.	Condominium Approval and Part Lot Control –	Director of Community Planning & Development	By-law 4274(2020) Or successor thereto	By-law enacted August 24, 2020
2.	Approve Site Plan Control Agreements*	Director of Community Planning & Development	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	*Approval pertains only to Agreements where application is in full compliance with Zoning By-law. Council still has authority over site plan where zoning amendment is required.
3.	Amendments to Site Plan Agreements*	Director of Community Planning & Development	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	*Amendment must be in compliance with Zoning By-law.
4.	Approve minor amendments to Subdivision Agreements (non-financial; conditions)	Director of Community Planning & Development	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	
5.	Authority for Development Agreements for Temporary Second Dwelling Units	Director of Community Planning & Development	By-law 3614(2015)	Agreements acceptable to Town Solicitor
6.	Removal or Lifting of Holding Zone when conditions have been fulfilled	Director of Community Planning & Development	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	Subsequent By-law to Council for Adoption to Repeal Holding Provision
7.	Authority to approve Heritage Permits for alternations, additions or changes to Designated heritage structure	Director of community Planning & Development	<i>Ontario Heritage Act,</i> R.S.O. 1990, c. O.18	
8.	Approve minor alternations to Designated properties without a Heritage Permit	Director of Community Planning & Development	<i>Ontario Heritage Act,</i> R.S.O. 1990, c. O.18	
Building Division				
1.	Authority to enter into Limiting Distance Agreements	Chief Building Official	<i>Building Code Act, 1992,</i> S.O 1992, c. 23	Agreements acceptable to Town Solicitor
2.	Authority to enter into Conditional Building Permit Agreements	Chief Building Official	<i>Building Code Act, 1992,</i> S.O 1992, c. 23	Agreements acceptable to Town Solicitor

Schedule E – Delegation of Powers and Duties
Fire Chief/Director of Fire and By-law Services/
Community Emergency Management Co-Ordinator

#	Delegation	Delegate	Legislative Authority	Conditions/ Restrictions
Fire and Emergency Services Division				
1.	Enter into Fire Service Agreements for provision of fire protection services to lands located outside Pelham or receive services from a fire department located outside of Pelham	Fire Chief/Director of Fire and By-law Services		Agreement acceptable to Town Solicitor. Report to Council.
2.	Activate an emergency plan and implement municipal emergency control group notification	CEMC	Emergency Management Plan By-law #4179(2019) or Successor Thereto	Decision to be made in accordance with Town Emergency Plan. Mayor and CAO advised as soon as possible.
3.	Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but not limited to CBRNE, Hazmat, confined space, high angle rescue.	Fire Chief/Director of Fire and By-law Services	Emergency Management Plan By-law #4179(2019) or Successor Thereto	Agreement acceptable to Town Solicitor. Report to Council.
4.	Execute agreements for emergency management and emergency response for services such as Red Cross, Transit, Niagara Region Police, Ontario Provincial Police, etc.	Fire Chief/Director of Fire and By-law Services	Emergency Management Plan By-law #4179(2019) or Successor Thereto	Agreement acceptable to Town Solicitor. Report to Council.
5.	Process and issue permits pertaining to fireworks displays.	Fire Chief/Director of Fire and By-law Services	By-law 2951(2008) or Successor Thereto	Refer to By-law #2951(2008)or Successor Thereto re Sale and Setting Off Fireworks
6.	Designate Fire Routes once satisfied requirements have been complied with and submit By-law for approval.	Fire Chief/Director of Fire and By-law Services	By-law #97-2030, as Amended or Successor Thereto	Council to approve designation by-law. Council pre-approval not required.
7.	Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation.	Fire Chief/Director of Fire and By-law Services	<i>Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4</i>	
8.	Approval and signing authority to execute	Fire Chief/Director of Fire		

	agreements and documents to provide fire and public safety training, facility and equipment rentals, and other related fees for services to external clients.	and By-law Services		
By-law Enforcement Division				
1.	Approve minor variances to the sign by-law including, but not limited to extensions and minor technical non-compliance.	Fire Chief/Director of Fire and By-law Services; and Manager of By-law Enforcement		Report to Council

Schedule F – Delegation of Powers and Duties
Director of Public Works

#	Delegation	Delegate	Legislative Authority	Conditions/ Restrictions
Beautification				
1.	Authorization to close municipal parks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community	Director of Public Works		
2.	Authorization to manage and perform maintenance, removals, and planting of trees within the Town’s right-of-way and property	Manager of Public Works	Policy No. S802-01	
Cemeteries				
1.	Authorization to control and manage each cemetery under the jurisdiction of the Town of Pelham subject to the requirements and regulations set out in the Town’s cemetery by-law and the <i>Cemeteries Act</i> .	Director of Public Works /Manager of Public Works	By-law 3091 (2010) Cemeteries Act	
2.	Authorization to enter into agreements for the sale of interment rights	Director of Public Works/Manager of Public Works	By-law 3091 (2010) Cemeteries Act	
Engineering Services				
1.	Authority to execute applications for new entrance permits and culvert installations; provide written confirmation to applicant of diameter of culvert required	Manager of Engineering or Manager of Public Works	Municipal Act, By-law and Fee Schedule	
2.	Enter into Front-Ending Agreements	Director of Public Works; Consultation with Director of Community Planning and Development		
3.	Authority to enter into water and waste-water service connection agreements	Manager of Engineering or Manager of Public Works	Municipal Act, By-law and Fee Schedule	
4.	Issuance of Road Occupancy Permits and Municipal Consent for utility maintenance and	Director of Public Works	Utility Franchise Agreements	

	works within road right-of-way, and/or for Special Event Road Closures			
Roads/Transportation Services				
1.	May temporarily close any highway or portion of a highway: a) For construction, repair or improvement of the highway or portion of the highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of highway; b) Social, recreational, community, athletic or cinematographic purpose, or combination thereof; c) For any request under emergency services; d) For construction purposes when public safety may be impacted	Director of Public Works; Consultation with Applicable Directors and/or External Agencies.	By-law #1827(1996) or Successor Thereto	
2.	Designate construction zones where municipal permit involves construction or repair of a highway or works near a highway, including authority to designate a lower rate of speed for vehicles traveling in construction zones.	Director of Public Works	<i>Highway Traffic Act</i> , R.S.O 1990, c. H.8	
3.	Agreements, including cost sharing agreements between the Town of Pelham and Local Area Municipalities in Niagara Region, regarding road construction and/or road maintenance.	Director of Public Works		
4.	Temporary Reduction or Lifting of Load Limits on Highways, including designation of alternate routes where applicable.	Director of Public Works; Consultation with Fire Chief/Director of Fire and By-law Services	By-law 1272(1989)	
5.	Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Director of Public Works	Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways	

6.	Enter into Encroachment Agreements on road allowances and over easements	Director of Public Works; Consultation with By-law and Planning		Agreements acceptable to Town Solicitor; Conditional on conditions such as survey, covenants to protect the Town; once satisfied submit By-law for Council approval.
7.	Authority to sign agreements with Railway Authorities for cost sharing of warning systems and maintenance at level railway crossings	Director of Public Works		
8.	Authority to negotiate with the Region of Niagara for the installation and maintenance for traffic control signal and safety systems.	Director of Public Works		
9.	Authority to amend the schedules that regulate stopping prohibition, stop controlled intersections, parking prohibition, limited parking restrictions, parking meter zones, commercial vehicle load permits, loading prohibitions, yield signs, prohibited turns, one-way highways and speed limits on highways under the jurisdiction of the Town of Pelham.	Director of Public Works	By-law 89-2000	
10.	Authority to approve encroachment over easements with private property owners.	Director of Public Works		In consultation with Town Solicitor
11.	Authority to provide reciprocal assistance to Public Works Departments in other Local Area Municipalities	Director of Public Works	Mutual Aid Agreement between Local Area Municipalities in Niagara Region	
Water and Wastewater				
1.	Authority to sign applications to the Ministry of Environment and Climate Change under the Ontario Water Resources Act on behalf of the Town of Pelham	Director of Public Works	Ontario Water Resources Act	
2.	Delegation of authority to provide reciprocal assistance to Public Works Departments in other Local Area Municipalities	Director of Public Works	Memorandum of Understanding between the Region of Niagara and the Town of Pelham	

			for Water and Wastewater servicing.	
3.	Authority to designate the Overall Responsible Operator (ORO) and the Drinking Water Quality Management System Representative for the Town's Water Distribution System	Director of Public Works in consultation with the Manager of Public Works	Town of Pelham DWQMS Operational Plan <i>Safe Drinking Water Act</i> , O.Reg. 170-03	

Schedule G – Delegation of Powers and Duties
Director of Recreation, Culture and Wellness

#	Delegation	Delegate	Legislative Authority	Conditions/ Restrictions
1.	Negotiate agreements relating to performing arts and events	Director, Recreation, Culture and Wellness		Agreements acceptable to Town Solicitor
2.	Authority for discretionary fee adjustments due to service interruptions	Director, Recreation, Culture and Wellness		
3.	Authority to approve the holding of special events in Town-owned parks	Director, Recreation, Culture and Wellness		Applicant responsible for damage to municipal property; maintain public liability/property damage insurance; costs associated with set-up and removal of equipment; conditions as required by Director.
4.	Execution of day-to-day Agreements and documents related to usual operations of the Department	Director, Recreation, Culture and Wellness		Consultation with Town Solicitor for new Agreements

Schedule H – Delegation of Powers and Duties

Town Solicitor

#	Delegation	Delegate(s)	Legislative Authority	Conditions/ Restrictions
1.	Commence any action or other legal proceeding on behalf of the Town where monetary value of claim is below \$100,000 excluding interest and costs.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Report to Council from time to time on all actions or other legal proceedings, including description of settlement
2.	Where monetary value of a claim is \$100,000 or more, excluding interest and costs, commence any action or other legal proceeding on behalf of the Town to ensure no limitation period or other time restriction expires before Council instructions can be obtained.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Obtain instructions of Council as soon as practicable thereafter.
3.	Take all steps necessary to defend any action or legal proceeding commenced against the Town.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Report to Council from time to time on all actions or other legal proceedings, including description of settlement.
4.	Commence any counterclaim, cross-claim or third party claim as part of the Town's defense to any action or other legal proceeding	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Report to Council from time to time on all actions or other legal proceedings including description of settlement.
5.	Retain external counsel, any expert or other person to assist in an actual or potential action or other legal proceeding or to obtain legal advice on behalf of the Town.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Cost or retainer shall fall within approved Town budget.
6.	Accept service of any legal document on behalf of the Town.	Town Solicitor or Town Clerk or CAO	<i>Rules of Civil Procedure; or Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	
7.	Obtain standing or participate in any administrative proceeding on behalf of the Town.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Obtain instructions of Council as soon as practicable thereafter.
8.	Take all steps necessary to protect or pursue the rights of the Town in its capacity as an owner, occupier, landlord or tenant of property.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Report to Council from time to time on all actions or other legal proceedings, including description of settlement.

9.	Take all steps necessary to collect debts and outstanding accounts, enforce orders, decisions, awards and judgements made in favour of the Town, including commencement of claims or other legal proceedings.	Town Solicitor	Various Acts and Regulations, including <i>Courts of Justice Act, Rules of Civil Procedure</i> and <i>Small Claims Court Rules</i> .	Report to Council from time to time on all actions or other legal proceedings, including description of settlement.
10.	Enter into settlement with any person or entity on behalf of the Town where the monetary amount of the settlement is below \$100,000 inclusive of interest or costs or below Town deductible pursuant to current Insurance policy.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1</i>	Sufficient funds available within approved budget. Report to Council from time to time on all actions or other legal proceedings, including description of settlement.
11.	Execute any agreement or other legal document on behalf of the Town that is necessary to carry out the Town Solicitor's authority as set out herein, including releases, receipts, waivers, indemnities and minutes of settlement.	Town Solicitor or Town Clerk	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
12.	Support Committee of Adjustment approvals before Local Planning Appeal Tribunal where Town staff have no objections or are in support of the application.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
13.	Support Committee of Adjustment refusals before the Local Planning Appeal Tribunal where Town staff support refusal of application.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
14.	Where Committee of Adjustment decisions are contrary to Town staff position, that staff attend before the Local Planning Appeal Tribunal to request conditions, if any, only.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
15.	Where a Committee of Adjustment decision does not have significant impacts or broader implications, or where the parties are represented by lawyers and/or planners, that staff only attend before the Local Planning Appeal Tribunal to request conditions, if any.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
16.	Where an appeal of a Committee of Adjustment matter results in a revised proposal or a settlement proposal that is supported by the	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	

	parties and staff or there are no objections, that the Local Planning Appeal Tribunal be advised that the Town supports the revised or settlement proposal.			
17.	Decision not to attend appeal hearing from a decision of the Committee of Adjustment where an appeal has been filed with the Local Planning Appeal Tribunal	Town Solicitor		In consultation with Director, Community Planning and Development; where there is significant inconsistency between C of A decision and staff recommendation, staff will report to Council for direction.
18.	Take all steps necessary to respond to appeals filed with the Local Planning Appeal Tribunal in accordance with Council Decisions, including retention of external lawyers and experts, as required, and filing or responding to procedural matters as deemed necessary.	Town Solicitor and Director of Community Planning and Development	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
19.	Where time does not allow for obtaining Council authority, all steps necessary to respond to appeals before the Local Planning Appeal Tribunal prior to expiry of any time restrictions or limitations periods be taken, in accordance with recommendations of CAO and Director of community Planning and Development.	Town Solicitor, CAO and Director of Community Planning and Development	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
20.	Participate in and/or give notice of intention to use mediation, conciliation or other dispute resolution techniques to all appellants and to invite participants to dispute resolution process as deemed necessary.	Town Solicitor and Director of Community Planning and Development.	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1</i>	
21.	Approve execution of agreements for the acquisition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions, provided the value of consideration does not exceed \$50,000	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1 and 270(1)</i>	Terms and conditions of agreements and related documents must be acceptable to Town Solicitor.

22.	Approve execution of agreements for the disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions, provided the value of consideration does not exceed \$50,000.	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1 and 270(1)</i>	Terms and conditions of such agreements and related documents must be acceptable to Town Solicitor.
23.	Approve execution of agreements for the amendment, extension, renewal, and/or revival of leases and licenses on substantially the same terms and conditions of the original agreements	Town Solicitor	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	Terms and conditions of such agreements and related documents must be acceptable to Town Solicitor.
24.	Commence any legal proceeding or step in a legal proceeding in Small Claims Court, on behalf of the Town	Town Solicitor		
25.	Commence any legal proceeding on behalf of the Town to ensure that no limitation period or other time restriction expires before instructions of Council can be obtained	Town Solicitor		Council instruction to be sought as soon as practicable thereafter



TOWN OF PELHAM POLICY MANUAL

P201-13

Department:
COUNCIL

Name of Policy:
Delegation of Powers & Duties of Council

Page 1 of 4

APPROVAL DATE: July 15, 2013

AUTHORITY/PURPOSE:

Municipal Act, 2001; Municipal Statute Law Amendment Act, 2006

The *Municipal Act, 2001* (the Act) requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority, and to establish principles governing such delegation. The policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Section 270. This policy applies to all committees of Council, departments and staff.

POLICY STATEMENT:

The Council of the Town of Pelham, as a duly elected municipal government, is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council, adopted by a majority vote. The efficient management of the Corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context and in accordance with the requirements outlined in the Municipal Act.

DEFINITIONS AND IMPLEMENTATION:

Administrative Powers – Includes all matters required for the management of the corporation which do not involve discretionary decision-making.

- All delegations of Council powers, duties or functions shall be effected by by-law;
- Unless a power, duty or function of Council has been expressly delegated by by-law, all powers, duties and functions of Council remain with Council;



TOWN OF PELHAM POLICY MANUAL

P201-13

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- Council may delegate any of its administrative powers and duties;
- In order for Council to authorize the delegation of any of its administrative powers and duties, it shall first approve the conditions and limitations of the delegation by the approval of a by-law;
- Council shall approve policy and procedures for the delegation which includes measures for the monitoring and accountability of the delegate and the transparency of the delegate's actions and decisions;
- Any delegation of administrative powers may be subject to any regulation made by the Minister;
- Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Act
- In the exercise of any delegated power, the delegate shall ensure the following:
 - Any expenditure related to the matter shall have been provided for in the current year's budget, or authorized by by-law;
 - The scope of the delegated authority shall not be exceeded by the delegate;
 - All policies regarding insurance and risk management shall be complied with;
 - Delegates shall ensure consistent and equitable application of Council policies and guidelines;
 - Any undertaking or contract with a third party shall be subject to the approval of the Town's legal counsel.

Legislative Powers – Includes all matters where Council acts in a legislative or quasi-judicial function, including enacting by-laws, setting policies, and exercising decision-making authority.

- Legislative and quasi-judicial powers can only be delegated to the following:
 - One or more members of municipal council;
 - A body that has at least 2 members, of which 50% are Council members, Council appointees, or combination;
 - An officer, employee or agent of the municipality (if the power so delegated is of a "minor nature").



TOWN OF PELHAM POLICY MANUAL

P201-13

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- Council shall approve the conditions and limitations for the delegation of any of its legislative and quasi-judicial powers by the adoption of a by-law;
- Council shall approve policy and procedures for the delegation which includes measures for the monitoring and accountability of the delegate and the transparency of the delegate's actions and decisions;
- Council shall only delegate legislative and quasi-judicial powers to an officer, employee or agent of the municipality which are minor in nature, which is clearly defined within the policy and procedures authorizing said delegation. Council, in determining whether or not a power is of a minor nature, should consider a number of factors, as well as the number of people, size of the geographic area and time period affected by an exercise of the power;
- The delegation of legislative and quasi-judicial powers of Council are restricted to powers found in the Municipal Act, the Planning Act, a private Act relating to the municipality and "such other Acts as may be prescribed";
- No delegation of legislative or quasi-judicial powers to a corporation is permitted;
- Any delegation of legislative or quasi-judicial powers may be subject to any regulation made by the Minister.

SCOPE OF POWER:

- A delegation may be revoked at any time without notice unless the delegation by-law specifically limits the municipality's power to revoke the delegation;
- A delegation shall not limit the right to revoke the delegation beyond the term of the council which made the delegation;
- A delegation may provide that only the delegate can exercise the delegated power or that both the municipality and the delegate can exercise the power;
- Where a power is delegated, the power is deemed to be delegated subject to any limits on the power and to any procedural requirements, including conditions, approvals and appeals which apply to the power and any duties related to the power that are deemed to be delegated with the power;



TOWN OF PELHAM POLICY MANUAL

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- A delegation or deemed delegation of a duty results in the duty being a joint duty of the municipality and the delegate;
- A delegation may be made subject to such conditions and limits as the Council considers appropriate. Council shall outline the procedures that the delegate is required to follow and specific measures for accountability of the delegate and the transparency of the delegate's actions.

RESTRICTIONS OF DELEGATION OF LEGISLATIVE AND QUASI-JUDICIAL POWERS:

Council is not authorized to delegate any of the following powers and duties:

- To appoint or remove from office statutory officers of the municipality;
- To pass a by-law and deal with issues regarding taxes;
- To incorporate corporations;
- To adopt an official plan or amendment to an official plan under the Planning Act;
- To pass a Zoning By-law under the Planning Act;
- To pass a by-law related to small business counselling and municipal capital facilities;
- To adopt a community improvement plan;
- To adopt or amend the Municipal budget;
- Any other power that may be prescribed.

Subject: Sign By-Law Amendment 4199(2020)**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0193, Sign By-law Amendment;

AND THAT Council consider approval of the Amendment to Sign By-law, 4199(2020) included on the December 14, 2020 Council agenda.

Background:

As a direct result a recent inquiry, it has been determined that the Town's Sign By-Law has a gap in coverage with respect to large signs used to advertise during residential and commercial construction; specifically the current By-Law does not contain language to clearly limit the size and placement of such signs allowed on a property. Signs traditionally are temporary, reasonable in size and are used as marketing and sales tools for development.

Analysis:

Limiting the size and placement of signage throughout the Town supports the minimizing of visual clutter and promotes urban design guidelines which are acceptable by Town residents.

Financial Considerations:

None that apply

Alternatives Reviewed:

Leave current By-Law as written

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Many residents are upset by excess signage. To have signs the size of houses in residential development is reasonably anticipated to negatively impact the quality of life for residents who live in proximity to said signage.

Consultation:

Town By-Law officers, Director of Fire & By-Law services, Town Clerk and Town CAO

Other Pertinent Reports/Attachments:

Amendment to the By-Law

Prepared and Recommended by:

Bob Lymburner, Fire Chief

Prepared and Submitted by:

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

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW 4299(2020)

Being a by-law to amend By-law No. 3728(2016) to establish 2021 Fees and Charges to be collected by the Corporation of the Town of Pelham, and to Repeal By-law No. 4187(2020), as amended by By-law No. 4250(2020).

WHEREAS the *Municipal Act, 2001, S.O 2001, c.25*, provides that a municipality may pass by-laws imposing fees or charges on any class of persons; and,

WHEREAS the *Planning Act, Chapter P. 13 R.S.O., 1990* as amended , provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and,

WHEREAS pursuant to the *Building Code Act, 1992, S.O 1992 c 23* as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof, and,

WHEREAS pursuant to the *Line Fences Act, R.S.O., 1990 c. L. 17*, Council may fix its reasonable administrative fees to be paid to the municipality in relations to the proceedings of the Act; and,

WHEREAS the Corporation of the Town of Pelham deems it expedient to consolidate and update the fees and charges to be collected by the various departments of the Corporation of the Town of Pelham.

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

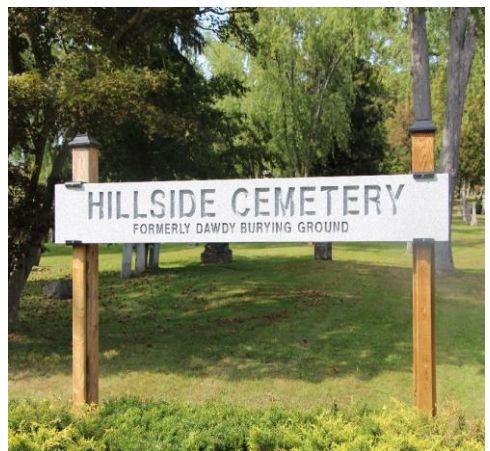
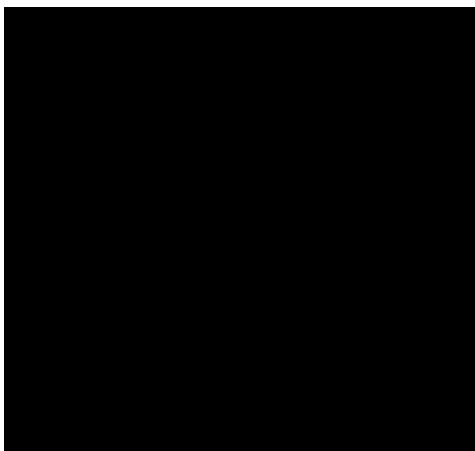
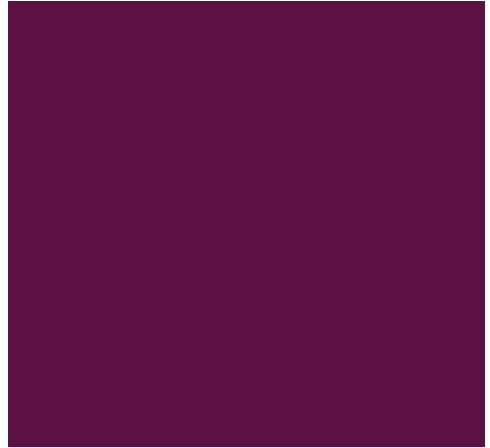
- (1) THAT Council hereby establishes the fees and charges for 2021 as set out in the Schedule to this by-law for The Corporation of the Town of Pelham (Pelham). The 2021 fees and charges will be subject to Harmonized Sales Tax (HST) and Retail Sales Tax (RST), where applicable.
- (2) THAT By-law No. 4187(2020), as amended by By-law No. 4250(2020) each be, and are hereby repealed and replaced.

ENACTED, SIGNED AND SEALED THIS
14th DAY OF DECEMBER, 2020.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

Fees & Charges



Overview

An experience at a summer camp or swim program,
a requirement to obtain duplicate billing information or
a new beginning obtaining a house permit,
all of these experiences and more are realized within this guide.

User fees and charges are established to ensure that services specific to individuals are not subsidized by all ratepayers within the Town of Pelham

The Town of Pelham is proud to offer the experiences outlined in this guide at a minimal cost to the community members that require them.

The user fees and charges outlined in this document are regulated by By-law 3728(2016).

Disclaimer

Where it is found that a fee in this schedule is different than an approved bylaw or policy, the latter shall prevail.

All fees and charges do not include applicable taxes. Where fees and charges are subject to taxes, they will be added at point of sale.

Contact

For more information about content found within this guide, please contact:

Teresa Quinlin,
Treasurer and Director of Corporate Services, MBA, CPA, CA
905-892-2607 ext. 327



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Clerk’s Department



Corporate Services



Fire & By-Law Services



Planning & Development Services



Recreation & Cultural Services



Public Works



Indicates Changes



Indicates New Additions



Clerk's Department

	2020	2021
Business Licensing		
Itinerant Seller, Hawker, Peddler, Door to Door Seller	\$200.00	\$200.00
Refreshment Vehicle & Food Vending Vehicle	\$250.00	\$250.00
Bed and Breakfast, Fee Per Bedroom		\$150.00
Short Term Accommodation, Fee Per Bedroom		\$300.00
Affidavits/Commissioner of Oath		
Signature for all other documents – first document	\$10.00	\$10.00
Signature for all other documents – each additional document	\$5.00	\$5.00
Registrar statement/Travel letter – first letter	\$20.00	\$20.00
Registrar statement/Travel letter – each additional letter	\$5.00	\$5.00
Burial Permits/Death Registrations	\$10.00	\$10.00
Burial Permits/Death Registrations – After hours	\$100.00	\$100.00
Photocopies per page	\$0.25	\$0.25
Retrieval of Archived Records from Off-Site Storage	\$11.00	\$11.00
Lottery Licensing		
Bingo License % of prizes not exceeding \$5,500.00	3%	3%
Raffle Lotteries % of prizes not exceeding \$50,000.00	3%	3%
Bazaar Lotteries % of prizes not exceeding \$500.00	3%	3%
Bazaar Lotteries – per wheel	\$10.00	\$10.00
Break Open Ticket (Nevada) Lottery % of prizes each occasion	3%	3%
Break Open Ticket (Nevada) Lottery Home Base % of total prizes	2.25%	2.25%
Line Fences Administrative Fee	\$250.00	\$250.00



Clerk's Department

	2020	2021
Marriage Licensing		
License Fee	\$130.00	\$130.00
Ceremony Fee – On Site – Business Hours* - \$50 Deposit Required Upon Booking, non-refundable if cancelled by wedding couple	\$200.00	\$200.00
During COVID-19, Outdoor Weddings at Peace Park are preferred. Rental of Peace Park Bandshell applies (10 people) p/hr, OR:		\$14.00
*Rental Fee – Business Hours – MCC Accursi Lounge (9 people) p/hr	N/A	\$21.00
*Rental Fee – Business Hours – MCC ½ Accursi Lounge (32 people) p/hr	N/A	\$33.00 \$49.00 (Fri-Sun)
Ceremony Fee – Off Site and After Hours (Plus Expenses)	\$300.00	\$300.00
Rehearsal Fee	\$75.00	\$75.00
Witness Fee – Municipal Staff – Normal Business Hours – Each	\$25.00	\$25.00
Cleaning Fees, if required	\$100.00	\$100.00
Municipal Property Damage - Billable	Full Cost Recovery	Full Cost Recovery
*Note 1: For the duration of the COVID-19 Pandemic, Council Chambers is not available for civil marriage ceremonies. All indoor Weddings must be at MCC with limited attendance, subject to Provincial guidelines which may change from time to time. Minimal rental fees apply and are subject to HST.		
Note 2: For weddings not officiated by the Town of Pelham, separate MCC Rental Fees and requirements apply.		
Freedom of Information		
Application Fee	\$5.00	\$5.00
Photocopies – per page	\$0.20	\$0.20
Manual search, each 15 minutes	\$7.50	\$7.50
Preparation of record for disclosure – each 15 minutes	\$7.50	\$7.50
Retrieval of Archived Records in Off-Site Storage	\$11.00	\$12.50



Corporate Services

	2020	2021
General Tax Services Fees		
Statement of Tax Account	\$7.00	\$7.00
Reprint of Tax Bill	\$7.00	\$7.00
Tax Certificate – Mailed	\$45.00	\$50.00
Tax Certificate – Verbal	\$25.00	\$25.00
Interest and Penalty on Tax Arrears	1.25%	1.25%
NSF Charge	\$30.00	\$30.00
Tax Registration Fees		
Tax Sale Administration Fee	\$525.00	\$525.00
POA add to taxes	\$50.00	\$50.00
General Accounts Receivable		
Interest on Accounts Receivable	1.25%	1.25%
NSF Charge on Accounts Receivable	\$30.00	\$30.00



Corporate Services

	2020	2021
Water Rates		
Metered Rates		
Bi-Monthly Base Charge (up to 19mm Meter)	\$26.53	\$28.51
Bi-Monthly Base Charge (25mm Meter)	\$53.04	\$57.00
Bi-Monthly Base Charge (37mm Meter)	\$74.27	\$79.81
Bi-Monthly Base Charge (50mm Meter)	\$106.08	\$113.99
Bi-Monthly Base Charge (75mm Meter)	\$265.22	\$285.01
Bi-Monthly Base Charge (100mm Meter)	\$442.18	\$475.17
Bi-Monthly Base Charge (150mm Meter)	\$884.12	\$950.08
Bi-Monthly Base Charge (200mm Meter)	\$1,414.96	\$1,520.53
Rate per cubic meter	\$1.534	\$1.649
Wastewater Rates		
Metered Rates		
Bi-Monthly Base Charge (up to 19mm Meter)	\$32.53	\$35.62
Bi-Monthly Base Charge (25mm Meter)	\$65.05	\$71.23
Bi-Monthly Base Charge (37mm Meter)	\$91.08	\$99.74
Bi-Monthly Base Charge (50mm Meter)	\$130.09	\$142.46
Bi-Monthly Base Charge (75mm Meter)	\$325.25	\$356.19
Bi-Monthly Base Charge (100mm Meter)	\$542.27	\$593.85
Bi-Monthly Base Charge (150mm Meter)	\$1,084.23	\$1,187.36
Bi-Monthly Base Charge (200mm Meter)	\$1,735.22	\$1,900.28
Rate per cubic meter	\$1.094	\$1.198
Bi-Monthly Base Charge	\$32.53	\$35.62



Corporate Services

	2020	2021
Water Loading Station Rates		
Per cubic meter	\$1.7688	\$1.9007
Water for Construction Rates		
Residential Flat Rate (up to 3 months)	\$125.00	\$125.00
***After 3 Months the account is set up for billing		
Commercial Flat Rate (up to 3 months)	\$200.00	\$200.00
General Water Services Fees		
Administration Charge (account set up fee)	\$15.00	\$15.00
Interest on water arrears	1.25%	1.25%
Water Certificate	\$45.00	\$50.00
Water Certificate – Verbal	\$25.00	\$25.00
NSF Charges	\$30.00	\$30.00
Statement of Water Account	\$7.00	\$7.00



Corporate Services

	2020	2021
Water Meters		
On and Off Charges		
Monday to Friday – 7:00am to 3:30pm flat rate (excluding holidays)	\$70.00	\$70.00
Monday to Friday – 3:30pm to 7:00am flat rate (excluding holidays)	Full Cost Recovery	Full Cost Recovery
Saturdays, Sundays & Holidays – 12:01am to midnight	Full Cost Recovery	Full Cost Recovery
Meter Testing		
5/8" meter at owners expense	\$90.00	\$90.00
Water Meter and Remote		
Tapping Fees	\$200.00	\$200.00
Water Meter Equipment	Full Cost Recovery	Full Cost Recovery
Municipal Property Damage	Full Cost Recovery	Full Cost Recovery



Fire & By-Law Services

	2020	2021
Prevention, Protection and Inspection Fees		
File Search	\$75.00	\$75.00
Request for Reports/Copies	\$75.00	\$75.00
Photographs	\$10.00	\$10.00
Fireworks Permits		
Sales	\$100.00	\$100.00
Storage	\$100.00	\$100.00
Display	\$100.00	\$100.00
Fire Route Application		
Administration Fee	\$100.00	\$100.00
Residential Requests		
Mortgage Clearance	\$100.00	\$100.00
Change of Ownership	\$100.00	\$100.00
Multi residential after two units (each)	\$25.00	\$25.00
Burn Permit (annual)	\$20.00	\$25.00
Burn Permit (new requiring an inspection)	\$50.00	\$50.00
Commercial & Industrial Requests		
First 2000 square meters	\$200.00	\$200.00
Each additional 100 square meters (each)	\$50.00	\$50.00
Tenant Space Individual (each)	\$50.00	\$50.00



Fire & By-Law Services

	2020	2021
Prevention, Protection and Inspection Fees (continued)		
L.L.B.O. Licenses Requests		
Premises	\$100.00	\$100.00
Patio (each)	\$50.00	\$50.00
Special Occasions (each)	\$50.00	\$50.00
Hotels-Motels Requests		
1-10 units	\$200.00	\$200.00
Over 10 units (per unit)	\$10.00	\$10.00
Day Care Requests		
Day Nurseries/Home Day Care Licenses	\$150.00	\$150.00
Fire Safety Plans		
Approvals	\$50.00	\$50.00
Inspection for Trade Shows		
Home Shows/Special Functions	\$150.00	\$150.00
Installation of Rural 911 Sign	\$100.00	\$100.00
Issuance of Occupant		
Loads sign – 60 persons or less	\$50.00	\$50.00
Loads sign – 61 persons or more	\$100.00	\$100.00
Vacation Rental Inspection Fee	N/A	\$150.00



Fire & By-Law Services

	2020	2021
Prevention, Protection and Inspection Fees (continued)		
Accreditation Inspections		
Nursing Homes	\$100.00	\$150.00
Rest Homes	\$100.00	\$150.00
Seniors Apartments	\$100.00	\$150.00
Care Facilities	\$100.00	\$150.00
Fire Drills		
Fire drill observation by (an) inspector(s) assigned by the chief fire official of any subsequent fire drill within the same calendar year	\$500.00	\$500.00
Municipal Property Damage		
	Full Cost Recovery	Full Cost Recovery
Discretionary Fees		
Equipment, Labour and/or Materials used at an incident	Full Cost Recovery	Full Cost Recovery
False Alarm Response		
Per hour per Fire Department Vehicle	\$510.00	\$510.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$255.00
<i>Note: False Alarm Fees will only be implemented when it is determined by the Fire Chief that the false alarm was preventable or the fire alarm system was improperly installed, maintained or resulted from a malicious act by an individual. See By-Law 3085(2010) for details.</i>		
Response to an unauthorized Open Air Burn		
Per hour per Fire Department Vehicle	\$510.00	\$510.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$255.00



Fire & By-Law Services

	2020	2021
Municipal Property Damage (continued)		
Motor Vehicle Fires and Collisions – Non Resident		
Per hour per Fire Department Vehicle	\$510.00	\$510.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$255.00
Fail to Comply with an Ontario Regulation causing an Emergency Response OR 210/01		
Per hour per Fire Department Vehicle	\$510.00	\$510.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$255.00
<i>Note: Motor Vehicle fires and Collisions – Non Resident MAY be charged where the Pelham Fire Department has responded to an emergency situation, including motor vehicle accidents and fire, in which a non-resident person is involved.</i>		
Sign Fees		
Ground Signs up to 50 square feet	\$100.00	\$100.00
Ground Signs over 50 square feet	\$150.00	\$150.00
Portable Ground Signs (1-60 days)	\$100.00	\$100.00
Pole Signs	\$150.00	\$150.00
Roof Signs	\$150.00	\$150.00
Wall Signs	\$100.00	\$100.00
Temporary Special Event Signs	\$100.00	\$100.00
Projecting Signs	\$150.00	\$150.00
Applications and Permits for Signs requiring Council Approval		
Applications to Council for variance	\$250.00	\$250.00



Fire & By-Law Services

	2020	2021
Property Standards & Clean Yard (default not remedied)		
Administrative Fee	\$175.00	\$175.00
Initial Inspection Fee	\$95.00	\$95.00
Re-Inspection Fee	\$95.00	\$95.00
Mailing Fee	\$25.00	\$25.00
Fencing		
Application to Council for Fencing Variance	\$150.00	\$150.00
Kennel License	\$100.00	\$100.00



Planning & Development Services

	2020	2021
Planning Fees		
Draft Plan of Subdivision	\$8,981.00	\$9,071.00
Resubmission of Draft Plan Prior to Approval	\$1,061.00	\$1,072.00
Modification to Draft Plan of Subdivision	\$5,613	\$5,669.00
Extension to Approval of a Draft Plan of Subdivision	\$899.00	\$908.00
Final Approval of a Draft Plan of Subdivision	\$1,685.00	\$1,702.00
Subdivision Agreement	*	*
Amendment to a Subdivision Agreement	\$843.00	\$852.00
Draft Plan of Condominium	\$4,492.00	\$4,537.00
Resubmission of Draft Plan of Condominium Prior to Approval	\$1,061.00	\$1,072.00
Modification to Approval of a Draft Plan of Condominium	\$2,247.00	\$2,269.00
Extension to Approval of a Draft Plan of Condominium	\$899.00	\$908.00
Town Consultant Review Fee	Full Cost Recovery	Full Cost Recovery
Condominium Agreement	*	*
Amendment to Condominium Agreement	\$843.00	\$852.00
Development Agreement Application	*or**	*or**
Town Consultant Review	Full Cost Recovery	Full Cost Recovery
Amendment to Development Agreement	\$843.00	\$852.00
Release of Development Agreement	\$1,012.00	\$1,022.00
Site Plan Approval Application **Note: separate fee for the agreement	\$3,929.00	\$3,968.00
Resubmission of Site Plan Prior to Approval	\$796.00	\$804.00
Site Plan Approval for Minor Development i.e. farm help house, triplex, building addition <100m ² etc.	\$1,113.00	\$1,124.00
Town Consultant Review Fee	Full Cost Recovery	Full Cost Recovery



Planning & Development Services

	2020	2021
Planning Fees (continued)		
Site Plan Amendment ***Note: Separate fee for the agreement	\$2,809.00	\$2,837.00
Release of Site Plan Agreement	\$1,012.00	\$1,022.00
*Subdivision Agreements, Site Plan Agreements and Development Agreements requiring the extension of municipal services		
Garden Suite Agreement	\$1,623.00	\$1,639.00
Encroachment Agreement	\$312.00	\$315.00
Zoning By-Law Amendment	\$4,492.00	\$4,537.00
APO Zoning By-Law Amendment	\$2,809.00	\$2,837.00
Official Plan Amendment	\$5,613.00	\$5,669.00
Combined Zoning By-Law & Official Plan Amendment	\$8,981.00	\$9,071.00
Extension of a Temporary Use By-Law	\$2,809.00	\$2,837.00
Removal of Holding Symbol	\$561.00	\$567.00
Town Consultant Review Fee	Full Cost Recovery	Full Cost Recovery
Repeal of Interim Control By-Law	\$1,122.00	\$1,133.00
Deeming By-Law	\$561.00	\$567.00
Lifting of Inhibiting Order	\$561.00	\$567.00
Lifting of One Foot Reserve	\$561.00	\$567.00
Removal of Part Lot Control	\$1,122.00	\$1,133.00
Communication Towers and Renewable Energy Application	\$1,122.00	\$1,133.00
Property Standards Appeal	\$561.00	\$567.00
Aggregate Application Fees	Full Cost Recovery	Full Cost Recovery
Real Estate Compliance Letter (10 day service)	\$137.00	\$138.00
Real Estate Compliance Letter (Expedited 4 day service)		\$220.00
Zoning Information Letter (10 day service)	\$102.00	\$103.00



Planning & Development Services

	2020	2021
Planning Fees (continued)		
* Subdivision Agreements, Site Plan Agreements and Development Agreements requiring the extension of municipal services		
\$10,898.00 where the cost of construction of all Work is less than \$100,000.00;		
\$10,898.00 plus 4.0% of the costs between \$100,000.00 and \$400,000.00;		
\$23,672.00 plus three and one-half percent (3.5%) of the costs exceeding four hundred thousand dollars (\$400,000.00);		
** Site Plan Agreements; and, Development Agreements where municipal services are not required to be extended \$2,727.00		
*** Shall be paid in addition to the Official Plan Amendment, Zoning By-Law Amendment and other planning application fees		
Agreements for temporary Second Dwelling Units	\$1,040.00	\$1,050.00
Change of Address	N/A	\$120.00
Consent	\$1,500.00	\$1,515.00
Request for Change in Conditions	\$550.00	\$556.00
Rescheduling Fee	\$250.00	\$253.00
Final Certification	\$395.00	\$399.00
Recirculation Due to Change in Application	\$250.00	\$253.00
Special Hearing Fee (In Addition to Application Fee)	\$550.00	\$556.00
Minor Variance	\$1,100.00	\$1,111.00
Rescheduling Fee	\$250.00	\$253.00
Recirculation Due to Change in Application	\$250.00	\$253.00
Special Hearing Fee (In Addition to Application Fee)	\$550.00	\$556.00



Planning & Development Services

	2020	2021
Building Permit Fees		
Minimum Permit Fee unless otherwise stated	\$260.00	\$263.00
<i>New Construction – per square foot</i>		
Assembly Occupancies – Group A		
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$1.79	\$1.81
Preparation of record for disclosure – each 15 minutes	\$7.50	\$7.60
Institutional Occupancies – Group B		
Hospital, nursing home, reformatory, prison and similar occupancies	\$1.79	\$1.81
Residential Occupancies – Group C		
Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling	\$1.47	\$1.49
Multiple Unit Dwelling i.e. apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$1.50	\$1.52
Residential Additions	\$1.31	\$1.32
Business/Personal Services Occupancies – Group D		
Office, bank, medical office/clinic and similar occupancies	\$1.79	\$1.81
Mercantile Occupancies – Group E		
Store, Shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$1.79	\$1.81
Industrial Occupancies – Group F		
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	\$1.67	\$1.69
Special Occupancies/Categories		
New Farm Buildings	\$0.50	\$0.51
Tents	\$260.00	\$263.00



Planning & Development Services

	2020	2021
Special Occupancies/Categories per square foot (continued)		
Park Model Trailer, Mobile Home	\$260.00	\$263.00
Accessory Buildings/Structures		
Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, shed or other accessory building	\$260.00 plus \$0.87 > 300/ft ²	\$263.00 plus \$0.88 > 300/ft ²
Private Swimming Pool	\$260.00	\$263.00
Public Swimming Pool or Spa	\$780.00	\$788.00
Designated Buildings/Structures		
Communication Tower, Solar Panels, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and similar buildings/structures	\$520.00	\$525.00
Alterations & Repairs – per square foot		
Interior Alterations/Repairs/Tenant Improvements		
Assembly occupancies – Group A	\$0.42	\$0.42
Institutional Occupancies – Group B	\$0.42	\$0.42
Residential Occupancies - Group C	\$0.32	\$0.32
Business/Personal Service - Group D	\$0.42	\$0.42
Mercantile Occupancies - Group E	\$0.42	\$0.42
Industrial Occupancies - Group F	\$0.42	\$0.42
Alterations/Additions to existing Farm Buildings	\$0.28	\$0.28
Alter/Replace Roof Structure	\$0.42	\$0.42
Fireplace, Woodstove, Insert, Chimney and similar construction	\$260.00	\$263.00



Planning & Development Services

	2020	2021
Demolition		
Part 9 Buildings/Structures	\$260.00	\$263.00
Other	\$780.00	\$788.00
Miscellaneous		
Partial Occupancy (does not apply to single family dwellings)	\$260.00	\$263.00
Change of use of a building or part thereof	\$260.00	\$263.00
Transfer of a Permit to a New Owner	\$260.00	\$263.00
Request for Deferral of Permit Revocation	\$260.00	\$263.00
Move a Building/Structure	\$260.00	\$263.00
Conditional Permit	\$624.00	\$630.00
Conditional Permit Agreement	\$260.00	\$263.00
Permit Renewal / Per Year	\$114.00	\$115.00
Re-inspection Fee	\$79.00	\$80.00
Clearance Letter	\$79.00	\$80.00
Building Code Oder Compliance Letter	\$156.00	\$158.00
Hourly Rate	\$67.00	\$68.00
Occupant Load Inspection	\$260.00	\$263.00
Photocopying & printing per page	\$0.26	\$0.26
Alternative Solution Review	\$520.00	\$525.00
Partial Permit/Staged Construction		
Building Foundation	15%	15%
Building Shell	75%	75%
Building Completion	10%	10%



Planning & Development Services

	2020	2021
Plumbing		
For plumbing work not included in any of the above classes of permit		
First 6 fixtures	\$260.00	\$263.00
Each additional	\$10.40	\$10.50
Refund of Permit Fees		
Where only administrative functions have been completed (application received and cost analysis complete)	90%	90%
Where only administrative and zoning functions have been completed	80%	80%
Where administrative, zoning and plans examination functions have been performed	60%	60%
Where the permit has been issued and no inspections performed	50%	50%
Deduction for each inspection performed	5%	5%
No fees shall be refunded after twelve (12) months from the date of permit issuance or when refund is less than \$100		
Construction Prior to Permit Issuance		
Where construction has commenced prior to the issuance of a permit for any class of permit described herein, the permit fee shall be doubled		
Municipal Property Damage	Full Cost Recovery	Full Cost Recovery



Recreation & Cultural Services

	2020	2021
Arena Rentals		
Ice Time – per hour (50min)		
Prime Time - Weekdays 4pm – midnight & weekends	\$207.00	\$207.00
Prime Time - Youth (PMHA & PFSC)	\$148.00	\$148.00
Non-Prime Time – Weekdays prior to 4pm	Youth	Youth
Prime Time Last Minute Ice (less than 24hrs)	\$114.00	\$114.00
Summer Ice (April 15 – August 15)		
Non-Prime Time	\$112.00	\$112.00
Prime Time - Youth	\$148.00	\$148.00
Prime Time - Adult	\$179.00	\$179.00
Corporate Sponsor Free Skate Rates		
Prime Time Friday Skate Sponsorship per occurrence	\$266.00	\$266.00
Prime Time Sunday Skate Sponsorship per occurrence	\$306.00	\$306.00
Non-Prime Public Skate Sponsorship per occurrence	\$148.00	\$148.00
Public Skating		
Adults	\$3.54	\$3.54
Students/Seniors	\$3.10	\$3.10
Child	\$3.10	\$3.10
Family (up to 5 members)	\$10.62	\$10.62
Preschool Skate	\$3.10	\$3.10
Non Profit Organized Group Rate	\$26.55	\$26.55
Children's Birthday Party (Under 14 yrs., Max 15 children)	\$113.00	\$113.00
• 2 hour hall + public skate or 1 hour gym	\$113.00	\$113.00
• + theme party (decorations)	\$136.00	\$136.00
• + specialty party (staff led options – tea party/craft/gym activities)	\$217.00	\$217.00
- Photo booth with props (no camera)	\$18.00	\$18.00



Recreation & Cultural Services

Arena Rentals (continued)	2020	2021
Special Skating		
Shinny Hockey Drop-In	\$5.31	\$5.31
Women's Hockey – Learn To Play Drop-In	\$5.31	\$5.31
Women's Hockey – Learn To Play Program + Shinny Combo (12 weeks)	\$88.50	\$88.50
Adult Learn To Skate (10 classes)	\$61.95	\$61.95
Ticket Ice	\$5.31	\$5.31
Summer Floor Rates – hourly		
Hourly - Adult	\$54.00	\$54.00
Hourly – Youth	\$35.00	\$35.00
Daily Event	\$527.00	\$527.00
Daily - Youth	\$343.00	\$343.00
Event Electrical System Includes ESA inspection	\$1000.00	\$1000.00
Old Pelham Town Hall		
Monday – Thursday (Daily Rental)	\$133.00	\$133.00
Monday – Thursday (Hourly Rental)	\$33.00	\$33.00
Friday – Sunday & Holidays (Daily Rental)	\$237.00	\$237.00
Friday – Sunday & Holidays (Hourly Rental)	\$49.00	\$49.00
Youth/Multiple Use Rate (5+) (Daily Rental Monday to Thursday)	\$106.00	\$106.00
West Lounge	\$35.00	\$35.00
Stage Rental	\$200 per set up	\$200 per set up
Refundable Security Deposit (taxes not applicable)	\$100.00	\$100.00
SOCAN fee – without dancing per event	Full Cost Recovery	Full Cost Recovery
SOCAN fee – with dancing per event	Full Cost Recovery	Full Cost Recovery



Recreation & Cultural Services

Meridian Community Centre Gymnasiums		2020	2021
Full size gymnasium rental (hourly) Licensed Users-Youth Rate		\$21.00	\$21.00
½ gymnasium rental (hourly) Licensed Users-Youth Rate		\$11.00	\$11.00
Full size gymnasium rental (hourly)		\$42.00	\$42.00
½ gymnasium rental (hourly)		\$21.00	\$21.00
Custodial Charge (hourly)		\$36.00	\$36.00
Team Chairs (per event)		\$100.00	\$100.00
Set up & Use of Nets & Standards (Volleyball, Badminton, Pickleball)		\$10.00/per	\$10.00/per
Equipment Rental (Volleyball; Badminton Racquet w shuttle; Pickleball Racket w ball)		\$2.00/per	\$2.00/per
Meridian Community Centre – Kinsmen Community Room			
FULL ROOM			
Daily – Monday to Thursday		\$133.00	\$133.00
Hourly – Monday to Thursday		\$33.00	\$33.00
Daily – Friday to Sunday & Holidays		\$237.00	\$237.00
Hourly – Friday to Sunday & Holidays		\$49.00	\$49.00
HALF ROOM			
Daily – Monday to Thursday		\$66.00	\$66.00
Hourly – Monday to Thursday		\$17.00	\$17.00
Daily – Friday to Sunday & Holidays		\$119.00	\$119.00
Hourly – Friday to Sunday & Holidays		\$25.00	\$25.00
Meridian Community Centre – Dr. Gary & Mall Accursi			
Multipurpose Community Room			
FULL ROOM			
Daily – Monday to Thursday		\$198.00	\$198.00
Hourly – Monday to Thursday		\$50.00	\$50.00



Recreation & Cultural Services

Meridian Community Centre – Dr. Gary & Mall Accursi (cont'd)	2020	2021
Multipurpose Community Room- FULL ROOM		
Daily – Friday to Sunday & Holidays	\$356.00	\$356.00
Hourly – Friday to Sunday & Holidays	\$73.00	\$73.00
HALF ROOM		
Daily – Monday to Thursday	\$132.00	\$132.00
Hourly – Monday to Thursday	\$33.00	\$33.00
Daily – Friday to Sunday & Holidays	\$237.00	\$237.00
Hourly – Friday to Sunday & Holidays	\$49.00	\$49.00
Special Functions Area		
Hourly	\$21.00	\$21.00
Daily	\$83.00	\$83.00
Daily (with rental of Dr. Gary & Mall Accursi Multipurpose Community Room)	\$52.00	\$52.00
Community room – Kitchen		
Daily (with rental of Dr. Gary & Mall Accursi Multipurpose Community Room)	\$52.00	\$52.00
Atrium		
TOP Facility User Groups – 8' space 1 table + 2 chairs/day per booth	\$25.00	\$25.00
MCC – Small Meeting Room		
Monday to Thursday (Daily)	\$50.00	\$50.00
Friday to Sunday & Holidays (Daily)	\$80.00	\$80.00
Monday to Thursday (Hourly)	\$10.00	\$10.00
Friday to Sunday & Holidays (Hourly)	\$16.00	\$16.00
Miscellaneous		
Refundable Security Deposit (taxes not applicable)	\$100.00	\$100.00
SOCAN fee - without dancing per event	Full Cost Recovery	Full Cost Recovery



Recreation & Cultural Services

	2020	2021
SOCAN fee – with dancing per event	Full Cost Recovery	Full Cost Recovery
Stage Rental per set up	\$100.00	\$100.00
Pelham Minor Hockey Association Courtyard (Hourly/Daily)	N/A	\$25.00/\$100.00
Portable Bar per rental	\$100.00	\$100.00
Serving Fee per event	\$100.00	\$100.00
Linen Rental Fees	\$10.00/per item	\$10.00/per item
Summer Field Rate Schedule		
Ball Diamonds		
Level “A” groomed and lined	\$25.00	\$25.00
Level “A” youth	\$18.00	\$18.00
Level “C” no service	\$15.00	\$15.00
Level “C” youth	\$11.00	\$11.00
Diamond Lights (per hour)	\$13.00	\$13.00
Tournaments & Special Events		
Level “A” groomed and lined	\$198.00	\$198.00
Level “A” youth	\$141.00	\$141.00
Level “C” no service	\$119.00	\$119.00
Level “C” youth	\$85.00	\$85.00
<i>Note: Fees do not include use of lights – apply per hour light fee if required</i>		
Soccer Fields per hour		
Adult	\$24.00	\$24.00
Minor	\$19.00	\$19.00
Soccer Lights (per hour)	\$30.00	\$30.00
Soccer Tournament and Special Events		
Adult	\$189.00	\$189.00
Minor	\$147.00	\$147.00



Recreation & Cultural Services

	2020	2021
Park Pavilions: Centennial Park & Harold Black Park		
Park Pavilion	\$35.00	\$35.00
Passive Areas: Centennial Park, Harold Black Park		
Permit Fee	\$29.00	\$29.00
Peace Park including Bandshell		
Pavilion Rate + Passive Area Rate (under 100 people)	\$67.00	\$67.00
Pavilion Rate + Passive Area Rate (over 100 people)	\$135.00	\$135.00
Per Hour Rate	\$14.00	\$14.00
SOCAN fee	Full Cost Recovery	Full Cost Recovery
Town Staff fee (per hour)	\$37.00	\$37.00
Tennis Courts		
Tennis lights per season	Full Cost Recovery	Full Cost Recovery
Storage Space Per Year		
Youth Organization Storage	\$500.00	\$500.00
Centennial/ H.B. Park	\$50.00	\$50.00
Supply Rentals (Daily Fee with Facility Rental)		
Picnic Table/Folding Table	\$20.00	\$20.00
Folding Cruiser Table	\$10.00	\$10.00
10 x 10 Tents with Weights	\$25.00	\$25.00
Kids Folding Table	\$10.00	\$10.00
Refundable Equipment Deposit (taxes not applicable)	\$100.00	\$100.00



Recreation & Cultural Services

	2020	2021
Aquatic Rates		
Swimming Lessons		
Parent & Tot 1, 2, 3	\$69.00	\$69.00
Preschool A-E	\$80.00	\$80.00
Swimmer 1, 2	\$80.00	\$80.00
Swimmer 3, 4, 5, 6	\$86.00	\$86.00
Patrol (Rookie, Ranger, Star)	\$89.00	\$89.00
Private Lessons (10)	\$169.00	\$169.00
Semi Private Lessons (10)	\$142.00	\$142.00
Stroke Builder Lessons (10)	\$86.00	\$86.00
Bronze Star	\$82.00	\$82.00
Bronze Medallion/Emergency First Aid CPR (material extra)	\$145.00	\$145.00
Bronze Cross	\$123.00	\$123.00
Bronze Cross Recertification	\$56.00	\$56.00
Swim Team	\$115.00	\$115.00
NL Recertification	N/A	\$79.00
Facility Charges		
Pool Rental per hour	\$62.00	\$62.00
Lifeguard fee per hour	\$26.00	\$26.00
Public Swim Rates		
Adult	\$3.98	\$3.98
Child/Senior	\$3.54	\$3.54
Family	\$11.95	\$11.95
Swim Pass – Single	\$55.75	\$55.75
Swim Pass - Family	\$101.77	\$101.77



Recreation & Cultural Services

	2020	2021
Camp Rates		
March Break Camp		
Single Week	\$185.00	\$185.00
Single Day Registration	\$65.00	\$65.00
Family Weekly Registration Discount Each Child after 2 nd Child	(\$45.00)	(\$45.00)
Extended Care per week	\$38.00	\$38.00
Extended Care per day	\$8.50	\$8.50
Lunch per week	\$31.00	\$31.00
Lunch per day	\$6.50	\$6.50
Leaders in Training Program	\$110.00	\$110.00
Refund Administration Fee	\$10.00	\$10.00
Summer Camp		
Single Day Registration	\$65.00	\$65.00
Single TRIP Day Registration	\$65.00	\$65.00
Single Week Registration	\$180.00	\$180.00
Multiple Week Registration discount each week after 2 weeks	(\$10.00)	(\$10.00)
Family Day Registration (max 3)	N/A	N/A
Family TRIP Day Registration (max 3)	N/A	N/A
Family Weekly Registration Discount Each Child after 2 nd Child	25%	25%
Extended Care per week	\$38.00	\$38.00
Extended Care per day	\$8.50	\$8.50
Extended Care Multiple weeks (3 weeks or more)	\$33.00	\$33.00



Recreation & Cultural Services

Specialty Programs/Camps	2020	2021
Single Week Registration	\$195.00	\$195.00
Family Weekly Registration Discount Each Child after 2 nd Child	25%	25%
Extended Care per week	\$38.00	\$38.00
Extended Care per day	\$8.50	\$8.50
Extended Care Multiple weeks (3 weeks or more)	\$33.00	\$33.00
Ballroom Dance Lessons (10 Classes)	\$71.00	\$71.00
Ballroom Social Tickets	\$9.00	\$9.00
Improv Classes (10 Classes)	\$9.00	\$9.00
Triathlon Club Monthly	\$65.00	\$65.00
Triathlon Club with Swim Team membership Summer	\$225.00	\$225.00
Activity Drop in Fee Adult	\$5.31	\$5.31
Activity Punch Pass (20) Adult	\$70.80	\$70.80
Activity Drop in Fee Youth	\$3.10	\$3.10
Activity Punch Pass (25) Youth	\$70.80	\$70.80
Seniors Social Membership Fee - Annual	\$36.00	\$36.00
P.D Camp Registration (includes lunch)	\$45.00	\$45.00
Holiday Workshop Registration (includes dinner)	\$25.00	\$25.00
Mini Camp	N/A	\$120.00
Municipal Property Damage	Full Cost Recovery	Full Cost Recovery
Pelham Transit (As Pilot Project, Operated by Regional Transit On Demand)		
Standard Bus Fare	\$3.00	N/A
Bus Ticket Pack (11 Tickets)	\$30.00	N/A
Bus Pass Monthly	\$80.00	N/A



Public Works

	2020	2021		
Culvert Fees - \$100 additional fee on 3 meter		3 meter	6 meter	9 meter
250 mm – Culvert - \$193.00/m – Coupler \$10.50	\$1,700.00	\$679.00	\$1,158.00	\$1,737.00
300 mm – Culvert - \$205.00/m – Coupler \$12.50	\$1,800.00	\$715.00	\$1,230.00	\$1,845.00
375 mm – Culvert - \$217.00/m – Coupler \$15.50	\$1,910.00	\$751.00	\$1,302.00	\$1,953.00
450 mm – Culvert - \$232.00/m – Coupler \$18.50	\$2,050.00	\$796.00	\$1,392.00	\$2,088.00
525 mm – Culvert - \$253.00/m – Coupler \$21.50	\$2,240.00	\$859.00	\$1,518.00	\$2,277.00
600 mm – Culvert - \$271.00/m – Coupler \$24.50	\$2,400.00	\$913.00	\$1,626.00	\$2,439.00

*** larger or off sizes will be charged as per occurrence

Cemeteries

Resident Rates

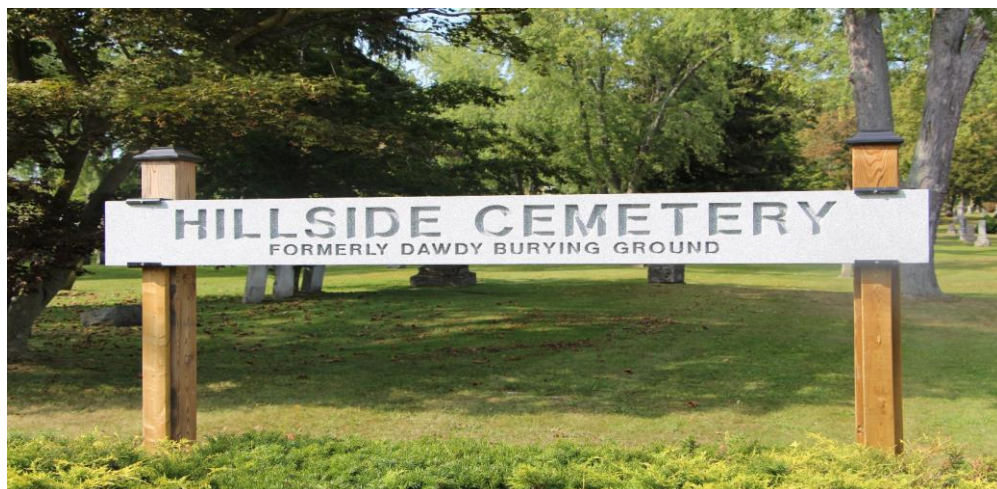
Land Acquisition per grave lot

Adult Grave	\$1,025.00	\$1,046.00
Columbarium niche	\$2,346.00	\$2,346.00
Perpetual Care for niche (15%)	\$414.00	\$414.00

Non-Resident Rates

Land Acquisition per grave lot

Adult Grave	\$1,625.00	\$1,659.00
Columbarium niche	\$2,932.50	\$2,932.50
Perpetual Care for niche (15%)	\$517.50	\$517.50



Public Works

	2020	2021
Interment Fees		
Standard Burial		
Adult		
Opening and Closing Weekdays (**additional Administration Fee will be added)	\$620.00	\$633.00
Opening and Closing Saturday morning (**additional-Administration Fee will be added)	\$891.00	\$909.00
Opening and Closing Saturday afternoon (**additional Administration Fee will be added)	\$935.50	\$955.00
***Administration Fee	\$12.00	\$12.00
Infant		
Weekdays (**additional Administration Fee will be added)	\$291.50	\$298.00
Saturday (**additional Administration Fee will be added)	\$594.00	\$606.00
***Administration Fee	\$12.00	\$12.00
Cremated Remains		
Weekdays	\$230.00	\$235.00
Saturday	\$451.00	\$460.00
Columbarium Weekday	\$275.00	\$281.00
Columbarium Saturday	\$460.00	\$470.00
***Administration Fee	\$12.00	\$12.00
Mausoleum		
Weekdays	\$307.00	\$313.00
Saturday	\$460.00	\$469.00



Public Works

	2020	2021
Interment Fees (continued)		
Disinterment Charges		
Adult/Child disinterment only	\$940.00	\$959.00
Adult/Child disinterment & re-interment	\$1,570.00	\$1,602.00
Infant/Stillborn disinterment only	\$312.00	\$319.00
Infant/Stillborn disinterment & re-interment	\$522.00	\$533.00
Cremains disinterment only	\$680.00	\$694.00
Cremains disinterment & re-interment	\$1,050.00	\$1,071.00
Columbarium	\$275.00	\$281.00
Foundation Charges		
Foundation charge per cubic foot	\$39.40	\$41.00
Markers	\$89.30	\$92.00
Cornerstones	\$94.56	\$97.00
Administration Fees		
Interment Rights Transfer	\$52.53	\$54.00
Interment Rights Exchange	\$52.53	\$54.00
Interment Rights Replacement/Duplicate	\$31.52	\$32.00
Cemetery Records Search – per hour	\$26.27	\$27.00
Marker Perpetual Care and Maintenance		
Upright marker four feet or less in height and four feet or less in length	\$100.00	\$100.00
Upright marker more than four feet or less in height and four feet or less in length	\$200.00	\$200.00
Flat Marker over 172 square inches	\$50.00	\$51.00



Public Works

	2020	2021
Foundation Charges (continued)		
Other Fees		
Columbarium Plate Engraving to Town specifications for font/size/style (at time of need). Actual cost of engraving plus \$75 administration fee to cover internal costs and shipping	\$75.00 + Actual Cost of Engraving	\$75.00 + Actual Cost of Engraving
Overtime Rate per hour	\$270.00	\$270.00
Archaeological Dig – per hour	\$85.00	\$87.00
Permit Fees		
Special Event Permits (includes administration, site inspection and traffic plan review)	\$150.00	\$150.00
Driveway Entrance Permit and Inspection Fee (includes one Inspection)	\$150.00	\$150.00
Road Closure/Open Fees		
Closure/Open (4 hours max)	\$230.00	\$230.00
Overtime – Closure/Open (4 hours max)	\$285.00	\$285.00
Double Time Sunday and Holidays – Closure/Open (4 hours max)	\$350.00	\$350.00
Barricade/Cone/Barrel Deposit – refundable		
Under 10 Units	\$100.00	\$100.00
10 – 20 Units	\$200.00	\$200.00
Over 20 Units	\$500.00	\$500.00
Municipal Property Damage		
	Full Cost Recovery	Full Cost Recovery
Development Inspection per diem	Full Cost Recovery	Full Cost Recovery
Unopened Road Allowance Application Fee	\$1,200.00	\$1,200.00
Closed Road Allowance Disposal Charges	Full Cost Recovery	Full Cost Recovery



**Community Planning
& Development**



**Fire & By-Law
Services**



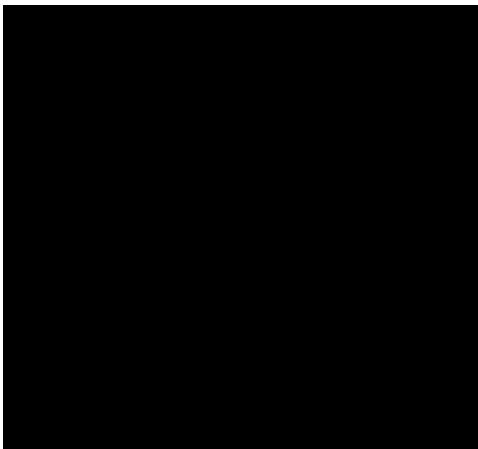
Public Works



**Recreation, Culture
& Wellness**



Corporate Services



**Administration
Services**

THE CORPORATION OF THE
T O W N O F P E L H A M

BY-LAW NO. 4300(2020)

Being a by-law to authorize the execution of a site plan agreement for the lands municipally known as 160 Highway 20 East, legally described as Part Block 3, Plan 59M-432 Parts 1, 8, 9, 10, 11, 16, 17, 18 & 19 59R-16208; subject to an easement in gross over Pts 10 & 16 59R-16208 as in SN 489589; subject to an easement in gross over Part 15 59R-16208 as in SN 489306; subject to an easement in gross over Pts 9 & 18 59R-16208 as in SN 306187; Town Of Pelham.

Crowngrove Estates Inc.

File No. SP-02-20

WHEREAS By-law No. 1118 (1987) designates the Town of Pelham as a Site Plan Control area, and

WHEREAS it is deemed desirable to enter into a Site Plan Agreement in order to control the lands as described in Schedule 'A' of the Site Plan Agreement which is attached hereto and forms part of this by-law;

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

1. **THAT** the Mayor and Clerk are hereby authorized and directed to execute the Site Plan Agreement attached hereto as Schedule 'A' with Crowngrove Estates Inc. for the lands described in Schedule 'A' of the Site Plan Agreement.
2. **THAT** in the event minor modifications to the Site Plan Agreement are necessary to effect the intent herein, the Clerk of the Town of Pelham is hereby authorized to complete same in consultation with the Town Solicitor.

ENACTED, SIGNED AND SEALED THIS
14th DAY OF DECEMBER, 2020 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

Site Plan Agreement
Crowningrove Estates Inc.
160 Highway 20 East

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THIS AGREEMENT made this day of , 2020.

BETWEEN:

CROWNGROVE ESTATES INC.

Hereinafter called the "Owner"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF PELHAM

Hereinafter called the "Town"

OF THE SECOND PART

WHEREAS the Owner represents and warrants that it is the owner of the lands in the Town of Pelham described in Schedule 'A' attached hereto (the "Lands");

AND WHEREAS the Owner has assumed and agreed to be bound by the terms and conditions of the Site Plan Agreement;

AND WHEREAS the Owner wishes to develop the property for commercial use in accordance with Schedules C through H attached hereto;

AND WHEREAS the Town has agreed to permit the said construction subject to certain terms and conditions;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of One Dollar (\$1.00) now paid by the Owner to the Town (the receipt whereof is hereby acknowledged), the Parties hereto mutually covenant and agree as follows:

1. Definitions

In this Agreement:

- (a) **Chief Building Official** shall mean the Chief Building Official of the Corporation of the Town of Pelham.
- (b) **Clerk** shall mean the Clerk of the Corporation of the Town of Pelham.
- (c) **Council** shall mean the Council of the Corporation of the Town of Pelham.
- (d) **Director of Community Planning & Development** shall mean the Director of Community Planning & Development of the Corporation of the Town of Pelham.
- (e) **Director of Corporate Services** shall mean the Director of Corporate Services of the Corporation of the Town of Pelham.
- (f) **Director of Public Works** shall mean the Director of Public Works of the Corporation of the Town of Pelham.
- (g) **Facilities and Works** shall mean and includes those facilities and works which are shown on or referred to in any one or more of the plans, drawings and schedules to this Agreement.
- (h) **Lands** shall mean the lands described in Schedule 'A' attached hereto.
- (i) **Professional Engineer** shall mean a Professional Engineer registered in good standing with the Association of Professional Engineers.
- (j) **Surveyor** shall mean an Ontario Land Surveyor registered in good standing with the Association of Ontario Land Surveyors.

2. General Provisions

- (a) The Owner shall develop and maintain the Lands only in accordance with the terms

and conditions contained herein and any other applicable by-law of the Town.

- (b) Unless the context otherwise requires, where the Owner is obligated by this Agreement or the approved plans to make any payments or install, construct, or carry out any services or action, the provisions therefore contained herein shall be deemed to include the words, “at the sole expense of the Owner”.
- (c) The Owner shall perform any and all construction and installation of works on the Lands and any off-site works in accordance with the terms and conditions contained herein and as shown on Schedules C through H attached hereto and forming part of this Agreement to the reasonable satisfaction of the Town.
- (d) The owner shall enter into a legal agreement with the Region to ensure that the work is completed to the satisfaction of the Region.
- (e) Prior to any construction taking place within the Regional road allowances, the owner shall obtain a Regional Construction Encroachment, Entrance, and Sign Permit from the Permits section of the Niagara Region Transportation Services Division.
- (f) The owner agrees to obtain a certificate from an Ontario Land Surveyor stating that all existing and new survey evidence is in place at the completion of the development.
- (g) The Owner agrees to undertake the preparation and deposit of any plans required to lift the 0.3 metre reserve along Highway 20 to the satisfaction of the Region.
- (h) The Owner shall maintain and keep in good repair driveways and access servicing the buildings located in the development.
- (i) The Owner shall keep all construction access routes free and ensure that adequate dust control, mud tracking and debris control measures are carried out during the site's development.
- (j) During construction, the Owner shall ensure all construction related vehicles that are not carrying out the works are parked on the subject lands and are not parked within the municipal road allowance.
- (k) All delivery / construction trucks taking materials from the subject lands included within this Agreement shall be adequately covered and not unreasonably loaded so as to scatter refuse, rubbish, dust or debris on neighbouring properties or public roadways.
- (l) Should deeply buried archaeological remains/resources be found on the property during construction activities, all activities impacting archaeological resources must cease immediately, notify the Archaeology Programs Unit of the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) (416-212-8886) and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists. In the event that human remains are encountered during construction, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.
- (m) The Owner grants to the Town, its servants, agents, and assigns permission to enter upon the Lands for the purpose of inspection of any Facilities and Works referred to in this Agreement and for the purpose of the completion of any Facilities and Works in accordance with this Clause and this Agreement.
- (n) The Owner will, at all times, indemnify and save harmless the Town from all loss, costs, damages and injuries which the Town may suffer or be put to for or by reason of the construction, maintenance, or existence of any Facilities and Works done by the Owner, its contractors, servants or agents on the Lands or which the Town may suffer or be put to for or by reason of the completion by the Town of any of the required Facilities and Works in accordance with this clause and this Agreement.

- (o) The Owner shall not call into question directly or indirectly in any proceeding whatsoever in law or in equity or before any administrative tribunal the right of the Town to enter into this Agreement and to enforce each and every term, covenant, and condition herein contained and this Agreement may be pleaded as an estoppel against the Owner in any such proceeding.
- (p) In the event that a Mortgagee(s) exercises any rights as to sale, possession or foreclosure or takes any other steps to enforce its security against the subject lands, then such Mortgagee(s) agrees on behalf of itself, its heirs, executors, administrators, successors and assigns not to deal with the lands as a development or part thereof unless and until a new Agreement in the same form, mutatis mutandis, as this Agreement has been entered into with the Town.
- (q) Any lands required to be conveyed by the Owner in accordance with the provisions hereof shall be in a neat and tidy condition, free of all debris and trash, and the Owner shall complete all services for the lands in accordance with the terms of this Agreement.
- (r) Notwithstanding the provisions of this Agreement, the Owner shall be subject to all of the Town's By-laws and all Provincial and Federal government statutes and / or regulations and amendments thereto affecting the site's development and installation of municipal services.

3. Design & Supervision of Construction of Services

- (a) The Owner shall employ, at its cost, a competent and qualified Professional Engineer consultant to:
 - (i) Carry out all soil investigations required by the Director of Public Works;
 - (ii) Design all of the works required to be completed in this Agreement;
 - (iii) Provide the Director of Public Works with an estimate of the costs of design, construction and maintenance of all works to be constructed under this Agreement to be used as the basis for determining the amount of security to be posted by the Developer prior to execution of this Agreement to guarantee the construction and maintenance of all works required under this Agreement;
 - (iv) Prepare engineering drawings that include plans, profiles and specifications for the works and to submit detailed plans, profiles and specifications to the Director of Public Works for approval prior to the installation or construction of such works;
 - (v) Submit to the Director of Public Works the detailed plans for signing and also provide two (2) sets of full-sized, signed hard copies and two (2) sets of signed hard copies reduced to 11"x17" size;
 - (vi) Obtain, in conjunction with the Town, all of the necessary approvals prior to installation or construction of the works;
 - (vii) Be responsible for tenders for the installation and construction of the works;
 - (viii) Provide full-time resident supervision, inspection and contract administration of all works within the municipal road allowance covered by this Agreement; or in the event that full-time inspection cannot or is not provided, the Town will provide inspection services at a per diem rate of \$1100.00 per day;
 - (ix) Provide the Director of Public Works, or designate, 48 hours of notice prior to commencing construction on the works. Failure to do so will result in a Stop Work Order being placed on the lands;
 - (x) Have a pre-construction meeting with the Director of Public Works, or designate, prior to commencing construction on the works. Failure to do so will result in a Stop Work Order being placed on the lands;
 - (xi) Maintain all of the records of the installation or construction of the works and submit a copy of the same to the Director of Public Works;

- (xii) Obtain from the Director of Public Works, the details regarding the form and scale of these drawings prior to their presentation;
 - (xiii) Provide the Director of Public Works with individual record sheets illustrating location & depths for all sanitary sewer, storm sewer and water services;
 - (xiv) Provide the Town with confirmation that the lot grading conforms to the approved lot grading plan.
- (b) The Owner shall not install works prior to receiving approval of the site servicing plans and specifications.
 - (c) All of the works to be installed or constructed under this Agreement shall be installed or constructed under the direct supervision of the Owner's consulting Professional Engineer.
 - (d) The Owner shall not close / restrict any public roadway prior to receipt in writing from the Director of Public Works for such activity. In the event that construction works require lane restrictions and / or full closures, a minimum of 48 hours of notice must be given to the Director of Public Works. In addition, the Owner must submit a traffic management plan and is responsible for notification of all affected emergency and non-emergency agencies.

4. Grading

- (a) The Owner shall have prepared by an Ontario Land Surveyor or Professional Engineer, a detailed site drainage plan for the site, said Plan to clearly indicate the existing drainage pattern on all adjacent Lands originally flowing through, into, or over the area of the site, to the street storm sewer system or other outlet approved by the Director of Public Works. This Plan, attached hereto as Schedule 'E', shall be approved by the Director of Public Works prior to the execution of this Agreement. Minor changes to the Plan may be permitted subject to the approval of the Director of Public Works.
- (b) The Owner shall submit, upon completion of Facilities and Works, a certificate signed by an Ontario Land Surveyor or Professional Engineer which indicates that the grades as stipulated on Schedule 'E' to this Agreement have been complied with.
- (c) Unless otherwise approved or required by the Town, the Owner shall not alter the grades of the said Lands until such time as a Building Permit is issued for the construction of the buildings contemplated herein on the said Lands.
- (d) The Owner shall provide his Design Engineer's verification that all grading, drainage, and servicing provisions have been installed in conformance with the approved civil plans, prepared by Upper Canada Consultants Engineers/Planners, dated September 2, 2020, printed September 3, 2020, attached hereto as Schedule 'E'. The Owner shall provide a copy of the Design Engineer's verification to the Town.

5. Sanitary Sewer System

- (a) The Owner shall, at its own expense, forever maintain all necessary sanitary sewer connections required to serve the development; and, without limiting the generality of the foregoing, no storm, surface or roof water or weeping tiles shall be discharged into the sanitary sewer system.
- (b) Domestic waste water from the proposed building(s) shall be discharged into the sanitary sewer system through a drain connection via the sanitary sewer lateral shown on the Site Servicing & Grading Plan. The Owner shall be responsible for exposing the existing lateral to be inspected by Town staff to ensure pipe material and condition is satisfactory for connection. Should it be deemed unsatisfactory, all costs associated with its removal and replacement shall be the Owner's responsibility.
- (c) The sanitary sewer system must comply with the Region's Sewer Use By-law #27-2014.
- (d) The Owner shall grant any necessary easements required for sanitary servicing to adjacent land owners.

6. Water Supply

- (a) The Owner shall, at its own expense, forever maintain all necessary connections and all internal water supply services necessary to serve the development.
- (b) The operation of valves which cause the internal water supply service to be charged from existing municipal water mains shall **ONLY** be carried out by Town Staff certified in accordance with Ontario Regulation 128/04.
- (c) The Owner shall, at its own expense, forever maintain the internal water system necessary for servicing the development and comply with the provisions of the *Ontario Water Resources Act and Safe Drinking Water Act* and amendments thereto and all regulations thereunder, on components of the internal water supply.
- (d) All internal and external water works, as specified by the site plan agreement, must be completed and be fully commissioned in accordance with Town water commissioning procedures prior to the construction of any structures within the development.

7. Storm Sewer System

- (a) The Owner shall undertake the installation, repair, and perpetual maintenance of the private storm water system as identified in the Site Servicing Plan, prepared by Upper Canada Consultants, dated November 16, 2020, printed November 17, 2020, attached hereto as Schedule 'F', and approved by the Director of Public Works.
- (b) All downspouts fronting the building shall not be directed towards the sidewalk and splash pads are required.
- (c) The storm sewer system must comply with the Region's Sewer Use By-law #27-2014.

8. Roads & Access

- (a) The Owner shall, at its own expense, prior to construction taking place within a Town road allowance, obtain a Town Temporary Works Permit from the Public Works Department.
- (b) The Owner shall, at its own expense, restore any curb cuts and trench excavations within the roadway as per Town standards. All road restorations shall take place no later than two (2) weeks after completion of the installation. No temporary measures will be permitted.
- (c) The Owner shall locate all private signs within the Owner's Lands in accordance with the Site Plan attached as Schedule 'C'..

9. Landscaping & Trees

- (a) The Owner shall, at its own expense, adequately landscape, plant and maintain all of the Lands not required for buildings, parking or roads in accordance with the approved Landscape Plans prepared by Cosburn Nauboris, plotted October 13, 2020, attached hereto as Schedule 'G'. Minor changes to the Plan may be permitted subject to the approval of the Director of Community Planning & Development.
- (b) The Owner agrees to install appropriate sediment and erosion control fencing prior to the commencement of construction and maintain it in good condition until all construction is complete and all areas are revegetated.

10. Waste Collection

- (a) The Owner shall at all times provide adequate collection and disposal of garbage, recyclables and sanitary refuse.
- (b) That the owner shall provide a written undertaking to Niagara Region Planning and Development Services acknowledging that because the site design does not meet the Region's Corporate Policy for Waste Collection and therefore, garbage/recycling pick-up for the development will be provided through a private

contractor and not the Region.

- (c) That the following warning clause be inserted in all Agreements of Purchase and Sale or Lease for each dwelling unit to survive closing:

“Purchasers/Tenants are advised that due to the site layout, garbage/recycling pick-up for the development will be provided through a private contractor and not the Region.”

11. Easements / Rights-of-Way

In the event any easements are required by Enbridge Gas to service the development, the Owner shall provide these to Enbridge Gas Distribution at no cost.

12. Photometry

- (a) The Owner shall ensure that any lighting facility used to illuminate any building or parking area shall be designed and installed as to deflect from adjacent buildings and streets.
- (b) The Owner shall, at its own expense, provide exterior lighting in accordance with the Electrical Site Lighting Plan attached hereto as Schedule ‘H’.

13. Parking, Curbing, Driveways & Sidewalks

- (a) The Owner shall, at its own expense, provide and at all times maintain on the said Lands, paved parking and driveway areas acceptable to the Town.
- (b) The Owner shall perpetually maintain all internal pavement markings which include crosswalks and parking stall / accessible stall markings.
- (c) The Owner shall install signage as required for the fire route to the satisfaction of Fire and Emergency Services.

14. Building & Services

- (a) The Owner shall construct and the Town shall permit the construction of the buildings and other structures on the Lands in accordance with the Schedules attached hereto to permit the development provided that all such uses shall comply with all building and zoning requirements of the Town.
- (b) Window applications and signage shall not obstruct windows.

15. Administrative & Consulting Costs

The Owner shall pay the Town's reasonable costs (\$2,700 or Two-thousand, seven hundred dollars) in connection with this Agreement for preparation, processing, administration and supervision including, but not limited to, all administrative, legal, inspection and consulting expenses.

16. Deposit for Facilities and Works

- (a) At the time of execution of this Agreement, the Owner shall pay to the Town a deposit to guarantee its compliance with this Agreement in an amount equal to:
- (i) 20 % of the estimated cost of completing the on-site Facilities and Works; and
- (ii) 100% of the estimated cost of completing the off-site works.

The parties have calculated that the estimated cost for completion to be **\$1 109 514.88** (One million one hundred and nine thousand five hundred and fourteen dollars and eighty-eight cents) excluding taxes. Therefore, security in the amount of **\$221 902.98** (Two Hundred and Twenty-One Thousand, nine hundred and two dollars and ninety-eight cents) shall be provided to the Town.

- (e) The deposit shall be paid to the Town in cash or in the form of an irrevocable letter of credit from a chartered bank or from a recognized lending institution, subject to the approval of the Director of Corporate Services and shall be held as security to ensure the completion of the Facilities and Works until such time as the Town

permits its release as ordered herein. The deposit may be used to pay for the cost of any work performed by the Town in accordance with the following clause in the event of the failure of the Owners to comply with the terms of this Agreement.

- (f) Upon completion of the Facilities and Works, the Owner shall provide to the Town, at the Owner's expense, confirmation in writing by the Owner's Qualified Designer or Professional Engineer, or both, that the approved plans appended hereto have been complied with. When such confirmation has been received, the Chief Building Official shall confirm such compliance and the deposit, less any amounts expended to enforce compliance with the Agreement and any amounts refunded or reduced as the work required by this Agreement progresses, shall be returned to the Owner, without interest.
- (g) The Town may, from time to time, demand an increase in the sum of the deposit in accordance with increases in the cost of performing the Facilities and Works required herein to be completed and the Owner covenants and agrees to make such increase. At the sole discretion of the Chief Building Official the amount of the deposit may be reduced at any time after the Owner has reached the stage where the costs to complete the Facilities and Works is less than the amount of the deposit.
- (h) The release of the deposit by the Town does not release the Owner from their obligation to maintain all of the Facilities and Works pursuant to this Agreement.
- (i) The Owner agrees that all of the Facilities and Works required to be provided by the Owner shall be provided, installed or constructed by the Owner within one hundred and eighty (180) days after the date of substantial completion of the proposed development as determined by the Chief Building Official and shall be maintained at all times in good condition. An extension of the completion of Works may be considered by the Director of Community Planning & Development.

17. Default

Upon breach by the Owner of any covenant, term, condition or requirement of this Agreement, or upon the Owner becoming insolvent or making any assignment for the benefit of creditors, the Town, at its option, may declare the Owner to be in default. Notice of such default shall be given by the Town, and if the Owner shall not remedy such default within such time as provided in the notice, the Town may declare the Owner to be in final default under this Agreement. Upon notice of default having been given, the Town may require all work by the Owner, its servants, agents, independent contractors and sub-contractors to cease (other than any work necessary to remedy such default) until such default shall have been remedied, and in the event of final default, may require all work as aforesaid, to cease. Upon final default of the Owner, the Town may, at its option, adopt or pursue any or all of the following remedies, but shall not be bound to do so:

- (i) Enter upon the subject Lands by its servants, agents and contractors and complete any work, service, repair or maintenance wholly or in part required herein to be done by the Owner, and collect the cost thereof from the Owner and/or enforce any security available to it;
- (ii) Make any payment which ought to have been made by the Owner to the Town, for any purpose, and apply the same in payment or part payment for any work which the Town may undertake;
- (iii) Retain any sum of money heretofore paid by the Owner to the Town, for any purpose, and apply the same in payment or part payment for any work which the Town may undertake;
- (iv) Bring action to compel specific performance of all or any part of this Agreement for damages; and
- (v) Exercise any other remedy granted to the Town under the terms of this Agreement or available to the Town in law.

18. Covenants

The Owner covenants for itself, its successors and assigns and the Owners from time to time of the said Lands and the burden of the covenants contained in this Agreement shall be deemed to be negative and shall run with and be binding upon

the Lands to and for the Town, its successors and assigns.

19. Registration

The Owner agrees and consents to the registration of notice of this Agreement against the said Lands.

20. Obligation

This Agreement and the provisions hereof do not give to the Owner or any person acquiring any interest in the said Lands (each hereinafter in this paragraph called "such person") or any other person any rights against the Town with respect to the failure of any such person to perform or fully perform any obligation under this Agreement, or the failure of the Town to force any such person to perform or fully perform any obligation under this Agreement or any negligence of any such person in the performance of the said obligation.

21. Building Permit

Notwithstanding any of the provisions of this Agreement, the Owner, its successors and assigns, shall be subject to all of the by-laws, as amended, of the Town at the time of the issuance of a Building Permit required pursuant to the terms of the Agreement or at the time of the execution of this Agreement, whichever is applicable.

22. Plans

The Owner agrees that all plans shall be drawn by a Qualified Designer or by a Professional Engineer and all surveys by an Ontario Land Surveyor, subject to the reasonable satisfaction of the Town.

23. Notices

Any notice, demand, acceptance or request provided for in this Agreement shall be in writing and shall be deemed to be sufficiently given if personally delivered or sent by registered mail (postage prepaid) as follows:

To the Town at: Clerk
Town of Pelham
P.O. Box 400
20 Pelham Town Square
Fonthill, ON L0S 1E0

To the Owner at: Crowngrove Estates Inc.
4211 Yonge Street, #230
Toronto, ON M2P 2A9

or as such other address as the party to whom such notice is to be given shall have last notified the party giving the notice in the manner provided in this Section 23. Any notice delivered to the party to whom it is addressed in this Section 23 shall be deemed to have been given and received on the day it is so delivered at such address. Any notice mailed as aforesaid shall be deemed to have been given and received on the fifth day next following the date of its mailing.

24. Schedules

The originals of the plans set out in Schedule 'C', 'D', 'E', 'F', 'G' and 'H' are available at the offices of the Town at the address set out in Section 24.

25. Binding Effect

This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date and year first above written.

WITNESS

CROWNGROVE ESTATES INC.

(printed name)

(printed name)

(signature)

(signature)

(date)

(date)

☐ 'I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN OF
PELHAM**

Mayor Marvin Junkin

Clerk Nancy J. Bozzato

SCHEDULE 'A'
LEGAL DESCRIPTION

PIN 64063-0537 (LT)

LEGAL DESCRIPTION:

PART BLOCK 3, PLAN 59M432 PARTS 1, 8, 9, 10, 11, 16, 17, 18 & 19
59R16208; SUBJECT TO AN EASEMENT IN GROSS OVER PTS 10 & 16
59R16208 AS IN SN489589; SUBJECT TO AN EASEMENT IN GROSS OVER
PART 15 59R16208 AS IN SN489306; SUBJECT TO AN EASEMENT IN
GROSS OVER PTS 9 & 18 59R16208 AS IN SN306187; TOWN OF PELHAM

Cost Estimates, Security Deposits & Cash Payments

Securities

Total = \$221 902.98

Cash Payments

12

SCHEDULE D

EXTERIOR ELEVATION NOTES

1	AP CONCRETE PANEL SYSTEM. REFER TO A/C/L LEGEND FOR COLOUR.
2	1" CONCRETE CURB AT FACE OF BUILDING ALONG DRIVE THRU.
3	1/2" METAL PANELS A2030. REFER TO EXTERIOR FINISH SCHEDULE.
4	1/2" METAL CAMBRIDGE SERIES BASE STONE. REFER TO EXTERIOR FINISH SCHEDULE.
5	PERMANENT LAMINA SERIES STONE. REFER TO EXTERIOR FINISH SCHEDULE.
6	PRE-FINISHED METAL FLASHING TO MATCH "CHARCOAL GREY MCD 4F".
7	FIBER CEMENT LAP SIDING. REFER TO EXTERIOR FINISH SCHEDULE.
8	BRICKEL PANEL COLOUR TO MATCH FRAME.
9	SILL FLASHING TO MATCH BRICK BASE BELOW. SILL FLASHING TO BE SUPPLIED AND INSTALLED BY GENERAL CONTRACTOR.
10	PROPOSED SIGNAGE LOCATION (UNDER SEPARATE PERMIT). TYPE AND SIZE SHOWN MAY CHANGE. REFER TO SIGNAGE PERMIT DRAWINGS PREPARED BY PARTISONS SIGNS FOR ACTUAL TYPE, SIZE AND LOCATION.
11	METAL ROOF LADDER. REFER TO DETAIL A7.7.
12	WINDOW FILM. COLOUR TO MATCH FRAME.
13	NEW SURROUNDING BOLLARD WITH CONCRETE BASE. REFER SITE PLAN DETAILS FOR DETAILS.
14	WINDOW SILL FLASHING TO MATCH WINDOW MULLIONS. WINDOW SILL FLASHING TO BE SUPPLIED AND INSTALLED BY WINDOW CONTRACTOR.
15	PRE-FINISHED METAL OVERLAP BASE SUPPLIES. COLOUR TO MATCH "CHARCOAL GREY MCD 4F". G-6 TO COORDINATE WITH ROOFING CONTRACTOR FOR PROPER OVERLAP AND CONTINUOUS CONNECTION.
16	RWMC DONATION BOX. REFER TO EXTERIOR ELEVATION DETAILS FOR DETAILS.
17	EXTERIOR PUSH BUTTON OPERATORS.
18	HOLLOW METAL DOOR, DOOR AND FRAME TO BE PAINTED. REFER TO EXTERIOR FINISH EXTERIOR SCHEDULE.
19	EXTERIOR GLAZING AND ALUMINUM GLAZING AND POOR FRAME TO BE BLACK ANODIZED ALUMINUM. GLASS TO BE ONE LAYER OF SOLAR GRAY GLASS & ONE LAYER OF CLEAR ENERGY ADI GLASS.
20	EXTERIOR WALL PACK LIGHT FIXTURE. REFER TO ELECTRICAL DRAWINGS.
21	DRIVE THRU WINDOW BY G.C. REFER TO SHEET A11.
22	DONATION BOX BY G.C. REFER TO SHEET A11.
23	EXTERIOR LIGHT FIXTURE LOCATED ON BLADE FEATURE. REFER TO ELECTRICAL DRAWINGS.
24	PRE-FINISHED METAL FLASHING TO MATCH "BONE WHITE MCD 5P".
25	LOCATION OF REMOTE SUCTION FOR GREASE INTERCEPTOR. REFER TO MECHANICAL DRAWINGS.

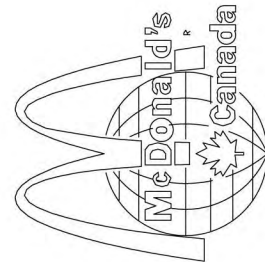
EXTERIOR FINISH SCHEDULE					
	CODE	PRODUCT	MANUF.	MODEL AND COLOUR	NOTES
	[ACM1]	ALUMINUM METAL PANELS	VOWEST	SYSTEM 3 COLOUR: ALPOLIC - IRON RED	
	[ACM2]	ALUMINUM METAL PANELS	VOWEST	SYSTEM 3 COLOUR: ALPOLIC - BNT BONE WHITE	
	[ACM3]	ALUMINUM METAL PANELS	VOWEST	SYSTEM 3 COLOUR: ALPOLIC - MK2-GREY	
	[BR1]	BRICK (MASONRY)	RICHALE YORK BLOCK INC.	MORTAR: CARBRIDGE SIZE 3/4" X 1/4". COLOUR: CNVX. FINISH: GROUND FACE; MORTAR: CM408 (RIVEN) BY INTERSTAR	PROVIDE 1" X 1" X 48" CHAMFER ON TOP CORNER FOR DRAINAGE. RETURN CORNERS TO BE SUPPLIED AS REQUIRED TO EXPOSED EDGES
	[EPT1]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: CHESNUT BROWN/MC2 37	
	[EPT2]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: CHARCOL GREY/MC2 44	
	[EPT3]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: BRIGHT RED/MC2 53	
	[EPT4]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: BONE WHITE/MC2 51	
	[FC1]	FIBER CEMENT SIDING	JAMES HARDIE	SERIES: BR137. CEILING: 1/2" SIZE: 5/25" X 14". COLOUR: PAINT TO MATCH CHESNUT BROWN / MC2 37	
	[SC1]	PRE-FINISHED STEEL CLADDING	VOWEST	AC308-SR. COLOUR: ALPOLIC - MK23 MICA GREY	
	[SC2]	PRE-FINISHED STEEL CLADDING	VOWEST	AC309-SR. COLOUR: ALPOLIC - BNT BONE WHITE	
	[ST1]	STONE VENEER (MASONRY)	PERMACON	SERIES: LAMINA STONE. SIZE: UNITS ABC & D AS PROVIDED BY MANUFACTURER. COLOUR: NEWAT GREY. MORTAR: CM408 (RIVEN) BY INTERSTAR	

[illegible]

THE CONTRACTOR WILL CHECK AND VERIFY DIMENSIONS AND REPORT ERRORS AND OMISSIONS TO THE DESIGNER AND THE DESIGN PROFESSIONAL WHOSE SEAL IS AFFIXED TO THIS DRAWING. DO NOT SCALE THE DRAWINGS.

THIS DRAWING WILL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED FOR CONSTRUCTION BY THE DESIGN PROFESSIONAL WHOSE SEAL IS AFFIXED TO THIS DRAWING AND WHOSE SIGNATURE IS BELOW.

ISSUED FOR CONSTRUCTION	DATE
<p>DIMENSIONS AND CONDITIONS TO BE VERIFIED ON THE PREMISES</p>	
<p>K P A U L A R C H I T E C T I N C .</p> <p>T O R O N T O • V A N C O U V E R • O R L A N D O</p> <p>2649 Sheppard Heights Dr. Suite 206, Oakville, Ontario, L6L 7Y8 www.kpaularchitect.com (905) 337-9860 fax: (905) 337-1886</p>	



CLIENT

MODEL R3.0 (4600 SQ. FT.)
NAT. # 40886
MCDONALD'S PROJECT # 82404

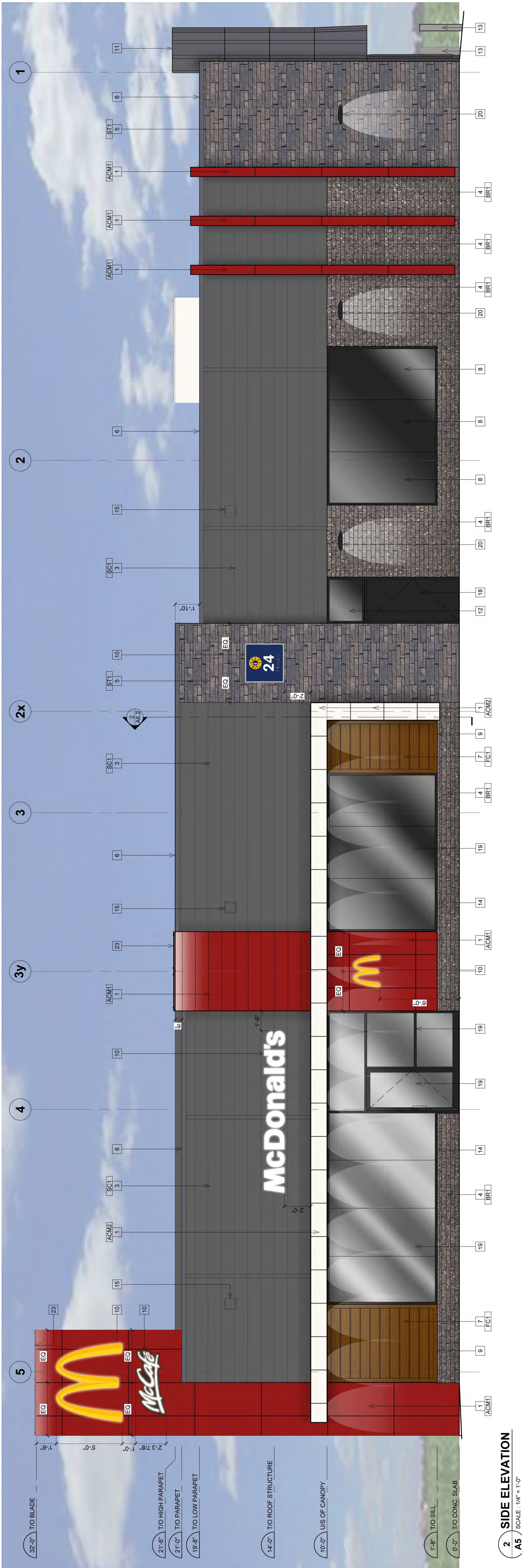
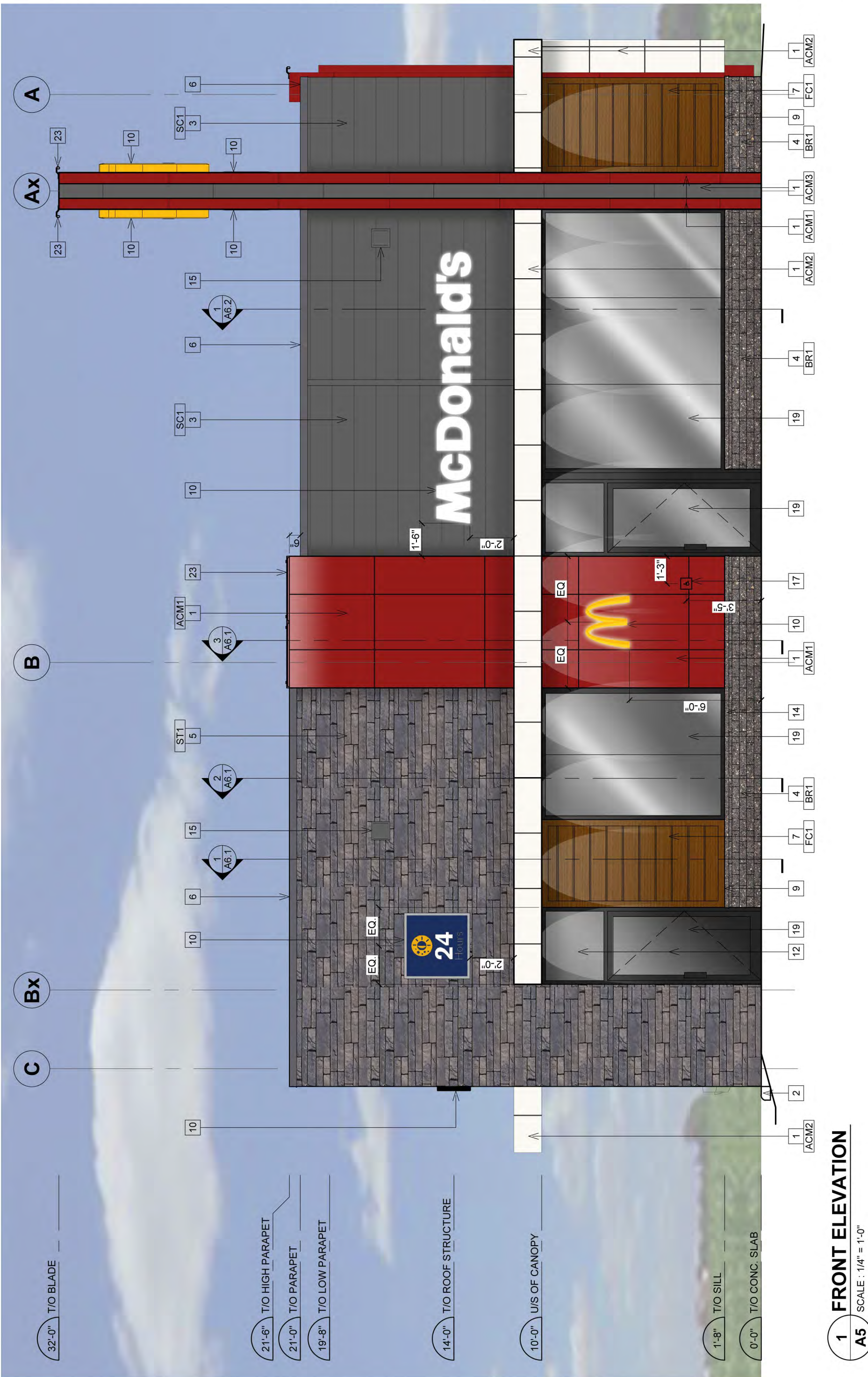
PROJECT LOCATION

160 HIGHWAY #20 EAST
FONTHILL, ONTARIO

DRAWING TITLE

EXTERIOR ELEVATIONS

DRAWN	PC	CHECKED	MS
SCALE	1/4" = 1'-0"	DATE	MAY 2020
KPA PROJECT NO.	200311	DRAWING NO.	A5.0



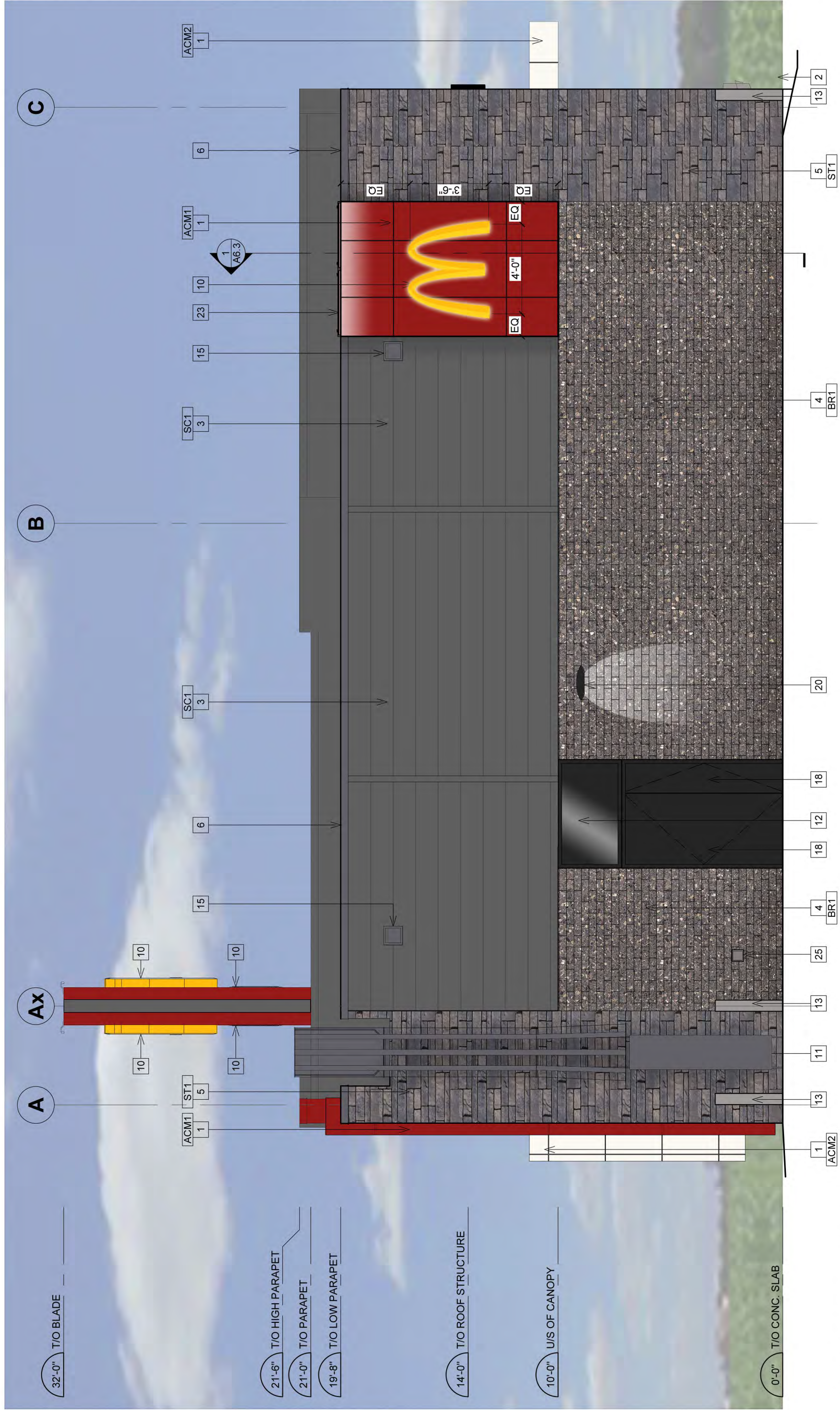
EXTERIOR ELEVATION NOTES

1	ALPOLIC-AMF PANEL SYSTEM - REFER TO ACM LEGEND FOR COLOUR
2	4" CONCRETE CURB AT FACE OF BUILDING ALONG DRIVE THRU
3	VICWEST METAL PANELS A3000 - REFER TO EXTERIOR FINISH SCHEDULE
4	RICHVALE CAMBRIDGE SERIES BASE STONE - REFER TO EXTERIOR FINISH SCHEDULE
5	PERMACON LAMINA SERIES STONE - REFER TO EXTERIOR FINISH SCHEDULE
6	PREFINISHED METAL FLASHING TO MATCH "CHARCOAL GREY-MCD 44"
7	FIBER CEMENT LAP SIDING - REFER TO EXTERIOR FINISH SCHEDULE
8	SPANDREL PANEL COLOUR TO MATCH FRAME
9	SILL FLASHING TO MATCH BRICK BASE BELOW - SILL FLASHING TO BE SUPPLIED AND INSTALLED BY GENERAL CONTRACTOR
10	PROPOSED SIGNAGE LOCATION (UNDER SEPARATE PERMIT). TYPE AND SIZE SHOWN MAY CHANGE. REFER TO SIGNAGE PERMIT DRAWINGS PREPARED BY PATTONSON SIGNS FOR ACTUAL TYPE SIZE, AND LOCATION
11	METAL ROOF LADDER. REFER TO DETAIL A7.7
12	WINDOW FILM. COLOUR TO MATCH FRAME
13	NEW SUREGUARD BOLLARD WITH CONCRETE BASE. REFER SITE PLAN DETAILS FOR DETAILS

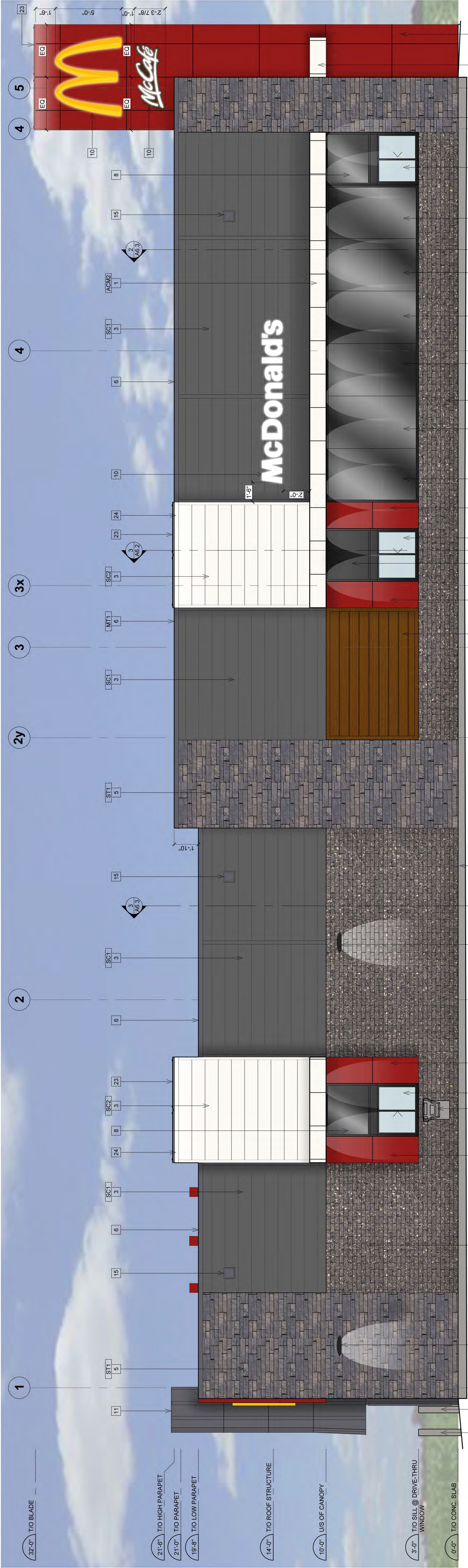
14	WINDOW SILL FLASHING TO MATCH WINDOW MILLIONS. WINDOW SILL FLASHING TO BE SUPPLIED AND INSTALLED BY WINDOW CONTRACTOR
15	ALPOLIC-AMF PANEL SYSTEM. REFER TO DETAIL A7.7 FOR DETAILS. "CHARCOAL GREY - MCD 44" - G.C. TO COORDINATE WITH ROOFING CONTRACTOR FOR PROPER DRIP AND CONNECTION
16	RMVC DONATION BOX - REFER TO EXTERIOR ELEVATION DETAILS FOR DETAILS
17	EXTERIOR PUSH BUTTON OPERATORS
18	HOLLOW METAL DOOR. DOOR AND FRAME TO BE PAINTED. REFER TO EXTERIOR FINISH EXTERIOR SCHEDULE
19	EXTERIOR GLAZING AND ALUMINUM DOOR. GLAZING AND DOOR FRAME TO BE BLACK ANODIZED ALUMINUM GLASS TO BE ONE LAYER OF SOLAR GRAY GLASS & ONE LAYER OF CLEAR ENERGY ADV. GLASS
20	EXTERIOR WALL PACK LIGHT FIXTURE. REFER TO ELECTRICAL DRAWINGS
21	DRIVE-THRU WINDOW BY G.C. REFER TO SHEET A11.
22	DONATION BOX BY G.C. REFER TO SHEET A11.
23	EXTERIOR LIGHT FIXTURE LOCATED ON BLADE FEATURE. REFER TO ELECTRICAL DRAWINGS
24	PREFINISHED METAL FLASHING TO MATCH "BONE WHITE-MCD 51"
25	LOCATION OF REMOTE SUCTION FOR GREASE INTERCEPTOR. REFER TO MECHANICAL DRAWINGS

EXTERIOR FINISH SCHEDULE

CODE	PRODUCT	MANUF.	MODEL AND COLOUR	NOTES
[ACM1]	ALUMINUM METAL PANELS	VICWEST	SYSTEM 3, COLOUR ALPOLIC - RON RED	
[ACM2]	ALUMINUM METAL PANELS	VICWEST	SYSTEM 3, COLOUR ALPOLIC - BNT BONE WHITE	
[ACM3]	ALUMINUM METAL PANELS	VICWEST	SYSTEM 3, COLOUR ALPOLIC - M2G-GREY	
[BR1]	BRICK (MASONRY)	RICHVALE YORK BLOCK INC.	SERIES: CAMBRIDGE SIZE: 4" X 16" X 4" - COLOUR: ONYX. FINISH: GROUND FACE. MORTAR: CA308 (MAYENBY INTERSTAT)	PROVIDE 1" X 1/4" 45° CHAMFER ON TOP COURSE FOR DRAINAGE. RETURN CORNERS TO BE SUPPLIED AS REQUIRED TO EXPOSED EDGES
[EP1]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: CHESTNUT BROWN-MCD 37	
[EP2]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: CHARCOAL GREY-MCD 44	
[EP3]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: BRIGHT RED-MCD 53	
[EP4]	EXTERIOR PAINT	DULUX PAINTS	COLOUR: BONE WHITE-MCD 51	
[FC1]	FIBER CEMENT SIDING	JAMES HARDIE	SERIES: SELECT CEDARMILL SIZE: 8.25" X 14" - COLOUR: PAINT TO MATCH CHESTNUT BROWN - MCD 37	
[SC1]	PREFINISHED STEEL CLADDING	VICWEST	A3000-SR, COLOUR: ALPOLIC - M2G MICA GREY	
[SC2]	PREFINISHED STEEL CLADDING	VICWEST	A3000-SR, COLOUR: ALPOLIC - BNT BONE WHITE	
[ST1]	STONE VENEER (MASONRY)	PERMACON	SERIES: LAMINA STONE. SIZE: UNITS A,B,C & D AS PROVIDED BY MANUFACTURER. COLOUR: NEWPORT GREY, MORTAR: CA308 (MAYENBY INTERSTAT)	



1 REAR ELEVATION
A5.1 SCALE: 1/4" = 1'-0"



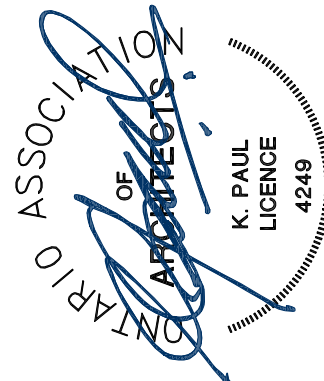
2 DRIVE-THRU SIDE ELEVATION
A5.1 SCALE: 1/4" = 1'-0"

ISSUE TABLE

NO	DATE (MM/DD/YY)	DESCRIPTION
01	04-18-20	ISSUED FOR 50% REVIEW
02	04-27-20	ISSUED FOR 80% REVIEW
03	05-08-20	ISSUED FOR PERMIT

REVISIONS

SEAL

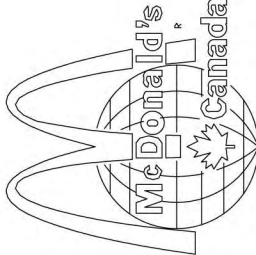


THE CONTRACTOR WILL CHECK AND VERIFY DIMENSIONS AND CONDITIONS OF THE WORK TO BE CONSTRUCTED AND THE DESIGN PROFESSIONAL WHOSE SEAL IS AFFIXED TO THIS DRAWING DO NOT SCALE THE DRAWINGS.
THIS DRAWING WILL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED FOR CONSTRUCTION BY THE DESIGN PROFESSIONAL WHOSE SEAL IS AFFIXED TO THIS DRAWING AND WHOSE SIGNATURE IS BELOW.

ISSUED FOR CONSTRUCTION _____ DATE _____
DIMENSIONS AND CONDITIONS TO BE VERIFIED ON THE PREMISES

K P A U L A R C H I T E C T I N C .
TORONTO • VANCOUVER • OLLAND
2660 Sherwood Heights Dr. Suite 200, Oakville, Ontario, L6J 7Y8
www.kpaularchitect.com
(905) 337-9800 fax (905) 337-1986

CLIENT



STORE TYPE
MODEL R3.0 (4600 SQ. FT.)
NAT # 40886
MCDONALD'S PROJECT # 82404

PROJECT LOCATION

160 HIGHWAY #20 EAST
FONTHILL, ONTARIO

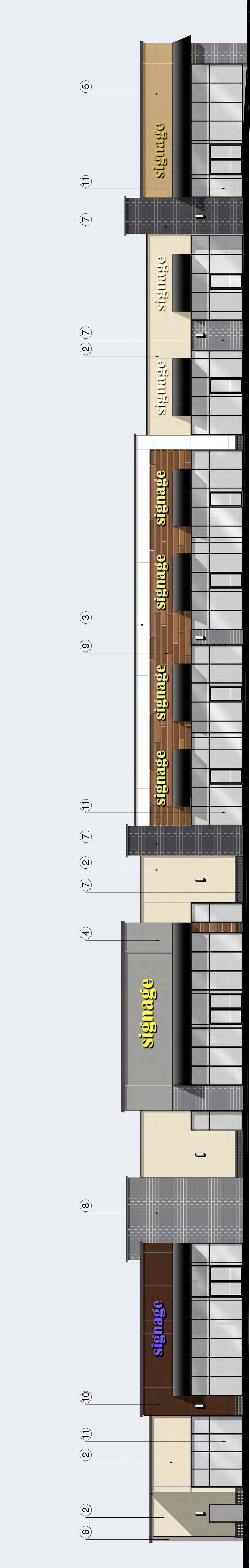
DRAWING TITLE

EXTERIOR
ELEVATIONS

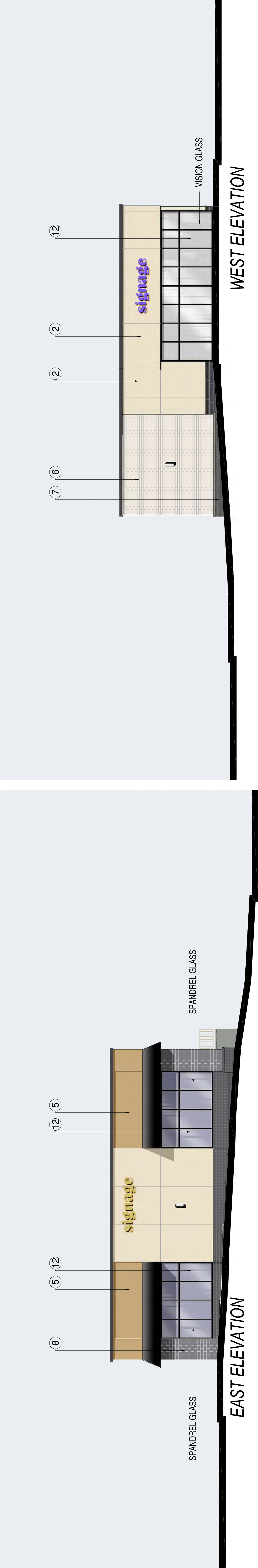
DRAWN	PC	CHECKED	MS
SCALE	1/4" = 1'-0"	DATE	MAY 2020
NPA PROJECT NO.	2003111	DRAWING NO.	A5.1



NORTH ELEVATION - REGIONAL ROAD No.20



SOUTH ELEVATION



EAST ELEVATION

ELEVATION FINISHES COLOUR LEGEND :

- 1

EIFS - BM FRENCH WHITE 1093
- 2

EIFS - BM SHORTBREAD CSP-970
- 3

EIFS - BM ICE-MIST 2123-70
- 4

EIFS - STORM BM AF-700
- 5

EIFS - BM DASH OF CURRY 2169.10

- 6

EIFS - BRICK PATTERNED - MARSHMALLOW SW7001
- 7

ARCHITECTURAL NOBLE SERIES BY PERMACON - CHARCOAL - BUFFED
- 8

ARCHITECTURAL NOBLE SERIES BY PERMACON - GREY NORUIK - BUFFED
- 9

ALUMINUM METAL CLADDING 8" SLATS - COLOUR KWILA
- 10

EIFS - BM 2107-10 CHOCOLATE CANDY BROWN

- 11

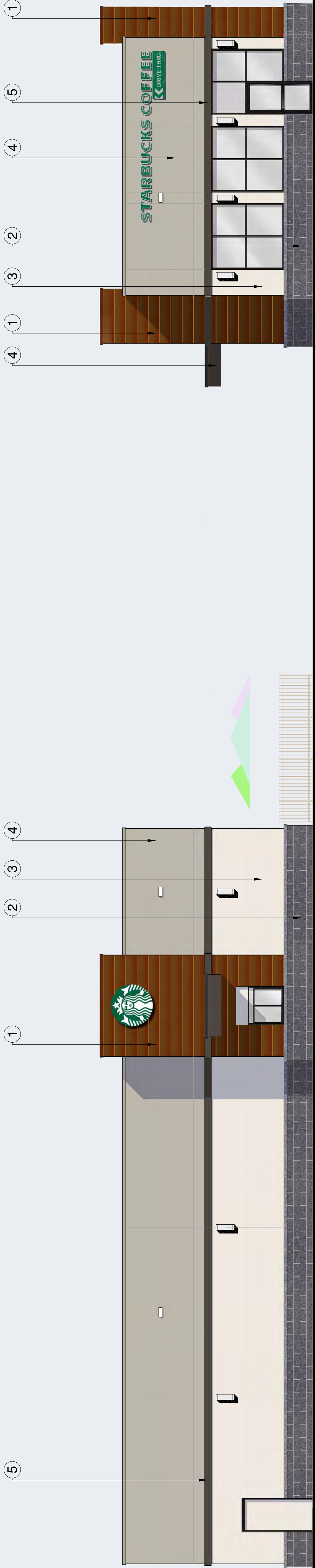
VISION GLASS
- 12

SPANDREL GLASS

NOTES:
1. EAST ELEVATION OF BUILDING 2 IS 1 HOUR F.R.
2. TENANT SIGNAGE TO BE MOUNTED ON RAIL SYSTEM.



NORTH ELEVATION - REGIONAL ROAD No.20



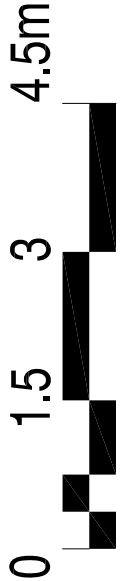
SOUTH ELEVATION

ELEVATION FINISHES COLOUR LEGEND :

- 1 KNOTWOOD ALUMINUM CLADDING SYSTEM - COLOUR: KWILA
- 2 ARCHITECTURAL NOBLE SERIES BY PERMACON. PASTILLES-NOBLE-MEULE_CHARBON
- 3 EIFS - COLOUR TO MATCH : SHERWIN WILLIAM SW 7001 MARSHMALLOW - TEXTURE: SANDPEBBLE
- 4 EIFS - COLOUR TO MATCH : SHERWIN WILLIAM SW 7016 MINDFUL GRAY - TEXTURE: SANDPEBBLE
- 5 EIFS - COLOUR TO MATCH : SHERWIN WILLIAM SW 7020 BLACK FOX - TEXTURE: SANDPEBBLE

EAST ELEVATION

BUILDING 3



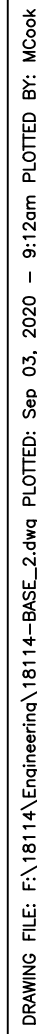
PR. NO. 12315.05
AUGUST 04, 2020

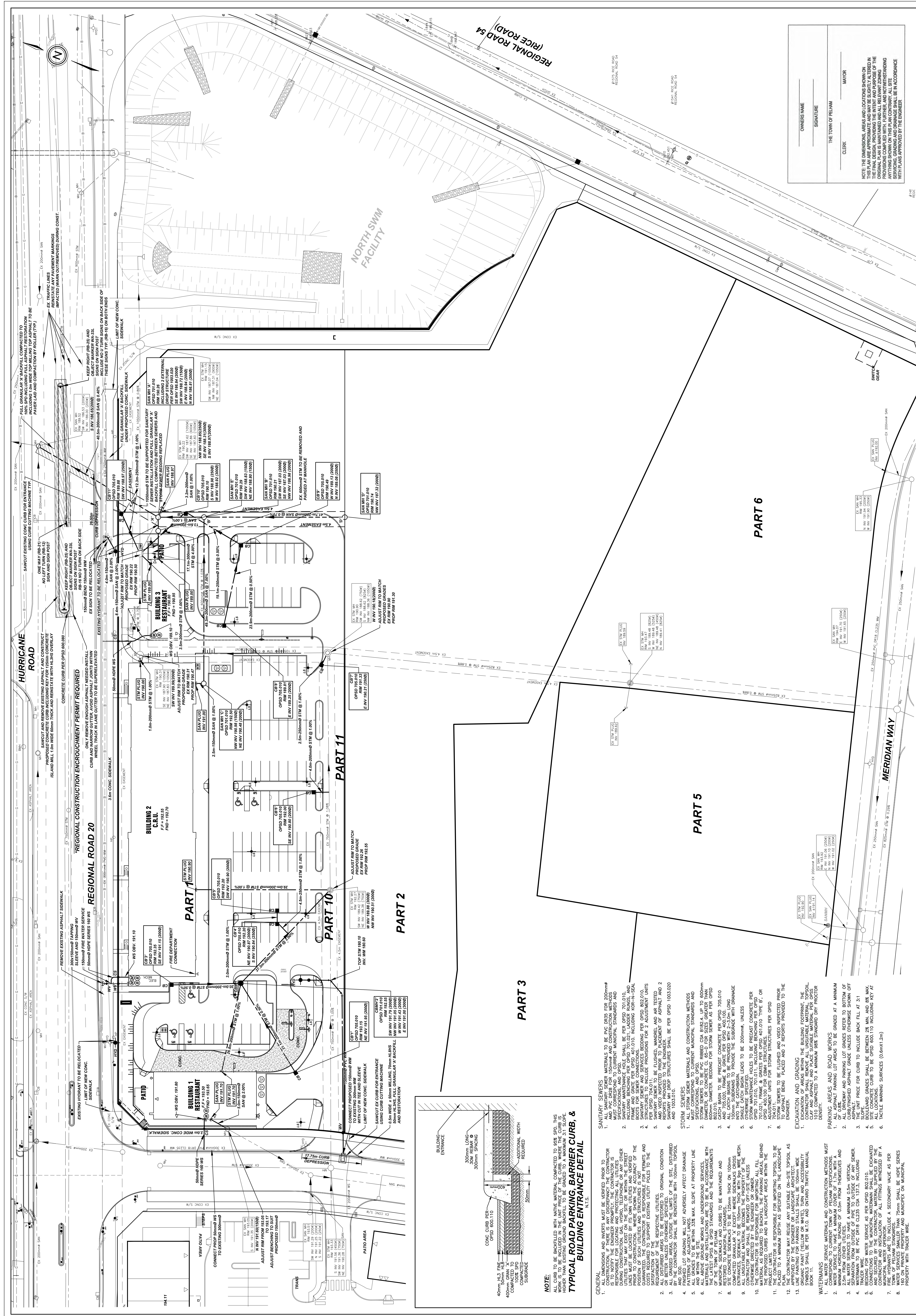
PETROFF PARTNERSHIP ARCHITECTS

SHOPS ON 20 - PHASE 1
160 HIGHWAY #20, FONTHILL, ONTARIO

CROWNGROVE ESTATES INC.

PETROFF





NOTE:

TYPICAL ROAD PARKING, BARRIER BUILDING ENTRANCE DETAILS

GENERAL

- [illegible]

WATERMAINS


- WATER SERVICE TO HAVE A MINIMUM COVER OF 1.7m WITH A MINIMUM COVER OF 0.5m FROM TREES/BUDDS AND CORRESPOND TO CURRENT TOWN OF PELHAM SPECIFICATIONS. WATER SERVICE TO HAVE A MINIMUM COVER OF 0.5m FROM TREES/BUDDS AND CORRESPOND TO CURRENT TOWN OF PELHAM SPECIFICATIONS. 2.5m FROM OTHER UTILITIES. ALL WATER SERVICES TO BE 150mm 0.5m VERTICAL SLOPE. WATERMAIN TO BE PAC DR18 CL235 CSA 137.3. INCLUDING REPAIRS TO WATER SERVICE AS PER OPSD 802.010. CONNECTIONS TO THE MUNICIPAL WATERMAIN SHALL BE EXCAVATED TO THE DEPTH OF THE WATERMAIN. ALL WATER MAINS SHALL BE CONNECTED AND INSTALLED IN ALL UTILITIES WITNESSED BY A MUNICIPAL WATER OPERATOR. TOWN OF PELHAM STANDARDS. USE A SECONDARY VALVE AS PER WATER SERVICES SMALLER THAN 75mm SHALL BE HDPE SERIES WATER SERVICES 75mm AND MUNICIPOU SHALL BE MUNICIPAL PROPERTY WITH FRACTION ONE.

REVISED PER REGIONAL COMMENTS (OCT 29, 2020)	2020-11-16	M.C.
REVISED CURB IN FRONT OF BLDG 3	2020-10-01	M.C.
REVISED CONCRETE RETAINING WALL	2020-09-02	M.C.
REVISED PER COMMENTS	2020-08-13	M.C.
INCLUDED SECTION BETWEEN BLDG 2+3	2020-07-23	M.C.
REVISED BUILDING	2020-06-17	M.C.
ISSUED FOR SPA	2020-03-23	M.C.
REVISION	DATE	INIT

FILE: F:\18114\Engineering\18114--BASE_3.dwg PLOTTED: Nov 17, 2020 - 8:54am PLOTTED BY: MCooley

THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWER, AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS AND, WHERE SHOWN, THE CONTRACTOR SHALL NOT DEPEND ON THE CONTRACT DRAWINGS FOR THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGED PLANS AND BANS LOCATED IN THE FIELD. TO VERIFY THE ACCURACY OF THESE PROPERTY LINES A LEGAL SURVEY SHOULD BE PERFORMED PRIOR TO CONSTRUCTION. CONSTRUCTION MUST COMPLY WITH THE NAGARA PENINSULA STANDARD CONTRACT DOCUMENT.

DRAFTING M.C.	
DESIGN J.S.	
CHECKED BY J.S.	



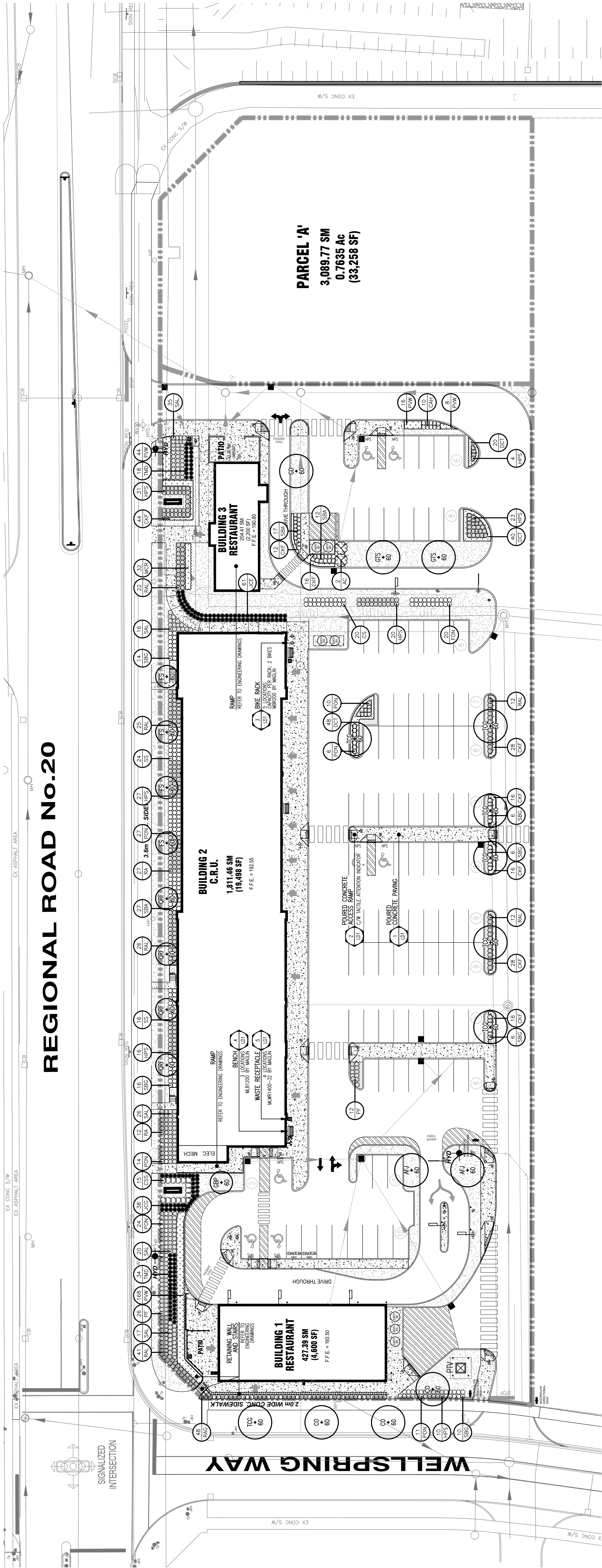
**UPPER CANADA
CONSULTANTS**
ENGINEERS / PLANNERS

CROWNGROVE ESTATES INC.
4211 YONGE STREET #230,
TORONTO ONT M2B 2A0

SHOPS ON 20 (PHASE 1)
FONTHILL, TOWN OF PELHAM

CONSULTANT FILE No. 18114	
DATE 2020-11-16	
PRINTED 2020-11-17	
SCALE 1:400 m	
REF No.	
DWG No.	18114-SERV
REV	6

SCHEDULE G



PLANT LIST

KEY	QTY.	BOTANICAL NAME	COMMON NAME	CAL. (mm)	HT. (cm)	HI. SPREAD (cm)	ROOTS	REMARKS
AF060	2	<i>Acer x Freemanii</i> 'Jefferson'	Admiral Baze Maple	60	—	—	WB	—
CO60	3	<i>Celtis occidentalis</i>	Hickberry	60	—	—	WB	—
FS60	4	<i>Fagus sylvatica</i> 'Dawson Purple'	Dawson Purple Beech	60	—	—	WB	—
GP60	1	<i>Gymnocodium dioica</i>	Pinecone Scented Yew	60	—	—	WB	—
CO60	1	<i>Gynandropsis dioica</i>	Kendall Coffee Tree	60	—	—	WB	—
GS60	2	<i>Gleditsia inornata</i> 'Spatulata'	Spatulata Honeylocust	60	—	—	WB	—
OF60	4	<i>Quercus robur</i> 'Laestegae'	Pyramidal English Oak	60	—	—	WB	—
TO60	7	<i>Tilia cordata</i> 'Berleyn'	Berleyn Linden	60	—	—	WB	—

DECIDUOUS SHRUBS

[illegible]

CONIFEROUS SHRUBS

JC350	61	<i>Juniperus conferta</i> 'Emerald Sea'	Emerald Sea Stone Juniper	-	-	50	OC / FP	-
JC363	38	<i>Juniperus chinensis</i> v. <i>sargentii</i> 'Bluebird'	Blue Sargent Juniper	-	-	50	OC / FP	-
TM050	52	'Tous x medio 'Beaumonts'	Dense Yew	-	-	50	OC / FP	-

GRASSES.

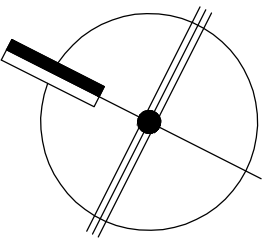
DAF	T6	<i>Calamagrostis</i> 'Var. Foetida'	Father Reed Grass	-	-	-	2 gal pot
DCT	108	<i>Deschampsia cespitosa</i> 'Tardiflora'	Tufted Hair Grass	-	-	-	2 gal pot
MCI	32	<i>Medea caerulea</i> 'Syrace'	Syracee Moor Grass	-	-	-	1 gal pot
PW	236	<i>Panicum virgatum</i> 'Warrior'	Warrior Switch Grass	-	-	-	2 gal pot

Base information received in digital format from Petroff Partnership Architects, Project No.12315.02, Drawing No.A-101 and received August 12, 2020.

Base & servicing information received in digital format from Upper Canada Planning & Engineering, Project No.18114 and received October 1, 2020.

6	For Submission	SW	20 10 08
5	For Site Plan Submission	SW	20 08 18
4	Issued for Tender	SW	20 03 11
3	For Submission	SW	20 02 28
2	For Submission	SW	20 02 14

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markham, on l3r 9x9
t 905 940 4443
cosburnnauboris.ca

HOPS ON 20 - PHASE 1
160 HIGHWAY 20 E.
CROWNGROVE ESTATES INC.

LANDSCAPE PLAN

Drawn by	SW	Scale	1:400
Checked by	PHC	Plot Date	2020-10-13
Approved by	PHC	Project	2282

[illegible][illegible][illegible]

MAGLINTM

T 800-714-6354
F 817-250-3303
WWW.MAGLIN.COM
SALES@MAGLIN.COM

MLWR 1400-32

MATERIALS:

The trash container frame is made using 95% HDPE plastic, high density paper composite (HDPC) or

Steel are used for the sides and door panels. A 32 gallon commercial grade plastic liner and Stainless Steel are provided.

FINISH:

All steel areas provided are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION:

The trash container is delivered pre-assembled. Holes (0.5") are provided in each mounting foot for securing to base.

TO SPECIFY:

Select MLWR 1400-32
Color
Side Door panels
- HDPC

- MLWR 1400-32-PCC (Charcoal)
- MLWR 1400-32-PSS (Silver/White)
- HDPE Plastic
- MLWR 1400-32-PGY (Grey)
- MLWR 1400-32-PBK (Black)
- MLWR 1400-32-PBK (Brown)
- MLWR 1400-32-PBN (Brown)
- Steel
- MLWR 1400-32-M
- Powdercoat color
- Finish color (Black or Green)

COMPLEMENTARY PRODUCTS:

MLB 400
MRC1402
MRC1403

DIMENSIONS:
Height: 44.00" (111.8 cm)
Weight: 11lbs (4.9 kg)
Liner Capacity: 32.0 Gallons
1.2 U. Litter

27.00

31.25

44.00

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BENCHES

MAGLIN[®]

T 800 216 5509
F 877 260 9303
E info@maglin.com
W www.maglin.com

MLB1200 SERIES

MATERIALS:

Bench ends are made from solid cast aluminum. The seat employs 1pe Slats or High Density Fiber Composite.

FINISH:

The Maglin Powdercoat System provides a long lasting finish. The slats and wood slats are treated with penetrating sealers.

INSTALLATION: The bench is delivered pre-assembled. Holes (0.5") are provided in each foot for securing to base.

TO SPECIFY:

Select MLB1200

Characteristics:
- 1pe

MLB1200-W

- HDPC

- MLB1200-PCC (Charcoal)
- MLB1200-PCS (Sandstone)

- Powdercoat Color

- Personalization
- Side Arms

OPTIONS:

Technical drawing of the MLB1200 bench. The side view shows a bench with a length of 70.00" and a height of 30.50" (77.5 cm). The front view shows a bench with a width of 16.13" and a height of 23.00" (58.4 cm). The drawing includes dimensions for the seat height (17.75" / 45.1 cm) and the backrest height (12.75" / 32.4 cm).

DIMENSIONS: Height: 30.50" (77.5 cm)
Length: 70.00" (177.8 cm)
Seat Height: 17.75" (45.1 cm)
Backrest Height: 12.75" (32.4 cm)
Weight: 135lbs (61kg)


Technical drawing of the MLB1200 bench. The side view shows a bench with a length of 70.00" and a height of 30.50" (77.5 cm). The front view shows a bench with a width of 16.13" and a height of 23.00" (58.4 cm). The drawing includes dimensions for the seat height (17.75" / 45.1 cm) and the backrest height (12.75" / 32.4 cm).

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[illegible]

Base Information	<p>Base information received in digital format from Petroff Planning Architects, Project No.23153.02, Drawing NOA-101 dated 12/1/2020.</p> <p>Base & servicing information received in digital format from Upper Canada Planning & Engineering, Project No.18114 and received October 1, 2020.</p>				
6	For Submission	SW	20 10 08		
5	For Site Plan Submission	SW	20 08 18		
4	Issued for Tender	SW	20 03 11		
3	For Submission	SW	20 02 28		
2	For Submission	SW	20 02 14		
No	Revision	By	Yr	Mo	Da
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Invalid Unless Signed Original 	20 Green Street Dr., Suite 2 Markham, ON L3R 9A9 905 940 4443 cosburnnauboris.ca
	cosburn nauboris LTD landscape architects
SHOPS ON 20 - PHASE 1 160 HIGHWAY 20 E. CROWNGROVE ESTATES INC. TOWN OF PELHAM	
DETAILS	
Drawn by Checked by Approved by	Scale AS SHOWN Plot Date: 2020-10-08 Project 2282

THE CORPORATION OF THE
TOWN OF PELHAM
BY-LAW #4304(2020)

Being a By-law to amend Sign By-law 4199 (2020), being a by-law to prohibit and regulate signs and regulate the placing of signs upon highways and buildings.

WHEREAS it deemed necessary and desirable to amend By-law 4199 (2020) as amended, to add a classification and regulations pertaining to *Construction Signs*.

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

(1) THAT Sign By-law 4199 (2020) be amended by adding the following section:

“5.3 Construction Signs

- a) A permit is required for any Construction Sign greater than 10.0m² of Sign Face Area
- b) No Construction Sign shall be located on any Property other than the Property to which the Construction Sign applies;
- c) No Construction Sign shall be located closer to the street line or any other Property line than the setback line for a Building as established by the Corporation’s Zoning By-law or 3m (9.84 ft.), whichever is the lesser;
- d) No Construction Sign shall be erected which exceeds 20m² (215 sq. ft.) in area per side or visible face;
- e) A maximum of one Construction Sign is permitted per street frontage.”

READ A FIRST, SECOND AND THIRD TIME AND
FINALLY PASSED BY COUNCIL THIS 14th DAY OF
December, 2020 A.D.

Mayor

Clerk

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4303(2020)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 14th day of
December 2020.**

WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, provides that, except if 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 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 14th day of December, 2020, 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) THAT this by-law shall come into force on the day upon which it is passed.

READ, ENACTED, SIGNED AND SEALED
THIS 14th DAY OF DECEMBER 2020 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO