

REGULAR COUNCIL AGENDA

C-10/2024

Wednesday, May 29, 2024

9:00 AM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

The Town of Pelham is holding hybrid meetings of Council and Committee in accordance with Procedure By-law 4507(2022). Public access to meetings will be provided in-person at the location indicated on the agenda, via Livestream: www.youtube.com/townofpelham/live and subsequent publication to the Town's website at www.pelham.ca.

Pages

- 1. Call to Order and Declaration of Quorum**
- 2. National Anthem**
- 3. Land Recognition Statement**

We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

- 4. Approval of the Agenda**
- 5. Disclosure of Pecuniary Interests and General Nature Thereof**

| | | |
|------------|--|---------|
| 6. | Hearing of Presentation, Delegations, Regional Report | |
| 6.1 | Presentations | |
| 6.1.1 | Ward Boundary, Council Composition Update, and Selection Process for Deputy Mayor Final Report | 6 - 18 |
| | Dr. Tim Cobban | |
| | Dr. Andy Sancton (Zoom) | |
| 7. | Adoption of Council Minutes | |
| 7.1 | C-09/2024 - Regular Council Meeting - May 15, 2024 | 19 - 28 |
| 8. | Request(s) to Lift Consent Agenda Item(s) for Separate Consideration | |
| 9. | Consent Agenda Items to be Considered in Block | |
| 9.1 | Staff Reports of a Routine Nature for Information or Action | |
| 9.1.1 | Over night Parking - NRT on Demand vans at MCC, 2024-0137-Recreation | 29 - 30 |
| 9.1.2 | Fenwick Lions Club Thank you correspondence, 2024-0136-Recreation | 31 - 32 |
| 9.1.3 | December 2023 Financial Report, 2024-0110-Corporate Services | 33 - 52 |
| 9.2 | Information Correspondence | |
| 9.2.1 | Ministry of Natural Resources and Forestry - Rabies Vaccine Bait Distribution Program | 53 - 56 |
| 9.3 | Advisory Committee Correspondence for Information or Action | |
| 9.3.1 | Pelham Audit and Finance Committee Recommendation Letter 2024 | 57 - 97 |
| 10. | Consent Agenda Item(s) Lifted for Separate Consideration, if any | |
| 11. | Presentation and Consideration of Reports | |

11.1 Members of Council Reports

| | | |
|---------------|--|----------------|
| 11.1.1 | Councillor Ker - Update on the Niagara Central Dorothy Rungeling Airport Commission | 98 - 98 |
|---------------|--|----------------|

12. Resolution to Move In-Camera

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider the following:

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations - 1 item (Union)

13. Rise from In-Camera

14. Presentation and Consideration of Reports

14.1 Staff Reports Requiring Action

| | | |
|---------------|---|------------------|
| 14.1.1 | Status of Cannabis Zoning By-law Amendment, 2024-0133-Town Solicitor | 99 - 100 |
| 14.1.2 | New Legislative Requirements for the Public Works Department, 2024-0127-Public Works | 101 - 229 |
| 14.1.3 | Town of Pelham Speed Limit Review, 2024-0135-Public Works | 230 - 234 |
| 14.1.4 | Conservation and Demand Management Plan 2024, 2024-0117-Corporate Services | 235 - 251 |
| 14.1.5 | 2025 Budget Schedule, 2024-0109-Corporate Services | 252 - 255 |
| 14.1.6 | MCC Lands Options and Public Consultation Results, 2024-0130-Chief Administrator Officer | 256 - 265 |

15. Unfinished Business

16. New Business

| | | |
|------------|--|------------------|
| 17. | Presentation and Consideration of By-Laws | 266 - 283 |
|------------|--|------------------|

1. By-law 36-2024 - Being a By-law to remove the Holding (H) Provision executed by By-law No. 18 (2023) for a portion of the lands located at 125 Port Robinson Road, legally described as Part of Township Lot 167, Part 1, Plan 59R-5449, Town of Pelham, Regional Municipality of Niagara. File No. AM-03-2024

2. By-law 37-2024 - Being a By-law to authorize the execution of Public Event Agreements with three (3) licensed establishments in the Town of Pelham and to repeal By-law 35-2023.

18. Motions and Notices of Motion

18.1 Mayor Junkin - Rooftop Solar Panels on the Meridian Community Centre

Mover: Mayor Junkin

Seconder: Councillor Olson

WHEREAS there is a growing need for sustainable and environmentally friendly energy solutions;

AND WHEREAS solar energy presents a viable avenue for reducing carbon emissions, alleviating energy costs, and generating revenue for the Meridian Community Centre (MCC), thereby offsetting operating costs, and advancing Council's green agenda;

AND WHEREAS Council identified Environmental and Climate Adaptation as a primary focus in the 2023-2027 Town of Pelham Strategic Plan;

AND WHEREAS the prospective installation of solar panels aligns with the Town's commitment to environmental stewardship and sustainability initiatives;

NOW THEREFORE BE IT RESOLVED THAT Council hereby directs staff to investigate the feasibility and benefits of installing rooftop solar panels on the MCC and report back to Council in Q3 of 2024;

AND THAT this investigation include the suitability of the MCC's rooftop to host solar panels, an analysis of installation costs

and potential return on investment, the environmental benefits, as well as an exploration of available incentives and grants for renewable energy projects;

AND THAT staff be further directed to share a draft of the report with the Utility Sustainability Working Group before its presentation to Council.

19. Resolution to Move In Camera

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider the following:

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations - 1 item (Advisory Committee Appointment)

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose - 1 item (Ward 1)

20. Rise From In Camera

21. Confirming By-Law

284 - 284

22. Adjournment

TOWN OF PELHAM
Council Composition, Ward Boundary Review
and Deputy Mayor Selection Study

FINAL REPORT

Prepared by:
Dr. Andrew Sancton
Dr. Timothy Cobban
May, 2024

Executive Summary

Since its creation in its current form in 1970, the Town of Pelham has been governed by a council comprising a mayor and six councillors elected from three wards. The ward boundaries were last changed in 2014.

Andrew Sancton Consulting (Drs. Andrew Sancton and Tim Cobban) was engaged by the Town of Pelham to conduct a Council Composition, Ward Boundary Review, and Deputy Mayor Selection Study. We did so between August 2023 and May 2024. In our Preliminary Report, we outlined the regulatory framework for the review, assessed the methods for selection of a deputy mayor, evaluated the current ward boundaries, and introduced and assessed five different options for ward boundaries. We discussed this report and the project in our interviews with members of council and senior staff, and in two public meetings, and surveyed residents on their views.

This report contains the following recommendations for the Pelham Town Council:

That Pelham's deputy mayor continue to be elected by council members for a two-year term, with the term starting immediately after the quadrennial municipal election and halfway through each four-year term, unless and until the Niagara regional council is restructured in such a way as to provide for two representatives from the Pelham municipal council;

That all councillors in the Town of Pelham continue to be elected from wards;

That Pelham Town Council maintain its current size of seven members;

That the ward boundaries contained in our Option 2 (revised three ward boundary model) be adopted as the new ward boundaries for the Town of Pelham effective for the 2026 municipal election;

That, in the event that Pelham Town Council obtains a second representative on Niagara regional council, a new council configuration be adopted, consisting of a directly elected mayor and deputy mayor (serving as the municipality's representatives to the Region), and five ward councillors, with one being elected from each of the five wards as outlined in our Option 4. Alternatively, if Pelham town council is determined to keep the three existing wards while introducing a directly elected deputy mayor, we recommend, as our second choice, that the council be reduced from seven members to five, with only one councillor elected from each ward.

1. INTRODUCTION

Since its creation in its current form in 1970, the Town of Pelham has been governed by a council comprising a mayor and six councilors elected from three wards. The ward boundaries were changed slightly in 1978 and more significantly prior to the 2014 municipal election. After three elections with the current boundaries, it is appropriate that they be reviewed again so as to ensure that everyone's votes for council seats are roughly equal in weight.

Unlike many municipalities in Ontario, Pelham has never had a directly elected deputy mayor. In accordance with the specifications for this project issued by the Pelham Town Council, the possibility of adding a directly elected deputy mayor to the council will also be explored in this report.

In July 2023, the Town of Pelham retained the consultant team of Drs. Andrew Sancton and Tim Cobban to conduct a Council Composition, Ward Boundary Review, and Deputy Mayor Selection Study. The purpose of this Final Report is to document the work undertaken for this review, report the main findings, and offer recommendations to council. There is an array of electoral options for council to consider. There are two basic electoral models—at large and ward-based systems—as well as ones that involve a mixture of the two systems. These models can also be modified in several ways—by changing the size of council, and by including, or not including, a directly elected deputy mayor. Below, we describe and assess these options, as we did in our previous Preliminary Report. In this report, however, we also incorporate the input and feedback received during our extensive consultations and we focus on the most suitable options. Importantly, we provide our final recommendations to council, for it is their responsibility, not ours, to determine the structural make-up of the municipal council of Pelham. Before we begin to discuss the options available to council, however, we provide a brief overview of this project.

2. THE PROJECT

The main purpose of this project is to assist and advise Pelham's municipal council in making a decision about council composition and ward boundaries. The Terms of Reference for this project were established in the original Request for Proposals as issued by the Municipality:

The Town of Pelham is seeking to engage a consultant to conduct a council composition, ward boundary review and deputy mayor selection process in accordance with the following parameters:

Representation by Population - Considering representation by population for every councillor representing an equal number of constituents within their respective wards. Given the geography and varying population densities, and characteristics of the Town of Pelham, a small degree of variation is acceptable.

Municipal Growth Trends and Projections - Accommodating for and balancing future increases or decreases in population growth/decline to maintain a general equilibrium in the representation by population.

Geographic and Topographic Boundaries - Utilizing geographical and topographical features to provide boundaries for wards.

Communities of Interest – Consider traditional neighbourhoods and settlement patterns, and community groupings in specific geographic locations.

Equal Representation and Voter Parity - Consider an overriding principle of effective representation.

A completely new review of governance needs for the Town for the next 20 years – with no predetermination of number of wards, councillors per ward or previous structure history creating limitations.

- Develop a ward structure that will accommodate growth and population shifts for a minimum of three (3) Municipal elections (2026, 2030, and 2034) and beyond, if feasible.
- Conduct all research, consultations (public and otherwise, as deemed appropriate), and the provision of a final report and recommendations to the Town of Pelham

2.1 PROJECT WORK PLAN AND SCHEDULE

The Project began in August 2023 and concludes in May 2024. The project has proceeded in four stages.

2.11 Data Collection and Research

Our initial tasks involved collecting key data and information and conducting research. We gathered population and population growth information from Statistics Canada and from municipal staff.

Our independent research encompassed several areas. We reviewed relevant legislation, especially Ontario's *Municipal Act*. We surveyed relevant case law, focusing most of our efforts on how the Ontario Land Tribunal (formerly the OMB and LPAT) has responded to appeals relating to municipal electoral systems. To this end, we scrutinized OLT decisions in various relevant cases.

We studied the electoral systems found in other municipalities with populations of similar size to that of Pelham. We focused on other lower-tier municipalities within Ontario but also looked at relevant municipalities in other parts of Canada.

Finally, we reviewed relevant scholarly literature, especially recent contributions to the longstanding debate on the merits and flaws of at-large and ward-based municipal electoral systems.

2.12 Preliminary Report

The results of research efforts were presented in our Preliminary Report, which was publicly released when we presented it to Council on 7 February 2024.¹ The report provided an initial assessment of methods for selection of a deputy mayor and of the current ward boundaries and introduced and assessed possible alternatives. We concluded that the existing arrangements in Pelham met the criteria for “effective representation” but that there were ways of making improvements. After discussing the possible direct election of a deputy mayor and the option of eliminating wards by having at-large elections for all councilors, we presented five options for ward boundaries, two involving the retention of a three-ward model, and the others with four, five, and six wards.

Although some of the content of the Preliminary Report is reproduced here, most of it is not. The review of the legislative framework governing municipal electoral systems is omitted, as is the important discussion on the role of the Ontario Land Tribunal and the relevance of their articulated understanding of “effective representation.” The analysis of the longstanding debate about ward vs. at-large elections contained in the Preliminary Report is also omitted.

2.13 Consultations

A comprehensive consultation program shortly followed the release of the Preliminary Report. The objectives were to engage and inform citizens while soliciting their input and feedback, and to probe the experiential views of those most familiar with the functioning of the municipal council in Pelham—the key stakeholders. The consultation program involved three separate activities.

i. Stakeholder Interviews

On 12 and 27 February 2024 we conducted interviews in Fonthill with each of the members of Pelham’s municipal council (all but one were in person) and with the Town’s senior managers. The interviews were between 30 and 60 minutes in length, and semi-

¹<https://engagingpelham.ca/ward-boundary-review-and-deputy-mayor-selection>

structured in format. Interviewees were asked to provide any general comments in response to the Preliminary Report. Then, follow-up questions were posed that related more directly to their particular expertise or experiences. Finally, interviewees were asked to indicate their preferred outcome from the Review. We promised our 15 respondents that none of them would be quoted in this report and that no individual views would be attributed to anyone.

An overwhelming majority expressed support for the current three-ward system, with two councillors being elected from each ward. In other words, there was little appetite for any dramatic change in the make-up of the Pelham municipal council. Most also supported our revised three-ward model that proposed to move the eastern boundary of Ward 1 to Effingham Road. They recognized that Ward 1 needed to increase its population to help address voter parity both now and in the future and they believed that Effingham would serve well as a boundary, in part because it was used by the public school board as a boundary for busing purposes.

There was considerable discussion in our interviews about the possibility of the provincial government taking steps to restructure the council of the Regional Municipality of Niagara in such a way that Pelham's representation on regional council might be changed. A few of our interviewees thought it might be advantageous to have a directly elected deputy mayor who could serve, in addition to the mayor, as one of Pelham's representatives on the regional council. Those holding such a view generally supported our five-ward option because that would produce a Pelham council with an odd number of members; no one believed it was desirable to have a council with an even number of members.

ii. Public consultation

We held two evening public consultation meetings: one in Fenwick on 12 February and another in Fonthill on 27 February. There were approximately a dozen people at each session, some of them being council members. There were lively discussions at both sessions, with most participants warning us against recommending any major changes. There was virtually no support for a directly elected deputy mayor, for a council elected at-large, or for any dramatic change to the structure of the ward system. Moving the eastern boundary of Ward 1 to Effingham Road was generally seen as the only desirable change.

iii. The survey

A short survey was designed and administered during February and March, 2024. An electronic link to the survey was posted to the project's page of the Municipality's website. Paper copies were available at the public meetings.

The survey asked citizens to identify the community in which they resided, and answer

various questions relating to the electoral options available for Pelham. We received 54 responses, a relatively small number, perhaps reflecting a relative lack of controversy relating to the whole process. Some questions were open-ended, allowing respondents to supply or expand on their answers. Responses came from all parts of the Town and provide interesting insights into the community's views on Pelham's electoral system. Responses generally echoed what we heard during our interviews and public consultations. Not surprisingly perhaps, there was less support for making any changes to the ward boundaries and about a quarter of respondents favoured reducing the size of Pelham's council rather than maintaining it at seven.

2.14 Final Report

The final stage in this Electoral Review involves the preparation and submission of this document, our Final Report. It is an extension of our previous Preliminary Report. Included are summaries of the available electoral options, the results and findings of our consultations, and the reporting of our final analysis and recommendations. The submission of this report to council represents the completion of the project.

3. ANALYSIS

In our Preliminary Report, we presented five options. Before examining these options, we shall return to three of the general structural issues which are crucial to understand before looking again at each of the five options. The three issues are:

1. Whether to have a directly-elected deputy mayor;
2. Whether to have at-large elections to Pelham's municipal council; and
3. The appropriate number of members of the council.

3.1 Deputy Mayor

We found virtually no support for having a directly elected deputy mayor. Subject to our final recommendation at the end of this Report, we have found no reason to recommend direct election. In our interviews there was very limited support for regular rotation of the position among council members. However, most interviewees support the current system whereby council elects one of its own members as deputy mayor every two years.

Unless and until the Niagara regional council is restructured in such a way as to provide for two representatives from the Pelham municipal council, we recommend that Pelham's deputy mayor continue to be elected by council members for a two-year term, with the term starting immediately after the quadrennial municipal election and halfway through each four-year term.

3.2 At-large elections to municipal Council

As we outlined in our Preliminary Report, one option for electing councillors is to elect

them at-large, meaning that, like the mayor and deputy mayor, each council candidate runs throughout the entire municipality. If there were five councillors, each voter could choose up to five candidates. The top five vote-getters would be declared elected. While such a system is prevalent in British Columbia and in many small, homogeneous municipalities elsewhere, including Ontario, we do not believe it is appropriate for a territorially large and diverse municipality such as Pelham. Our survey results suggest that respondents agree: only 15 percent favoured an at-large system.

We agree with the obvious consensus on in Pelham on this issue. **We recommend that all councillors in the Town of Pelham continue to be elected from wards.**

3.3 Council size

In our Preliminary Report we pointed out that, seven-member councils are common in Canada and for municipalities in Ontario having similar sized populations as Pelham. There was almost unanimous support for a seven-member council among our interviewees. Given that many citizens instinctively want to reduce the number of elected politicians, it is somewhat surprising that only 26 percent of our survey respondents favoured reducing the size of Pelham's municipal council. Only 13 percent favoured increasing it.

We consider the current size of the Pelham municipal council to be quite appropriate and recommend that it remain at seven members.

3.4 Determining ward boundaries

Options 1 and 2

As explained in our Preliminary Report, we believe that maintaining the current model with the same ward boundaries—our Option 1—would be defensible in any hearing conducted by Ontario's Land Tribunal. Maintaining this model in the absence of a directly elected deputy mayor, means that there must be two councillors from each ward, because the Ontario Municipal Act requires that each council have at least five members, including the mayor. We heard virtually no complaints from anyone about having two councillors from each of three wards, and we see no reason to recommend otherwise.

However, our population projections show that the existing boundaries for the three-ward model would be much less defensible by 2034 because the population of Ward 1 (Rural/Fenwick) would likely be more than 25 percent below the average for the three wards. Even in 2023, Ward 1 was by far the least populous, 11 percent below the average. That is why we proposed in our Option 2 that the boundary of Ward 1 be moved to the west to Effingham Road so that Ward 1 would gain population. Almost all the people we consulted on this possible change believed that Effingham Road would be an appropriate boundary.

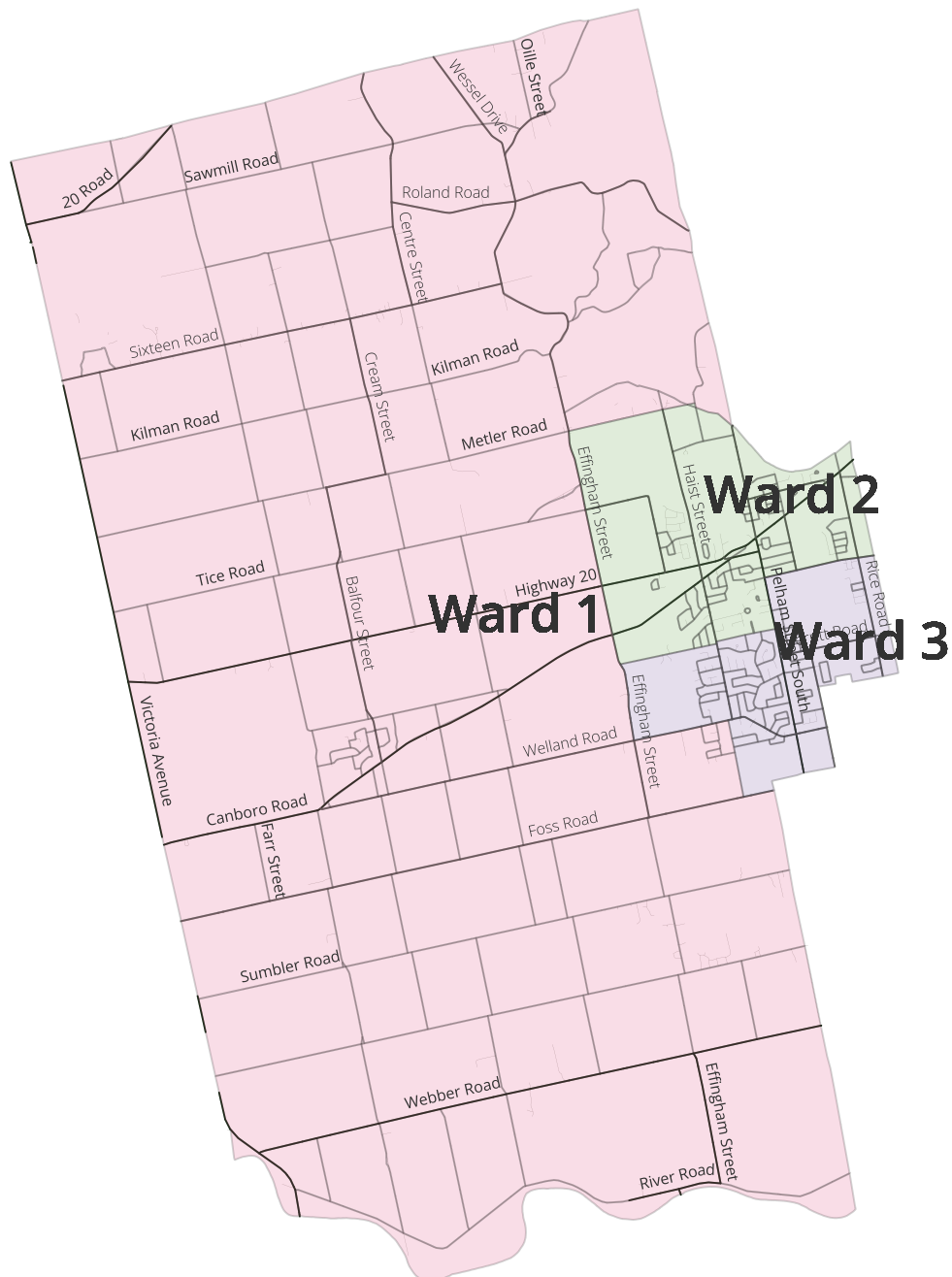
Options 3-5

Support for any of these options was extremely limited. Some people were concerned about possibly splitting “old Fonthill”. Others liked the possibility that these new ward configurations might facilitate more representation on the Pelham council from residents of newer developments in Fonthill. Some of these and related arguments were highly speculative and did not garner much support anyway. Furthermore, as our tables presenting population projections for these options demonstrate, the more additional wards that are created, the less likely it will be that their shares of total municipal population will remain stable over time. This is because, given wards with small populations, even a relatively minor new residential development in a hypothetical ward with an average population will dramatically increase the percentage by which the population of the ward surpasses the average. This effect is demonstrated especially vividly in our Tables showing population figures for our five- and six-ward models (Options 4 and 5).

Because of all these considerations, **we recommend that the ward boundaries contained in our Option 2 be adopted as the new ward boundaries for the Town of Pelham effective for the 2026 municipal election.**

Option 2. Revised 3 Ward Model

| Ward No. | 2023 | | 2026 | | 2030 | | 2034 | |
|-----------------------|------------|------------------|------------|------------------|------------|------------------|------------|------------------|
| | Population | % above or below | Population | % above or below | Population | % above or below | Population | % above or below |
| 1. Rural | 6817 | 7.6% | 6952 | -0.2% | 7085 | -6.2% | 7198 | -10.6% |
| 2. Northwest Fonthill | 6166 | -2.7% | 6967 | 0.0% | 7672 | 1.6% | 8327 | 3.4% |
| 3. Southeast Fonthill | 6022 | -4.9% | 6978 | 0.2% | 7891 | 4.5% | 8637 | 7.2% |
| <i>Total</i> | 19005 | | 20897 | | 22648 | | 24162 | |
| <i>Average</i> | 6335 | | 6966 | | 7549 | | 8054 | |



3.5 Possible implications of restructuring of the Niagara Regional Council

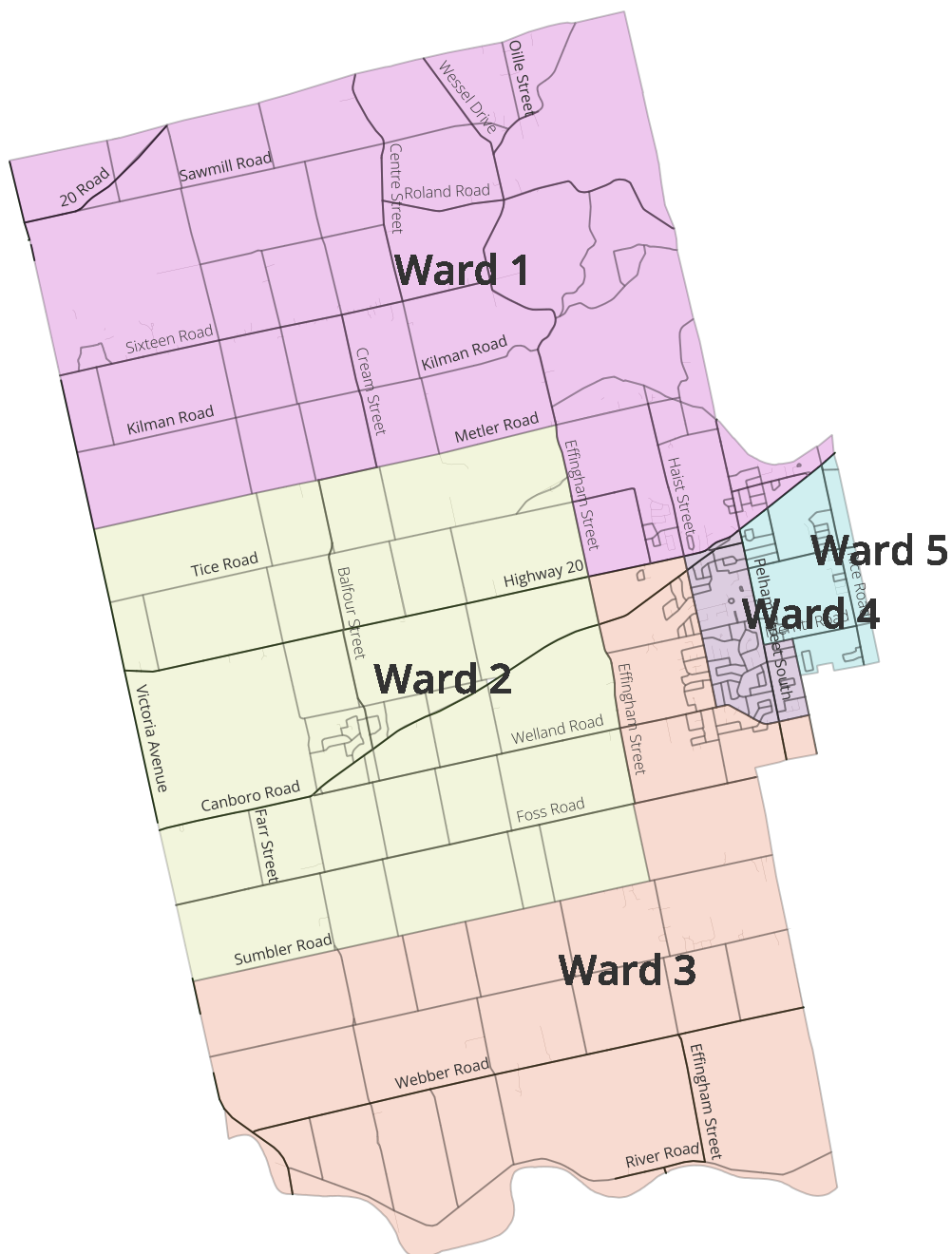
As we noted earlier in this report, some of the considerations about the desirability of having a directly elected deputy mayor could change as a result of a possible restructuring of the Niagara regional council by the Ontario government. There are many possibilities, all but one of which need not be discussed here. It is conceivable that the Ontario government could decide to eliminate the direct election of Niagara regional

councillors who serve only at the regional level. At the same time it could decide that Pelham should continue to have two regional representatives, the mayor and somebody else. The government might even specify how the second representative is to be chosen. Nevertheless, we believe that Pelham should be ready with a potential procedure of its own. We believe that, if the circumstances described above ever become reality, Pelham should be prepared to state that its second regional representative will be a directly elected deputy mayor. As we have indicated previously, it would not be wise simply to add a directly elected deputy mayor to the existing council membership, because that would produce a council with an even number of eight members, a hypothetical situation which is not desirable due to the occasional likelihood of tie votes. To maintain a council of seven members, it would be necessary to have only five ward councillors.

We therefore recommend that, even if the Pelham municipal council decides to maintain the existing three wards (with or without our recommended boundary change), it should be prepared, in the event that council obtains a second representative on Niagara regional council, to approve a new council configuration consisting of a directly elected mayor and deputy mayor (serving as the municipality's representatives to the Region), and five ward councillors, with one being elected from each of the five wards described in our Option 4.

Option 4. Five Ward Model

| Ward No. | 2023 | | 2026 | | 2030 | | 2034 | |
|-------------------|------------|------------------|------------|------------------|------------|------------------|------------|------------------|
| | Population | % above or below | Population | % above or below | Population | % above or below | Population | % above or below |
| 1. North | 4029 | 6.0% | 4069 | -2.6% | 4092 | -9.7% | 4108 | -15.0% |
| 2. Fenwick | 3895 | 2.5% | 4030 | -3.6% | 4163 | -8.1% | 4276 | -11.5% |
| 3. South | 4214 | 10.9% | 4315 | 3.2% | 4376 | -3.4% | 4414 | -8.7% |
| 4. Centre Fonhill | 4198 | 10.4% | 4364 | 4.4% | 4523 | -0.1% | 4658 | -3.6% |
| 5. East Fonhill | 2669 | -29.8% | 4119 | -1.4% | 5494 | 21.3% | 6705 | 38.8% |
| <i>Total</i> | 19005 | | 20897 | | 22648 | | 24161 | |
| <i>Average</i> | 3801 | | 4179 | | 4530 | | 4832 | |



There is an alternative. The size of the population in the Township of Selwyn (which includes Lakefield) in Peterborough county is very similar to Pelham's. It has a directly elected mayor and deputy mayor and three councillors, one from each of its three wards. The deputy mayor joins with the mayor in representing Selwyn on the Peterborough county council.

There was some support among our survey respondents for reducing the size of Pelham's

council, but virtually none among the people we interviewed or among those who attended our public meetings. Nevertheless, we make the following alternative recommendation:

If the Pelham municipal council is determined to keep the three existing wards while introducing a directly elected deputy mayor, we recommend, as our second choice, that the council be reduced from seven members to five, with only one councillor elected from each ward.

REGULAR COUNCIL MINUTES

Meeting #: C-09/2024
Date: Wednesday, May 15, 2024
Time: 9:00 AM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

Members Present: Mayor Marvin Junkin
Councillor Bob Hildebrandt
Councillor Wayne Olson
Councillor John Wink
Councillor Kevin Ker
Councillor Shellee Niznik
Councillor Brian Eckhardt

Staff Present: David Cribbs
Jason Marr
Teresa Quinlin-Murphy
Jennifer Stirton
Vickie vanRavenswaay
Barbara Wiens
Jodi Legros
Brianna Langohr
William Tigert
Ryan Cook
Derek Young
Usama Seraj

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 9:00 am.

2. National Anthem

3. Land Recognition Statement

Councillor Niznik read the land recognition statement into the record.

4. Approval of the Agenda

Moved By Councillor Kevin Ker

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the agenda for the May 15, 2024, Regular meeting of Council be adopted, as circulated.

Amendment:

Moved By Councillor Kevin Ker

Seconded By Councillor Bob Hildebrandt

THAT the Agenda be amended to add items:

- **10.1.1 - Verbal update from Councillor Ker regarding the Niagara Central Dorothy Rungeling Airport Commission;**
- **10.2.3 - Repeal and Replace By-law No. 22-2024; and**
- **13.1 - By-law 37-2024**

Carried

Motion as Amended:

Moved By Councillor Kevin Ker

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the agenda for the May 15, 2024, Regular meeting of Council be adopted, as amended.

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

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

6. Adoption of Council Minutes

Moved By Councillor Brian Eckhardt

Seconded By Councillor Wayne Olson

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

1. C-08/2024 - Regular Council Meeting - May 1, 2024

Carried

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

Mayor Junkin requested to lift item 8.1.2.

8. Consent Agenda Items to be Considered in Block

Moved By Councillor John Wink
Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the Consent Agenda items as listed on the May 15, 2024, Council Agenda be received and the recommendations contained therein be approved, save and except 8.1.2:

8. Consent Agenda Items to be Considered in Block

8.1 Staff Reports of a Routine Nature for Information or Action

8.1.1 Staffing Levels Report, 2024-0080-People Services

BE IT RESOLVED THAT Council receive Report #2024-0080 Present and Historical Staffing Levels, for information.

~~**8.1.2 10-year Capital Plan, 2024-0122-Corporate Services**~~

~~**BE IT RESOLVED THAT Council receive Report # 2024-0122-Corporate Services, the 10-Year Capital Plan Update, for information.**~~

8.2 Action Correspondence of a Routine Nature

8.2.1 Proclamation - National AccessAbility Week

BE IT RESOLVED THAT the Corporation of the Town of Pelham hereby proclaim the week of May 26 - June 1, 2024 as National AccessAbility Week.

8.3 Information Correspondence

8.3.1 Emergency Management Ontario - Town of Pelham Compliance Results

BE IT RESOLVED THAT Council receive correspondence from the Emergency Management Ontario regarding Town of Pelham's compliance results, for information.

8.3.2 Peninsula West Power Inc. - Notice of Annual General Meeting of Shareholders

BE IT RESOLVED THAT Council receive the Peninsula West Power Inc. Notice of the Annual General Meeting of Shareholders, for information.

8.4 Advisory Committee Minutes for Information

8.4.1 Committee of Adjustment Meeting Minutes - April 2, 2024

BE IT RESOLVED THAT Council receive the Committee of Adjustment minutes dated April 2, 2024, for information.

Carried

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

9.1 10-year Capital Plan, 2024-0122-Corporate Services

Formerly item 8.1.2.

Staff were directed to bring back a report on the burying of hydro lines along the Highway 20 corridor by Q3 of 2024.

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report # 2024-0122-Corporate Services, the 10 Year Capital Plan Update, for information.

Carried

10. Presentation and Consideration of Reports

10.1 Members of Council Reports

10.1.1 Councillor Ker - Verbal Update on the Niagara Central Dorothy Rungeling Airport Commission

Councillor Ker provided an overview of upcoming events at the Niagara Central Dorothy Rungeling Airport.

Moved By Councillor Wayne Olson

Seconded By Councillor John Wink

BE IT RESOLVED THAT Council receive the verbal report from Councillor Ker regarding the Niagara Central Dorothy Rungeling Airport Commission, for information.

Carried

10.2 Staff Reports Requiring Action

10.2.1 Assumption of River Realty Estates Phase 2 Subdivision, 2024-0118-Public Works

Moved By Councillor John Wink

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council receive Report #2024-0118, Assumption of River Realty Estates Phase 2 Subdivision, for information;

AND THAT Council assumes the municipal services in River Realty Estates Phase 2 Subdivision and opens the street within the subdivision as a 'public highway' by by-law in accordance with the subdivision Agreement.

Carried

10.2.2 Hydro Meter Reduction, 2024-0121-Public Works

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive Report #2024-0121 Marlene Stewart Streit Park Hydro Meter Investigation, for information;

AND THAT Council direct staff to include a 2025 Capital Facilities Project in the amount of approximately \$7,400, required to reduce the number of hydro accounts from two to one, for 55 Park Lane, and 33 Park Lane Facilities.

Amendment:

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Wayne Olson

THAT the motion be amended to include:

THAT Council mandates a thorough assessment and modification of the electrical system design for the new Pool, associated with the reduction in meters;

AND THAT Council requests a detailed report on proposed modifications and allocates necessary funds for implementation.

Carried

Motion as Amended:

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive Report #2024-0121 Marlene Stewart Streit Park Hydro Meter Investigation, for information;

AND THAT Council direct staff to include a 2025 Capital Facilities Project in the amount of approximately \$7,400, required to reduce the number of hydro accounts from two to one, for 55 Park Lane, and 33 Park Lane Facilities;

AND THAT Council mandates a thorough assessment and modification of the electrical system design for

the new Pool, associated with the reduction in meters;

AND THAT Council requests a detailed report on proposed modifications and allocates necessary funds for implementation.

Carried

10.2.3 Repeal and Replace By-law No. 22-2024, 2024-0129-Corporate Services

Moved By Councillor Brian Eckhardt

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council receive the Memo entitled "Repeal and replacement to By-law No. 22-2024 Taxation Rate for 2024", for information;

AND THAT Council repeal and replace By-law No. 22-2024 for taxation rates for 2024 with the new tax rate Schedule "A".

Carried

11. Unfinished Business

12. New Business

Highlighting the Niagara Modern Quilt Expo and the upcoming Pelham Art Festival, Councillor Niznik recognized and congratulated the participants and volunteers.

13. Presentation and Consideration of By-Laws

Moved By Councillor Wayne Olson

Seconded By Councillor Brian Eckhardt

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-law:

1. By-law 30-2024 - Being a By-law to assume the subdivision known as River Realty Estates Phase 2 and to designate the streets as shown on Registered Plan of Subdivision 59M-471 as public highway and to name the street accordingly.

2. By-law 31-2024 - Being a By-law to exempt Blocks 144, 145, 147, Part Block 160, 59M-505 designated as Parts 1 to 5, both

inclusive, 59R-17886, Part Block 163, 59M-505, designated as Parts 1 to 6, both inclusive, 59R-17917, municipally known as 104, 106, 108, 110, 116, and 118 Acacia Road, 44, 46, 48, 50, and 52 Samuel Avenue, and 15, 17, 19, 21, and 23 Saffron Way, from Part Lot Control. Saffron Meadows Phase 3 (Mountainview Building Group). File No. PLC-02-2024

3. By-law 32-2024 - Being a by-law to appoint Jodi Legros as Deputy Clerk for the Corporation of the Town of Pelham.

4. By-law 33-2024 - Being a By-law to appoint Leeland Baker (Officer No. 326) as a By-law Enforcement Officer, Property Standards Officer, and Provincial Offences Officer for the Corporation of the Town of Pelham.

5. By-law 37-2024 - Being a By-law to set the rates of taxation for the year 2024.

Carried

14. Motions and Notices of Motion

14.1 Councillor Eckhardt - Request to Niagara Region regarding Speed Reduction on a road section of Effingham Street

Moved By Councillor Brian Eckhardt

Seconded By Councillor Bob Hildebrandt

WHEREAS Council for the Town of Pelham recognizes the importance of promoting the safety of residents and visitors;

AND WHEREAS the implementation of speed reduction measures has the potential to mitigate collisions and enhance overall road safety;

AND WHEREAS the road section of Effingham Street between Webber Road and River Road increases in speed from 60 km/h to 80 km/h;

AND WHEREAS this road section is on the cycling route known as the "Berkhout Trail Riverfront Loop," drawing attention from the Pelham Active Transportation Committee due to multi-use conflicts;

NOW THEREFORE BE IT RESOLVED Council request the Niagara Region to institute a reduction in the speed limit along the road section of Effingham Street, between Webber Road and River Road, lowering it from 80km/h to 60/km;

AND FURTHER THAT this motion be circulated to the Niagara Region for consideration and action.

Carried

14.2 Councillor Hildebrandt - Development of Facility Design Standards

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Shellee Niznik

WHEREAS Council for the Town of Pelham is committed to fostering inclusivity and ensuring that public facilities are accessible to all individuals, regardless of their physical capabilities;

AND WHEREAS Facility Design Standards (FDS) serve as essential guidelines for architects, engineers, designers, and builders, delineating the prerequisites for facility projects encompassing the construction and/or modification of public facilities to guarantee accessibility;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare Facility Design Standards (FDS) to ensure the alignment of all forthcoming construction and/or renovation endeavors with the Accessibility for Ontarians with Disabilities Act (AODA) standards. This alignment shall also adhere to energy-efficient building design protocols and site-specific environment criteria necessitating detailed soil analysis and bearing capacity assessments, including incorporating comprehensive marked "as-built drawings and documentation";

AND THAT this initiative be incorporated as a strategic plan action item during the 2023-2027 Town of Pelham Strategic Plan update;

AND THAT staff consult with both the Joint Accessibility Advisory Committee and the Utility Sustainability Working Group for their respective expertise and recommendations in the establishment of the FDS;

AND THAT upon completion, the FDS be presented to Council for endorsement before being adopted as a guiding framework.

Carried

14.3 Mayor Junkin - Rooftop Solar Panels on the Meridian Community Centre

This item was withdrawn.

15. Resolution to Move In Camera

Moved By Councillor Bob Hildebrandt
Seconded By Councillor John Wink

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider the following:

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations - 2 items (Advisory Committee Appointment and Non-union)

Carried

16. Rise From In Camera

Moved By Councillor Shellee Niznik
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council reconvene the regular meeting; AND THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of May 15, 2024.

Carried

17. Confirming By-Law

Moved By Councillor Kevin Ker
Seconded By Councillor Wayne Olson

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

Being a By-law No. 35-2024 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 15th day of May, 2024.

Carried

18. Adjournment

Moved By Councillor Wayne Olson
Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for May 29, 2024, at 9:00 am.

Carried

Mayor: Marvin Junkin

Town Clerk: William Tigert

Subject: Overnight Parking – NRT on Demand Vans at the Meridian Community Centre

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0137 Overnight Parking – NRT On Demand Vans at the Meridian Community Centre, for information.

Background:

On May 2, staff were contacted by VIA Transportation, regarding the possibility of parking NRT On Demand vans overnight at the MCC. At that time the NRT OnDemand vans were parked in Niagara on the Lake, Port Colborne and Grimsby. These vans service Niagara on the Lake, Port Colborne, Wainfleet, West Lincoln, Grimsby, Lincoln and Pelham. The vans in Grimsby are parked at the Peach King Arena, which is currently under reconstruction. The 10 vans had to immediately be moved elsewhere.

Analysis:

At the time of contact on May 2, if the Town was willing to accommodate the 10 vans, VIA Transportation was willing to pay through HONK at \$100.00 per vehicle per month. Also, to take into consideration the VIA Transportation contract is up for renewal in July. Therefore, this arrangement could be for a limited amount of time.

On May 3, staff were contacted by VIA Transportation stating they no longer required overnight parking as they had found parking in St. Catharines at a \$70.00 per night per vehicle rate.

Knowing that many complaints received regarding transportation from residents are due to rides not available and rides being cancelled, it was decided that it suited all parties to negotiate. Currently all vans supplying rides to Pelham are at least 25 minutes away from Pelham and there is obvious potential benefit to residents from hosting the vans within Pelham.

In return for Pelham matching the \$70.00 per month per vehicle VIA Transportation agreed to park vehicles at the MCC through HONK. On May 4th VIA Transportation started to park 10 vehicles at the MCC overflow parking area and paid through HONK MOBILE.

Financial Considerations:

VIA Transportation is paying \$70.00 per vehicle per month. This would be at least an additional \$700.00 in revenue per month. In addition, there might be a possibility of accommodating additional rides in Pelham.

Alternatives Reviewed:

The \$100 per month per vehicle was offered, although in the end declined.

Strategic Plan Relationship: Community Development and Growth

Community Transportation is important to residents in the Town. Many seniors have no means of transportation to doctors' appointments, groceries, banking, etc., Students require transportation to Niagara College, Brock University, employment and co-ops. Residents require transportation for daily errands.

Consultation:

David Cribbs, CAO

Other Pertinent Reports/Attachments:

NIL

Prepared and Recommended by:

Vickie vanRavenswaay, RRFA
Director of Recreation, Culture and Wellness

Prepared and Submitted by:

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

Memo

To: Mayor & Members of Council

From: Vickie vanRavenswaay, Director of Recreation, Culture & Wellness

Date: May 29, 2024

RE: Fenwick Lions Club – Thank you correspondence

BE IT RESOLVED THAT Council receive the Memo 2024-0136 Recreation entitled Fenwick Lions Club - Thank You correspondence, for information.

In the spring of 2023, a grant application was submitted to the AgriSpirit Fund, provided by Farm Credit Canada, for the replacement of aging refrigeration units in the Centennial Park Concession.

Brilee Sears, Grant Specialist and Leah Letford, Communications Specialist worked with the Fenwick Lions Club on the grant to replace a freezer; 2 beverage coolers and a refrigerator. This is the same grant, where in 2022 the Town supported the Royal Canada Legion Branch 613's equivalent efforts in replacing refrigeration units.

The Town of Pelham was successful in receiving \$15,000 to support the initiative, and the new units were installed in time for the first 2024 Fenwick Lions Fish Fry. The replacement of appliances aligns with the Town of Pelham's strategic goals of working towards environmental and climate adaptation and community development and growth.

The Fenwick Lions host several annual events at Centennial Park that draw thousands of visitors, including Groundhog Day with Fenwick Flossie; the Annual Carnival & Parade; the Car Show; and the Santa Claus Parade. Volunteers from the Fenwick Lions Club operate the kitchen space, oversee communications with public health officials, and provide products for sale at the concession. The Fenwick Lions use any funds raised through the sale of products at the concession stand to support ongoing community initiatives.



Fabulous

"We Serve"

Lions
Club of Fenwick
999 Church St.
P.O. Box 373
Fenwick, Ont. L0S 1C0

Bill King
Lion Chief Fabulous Fenwick Lions Club
999 Church street
Fenwick, ON, L0G 1C0

905-892-0725

May 9, 2024

Mayor Marvin Junkin, Town of Pelham

Dear Mayor Junkin,

I hope this letter finds you well. I am writing to express my sincere gratitude on behalf of the Fabulous Fenwick Lions Club for the generous donation provided by the Town of Pelham. Your contribution of three fridges and a freezer for our food booth is immensely appreciated.

These appliances will greatly enhance our ability to serve the community during our fundraising events, allowing us to continue supporting worthy causes in Pelham and beyond. Your support directly impacts our capacity to make a positive difference in the lives of those in need.

I want to personally thank you and the Town of Pelham for your ongoing support and partnership. Your generosity exemplifies the spirit of community and collaboration that makes Pelham such a wonderful place to live and work.

Thank you once again for your generosity and support. We look forward to continuing our partnership and serving the community together.

With sincere appreciation,

Bill King

Lion Chief Fabulous Fenwick Lions Club

Subject: December 2023 Financial Reporting**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0110 -
December 2023 Financial Reporting, for information.**

Background:

The Corporate Services Department has prepared the attached financial reports, as at December 31, 2023, for the information of Council. The MCC report also include non-financial indicators such as hydro usage.

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at December 31, 2023, with 100% of the year lapsed. Total revenues were at approximately 111% of budget.

Finance Department Revenues were 276% of budget and the main driving factors were as follows: increased penalty and interest due to higher taxes receivable balance, increased supplemental taxation revenue due to ongoing growth of Town, and increase in investment income due to significant improvement in interest rates and larger unspent capital balance from prior year approved projects.

Administration and Clerk's revenue is higher than budgeted due to greater than anticipated fees for affidavits, death certificates, lottery and marriage licenses

Fire and By-law revenues were above budget due to an unanticipated grant of \$35,800 from Firehouse Subs Foundation.

Public Works Revenues are higher than budget driven by 2 additional grants for tree planting (\$24,682), unbudgeted contributions from developers for street & trail signage, benches etc. (\$34,500) and higher than anticipated revenue from cemetery operations.

Revenues for Recreation, Culture, and Wellness are higher by approximately \$500,000 or 30% above budgeted. The primary reason for increased revenues

continues to be higher demand for recreation programming and services and generally strong attendance and special events such as Summerfest and Thursday Night Experience (Chill on the Hill).

The Town is transferring library reserve funds to the new Lincoln Pelham Public Library. Recreation, Culture, and Wellness revenues include a \$480,615 transfer from the library reserve. This is offset by the payment of \$480,615 to the new Lincoln Pelham Public Library on the expenditure side.

Community Planning and Development revenues include approximately \$90,000 of interest earned on the building reserve fund. This interest revenue is transferred to the building reserve fund as part of the department's expenses. Excluding this interest revenue, the remaining revenues in Community Planning and Development department were lower than budgeted. This is due to a slowdown in economic activity which has led to lower than anticipated revenues for both planning and building. Shortfall in building revenues was drawn from building reserve.

Water and Wastewater revenues were slightly above budgeted due to change in consumption trends.

Appendix 2 to this report summarizes operating expenditures compared to budget as at December 31, 2023. Total expenses were at approximately 111% of budget. Most expenditures are in line with budget and detailed explanations of variances are found in the report. Specific identifiable savings or excess revenues were transferred to reserves by the Treasurer in accordance with the Delegation of Authority by-law, most of which are detailed in the report. Finance Department Expenditures are 139% of budget due to \$668,000 transfer to various reserves at year end. This transfer was offset by additional revenues from penalty and interest, investment income and supplemental taxes.

Public Works expenditures are higher than budget primarily due to an extra \$768,000 principal payment to payoff the short-term loan. This was possible due to savings in other areas as well as higher than anticipated revenues from various areas in the budget.

Recreation, Culture, and Wellness expenditures are higher than budget due to increased cost of programs and services which is offset by additional revenues for these programs and services.

The expenditures for the Library are higher by \$480,615. This amount is the external transfer to the new Lincoln Pelham Public Library for their reserve fund that the town previously held. This expenditure is offset by a draw from the library reserve of \$480,615.

Appendix 3 summarizes the revenues and expenditures related to the MCC as at December 31, 2023. MCC revenues were at 139% of budget. Increased recreation activity resulted in higher than budgeted revenues for arenas, programming, and space rentals. Grant revenue was also significantly over budget due to new unbudgeted grants such as the Seniors Horizon grant and additional special grant for Seniors Active Living. MCC Expenses were 114% of budget and main drivers were Materials and Supplies for programming and higher cost for utilities such as Water and Fuel. \$268,333 of the principal portion of the demand loan paid off in 2023 is added to the Tax Levy Debenture Principal line. This was an unbudgeted amount, that if it was not included in the total the MCC net deficit would be \$992,343 which is under the budget of \$1,009,068.

Appendix 4 is the capital report for 2023 budgeted capital projects and prior years' carryforward of capital projects. The total amount spent and committed for 2023 capital projects of \$21,263,116 is 89% of the adjusted budget of \$23,857,829. Capital projects that will be carried forward to 2024 total \$7,484,405 which is lower than the carryforward amount in 2023 by \$4 million. A detail listing of the carryforward projects is in Appendix 4.

Financial Considerations:

There are no specific financial considerations with respect to this report as it is for information purposes.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

By reviewing the monthly financial reports, Council can remain informed about whether there are any significant budget variances that would impact year-end financial results.

Consultation:

These reports have been provided to the Pelham Finance and Audit Committee for review.

Other Pertinent Reports/Attachments:

Appendix 1 – Monthly Revenue Report at December 31, 2023

Appendix 2 – Monthly Expenditure Report at December 31, 2023

Appendix 3 – Meridian Community Centre Report at December 31, 2023

Appendix 4- Capital Projects with Carryforward to 2024 as at December 31, 2023

Prepared and Recommended by:

Usama Seraj, B.Com, CPA, CMA
Manager Financial Services/Deputy Treasurer

Teresa Quinlin-Murphy, FCPA, FCA, MBA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

Appendix 1
 Monthly Revenue Report at December 31, 2023 (100% of time lapsed)

| | Notes | 2023 | | | 2022 | |
|--|-------|---------------|------------------|-------------------------|---------------|------------------|
| | | Budget | Actual at Dec 31 | Actual as a % of Budget | Budget | Actual at Dec 31 |
| Taxation | | | | | | |
| General Tax Levy | | \$ 17,786,836 | \$ 17,786,845 | 100 % | \$ 16,578,640 | \$ 16,578,644 |
| Payments in Lieu | | 350,471 | 304,558 | 87 % | 300,471 | 304,501 |
| Total Taxation | | 18,137,307 | 18,091,403 | 100 % | 16,879,111 | 16,883,145 |
| Finance Department | | | | | | |
| Penalties and Interest | (1) | 278,000 | 446,537 | 161 % | 270,000 | 380,139 |
| Supplemental Taxation Revenues | (2) | 200,000 | 730,738 | 365 % | 180,000 | 300,370 |
| Transfer from Building Department | | 184,832 | 239,861 | 130 % | 184,832 | 184,832 |
| Grants | (3) | 78,500 | 98,086 | 125 % | 84,400 | 93,333 |
| Miscellaneous | | 62,000 | 128,742 | 134 % | 66,000 | 140,254 |
| Investment Income | (5) | 10,000 | 878,762 | 8,788 % | 10,000 | 420,845 |
| Transfer from Working Funds and HR Capacity Building Reserve | | 160,000 | 160,000 | 100 % | 227,000 | 232,000 |
| Total Finance Department | | 973,332 | 2,682,726 | 276 % | 1,022,232 | 1,751,773 |
| Administration and Clerk's | | | | | | |
| Committee of Adjustment | (6) | 34,500 | 54,816 | 159 % | 44,500 | 42,754 |
| Clerk's Miscellaneous | (7) | 16,750 | 23,178 | 138 % | 14,250 | 20,388 |
| Total Administration and Clerk's | | 51,250 | 77,994 | 152 % | 58,750 | 63,142 |
| Fire and By-law Services | | | | | | |
| Fire Department Revenues | (8) | 41,286 | 73,133 | 177 % | 40,786 | 42,609 |
| By-law and Parking Enforcement | (9) | 22,300 | 33,578 | 151 % | 21,300 | 28,835 |
| Provincial Offences Act Revenue | | - | - | - % | 30,000 | (6,677) |
| Total Fire and By-law Services | | 63,586 | 106,711 | 168 % | 92,086 | 64,767 |
| Public Works | | | | | | |
| Non-recreation Facilities and Beautification | (10) | 10,000 | 29,798 | 298 % | 10,000 | 43,729 |
| Aggregate Resource Grant | (11) | 40,000 | 33,190 | 83 % | 40,000 | 33,106 |
| Contributions from Developers | (12) | - | 34,500 | - % | - | - |
| Transfer from Reserve - Roads | (12) | - | - | - % | - | 164,370 |
| Miscellaneous | | 23,000 | 32,732 | 121 % | 69,000 | 80,985 |
| Fonhill/Hillside Cemeteries | (13) | 91,500 | 147,489 | 161 % | 81,500 | 121,742 |
| Total Public Works | | 164,500 | 277,709 | 169 % | 200,500 | 443,932 |
| Recreation, Culture and Wellness | | | | | | |
| Recreation and Wellness | | 440,150 | 752,194 | 155 % | 663,700 | 974,644 |
| Special Events and Festivals | (15) | 156,270 | 173,154 | 111 % | 147,770 | 167,831 |
| Culture and Community Enhancement | (15) | 71,500 | 53,906 | 75 % | 73,500 | 112,998 |
| Public Transit | (16) | 130,000 | 103,683 | 80 % | 130,000 | 130,035 |
| MCC Facility | (17) | 845,000 | 1,049,548 | 124 % | 693,242 | 886,777 |
| Transfer from Reserve | (18) | - | 480,615 | - % | - | 461,503 |
| Total Recreation, Culture and Wellness | | 1,642,920 | 2,613,100 | 159 % | 1,708,212 | 2,733,788 |
| Community Planning and Development | | | | | | |
| Building Department Revenues | (19) | 749,909 | 805,084 | 107 % | 650,500 | 1,000,222 |
| Transfer from Building Reserves | (19) | - | 13,403 | - % | 650,500 | 1,000,222 |
| Planning Fees | (20) | 170,000 | 120,362 | 71 % | 170,340 | 464,360 |
| Municipal Drainage | | 8,000 | 17,099 | 214 % | 4,000 | - |
| Total Community Planning and Development | | 927,909 | 955,948 | 103 % | 1,475,340 | 2,464,804 |
| Water and Wastewater | | | | | | |
| Water Revenues | | 3,763,086 | 3,858,580 | 102 % | 7,196,960 | 6,936,198 |
| Wastewater Revenues | | 2,996,458 | 3,101,766 | 104 % | 2,732,861 | 2,730,965 |
| Total Water and Wastewater | | 6,759,544 | 6,960,346 | 103 % | 9,929,821 | 9,667,163 |
| GRAND TOTAL | | \$ 28,720,348 | \$ 31,765,937 | 111 % | \$ 31,366,052 | \$ 34,072,514 |

Appendix 1
Monthly Revenue Report at December 31, 2023 (100% of time lapsed)

Explanatory Notes:

- (1) Taxes receivable have increased. Partly due to an increase in supplemental taxes and unpaid utility bills that are now added to taxes.
- (2) The supplemental revenue for 2023 has exceeded budget due to unanticipated additions, renovations, construction, and so on.
Supplementary/omitted taxes result from an addition, renovation, construction or class change that occurred on a property that was not previously recorded on the assessment roll. When supplementary/omitted assessment is added to the roll, additional property taxes can be collected for the current year, and if applicable, for any part of all of the two previous years as described in Section 34 of the Assessment Act.
- (3) Ontario Municipal Provincial Funding (OMPF) and Ontario Community Infrastructure Fund (OCIF) grant to partially fund the Asset Management/GIS Analyst.
- (4) Fees being charged for mortgage company administration and ownership changes have been higher than anticipated. Additional one-time revenue from tax sale proceedings was also recognized in 2023.
- (5) Investment income is higher than budgeted due to increase in interest rates and high bank balances as a result of capital projects being carried forward from previous years. Interest has been allocated to obligatory reserves and other reserves/reserve funds.
- (6) Committee of Adjustment revenue fluctuates year-to-year depending on applications received.
- (7) Revenue has increased in affidavits fees, death certificates, lottery and marriage licenses.
- (8) Firehouse Subs Foundation Grant of \$35,800 was received to purchase equipment.
- (9) Both Pool permits and sign permits are unpredictable in timing and volume but have exceeded budget for the year.
- (10) There have been two grants relating to tree planting in the amount of \$24,682.
- (11) Aggregate resource grant is declining from previous years, but in 2023, it is comparable to 2022 actual.
- (12) Unbudgeted contributions from a developer for street & trail signage, benches, waste receptacles, etc.
- (13) An increase in unanticipated activity has led to higher revenue.
- (14) Swim, Youth, and other Recreation and Wellness programs had an increase in revenue due to higher than anticipated activity. Expenditures have also increased due to this increase in activity.
- (15) Higher than anticipated revenue due to strong attendance at special events and festivals, such as Summerfest.
- (16) Provincial gas tax of \$30,000 no longer available for transit since the Niagara Region has taken over transit services.
- (17) Increase in activity has led to higher revenue but is offset by increase in expenditures.
- (18) Draw from library reserve fund to offset the external transfer of funds to the library.
- (19) Across the province, there has been a decline in building permits being issued due to a slowdown of the economy as a result of higher interest rates. Shortfall in revenue for the building department has been funded by the Building Fund Reserve in the amount of \$13,403.
- (20) Slowdown in economic & building activity has led to lower than anticipated planning revenues.

Appendix 2
 Monthly Expenditure Report at December 31, 2023 (100% of time lapsed)

| | Notes | 2023 | | | 2022 | |
|---|-------|---------------|------------------|-------------------------|---------------|------------------|
| | | Budget | Actual at Dec 31 | Actual as a % of Budget | Budget | Actual at Dec 31 |
| Administration Services | | | | | | |
| Members of Council | | \$ 284,315 | \$ 261,821 | 92 % | \$ 281,440 | \$ 242,842 |
| CAO's Office | | 491,396 | 487,839 | 99 % | 355,955 | 377,372 |
| Human Resources | | 180,868 | 172,620 | 95 % | 135,003 | 138,069 |
| Marketing and Communication | | 180,252 | 181,687 | 101 % | 139,680 | 133,205 |
| Total Administration Services | | 1,136,831 | 1,103,967 | 97 % | 912,078 | 891,488 |
| Clerk's Department | | | | | | |
| Clerk's Department and COA | | 444,946 | 432,378 | 97 % | 387,006 | 382,197 |
| Corporate Services | | | | | | |
| Finance Department | (1) | 994,302 | 1,760,400 | 177 % | 936,155 | 1,748,471 |
| Shared Administrative Overhead | (2) | 856,747 | 1,040,008 | 121 % | 924,343 | 736,996 |
| Shared Information Technology | (3) | 707,930 | 767,865 | 108 % | 653,121 | 666,938 |
| Total Corporate Services | | 2,558,979 | 3,568,273 | 139 % | 2,513,619 | 3,152,405 |
| Fire and By-law Services | | | | | | |
| Fire Services | (4) | 1,869,044 | 1,983,880 | 106 % | 1,689,899 | 1,764,169 |
| By-law and Parking Enforcement | | 219,072 | 207,448 | 95 % | 206,530 | 198,855 |
| Health and Safety | | 8,130 | 5,800 | 71 % | 8,130 | 3,487 |
| Crossing Guards | | 70,314 | 71,100 | 101 % | 52,021 | 57,216 |
| Animal Control | | 39,000 | 39,000 | 100 % | 39,000 | 39,000 |
| Total Fire and By-law Services | | 2,205,560 | 2,307,228 | 105 % | 1,995,580 | 2,062,727 |
| Public Works | | | | | | |
| General Administration | (5) | 1,260,216 | 1,763,718 | 140 % | 1,247,506 | 1,226,701 |
| Roadway Maintenance | | 5,182,943 | 5,266,609 | 102 % | 4,724,863 | 4,937,523 |
| Non-recreation Facilities and Beautification | (6) | 2,918,958 | 3,117,614 | 107 % | 2,584,507 | 2,821,628 |
| Street Lighting | (7) | 194,000 | 241,665 | 125 % | 260,000 | 288,678 |
| Fonhill and Hillside Cemeteries | | 159,851 | 215,840 | 135 % | 145,102 | 182,367 |
| Niagara Central Airport | | 27,621 | 27,849 | 101 % | 27,621 | 25,854 |
| Total Public Works | | 9,743,589 | 10,633,295 | 109 % | 8,989,599 | 9,482,751 |
| Recreation, Culture and Wellness | | | | | | |
| General Administration | | 378,910 | 401,389 | 106 % | 289,477 | 311,699 |
| Recreation and Wellness | (8) | 500,922 | 679,493 | 136 % | 452,507 | 542,219 |
| Special Events and Festivals | (9) | 312,416 | 264,796 | 85 % | 293,114 | 320,373 |
| Culture and Community Enhancement | (10) | 185,157 | 201,171 | 109 % | 182,163 | 249,345 |
| Public Transit | | 142,360 | 130,727 | 92 % | 309,137 | 304,361 |
| MCC Facility | (10) | 2,026,538 | 2,236,107 | 110 % | 1,837,582 | 2,029,891 |
| Libraries | (11) | 865,962 | 1,346,577 | 156 % | 894,707 | 894,707 |
| Total Recreation, Culture and Wellness | | 4,412,265 | 5,260,260 | 119 % | 4,258,687 | 4,652,595 |
| Community Planning and Development | | | | | | |
| Building Department | (12) | 749,908 | 818,487 | 109 % | 650,500 | 1,000,222 |
| Planning and Zoning | | 671,997 | 648,271 | 96 % | 632,637 | 639,707 |
| Municipal Drainage | | 36,730 | 33,435 | 91 % | 35,174 | 68,095 |
| Total Community Planning and Development | | 1,458,635 | 1,500,193 | 103 % | 1,318,311 | 1,708,024 |
| Water and Wastewater | | | | | | |
| Water | (13) | 3,763,086 | 3,858,579 | 103 % | 3,598,480 | 3,468,100 |
| Wastewater | (13) | 2,996,457 | 3,101,764 | 104 % | 2,732,861 | 2,730,964 |
| Total Water and Wastewater | | 6,759,543 | 6,960,343 | 103 % | 6,331,341 | 6,199,064 |
| GRAND TOTAL | | \$ 28,720,348 | \$ 31,765,937 | 111 % | \$ 26,706,221 | \$ 28,531,251 |

Appendix 2

Monthly Expenditure Report at December 31, 2023 (100% of time lapsed)

Explanatory Notes:

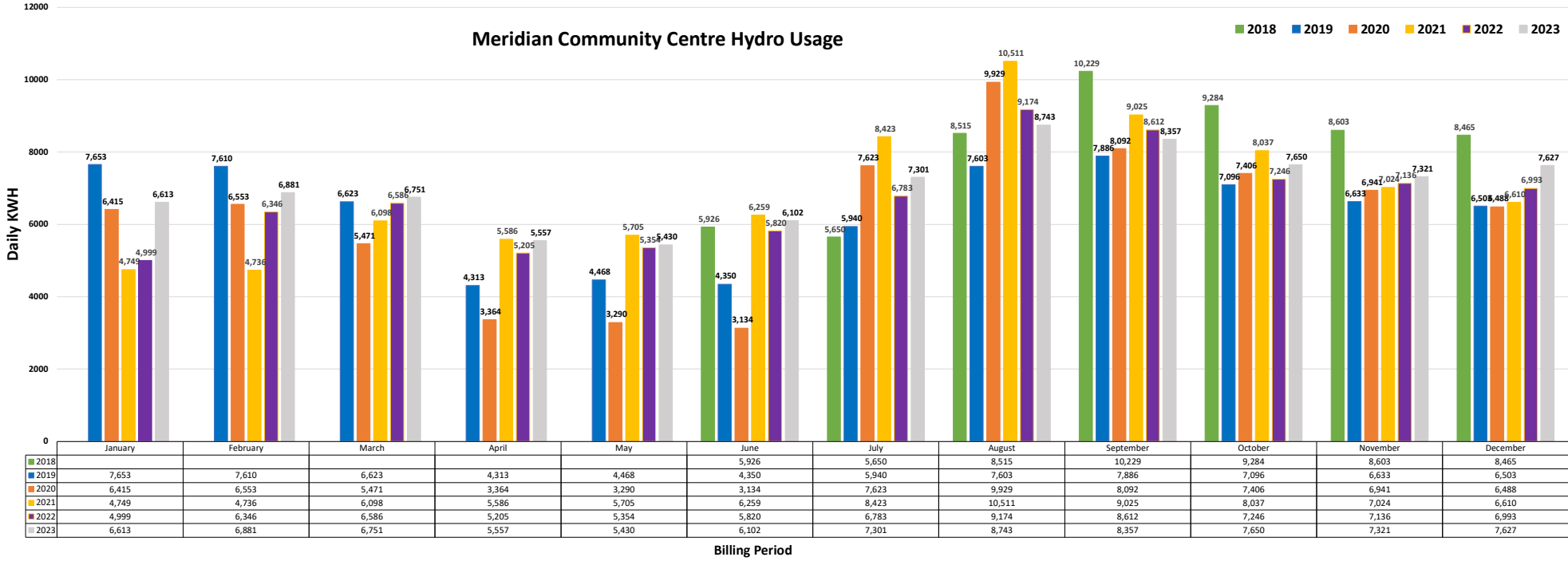
- (1) The increase of \$668,000 is a transfer to reserves from the additional interest and supplemental revenues. Additional expenses were incurred for consulting services required for the new accounting standard Asset Retirement Obligation and taxes written off from MPAC property assessment changes.
- (2) Savings in legal expenses are offset by the increase in insurance claims. A \$147,000 transfer to reserves from in-year surplus to the Land Improvement Reserve as per the Reserve Policy.
- (3) Increase in IT license agreements.
- (4) Volunteer Firefighter stipends increased by \$61,000 due to training for new volunteers and responding to fire calls. An increase in equipment expense of \$32,000 is offset by a grant.
- (5) Increase of \$500,000 in debenture principal because of paying off the short-term loan in December 2023.
- (6) Increase of \$268,000 in debenture principal because of paying off the short-term loan in December 2023.
- (7) Street lights savings due to LED conversion is lower by \$48,000 due to the conversion of phase 1 finishing later in the year.
- (8) Swim, Youth and Recreation and Wellness programs expenses are higher due to an increase in activity. This is offset by an increase in revenue.
- (9) Special events and Festival expenses are lower since the Saturday event at SummerFest was rained out. This is usually the busiest night of SummerFest.
- (10) Higher expenses due to increase in contracted services and salaries.
- (11) Contribution to the library includes the annual approved funding of \$865,962 and \$480,615 external transfer of library reserves. Prior to 2023, the Town controlled the library reserve, however as a result of library unification (Lincoln Pelham Public Library), the town is transferring over the library reserve funds to the new library board.
- (12) \$13,000 is transferred from the Building Department Reserve to cover revenue shortfall.
- (13) Increase in material and supplies for the Water budget. Increase in reserve transfer to Wastewater reserve by \$169,000 due to savings and higher than anticipated interest revenue.

| | Notes | 2023 | | | Actual 2023 | | | | | | | | | | | |
|--|-----------------|---------------|------------------|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|
| | | Budget | Actual YTD Total | Actual as a % of Budget | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| MCC Revenues | | | | | | | | | | | | | | | | |
| Arena Revenues | (1) | \$ 648,000 | \$ 756,961 | 117 % | \$ 84,287 | \$ 69,449 | \$ 63,463 | \$ 35,903 | \$ 35,650 | \$ 38,439 | \$ 42,565 | \$ 71,760 | \$ 59,504 | \$ 78,552 | \$ 86,655 | \$ 90,732 |
| Multi-Purpose Space Revenues | (1) | 149,000 | 270,636 | 182 % | 31,656 | 23,993 | 27,762 | 25,359 | 14,586 | 17,875 | 13,494 | 12,152 | 14,788 | 23,582 | 28,484 | 36,906 |
| Gymnasium Revenues | (1) | 90,000 | 97,452 | 108 % | 9,069 | 8,302 | 8,162 | 10,645 | 12,250 | 4,997 | 7,754 | 2,391 | 4,978 | 19,505 | 3,720 | 5,681 |
| Programming Revenues | (1) | 135,000 | 200,303 | 148 % | 7,996 | 720 | 12,398 | - | 730 | 1,940 | 89,043 | 83,167 | 2,701 | 660 | 910 | 38 |
| Grants - Other | (2) | 42,700 | 116,888 | 274 % | 10,675 | - | - | 25,000 | 19,413 | - | 31,075 | - | 1,875 | 20,675 | - | 8,175 |
| Other Rev. - Miscellaneous | (3) | 60,550 | 159,516 | 263 % | 21,493 | 17,817 | 8,288 | 9,422 | 14,842 | 16,858 | 8,938 | 5,481 | 11,186 | 13,912 | 18,942 | 12,336 |
| Other Revenues - Advertising | (4) | 50,000 | 31,269 | 63 % | 9,633 | 4,000 | 250 | 10,350 | 1,450 | - | 3,800 | - | - | 1,000 | 692 | 94 |
| Total Revenues | (a) | 1,175,250 | 1,633,025 | 139 % | 174,809 | 124,281 | 120,323 | 116,679 | 98,921 | 80,109 | 196,669 | 174,951 | 95,032 | 157,886 | 139,403 | 153,962 |
| MCC Expenditures | | | | | | | | | | | | | | | | |
| Salaries and Benefits | (5) | 1,686,250 | 1,758,642 | 104 % | 90,838 | 126,789 | 128,577 | 118,750 | 121,439 | 182,499 | 168,497 | 170,475 | 155,773 | 134,346 | 198,289 | 162,372 |
| Professional Development | | 12,000 | 15,218 | 127 % | 1,423 | 9,422 | 90 | - | 2,996 | 75 | - | - | 1,114 | - | 59 | 40 |
| Associations and Memberships | | 5,000 | 3,474 | 69 % | 598 | 1,959 | 450 | 229 | - | - | (1,959) | - | 300 | - | 1,857 | 40 |
| Travel | | 3,600 | 2,121 | 59 % | - | - | 35 | 11 | 2,075 | - | - | - | - | - | - | - |
| Hydro | (6) | 371,000 | 350,765 | 95 % | 24,566 | 22,885 | 25,671 | 24,943 | 22,582 | 28,970 | 40,348 | 33,537 | - | 66,248 | 29,407 | 31,608 |
| Natural Gas | | 90,000 | 90,611 | 101 % | 14,096 | 12,541 | 10,383 | 6,145 | 5,182 | 3,447 | 5,837 | 7,447 | - | 10,250 | 6,143 | 9,140 |
| Water | (7) | 45,000 | 73,438 | 163 % | - | 13,638 | - | 11,385 | - | 11,107 | - | 13,232 | - | 11,458 | - | 12,618 |
| Telephone | | 11,000 | 8,681 | 79 % | 707 | 706 | 675 | 707 | 707 | 706 | 742 | 721 | 736 | 708 | 787 | 777 |
| Materials and Supplies | (8) | 83,850 | 233,142 | 278 % | 15,926 | 17,197 | 17,441 | 27,688 | 9,729 | 14,716 | 35,056 | 13,786 | 12,578 | 13,832 | 36,132 | 19,061 |
| Furniture and Equipment | (9) | 6,000 | 11,166 | 186 % | - | - | - | - | 2,415 | - | 4,803 | - | - | 3,948 | - | - |
| Materials and Supplies - Janitorial | | 50,000 | 34,431 | 69 % | 2,912 | 2,804 | 2,054 | 2,987 | 2,454 | 3,156 | 3,721 | 2,572 | 2,984 | 887 | 4,440 | 3,460 |
| Fuel | | 6,000 | 9,778 | 163 % | 893 | 1,035 | 1,056 | 430 | 539 | 784 | 604 | 890 | 859 | 735 | 1,140 | 815 |
| Internet | | 13,300 | 11,509 | 87 % | 1,037 | 1,037 | 1,037 | 1,037 | 1,037 | 903 | 904 | 904 | 903 | 904 | 904 | 904 |
| Insurance | | 62,189 | 62,476 | 100 % | - | - | - | - | - | - | 62,476 | - | - | - | - | - |
| Contract Services - Other | (10) | 164,450 | 316,605 | 193 % | 18,781 | 31,846 | 20,588 | 15,483 | 50,326 | 11,567 | 45,278 | 25,936 | 20,519 | 42,464 | 21,624 | 12,192 |
| Repairs and Maintenance | | 29,500 | 21,227 | 72 % | - | 2,635 | 236 | 3,691 | 2,099 | - | 1,646 | - | - | 4,181 | 1,814 | 4,925 |
| Total Expenditures before Debt and Other | (b) | 2,639,139 | 3,003,284 | 114 % | 171,777 | 244,494 | 208,293 | 213,486 | 223,580 | 257,930 | 367,953 | 269,500 | 195,766 | 289,961 | 302,596 | 257,952 |
| Net Surplus (Deficit) before Debt and Other | (c) = (a) - (b) | (1,463,889) | (1,370,259) | 94 % | 3,032 | (120,213) | (87,970) | (96,807) | (124,659) | (177,821) | (171,284) | (94,549) | (100,734) | (132,075) | (163,193) | (103,990) |
| MCC Debt Activity | | | | | | | | | | | | | | | | |
| Tax Levy Debenture Interest | (11) | (269,087) | (274,612) | 102 % | 123,845 | - | (3,299) | - | (131,837) | (1,699) | - | (3,408) | - | (125,360) | (1,665) | (131,190) |
| Tax Levy Debenture Principal | (11) | (265,604) | (533,937) | 201 % | (3,889) | (3,889) | (3,889) | (3,889) | (108,562) | (3,889) | (3,889) | (3,888) | (3,889) | (3,889) | (3,889) | (386,486) |
| Development Charge Revenue | (12) | 629,936 | 629,800 | 100 % | 316,023 | - | - | - | - | - | 313,777 | - | - | - | - | - |
| Development Charge Debenture Interest | (12) | (351,383) | (342,206) | 97 % | (173,374) | - | - | - | - | - | (168,832) | - | - | - | - | - |
| Development Charge Debenture Principal | (12) | (278,553) | (287,594) | 103 % | (142,649) | - | - | - | - | - | (144,945) | - | - | - | - | - |
| Donation Revenue Applied to Debenture | (13) | 209,015 | 137,032 | 66 % | - | - | - | - | - | - | - | - | 16,667 | - | 60,000 | 60,365 |
| Donation Pledge Debenture Interest | (13) | (64,055) | (60,560) | 95 % | - | - | - | (30,280) | - | - | - | - | - | (30,280) | - | - |
| Donation Pledge Debenture Principal | (13) | (144,960) | (147,848) | 102 % | - | - | - | (73,560) | - | - | - | - | - | (74,288) | - | - |
| Pre-MCC RCW and Facility Net Costs | | 989,512 | 989,508 | 100 % | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 | 82,459 |
| Net Debt and Other Items | (d) | 454,821 | 109,583 | 24 % | 202,415 | 78,570 | 75,271 | (25,270) | (157,940) | 76,871 | 78,570 | 75,163 | 95,237 | (151,358) | 136,905 | (374,852) |
| NET SURPLUS (DEFICIT) | (e) = (c) + (d) | \$(1,009,068) | \$1,260,676 | 125 % | \$ 205,447 | \$ (41,643) | \$ (12,699) | \$(122,077) | \$(282,599) | \$(100,950) | \$ (92,714) | \$ (19,386) | \$ (5,497) | \$(283,433) | \$ (26,288) | \$(478,842) |

Explanatory Notes:

- (1) Increased Recreation activity has led to higher revenue.
- (2) Grant Revenue is higher due to unbudgeted Senior Active Living Centre special grant for capital (approximately \$21.3K), New Horizon Seniors Grant (\$45.4K), and HelpAge Canada grant (\$10K).
- (3) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, servery sales, and other items that are individually too small to classify separately. Significant increase in concession sales.
- (4) Advertising revenues are lower than anticipated due to economic strain on many advertisers.
- (5) Due to maternity leaves, general turnover, and additional approved FTEs..
- (6) Hydro savings due to a relatively mild summer as well as the consumption trend being lower than anticipated.
- (7) Water usage was higher than anticipated due to increased activity in MCC.
- (8) Increase in expenses due to replenishment of low inventory levels early in the year and increased costs.
- (9) Installation of unanticipated audio-video equipment, to assist with Council and other meetings.
- (10) Additional costs incurred due to unforeseen breakdowns and additional services required to meet increased demand in recreation programs.
- (11) Tax levy debenture payments for the MCC are due in June and December and are paid before the end of the previous month. CIBC loan payments occur throughout the year. CIBC loan was paid in full during 2023 which resulted in additional principal payment of approximately \$268,000 above the budgeted amount.
- (12) Development charge debenture payments for the MCC occur in January and July.
- (13) MCC Donation debenture payments occur in April and October.

Meridian Community Centre Hydro Usage



| Town of Pelham | | | | | | | | | | | Appendix 4 | |
|---|--|------|-------------|------------------|----------------|---|----------------|----------------|---|---|--------------|----------------------|
| 2023 projects including carryforward projects | | | | | | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| | | Year | Cost Centre | Expenditures | | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 |
| | | | | Original Budget | Revised Budget | | | | | | | |
| INFORMATION TECHNOLOGY | | | | | | | | | | | | |
| IT 04-19 | Backup Generator for IT Server Room (Town Hall) | 2019 | 100165 | 46,000 | | 30,912 | 35,616 | - | 35,616 | 115% | Completed. | |
| IT 04-21 | MFA (Multi Factor Authentication) or 2FA Software. | 2021 | 100247 | 3,500 | | 3,500 | - | - | - | 0% | Completed. | |
| IT 05-21 | Winfluid Server and Software Upgrade. | 2021 | 100248 | 9,000 | | 4,248 | - | 4,620 | 4,620 | 109% | In progress. | 4,248 |
| IT 02-22 | Server Replacement | 2022 | 100184 | 16,000 | | 11,533 | 4,467 | - | 4,467 | 0.39 | Completed. | |
| IT 04-22 | Innovation Technology | 2022 | 100186 | 40,000 | | 40,000 | 29,521 | - | 29,521 | 74% | In progress. | 10,479 |
| IT 01-23 | Annual Equipment PSAB adds/replacement | 2023 | 100189 | 33,000 | | 33,000 | 49,934 | - | 49,934 | 151% | Completed. | |
| IT 02-23 | Innovation Technology | 2023 | 100190 | 50,000 | | 50,000 | - | - | - | 0% | In progress. | 50,000 |
| IT 03-23 | e-Permitting | 2023 | 100191 | 30,000 | | 30,000 | 61,056 | 100,500 | 161,556 | 539% | Completed. | |
| IT 04-23 | Claims and Risk Management Solution | 2023 | 100192 | 12,500 | | 12,500 | - | - | - | 0% | Not started. | 12,500 |
| IT 05-23 | Asset Management Solutions Module | 2023 | 100256 | 140,000 | | 140,000 | 43,876 | 12,333 | 56,210 | 40% | In progress. | 96,124 |
| IT 06-23 | FOI Request Management System | 2023 | 100260 | 4,000 | | 4,000 | 7,021 | - | 7,021 | 176% | Completed. | |
| IT 07-23 | QA and AODA Website Solution | 2023 | 100261 | 6,000 | | 6,000 | - | - | - | 0% | Completed. | |
| IT 08-23 | GHD Form Builder | 2023 | 100262 | 8,500 | | 8,500 | 8,650 | - | 8,650 | 102% | Completed. | |
| Total Information Technology | | | | 398,500 | - | 374,193 | 240,142 | 117,453 | 357,595 | 96% | | 173,350 |
| FIRE & BY-LAW SERVICES | | | | | | | | | | | | |
| FD 02-22 | Rescue 2 | 2022 | 200125 | 600,000 | | 600,000 | 610,494 | - | 610,494 | 102% | Completed. | |
| FD 01-23 | Pumper 3 | 2023 | 200126 | 900,000 | 922,314 | 922,314 | - | 906,375 | 906,375 | 0% | In progress. | 922,314 |
| FD 02-23 | Station 3 Utility response vehicle | 2023 | 200127 | 100,000 | | 100,000 | - | - | - | 0% | In progress. | 100,000 |
| FD 03-23 | Hurst Jaws Station 2 | 2023 | 200128 | 150,000 | | 150,000 | 128,894 | 13,603 | 142,497 | 0% | Completed. | |
| FD 04-23 | Digital Pager Upgrade - Year 2 | 2023 | 200155 | 40,000 | | 40,000 | 45,588 | - | 45,588 | 0% | Completed. | |
| Total Fire & By-Law Services | | | | 1,790,000 | 922,314 | 1,812,314 | 784,977 | 919,978 | 1,704,955 | 94% | | 1,022,314 |
| ROADS | | | | | | | | | | | | |
| RD 10-19 | Stormwater Facility Maintenance | 2019 | 300469 | 30,000 | | 15,423 | - | - | - | 0% | In progress. | 15,423 |
| RD 07-20 | Effingham Storm Design - Hwy 20 to Canboro | 2020 | 300496 | 50,000 | | 50,000 | 41,132 | 8,219 | 49,351 | 99% | In progress. | 8,868 |
| RD 14-20 | Station Street Storm Pond | 2020 | 300503 | 300,000 | | 283,139 | - | 119,466 | 119,466 | 42% | In progress. | 283,139 |
| RD 02-21 | Concrete Repair & Replacement Program. | 2021 | 300586 | 80,000 | | 17,670 | - | - | - | 0% | Completed. | |
| RD 03-21 | Culvert Replacement Program. | 2021 | 300587 | 60,000 | | 60,000 | 60,837 | - | 60,837 | 101% | Completed. | |
| RD 04-21 | Engineering. | 2021 | 300590 | 25,000 | | 12,990 | 14,299 | 850 | 15,149 | 117% | In progress. | |
| RD 09-21 | Stormwater Facility Maintenance Repairs. | 2021 | 300597 | 20,000 | | 19,501 | - | - | - | 0% | In progress. | 19,501 |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
|---|---|------|-------------|-----------------|----------------|---|-------------|-----------|---|---|--------------|----------------------|
| 2023 projects including carryforward projects | | | | | | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| | | Year | Cost Centre | Expenditures | | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 |
| | | | | Original Budget | Revised Budget | | | | | | | |
| RD 11-21 | Easement for Station Street storm outlet (previously RD 08-17). | 2021 | 300601 | 35,000 | | 35,000 | - | - | - | 0% | In progress. | 35,000 |
| RD 01-22 | Bridge Design (Cream Street, Roland Road) - Constructing in 2023 and 2024 | 2022 | 300606 | 75,000 | | 65,399 | 51,088 | 13,524 | 64,612 | 99% | In progress. | 14,311 |
| RD 19-21 | Erosion Mitigation Project Storm Pond Outlet Hwy 20 & Rice Road | 2021 | 350001 | 70,000 | 90,400 | 90,400 | 70,758 | 70,000 | 140,758 | 156% | In progress. | 19,642 |
| RD 05-22 | Culvert Replacement Program | 2022 | 300616 | 60,000 | | 60,000 | 34,912 | 22,631 | 57,543 | 96% | Completed. | |
| RD 06-22 | Design - Quaker Rd: Pelham St to Line Ave | 2022 | 300617 | 50,000 | | 42,872 | - | - | - | 0% | In progress. | 42,872 |
| RD 07-22 | Engineering | 2022 | 300618 | 30,000 | | 8,125 | 4,204 | 1,800 | 6,004 | 74% | Completed. | |
| RD 10-22 | Stormwater Facility Maintenance | 2022 | 300626 | 25,000 | | 23,840 | 2,610 | 1,295 | 3,905 | 16% | In progress. | 21,230 |
| RD 11-22 | Road Reconstruction - 22R01 - Pelham St: John Street to Spruceside Crescent (Sth Entr.) | 2022 | 300629 | 4,706,517 | 1,037,302 | 1,037,302 | 944,777 | 947,679 | 1,892,455 | 182% | In progress. | 92,525 |
| RD 12-22 | Design - 22R03 - Canboro: Haist St to Highway 20 | 2022 | 300637 | 150,000 | | 147,688 | 31,500 | 114,404 | 145,904 | 99% | In progress. | 116,188 |
| RD 15-22 | LED Streetlight Replacement Year 1 | 2022 | 300599 | 250,000 | | 10,106 | 44,806 | - | 44,806 | 443% | Completed. | |
| RD 01-23 | Pavement Condition Assessment | 2023 | 300591 | 30,000 | | 30,000 | 28,289 | - | 28,289 | 100% | Completed. | |
| RD 02-23 | Cream Street Bridge Replacement | 2023 | 300595 | 750,000 | 1,081,616 | 1,081,616 | 1,020,752 | 4,147 | 1,024,899 | 0% | In progress. | 60,864 |
| RD 03-23 | Design - Pancake: Pelham St to Haist St | 2023 | 300613 | 300,000 | | 300,000 | 33,518 | 46,000 | 79,518 | 0% | In progress. | 266,482 |
| RD 04-23 | LED Streetlight Replacement Year 2 | 2023 | 300631 | 700,000 | | 700,000 | 618,418 | 85,382 | 703,799 | 0% | In progress. | 81,582 |
| RD 05-23 | Concrete Repair & Replacement Program. | 2023 | 300633 | 110,000 | | 110,000 | 99,643 | - | 99,643 | 0% | Completed. | |
| RD 06-23 | Culvert Replacement Program | 2023 | 300636 | 60,000 | 15,019 | 15,019 | 10,299 | 4,897 | 15,197 | 0% | Completed. | |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
|---|---|------|-------------|-------------------|------------------|---|------------------|------------------|---|---|--------------|----------------------|
| 2023 projects including carryforward projects | | | | | | | | | | | | |
| | | Year | Cost Centre | Expenditures | | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 |
| | | | | Original Budget | Revised Budget | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| RD 07-23 | Engineering | 2023 | 300639 | 35,000 | | 35,000 | 19,215 | 2,293 | 21,508 | 0% | In progress. | 15,785 |
| RD 08-23 | Road Base and Surface Repair Program | 2023 | 300641 | 200,000 | | 200,000 | 118,334 | - | 118,334 | 0% | Completed. | |
| RD 09-23 | Road Rehabilitation | 2023 | 300643 | 1,000,000 | 1,118,667 | 1,118,667 | 436,956 | 669,933 | 1,106,889 | 0% | In progress. | 681,711 |
| RD 10-23 | Sign Retro-Reflectivity Assessment | 2023 | 300648 | 25,000 | | 25,000 | 17,119 | - | 17,119 | 0% | Completed. | |
| RD 11-23 | Stormwater Facility Maintenance | 2023 | 300650 | 100,000 | | 100,000 | 67,583 | 25,324 | 92,907 | 0% | In progress. | 32,417 |
| RD 14-23 | Design for Road Rehabilitation | 2023 | 301024 | 85,000 | | 85,000 | - | 26,093 | 26,093 | 0% | In progress. | 85,000 |
| RD 15-23 | Summersides Blvd secondary servicing | 2023 | 301063 | 263,200 | | 263,200 | 255,124 | - | 255,124 | 0% | In progress. | 8,076 |
| RD 16-23 | Bridge Design - Constructing 2024 and 2025 | 2023 | 301074 | 75,000 | - | - | 1,179 | - | 1,179 | 0% | Completed. | |
| RD 17-23 | Road/Slope Failure Investigation- Sulphur Springs | 2023 | 301075 | 250,000 | 387,000 | 387,000 | 61,056 | 304,000 | 365,056 | 0% | In progress. | 325,944 |
| RD 18-23 | Construction - Additional Parking- Ridgeville | 2023 | 301076 | 50,000 | | 50,000 | 50,880 | - | 50,880 | 0% | Completed. | |
| RD 19-23 | Parking Lots at Emerald Trails | 2023 | 301078 | 75,000 | | 75,000 | - | - | - | 0% | In progress. | 75,000 |
| RD 20-23 | Wellington Height School crossing | 2023 | 301079 | 50,000 | | 50,000 | 21,084 | - | 21,084 | 0% | Completed. | |
| RD 21-23 | Pelham St Phase 4 | 2023 | 300649 | | 3,516,976 | 3,516,976 | 3,024,829 | 468,365 | 3,493,194 | 0% | In progress. | 492,147 |
| Total Roads | | | | 10,174,717 | 7,246,980 | 10,121,933 | 7,185,199 | 2,936,302 | 10,121,502 | 100% | | 2,793,708 |
| FACILITIES | | | | | | | | | | | | |
| FAC 02-21 | Centennial Park Electrical Upgrades (Switch Gear inside). | 2021 | 300509 | 10,000 | | 934 | 8,700 | - | 8,700 | 932% | Completed. | |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
|---|--|------|-------------|------------------|------------------|---|------------------|----------------|---|---|--------------|----------------------|
| 2023 projects including carryforward projects | | | | | | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| | | Year | Cost Centre | Expenditures | | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 |
| | | | | Original Budget | Revised Budget | | | | | | | |
| FAC 08-21 | Fire Station #1 Design Consultant. | 2021 | 300523 | 50,000 | | 42,419 | - | 9,275 | 9,275 | 22% | In progress. | 42,419 |
| FAC 03-22 | Model Railway Building - Exterior Window Replacement | 2022 | 301090 | 12,000 | | 12,000 | - | - | - | 0% | In progress. | 12,000 |
| FAC 04-22 | Town Hall - Fire Protection System | 2022 | 301089 | 20,000 | | 20,000 | 36,456 | 391 | 36,847 | 184% | Completed. | |
| FAC 07-22 | Community Event Space for Peace Park | 2022 | 301105 | 1,824,000 | 1,239,652 | 1,239,652 | 1,227,851 | 14,195 | 1,242,046 | 100% | Completed. | |
| FAC 01-23 | Concrete & Asphalt Repairs - Various Facilities | 2023 | 300529 | 50,000 | | 50,000 | 20,340 | - | 20,340 | 0% | Completed. | |
| FAC 02-23 | Town Hall - Asphalt Parking Lot repaving | 2023 | 301100 | 34,000 | | 34,000 | 34,598 | - | 34,598 | 0% | Completed. | |
| FAC 03-23 | Operations Centre - Replace Furnace & HVAC | 2023 | 301102 | 12,000 | | 12,000 | 7,428 | - | 7,428 | 0% | Completed. | |
| FAC 04-23 | Rental Table & Chair Replacement | 2023 | 301104 | 10,000 | | 10,000 | 8,865 | - | 8,865 | 0% | Completed. | |
| FAC 05-23 | Fonthill Library - Architectural design | 2023 | 301174 | 200,000 | | 200,000 | - | 165,000 | 165,000 | 0% | In progress. | 200,000 |
| FAC 06-23 | Centennial Park Concession Design and Construction | 2023 | 301176 | 185,000 | 387,000 | 387,000 | 192,908 | 235,625 | 428,533 | 0% | In progress. | 194,092 |
| Total Facilities | | | | 2,407,000 | 1,626,652 | 2,008,005 | 1,537,147 | 424,486 | 1,961,634 | 98% | | 448,511 |
| CEMETERIES | | | | | | | | | | | | |
| CEM 01-23 | Fonthill and Hillside Cemetery | 2023 | 400025 | - | | 12,000 | 7,123 | - | 7,123 | 90% | Completed. | |
| Total Cemeteries | | | | - | - | 12,000 | 7,123 | - | 7,123 | 59% | | - |
| FLEET | | | | | | | | | | | | |
| VEH 07-21 | Purchase one-tonne truck. | 2021 | 300989 | 90,000 | | 90,000 | - | - | - | 0% | In progress. | 90,000 |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
|---|--|------|-------------|------------------|----------------|---|----------------|----------------|---|---|--------------|----------------------|
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| | | | | Original Budget | Revised Budget | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| VEH 01-22 | Electric Vehicle - Building Department (Replaces Unit 101 - 2009 Ford Ranger) | 2022 | 300876 | 55,000 | | 54,550 | 42,657 | - | 42,657 | 78% | Completed. | |
| VEH 02-22 | Work Truck (Replaces Truck 129 - 2008 Dodge 1500) - deferred from 2020 | 2022 | 300882 | 55,000 | | 55,000 | 56,763 | - | 56,763 | 103% | Completed. | |
| VEH 06-22 | Crew-Cab Truck with Landscape box (Replaces unit 132 - 2009 Dodge 2500) | 2022 | 300888 | 75,000 | | 75,000 | 67,671 | - | 67,671 | 90% | Completed. | |
| VEH 07-22 | Baseball Diamond Grooming Tractor (Replaces unit 518 2001 Kubota B7500 & unit 525 2013 Kubota B2920) | 2022 | 300892 | 48,000 | | 48,000 | 49,415 | - | 49,415 | 103% | Completed. | |
| VEH 01-23 | Small SUV By-Law (Replaces Unit 104-2009 Ford Ranger) | 2023 | 300875 | 55,000 | | 55,000 | 42,548 | - | 42,548 | 0% | Completed. | |
| VEH 02-23 | 1-ton truck with landscape box (replaces unit 303) | 2023 | 300877 | 80,000 | | 80,000 | - | - | - | 0% | In progress. | 80,000 |
| VEH 03-23 | Utility Van Water (Replaces 2009 Dodge Sprinter) | 2023 | 300878 | 80,000 | | 80,000 | - | - | - | 0% | In progress. | 80,000 |
| VEH 04-23 | Backhoe (Replaces unit 519 - 2003 Case 580 Super M) | 2023 | 300889 | 240,000 | | 240,000 | 240,359 | - | 240,359 | 0% | Completed. | |
| VEH 05-23 | Combination Snow Plow & Spreader (Replaces Truck 4) | 2023 | 300890 | 350,000 | | 350,000 | - | 331,342 | 331,342 | 0% | In progress. | 350,000 |
| VEH 06-23 | 2018 Lease Payments-Heavy Duty Work Truck with Landscape) | 2023 | 300893 | 28,740 | | 28,740 | 28,763 | - | 28,763 | 0% | Completed. | |
| VEH 07-23 | Seasonal rental of summer fleet (4 seasonal vehicles) | 2023 | 300894 | 32,000 | | 32,000 | 19,121 | - | 19,121 | 0% | Completed. | |
| VEH 08-23 | (2) Tractors w/plow & spreader (replaced Truck 422) Lease | 2023 | 300895 | 25,550 | | 25,550 | 17,132 | 4,450 | 21,582 | 0% | Completed. | |
| VEH 09-23 | Electric Vehicle Charging Stations | 2023 | 301080 | 195,000 | | 195,000 | 247,382 | 10,400 | 257,782 | 0% | Completed. | |
| Total Fleet | | | | 1,409,290 | - | 1,408,840 | 811,810 | 346,192 | 1,158,002 | 82% | | 600,000 |
| HEALTH SERVICES | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Total Health Services | | | | - | - | - | - | - | - | - | | |
| WASTEWATER | | | | | | | | | | | | |
| WST 01-19 | Design - Church Street Upgrade - connected to WST 05-20 and CC 700182 (2022 Project for \$1.5M to do the Church Street work) | 2019 | 700162 | 60,000 | | 10,577 | - | 1,000 | 1,000 | 9% | Completed. | |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
|---|--|------|-------------|------------------|------------------|---|------------------|----------------|---|---|--------------|----------------------|
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| As At December 31, 2023 | | | | | | | | | | | | |
| | | Year | Cost Centre | Expenditures | | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 |
| | | | | Original Budget | Revised Budget | | | | | | | |
| WST 05-20 | Church St Sanitary Upgrades - Permits and Reports - connected to WST 01-19 and CC 700182 (2022 Project for \$2.5M to do the Church Street work | 2020 | 700174 | 50,000 | | 7,129 | - | - | - | 0% | Completed. | |
| WST 03-21 | Sanitary I/I Study Program - Planned Replacements and Rehabilitation. | 2021 | 700180 | 100,000 | | 51,377 | 30,000 | - | 30,000 | 58% | Completed. | |
| WST 01-22 | Church Street Upgrade existing sewer from 250 to 350mm diameter | 2022 | 700182 | 2,500,000 | | 2,491,054 | 2,239,494 | 305,301 | 2,544,795 | 102% | In progress. | 251,560 |
| WST 02-22 | Sanitary I/I Study Program - Planned Replacements and Rehabilitation | 2022 | 700186 | 60,500 | | 50,324 | 33,581 | 6,500 | 40,081 | 80% | In progress. | 16,743 |
| WST 03-22 | Sanitary Sewer Inspection, CCTV and Flushing Program | 2022 | 700189 | 115,000 | | 93,927 | 16,918 | - | 16,918 | 18% | In progress. | 77,009 |
| WST 04-22 | Sanitary Sewer Capital Construction Repairs | 2022 | 700192 | 140,000 | | 108,663 | 32,453 | 8,983 | 41,436 | 38% | In progress. | 76,210 |
| WST 02-23 | Sanitary I/I Study Program - Planned Replacements | 2023 | 700194 | 70,000 | | 70,000 | - | - | - | 0% | In progress. | 70,000 |
| WST 03-23 | Sanitary Sewer Inspection, CCTV and Flushing Program | 2023 | 700199 | 115,000 | | 115,000 | 16,287 | 4,598 | 20,885 | 0% | In progress. | 98,713 |
| WST 04-23 | Sanitary Sewer Capital Construction Repairs | 2023 | 700200 | 140,000 | | 140,000 | 65,896 | - | 65,896 | 0% | In progress. | 74,104 |
| WST 05-23 | Church Street Sanitary Upgrades | 2023 | 700347 | 1,500,000 | 1,000,000 | 1,000,000 | 272,417 | 129,142 | 401,559 | 0% | In progress. | 727,583 |
| WST 07-23 | Foss Rd Sanitary Sewer Design & Excess Soil management | 2023 | 700359 | 300,000 | | 300,000 | 66,843 | 103,456 | 170,299 | 0% | In progress. | 233,157 |
| Total Wastewater | | | | 5,150,500 | 1,000,000 | 4,438,051 | 2,773,889 | 558,979 | 3,332,868 | 75% | | 1,625,079 |
| WATER | | | | | | | | | | | | |
| WTR 01-18 | Backflow Prevention Program | 2018 | 700158 | 50,000 | | 36,015 | - | - | - | 0% | In progress. | 36,015 |
| WTR 03-21 | Clare Avenue Watermain Replacement - development driven. | 2021 | 700276 | 250,000 | 48,000 | 48,000 | 1,516 | 46,240 | 47,756 | 99% | In progress. | 46,484 |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
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| | | | | Original Budget | Revised Budget | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| WTR 04-21 | Station St: Hurricane Rd to Hwy 20, Watermain Replacement. | 2021 | 700277 | 175,000 | 362,972 | 362,972 | 346,024 | - | 346,024 | 95% | Completed. | |
| WTR 05-21 | Neptune Software Upgrade. | 2021 | 700352 | 14,000 | | 14,000 | - | - | - | 0% | In progress. | 14,000 |
| WTR 02-22 | Water System Repair Equipment | 2022 | 700284 | 30,000 | | 22,861 | 7,139 | - | 7,139 | 31% | In progress. | |
| WTR 03-22 | Design: Canboro Road, Haist St to Highway 20, Watermain Replacement | 2022 | 700354 | 100,000 | | 81,436 | 24,512 | 56,201 | 80,713 | 99% | In progress. | 56,924 |
| WTR 04-22 | Design: Watermain Replacement - Daleview, Strathcona, Moote, Pinecrest, Hwy. 20 | 2022 | 700366 | 100,000 | | 81,297 | 50,747 | 25,967 | 76,714 | 94% | In progress. | 30,550 |
| WTR 02-23 | Water System Repair Equipment | 2023 | 700287 | 30,000 | | 30,000 | 29,439 | - | 29,439 | 98% | In progress. | 561 |
| WTR 03-23 | Water Rate Study | 2023 | 700289 | 20,000 | | 20,000 | 19,075 | - | 19,075 | 95% | Completed. | |
| WTR 04-23 | Pelham St Watermain replacement phase 4 | 2023 | 700286 | | 1,129,358 | 1,129,358 | 1,129,358 | - | 1,129,358 | 100% | Completed. | 0 |
| Total Water | | | | 769,000 | 1,540,330 | 1,825,939 | 1,607,810 | 128,407 | 1,736,217 | 95% | | 184,534 |
| PARK FACILITIES | | | | | | | | | | | | |
| PRK 01-21 | MSSP- Splash Pad | 2021 | 500188 | 491,815 | 421,705 | 421,705 | 1,270 | - | 1,270 | 0% | Completed. | |
| PRK 07-21 | Centennial Park Diamond 3 Lighting.(parkland dedication) | 2021 | 500198 | 145,000 | | 144,695 | 147,242 | - | 147,242 | 102% | Completed. | - |
| PRK 01-22 | Update Parks & Recreation Master Plan | 2022 | 500200 | 120,000 | | 70,302 | 68,247 | - | 68,247 | 97% | Completed. | |
| PRK 03-22 | Centennial Park Soccer Field #2 Lighting | 2022 | 500203 | 220,000 | | 219,695 | 223,694 | 24,425 | 248,119 | 113% | Completed. | - |
| PRK 05-22 | General Park Furniture (Benches/Picnic Tables/Receptacles) | 2022 | 500206 | 10,000 | | 7,638 | 2,362 | - | 2,362 | 31% | In progress. | 5,276 |
| PRK 07-22 | Park Entry Sign Replacements (6) | 2022 | 500222 | 30,000 | | 30,000 | 1,613 | 28,422 | 30,035 | 100% | In progress. | 28,387 |
| PRK 08-22 | Centennial Park Diamond 2 - Foul Ball Netting | 2022 | 500298 | 25,000 | | 4,699 | - | - | - | 0% | Completed. | |

| Town of Pelham | | | | | | | | | | | | Appendix 4 |
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| | | Year | Cost Centre | Expenditures | | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 |
| | | | | Original Budget | Revised Budget | | | | | | | |
| As At December 31, 2023 | | | | | | | | | | | | |
| PRK 01-23 | Ball Diamond Upgrades - Bulk Clay | 2023 | 500210 | 5,000 | | 5,000 | 4,084 | - | 4,084 | 0% | Completed. | |
| PRK 02-23 | General Park Furniture (Benches/Picnic Tables/Receptacles) | 2023 | 500217 | 20,000 | | 20,000 | 16,202 | - | 16,202 | 0% | Completed. | |
| PRK 03-23 | Playground Turf Repair | 2023 | 500218 | 5,000 | | 5,000 | 4,731 | 1,297 | 6,028 | 0% | Completed. | |
| PRK 05-23 | Park Entry Sign Replacements (6) | 2023 | 500317 | 30,000 | | 30,000 | 12,264 | 30,000 | 42,264 | 0% | In progress. | 17,736 |
| PRK 06-23 | Centennial Park Diamond 3 Lighting. | 2023 | 500324 | 155,000 | | 155,000 | - | - | - | 0% | In progress. | 155,000 |
| Total Park Facilities | | | | 1,256,815 | 421,705 | 1,113,734 | 481,708 | 84,144 | 565,852 | 51% | | 206,399 |
| COMMUNITY PLANNING & DEVELOPMENT | | | | | | | | | | | | |
| PLN 01-19 | Complete East Fenwick SP | 2019 | 600117 | 20,000 | | 13,731 | 643 | 13,099 | 13,742 | 100% | In progress. | 13,088 |
| PLN 01-20 | Community Benefits Charge Strategy | 2020 | 600119 | 40,000 | | 40,000 | - | - | - | 0% | In progress. | 40,000 |
| PLN 05-21 | East Fenwick Secondary Plan. | 2021 | 600142 | 10,000 | | 10,000 | 11,097 | 1,519 | 12,616 | 126% | Completed. | |
| PLN 01-22 | Official Plan Review and Update | 2022 | 600123 | 225,000 | | 225,000 | 63,415 | 2,289 | 65,704 | 29% | In Progress | 161,585 |
| PLN 01-23 | Development Charge Background | 2023 | 600124 | 40,000 | | 40,000 | 54,014 | 3,941 | 57,955 | 0% | Completed. | |
| PLN 02-23 | Natural Heritage Inventory and Management Plan | 2023 | 600147 | 100,000 | | 100,000 | 97,940 | - | 97,940 | 0% | In Progress. | 2,060 |
| PLN 03-23 | Secondary Plan for South Fonthill | 2023 | 600148 | 150,000 | | 150,000 | - | - | - | 0% | Not started. | 150,000 |
| PLN 04-23 | Ward Boundary & Council composition review | 2023 | 600149 | 51,000 | | 51,000 | 12,053 | 16,585 | 28,638 | 0% | In Progress. | 38,947 |
| Total Community Planning & Development | | | | 636,000 | - | 629,731 | 239,162 | 37,434 | 276,596 | 44% | | 405,680 |
| LIB 01-22 | Computer Services Development | 2022 | 500280 | 10,000 | | 3,630 | 6,370 | - | 6,370 | 175% | LLPL | |
| LIB 01-23 | Computer Services Development | 2023 | 500281 | 10,000 | | 10,000 | - | - | - | 0% | LLPL | |
| Total Library | | | | 20,000 | - | 13,630 | 6,370 | - | 6,370 | 47% | | - |
| MUNICIPAL DRAINAGE | | | | | | | | | | | | |
| DRN 01-21 | Ridgeville and Nunn Municipal Drains Update to Assessment Schedule. | 2021 | 600140 | 50,000 | | 24,830 | - | 25,000 | 25,000 | 101% | In Progress. | 24,830 |
| DRN 01-22 | Drainage Study for Webber Rd and Farr Rd | 2022 | 600146 | 50,000 | | 34,629 | 7,713 | - | 7,713 | 22% | Completed. | |
| DRN 01-23 | Replace Road Culvert | 2023 | 600133 | 40,000 | | 40,000 | 1,690 | - | 1,690 | 0% | Completed. | |

| Town of Pelham | | | | | | | | | | | Appendix 4 | | | | | | | | | | |
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| 2023 projects including carryforward projects | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | Expenditures | | | | | | | | | | |
| | | | | | | | | | | | Original Budget | Revised Budget | 2023 Approved Budget and Carryforward Amounts to 2023 | Actual 2023 | Committed | 2023 Total to date (Actual & Committed) | Total to date as a % of Revised Carry Forward | Status | Carryforward to 2024 | | |
| As At December 31, 2023 | | | | | | | | | | | Year | Cost Centre | | | | | | | | | |
| Total Municipal Drainage | | | | | | | | | | | | | 140,000 | - | 99,459 | 9,403 | 25,000 | 34,403 | 35% | | 24,830 |
| Total Projects for 2023 | | | | | | | | | | | | | 24,151,822 | 12,757,981 | 23,857,829 | 15,684,741 | 5,578,375 | 21,263,116 | 89% | | 7,484,405 |
| DEFERRED OR CANCELLED PROJECTS | | | | | | | | | | | | | | | | | | | | | |
| RD 12-20 | Stormsewer Extension - Along Quaker | 2020 | 300501 | 200,000 | | 200,000 | | | | | | | | | | | | | | | |
| RD 15-20 | Foss Resurfacing (linked to WST 06-20) | 2020 | 300504 | 500,000 | | 500,000 | | | | | | | | | | | | | | | |
| RD 13-23 | Road Reconstruction - Quaker Rd | 2023 | 300683 | 2,100,000 | (2,100,000) | - | | | | | | | | | | | | | | | |
| WST 04-18 | Foss Road Upgrade existing sewer from 350 to 450mm diameter | 2018 | 700156 | 592,800 | | 527,523 | | | | | | | | | | | | | | | |
| WST 06-20 | Foss Rd - Sanitary Sewer Installation (linked to RD 15-20) | 2020 | 700175 | 800,000 | | 800,000 | | | | | | | | | | | | | | | |
| WST 01-23 | Sewage Pumping Station Northwest Fenwick | 2023 | 700185 | 600,000 | | 600,000 | | | | | | | | | | | | | | | |
| WST 06-23 | Quaker Road Sanitary Replacement | 2023 | 700357 | 1,050,000 | (1,050,000) | - | | | | | | | | | | | | | | | |
| WTR 01-23 | Quaker Rd: Pelham St to Line Ave., Watermain replacement | 2023 | 700272 | 800,000 | (800,000) | - | | | | | | | | | | | | | | | |
| RD 12-23 | Canboro Road Cycling Initiative (Red Circled) | 2023 | 300669 | 843,750 | (843,750) | - | | | | | | | | | | | | | | | |
| PRK 04-23 | Redevelopment of Peace Park (Red Circled) | 2023 | 500266 | 200,000 | | - | | | | | | | | | | | | | | | |
| LIB 02-23 | Library Bookmobile (Red Circled) | 2023 | 500304 | 58,500 | | - | | | | | | | | | | | | | | | |
| Total Deferred or Cancelled Projects | | | | | | | | | | | | | 7,745,050 | (4,793,750) | 2,627,523 | | | | | | |
| Grand Total | | | | | | | | | | | | | \$ 31,896,872 | \$ 7,964,231 | \$ 26,485,352 | \$ 15,684,741 | \$ 5,578,375 | \$ 21,263,116 | 80% | | \$ 7,484,405 |

Ministry of Natural Resources and Forestry

Wildlife Research and Monitoring Section
2140 East Bank Drive
DNA Building, c/o Trent University
Peterborough, ON K9L 1Z8

Ministère du des Richesses naturelles et des Forêts

Phone: 1-888-574-6656
Fax: 705-755-1559
Email: rabies@ontario.ca

May 10, 2024

In 2024, the Ministry of Natural Resources and Forestry (MNRF) will once again be conducting Oral Rabies Vaccine (ORV) bait distribution and trap-vaccinate-release (TVR) programs in Ontario to control rabies in terrestrial wildlife. Baiting and TVR operations will begin June 17 and continue until the end of October.

Please find attached:

- 1) Map of planned baiting area for 2024
- 2) Rabies Vaccine Bait Information Sheet
- 3) Notification Letter for 2024

Per the attached map, rabies vaccine bait distribution will be conducted in rural areas with MNRF aircraft and by hand in urban areas by MNRF wildlife technicians. These are the details of rabies control activities in 2024 (dates are subject to change depending on weather conditions):

- Grey shaded areas will be completed with a combination of Twin Otter airplane and Eurocopter EC130 helicopter. Twin Otter flights will occur mid-late August, with Eurocopter EC130 flights occurring late August.
- Urban hand baiting, including the use of temporary bait stations, will occur in the orange and brown shaded areas starting June 17 and continue through to the end of October.
- Live trapping and vaccinating of wildlife (trap-vaccinate-release) will occur in St. Catharines in the orange shaded area starting late June and will continue through to the end of October.
- Preventative baiting of the purple shaded area in eastern Ontario will take place mid August by Twin Otter airplane and will take one day to complete and hand baiting in the dark purple shaded area of the city of Cornwall will be completed in early August.

In addition to the activities mentioned above, MNRF may conduct localized rapid response baiting and trap-vaccinate-release measures, which would take place in the event of a raccoon or fox strain rabies case outside of the planned baiting area.

The ministry is committed to the research, surveillance, control and elimination of the outbreak of rabies in southwestern Ontario to prevent the disease from spreading. Since the start of the rabies outbreak in 2015, the first of its kind in over a decade, MNRF has taken quick action to protect communities, distributing over 9 million vaccine baits by air and ground. Rabies cases have decreased by 98% since 2016.

In keeping with current World Health Organization guidelines, the 2024 rabies control zone has been reduced as some areas have had no reported cases in over two years. The control zone encompasses an area within approximately 50 km of positive cases that are less than two years old (positive cases since July 1, 2022).

Any warm-blooded mammal can contract rabies. If a human contracts rabies and does not receive treatment, the disease is fatal.

The khaki-green coloured bait being distributed by hand and by aircraft is made of wax-fat with an attractant flavour (vanilla-sugar). A label with a toll-free telephone number (1-888-574-6656) and the message "Do not eat" is located on the exterior of the bait, and a plastic package containing the liquid rabies vaccine is embedded in the centre. If found, the bait should not be touched, but left for raccoons, skunks and foxes to consume. (See attached bait identification hand out for detailed description.)

Ontario's rabies vaccine baits have been tested to ensure they are safe for wildlife, people, and pets. However, eating a vaccine bait does not replace the regular rabies vaccination provided by a veterinarian for pets. If a pet has eaten a bait and the owner is concerned, they should contact their vet as a precaution.

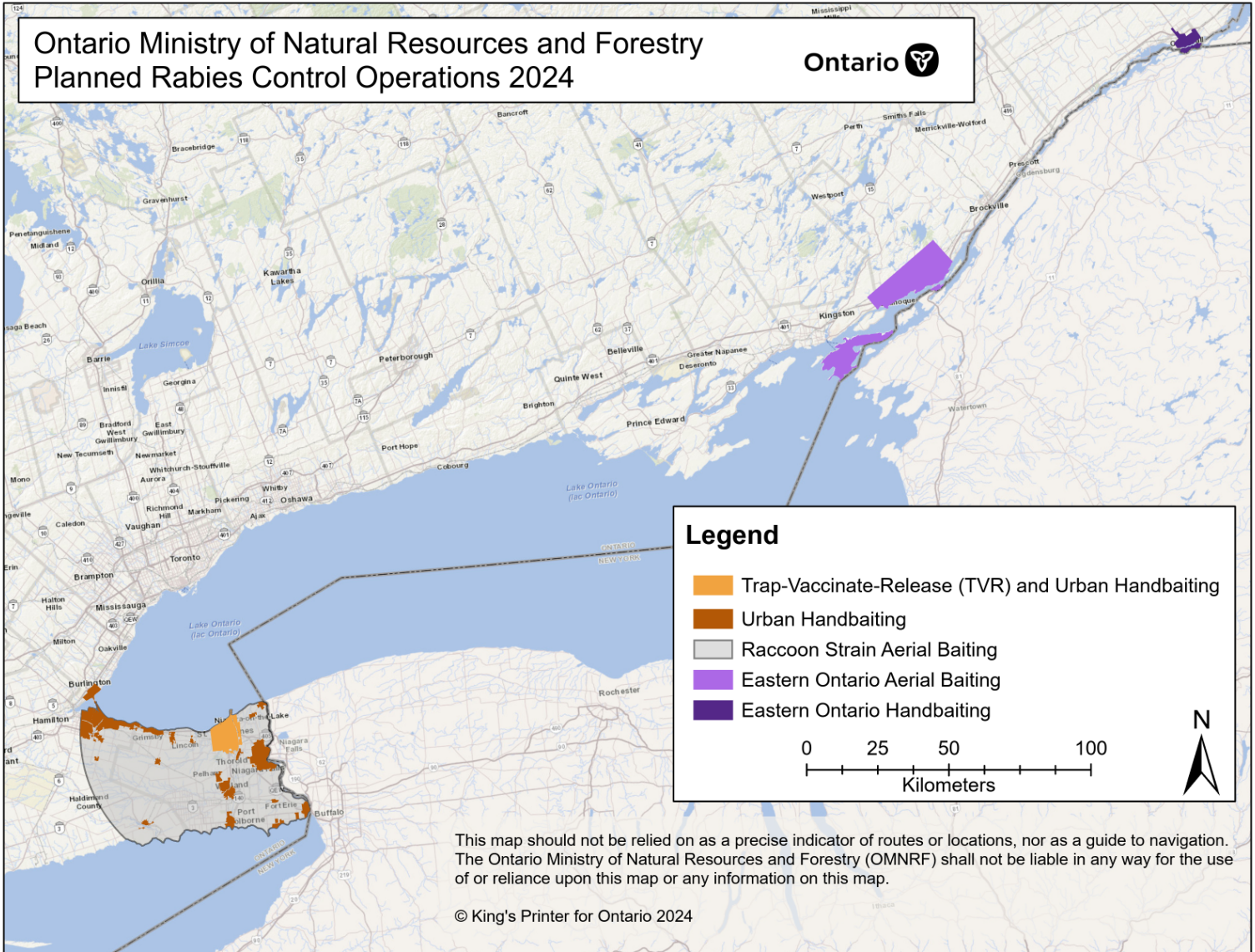
Ontario's rabies control program is a joint effort that receives important input and contributions from a variety of partners across the province. Partnerships with provincial ministries, federal agencies, regional health units, municipalities, wildlife rehabilitators, licensed trappers, wildlife control agents and Indigenous communities are all key to the continued success of Ontario's rabies control program.

For further information about rabies in Ontario, please visit [Ontario.ca/rabies](https://ontario.ca/rabies) or contact the ministry's rabies information line at 1-888-574-6656.

Larissa Nituch
Rabies Science Operations Supervisor

705-313-2043 (cell)
Larissa.Nituch@ontario.ca

Ontario Ministry of Natural Resources and Forestry Planned Rabies Control Operations 2024



This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Natural Resources and Forestry (OMNRF) shall not be liable in any way for the use of or reliance upon this map or any information on this map.

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Rabies vaccine bait identification

June 2022

The ONRAB® Ultralite Bait is used in Ontario for both fox strain and raccoon strain rabies control. Exposure to the bait is not harmful to people or pets; however, in the unlikely event that people or pets come in contact with the vaccine contained in the bait, contacting a doctor or veterinarian as a precaution is recommended.

Bait Ingredients

The bait formula coats the blister pack containing the vaccine. This formula consists of vegetable based fats, wax, icing sugar, vegetable oil, artificial marshmallow flavour and dark-green food grade fat-soluble dye.

Ultra-lite blister-pack (Vaccine Carrier)

This is a polyvinyl chloride (PVC) blister pack (40 mm x 22 mm x 10 mm) which weighs approximately 4.3 grams. The blister pack is a white/clear polyester flocked container with a heat-sealed laminated polyester lidding. The body of the blister pack is embedded in the bait matrix but the green lidding is exposed and has a black warning label printed on it.



Inside Baits: ONRAB® oral rabies vaccine

Description: a recombinant live virus liquid vaccine

Volume/bait: 1.8 ±0.1 ml in the blister pack

Other inclusions: vaccine stabilizers

Colour: clear

Target species: skunk, fox, and raccoon

Contact: Wildlife Research and Monitoring Section

rabies@ontario.ca

1-888-574-6656

Ontario.ca/rabies

Disponible en français

May 22, 2024

Town of Pelham
20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Attention: Town of Pelham Council

RE: Pelham Finance and Audit Committee Recommendation

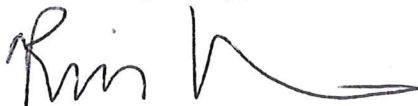
Please see the resolution, which was adopted by the Pelham Audit and Finance Committee at its meeting on May 22, 2024.

WHEREAS the Pelham Finance and Audit Committee received the 2023 Town of Pelham Consolidated Financial Statements;

NOW THEREFORE, THAT the Committee hereby recommends that Council approve the 2023 Town of Pelham Consolidated Financial Statements.

The Committee therefore requests Council approve and endorse the Pelham Audit and Finance Committee recommendation enclosed herewith.

Yours very truly,



Bill Crumm
Chair, Pelham Audit and Finance Committee

cc: William Tigert, Town Clerk

Consolidated Financial Statements of

CORPORATION OF THE TOWN OF PELHAM

December 31, 2023

Draft

CORPORATION OF THE TOWN OF PELHAM

December 31, 2023

INDEX

Consolidated Financial Statements

| | |
|---|---------|
| Independent Auditor's Report | 1 - 2 |
| Consolidated Statement of Financial Position | 3 |
| Consolidated Statement of Operations | 4 |
| Consolidated Statement of Change in Net Debt | 5 |
| Consolidated Statement of Cash Flows | 6 |
| Notes to the Consolidated Financial Statements | 7 - 28 |
| Consolidated Schedule of Tangible Capital Assets - Schedule 1 | 29 - 30 |
| Consolidated Schedule of Segment Disclosure - Schedule 2 | 31 - 32 |

Trust Funds

| | |
|---|---------|
| Independent Auditor's Report | 33 - 34 |
| Statement of Financial Position | 35 |
| Statement of Revenue and Expenses and Change in Fund Balances | 36 |
| Notes to the Financial Statements | 37 - 38 |

Independent Auditor's Report

To the Members of Council of the
Corporation of the Town of Pelham

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Pelham (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2023, the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the consolidated financial statements. We are solely responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
[Date]

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Financial Position
December 31, 2023

| | 2023 | 2022 |
|--|-----------------------|-----------------------|
| FINANCIAL ASSETS | | |
| Cash and cash equivalents | \$ 18,721,011 | \$ 18,163,039 |
| Taxes receivable | 2,257,197 | 2,788,518 |
| User charges receivable | 1,053,565 | 953,193 |
| Accounts receivable | 5,112,629 | 6,992,230 |
| Investment in subsidiary (Note 3) | 5,731,360 | 5,659,632 |
| | 32,875,762 | 34,556,612 |
| LIABILITIES | | |
| Bank indebtedness (Note 4) | - | 900,000 |
| Accounts payable and accrued liabilities | 7,159,168 | 5,834,422 |
| Other liabilities | 2,262,765 | 2,129,087 |
| Deposits and deferred revenue | 307,707 | 399,467 |
| Deferred revenue - obligatory reserve funds (Note 5) | 6,119,335 | 6,520,304 |
| Long-term debt (Note 6) | 26,497,388 | 28,745,764 |
| Employee benefit obligations (Note 7) | 519,252 | 529,504 |
| | 42,865,615 | 45,058,548 |
| Contingencies (Note 18) | | |
| Net debt | (9,989,853) | (10,501,936) |
| NON FINANCIAL ASSETS | | |
| Tangible capital assets (Schedule 2) | 155,327,877 | 146,104,135 |
| Prepaid expenses | 109,714 | 669,256 |
| | 155,437,591 | 146,773,391 |
| Accumulated surplus (Note 8) | \$ 145,447,738 | \$ 136,271,455 |

Signed on behalf of the Town:

Marvin Junkin, Mayor



Teresa Quinlin-Murphy, Treasurer



The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Operations
For the Year Ended December 31, 2023

| | Budget 2023 (Note 15) | Actual 2023 | Actual 2022 |
|--|-----------------------------|----------------|----------------|
| REVENUE | | | |
| Taxation (Note 10) | \$ 18,337,307 | \$ 18,822,144 | \$ 17,183,515 |
| User charges (Note 11) | 9,045,209 | 9,431,171 | 9,071,959 |
| Grants (Note 13) | 3,702,863 | 4,332,472 | 5,668,326 |
| Contributions from developers | 3,841,689 | 3,806,942 | 1,861,481 |
| Contributed tangible capital assets | - | 578,758 | - |
| Other (Note 14) | 740,150 | 2,343,948 | 1,722,550 |
| Equity earnings in subsidiary (Note 3) | - | 164,718 | 146,000 |
| (Loss) gain on disposal of assets and assets held for sale | - | (224,003) | 96,848 |
| | 35,667,218 | 39,256,150 | 35,750,679 |
| EXPENSES | | | |
| General government | 4,540,473 | 5,045,161 | 4,397,503 |
| Protection to persons and property | 2,366,149 | 2,426,825 | 2,258,046 |
| Transportation services | 6,331,992 | 6,334,428 | 6,587,938 |
| Environmental services | 6,811,533 | 6,741,763 | 6,058,908 |
| Health services | 134,586 | 138,704 | 118,573 |
| Recreation and culture services (Note 21) | 7,947,017 | 8,424,086 | 7,985,727 |
| Planning and development | 712,111 | 968,900 | 753,057 |
| | 28,843,861 | 30,079,867 | 28,159,752 |
| Annual surplus | 6,823,357 | 9,176,283 | 7,590,927 |
| Accumulated surplus, beginning of year | 136,271,455 | 136,271,455 | 128,680,528 |
| Accumulated surplus, end of year | \$ 143,094,812 | \$ 145,447,738 | \$ 136,271,455 |

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Change in Net Debt
For the Year Ended December 31, 2023

| | Budget 2023 | Actual 2023 | Actual 2022 |
|--|------------------------|-----------------------|------------------------|
| ANNUAL SURPLUS | \$ 6,101,357 | \$ 9,176,283 | \$ 7,590,927 |
| Amortization of tangible assets | 6,000,000 | 5,962,892 | 5,930,971 |
| Contributed tangible capital assets | - | (578,758) | - |
| Acquisition of tangible capital assets | (18,334,638) | (15,048,670) | (11,709,825) |
| Loss (gain) on disposal of tangible capital assets | - | 224,003 | (96,848) |
| Proceeds on disposal of tangible capital assets | - | 216,791 | 237,389 |
| | (6,233,281) | (47,459) | 1,952,614 |
| Acquisition of prepaid expenses | - | (89,107) | (662,210) |
| Use of prepaid expenses | - | 648,649 | 298,520 |
| | - | 559,542 | (363,690) |
| Decrease in net debt | (6,233,281) | 512,083 | 1,588,924 |
| Net debt, beginning of year | (10,501,936) | (10,501,936) | (12,090,860) |
| Net debt, end of year | \$ (16,735,217) | \$ (9,989,853) | \$ (10,501,936) |

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2023

| | 2023 | 2022 |
|--|----------------------|----------------------|
| OPERATING ACTIVITIES | | |
| Annual surplus | \$ 9,176,283 | \$ 7,590,927 |
| Items not involving cash: | | |
| Amortization of tangible assets | 5,962,892 | 5,930,971 |
| Loss (gain) on disposal of tangible capital assets and assets held for sale | 224,003 | (96,848) |
| Contributed tangible capital assets | (578,758) | - |
| Net earnings from investment in subsidiary | (164,718) | (146,000) |
| Employment benefit obligations | (10,252) | 104,254 |
| Change in non-cash assets and liabilities: | | |
| Taxes receivable | 531,321 | (1,124,889) |
| User charges receivable | 97,187 | 14,036 |
| Accounts receivable | 1,682,042 | (727,883) |
| Accounts payable and accrued liabilities | 1,324,746 | 829,086 |
| Other liabilities | 133,678 | (332,426) |
| Deferred revenue - obligatory reserve funds | (400,969) | 1,465,834 |
| Deposits and deferred revenue | (91,760) | (20,070) |
| Prepaid expenses | 559,542 | (363,690) |
| | 18,445,237 | 13,123,302 |
| CAPITAL ACTIVITIES | | |
| Proceeds on disposal of tangible capital assets | 216,791 | 237,389 |
| Acquisition of tangible capital assets, net of construction in process capitalized | (15,048,670) | (11,709,825) |
| | (14,831,879) | (11,472,436) |
| FINANCING ACTIVITIES | | |
| Decrease in bank indebtedness | (900,000) | (133,333) |
| Dividends received from investment in subsidiary (Note 3) | 92,990 | 80,920 |
| Repayment of long-term debt | (2,248,376) | (2,286,290) |
| | (3,055,386) | (2,338,703) |
| Net increase (decrease) in cash | 557,972 | (687,837) |
| Cash and cash equivalents, beginning of year | 18,163,040 | 18,850,877 |
| Cash and cash equivalents, end of year | \$ 18,721,011 | \$ 18,163,040 |

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

1. Significant accounting policies

The Corporation of the Town of Pelham ("the Town") is a municipality that provides municipal services such as fire, public works, planning, parks and recreation, library and other general government operations.

The consolidated financial statements of the Town are the representation of management prepared in accordance with Canadian public sector accounting standards ("PSAS"). Significant aspects of the accounting policies adopted by the Town are as follows:

a. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, non-financial assets, revenues, and expenses and include all activities of all committees of Council and the following local boards and municipal entities which are under the control of Council:

i. Niagara Central Airport Commission (Joint Board)

Related party transactions are eliminated (Note 16).

ii. Peninsula West Power Inc.

Peninsula West Power Inc., a subsidiary corporation of the Town is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government enterprises (Note 3). Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform with those of the Town, and interorganizational transactions and balances are not eliminated.

iii. Lincoln Pelham Union Public Library (from March 7, 2022 onward)

Effective March 7, 2022, the Lincoln Pelham Union Public Library (LPPL) was established pursuant to and in accordance with the provisions of the *Public Libraries Act* to serve Lincoln and Pelham. The Lincoln Pelham Union Public Library board commenced operations effective January 1, 2023. This board is under the management and control of a union board as described in the *Public Libraries Act*, which is a corporation incorporated pursuant to the Non-for-Profit Corporations Act, 2010, S.O. 2010 C.15. Lincoln and Pelham are responsible for their proportionate share of the operating budget based on population. For 2023, Lincoln's portion is 58% and Pelham's portion is 42%. The library facilities will remain the responsibility and asset of the respective municipality.

These consolidated financial statements exclude trust funds that are administered for the benefit of external parties (Note 17).

b. Basis of accounting

The consolidated financial statements are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

1. Significant accounting policies (continued)

c. Deferred revenue - obligatory reserve funds

Receipts which are restricted by legislation of senior governments or by agreement with external parties are deferred and reported as restricted revenues. When qualifying expenses are incurred, restricted revenues are brought into revenue at equal amounts. Revenues received in advance of expenses which will be incurred in a later period are deferred.

d. Employee future benefits

The present value of the cost of providing employees with future benefit programs is expensed as employees earn these entitlements through service. The cost of the benefits earned by employees is determined using the projected benefit method pro-rated on service and management's best estimate of retirement ages of employees and expected health care and dental costs.

e. Cash and cash equivalents

For the purpose of the consolidated financial statements, the Town considers all short-term investments with an original maturity of three months or less to be cash equivalents.

f. Deposits and deferred revenue

Deposits and deferred revenue represent user fees and charges that have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenue in the fiscal year the services are performed.

g. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

1. Significant accounting policies (continued)

h. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of an asset. The cost, less residual value of the tangible capital asset is amortized on a straight line basis over the estimated useful life as follows:

| Classification | Useful life |
|-------------------------|--------------------|
| Land improvements | 15 to 40 years |
| Buildings | 20 to 60 years |
| Machinery and equipment | 7 to 40 years |
| Furniture and fixtures | 5 to 10 years |
| Computer hardware | 4 years |
| Computer software | 5 years |
| Library collection | 15 years |
| Linear assets | 2 to 90 years |
| Vehicles | 3 to 20 years |

Half year amortization is charged in the year of acquisition and no amortization is taken in year of disposal. Assets under construction are not amortized until the asset is available for productive use.

The Town does not capitalize interest as part of the costs of its capital assets.

Tangible capital assets received as contributions are recorded at their fair market value at the date of receipt and also are recorded as revenue.

Works of art, artifacts, cultural or historic assets are not recorded as assets in the consolidated financial statements.

Leases are classified as capital or operating leases. Leases that transfer substantially all benefits incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

i. Subdivision infrastructure

Subdivision streets, lighting, sidewalks, drainage and other infrastructure are required to be provided by subdivision developers. Upon completion they are turned over to the Town. The Town is not involved in the construction.

j. Reserves for future expenses

Certain amounts, as approved by Town Council, are set aside in reserves and reserve funds for future current and capital expenses.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

1. Significant accounting policies (continued)

k. Government transfer payments

Government transfers are recognized as revenues by the Town in the period during which the transfer is authorized and any eligibility criteria are met. Government transfers are deferred if they are restricted through stipulations that require specific actions or programs to be carried out in order to keep the transfer. For such transfers, revenue is recognized when the stipulation has been met.

l. Local improvements

The Town records capital expenses funded by local improvement agreements as they are incurred. Revenues are recognized in the year they become receivable.

m. Tax revenue

Tax revenue is recognized on all taxable properties within the Town that are included in the tax roll provided by the Municipal Property Assessment Corporation, using property values included in the tax roll or property values that can be reasonably estimated by the Town as it relates to supplementary or omitted assessments, at tax rates authorized by Council for the Town's own purposes in the period for which the tax is levied.

n. Region and school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the Region of Niagara are not reflected in the accumulated surplus of these consolidated financial statements.

o. Development charges

Development charges, collected under the authority of Sections 33 to 35 of the Development Charges Act, 1997, are reported as deferred revenue - obligatory reserve funds in the consolidated statement of financial position in accordance with Canadian public sector accounting standards. Amounts applied to qualifying capital projects are recorded as revenue in the fiscal period in which the funds are expended on qualifying capital projects. Development charges will also be applied to cover costs for servicing debt including interest on borrowings and contributions to sinking funds to retire debt.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

1. Significant accounting policies (continued)

p. Asset Retirement Obligations

Asset Retirement Obligations (ARO) represent the legal obligations associated with the retirement of a tangible capital asset (TCA) that result from its acquisition, construction, development, or normal use. The tangible assets include but are not limited to assets in productive use, assets no longer in productive use, leased tangible capital assets.

The liability associated with an asset retirement obligation is measured with reference to the best estimate of the amount required to ultimately remediate the liability at the financial statement date to the extent that all recognition criteria are met. Asset retirement obligations are only recognized when there is a legal obligation for the Town to incur costs in relation to a specific TCA, when the past transaction or event causing the liability has already occurred, when economic benefits will need to be given up in order to remediate the liability and when a reasonable estimate of such amount can be made. The best estimate of the liability includes all costs directly attributable to the remediation of the asset retirement obligation, based on the most reliable information that is available as at the applicable reporting date. Where cash flows are expected over future periods, the liability is recognized using a present value technique.

When a liability for an asset retirement obligation is initially recognized, a corresponding adjustment to the related tangible capital asset is also recognized for underlying assets that have been recorded and reported within the TCA values presented in the financial statements. Through the passage of time in subsequent reporting periods, the carrying value of the liability is adjusted to reflect accretion expenses incurred in the current period. This expense ensures that the time value of money is considered when recognizing outstanding liabilities at each reporting date. The capitalized asset retirement cost within tangible capital assets is also simultaneously depreciated on the same basis as the underlying asset to which it relates. In circumstances when the underlying asset is fully depreciated, the ARO will be amortized over the estimated future life until the cash disbursement is made in the future to settle the obligation.

At remediation, the Town derecognizes the liability that was established. In some circumstances, gains or losses may be incurred upon settlement related to the ongoing measurement of the liability and corresponding estimates that were made and are recognized in the statement of operations.

q. Management estimates

The preparation of these consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include accounts receivable, accrued liabilities, deferred revenue, employee benefit obligations and useful lives of tangible capital assets.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

2. Accounting Policies Adopted During the Year

PS 3280 Asset Retirement Obligations

PS 3280 Asset Retirement Obligations, a new standard establishing guidance on the accounting and reporting of legal obligations associated with the retirement of tangible capital assets controlled by a government or government organization. A liability for a retirement obligation can apply to tangible capital assets either in productive use or no longer in productive use. As this standard includes solid waste landfill sites active and post-closing obligations, upon adoption of this new standard, existing Solid Waste Landfill Closure and Post-Closure Liability section PS 3270 was withdrawn.

Information presented for comparative purposes should be restated unless the necessary financial data is not reasonably determinable.

The Town adopted this new standard on a prospective basis effective January 1, 2023. Management determined that the Town does not have any asset retirement obligations for 2023.

PS 1201 – Financial Statement Presentation

PS1201 Financial Statement Presentation replaces PS 1200 Financial Statement Presentation. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Statement of Remeasurement Gains and Losses separate from the Statement of Operations. Requirements in PS 2601 Foreign Currency Translation, PS 3450 Financial Instruments, and PS 3041 Portfolio Investments, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 – Foreign Currency Translation

PS 2601 Foreign Currency Translation replaces PS 2600 Foreign Currency Translation. The standard requires monetary assets and liabilities denominated in a foreign currency and non-monetary items denominated in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arising from foreign currency changes are presented in the new Statement of Remeasurement Gains and Losses.

PS 3041 - Portfolio Investments

PS 3041 Portfolio Investments replaces PS 3040 Portfolio Investments. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 Financial Instruments. The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, PS 3030 Temporary Investments no longer applies.

PS 3450 Financial Instruments

PS 3450 Financial Instruments, a new standard establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in the Statement of Remeasurement Gains and Losses.

Establishing fair value

The fair value of guarantees and letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date. In situations in which there is no market for these guarantees, and they were issued without explicit costs, it is not practicable to determine their fair value with sufficient reliability (if applicable).

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

2. Accounting Policies Adopted During the Year (continued)

Fair value hierarchy

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

Level 1 – fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 – fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

Level 3 – fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist.

A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

The Town adopted these standards concurrently beginning January 1, 2023 on a prospective basis. As the remeasurement gain (loss) resulting from the adoption of the above accounting standards is nominal to the financial statements of the Town, a Statement of Remeasurement Gains and Losses has not been prepared.

3. Subsidiary operations

Peninsula West Power Inc. (PWPI), established by Council under Municipal By-law 2004-45, is an amalgamation of hydro-electric commissions from the Municipalities of Lincoln, West Lincoln and Pelham. PWPI owns a 25.5% share of Niagara Peninsula Energy Inc., which provides electric distribution services and wholly-owns Peninsula West Services Ltd. (PWSL), which provides water heater, sentinel lights and related services. The Town of Pelham has a 17% interest in PWPI.

The following table provides condensed supplementary financial information for Peninsula West Power Inc.:

| | 2023 | 2022 |
|--|-------------------|-------------------|
| Financial position | | |
| Current assets | \$ 1,771,669 | \$ 1,717,662 |
| Capital assets | 60,351 | 69,265 |
| Investment | 38,393,827 | 37,784,856 |
| Total assets | 40,225,847 | 39,571,783 |
| Current liabilities | | |
| Accounts payable and accrued liabilities | 58,599 | 58,433 |
| Future payments in lieu of taxes | 6,532,770 | 6,226,804 |
| Total liabilities | 6,591,369 | 6,285,237 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

3. Subsidiary operations (continued)

| | 2023 | 2022 |
|---------------------------------|--------------|--------------|
| Net assets | 33,634,478 | 33,286,546 |
| Town of Pelham's interest - 17% | \$ 5,731,360 | \$ 5,659,632 |

| | 2023 | 2022 |
|---|------------|------------|
| Change in equity investment in subsidiary | | |
| Revenues | \$ 239,524 | \$ 240,493 |
| Expenses | (188,833) | (205,739) |
| Payment in lieu of income taxes | (251,736) | (597,786) |
| Loss from operations | (201,045) | (563,032) |
| Gain on investment | 1,169,972 | 1,421,855 |
| Net earnings | 968,927 | 858,823 |
| Dividends | (547,000) | (476,000) |
| Net increase in equity of subsidiary | 421,927 | 382,823 |
| Change in equity of subsidiary - 17% | \$ 71,728 | \$ 65,080 |

The financial position, long-term debt, capital lease and contingent liabilities information is as reported by Peninsula West Power Inc. at December 31, 2023 and the results of operations is as reported for the year ended December 31, 2023. The comparative financial position and results of operations figures are as reported by Peninsula West Power Inc. at December 31, 2022.

The following summarizes the Town's related party transactions with Peninsula West Power Inc. for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

| | 2023 | 2022 |
|------------------------|-----------|-----------|
| Electricity purchased | \$ 44,377 | \$ 58,594 |
| Administration expense | 6,360 | 4,685 |
| | \$ 50,737 | \$ 63,279 |

4. Bank indebtedness

The Town has an authorized revolving line of credit of \$11,500,000 (2022 - \$11,500,000) at prime minus 0.25%, of which \$11,500,000 (2022 - \$11,500,000) remained unused at year-end. The line of credit is secured by a borrowing by-law for operating line of \$11,500,000 held. Payment is due on demand. The Town has a non-revolving demand installment loan of \$nil (2022 - \$900,000) at prime minus 0.10%. The demand installment loan was paid in full in 2023.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

5. Deferred revenue - obligatory reserve funds

A requirement of PSAS is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation restricts how these funds may be used and under certain circumstances these funds may be refunded.

The net change during the year in the legislatively restricted deferred revenue balances is as follows:

| | Development charges | Parkland | Canada Community-Building Fund | Ontario Gas Tax | Other | 2023 Total | 2022 Total |
|----------------------------|---------------------|--------------|--------------------------------|-----------------|-----------|--------------|--------------|
| Balance, beginning of year | \$ 4,743,143 | \$ 1,358,739 | \$ 324,012 | \$ 61,373 | \$ 33,037 | \$ 6,520,304 | \$ 5,054,470 |
| Restricted funds received | 2,882,654 | 196,942 | 566,240 | - | 864,014 | 4,509,850 | 5,476,143 |
| Interest earned | 83,005 | 61,991 | 19,133 | 3,185 | 5,975 | 173,289 | 97,669 |
| Collection of receivable | - | (196,942) | - | - | - | (196,942) | (393,696) |
| Revenue recognized | (3,284,683) | (370,936) | (355,706) | - | (875,841) | (4,887,166) | (3,714,282) |
| Balance, end of year | \$ 4,424,119 | \$ 1,049,794 | \$ 553,679 | \$ 64,558 | \$ 27,185 | \$ 6,119,335 | \$ 6,520,304 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

6. Long-term debt

- (a) The balance of net long-term debt reported on the consolidated statement of financial position is made up of the following:

| | 2023 | 2022 |
|---|---------------|---------------|
| The Town has assumed responsibility for the payment of principal and interest charges on certain long-term debt issued by the Region of Niagara. At the end of the year, the outstanding principal amount of this debt is | \$ 26,497,388 | \$ 28,745,764 |

- (b) The net long-term debt:

| Debenture number | Purpose | Interest rates | Maturity dates | 2023 | 2022 |
|------------------|---------------------------|----------------|----------------|---------------|---------------|
| 72-2013 | Effingham & Hwy 20 | 1.40% to 3.75% | 2023 | \$ - | \$ 78,856 |
| 78-2014 | Pelham St & Fire Stn #2 | 1.20% to 3.30% | 2024 | 199,471 | 392,848 |
| 75-2015 | Fire Stn #3 & Pt Robinson | 1.94% | 2025 | 722,000 | 1,070,000 |
| 35-2016 | Fenwick & Pt Robinson | 1.20% to 2.40% | 2026 | 1,831,272 | 2,416,733 |
| 72-2016 | Meridian Community Centre | 3.34% | 2046 | 7,675,530 | 7,894,467 |
| 55-2017 | Meridian Community Centre | 3.22% | 2047 | 10,543,098 | 10,830,692 |
| 59-2019 | East Fonthill Roads | 2.40% | 2029 | 2,510,963 | 2,899,266 |
| 58-2020 | Meridian Community Centre | 1.98% | 2040 | 3,015,054 | 3,162,902 |
| | | | | \$ 26,497,388 | \$ 28,745,764 |

- (c) Principal repayments due in each of the next 5 years and thereafter are as follows:

| | |
|------------|---------------|
| 2024 | \$ 2,232,719 |
| 2025 | 2,074,693 |
| 2026 | 1,752,359 |
| 2027 | 1,159,134 |
| 2028 | 1,191,275 |
| Thereafter | 18,087,208 |
| | |
| | \$ 26,497,388 |

The Town paid \$862,053 (2022 - \$982,220) of interest on long-term debt during the year.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

7. Employee benefit obligations

The Town completes a valuation for accounting purposes annually using the projected benefit method prorated on service.

The valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, wage and salary increases, and employee turnover and mortality. The assumptions used reflect management's best estimates. The main assumptions employed for the valuation are as follows:

| | | |
|------------------------|---------------------|-------|
| Discount rate | beginning of year | 4.00% |
| | end of year | 4.00% |
| Medical cost increases | ultimate trend rate | 5.00% |

The post-employment benefit expense is reported as a component of expenses on the consolidated statement of operations. Composition of the amount is as follows:

| | 2023 | 2022 |
|--|-----------------|-------------------|
| Current service cost | \$ (13,858) | \$ 126,352 |
| Interest on post-employment benefit liability | 21,180 | 11,346 |
| Total expense related to post-employment benefits | \$ 7,322 | \$ 137,698 |

Vested sick leave benefits

Under the sick leave benefit plan, which was in place until 1994, unused sick leave could accumulate and employees were entitled to a cash payment. All the vested sick leave benefits have been paid out.

Post-employment benefit liability

The Town sponsors a defined benefit plan for post-employment benefits other than pensions for substantially all of its employees. The plan provides extended health and life insurance coverage to age 65 for full-time employees. The plan is unfunded and requires no contribution from employees. Total benefit payments for retirees during the year were \$30,343 (2022 - \$33,456).

Pension agreement

The Town makes contributions to the Ontario Municipal Employees' Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 75 members of its staff. The Town also makes contributions to OMERS on behalf of 7 members of its library staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Town accounts for its participation in OMERS as a defined contribution plan. The OMERS Plan ended 2023 with a funding deficit of \$4.2 billion (2022 - \$6.7 billion). The funded ratio increased to 97% in 2023, up from 95% in 2022. The primary reason for the increase in funded ratio is due to net return of 4.6% (\$5.6 billion). The amount the Town contributed to OMERS for 2023 was \$666,913 (2022 - \$641,463) for current service which is included as an expense in the consolidated statement of operations.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

8. Accumulated surplus

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

| | 2023 | 2022 |
|--|-----------------------|----------------|
| Surplus (deficit) | | |
| Town | \$ 1,559,003 | \$ 925,111 |
| Library (Note 21) | (26,327) | (274,361) |
| Niagara Central Airport Commission (Note 16) | (116,864) | (17,124) |
| | 1,415,812 | 633,626 |
| Investment in tangible capital assets (Schedule 2) | 155,327,877 | 146,104,135 |
| Investment in subsidiary | 5,731,360 | 5,659,632 |
| Unfunded | | |
| Long-term debt | (26,497,388) | (28,745,764) |
| Employee benefit obligations | (519,252) | (529,504) |
| | (27,016,640) | (29,275,268) |
| Reserves and reserve funds (Note 9) | 9,989,329 | 13,149,330 |
| | \$ 145,447,738 | \$ 136,271,455 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

9. Reserves and reserve funds

| | 2023 | 2022 |
|---|---------------------|----------------------|
| Reserves and reserve funds set aside for specific purposes by Council | | |
| Airport (Note 16) | \$ 28,357 | \$ 28,357 |
| Building department | 2,009,400 | 1,973,804 |
| Cemetery | 250,692 | 157,162 |
| Community improvement plan | 270,566 | 283,957 |
| Elections | 55,523 | 14,345 |
| Fire equipment | 965,664 | 1,218,432 |
| Fleet | 1,585,471 | 1,552,894 |
| Human resource capacity building | 543,935 | 551,264 |
| Information technology | 12,129 | 104,965 |
| Land acquisition | (537,296) | (837,592) |
| Library | 251,034 | 388,450 |
| Meridian Community Centre | 393,340 | 601,747 |
| Municipal building facility | 63,771 | 635,999 |
| Municipal drainage | 71,860 | 61,763 |
| Parks and recreation | 156,244 | 61,894 |
| Physician recruitment | 27,705 | 27,705 |
| Planning | 271,572 | 363,357 |
| Roads | 1,310,218 | 2,469,836 |
| Volunteer firefighter life insurance | 50,000 | 37,500 |
| Wastewater | 1,948,702 | 2,563,441 |
| Water | (172,648) | 500,582 |
| Invasive Species Management Reserve | 120,000 | - |
| Working capital | 313,090 | 389,468 |
| | \$ 9,989,329 | \$ 13,149,330 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

10. Taxation

| | Budget 2023 (Note 15) | Actual 2023 | Actual 2022 |
|--|-----------------------------|----------------|----------------|
| Taxation - real property | \$ 45,259,166 | \$ 46,868,189 | \$ 42,391,752 |
| Payments in lieu of taxes | 350,471 | 304,559 | 304,502 |
| | 45,609,637 | 47,172,748 | 42,696,254 |
| Less: taxation collected on behalf of | | | |
| Region of Niagara | 21,807,866 | 22,690,912 | 20,032,668 |
| School boards | 5,464,461 | 5,659,692 | 5,480,071 |
| | 27,272,327 | 28,350,604 | 25,512,739 |
| Net taxes available for municipal purposes | 18,337,310 | 18,822,144 | 17,183,515 |
| Residential and farm | 16,748,589 | 17,173,436 | 15,632,005 |
| Multi-residential | 213,138 | 221,186 | 210,077 |
| Commercial | 1,306,685 | 1,356,023 | 1,273,681 |
| Industrial | 68,896 | 71,499 | 67,752 |
| | \$ 18,337,308 | \$ 18,822,144 | \$ 17,183,515 |

11. User charges

| | Budget 2023 (Note 15) | Actual 2023 | Actual 2022 |
|--------------------------|-----------------------------|----------------|----------------|
| Operating | | | |
| Fees and service charges | \$ 1,554,606 | \$ 1,927,630 | \$ 1,965,657 |
| Water charges | 3,742,086 | 3,783,431 | 3,426,210 |
| Sewer charges | 2,976,458 | 2,970,282 | 2,675,016 |
| Licenses and permits | 772,059 | 749,828 | 1,005,076 |
| | \$ 9,045,209 | \$ 9,431,171 | \$ 9,071,959 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

12. Collections for the Region of Niagara and school boards

Total taxation and development charges received or receivable on behalf of the Region of Niagara and the school boards were as follows:

| | 2023 | 2022 |
|-------------------|----------------------|----------------------|
| Region of Niagara | \$ 25,987,785 | \$ 24,136,175 |
| School boards | 5,659,692 | 5,480,071 |
| | \$ 31,647,477 | \$ 29,616,246 |

The Town is required to levy and collect taxes on behalf of the Region of Niagara and the school boards. The taxes levied over (under) the amounts requisitioned are recorded as accounts payable (receivable).

The Town collects development charges on behalf of the Region of Niagara. Development charges collected in excess of those paid to the Region are recorded as accounts payable.

13. Grants

| | Budget 2023 (Note 15) | Actual 2023 | Actual 2022 |
|----------------------|--------------------------------------|------------------------|------------------------|
| Operating | | | |
| Government of Canada | \$ 14,650 | \$ 68,095 | \$ 83,383 |
| Province of Ontario | 259,200 | 728,122 | 1,872,751 |
| Region of Niagara | - | 17,388 | 40,089 |
| Other | - | 33,899 | 1,100 |
| | 273,850 | 847,504 | 1,997,323 |
| Capital | | | |
| Government of Canada | 1,117,875 | 1,214,261 | 2,690,302 |
| Province of Ontario | 1,598,146 | 1,577,715 | 857,298 |
| Region of Niagara | 712,992 | 692,992 | 123,403 |
| | 3,429,013 | 3,484,968 | 3,671,003 |
| | \$ 3,702,863 | \$ 4,332,472 | \$ 5,668,326 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

14. Other revenue

| | Budget 2023 (Note 15) | Actual 2023 | Actual 2022 |
|---------------------------------|-----------------------------|----------------|----------------|
| Operating | | | |
| Penalties and interest on taxes | \$ 278,000 | \$ 446,537 | \$ 380,139 |
| Investment income | 43,000 | 1,108,607 | 510,905 |
| Fines and other penalties | 22,500 | 50,455 | 31,272 |
| Other | 396,650 | 545,628 | 446,842 |
| | 740,150 | 2,151,227 | 1,369,158 |
| Capital | | | |
| Donations | - | 192,721 | 353,392 |
| | \$ 740,150 | \$ 2,343,948 | \$ 1,722,550 |

15. Budget amounts

The operating and tax rate supported budgets were approved by Council on February 6, 2023 to establish the tax rates for the year. In addition, the tax rate supported capital budget was also approved by Council on February 6, 2023 and the water and wastewater operating budgets were approved by Council on February 21, 2023.

An amount for amortization expense has been added and is based on management's best estimate of amortization expense determined at the beginning of the year. Amortization expense was not included in the original Council approved budget.

Amounts included in the original Council approved capital budget which are not recognized as tangible capital assets are included in consolidated statement of operations under the appropriate functional expense category, while those recognized as tangible capital assets are include in the consolidated statement of change in net debt.

The chart below reconciles the approved budget to the budget amounts reported in the consolidated financial statements.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

15. Budget amounts (continued)

The chart below reconciles the approved budget to the budget amounts reported in the consolidated financial statements.

| | Budget Amount |
|--|----------------------|
| Revenues | |
| Approved operating budget | \$ 21,960,804 |
| Approved water and wastewater budget | 6,759,544 |
| Approved library budget - other than Town contribution | 87,871 |
| Add capital: | |
| Development charges | 3,841,689 |
| Federal Gas Tax | 324,000 |
| Ontario Community Infrastructure Fund | 836,829 |
| Other grants | <u>2,201,313</u> |
| | 7,203,831 |
| Less: | |
| Transfers from reserves - operating | <u>(344,832)</u> |
| | <u>(344,832)</u> |
| Total revenues | 35,667,218 |
| Expenses | |
| Approved operating budget | 21,960,804 |
| Approved water and wastewater budget | 6,759,544 |
| Approved library operating budget | 951,733 |
| Add: | |
| Amortization | 6,000,000 |
| Employee future benefits | 40,000 |
| Estimated capital budget items expense in nature | 794,000 |
| Debt interest payments - development charges | <u>385,592</u> |
| | 7,219,592 |
| Less: | |
| Debt principal payments (development charge excluded) | (1,329,968) |
| Town contribution to library | (865,962) |
| Transfers to reserves, including capital | <u>(5,851,882)</u> |
| | <u>(8,047,812)</u> |
| Total expenses | 28,843,861 |
| Annual surplus | \$ 6,823,357 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

16. Niagara Central Airport Commission

The Niagara Central Airport Commission operates a two runway airport offering a year round fixed base operation. The Commission is funded by the four nearby municipalities, City of Welland, City of Port Colborne, Town of Pelham and the Township of Wainfleet. The Town of Pelham has a non-controlling interest in the airport of 18%.

| | 2023 | 2022 |
|---|------------------|------------|
| Financial assets | | |
| Cash and temporary investments | \$ 341,980 | \$ 291,278 |
| Receivables | 23,927 | 34,503 |
| | 365,907 | 325,781 |
| Liabilities | | |
| Accounts payable and accrued liabilities | 27,402 | 40,758 |
| Loans payable and capital lease liability | 810,549 | 277,696 |
| Asset retirement obligation | 41,940 | - |
| | 879,891 | 318,454 |
| Net debt | (513,984) | 7,327 |
| Non-financial assets | | |
| Prepaid expenses | 15,492 | 14,738 |
| Fuel inventory | 6,785 | 15,805 |
| Tangible capital assets | 2,131,101 | 1,624,743 |
| | 2,153,378 | 1,655,286 |
| Accumulated surplus | 1,639,394 | 1,662,613 |
| Accumulated surplus | | |
| Operating deficit | (591,152) | (95,133) |
| Reserves | 157,539 | 157,539 |
| Investment in tangible capital assets | 2,073,007 | 1,600,207 |
| | 1,639,394 | 1,662,613 |
| Revenues | | |
| Grants | 154,770 | 154,770 |
| Fuel and rentals | 117,042 | 95,191 |
| Other | 50,116 | 350,882 |
| Expenses | (312,042) | (287,502) |
| Annual surplus | \$ 9,886 | \$ 313,341 |

The financial position information is as reported by the Niagara Central Airport Commission as at December 31, 2023 and the results of operations are as reported for the year ended December 31, 2023.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

16. Niagara Central Airport Commission (continued)

The Town has recorded in the financial statements its 18% share of the Niagara Central Airport Commissions' assets, liabilities, accumulated surplus, revenues, expenses, and annual surplus.

The following summarizes the Town's related party transactions with the Niagara Central Airport Commission for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

| | | 2023 | | 2022 |
|-----------|----|---------------|----|-------------|
| Grants | \$ | 25,356 | \$ | 25,854 |
| Donations | \$ | 2,493 | \$ | 3,116 |

17. Trust funds

Trust funds administered by the Town amounting to \$1,054,574 (2022 - \$1,188,195) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Operations.

18. Contingencies

From time to time, the Town is the subject of litigation. In the opinion of management, any litigation outstanding, if successful, would not have a material impact on the financial statements.

19. Financial instruments

The Town's financial instruments consist of cash and cash equivalents, user charges and accounts receivable, bank indebtedness, accounts payable and accrued liabilities, other liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

20. Segmented information

The Town provides a diverse range of services to its citizens. The Consolidated schedule of segment disclosure has grouped various services into segments to provide a further breakdown of the revenues and expenses attributable to each segment. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

The services included in each segment are as follows:

(i) General government

General government is comprised of governance, corporate management and program support.

(ii) Protection services

Protection is comprised of fire, protective inspection and control, emergency measures and provincial offences.

(iii) Transportation services

Transportation is comprised of roads, winter control, transit, parking, street lighting and air transportation.

(iv) Environmental services

Environmental is comprised of storm sewer systems and water collection.

(v) Health services

Health services is comprised of cemeteries.

(vi) Recreation and culture services

Recreation and culture is comprised of parks, recreation programs, recreation facilities, libraries and cultural services.

(vii) Planning and development

Planning and development is comprised of planning and zoning, commercial and industrial development, residential development, agricultural and reforestation, heritage matters and municipal drainage.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

21. Lincoln Pelham Public Library

The Lincoln Pelham Union Public Library board is established on March 7 2022 by the Town's of Lincoln and Pelham to in accordance with the provisions of the Public Libraries Act to serve the Town's of Lincoln and Pelham. The new library board commenced operations on January 1, 2023. The proportions of local operating support to be contributed by the Councils of Lincoln and Pelham is be based on 2016 census data. For 2023, the Town of Pelham's proportionate share of local support to the Library Board is 42%.

| | 2023 |
|--|------------------|
| Financial assets | |
| Cash and temporary investments | \$ 88,793 |
| Receivables | 673,944 |
| | 762,737 |
| Liabilities | |
| Accounts payable and accrued liabilities | 203,278 |
| Post-retirement benefit liability | 30,403 |
| Deferred revenue | 25,000 |
| | 504,056 |
| Net financial assets | 504,056 |
| Non-financial assets | |
| Tangible capital assets | 657,618 |
| | 1,161,674 |
| Accumulated surplus | |
| Operating surplus | (63,242) |
| Reserves | 597,701 |
| Post-retirement benefit liability | (30,403) |
| Investment in tangible capital assets | 657,618 |
| | 1,161,674 |
| Revenues | |
| Municipal Grants | 2,066,044 |
| Provincial Grants | 84,216 |
| Fees, fines, rentals and sales | 31,909 |
| Deferred revenue earned | 84,695 |
| Other revenue | 44,322 |
| | 2,311,186 |
| Total Revenue | 2,311,186 |
| Expenses | |
| Staffing Cost | 1,860,403 |
| Materials and Supplies | 366,553 |

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2023

21. Lincoln Pelham Public Library (continued)

| | 2023 |
|---|---------------------|
| Contracted Services | 67,950 |
| Amortization of tangible capital assets | 182,541 |
| Total Expenses | 2,477,447 |
| Annual (deficit) | (166,261) |
| Accumulated surplus, transferred from the Towns of Pelham and Lincoln | 1,327,935 |
| Accumulated surplus, end of year | \$ 1,161,674 |

The financial position information is as reported by the Lincoln Pelham Public Library as at December 31, 2023 and the results of operations are as reported for the year ended December 31, 2023.

The Town has recorded in the financial statements its 42% share of Lincoln Pelham Public Library's assets, liabilities, accumulated surplus, revenues, expenses, and annual surplus.

The following summarizes the Municipality's related party transactions with the Lincoln Pelham Public Library for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

| | 2023 |
|--|---------------------|
| Municipal Grant - From Pelham to Library | \$ (865,962) |
| Town of Pelham's Payable to Library | \$ 480,615 |

The transfer of assets, liabilities and reserves to the Lincoln Pelham Union Public Library was recorded as a restructuring transaction during the year, with an impact of an increase in expenses in the Town's consolidated statement of operations, recorded as recreation and culture services, of \$249,236.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 1
For the Year Ended December 31, 2023

| | 2023 | | | | | | | |
|--|----------------------|---------------------|----------------------|---|---------------------|----------------------|-------------------------|----------------------|
| | Land | Land improvements | Buildings | Machinery, equipment, furniture, fixtures and computers | Vehicles | Linear assets | Construction in process | Total |
| Cost | | | | | | | | |
| Beginning of year | \$ 18,912,896 | \$ 7,902,583 | \$ 47,519,694 | \$ 10,128,913 | \$ 5,705,568 | \$147,097,516 | \$ 7,278,702 | \$244,545,872 |
| Add library additions | - | - | - | 338,897 | - | - | - | 338,897 |
| Add additions | - | 294,519 | 2,317,547 | 1,285,667 | 998,892 | 2,669,768 | 11,351,736 | 18,918,129 |
| Add contributed tangible capital assets | - | 104,152 | - | 13,735 | - | 460,871 | - | 578,758 |
| Less construction in process capitalized | - | - | - | - | - | - | (4,208,356) | (4,208,356) |
| Less disposals during the year | - | - | - | (3,218,964) | (58,910) | - | - | (3,277,874) |
| End of year | 18,912,896 | 8,301,254 | 49,837,241 | 8,548,248 | 6,645,550 | 150,228,155 | 14,422,082 | 256,895,426 |
| Accumulated amortization | | | | | | | | |
| Beginning of year | - | 2,555,993 | 8,992,683 | 6,806,666 | 4,442,743 | 75,643,652 | - | 98,441,737 |
| Add amortization during the year | - | 395,476 | 1,327,994 | 588,433 | 228,063 | 3,422,926 | - | 5,962,892 |
| Less amortization on disposals | - | - | - | (2,779,036) | (58,044) | - | - | (2,837,080) |
| End of year | - | 2,951,469 | 10,320,677 | 4,616,063 | 4,612,762 | 79,066,578 | - | 101,567,549 |
| Net book value | \$ 18,912,896 | \$ 5,349,785 | \$ 39,516,564 | \$ 3,932,185 | \$ 2,032,788 | \$ 71,161,577 | \$ 14,422,082 | \$155,327,877 |

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 1
For the Year Ended December 31, 2023

| | 2022 | | | | | | | |
|--|----------------------|---------------------|----------------------|---|---------------------|----------------------|-------------------------|----------------------|
| | Land | Land improvements | Buildings | Machinery, equipment, furniture, fixtures and computers | Vehicles | Linear assets | Construction in process | Total |
| Cost | | | | | | | | |
| Beginning of year | \$ 19,036,546 | \$ 6,967,551 | \$ 47,500,950 | \$ 9,131,907 | \$ 6,484,234 | \$140,850,936 | \$ 3,804,139 | \$233,776,263 |
| Add additions | - | 935,032 | 18,744 | 1,016,006 | - | 6,265,480 | 6,888,317 | 15,123,579 |
| Less construction in process capitalized | - | - | - | - | - | - | (3,413,754) | (3,413,754) |
| Less disposals during the year | (123,650) | - | - | (19,000) | (778,666) | (18,900) | - | (940,216) |
| End of year | 18,912,896 | 7,902,583 | 47,519,694 | 10,128,913 | 5,705,568 | 147,097,516 | 7,278,702 | 244,545,872 |
| Accumulated amortization | | | | | | | | |
| Beginning of year | - | 2,188,053 | 7,681,295 | 6,260,146 | 4,965,241 | 72,215,705 | - | 93,310,440 |
| Add amortization during the year | - | 367,940 | 1,311,388 | 564,020 | 240,777 | 3,446,847 | - | 5,930,972 |
| Less amortization on disposals | - | - | - | (17,500) | (763,275) | (18,900) | - | (799,675) |
| End of year | - | 2,555,993 | 8,992,683 | 6,806,666 | 4,442,743 | 75,643,652 | - | 98,441,737 |
| Net book value | \$ 18,912,896 | \$ 5,346,590 | \$ 38,527,011 | \$ 3,322,247 | \$ 1,262,825 | \$ 71,453,864 | \$ 7,278,702 | \$146,104,135 |

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 2
For the Year Ended December 31, 2023

| | 2023 | | | | | | | |
|--|-----------------------|------------------------|----------------------------|---------------------------|--------------------|--|-----------------------------|---------------------|
| | General government | Protection services | Transportation services | Environmental services | Health services | Recreation and cultural services | Planning and development | Total |
| Revenue | | | | | | | | |
| Taxation | \$ 10,038,834 | \$ 1,515,030 | \$ 1,093,219 | \$ - | \$ - | \$ 5,535,059 | \$ 640,002 | \$ 18,822,144 |
| User charges | 74,050 | 762,347 | 51,432 | 6,753,713 | 42,768 | 1,579,708 | 167,153 | 9,431,171 |
| Grants | 213,576 | 32,217 | 2,862,179 | 733,910 | - | 406,114 | 84,476 | 4,332,472 |
| Contributions from developers | - | - | 2,150,846 | 1,058,495 | - | 528,357 | 69,244 | 3,806,942 |
| Contributed tangible capital assets | 565,023 | - | - | - | - | 13,735 | - | 578,758 |
| Other | 1,403,961 | 117,231 | 176,752 | 172,145 | 104,721 | 361,113 | 8,025 | 2,343,948 |
| Equity earnings in subsidiary | 164,718 | - | - | - | - | - | - | 164,718 |
| Loss on disposal of tangible capital assets and assets held for sale | (224,003) | - | - | - | - | - | - | (224,003) |
| Total revenues | 12,236,159 | 2,426,825 | 6,334,428 | 8,718,263 | 147,489 | 8,424,086 | 968,900 | 39,256,150 |
| Expenses | | | | | | | | |
| Salaries and wages | 2,666,858 | 1,657,910 | 1,220,370 | 1,540,050 | 93,169 | 3,529,828 | 569,510 | 11,277,695 |
| Long term debt interest | - | 15,159 | 139,484 | 4,804 | - | 698,055 | 4,551 | 862,053 |
| Materials | 1,360,030 | 240,575 | 766,126 | 441,421 | 26,819 | 1,560,086 | 84,159 | 4,479,216 |
| Contracted services | 776,417 | 236,820 | 1,440,041 | 3,705,843 | 7,180 | 409,607 | 242,765 | 6,818,673 |
| Rents & financials | 68,027 | - | 92,407 | - | - | 1,566 | - | 162,000 |
| External transfers to others | 33,923 | - | - | - | - | 483,415 | - | 517,338 |
| Amortization of tangible assets | 139,906 | 276,361 | 2,676,000 | 1,049,645 | 11,536 | 1,741,529 | 67,915 | 5,962,892 |
| | 5,045,161 | 2,426,825 | 6,334,428 | 6,741,763 | 138,704 | 8,424,086 | 968,900 | 30,079,867 |
| Annual surplus | \$ 7,190,998 | \$ - | \$ - | \$ 1,976,500 | \$ 8,785 | \$ - | \$ - | \$ 9,176,283 |

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 2
For the Year Ended December 31, 2023

| | 2022 | | | | | | | |
|---|---------------------------|----------------------------|--------------------------------|-------------------------------|------------------------|---|---------------------------------|---------------------|
| | General government | Protection services | Transportation services | Environmental services | Health services | Recreation and cultural services | Planning and development | Total |
| Revenue | | | | | | | | |
| Taxation | \$ 9,836,917 | \$ 1,161,830 | \$ 1,438,220 | \$ - | \$ (3,169) | \$ 4,573,078 | \$ 176,639 | \$ 17,183,515 |
| User charges | 77,483 | 1,015,858 | 101,706 | 6,101,226 | 48,994 | 1,226,064 | 500,628 | 9,071,959 |
| Grants | 390,298 | - | 3,340,873 | 321,034 | - | 1,616,121 | - | 5,668,326 |
| Contributions from developers | - | 33,929 | 1,520,517 | 161,670 | - | 76,061 | 69,304 | 1,861,481 |
| Other | 818,024 | 46,429 | 186,622 | 97,838 | 72,748 | 494,403 | 6,486 | 1,722,550 |
| Equity earnings in subsidiary | 146,000 | - | - | - | - | - | - | 146,000 |
| (Loss) gain on disposal of tangible capital assets and assets held for sale | 96,848 | - | - | - | - | - | - | 96,848 |
| Total revenues | 11,365,570 | 2,258,046 | 6,587,938 | 6,681,768 | 118,573 | 7,985,727 | 753,057 | 35,750,679 |
| Expenses | | | | | | | | |
| Salaries and wages | 2,432,046 | 1,516,197 | 1,195,984 | 1,499,226 | 87,486 | 3,156,419 | 536,334 | 10,423,692 |
| Long term debt interest | - | 22,099 | 111,173 | 8,674 | - | 834,176 | 6,098 | 982,220 |
| Materials | 1,266,220 | 197,291 | 750,686 | 347,063 | 10,005 | 1,284,563 | 36,130 | 3,891,958 |
| Contracted services | 510,507 | 216,872 | 1,666,509 | 3,188,660 | 9,547 | 1,008,827 | 106,580 | 6,707,502 |
| Rents & financials | 41,784 | - | 135,297 | - | - | 1,828 | - | 178,909 |
| External transfers to others | 42,000 | - | - | - | - | 2,500 | - | 44,500 |
| Amortization of tangible assets | 104,946 | 305,587 | 2,728,289 | 1,015,285 | 11,535 | 1,697,414 | 67,915 | 5,930,971 |
| | 4,397,503 | 2,258,046 | 6,587,938 | 6,058,908 | 118,573 | 7,985,727 | 753,057 | 28,159,752 |
| Annual surplus | \$ 6,968,067 | \$ - | \$ - | \$ 622,860 | \$ - | \$ - | \$ - | \$ 7,590,927 |

Independent Auditor's Report

To the Members of Council of the
Corporation of the Town of Pelham

Opinion

We have audited the financial statements of the Corporation of the Town of Pelham Trust Funds (the "Trust Funds"), which comprise the statement of financial position as at December 31, 2023, and the statements of revenue and expenses and change in fund balances for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2023, and the results of its operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Fund's financial reporting process

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
[Date]

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Financial Position

As at December 31, 2023

| | Cemetery Care and Maintenance Funds | Bradshaw Estate | Library Trust Funds | Total 2023 | Total 2022 |
|--------------------------------------|--|--------------------|---------------------------|---------------------|---------------------|
| Assets | | | | | |
| Cash | \$ 899,423 | \$ 154,155 | \$ - | \$ 1,053,578 | \$ 1,154,604 |
| Receivables and accrued interest | 4,084 | 700 | - | 4,784 | 3,820 |
| Investments (Note 2) | - | - | - | - | 19,719 |
| Due from the Town of Pelham (Note 3) | - | - | - | - | 13,770 |
| | 903,507 | 154,855 | - | 1,058,362 | 1,191,913 |
| Liability | | | | | |
| Due to the Town of Pelham (Note 3) | 3,788 | - | - | 3,788 | 3,718 |
| Fund balance | \$ 899,719 | \$ 154,855 | \$ - | \$ 1,054,574 | \$ 1,188,195 |

Draft

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Revenue and Expenses and Change in Fund Balances

Year ended December 31, 2023

| | Cemetery Care and Maintenance Funds | Bradshaw Estate | Library Trust Funds | Total 2023 | Total 2022 |
|--|--|--------------------|---------------------------|---------------------|---------------------|
| Revenue | | | | | |
| Interest | \$ 44,743 | \$ 7,669 | \$ - | \$ 52,412 | \$ 25,988 |
| Realized gain | - | - | - | - | (32) |
| Donations | - | - | - | - | 67,897 |
| Marker fees | 7,150 | - | - | 7,150 | 7,650 |
| Plot sales | 20,035 | - | - | 20,035 | 25,387 |
| | 71,928 | 7,669 | - | 79,597 | 126,890 |
| Expenses | | | | | |
| Purchase of equipment, books, periodicals and misc | - | - | - | - | 26,384 |
| Transfer of assets and liabilities to Lincoln Pelham Public Library (Note 5) | - | - | 168,475 | 168,475 | 26,384 |
| Maintenance | 44,743 | - | - | 44,743 | 19,267 |
| | 44,743 | - | 168,475 | 213,218 | 72,035 |
| Excess of revenue over expenses (expenses over revenue) | 27,185 | 7,669 | (168,475) | (133,621) | 54,855 |
| Fund balance, beginning of year | 872,534 | 147,186 | 168,475 | 1,188,195 | 1,106,956 |
| Fund balance, end of year | \$ 899,719 | \$ 154,855 | \$ - | \$ 1,054,574 | \$ 1,161,811 |

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Notes to the Financial Statements

December 31, 2023

1. Accounting policies

The financial statements of the Corporation of the Town of Pelham Trust Funds are prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. Significant aspects of the accounting policies adopted are as follows:

(a) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable.

(b) Investments

Investments are recorded at cost.

(c) Financial instruments

Cash, due to Town of Pelham and due from the Town of Pelham are recorded at amortized cost.

(d) Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Actual results could differ from those estimates.

2. Investments

The total for investments by the trust funds of \$nil (2022 - \$19,719) reported on the statement of financial position at cost, have a market value of \$nil (2022 - \$19,719) at the end of the year.

3. Due to/from Town of Pelham

The amounts due to/from the Town of Pelham are unsecured, interest bearing with no specific terms of repayment.

4. Statement of cash flows

A statement of cash flows has not been provided as the related information is readily determinable from the financial statements presented.

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Notes to the Financial Statements

December 31, 2023

5. Lincoln Pelham Public Library Trust

Effective March 7, 2022, the Lincoln Pelham Union Public Library (LPPL) was established pursuant to and in accordance with the provisions of the *Public Libraries Act* to serve Lincoln and Pelham. The Lincoln Pelham Union Public Library board commenced operations effective January 1, 2023. This board is under the management and control of a union board as described in the Public Libraries Act, which is a corporation incorporated pursuant to the Non-for-Profit Corporations Act, 2010, S.O. 2010 C.15. Lincoln and Pelham are responsible for their proportionate share of the operating budget based on population. For 2023, Lincoln's portion is 58% and Pelham's portion is 42%. The Library trust was transferred to the Lincoln Pelham Public Library board as per the agreement. .

Draft

Niagara Central Dorothy Rungeling Airport

– prepared by Councillor Kevin Ker 21 May 2024

[www. Centralairport.ca/commission](http://www.Centralairport.ca/commission)

As per outcome of Ombudsman review the commission has undertaken the development of a code of conduct and as well hired a part time Recording Secretary to ensure that all meetings meet the standards of the Ontario Municipal Act to be compliant with procedures and protocols for open and closed meetings.

For those wishing to review the commission meetings and audited financial statements, they can be accessed at the web link listed above.

Due to some challenges with Canada Revenue Agency (with respect to HST audit) and the need to undertake an Asset Retirement Management Plan the audited books (Grant Thornton) were delayed until early April.

Of note is that the municipal subsidy of expenses has been in steady decline since 2019 dropping from 56% in 2019 to 24 % in 2024. Funding from each municipality is based on the registered population of each municipality.

A newly constructed five plane hangar was constructed and completed with full occupancy by December 2023. Of note, this hangar came in below the loan value provided by the City of Welland. There is a waiting list and there is investigation underway for building additional hangar space with the design to be “solar ready” rooftop should there be a positive cost/benefit analyses for installing solar panels.

Other capital projects are being investigated looking for a potential grant source from provincial and federal programs.

The airport underwent a security review by the Niagara Regional Police to identify potential risks and suggestions to mitigate the risk.

A new Facility Operator (Mr. John Roy) was hired and began work in late March 2024. From Late November 2023 until the March employment of Mr. Roy, the facility was run with a skeleton staff and the actions of various commission members. Mr. Roy brings a vast amount of experience and marketing to the role and is looking at ways to promote and enhance NCDRA activities, profile, and profitability.

Thank you to the Pelham Fire Department for providing training on the use of Defibrillator equipment purchased by NCDRA for enhanced safety.

Not confirmed but being discussed is the use of NCDRA by the NRPS Video Unit in conjunction with RCMP training program would be the creation of a training video called “Crime Doesn’t Fly Here.” It is to be for training law enforcement personnel about local Aviation communities and protection of small airports and waterways. This video is to be used by the Ontario Police Video Training Alliance for law enforcement personnel only.

Subject: Status of Cannabis Zoning By-law Amendment

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0133 Status of Cannabis Zoning By-law Amendment;

AND THAT Council direct staff to initiate a technical process to amend the Comprehensive Zoning By-law to incorporate cannabis zoning provisions and bring it into alignment with the Official Plan.

Background:

In July 2020, Council approved amendments to the Town's Official Plan and Zoning By-law to regulate cannabis and industrial hemp cultivation in Pelham. The Official Plan and Zoning By-law amendments were appealed to the Ontario Land Tribunal (OLT) by three cannabis producers: CannTrust Inc. (later known as Phoena Inc.), Woodstock Biomed Inc., and Redecan & Redecan Pharm ("Redecan").

The OLT hearing proceeded over several days in January and July 2022. Phoena Inc. withdrew its appeal prior to the July 2022 hearing date. On August 23, 2022, the OLT released an interim decision confirming the withdrawal of the Phoena Inc. appeal and dismissing the appeal of Woodstock Biomed Inc. The interim decision also granted the Redecan appeal in part and approved versions of the Official Plan and Zoning By-law amendments that had been negotiated by Redecan and the Town. The interim decision provided that the Official Plan amendment came into effect immediately but withheld final approval of the Zoning By-law amendment until Redecan provided certain odour management documentation to the Town's satisfaction. This material remains outstanding, with the result that the final order of the OLT remains pending.

In April 2023, the new Comprehensive Zoning By-law approved by Council in late August 2022 came into effect. The Comprehensive Zoning By-law replaces the prior Zoning By-law and all amendments, including those approved by the OLT in the interim decision. This creates a procedural issue as the former by-law is no longer operative and the Comprehensive Zoning By-law is not before the OLT.

In order to incorporate the OLT-approved zoning changes into the Comprehensive Zoning By-law and bring it into alignment with the Official Plan, it is necessary to undertake a technical process to amend the Comprehensive Zoning By-law. This process is discussed further below.

Analysis:

The proposed amendments to the Comprehensive Zoning By-law will be largely the same to those approved by the OLT in relation to the former by-law. They will not apply retroactively so there is no need to incorporate site-specific exemptions for Redecan. The Redecan property currently has legal non-conforming use status in relation to its existing operations, which will continue after the Comprehensive Zoning By-law is amended. Future expansions, however, will be subject to the amended Comprehensive Zoning By-law and may not be permitted without a further zoning by-law amendment.

Public consultation is required to amend the Comprehensive Zoning By-law. As the substance of the proposed amendments has previously been the subject of public consultation under the former by-law, this process can be implemented promptly and should be straightforward. Following the public consultation process, the proposed amendments will be presented to Council for approval.

It should be noted that the provincial government has released Bill 185, which is presently under consideration by the Standing Committee on Finance and Economic Affairs. If passed in its current form, Bill 185 will amend the *Planning Act* to strictly limit appeal rights relating to zoning by-law amendments. There would effectively be no ability for a third party to appeal the adoption of the proposed amendments to the Comprehensive Zoning By-law. It has been widely speculated that Bill 185 will receive Royal Assent before the legislature recesses for the summer. Staff have been monitoring the status of Bill 185 and will keep Council advised.

Financial Considerations:

There will be staff time and incidental costs associated with the technical process to amend the Comprehensive Zoning By-law. As much of the work has already been done, these costs should be modest.

Alternatives Reviewed:

It has been confirmed by the Town Solicitor and external legal counsel that there is no alternative to the technical amendment process described in this report.

Strategic Plan Relationship: Community Development and Growth

Appropriate zoning regulation of cannabis-related uses benefits the community.

Consultation:

Director of Community Planning & Development, Town Solicitor, and external counsel.

Other Pertinent Reports/Attachments:

None.

Prepared and Submitted by:

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

Subject: New Legislative Requirements in the Public Works Department

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0127 New Legislative Requirements in the Public Works Department, for information;

AND THAT Council approve the creation of one Environmental Compliance Analyst position, with a target goal of starting this position in July 2024.

Background:

The Ministry of the Environment, Conservation and Parks (MECP) is adopting a new approach to issuing Environmental Compliance Approvals (ECA) for low-risk projects related to Municipal Sanitary Collection and Stormwater Management Systems. The Town is required to comply with this new system, known as the 'Consolidated Linear Infrastructure Environmental Compliance Approval' (CLI ECA) program. The purpose of the CLI ECA is to advance public infrastructure and development projects sooner by reducing the time it takes to review and approve applications by the Ministry and/or Niagara Region through the Transfer of Review. The transition of the ECA review and approval process to municipalities is required and introduces new responsibilities and work that Town staff have previously not undertaken.

Through the CLI ECA process, the Town will no longer have to submit individual "pipe-by-pipe" applications for future alterations, provided they are designed and constructed in accordance with the latest MECP design criteria. These preauthorizations theoretically allow municipalities and developers constructing infrastructure on behalf of municipalities to proceed without having to obtain Ministry permission.

The new CLI ECA process will replace the current process for lower risk and routine sewage works, which requires direct submission to either the MECP or the Niagara Region as part of the Transfer of Review program. The new process will also reduce review times to weeks instead of months, allowing development and capital projects to proceed much sooner. The Transfer of Review program where the

Region reviews those applications for the Town is being phased out as part of the new CLI ECA program.

Also, new operations, maintenance, and reporting requirements are part of the new CLI ECA process. The new CLI ECA process has been modeled after the current framework for municipal drinking water systems, the Drinking Water Quality Management Standard (DWQMS).

Since the adoption of the DWQMS, legislated through the *Safe Water Drinking Act*, Pelham has used a third-party consultant to complete much of the administrative work required for the system to remain in compliance, while neighbouring municipalities created fulltime Quality Management System Representative positions to complete this work. The annual consultant fee, related to the administration of the Quality Management System (QMS) is approximately \$30,000 per year. In addition, the consultant provides the required annual internal auditing of the system which ensures that the Town is operating the QMS in accordance with the Drinking Water Quality Management Standard. The Town's QMS, as well as the results received from the internal audit, are then audited by a Ministry of the Environment, Conservation and Park (MECP) approved agency for further confirmation that the system is run in accordance to the DWQMS and its applicable legislation.

Analysis:

Town staff applied for the CLI ECA program on October 3rd, 2023, to the MECP and received draft approval and licensing to enter the CLI ECA program on December 22nd, 2023. (See Appendix A for the Draft Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) for Pelham's Sewage Collection System (072-W601) and for Pelham's Stormwater Management System (072-S701). The application has come back with a series of conditions such as additional studies, reports, and operations and maintenance plans that need to be prepared along with deadlines for providing said information. As a result, there is a large amount of administrative work Town staff will need to undertake to satisfy the conditions to enter the CLI ECA program, as well as administer the program for the Town year-over-year.

Now that the Town has entered the CLI ECA process and received draft approval, the Town is responsible for reviewing and approving all planned low-risk sanitary and stormwater for Town-led and developer-led applications. Providing developers with the approvals for low-risk sanitary and storm works through the new CLI ECA process also presents an opportunity for the Town to charge application fees similar to the current process. This will also require that Staff establish a new business process to review the applications, collect fees, obtain as-built drawings and testing and inspection reports, and report the infrastructure changes to the MECP within

mandatory time frames. This study is currently being undertaken by Watson and Associates as part of an overall fee review for both the Planning Department, RCW and the Public Works Department.

Also included in the CLI ECA requirements are enhanced operations and maintenance procedures as well as reporting requirements. Operations and maintenance (O&M) manuals that are system-specific are to be developed for the sanitary sewer and stormwater management systems. These O&M manuals are to include requirements and processes for inspection, reporting, sampling, testing, monitoring, repair, emergency response, and more. The O&M manuals will need to be updated as time progresses and provided to the MECP upon request. The O&M Manuals are required to be completed and implemented for the Sanitary Collection System by April 2026 and for the Stormwater Management System by December 2025. Council approved a capital project in 2024 (WST 04-24) in the amount of \$150,000 to retain a consultant to complete the O&M Manuals. Staff issued an RFP in the spring of 2024 and the project has been awarded to GM Blue Plan. It is anticipated that the O&M manuals will be completed by the end of 2024 and that the Environmental Compliance Analyst position will work closely with the consultant to ensure the project is successfully completed on time.

Monitoring plans are also required as part of the CLI ECA program for Pelham's Stormwater Management System. This plan is prepared based on the requirements of MECP, and monitor things such as operational performance of infrastructure, trends and assessments of environmental impact, quantity, and quality control, and more. The Town is required to have a monitoring plan for the Stormwater Management System in place by December 2025. It is required by the MECP that the monitoring plans be audited annually by a third-party Qualified Person, similar to the existing DWQMS program that the Town is mandated to comply with. Capital project WST 04-24 will also include the preparation of monitoring plans for the Town.

Lastly, annual performance reports of the Sanitary and Stormwater Management Systems are to be prepared, submitted to the Director of the MECP, and made available to the public on the Town's website. These reports will include a summary of monitoring data, environmental trends, operating problems encountered, corrective actions taken, complaints, inspection and maintenance activities undertaken, and more. Based on the draft approval and license for the CLI ECA the Town will be required to complete its first reporting of the Sanitary Management System by March 2025 and the Storm Management System by April 2025.

The full scope of work to implement and oversee the requirements of the CLI ECA process are clear now that the Town has received draft approval and licensing through the MECP. The workload associated with administering this new process will be substantial. Dedicated resources are required to take on this added responsibility

for the Town in order to ensure that applications are processed in a timely manner and that the Town remains compliant with the new legislation.

Further, the findings from the 2020 DWQMS external surveillance audit conducted by NSF international concluded that the Town of Pelham receive an "Opportunity for Improvement" comment related to a possible conflict that the consultant who assists in the administration of system is also tasked with completing the internal audit. As staff explained that the internal audit was by no means easy based on volume of recommendations borne from it, the NSF external auditor recommended that the Town to retain its own staff to provide administration of the QMS.

If approved, the Environmental Compliance Analyst position will manage the stormwater, water and wastewater services compliance programs, including the maintenance of the Drinking Water Quality Management System (DWQMS), and the development/maintenance of a storm water and wastewater quality management system. The full draft job description is attached to this report in Appendix B.

Some of this work related to the DWQMS is currently being done by Tavares Group Consulting Inc. Over the last three years, the Town has spent \$67,975 for their contracted services. The Environmental Compliance Analyst would allow the Town to do the work in-house and scale back the Engineering Department's consulting services budget if approved.

Financial Considerations:

This position would be subject to the joint job evaluation process with CUPE to determine its salary. The People Services Department estimates it will land in either pay band 8 or 9, which is the higher end of the union's salary grid. Salaries in these two bands range from \$66,430 to \$75,912 annually.

If approved, the target is to start this position in July of this year. Using an estimated salary of \$71,000, hiring this position in July will cost approximately \$35,500 plus benefits for 2024. This salary will be offset by a portion of the budgeted dollars used to pay for Tavares' services (as this contractor will no longer be required to complete the ongoing administrative duties related to the DWQMS), gapping dollars as a result of a vacancy in the Public Works Department, and any remaining portion can be funded by the Human Resources Capacity Reserve for the balance of 2024 if necessary. This position will not require any tax levy dollars this year.

Alternatives Reviewed:

If Council does not wish to approve this position, staff will create the guidebook by year's end to statutorily comply with the new regulation and build in an additional \$30,000 to \$50,000 into the 2025 budget to contract this work next year.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

While the new CLI ECA process will reduce the ECA approval timeline and allow developers and the Town to proceed with construction more quickly than existing timelines, it will also help the Town in adapting to the impacts of climate change.

There are many significant benefits to the new CLI ECA process being implemented by the MECPC. The ability of the Town to review and approve low-risk sanitary and stormwater management ECA applications within Pelham reduces the approval time from upwards of 12 months down to approximately four weeks if resources are available. The Town reviewing and approving ECAs for developers also creates an opportunity for a new revenue stream. Enhanced operations, maintenance, monitoring, and reporting requirements help protect the natural environment, as well as the community through early detection of potential issues in infrastructure.

Consultation:

Consultation was undertaken with the Manager of People Services, Manager of Public Works, and Manager of Engineering.

In addition, the Town of Pelham is a member of the Consolidated Linear Infrastructure working group, comprising members from the 12 local area municipalities and Niagara Region. Staff has consulted many of the LAMs on how municipalities are addressing the staffing issues regarding the administration of the CLI ECA program. Currently, most LAMs have internal staff managing the DWQMS program and are currently hiring additional staff to take responsibility for the new CLI ECA legislation.

Other Pertinent Reports/Attachments:

Appendix A – Draft CLI ECA Compliance Approval for The Town of Pelham's Sewage Collection System (072-W601) and Stormwater Management System (072-S701).

Appendix B – Environmental Compliance Analyst position draft job description.

2023-0174 Consolidated Linear Infrastructure Environmental Compliance Approval, August 16th, 2023.

Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

ENVIRONMENTAL COMPLIANCE APPROVAL For a Municipal Stormwater Management System

ECA Number: 072-S701

Issue Number: 1

Pursuant to the *Environmental Protection Act*, R.S.O 1990, c. E. 19 (EPA), and the regulations made thereunder and subject to the limitations thereof, this environmental compliance approval is issued under section 20.3 of Part II.1 of the EPA to:

Pelham, The Corporation of the Town of

**20 Pelham Town Sq P.O. Box 400
Fonthill, ON L0S 1E0**

For the following Sewage Works:

Municipal Stormwater Management Systems

This Environmental Compliance Approval (ECA) includes the following:

| Schedule | Description |
|-----------------|---|
| Schedule A | System Information |
| Schedule B | Municipal Stormwater Management System Description |
| Schedule C | List of Notices of Amendment to this ECA: Additional Approved Works |
| Schedule D | General |
| Schedule E | Operating Conditions |
| Schedule F | Residue Management |
| Appendix A | Stormwater Management Criteria |

Except where specified otherwise, all prior ECAs, or portions thereof, issued by the Director for Sewage Works described in section 1 of Schedule B are revoked and replaced by this Approval.

DATED at TORONTO this \${DAY} day of \${MONTH}, \${YEAR}

Signature

\${CURRENTUSER}, P.Eng.
Director, Part II.1, *Environmental Protection Act*

Schedule A: System Information

| | |
|----------------|---|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-S701 |
| System Name | Municipal Stormwater Management Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 ECA Information and Mandatory Review Date

| | |
|-------------------------------------|--------------------------|
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |
| Application for ECA Review Due Date | August 15, 2026 |

1.1 Pursuant to section 20.12 of the EPA, the Owner shall submit an application for review of the Approval no later than the Application for ECA Review Date indicated above.

2.0 Related Documents

2.1 Other Documents

| Document Title | Version |
|--|----------------------|
| Design Criteria for Sanitary Sewers, Storm Sewers, and Forcemains for Alterations Authorized under Environmental Compliance Approval | v.2.0 (May 31, 2023) |

3.0 Stormwater Master Plan and Asset Management Plan

| Document Title | Version |
|--------------------------------------|---------------------|
| Town of Pelham Asset Management Plan | v.1 (June 30, 2022) |
| Fonthill Stormwater Master Plan | v.1 (May 7, 2010) |
| Niagara Region Watershed Plan | v.1 (May 16, 2022) |

4.0 Operating Authority

| System | Operating Authority |
|---|---------------------------------------|
| Town of Pelham Stormwater Collection System | The Corporation of the Town of Pelham |

Schedule B: Municipal Stormwater Management System Description

| | |
|----------------|---|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-S701 |
| System Name | Municipal Stormwater Management Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 System Description

- 1.1 The following is a summary description of the Sewage Works comprising the Municipal Stormwater Management System:

Overview

The Municipal Stormwater Management (SWM) System serving the Town of Pelham's drainage area is a separate system for stormwater within the Lake Ontario and Niagara River watersheds. The Municipal SWM System consists of storm sewers, culverts, ditches, Stormwater Management Facilities and outlets.

This ECA covers the entire Municipal SWM System owned and operated by the Town of Pelham.

This Approval does not cover municipally, or Privately Owned Stormwater Works on industrial, commercial, or institutional land.

Sewage Collection System

- 1.2 The Authorized System comprises:

- 1.2.1 The Sewage Works described and depicted in each document or file identified in column 1 of Table B1.

| Table B1: Infrastructure Map | |
|-----------------------------------|---------------------|
| Column 1 Document or File Name | Column 2 Date |
| Pelham Storm Sewer System Map | v.1 (July 13, 2023) |

- 1.2.2 Storm Sewers, Stormwater Management Facilities, stormwater pumping stations and Sewage Works associated with a Third Pipe Collection System that have been added, modified, replaced, or extended through authorization provided in a Schedule C Notice respecting this Approval, where Completion occurs on or after the

date identified in column 2 of Table B1 for each document or file identified in column 1.

1.2.3 Storm Sewers, Stormwater Management Facilities and Sewage Works associated with a Third Pipe Collection System that have been added, modified, replaced, or extended through authorization provided by Schedule D of this Approval, where Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.

1.2.4 Any Sewage Works described in conditions 1.3 through 1.8 below.

Stormwater Collection System

1.3 Categorization of the Authorized System at the date of issue of this Approval is as follows:

| System Type | Pipe Diameter (mm) | Length (km) | System Totals (km) |
|--------------------------|--------------------|-------------|--------------------|
| Storm Sewers | Up to 250 | 0.24 | - |
| Storm Sewers | > 250 - 500 | 22.44 | - |
| Storm Sewers | > 500 - 1050 | 19.93 | - |
| Storm Sewers | > 1050 | 1.95 | - |
| Total Storm Sewers | | - | 44.57 |
| Ditches / Swales | NA | - | 288 |
| Total System Length (km) | | - | 332.57 |

| Facility Type | Basic Treatment for Suspended Solids* | Normal Treatment for Suspended Solids * | Enhanced Treatment for Suspended Solids * | Other Treatment Level for Suspended Solids** | Total Quality Control | Total Quantity Control | Total Number of Facilities |
|--|---------------------------------------|---|---|--|-----------------------|------------------------|----------------------------|
| LID Facilities - Retention (infiltration, evapotranspiration, harvest) | | 1 | | | 1 | 1 | 1 |
| LID Facilities - Filtration | | | | | | | |
| Stormwater Management Ponds – Wet (includes wetlands, hybrids) | | Unk. | | | Unk. | 10 | 10 |
| Stormwater Management Ponds - Dry | Unk. | | | | Unk. | 8 | 8 |

| | | | | | | | |
|-------------------------------|--|------|------|--|---|---|---|
| Super Pipe / Storage Facility | | 1 | | | 1 | 2 | 2 |
| Filtration MTD - Filter Unit | | | | | | | |
| Sedimentation MTD - OGS | | Unk. | Unk. | | 6 | | 6 |
| Pumping Stations | | | | | | | |
| Other | | | | | | | |
| Total Number of Facilities | | | | | | | |

* Basic, normal, and enhanced treatment correspond to 60%, 70% and 80% suspended solids removal on an annual average long-term basis, respectively.

** Treatment levels below 60% suspended solids removal on an annual average long-term basis.

| Table B4. Third Pipe Collection System | | | | |
|--|--------------------|-------------|----------|---------------|
| Description | Pipe Diameter (mm) | Length (km) | Quantity | System Totals |
| Third Pipe Sewer | Up to 250 | | N/A | |
| Third Pipe Sewer | > 250 - 500 | | N/A | |
| Third Pipe Sewer | > 500 | | N/A | |
| Total | | | | Km |
| Other Infrastructure Components (e.g., storage tank) | N/A | N/A | | |

| Table B5. Sewage Works on Private Land that are part of the Municipal Stormwater Treatment Train* | | |
|---|----------|-----------------------|
| Description | Location | ECA # (if applicable) |
| | | |

* Identifies privately owned Sewage Works that are not part of the Authorized System, but are part of a Stormwater Treatment Train

Stormwater Management Facilities

1.4 The following are Stormwater Management Facilities in the Authorized System:

Cherry Ridge Detention Pond – Wet Pond

| | |
|---|--|
| Location | 45 Ker Crescent, Pelham, Ontario. |
| Watershed/Subwatershed | Lake Ontario/Fifteen Mile Creek |
| Receiver of discharge | Surface discharge to Keenan Drain |
| Outlet location | 43.031N, 79.364W |
| Catchment Area | 56 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | 100-year storm, 7,710m ³ storage volume. |
| Reference ECA(s) | 1616-8YYNLG, 8833-96EJCR |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Daimler Woods Detention Pond – Dry Pond

| | |
|---|---|
| Location | 158 Beckett Crescent, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Draper Creek |
| Receiver of discharge | Surface discharge to Draper Creek |
| Outlet location | 43.02116 N, 79.2960 W |
| Catchment Area | 17 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | 100-year |
| Reference ECA(s) | 3-0824-94-006 |
| Reference Works as part of treatment train | Beckett Crescent OGS 1, Beckett Crescent OGS 2, Darby Lane OGS |
| Brief Description | OGSs treat stormwater prior to outletting to the channel which outlets directly to the stormwater pond. |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Leslie Place Detention Pond – Dry Pond

| | |
|---|--|
| Location | Behind 17 Leslie Place, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Surface discharge to Twelve Mile Creek |
| Outlet location | 43.052 N, 79.279 W |
| Catchment Area | 2 ha |
| Level of Treatment for suspended solids | Level 2 (70%) - Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Line Avenue Detention Pond – Dry Pond

| | |
|---|--|
| Location | Behind 6 Timber Creek Crescent, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Welland Canal North |
| Receiver of discharge | Surface discharge to Welland Canal North |
| Outlet location | 43.031 N, 79.279 W |
| Catchment Area | 19 ha |
| Level of Treatment for suspended solids | Level 2 (70%) - Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknow |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Oakridge Estates Detention Pond – Dry Pond

| | |
|---|--|
| Location | Between 22 and 24 Concord Street, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Surface discharge to Welland River West |
| Outlet location | 43.037N, 79.302 W |
| Catchment Area | 17 ha |
| Level of Treatment for suspended solids | Level 2 (70%) - Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Residents at Lookout Detention Pond – Wet Pond

| | |
|---|---|
| Location | 1 Brewerton Boulevard, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Surface discharge to Twelve Mile Creek |
| Outlet location | 43.048 N, 79.301 W |
| Catchment Area | 14 ha |
| Level of Treatment for suspended solids | Level 3 (80%) |
| Treatment for other contaminants, as required | Water temperature |
| Level of Volume control | 25mm – 4 hour rainfall volume |
| Design Storm | 100-year storm, 13,198m ³ storage volume |
| Reference ECA(s) | 4475-9BER5Y, 8497-9B8R7B |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Rosewood Estates Detention Pond – Wet Pond

| | |
|---|--|
| Location | Beside 61 Rosewood Crescent, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Welland Canal North |
| Receiver of discharge | Surface discharge to Singer's Drain |
| Outlet location | 43.027N, 79.270W |
| Catchment Area | 4.5 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event |
| Design Storm | 100-year storm, 1,559 m ³ storage volume |
| Reference ECA(s) | 7715-9P2PXV |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | Outlets to a 305m long natural bypass channel to convey flow to a 750mm diameter culvert under Regional Road No. 54. |

Shorthill Meadows Detention Pond 1 – Dry Pond

| | |
|---|--|
| Location | 7 Shorthill Place, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Surface discharge to Twelve Mile Creek |
| Outlet location | 43.053 N, 79.283 W |
| Catchment Area | 14 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Shorthill Meadows Detention Pond 2 – Dry Pond

| | |
|---|--|
| Location | 1607 Station Street, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Surface discharge to Twelve Mile Creek |
| Outlet location | 43.053 N, 79.280 W |
| Catchment Area | 23 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Stone Gate Place Detention Pond – Dry Pond

| | |
|---|--|
| Location | 18 Stonegate Place, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Surface discharge to Twelve Mile Creek |
| Outlet location | 43.052 N, 79.275 W |
| Catchment Area | 2.3 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

The Orchards Detention Pond – Wet Pond

| | |
|---|--|
| Location | 28 Martha Court, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Surface discharge to Welland River West |
| Outlet location | 43.016 N, 79.366 W |
| Catchment Area | 3 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Timmsdale Detention Pond – Wet Pond

| | |
|---|--|
| Location | 30A Timmsdale Crescent, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Surface discharge to Welland River West |
| Outlet location | 43.041 N, 79.305 W |
| Catchment Area | 4.6 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Chestnut Ridge Detention Pond – Wet Pond

| | |
|---|--|
| Location | 1575 Lookout Street, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Surface discharge to Welland River West |
| Outlet location | 43.045 N, 79.301 W |
| Catchment Area | 12 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 100-year storm |
| Design Storm | 100-year, 2,275m ³ storage volume |
| Reference ECA(s) | 9762-8NAHZ3, 4886-6J8RYU |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Weiland Heights Detention Pond – Wet Pond

| | |
|---|---|
| Location | 57 Abbot Place, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Surface discharge to Welland River West |
| Outlet location | 43.044 N, 79.298 W |
| Catchment Area | 6 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | 25mm storm |
| Design Storm | 100-year, 1080m ³ storage volume |
| Reference ECA(s) | 1057-8Q9QSC |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

East Fonthill North Stormwater Pond – Wet Pond

| | |
|---|--|
| Location | Southwest corner of Highway 20 East and Rice Road, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Pipe discharge to Signers Drain |
| Outlet location | 43.051 N, 79.271 W |
| Catchment Area | 27 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | Temperature control, erosion control |
| Level of Volume control | 25mm storm |
| Design Storm | 100-year, 23,951m ³ storage volume |
| Reference ECA(s) | 6265-AYVS7J, 5694-9WRGLA, 0615-8ULRHC, 4964-9WFL8G |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

East Fonthill South Stormwater Pond – Wet Pond

| | |
|---|--|
| Location | Northwest corner of Wellspring Way and Summersides Boulevard, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Welland Canal |
| Receiver of discharge | Surface discharge to Singers Drain |
| Outlet location | 43.047 N, 79.273 W |
| Catchment Area | 10 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | 25mm storm |
| Design Storm | 100-year, 8,534m ³ storage volume |
| Reference ECA(s) | 2533-A95LCY |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | Outlets to a naturalized channel which conveys controlled flow to Singers Drain, which in turn discharges to the Welland Canal |

River Estates Stormwater Pond – Wet Pond

| | |
|---|--|
| Location | Northwest corner of Port Robinson Road and Rice Road, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Welland Canal |
| Receiver of discharge | Surface discharge to Singers Drain |
| Outlet location | 43.042 N, 79.271 W |
| Catchment Area | 37 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | 25mm storm |
| Design Storm | 100-year, 13,630m ³ storage volume |
| Reference ECA(s) | 2533-A95LCY |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | Outlets to a naturalized channel which conveys controlled flow to Singers Drain, which in turn discharges to the Welland Canal |

East Fonthill Naturalized Channel

| | |
|---|---|
| Location | 43.046 N, 79.277 W to 43.042 N, 79.271 W, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Welland Canal |
| Receiver of discharge | Surface discharge to Singers Drain |
| Outlet location | 43.042 N, 79.271 W |
| Catchment Area | 44 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | 100-year storm |
| Design Storm | 100-year storm |
| Reference ECA(s) | 2533-A95LCY |
| Reference Works as part of treatment train | N/A |
| Brief Description | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Haist Street Super Pipe

| | |
|---|--|
| Location | 43.026 N, 79.295W |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Pipe discharge to storm sewer on Welland Road |
| Outlet location | 43.025 N, 79.295 W |
| Catchment Area | Unknown |
| Level of Treatment for suspended solids | Unknown |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Unknown |
| Design Storm | Unknown |
| Reference ECA(s) | |
| Reference Works as part of treatment train | N/A |
| Brief Description | 1524mm x 1524mm box culvert installed under Haist Street from Rolling Meadows Boulevard to Welland Road, an approximate distance of 360m |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Marylea Street OGS

| | |
|---|---|
| Location | 18 Marylea Street, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Welland Canal North |
| Receiver of discharge | Pipe discharge to Bacon Lane storm sewer |
| Outlet location | 43.030 N, 79.285 W |
| Catchment Area | 2 ha – estimated |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | Unknown |
| Level of Volume control | Unknown |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description of each component of treatment train: OGS | Model unknown. Inline with Marylea Street storm sewer and receives flows from Steflar Street, Marylea Street, and rear yard catchbasin on Bacon Lane. Outlets to Marylea Street storm sewer, which eventually discharges to the Line Avenue Storm Pond. |
| Brief Description of each component of treatment train: SWM Wet Pond | Line Avenue Storm Pond has 2 inlets and one outlet. Emergency flow route is unknown at this time. |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Beckett Crescent 1 OGS

| | |
|---|--|
| Location | 172 Beckett Crescent, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Pipe discharge to Beckett Crescent storm sewer |
| Outlet location | 43.021 N, 79.298 W |
| Catchment Area | 3.3 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | 3-0824-94-006 |
| Reference Works as part of treatment train | N/A |
| Brief Description of each component of treatment train: OGS | STC 4000 receives runoff generated from Beckett Crescent and discharges into storm sewer on Beckett Crescent |
| Brief Description of each component of treatment train: SWM Wet Pond | Dailmer Woods Storm Pond with 1 inlet and 1 outlet |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Darby Lane OGS

| | |
|---|--|
| Location | 1054 Darby Lane, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Pipe discharge to Beckett Crescent storm sewer |
| Outlet location | 43.021 N, 79.298 W |
| Catchment Area | 1.8 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | 3-0824-94-006 |
| Reference Works as part of treatment train | N/A |
| Brief Description of each component of treatment train: OGS | STC 1500 receives runoff generated from Darby Lane and discharges into storm sewer on Beckett Crescent |
| Brief Description of each component of treatment train: SWM Wet Pond | Dailmer Woods Storm Pond with 1 inlet and 1 outlet |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Beckett Crescent 2 OGS

| | |
|---|---|
| Location | 157 Beckett Crescent, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Pipe discharge to Beckett Crescent storm sewer |
| Outlet location | 43.021 N, 79.298 W |
| Catchment Area | 2.5 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | 3-0824-94-006 |
| Reference Works as part of treatment train | N/A |
| Brief Description of each component of treatment train: OGS | STC 1000 receives runoff generated from Beckett Crescent and Haist Street and discharges into storm sewer on Beckett Crescent |
| Brief Description of each component of treatment train: SWM Wet Pond | Dailmer Woods Storm Pond with 1 inlet and 1 outlet |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Fire Station 2 OGS

| | |
|---|--|
| Location | 766 Welland Road, Pelham, Ontario |
| Watershed/Subwatershed | Niagara River/Welland River West |
| Receiver of discharge | Surface discharge to existing ditch |
| Outlet location | 43.014N, 79.216W |
| Catchment Area | 1 ha |
| Level of Treatment for suspended solids | Level 2 (70%) – Assumed |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | Local 90 th percentile rainfall event – Assumed |
| Design Storm | Unknown |
| Reference ECA(s) | N/A |
| Reference Works as part of treatment train | N/A |
| Brief Description of each component of treatment train: OGS | Stormceptor-750 receives runoff from the Fire Station 2 site, including parking lot and roof leaders. It discharges to the ditch west of the property. |
| Brief Description of each component of treatment train: SWM Wet Pond | N/A |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Pelham Street North OGS

| | |
|---|---|
| Location | 1585 Pelham Street, Pelham, Ontario |
| Watershed/Subwatershed | Lake Ontario/Twelve Mile Creek |
| Receiver of discharge | Pipe discharge to storm sewer on Pelham Street |
| Outlet location | 43.050 N, 79.286 W |
| Catchment Area | 4 ha |
| Level of Treatment for suspended solids | Level 2 (70%) |
| Treatment for other contaminants, as required | N/A |
| Level of Volume control | 7.7m ³ sediment, 2.9m ³ oil storage |
| Design Storm | 5-year storm – assumed |
| Reference ECA(s) | 6193-AHHJCM |
| Reference Works as part of treatment train | N/A |
| Brief Description of each component of treatment train: OGS | Stormceptor STC 2000 receives runoff from Pelham Street and discharges to the Pelham Street storm sewer. Stormwater eventually discharges to Shorthill Meadows Storm Pond 1 |
| Brief Description of each component of treatment train: SWM Wet Pond | Shorthill Meadows Storm Pond 1 has one inlet and one outlet. |
| Receive Emergency Sanitary Overflows | No |
| Notes / Additional Information | N/A |

Stormwater Pumping Stations

1.5 The following are identified Stormwater pumping stations in the Authorized System:

[Stormwater Pumping Station Name]

| | |
|--|-----|
| Asset ID and Name | N/A |
| Site Location | |
| Watershed/Subwatershed | |
| Latitude and Longitude | |
| Coordinates (optional) | |
| Description | |
| Pumping Station Capacity | |
| Equipment | |
| Emergency Storage | |
| Equipment: Associated controls and Appurtenances | |
| Overflow | |
| Standby Power | |
| Notes | |

Third Pipe Collection System

1.6 The following are identified third pipe systems in the Authorized System.

[*Asset ID* (e.g., Third Pipe 10)]

| | |
|---------------------------------|-----|
| Asset ID and Name | N/A |
| Location | |
| Watershed/Subwatershed | |
| Receiver of discharge | |
| Outlet location | |
| Catchment Area | |
| Treatment, if applicable | |
| Reference ECA(s), if applicable | |
| Brief Description | |
| Notes | |

Other Works:

1.7 The following works are part of Authorized System:

| Table B6: Other Works | | | |
|--------------------------------|---|-----------------------|-------------------------|
| Column 1 Asset ID / Name | Column 2 Site Location (Latitude & Longitude) | Column 3 Component | Column 4 Description |
| N/A | | | |

Developer-Operated Facilities:

- 1.8 The following facilities are part of the Authorized System, have been constructed, and are being operated by the developer under the authority of an agreement entered into with the Owner of the system.

| Table B7: Developer-Operated Facilities | | | |
|--|------------------|----------|----------------|
| Asset ID | Type of Facility | Location | Developer Name |
| N/A | | | |

- 1.9 The Owner shall notify the Director, using the Director Notification Form, within thirty (30) days where the operation of any Facility identified in Table B7 has been:
- 1.9.1 Incorporated into the overall Stormwater Management System and assumed by an Operating Authority identified in Schedule B of this Approval.
- 1.9.2 Has been transferred from the developer identified in Table B7 to another party.

Transitional – Facilities with Individual ECAs

- 1.10 The following Facilities are connected to the Authorized System, but ownership has not been assumed by the Owner. These Sewage Works are not part of the Authorized System and will continue to have separate ECAs until the Facilities are assumed by the Owner.

| Table B8: Facilities with Individual ECAs | | | | |
|--|------------------|----------|------------|----------------|
| Asset ID | Type of Facility | Location | ECA Number | Developer Name |
| N/A | | | | |

- 1.11 The Owner shall notify the Director, using the Director Notification Form, within thirty (30) days where the ownership of any Facility identified in Table B8 has been assumed by the Owner.
- 1.12 The Director Notification required in condition 1.11 shall include:

-
- 1.12.1 A request from the developer to revoke the ECA identified in Table B8; or
 - 1.12.2 A copy of an agreement or other documentation that demonstrates that the municipality has assumed ownership of the Facility and that the ECA identified in Table B8 should be revoked.

**Schedule C: List of Notices of Amendment to this ECA:
Additional Approved Sewage Works**

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-S701 |
| System Name | Municipal Stormwater Management Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 General

1.1 Table C1 provides a list of all notices of amendment to this Approval that have been issued pursuant to clause 20.3(1) of the EPA that impose terms and conditions in respect of the Authorized System after consideration of an application by the Director (Schedule C Notices).

| Table C1: Schedule C Notices | | | | |
|-------------------------------------|--------------------------------|---------------------------------|----------------------------|-------------------------|
| Column 1 Issue # | Column 2 Issue Date | Column 3 Description | Column 4 Status | Column 5 DN# |
| N/A | N/A | N/A | N/A | N/A |

Schedule D: General

| | |
|----------------|---|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-S701 |
| System Name | Municipal Stormwater Management Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 Definitions

1.1 For the purpose of this Approval, the following definitions apply:

“Adverse Effect(s)” has the same meaning as defined in section 1 of the EPA.

“Alteration(s)” includes the following, in respect of the Authorized System, but does not include repairs to the system:

- a) An extension of the system,
- b) A replacement or retirement of part of the system, or
- c) A modification of, addition to, or enlargement of the system.

“Appendix A” means Appendix A of this Approval.

“Approval” means this Environmental Compliance Approval including any Schedules attached to it.

“Appurtenance(s)” has the same meaning as defined in O. Reg. 525/98 (Approval Exemptions) made under the OWRA.

“Authorized System” means the Sewage Works comprising the Municipal Stormwater Management System authorized under this Approval”.

“Class Environmental Assessment Project” means an Undertaking that does not require any further approval under the EAA if the proponent complies with the process set out in the Municipal Engineers Association Class Environmental Assessment document, (Municipal Class Environmental Assessment approved by the Lieutenant Governor in Council on October 4, 2000 under Order in Council 1923/2000), as amended from time to time.

“Combined Sewer(s)” means pipes that collect and transmit both sanitary Sewage and other Sewage from residential, commercial, institutional, and industrial buildings and facilities and Stormwater through a single-pipe system, but does not include Nominally Separate Sewers.

“**Completion**” means substantial performance as described in s.2 (1) of the *Construction Act*, R.S.O. 1990, c. C.30.

“**Compound of Concern**” means a Contaminant that is discharged from the Facility in an amount that is not negligible.

“**Contaminant**” has the same meaning as defined in section 1 of the EPA.

“**CSO**” means a combined sewer overflow which is a discharge to the environment at designated location(s) from a Combined Sewer or Partially Separated Sewer that usually occurs as a result of precipitation when the capacity of the Sewer is exceeded. An intervening time of twelve hours or greater separating a CSO from the last prior CSO at the same location is considered to separate one overflow Event from another.

“**CWA**” means the *Clean Water Act*, R.S.O. 2006, c.22.

“**Design Criteria**” means the design criteria set out in the Ministry’s publication “Design Criteria for Sanitary Sewers, Storm Sewers and Force mains for Alterations Authorized under Environmental Compliance Approval”, (as amended from time to time).

“**Design Guidelines for Sewage Works**” means the Ministry document titled “Design Guidelines for Sewage Works”, 2008 (as amended from time to time).

“**Director**” means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of EPA (Environmental Compliance Approvals).

“**Director Notification Form**” means the most recent version of the Ministry form titled Director Notification – Alterations to a Municipal Stormwater Management System, as obtained directly from the Ministry or from the Ministry’s website.

“**District Manager**” means the district manager or a designated representative of the Local Ministry Office.

“**EAA**” means the *Environmental Assessment Act*, R.S.O. 1990, c. E.18.

“**EPA**” means the *Environmental Protection Act*, R.S.O. 1990, c.E.19.

“**ESC**” means erosion and sediment control.

“**Facility**” means the entire operation located on the property where the Sewage Works or equipment is located.

“**Form SW1**” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Storm Sewers/Ditches/Culverts as obtained directly from the Ministry or from the Ministry’s website.

“**Form SW2**” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Stormwater Management Facilities as obtained directly from the Ministry or from the Ministry’s website.

“**Form SW3**” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Third Pipe Collection Systems as obtained directly from the Ministry or from the Ministry’s website.

“**Licensed Engineering Practitioner**” means a person who holds a licence, limited licence, or temporary licence under the *Ontario Professional Engineers Act* R.S.O. 1990, c. P.28.

“**LID**” means “low impact development” a Stormwater management strategy that seeks to mitigate the impacts of increased runoff and Stormwater pollution by managing runoff as close to its source as possible. LID comprises a set of site design strategies that minimize runoff and distributed, small scale structural practices that mimic natural or predevelopment hydrology through the processes of infiltration, evapotranspiration, harvesting, filtration, and detention of Stormwater.

“**Local Ministry Office**” means the local office of the Ministry responsible for the geographic area where the Authorized System is located.

“**Minister**” means the Minister of the Ministry or such other member of the Executive Council as may be assigned the administration of the EPA and OWRA under the *Executive Council Act*, R.S.O. 1990, c. E.25.

“**Ministry**” means the Ministry of the Minister and includes all employees or other persons acting on its behalf.

“**Monitoring Plan**” means the monitoring plan prepared and maintained by the Owner under condition 4.1 in Schedule E of this Approval.

“**MTD**” means manufactured treatment device.

“**Municipal Drain**” has the same meaning as drainage works as defined in section 1 of the *Drainage Act* R.S.O. 1990, c. D.17.

“**Municipal Drainage Engineer’s Report**” means a report signed by a drainage engineer employed or contracted by a municipality and approved in writing by municipal council or equivalent.

“Municipal Sewage Collection System” means all Sewage Works, located in the geographical area of a municipality, that collect and transmit sanitary Sewage and are owned, or may be owned pursuant to an agreement with a municipality entered into under the *Planning Act* or *Development Charges Act*, 1997, by:

- a) A municipality, a municipal service board established under the *Municipal Act*, 2001 or a city board established under the *City of Toronto Act*, 2006; or
- b) A corporation established under sections 9, 10, and 11 of the *Municipal Act*, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the *City of Toronto Act*, 2006 in accordance with sections 148 and 154 of that Act.

“Municipal Stormwater Management System” means all Sewage Works, located in the geographical area of a municipality, that collect, transmit, or treat Stormwater and are owned, or may be owned pursuant to an agreement entered into under the *Planning Act* or *Development Charges Act*, 1997, by:

- a) A municipality, a municipal service board established under the *Municipal Act*, 2001 or a city board established under the *City of Toronto Act*, 2006; or
- b) A corporation established under sections 9, 10, and 11 of the *Municipal Act*, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the *City of Toronto Act*, 2006 in accordance with sections 148 and 154 of that Act.

“Natural Environment” has the same meaning as defined in section 1 of the EPA.

"Nominally Separate Sewer(s)" mean Separate Sewers that also have connections from roof leaders and foundation drains, and are not considered to be Combined Sewers.

“OGS” means Oil and Grit Separator(s).

“Operating Authority” means, in respect of the Authorized System, the person, entity, or assignee that is given responsibility by the Owner for the operation, management, maintenance, or Alteration of the Authorized System, or a portion of the Authorized System.

"Owner" for the purposes of this Approval means The Corporation of the Town of Pelham and includes its successors and assigns.

"OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40.

“**O&M Manual**” means the operation and maintenance manual prepared and maintained by the Owner under condition 3.2 in Schedule E of this Approval.

“**Partially Separated Sewer(s)**” means Combined Sewers that have been retrofitted to transmit sanitary Sewage but in which roof leaders or foundation drains still contribute Stormwater inflow to the Partially Separated Sewer.

“**Pre-development**” means the more stringent of a site’s:

- a) Existing condition prior to proposed development or construction activities; or
- b) Condition as defined by the local municipality.

“**Prescribed Person**” means a person prescribed in O. Reg. 208/19 (Environmental Compliance Approval in Respect of Sewage Works) for the purpose of ss. 20.6 (1) of the EPA, and where the alteration, extension, enlargement, or replacement is carried out under an agreement with the Owner.

“**Privately Owned Stormwater Works**” means Stormwater Sewage Works on private land that are privately owned and, while not part of the Authorized System, are considered part of a Stormwater Treatment Train.

“**Qualified Person (QP)**” means persons who have obtained the relevant education and training and have demonstrated experience and expertise in the areas relating to the work required to be carried out by this Approval.

“**Schedule C Notice(s)**” means notice(s) of amendment to this Approval issued pursuant to clause 20.3(1) of the EPA that imposes terms and conditions in respect of the Authorized System after consideration of an application by the Director.

“**Separate Sewer(s)**” means pipes that collect and transmit sanitary Sewage and other Sewage from residential, commercial, institutional, and industrial buildings.

“**Sewage**” has the same meaning as defined in section 1 of the OWRA.

“**Sewage Works**” has the same meaning as defined in section 1 of the OWRA.

“**Sewer**” has the same meaning as defined in section 1 of O. Reg. 525/98 under the OWRA.

"**Significant Drinking Water Threat**" has the same meaning as defined in section 2 of the CWA.

"**Significant Snowmelt Event(s)**" means the melting of snow at a rate which adversely affects the performance and function of the Authorized System and/or the Sewage Treatment Plant(s) identified in Schedule A of this Approval.

"**Significant Storm Event(s)**" means a minimum of 25 mm of rain in any 24 hours period.

"**Source Protection Authority**" has the same meaning as defined in section 2 of the CWA.

"**Source Protection Plan**" means a drinking water source protection plan prepared under the CWA.

"**SSO**" means a sanitary sewer overflow which is a discharge of Sewage from a Separate Sewer or Nominally Separate Sewer to the environment from designated location(s) in the Authorized System.

"**Standard Operating Policy for Sewage Works**" means the standard operating policy developed by the Ministry to assist in the implementation of Source Protection Plan policies related to Sewage Works and providing minimum design and operational standards and considerations to mitigate risks to sources of drinking water, as amended from time to time.

"**Storm Sewer**" means Sewers that collect and transmit, but not exfiltrate or lose by design, Stormwater resulting from precipitation and snowmelt.

"**Stormwater**" means rainwater runoff, water runoff from roofs, snowmelt, and surface runoff.

"**Stormwater Management Facility(ies)**" means a Facility for the treatment, retention, infiltration, or control of Stormwater.

"**Stormwater Management Planning and Design Manual**" means the Ministry document titled "Stormwater Management Planning and Design Manual", 2003 (as amended from time to time).

"**Stormwater Treatment Train**" means a series of Stormwater Management Facilities designed to meet Stormwater management objectives (e.g., Appendix A) for a given area, and can consist of a combination of MTDs, LIDs and end-of-pipe controls.

"**TRCA**" means the Toronto Region Conservation Authority.

“**Third Pipe Collection System**” means Sewage Works designed to collect and transmit foundation drainage and/or groundwater to a receiving surface water or dry well;

"**Undertaking**" has the same meaning as in the EAA.

“**Vulnerable Area(s)**” has the same meaning as in the CWA.

2.0 General Conditions

- 2.1 The works comprising the Authorized System shall be constructed, installed, used, operated, maintained, replaced, or retired in accordance with the conditions of this Approval, which includes the following Schedules:

Schedule A – System Information

Schedule B – Municipal Stormwater Management System Description

Schedule C – List of Notices of Amendment to this ECA

Schedule D – General

Schedule E – Operating Conditions

Schedule F – Residue Management

Appendix A – Stormwater Management Criteria

- 2.2 The issuance of this Approval does not negate the requirements of other regulatory bodies, which includes but is not limited to, the Ministry of Northern Development, Mines, Natural Resources and Forestry and the local Conservation Authority.
- 2.3 Where there is a conflict between a provision of any document referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence. Where there is a conflict between the information in a Schedule C Notice and another section of this Approval, the document bearing the most recent date shall prevail.
- 2.4 The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Authorized System is provided with a print or electronic copy of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- 2.5 The conditions of this Approval are severable. If any condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

3.0 Alterations to the Municipal Stormwater Management System

-
- 3.1 For greater certainty, the Alterations authorized under this Approval are limited to Sewage Works comprising the Authorized System which does not include municipally or Privately Owned Stormwater Works:
- 3.1.1 On industrial, commercial, or institutional land;
 - 3.1.2 Serving a single parcel of land, unless the stormwater management facility is located on a municipally owned park or community center;
 - 3.1.3 That are operated as waste disposal sites defined under the EPA or snow dump / melt facilities; or,
 - 3.1.4 That propose to collect, store, treat, or discharge stormwater containing substances or pollutants (other than Total Suspended Solids, or oil and grease) detrimental to the environment or human health.
- 3.2 Any Schedule C Notice shall provide authority to alter the Authorized System in accordance with the conditions of this Approval.
- 3.3 All Schedule C Notices issued by the Director for the Municipal Stormwater Management System shall form part of this Approval.
- 3.4 The Owner and a Prescribed Person shall ensure that the documentation required through conditions in this Approval and the documentation required in the Design Criteria are prepared for any Alteration of the Authorized System.
- 3.5 The Owner shall notify the Director within thirty (30) calendar days of placing into service or Completion of any Alteration of the Authorized System which had been authorized:
- 3.5.1 Under Schedule D to this Approval where the Alteration results in a change to Sewage Works specifically described in Schedule B of this Approval;
 - 3.5.2 Through a Schedule C Notice respecting Sewage Works other than Storm Sewers; or
 - 3.5.3 Through another approval that was issued under the EPA prior to the issue date of this Approval.
- 3.6 The notification requirements set out in condition 3.5 do not apply to any Alteration in respect of the Authorized System which:
- 3.6.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98;
 - 3.6.2 Constitutes maintenance or repair of the Authorized System; or

-
- 3.6.3 Is a Storm Sewer, ditch, or culvert authorized by condition 4.1 of Schedule D of this Approval.
- 3.7 The Owner shall notify the Director within ninety (90) calendar days of:
- 3.7.1 The discovery of existing Sewage Works not described or depicted in Schedule B, or
- 3.7.2 Additional or revised information becoming available for any Sewage Works described in Schedule B of this Approval.
- 3.8 The notifications required in condition 3.5 and 3.7 shall be submitted to the Director using the Director Notification Form.
- 3.9 The Owner shall ensure that any chemicals, coagulants, or polymers used in the Authorized System have obtained written approval from the Director prior to use, unless required for spill control or spill clean-up.
- 3.10 The Owner shall ensure that an ESC plan is prepared, and temporary ESC measures are installed in advance of and maintained during any construction activity on the Authorized System, subject to the following conditions:
- 3.10.1 Inspections of ESC measures are to be conducted at a frequency specified per the ESC plan, for dry weather periods (active and inactive construction phases), after Significant Storm Events and Significant Snowmelt Events, and after any extreme weather events.
- 3.10.2 Any deficiencies shall be addressed, and any required maintenance actions(s) shall be undertaken as soon as practicable once they have been identified.
- 3.10.3 Inspections and maintenance of the temporary ESC measures shall continue until they are no longer required.
- 3.11 The Owner shall ensure that records of inspections required by this Approval during any construction activity, including those required under condition 3.10:
- 3.11.1 Include the name of the inspector, date of inspection, visual observations, and the remedial measures, if any, undertaken to maintain the temporary ESC measures.
- 3.11.2 Be retained with records relating to the Alteration that the construction relates to, such as the form required in conditions 4.4.1, 5.5.1, and 6.2.1 of Schedule D, or the Schedule C Notice.

-
- 3.11.3 Be retrievable and made available to the Ministry upon request.
- 3.12 The document(s) or file(s) referenced in Table B1 of Schedule B of this Approval shall:
- 3.12.1 Be retained by the Owner;
- 3.12.2 Include at a minimum:
- a) Identification of Storm Sewers, which shall include the following information:
 - i Location relative to street names or easements; and
 - ii Sewer diameters.
 - b) Identification of existing municipally owned Stormwater Sewage Works, including but not limited to ditches, swales, culverts, outlets, Stormwater Management Facilities, sedimentation MTD (for example oil grit separators), filtration MTD, LID, end of pipe controls, Third Pipe Collection Systems, and pumping stations, including any applicable Asset IDs.
 - c) Identification of the main tributaries and receiving water bodies that the Sewage Works discharge to.
 - d) Delineation of municipal, watershed, and subwatershed boundaries, as available.
 - e) Identification of the storm sewersheds for each outlet.
 - f) Identification of any source protection Vulnerable Areas.
 - g) Identification of any Sewage Works that receive SSOs or CSOs.
- 3.12.3 Be updated to include:
- a) Alterations authorized under Schedule D of this Approval or through a Schedule C Notice within twelve (12) months of the Alteration being placed into service.
 - b) Updates to information contained in the document(s) or files(s) not associated with an Alteration within twelve (12) months of becoming aware of the updated information.
- 3.13 An Alteration is not authorized under Schedule D of this Approval for projects that impact Indigenous treaty rights or asserted rights where:

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- 3.13.1 The project is on Crown land or would alter access to Crown land;
 - 3.13.2 The project is in an open or forested area where hunting, trapping or plant gathering occur;
 - 3.13.3 The project involves the clearing of forested land unless the clearing has been authorized by relevant municipal, provincial, or federal authorities, where applicable;
 - 3.13.4 The project alters access to a water body;
 - 3.13.5 The proponent is aware of any concerns from Indigenous communities about the proposed project and these concerns have not been resolved; or,
 - 3.13.6 Conditions respecting Indigenous consultation in relation to the project were placed in another permit or approval and have not been met.
- 3.14 No less than 60 days prior to construction associated with an Alteration the Director may notify the Owner in writing that a project is not authorized through Schedule D of this Approval where:
- 3.14.1 Concerns regarding treaty rights or asserted rights have been raised by one or more Indigenous communities that may be impacted by the Alteration; or
 - 3.14.2 The Director believes that it is in the public interest due to site specific, system specific, or project specific considerations.
- 3.15 Where an Alteration is not authorized under condition 3.13 or 3.14 above:
- 3.15.1 An application respecting the Alteration shall be submitted to the Ministry; and,
 - 3.15.2 The Alteration shall not proceed unless:
 - a) Approval for the Alteration is granted by the Ministry (i.e., a Schedule C Notice); or,
 - b) The Director provides written notice that the Alteration may proceed in accordance with conditions in Schedule D of this Approval.

4.0 Authorizations of Future Alterations to Storm Sewers, Ditches, or Culverts - Additions, Modifications, Replacements and Extensions

4.1 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or extending a Storm Sewer, ditch, or culvert within the Authorized System subject to the following conditions and conditions 4.2 and 4.3 below:

4.1.1 The design of the addition, modification, replacement, or extension:

- a) Has been prepared by a Licensed Engineering Practitioner;
- b) Has been designed only to collect and transmit Stormwater;
- c) Has not been designed to collect or treat any sanitary Sewage;
- d) Has not been designed to collect, store, treat, control, or manage groundwater, unless for the purpose of foundation drains, road subdrains, or LIDs;
- e) Satisfies the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;
- f) Satisfies the standards set out in Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD), as applicable to ditches and culverts;
- g) Is consistent with or otherwise addresses the design objectives contained within the Design Guidelines for Sewage Works;
- h) Is planned, designed, and built to be consistent with the Stormwater Management Planning and Design Guidance Manual. If there is a conflict with Appendix A of this Approval, then Appendix A shall prevail; and
- i) Includes design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.

4.1.2 The addition, modification, replacement, or extension shall be designed so that it will:

- a) Not adversely affect the ability to maintain a gravity flow in the Authorized System without overflowing or increase surcharging in any maintenance holes as per design; and

-
- b) Provide smooth flow transition to existing gravity Storm Sewers.
- 4.1.3 The Alteration shall not result in:
- a) Adverse Effects; or
 - b) A deterioration of the approved effluent quality or quantity of downstream Stormwater Management Facilities which results in not being able to achieve the overall Stormwater performance criteria per Appendix A.
- 4.1.4 The Storm Sewer, ditch or culvert addition, modification, replacement, or extension is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent property owner respecting the Alteration and resulting Sewage Works.
- 4.1.5 The Owner consents in writing to the addition, modification, replacement, or extension.
- 4.1.6 A Licensed Engineering Practitioner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 a) to h), 4.3.9, and 4.3.10.
- 4.1.7 The Owner has verified in writing that the addition, modification, replacement, or extension has complied with inspection and testing requirements in the Design Criteria.
- 4.1.8 The Owner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 i), 4.1.2 to 4.1.6, 4.3.7, and 7.2.
- 4.2 The addition of Storm Sewers or ditches can be constructed but not operated until the Stormwater Management Facilities required to service the new Storm Sewers or ditches are in operation.
- 4.3 The Owner or a Prescribed Person is not authorized to undertake an Alteration described above in condition 4.1 where the Alteration relates to the addition, modification, replacement, or extension of a Storm Sewer that:
- 4.3.1 Passes under or through a body of surface water, unless trenchless construction methods are used or the local Conservation Authority has authorized an alternative construction method.
 - 4.3.2 Has a nominal diameter greater than 2,400 mm, or equivalent sizing.

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- 4.3.3 Is a Combined Sewer.
- 4.3.4 Is a concrete channel.
- 4.3.5 Is designed to, at any time, transmit, store, or control sanitary Sewage.
- 4.3.6 Converts rural road cross section ditches to curb, gutter, and Storm Sewers if the Stormwater volume and/or peak flow is increased and no water quality treatment is planned or demonstrated to be achieved, in accordance with this Approval and Appendix A, to offset the increase in Stormwater.
- 4.3.7 Results in new discharges or increased discharges to a Municipal Drain without written approval by the Owner and a signed Municipal Drainage Engineer's Report in accordance with the *Drainage Act* R.S.O. 1990, c. D.17.
- 4.3.8 Establishes a new outlet with direct discharge into the Natural Environment without monitoring in accordance with this Approval and without achieving the requirements set in Appendix A.
- 4.3.9 Increases Stormwater flow of an existing Storm Sewer or ditch without achieving water quality criteria set in Appendix A in accordance with this Approval unless the existing downstream Municipal Stormwater Management System has sufficient residual transmission and treatment capacity to accommodate the additional Stormwater.
- 4.3.10 Increases local hydraulic capacity of an existing Storm Sewer or ditch to accommodate new Stormwater flows unless the existing downstream Municipal Stormwater Management System has sufficient residual hydraulic capacity to accommodate the additional Stormwater.
- 4.3.11 Connects to another Municipal Stormwater Management System, unless:
- a) Prior to construction, the Owner of the Authorized System obtains written consent from the Owner or Owner's delegate of the Municipal Stormwater System being connected to; and
 - b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the Municipal Stormwater Management System being connected to as part of the record that is recorded and retained under condition 4.4.

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- 4.3.12 Is part of an Undertaking in respect of which:
- a) A request under s.16(6) of the EAA has been made, namely a request that the Minister make an order under s.16;
 - b) The Minister has made an order under s.16; or
 - c) The Director under that EAA has given notice under s.16.1 (2) that the Minister is considering making an order under s.16.
- 4.4 The consents and verifications required in conditions 4.1 and 4.3, if applicable, shall be:
- 4.4.1 Recorded on Form SW1, prior to the Storm Sewer, ditch, or culvert addition, modification, replacement, or extension being placed into service; and
 - 4.4.2 Retained for a period of at least ten (10) years by the Owner.
- 4.5 For greater certainty, the verification requirements set out in condition 4.4 do not apply to any Alteration in respect of the Authorized System which:
- 4.5.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
 - 4.5.2 Constitutes maintenance or repair of the Authorized System.

5.0 Authorizations of Future Alterations to Stormwater Management Facilities - Additions, Modifications, Replacement, and Extensions

- 5.1 Subject to conditions 5.2 and 5.3, the Owner or a Prescribed Person may alter the Stormwater Management Facilities in the Authorized System by adding, modifying, replacing, or extending the following components:
- 5.1.1 Rooftop storage
 - 5.1.2 Parking lot storage
 - 5.1.3 Superpipe storage
 - 5.1.4 Reduced lot grading
 - 5.1.5 Roof leader to ponding area
 - 5.1.6 Roof leader to soakaway pit
 - 5.1.7 Infiltration trench
 - 5.1.8 Engineered grassed swales / bioswale

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- 5.1.9 Pervious pipes
 - 5.1.10 Pervious catchbasins
 - 5.1.11 Vegetated filter strips
 - 5.1.12 Natural buffer strips
 - 5.1.13 Green roofs/Rooftop gardens
 - 5.1.14 Wet pond
 - 5.1.15 Engineered wetland
 - 5.1.16 Dry pond
 - 5.1.17 Hybrid Facility
 - 5.1.18 Infiltration basin
 - 5.1.19 Filtration MTD
 - 5.1.20 Sedimentation MTD - OGS
 - 5.1.21 LID that relies on one or more of the following mechanisms to achieve treatment and control:
 - a) Evapotranspiration;
 - b) Infiltration into the ground; or
 - c) Filtration.
 - 5.1.22 Any other Stormwater Management Facilities where the Director has provided authorization in writing to proceed with the Alteration.
- 5.2 Any Alteration to the Authorized System authorized under condition 5.1 is subject to the following conditions:
- 5.2.1 The design of the Alteration shall:
 - a) Be prepared by a Licensed Engineering Practitioner;
 - b) Be designed only to collect, receive, treat, or control only Stormwater and has not been designed to collect, receive, treat, or control sanitary Sewage;
 - c) Be planned, designed, and built to be consistent with the Stormwater Management Planning and Design Guidance

Manual. If there is a conflict with Appendix A of this Approval, then Appendix A shall prevail;

- d) Satisfy the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;
- e) Be part of a Stormwater Treatment Train approach that satisfies the requirements outlined in Appendix A, or transmits Stormwater to a Stormwater Management Facility that satisfies the requirements outlined in Appendix A;
- f) Include an outlet or an emergency overflow for the Sewage Works, with the verification of the location, route, and capacity of the receiving major system to accommodate overflows; and
- g) Include design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works and any applicable local Source Protection Plan policies.

5.2.2 The Alteration shall not result in:

- a) Adverse Effects; or
- b) A deterioration on the approved effluent quality or quantity of downstream Stormwater Management Facilities which results in not being able to achieve the overall Stormwater performance criteria per Appendix A.

5.2.3 The Alteration may incorporate co-benefits, but in doing so shall not diminish functionality or efficiency of any Stormwater Management Facility(ies) that may be impacted by the Alteration.

5.2.4 Any new sedimentation MTD that is part of the Alteration shall meet the following requirements:

- a) Tested in accordance with the TRCA protocol Procedure for Laboratory Testing of OGSs and testing data verified in accordance with the ISO 14034 Environmental Technology Verification (ETV) protocol. The suspended solids removal claimed for the sedimentation MTD in achieving the water quality criteria in Appendix A, and the sizing methodology used to determine the appropriate sedimentation MTD dimensions for the particular site, shall be based on the verified removal efficiency for all particle size fractions comprising the particle size distribution specified within the

testing protocol or a particle size distribution approved by the Director.

- b) Using the verified sediment removal efficiencies for the respective surface loading rates specified in the testing protocol, the sedimentation MTD sizing methodology shall use linear interpolation to calculate sediment removal efficiencies for surface loading rates that lie between the specified surface loading rates. For surface loading rates less than the lowest specified and tested surface loading rate, the sediment removal efficiency shall be assumed to be identical to the verified removal efficiency for the lowest specified and tested surface loading rate. Where available, 15 min rainfall stations shall be used for sizing the sedimentation MTD.
- c) When two or more sedimentation MTD are installed in series, no additional sediment removal credit shall be applied beyond the sediment removal credit of the largest device in the series.
- d) The sediment removal rate at the specified surface loading rates determined for the tested full scale, commercially available MTD may be applied to similar MTDs of smaller or larger size by proper scaling. Scaling the performance results of the tested MTD to other model sizes without completing additional testing is acceptable provided that:
 - i The claimed sediment removal efficiencies for the similar MTD are the same or lower than the tested MTD at identical surface loading rates; and
 - ii The similar MTD is scaled geometrically proportional to the tested unit in all inside dimensions of length and width and a minimum of 85% proportional in depth.
- e) The units must be installed in an off-line configuration if the unit had an effluent concentration greater than 25 mg/L at any of the surface loading rates conducted during the sediment scour and resuspension test as part of the ISO 14034 verification.
- f) The sedimentation MTD should be sized for the highest suspended solids percent removal physically and economically practicable, and used as a pre-treatment device in a treatment train designed to achieve the water quality criteria in Appendix A.

5.2.5 Any new filtration MTD that is part of the Alteration shall meet the following requirements:

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- a) Field tested and verified in accordance with a minimum of one of the following protocols:
- i Washington State Technology Assessment Protocol - Ecology (TAPE) General Use Level Designation (GULD); and
 - 1. Has ISO 14034 ETV verification to satisfy ETV Canada requirements;
 - 2. The field monitoring data set used to obtain GULD certification should include a minimum of three (3) events that exceed 75th percentile rainfall event with at least one hour with an intensity of 6 mm/h or greater.
 - ii Another testing and verification method, where the Director has communicated acceptability in writing.
- b) Where available, 15 min rainfall stations shall be used for sizing the filtration MTD using the rainfall intensity corresponding to 90% of annual runoff volume;
- c) The SS removal rate determined for the tested full scale, commercially available filtration MTD, or single full-scale commercially available cartridge or filtration module, may be applied to other model sizes of that filtration MTD provided that appropriate scaling principles are applied. Scaling the tested filtration MTD or single full-scale commercially available cartridge or filtration module, to determine other model sizes and performance without completing additional testing is acceptable provided that:
- i Depth of media, composition of media, and gradation of media remain constant.
 - ii The ratio of the maximum treatment flow rate to effective filtration treatment area (filter surface area) is the same or less than the tested filtration MTD;
 - iii The ratio of effective sedimentation treatment area to effective filtration treatment area is the same or greater than the tested filtration MTD; and
 - iv The ratio of wet volume to effective filtration treatment area is the same or greater than the tested filtration MTD.

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- 5.2.6 When it is necessary to use Privately Owned Stormwater Works in the Stormwater Treatment Train to achieve Appendix A criteria as part of or as a result of an Alteration, the following conditions apply:
- a) The Owner shall, through legal instruments or binding agreements, obtain the right to access, operate, and maintain the Privately Owned Sewage Works;
 - b) The Owner shall ensure that the right to access, operate and maintain the Privately Owned Sewage Works described in condition 5.2.6 a) above is maintained at all times that the works are in service and used to achieve Appendix A criteria.
 - c) The Owner shall ensure on-going operation and maintenance of the Privately Owned Stormwater Works; and,
 - d) The Owner shall ensure that the Privately Owned Stormwater Works have obtained separate approval(s) under the EPA, as required.
- 5.2.7 The Alteration is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 5.2.8 The Owner consents in writing to the Alteration authorized under condition 5.1.
- 5.2.9 A Licensed Engineering Practitioner has verified in writing that the Alteration authorized under condition 5.1 meets the design requirements of conditions 5.2.1 a) to f), 5.2.4 and 5.2.5.
- 5.2.10 The Owner has verified in writing that the Alteration authorized under condition 5.1 meets the requirements of conditions 5.2.1 g), 5.2.2, 5.2.6 to 5.2.9, 5.3, 5.4, and 7.2.
- 5.3 The authorization in condition 5.1 does not apply:
- 5.3.1 To the establishment of a regional end-of-pipe flood control Facility;
 - 5.3.2 Where the Alteration will result in new or increased discharges to a Municipal Drain without written approval by the Owner and a signed Municipal Drainage Engineer's Report in accordance with the *Drainage Act* R.S.O. 1990, c. D.17;
 - 5.3.3 To the establishment of a new outlet with direct discharge into the Natural Environment without treatment and monitoring in accordance with this Approval;

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- 5.3.4 Where the Alteration will service a drainage area greater than 65 ha;
- 5.3.5 Where the Alteration will result in conversion of an existing Stormwater Management Facility into another type of Stormwater Management Facility;
- 5.4 Any Alteration to LID or end-of-pipe Stormwater Management Facilities shall be inspected before operation of the Alteration to confirm construction as per specifications (including depth, as applicable).
- 5.5 The consents and verifications required in conditions 5.2.8 to 5.2.10 if applicable, shall be:
- 5.5.1 Recorded on Form SW2, prior to undertaking the Alteration; and
- 5.5.2 Retained for a period of at least ten (10) years by the Owner.
- 5.6 For greater certainty, the verification requirements set out in condition 5.5 do not apply to any Alteration in respect of the Authorized System which:
- 5.6.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
- 5.6.2 Constitutes maintenance or repair of the Authorized System.

6.0 Authorizations of Future Alterations for Third Pipe Collection System Additions, Modifications, Replacements and Extensions

- 6.1 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or extending, and operating works comprising a municipal Third Pipe Collection System to collect foundation drainage and groundwater where:
- 6.1.1 The design of the Alteration:
- a) Has been prepared by a Licensed Engineering Practitioner;
 - b) Is limited to collection, transmission, reuse and/or treatment of only foundation drainage and groundwater, and is not designed to collect or treat sanitary Sewage;
 - c) Satisfies the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria; and
 - d) Is scoped so that the resulting Sewage Works are intended to:

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- i Primarily function for the non-potable reuse, as deemed acceptable by the Owner and the local health unit, of foundation drainage and/or groundwater, and no discharge to a Storm Sewer or Separate Sewer if there is excess volume that cannot be reused; and/or
 - ii Provide wetland recharge, in which case, collection of rooftop runoff will also be acceptable.
 - 6.1.2 The Alteration is not located on a contaminated site, or where natural occurring conditions result in contaminated discharge, or where the site receives contaminated groundwater or foundation drainage from another site, unless the discharge being received has been remediated or treated prior to acceptance by the Third Pipe Collection System.
 - 6.1.3 The Owner has undertaken a site assessment for water quantity, water quality, and hydrogeological site conditions regarding the Alteration.
 - 6.1.4 The Alteration will not result in Adverse Effects.
 - 6.1.5 The Alteration is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent property owner respecting the Alteration and resulting Sewage Works.
 - 6.1.6 The Owner consents in writing to the Alteration.
 - 6.1.7 A Licensed Engineering Practitioner has verified in writing that the Alteration meets the requirements of condition 6.1.1.
 - 6.1.8 The Owner has verified in writing that the Alteration meets the requirements of conditions 6.1.2 to 6.1.7.
 - 6.2 The consents, verifications and documentation required in conditions 6.1.7 and 6.1.8 shall be:
 - 6.2.1 Recorded on Form SW3 prior to undertaking the Alteration; and
 - 6.2.2 Retained for a period of at least ten (10) years by the Owner.
 - 6.3 For greater certainty, the verification requirements set out in condition 6.2 do not apply to any Alteration in respect of the Authorized System which:
 - 6.3.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or

6.3.2 Constitutes maintenance or repair of the Authorized System, including changes to software for an existing SCADA system resulting from Alterations authorized in condition 6.1.

6.4 The Owner shall update, within twelve (12) months of the Alteration of the Sewage Works being placed into service, any drawings maintained for the Municipal Stormwater Management System to reflect the Alterations of the Sewage Works, where applicable.

7.0 Outlets

7.1 Any outlet established or altered as part of an Alteration authorized through conditions 4, 5, or 6 of Schedule D in this Approval shall have regard to the 2012 TRCA Stormwater Management Criteria document, Appendix E, for outlets.

7.2 Any outlet established as part of an Alteration authorized through conditions 4, 5, or 6 of Schedule D in this Approval shall not:

7.2.1 Increase discharge or create a new point source discharge to privately owned land unless there is express written consent of the owner(s) of such private land(s).

7.2.2 Result in Adverse Effects.

8.0 Previously Approved Sewage Works

8.1 If approval for an Alteration to the Authorized System was issued under the EPA and is revoked by this Approval, the Owner may make the Alteration in accordance with:

8.1.1 The terms of this Approval; or

8.1.2 The terms and conditions of the revoked approval as of the date this approval was issued, provided that the Alteration is commenced within five (5) years of the date that the revoked approval was issued.

9.0 Transition

9.1 An Alteration of the Authorized System is exempt from the requirements in clause (e) of condition 4.1.1, clause (d) of condition 5.2.1, and clause (c) of condition 6.1.1 where:

9.1.1 Effort to undertake the Alteration, such as tendering or commencement of construction of the Sewage Works associated with the Alteration, begins on or before December 02, 2024.

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- 9.1.2 The design of the Alteration conforms to the Stormwater Management Planning and Design Manual, and where applicable, Design Guidelines for Sewage Works;
- 9.1.3 The design of the Alteration was completed on or before the issue date of this Approval or a Class Environmental Assessment was completed for the Alteration and changes to the design result in significant cost increase or significant project delays; and
- 9.1.4 The Alteration would be otherwise authorized under this Approval.

Schedule E: Operating Conditions

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-S701 |
| System Name | Municipal Stormwater Management Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 General Operations

- 1.1 The Owner shall ensure that, at all times, the Sewage Works comprising the Authorized System and the related equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.2 Prescribed Persons and Operating Authorities shall ensure that, at all times, the Sewage Works under their care and control and the related equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.3 In conditions 1.1 and 1.2 “properly operated and maintained” includes effective performance, adequate funding, adequate operator staffing and training, including training in applicable procedures and other requirements of this Approval and the EPA, OWRA, CWA, and regulations, adequate laboratory services, process controls and alarms and the use of process chemicals and other substances used in the Authorized System.
- 1.4 The Owner shall ensure that Sewage Works are operated with the objective that the effluent from the Sewage Works is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film, sheen, foam, or discoloration on the receiving waters, and shall evaluate the need for maintenance if the objective is not being met.
- 1.5 The Owner shall ensure that any Storm Sewers or ditches authorized under Schedule D of this approval are not placed into operation until the associated Stormwater Management Facilities to provide treatment are constructed and operated.

2.0 Duties of Owners and Operating Authorities

- 2.1 The Owner, Prescribed Persons, and any Operating Authority shall ensure the following:
 - 2.1.1 At all times that the Sewage Works within the Authorized System are in service, the Sewage Works are:

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- a) Operated in accordance with the requirements under the EPA and OWRA, and
 - b) Maintained in a state of good repair.
- 2.1.2 The Authorized System is operated by persons that are familiar with the requirements of this Approval.
- 2.1.3 All sampling, testing, monitoring, and reporting requirements under the EPA and this Approval that relate to the Authorized System are complied with.
- 2.1.4 All necessary steps are taken to ensure that operations of the Sewage Works and any associated physical structures do not constitute a safety or health hazard to the general public.
- 2.1.5 Where a Stormwater Management Facility ceases to function as a Stormwater Management Facility, whether by intent, accident, or otherwise (e.g., a CSO or an SSO), a workplan shall be developed that includes local community notification, plans for rehabilitating the Stormwater Management Facility to proper function in a reasonable time, identification of actions that will be taken to prevent reoccurrences, and timelines for implementing the workplan.
- 2.1.6 That operations and maintenance activities are undertaken at the frequency and in conformance with the procedures set out in the O&M Manual.
- a) A Prescribed Person or Operating Authority shall only undertake operations and maintenance activities where they have been delegated the authority to undertake such activities by the Owner or the Owner has expressly approved the activity(ies).
- 2.2 For clarity, the requirements outlined in the above conditions 2.1 for Prescribed Persons and any Operating Authority only apply to Sewage Works within the Authorized System where they are responsible for the operation.
- 2.3 The Owner, Prescribed Persons, and Operating Authority shall take all reasonable steps to minimize and ameliorate any Adverse Effect on the Natural Environment or impairment of the quality of water of any waters resulting from the operation of the Authorized System, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

3.0 Operations and Maintenance

3.1 Inspection

- 3.1.1 The Owner shall ensure that all Sewage Works within the Authorized System are inspected at the frequency and in accordance with procedures set out in their O&M Manual.
- 3.1.2 The owner shall ensure that:
- a) Any Stormwater Management Facilities, pumping stations, and any outlets that discharge to a receiver, are inspected at least once before December 31, 2026, if these have not been inspected since January 1, 2018 and thereafter as required by the O&M Manual; and
 - b) Any Stormwater Management Facilities, pumping stations, and any outlets that discharge to a receiver, established, or replaced within the Authorized System after the date of issuance of this Approval, are inspected within one year of being placed into service and thereafter as required by the O&M Manual.
- 3.1.3 The Owner shall clean and maintain Sewage Works within the Authorized System to ensure the Sewage Works perform as designed.
- 3.1.4 The Owner shall inspect the Stormwater Management Facilities in the Authorized System after significant flooding events as defined in, and in accordance with procedures documented in, the O&M Manual.
- 3.1.5 The Owner shall maintain records of the results of the inspections required in condition 3.1.1, 3.1.2 and 3.1.4 and any cleaning and maintenance operations undertaken, and shall make available the records for inspection by the Ministry upon request. The records shall include the following:
- a) Asset ID and name of the Sewage Works;
 - b) Date and results of each inspection, maintenance, or cleaning;
 - c) Name of person who conducted the inspection, maintenance, or the name of the inspecting official, where applicable, and
 - d) As applicable to the type of works, observations resulting from the inspection including, at a minimum:

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- i Hydraulic operation of the works (e.g., length of occurrence since the last rainfall event, evidence or occurrence of overflows).
 - ii Condition of vegetation in and around the works.
 - iii Occurrence of obstructions at the inlet and outlet of the works.
 - iv Evidence of spills and/or oil/grease contamination.
 - v Presence of trash build-up, and
 - vi Measurements of other parameters as required in the Monitoring Plan.

3.2 Operations & Maintenance (O&M) Manual

3.2.1 The Owner shall prepare and implement an operations and maintenance manual for Sewage Works within the Authorized System on or before December 02, 2025, that includes or references, but is not necessarily limited to, the following information:

- a) Procedures for the routine operation of the Sewage Works;
- b) Inspection programs, including the frequency of inspection, and the methods or tests employed to detect when maintenance is necessary, including:
 - i Presence of algae and/or invasive species impairing the Works (e.g., phragmites, goldfish);
 - ii Measurements of sediment depth, manual water levels (staff gauge) and/or visual observations, as appropriate to the Stormwater Management Facilities.
- c) Maintenance and repair programs, including:
 - i The frequency of maintenance and repair for the Sewage Works;
 - ii Stormwater pond sediment cleanout, dewatering, and management;
 - iii Excavation, modification, replacement of LID soil/media/aggregate/geotextile, such as bioretention cells, green roof, permeable pavement; and

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- iv The frequency of maintenance for any other Stormwater Management Facilities identified in Schedule B that collect sediment.
 - d) Operational and maintenance requirements to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies;
 - e) Procedures for routine physical inspection and calibration of monitoring equipment or components in accordance with the Monitoring Plan;
 - f) Emergency Response, Spill Reporting and Contingency Plans and Procedures for dealing with equipment breakdowns, potential spills, and any other abnormal situations, including notification to the Spills Action Centre, the Medical Officer of Health, and the District Manager, as applicable;
 - g) Procedures for receiving, responding, and recording public complaints, including recording any follow-up actions taken; and
 - h) As-built drawings or record drawings of the Sewage Works for stormwater works constructed on or after January 1, 2010 and where available for stormwater works constructed prior to January 1, 2010.
- 3.2.2 The Owner shall review and update the O&M Manual and ensure that access to a copy is readily available for each Stormwater Management Facility for the operational life of the works.
- 3.2.3 The Owner shall provide a copy of the O&M Manual to Ministry staff, upon request.
- 3.2.4 The Owner shall revise the O&M Manual to include procedures necessary for the operation and maintenance of any Sewage Works within the Authorized System that are established, altered, extended, replaced, or enlarged after the date of issuance of this approval prior to placing into service those Sewage Works.
- 3.2.5 For greater certainty, the O&M Manual may be a single document or a collection of documents that, when considered together, apply to all parts of the Authorized System.
- 3.3 On or before December 02, 2026, the Owner shall establish signage to notify the public at any Stormwater Management Facility identified in

Schedule B that is a wet pond, dry pond, hybrid Facility, or engineered wetland. The signage shall include the following minimum information:

- 3.3.1 Identification that the site contains a Stormwater Management Facility;
 - 3.3.2 Identification of potential hazards and limitations of water use, as applicable;
 - 3.3.3 Identification of the purpose of the Facility;
 - 3.3.4 ECA approval number and/or asset ID; and
 - 3.3.5 Owner's contact information.
- 3.4 Prior to any maintenance of Sewage Works comprising the Authorized System, the Owner shall ensure that all applicable permits or authorizations have been obtained from Federal or Provincial agencies having legislative mandates relating to species at risk or water resources.

4.0 Monitoring Plan

- 4.1 On or before December 02, 2025 or within twenty-four (24) months of the date of the publication of the Ministry's monitoring guidance, whichever is later, the Owner shall develop and implement a monitoring plan for the Authorized System. The monitoring plan shall be:
- 4.1.1 Signed and approved by management with the authority delegated by the Owner to do so;
 - 4.1.2 Peer-reviewed by a third-party Qualified Person (QP), external to the development of the Monitoring Plan, to verify the adequacy of the Monitoring Plan in complying with conditions 4.4 and 4.5 of Schedule E. The results of the peer review shall include:
 - a) Written confirmation from the QP that they have the experience and qualifications to carry out the work; and
 - b) Written confirmation from the QP of the adequacy of the Monitoring Plan.
- 4.2 The Owner, or a QP designated by the Owner, may jointly develop the Monitoring Plan in partnership with Owner(s) of other Municipal Stormwater Management Systems as long as the Municipal Stormwater Management Systems are within the same watershed.
- 4.3 The Owner shall ensure the Monitoring Plan is implemented and any resulting monitoring data is recorded in an electronic database.

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- 4.4 The Monitoring Plan shall include:
- 4.4.1 Procedures to verify that the operational performance of the Authorized System is as designed/planned;
 - 4.4.2 Procedures to assess the environmental impact of the Municipal Stormwater Management System; and
 - 4.4.3 Procedures for any corrective action that may be required to address any performance deficiencies or environmental impacts identified from above conditions 4.4.1 or 4.4.2.
- 4.5 The Monitoring Plan shall also include, but not be limited to:
- 4.5.1 Identification of the Sewage Works to be monitored, including outlets and any works that provide quality and/or quantity control;
 - 4.5.2 Identification of the key receivers to be monitored within the Owner's municipal boundaries and the monitoring locations;
 - 4.5.3 Consideration of relevant municipal land use and environmental planning documents (e.g., Stormwater Management Master Plan, Class Environmental Assessment Project, asset management plan, subwatershed studies, and planned development);
 - 4.5.4 Characterization of water quality and quantity conditions and identification of water users to be protected, based on conditions 4.5.2 and 4.5.3;
 - 4.5.5 Identification of water quality and quantity goals, as it relates to Stormwater management, using the information collected in condition 4.5.4;
 - 4.5.6 Identification of locations of rainfall gauges to be used;
 - 4.5.7 Identification of inspections, measurements, sampling, analysis and/or other monitoring activities that were used as the basis for or will inform future updates to the procedures identified in condition 4.4.
 - 4.5.8 Details respecting a monitoring program for the works and the receivers, that includes, at a minimum:
 - a) Hydrological, chemical, physical, and biological parameters, as appropriate, in alignment with the goals;

- b) Ensures water level of the Stormwater Measurement Facilities, excluding MTDs, are measured at regular intervals with a water level gauge;
 - c) Monitoring methodology, including the frequency and protocols for sampling, analysis, and recording, with consideration of dry and wet weather events and timing of sampling during wet weather events.
 - d) Ensures that the time of all samples or measurements are recorded.
- 4.5.9 An implementation plan for the monitoring program that identifies timelines and, if the monitoring occurs on a rotational basis, provides a description of the rotational schedule and associated works.
- 4.5.10 Includes a summary of all monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations, and
- 4.5.11 Consideration of adaptive management practices (e.g., evidence-based decision making).
- 4.6 The Owner shall ensure that the Monitoring Plan is updated where necessary within twelve (12) months of any Alteration to the Authorized System, or more frequently as required by the Monitoring Plan.
- 4.7 The Owner shall, on request and without charge, provide a copy of the Monitoring Plan and any resulting monitoring data to members of the public.

5.0 Reporting

- 5.1 The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.
- 5.2 The Owner shall prepare an annual performance report for the Authorized System that:
- 5.2.1 Is submitted to the Director on or before April 30th of each year and covers the period from January 1st to December 31st of the preceding calendar year.
 - a) For clarity, the first report shall cover the period of January 1, 2024 to December 31st, 2024 and be submitted to the Director on or before April 30th, 2025.

-
- 5.2.2 Includes a summary of all monitoring data along with an interpretation of the data and an overview of the condition and operational performance of the Authorized System and any Adverse Effects on the Natural Environment;
 - 5.2.3 Includes a summary and interpretation of environmental trends based on all monitoring information and data for the previous five (5) years;
 - 5.2.4 Includes a summary of any operating problems encountered and corrective actions taken;
 - 5.2.5 Includes a summary of all inspections, maintenance, and repairs carried out on any major structure, equipment, apparatus, mechanism, or thing forming part of the Authorized System;
 - 5.2.6 Includes a summary of the calibration and maintenance carried out on all monitoring equipment;
 - 5.2.7 Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints;
 - 5.2.8 Includes a summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat;
 - 5.2.9 Includes a summary of all spills or abnormal discharge events;
 - 5.2.10 Includes a summary of actions taken, including timelines, to improve or correct performance of any aspect of the Authorized System; and
 - 5.2.11 Includes a summary of the status of actions for the previous reporting year.
- 5.3 The report described in condition 5.2 shall be:
- 5.3.1 Made available, on request and without charge, to members of the public who are served by the Authorized System; and
 - 5.3.2 Made available, by June 1st of the same reporting year, to members of the public without charge by publishing the report on the Internet, if the Owner maintains a website on the Internet.

6.0 Record Keeping

-
- 6.1 The Owner shall retain for a minimum of ten (10) years from the date of their creation:
- 6.1.1 All records, reports and information required by this Approval and related to or resulting from Alterations to the Authorized System, and
 - 6.1.2 All records, report and information related to the operation, maintenance and monitoring activities required by this Approval.
- 6.2 The Owner shall update, within twelve (12) months of any Alteration to the Authorized System being placed into service, any drawings maintained for the Municipal Stormwater Management System to reflect the Alteration of the Sewage Works, where applicable.

7.0 Review of this Approval

- 7.1 No later than the date specified in Condition 1 of Schedule A of this Approval, the Owner shall submit to the Director an application to have the Approval reviewed. The application shall, at minimum:
- 7.1.1 Include an updated description of the Sewage Works within the Authorized System, including any Alterations to the Sewage Works that were made since the Approval was last issued; and
 - 7.1.2 Be submitted in the manner specified by Director and include any other information requested by the Director.

8.0 Source Water Protection

- 8.1 The Owner shall ensure that any Alteration in the Authorized System is designed, constructed, and operated in such a way as to be protective of sources of drinking water in Vulnerable Areas as identified in the Source Protection Plan, if available.
- 8.2 The Owner shall prepare a “Significant Drinking Water Threat Assessment Report for Proposed Alterations” for the Authorized System on or before December 02, 2025 that includes, but is not necessarily limited to:
- 8.2.1 An outline of the circumstances under which proposed Alterations could pose a Significant Drinking Water Threat based on the Director’s Technical Rules established under the CWA.
 - 8.2.2 An outline of how the Owner assesses the proposed Alterations to identify drinking water threats under the CWA.

- 8.2.3 For any proposed Alteration a list of components, equipment, or Sewage Works that are being altered and have been identified as a Significant Drinking Water Threat.
- 8.2.4 A summary of design considerations and other measures that have been put into place to mitigate risks resulting from construction or operation of the components, equipment, or Sewage Works identified in condition 8.2.3, such as those included in the Standard Operating Policy for Sewage Works.
- 8.3 The Owner shall make any necessary updates to the report required in condition 8.2 at least once every twelve (12) months.
- 8.4 Any components, equipment, or Sewage Works added to the report required in condition 8.2 shall be included in the report for the operational life of the Sewage Works.
- 8.5 Upon request, the Owner shall make a copy of the report required in condition 8.2 available to the Ministry or Source Protection Authority staff.

9.0 Storm Sewer Catchment Asset Inventory

- 9.1 The Owner shall prepare and submit to the Director an inventory of the storm sewersheds and classify in accordance with Tables E1 and E2, on or before December 02, 2026. Minimum classification of the level of Stormwater management is as follows:
- 9.1.1 Level A – Stormwater receives treatment for water quality and quantity prior to discharge to the environment;
- 9.1.2 Level B – Stormwater receives treatment for water quality but no water quantity prior to discharge to the environment; and
- 9.1.3 Level C – Stormwater receives no treatment for water quality prior to discharge to the environment.

Table E1. Storm Sewershed and Associated Treatment

| Outlet Asset ID | Sewershed Catchment Area (ha) | Tributary or Receiver | Subwatershed/ Watershed | Stormwater Management Level (A, B or C) | Treatment provided by other municipality (if applicable) |
|-----------------|-------------------------------|-----------------------|-------------------------|---|--|
| | | | | | |

Table E2. Summary of Storm Sewersheds

| Stormwater Management Level | Total Number of Outlets to Environment | Total Sewershed Catchment Area (ha) |
|-----------------------------|--|-------------------------------------|
| | | |

| | | |
|---------|--|--|
| Level A | | |
| Level B | | |
| Level C | | |

9.2 Within 12 (twelve) months of the date that the inventory required in condition 9.1 is submitted to the Director, the document(s) or file(s) referenced in Table B1 of Schedule B of this Approval shall be updated to identify the storm sewersheds for each outlet and their level of Stormwater management.

Schedule F: Residue Management

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-S701 |
| System Name | Municipal Stormwater Management Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 Residue Management System

1.1 Not Applicable.

Appendix A – Stormwater Management Criteria

1.0 Applicability of Criteria

- 1.1 The criteria listed under Table A1 of this Appendix applies to all drainage areas greater than 0.1 ha, with the construction erosion and sediment control criteria applying also to sites <0.1 ha;
- 1.2 Despite condition 1.1 of Appendix A, if some or all of the criteria listed under Table A1 of this Appendix have been assessed for and addressed in other adjacent developed lands to the project site through a subwatershed plan or equivalent study, then those criteria may not be applicable to the project site.

Table A1. Performance Criteria

| | |
|-------------------------------------|--|
| Water Balance ^[1] | <p>FOR DEVELOPMENT SCENARIOS ^[2]</p> <p>Assessment Studies:</p> <p>i) Control ^[3] as per the criteria identified in the water balance assessment completed in one or more of the following studies ^[15], if undertaken: a watershed/subwatershed plan; Source Protection Plan (Assessment Report component); Master Stormwater Management Plan, Master Environmental Servicing Plan; Class EA, or similar approach that transparently considers social, environmental and financial impacts; or local site study including natural heritage, Ecologically significant Groundwater Recharge Areas (EGRA), inflow and infiltration strategies. The assessment should include sufficient detail to be used at a local site level and consistent with the various level of studies; OR</p> <p>IF Assessment Studies in i) NOT completed:</p> <p>ii) Control ^[3] the recharge ^[4] to meet Pre-development ^[5] conditions on property; OR</p> <p>iii) Control ^[3] the runoff from the 90th percentile storm event.</p> <p>Lake Simcoe Watershed Municipalities:</p> <p>iv) Control ^[3] as per the evaluation of anticipated changes in water balance between Pre-development and post-development assessed through a Stormwater management plan in support of an application for Major Development ^[6]. The assessment should include sufficient detail to be used at a local site level. If it is demonstrated, using the approved water balance estimation methods ^[7], that the site’s post to Pre-development water balance cannot be met, and Maximum Extent Possible ^[8] has been attained, the proponent may use Lake Simcoe and Region Conservation Authority’s (LSRCA) Recharge Compensation Program ^[9].</p> <p>FOR RETROFIT SCENARIOS ^[10]</p> <p>Assessment Studies:</p> <p>i) Control as per criteria identified in the water balance assessment completed in one or more of the following studies: a watershed/subwatershed</p> |
|-------------------------------------|--|

| | |
|--|---|
| | <p>plan, Source Protection Plan (Assessment Report component), Master Stormwater Management Plan, Master Environmental Servicing Plan, Class EA, or local site study including natural heritage, EGRA, inflow and infiltration strategies, if undertaken. The assessment should include sufficient detail to be used at a local site level and consistent with the various level of studies; OR</p> <p>ii) If constraints ^[11] identified in i), then control ^[3] as per Maximum Extent Possible ^[8] based on environmental site feasibility studies or address local needs^[14].</p> <p>IF Assessment Studies in i) NOT completed:</p> <p>iii) Control ^[3] the recharge ^[4] to meet Pre-development ^[5] conditions on property; OR</p> <p>iv) Control ^[3] the runoff from the 90th percentile storm event.</p> |
| <p>Water Quality ^[1]</p> | <p>FOR DEVELOPMENT SCENARIOS ^[2]</p> <p>All of the following criteria must be met for development scenarios:</p> <p>General:</p> <p>i) Characterize the water quality to be protected and Stormwater Contaminants (e.g., suspended solids, nutrients, bacteria, water temperature) for potential impact on the Natural Environment, and control as necessary, OR</p> <p>ii) As per the watershed/subwatershed plan, similar area-wide Stormwater study, or Stormwater management plan to minimize, or where possible, prevent increases in Contaminant loads and impacts to receiving waters.</p> <p>Suspended Solids:</p> <p>i) Control ^[3] 90th percentile storm event and if conventional methods are necessary, then enhanced, normal, or basic levels of protection (80%, 70%, or 60% respectively) for suspended solids removal (based on the receiver).</p> <p>Phosphorus:</p> <p>i) Minimize existing phosphorus loadings to Lake Erie and its tributaries, as compared to 2018 or conditions prior to the proposed development, OR</p> <p>ii) Minimize phosphorus loadings to Lake Simcoe and its tributaries. Proponents with development sites located in the Lake Simcoe watershed shall evaluate anticipated changes in phosphorus loadings between Pre-development and post-development through a Stormwater management plan in support of an application for Major Development ^[6]. The assessment should include sufficient detail to be used at a local site level. If, using the approved phosphorus budget tool ^[12], it is demonstrated that the site's post to Pre-development phosphorus budget cannot be met, and Maximum Extent Possible ^[8] has been attained, the proponent may use LSRCA's Phosphorus Offsetting Policy ^[9].</p> <p>FOR RETROFIT SCENARIOS ^[10]</p> <p>i) Improve the level of water quality control currently provided on site; AND</p> <p>ii) As per the 'Development' criteria for Suspended Solids, OR</p> <p>iii) If 'Development' criteria for Suspended Solids cannot be met, Works are designed as a multi-year retrofit project, in accordance with a rehabilitation study or similar area-wide Stormwater study, such that the completed treatment train will achieve the 'Development' criteria for</p> |

| | |
|--|---|
| | <p>Suspended Solids or local needs^[14], within ten (10) years; OR iv) If constraints ^[11] identified in ii) and iii), then control ^[3] as per Maximum Extent Possible ^[8] based on environmental site feasibility studies.</p> |
| <p>Erosion Control (Watershed) ^[1]</p> | <p>FOR DEVELOPMENT SCENARIOS ^[8]</p> <p>i) As per erosion assessment completed in watershed/subwatershed plan, Master Stormwater Management Plan, Master Environmental Servicing Plan, Drainage Plan, Class EA, local site study, geomorphologic study, or erosion analysis; OR</p> <p>ii) As per the Detailed Design Approach or Simplified Design Approach methods described in the Stormwater Management Planning and Design Manual:</p> <p>a. The Detailed Design Approach may be selected by the proponent for any development regardless of size and location within the watershed provided technical specialists are available for the completion of the technical assessments; or considered more appropriate than the simplified approach given the size and location of the development within the watershed and the sensitivity of the receiving waters in terms of morphology and habitat function.</p> <p>b. The Simplified Design Approach may be adopted for watersheds whose development area is generally less than twenty hectares AND either one of the following two conditions apply:</p> <p>1) The catchment area of the receiving channel at the point-of-entry of Stormwater drainage from the development is equal to or greater than twenty-five square kilometres; or</p> <p>2) Meets the following conditions:</p> <ul style="list-style-type: none"> • The channel bankfull depth is less than three quarters of a metre; • The channel is a headwater stream; • The receiving channel is not designated as an Environmentally Sensitive Area (ESA) or Area of Natural or Scientific Interest (ANSI) and does not provide habitat for a sensitive aquatic species; • The channel is stable to transitional; and • The channel is slightly entrenched; OR <p>iii) In the absence of a guiding study, detain at minimum, the runoff volume generated from a 25 mm storm event over 24 to 48 hours.</p> <p>FOR RETROFIT SCENARIOS ^[10]</p> <p>i) If approaches i-iii) under ‘Development Scenarios’ are not feasible as per identified constraints ^[11], then improve the level of erosion control ^[3] currently provided on site to Maximum Extent Possible ^[8] based on environmental site feasibility studies or address local needs^[14].</p> |
| <p>Water Quantity (Minor and Major System) ^[1]</p> | <p>i) As per municipal standards, Master Stormwater Management Plan, Class EA, Individual EA and/or ECA, as appropriate for the type of project ^[13]</p> |
| <p>Flood Control (Watershed Hydrology) ^[1]</p> | <p>FOR DEVELOPMENT SCENARIOS ^[2]</p> <p>i) Manage peak flow control as per watershed/subwatershed plans, municipal criteria being a minimum 100 year return storm (except for site-specific considerations and proximity to receiving water bodies), municipal guidelines and standards, Individual/Class EA, ECA, Master Plan,</p> |

| | |
|---|--|
| | <p>as appropriate for the type of project ^[13].</p> <p>FOR RETROFIT SCENARIOS ^[10]</p> <p>i) If approaches i) under ‘Development Scenarios’ are not feasible as per identified constraints ^[11], then improve the level of flood control ^[3] currently provided on site to Maximum Extent Possible ^[8] based on environmental site feasibility studies.</p> |
| <p>Construction Erosion and Sediment Control</p> | <p>i) Manage construction erosion and sediment control through development and implementation of an erosion and sediment control (ESC) plan. The ESC plan shall:</p> <p>a. Have regard to Canadian Standards Association (CSA) W202 Erosion and Sediment Control Inspection and Monitoring Standard (as amended); OR</p> <p>b. Have regard to Erosion and Sediment Control Guideline for Urban Construction 2019 by TRCA (as amended).</p> <p>ii) Be prepared by a QP for sites with drainage areas greater than 5 ha or if specified by the Owner for a drainage lower than 5 ha.</p> <p>iii) Installation and maintenance of the ESC measures specified in the ESC plan shall have regard to CSA W208:20 Erosion and Sediment Control Installation and Maintenance (as amended).</p> <p>iv) For sites with drainage areas greater than 5 ha, a QP shall inspect the construction ESC measures, as specified in the ESC plan.</p> |
| <p>Footnote</p> | <ol style="list-style-type: none"> 1. Where the opportunity exists on your project site or the same subwatershed, reallocation of development elements may be optimal for management as described in footnote ^[3]. 2. Development includes new development, redevelopment, infill development, or conversion of a rural cross-section into an urban cross-section. 3. Stormwater volumes generated from the geographically specific 90th percentile rainfall event on an annual average basis from all surfaces on the entire site are targeted for control. Control is in the following hierarchical order, with each step exhausted before proceeding to the next: 1) retention (infiltration, reuse, or evapotranspiration), 2) LID filtration, and 3) conventional Stormwater management. Step 3, conventional Stormwater management, should proceed only once Maximum Extent Possible ^[8] has been attained for Steps 1 and 2 for retention and filtration. 4. Recharge is the infiltration and movement of surface water into the soil, past the vegetation root zone, to the zone of saturation, or water table. 5. Pre-development is defined as the more stringent of the two following scenarios: 1) a site’s existing condition, or 2) as defined by the local municipality. 6. Major Development has the same meaning as in the Lake Simcoe Protection Plan, 2009. 7. Currently, the approved tool by LSRCA for calculating the water balance is the Thornthwaite-Mather Method. Other tools agreed upon by relevant approval agencies (e.g., LSRCA, municipality, or Ministry) may also be acceptable, subject to written acceptance by the Director. 8. Maximum Extent Possible means maximum achievable Stormwater volume control through retention and LID filtration engineered/landscaped/technical Stormwater practices, given the site constraints ^[11]. 9. Information pertaining to LSRCA’s Recharge Compensation Program and Phosphorus Offsetting Policy is available on LSRCA’s website (lsrca.on.ca), or in “Water Balance Recharge Policy for the Lake Simcoe Protection Plan”, dated July 2021, and prepared by Lake Simcoe Region Conservation Authority and “Phosphorus Offsetting Policy”, dated July 2021, and prepared by Lake Simcoe Region Conservation |

| | |
|--|---|
| | <p>Authority.</p> <p>10. Retrofit means: 1) a modification to the management of the existing infrastructure, 2) changes to major and minor systems, or 3) adding Stormwater infrastructure, in an existing area on municipal right-of-way, municipal block, or easement. It does not include conversion of a rural cross-section into an urban cross-section.</p> <p>11. Site constraints must be documented. A list of site constraints can be found in Table A2.</p> <p>12. Tools for calculating phosphorus budgets may include the Ministry’s Phosphorus Tool, the Low Impact Development Treatment Train Tool developed in partnership by TRCA, LSRCA, and Credit Valley Conservation (CVC), or other tools agreed upon by the LSRCA and other relevant approval agencies including the municipality.</p> <p>13. Possible to look at combined grey infrastructure and LID system capacity jointly.</p> <p>14. Local needs include requirements for water quality, erosion, and/or water balance retrofits identified by the owner through ongoing operation and maintenance of the stormwater system, including inspection of local receiving systems and the characterization of issues requiring remediation through retrofit controls.</p> <p>15. All studies shall conform with Ministry policies. If any conclusions in the studies negate policy, then the project will require a direct submission to the Ministry for review through an application pertaining to a Schedule C Notice.</p> |
|--|---|

Table A2. Stormwater Management Practices Site Constraints

| Site Constraints | |
|-------------------------|---|
| a) | Shallow bedrock ^[1] , areas of blasted bedrock ^[2] , and Karst; |
| b) | High groundwater ^[1] or areas where increased infiltration will result in elevated groundwater levels which can be shown through an appropriate area specific study to impact critical utilities or property (e.g., susceptible to flooding); |
| c) | Swelling clays ^[3] or unstable sub-soils; |
| d) | Contaminated soils (e.g., brownfields); |
| e) | High Risk Site Activities including spill prone areas; |
| f) | Prohibitions and or restrictions per the approved Source Protection Plans and where impacts to private drinking water wells and /or Vulnerable Domestic Well Supply Areas cannot be appropriately mitigated; |
| g) | Flood risk prone areas or structures and/ or areas of high inflow and infiltration (I/I) where wastewater systems (storm and sanitary) have been shown through technical studies to be sensitive to groundwater conditions that contribute to extraneous flow rates that cause property flooding / Sewer back-ups; |
| h) | For existing municipal rights-of-way infrastructure (e.g., roads, sidewalks, utility corridor, Sewers, LID, and trails) where reconstruction is proposed and where surface and subsurface areas are not available based on a site-specific assessment completed by a QP; |
| i) | For developments within partially separated wastewater systems where reconstruction is proposed and where, based on a site-specific assessment completed by a QP, can be shown to: <ul style="list-style-type: none"> i) Increase private property flood risk liabilities that cannot be mitigated through design; |

| | |
|--|--|
| ii | Impact pumping and treatment cost that cannot be mitigated through design; or |
| iii | Increase risks of structural collapse of Sewer and ground systems due to infiltration and the loss of pipe and/or pavement support that cannot be mitigated through design. |
| j) | Surface water dominated or dependent features including but not limited to marshes and/or riparian forest wetlands which derive all or a majority of their water from surface water, including streams, runoff, and overbank flooding. Surface water dominated or dependent features which are identified through approved site specific hydrologic or hydrogeologic studies, and/or Environmental Impact Statements (EIS) may be considered for a reduced volume control target. Pre-consultation with the MECP and local agencies is encouraged; |
| k) | Existing urban areas where risk to water distribution systems has been identified through assessments to meet applicable drinking water requirements, including Procedures F-6 and F-6-1, and substantiated by a QP through an appropriate area specific study and where the risk cannot be reasonably mitigated per the relevant design guidelines; |
| l) | Existing urban areas where risk to life, human health, property, or infrastructure has been identified and substantiated by a QP through an appropriate area specific study and where the risk cannot be reasonably mitigated per the relevant design guidelines; |
| m) | Water reuse feasibility study has been completed to determine non-potable reuse of Stormwater for onsite or shared use; |
| n) | Economic considerations set by infrastructure feasibility and prioritization studies undertaken at either the local/site or municipal/system level ^[4] . |
| Footnote: | |
| 1. May limit infiltration capabilities if bedrock and groundwater is within 1m of the proposed Facility invert per Table 3.4.1 of the LID Stormwater Planning and Design Guide (2010, V1.0 or most recent by TRCA/CVC). Detailed assessment or studies are required to demonstrate infiltration effects and results may permit relaxation of the minimum 1m offset. | |
| 2. Where blasting is more localized, this constraint may not be an issue elsewhere on the property. While infiltration-based practices may be limited in blasted rock areas, other forms of LID, such as filtration, evapotranspiration, etc., are still viable options that should be pursued. | |
| 3. Swelling clays are clay soils that is prone to large volume changes (swelling and shrinking) that are directly related to changes in water content. | |
| 4. Infrastructure feasibility and prioritization studies should comprehensively assess Stormwater site opportunities and constraints to improve cost effectiveness, environmental performance, and overall benefit to the receivers and the community. The studies include assessing and prioritizing municipal infrastructure for upgrades in a prudent and economically feasible manner. | |

ENVIRONMENTAL COMPLIANCE APPROVAL For a Municipal Sewage Collection System

ECA Number: 072-W601

Issue Number: 1

Pursuant to the *Environmental Protection Act*, R.S.O 1990, c. E. 19 (EPA), and the regulations made thereunder and subject to the limitations thereof, this environmental compliance approval is issued under section 20.3 of Part II.1 of the EPA to:

Pelham, The Corporation of the Town of

**20 Pelham Town Sq P.O. Box 400
Fonthill, ON L0S 1E0**

For the following Sewage Works:

Municipal Sewage Collection Systems

This Environmental Compliance Approval (ECA) includes the following:

| Schedule | Description |
|-----------------|---|
| Schedule A | System Information |
| Schedule B | Municipal Sewage Collection System Description |
| Schedule C | List of Notices of Amendment to this ECA: Additional Approved Works |
| Schedule D | General |
| Schedule E | Operating Conditions |
| Schedule F | Residue Management |

All prior ECAs, or portions thereof, issued by the Director for Sewage Works described in section 1 of Schedule B are revoked and replaced by this Approval.

DATED at TORONTO this \${DAY} day of \${MONTH}, \${YEAR}

Signature

\${CURRENTUSER}, P.Eng.
Director, Part II.1, *Environmental Protection Act*

Schedule A: System Information

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-W601 |
| System Name | Municipal Sewage Collection Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 ECA Information and Mandatory Review Date

| | |
|-------------------------------------|--------------------------|
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |
| Application for ECA Review Due Date | August 15, 2026 |

- 1.1 Pursuant to section 20.12 of the EPA, the Owner shall submit an application for review of the Approval no later than the Application for ECA Review Date indicated above.

2.0 Related Documents

- 2.1 STPs, Satellite Treatment Facilities, and Pumping Stations connected to the Authorized System that are not part of the Authorized System:

| System/Facility Name | Wastewater System Number | Location | ECA Number | Issue Date |
|--------------------------------|--------------------------|---------------------------------|-------------|-----------------|
| Welland Sewage Treatment Plant | | 505 River Rd., Welland, Ontario | 3274-5MDHJR | August 12, 2003 |

- 2.2 Other Documents

| Document Title | Version |
|--|----------------------|
| Design Criteria for Sanitary Sewers, Storm Sewers, and Forcemains for Alterations Authorized under Environmental Compliance Approval | v.2.0 (May 31, 2023) |

3.0 Asset Management Plan

| Document Title | Version |
|--------------------------------------|---------------------|
| Town of Pelham Asset Management Plan | v.1 (June 30, 2022) |

4.0 Pollution Prevention and Control Plan (if applicable)

| Document Title | Version |
|----------------|---------|
| N/A | |

5.0 Operating Authority

| System | Operating Authority |
|--------------------------------|---------------------------------------|
| Local Sewage Collection System | The Corporation of the Town of Pelham |
| Trunk Sewer Collection System | Regional Municipality of Niagara |

DRAFT

Schedule B: Municipal Sewage Collection System Description

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-W601 |
| System Name | Municipal Sewage Collection Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 System Description

1.1 The following is a summary description of the Sewage Works comprising the Municipal Sewage Collection System:

Overview

The Municipal Sewage Collection System consists of works for the collection and transmission of sewage, consisting of 500m of forcemains, and 66 kilometers of nominally separated gravity sewers that discharge into Niagara Region owned sewage collection infrastructure, including gravity trunk sewers and pump stations, which discharge to the Welland Sewage Treatment Plant owned and operated by the Niagara Region.

Sewage Collection System

1.2 The Authorized System comprises:

1.2.1 The Sewage Works described and depicted in each document or file identified in column 1 of Table B1.

| Table B1: Infrastructure Map | |
|-------------------------------------|------------------|
| Column 1 Document or File Name | Column 2 Date |
| Town of Pelham Sanitary System Map | June 2023 |

1.2.2 Sewers, forcemains, pumping stations and other Sewage Works that have been added, modified, replaced, or extended through authorization provided in a Schedule C Notice respecting this Approval, where Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.

1.2.3 Sewers, forcemains, pumping stations and other Sewage Works that have been added, modified, replaced, or extended through authorization provided in Schedule D of this Approval, where Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.

1.2.4 Any Sewage Works described in conditions 1.3, through 1.7 below.

Sewage Pumping Stations

1.3 The following are Sewage pumping stations in the Authorized System:

[Sanitary Sewage Pumping Station Name]

| | |
|---|-----|
| Asset ID and Name | N/A |
| Site Location | |
| Latitude and Longitude | |
| Coordinates (optional) | |
| Description | |
| Pumping Station Capacity | |
| Equipment | |
| Emergency Storage | |
| Equipment: Associated controls and Appurtenances | |
| Sewage Pumping Station – Collection System Overflow | |
| Receiving Stations (if applicable) | |
| Odour Control Units | |
| Standby Power | |
| Notes | |

[Combined Sewage Pumping Stations]

| | |
|---|-----|
| Asset ID and Name | N/A |
| Site Location | |
| Latitude and Longitude | |
| Coordinates (optional) | |
| Description | |
| Pumping Station Capacity | |
| Equipment | |
| Emergency Storage | |
| Equipment: Associated controls and Appurtenances | |
| Sewage Pumping Station – Collection System Overflow | |
| Receiving Stations (if applicable) | |
| Odor Control Units | |

| | |
|---------------|--|
| Standby Power | |
| Notes | |

Real-Time Control

1.4 The following are identified Real-Time Control Systems in the Authorized System:

| | |
|------------------------------------|-----|
| Description | N/A |
| Process Equipment/System Elements | |
| Flow Measurement Locations | |
| Level Measurement Locations | |
| Other Instrumentation and Controls | |

Combined Sewage Structures

1.5 The following are regulators and combined Sewage storage structures in the Authorized System:

| Table B2: Identified Combined Sewer Overflow Regulators | | | |
|--|---|---|---|
| Column 1 Asset ID/Name | Column 2 Site Location (Latitude & Longitude) | Column 3 Regulator Capacity (m ³ /s) | Column 4 Overflow Location (Latitude & Longitude) |
| N/A | | | |

| Table B3: Identified Combined Sewage Storage Tanks and Storage Structures | | | |
|--|---|---|---|
| Column 1 Asset ID/Name | Column 2 Site Location (Latitude & Longitude) | Column 3 Regulator Capacity (m ³ /s) | Column 4 Overflow Location (Latitude & Longitude) |
| N/A | | | |

Collection System Overflow Points

1.6 The following are Collection System Overflow points in the Authorized System:

| |
|---|
| Table B4: Identified Combined Sewer Overflow Points including Pumping Stations |
|---|

| Column 1 Asset ID / Name | Column 2 Regulator or Combined Sewer Storage Asset ID | Column 3 Overflow Location (Latitude & Longitude) | Column 4 Point of Entry to Receiver (Latitude and Longitude) |
|--------------------------------|---|---|--|
| N/A | | | |

| Table B5: Identified Sanitary Sewer Overflow Points including Pumping Stations | | | |
|---|------------------------|---|--|
| Column 1 Asset ID | Column 2 Asset Name | Column 3 Overflow Location (Latitude & Longitude) | Column 4 Point of Entry to Receiver (Latitude and Longitude) |
| N/A | | | |

Other Works:

1.7 The following works are part of Authorized System:

| Table B6: Other Works | | | |
|--------------------------------|---|-----------------------|-------------------------|
| Column 1 Asset ID / Name | Column 2 Site Location (Latitude & Longitude) | Column 3 Component | Column 4 Description |
| N/A | | | |

**Schedule C: List of Notices of Amendment to this ECA:
Additional Approved Sewage Works**

| | |
|----------------|---|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-W601 |
| System Name | Municipal Sewage Collection Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 General

1.1 Table C1 provides a list of all notices of amendment to this Approval that have been issued pursuant to clause 20.3(1) of the EPA that impose terms and conditions in respect of the Authorized System after consideration of an application by the Director (Schedule C Notices).

| Table C1: Schedule C Notices | | | | |
|-------------------------------------|--------------------------------|---------------------------------|----------------------------|-------------------------|
| Column 1 Issue # | Column 2 Issue Date | Column 3 Description | Column 4 Status | Column 5 DN# |
| N/A | N/A | N/A | N/A | N/A |

Schedule D: General

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-W601 |
| System Name | Municipal Sewage Collection Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 Definitions

1.1 For the purpose of this Approval, the following definitions apply:

“Adverse Effect(s)” has the same meaning as defined in section 1 of the EPA.

“Alteration(s)” includes the following, in respect of the Authorized System, but does not include repairs to the system:

- a) An extension of the system,
- b) A replacement or retirement of part of the system, or
- c) A modification of, addition to, or enlargement of the system.

“Approval” means this Environmental Compliance Approval including any Schedules attached to it.

“Appurtenance(s)” has the same meaning as defined in O. Reg. 525/98 (Approval Exemptions) made under the OWRA.

“Authorized System” means the Sewage Works comprising the Municipal Sewage Collection System authorized under this Approval”.

“Average Year” means the long term average of flow based on:

- a) Simulation of at least twenty years of rainfall data;
- b) A year in which the rainfall pattern (e.g., intensity, volume, and frequency) is consistent with the long-term mean of the area;
- c) A year in which the runoff pattern resulting from the rainfall (e.g., rate, volume, and frequency) is consistent with the long-term mean of the area; or
- d) Any combination of a), b) and c).

“**Collection System Overflow(s)**” means a discharge (SSO or CSO) to the environment at designed location(s) from the Authorized System.

“**Combined Sewer(s)**” means pipes that collect and transmit both sanitary Sewage and other Sewage from residential, commercial, institutional and industrial buildings, and facilities and Stormwater through a single-pipe system, but does not include Nominally Separate Sewers.

“**Completion**” means substantial performance as described in s.2 (1) of the *Construction Act*, R.S.O. 1990, c. C.30.

“**Compound of Concern**” means a Contaminant that is discharged from the Facility in an amount that is not negligible.

“**Contaminant**” has the same meaning as defined in section 1 of the EPA.

“**CSO**” means a combined sewer overflow which is a discharge to the environment at designated location(s) from a Combined Sewer or Partially Separated Sewer as per Table B4 that usually occurs as a result of precipitation when the capacity of the Sewer is exceeded. An intervening time of twelve hours or greater separating a CSO from the last prior CSO at the same location is considered to separate one overflow Event from another.

“**CWA**” means the *Clean Water Act*, R.S.O. 2006, c.22.

“**Design Criteria**” means the design criteria set out in the Ministry’s publication “Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval”, (as amended from time to time).

“**Design Guidelines for Sewage Works**” means the Ministry document titled “Design Guidelines for Sewage Works”, 2008 (as amended from time to time).

“**Director**” means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of EPA (Environmental Compliance Approvals).

“**Director Notification Form**” means the most recent version of the Ministry form titled Director Notification – Alterations to a Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry’s website.

“**District Manager**” means the district manager or a designated representative of the Local Ministry Office.

“Dry Weather Flow(s)” means Sewage flow resulting from both sanitary Sewage, and infiltration and inflows from foundation drains or other drains occurring during periods with an absence of rainfall or snowmelt.

"EAA" means the *Environmental Assessment Act*, R.S.O. 1990, c. E.18.

"EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19.

"Emergency Situation" means a structural, mechanical, electrical failure, or operational health and safety incident, that causes a temporary reduction in the capacity, function, or performance of any part of the Authorized System or an unforeseen flow condition that may result in:

- a) Danger to the health or safety of any person;
- b) Injury or damage to any property, or serious risk of injury or damage to any property;
- c) Adverse Effect to the Natural Environment; or
- d) Spill.

“Equipment” means equipment or processes described in this Approval and any other equipment or process that supports the operation or maintenance of the Authorized System.

“ESC” means erosion and sediment control.

"Event(s)" means an action or occurrence, at any given location within the Authorized System that causes a Collection System Overflow. An Event ends when there is no recurrence of a CSO or SSO in the collection system at the same location in the 12-hour period following the last Collection System Overflow.

“Facility” means the entire operation located on the property where the Sewage Works or Equipment is located.

“Form A1” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry’s website.

“Form CS1” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Combined Sewers/Partially Separated Sewers/Combined Sewage Storage Tanks and Storage Structures as obtained directly from the Ministry or from the Ministry’s website.

“**Form SS1**” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Separate Sewers/Nominally Separate Sewers/Forcemains, as obtained directly from the Ministry or from the Ministry’s website.

“**Form SS2**” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Components of the Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry’s website.

“**Hauled Sewage**” has the same meaning as defined in section 1 of Regulation 347 (General – Waste Management) made under the EPA.

“**Licensed Engineering Practitioner**” means a person who holds a licence, limited licence, or temporary licence under the *Ontario Professional Engineers Act* R.S.O. 1990, c. P.28.

“**Local Ministry Office**” means the local office of the Ministry responsible for the geographic area where the Authorized System is located.

“**Minister**” means the Minister of the Ministry, or such other member of the Executive Council as may be assigned the administration of the EPA and OWRA under the *Executive Council Act*, R.S.O. 1990, c. E.25.

“**Ministry**” means the Ministry of the Minister and includes all employees or other persons acting on its behalf.

“**Municipal Sewage Collection System**” means all Sewage Works, located in the geographical area of a municipality that collect and transmit Sewage and are owned, or may be owned pursuant to an agreement with a municipality entered into under the *Planning Act* or *Development Charges Act*, 1997, by:

- a) A municipality, a municipal service board established under the *Municipal Act*, 2001 or a city board established under the *City of Toronto Act*, 2006; or
- b) A corporation established under sections 9, 10, and 11 of the *Municipal Act*, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the *City of Toronto Act*, 2006 in accordance with sections 148 and 154 of that Act.

“**Natural Environment**” has the same meaning as defined in section 1 of the EPA.

“**Nominally Separate Sewer(s)**” mean Separate Sewers that also have connections from roof leaders and foundation drains, and are not considered to be Combined Sewers.

“Operating Authority” means, in respect of the Authorized System, the person, entity, or assignee that is given responsibility by the Owner for the operation, management, maintenance or Alteration of the Authorized System or a portion of the Authorized System.

"Owner" for the purposes of this Approval means The Corporation of the Town of Pelham and includes its successors and assigns.

"OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40.

“O&M Manual” means the operation and maintenance manual prepared and maintained by the Owner under condition 3.2 in Schedule E of this Approval.

"Partially Separated Sewer(s)" means Combined Sewers that have been retrofitted to transmit sanitary Sewage but in which roof leaders or foundation drains still contribute Stormwater inflow to the Partially Separated Sewer.

“Peak Hourly Flow” means the the largest volume of flow to be received during a one-hour period expressed as a volume per unit time. This is also referred to as maximum hourly flow or maximum hour flow.

“Point of Entry” has same meaning as in the Wastewater Systems Effluent Regulations (SOR/2012-139) under the *Fisheries Act*, R.S.C 1985, c. F-14.

“Pollution Prevention and Control Plan” or “PPCP” means a plan developed for Combined Sewers in the Authorized System to meet the goals of Procedure F-5-5.

"Prescribed Person" means a person prescribed in O. Reg. 208/19 (Environmental Compliance Approval in Respect of Sewage Works) for the purpose of ss. 20.6 (1) of the EPA, and where the alteration, extension, enlargement, or replacement is carried out under an agreement with the Owner.

"Procedure F-5-1" means the Ministry document titled “F-5-1 Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works” (as amended from time to time).

"Procedure F-5-5" means the Ministry document titled “F-5-5 Determination of Treatment Requirements for Municipal and Private Combined and Partially Separated Sewer System” (as amended from time to time).

"Publication NPC-207" means the Ministry draft technical publication "Impulse Vibration in Residential Buildings", November 1983,

supplementing the Model Municipal Noise Control By-Law, Final Report, August 1978, (as amended from time to time).

“**Publication NPC-300**” means the Ministry publication NPC-300, “Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning” August 2013, (as amended from time to time).

“**Pumping Station Capacity**” means the design Peak Hourly Flow of Sewage which the Sewage pumping station is designed to handle.

“**Real-time Control System**” means the dynamic operation of the collection system, including Real-Time Physical Control Structures, by responding to continuous field monitoring to maintain and achieve performance and operational objectives, during dry and wet weather conditions.

“**Real-time Physical Control Structure**” means a structure (e.g., pumps, gates, and weirs) that reacts in real-time based on direction from the Real-Time Control System.

“**Regulator Capacity**” means the flowrate (m^3/s) at which Collection System Overflow begins.

“**SAC**” means the Ministry’s Spills Action Centre.

“**SCADA**” means a supervisory control and data acquisition system used for process monitoring, control, automation, recording, and/or reporting within the Sewage system.

“**Schedule C Notice(s)**” means a notice(s) of amendment to this Approval issued pursuant to clause 20.3(1) of the EPA that imposes terms and conditions in respect of the Authorized System after consideration of an application by the Director.

“**Separate Sewer(s)**” means pipes that collect and transmit sanitary Sewage and other Sewage from residential, commercial, institutional, and industrial buildings.

“**Sewage**” has the same meaning as defined in section 1 of the OWRA.

“**Sewage Works**” has the same meaning as defined in section 1 of the OWRA.

“**Sewer**” has the same meaning as defined in section 1 of O. Reg. 525/98 under the OWRA.

“**Significant Drinking Water Threat**” has the same meaning as defined in section 2 of the CWA.

“**Significant Snowmelt Event(s)**” means the melting of snow at a rate which adversely affects the performance and function of the Authorized System and/or the STP(s) identified in Schedule A of this Approval.

“**Significant Storm Event(s)**” means a minimum of 25 mm of rain in any 24 hours period.

“**Source Protection Authority**” has the same meaning as defined in section 2 of the CWA.

“**Source Protection Plan**” means a drinking water source protection plan prepared under the CWA.

“**Spill(s)**” has the same meaning as defined in subsection 91(1) of the EPA.

“**SSO**” means a sanitary sewer overflow which is a discharge of Sewage from a Separate Sewer or Nominally Separate Sewer to the environment from designated location(s) in the Authorized System as per Table B5.

“**Standard Operating Policy for Sewage Works**” means the standard operating policy developed by the Ministry to assist in the implementation of Source Protection Plan policies related to Sewage Works and providing minimum design and operational standards and considerations to mitigate risks to sources of drinking water, as amended from time to time.

“**Storm Sewer**” means Sewers that collect and transmit, but not exfiltrate or lose by design, Stormwater resulting from precipitation and snowmelt.

“**Stormwater**” means rainwater runoff, water runoff from roofs, snowmelt, and surface runoff.

“**Stormwater Management Facility(ies)**” means a Facility for the treatment, retention, infiltration, or control of Stormwater.

“**STP**” means sewage treatment plant.

“**STP Bypass(es)**” means diversion of Sewage around one or more treatment processes, excluding preliminary treatment system, within the STP with the diverted Sewage flows being returned to the STP treatment train upstream of the final effluent sampling point(s) and discharged via the approved effluent disposal facilities.

“**STP Overflow(s)**” means a discharge to the environment from the STP at designed location(s) other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the final effluent sampling point.

“Uncommitted Reserve Hydraulic Capacity” means uncommitted reserve capacity as described in the Ministry document titled “D-5-1 Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants” (as amended from time to time).

"Undertaking" has the same meaning as in the EAA.

“Vulnerable Area(s)” has the same meaning as in the CWA.

“Wet Weather Flow(s)” means the flow resulting from the combination of sanitary Sewage and extraneous flows resulting from the inflow and infiltration of groundwater, rainfall or snowmelt, and snow or ice melt that enters the Authorized System.

2.0 General Conditions

- 2.1 The works comprising the Authorized System shall be constructed, installed, used, operated, maintained, replaced, or retired in accordance with the conditions of this Approval, which includes the following Schedules:

Schedule A – System Information

Schedule B – Municipal Sewage Collection System Description

Schedule C – List of Notices of Amendment to this ECA

Schedule D – General

Schedule E – Operating Conditions

Schedule F – Residue Management

- 2.2 The issuance of this Approval does not negate the requirements of other regulatory bodies, which includes but is not limited to, the Ministry of Northern Development, Mines, Natural Resources and Forestry and the local Conservation Authority.
- 2.3 Where there is a conflict between a provision of any document referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence. Where there is a conflict between the information in a Schedule C Notice and another section of this Approval, the document bearing the most recent date shall prevail.
- 2.4 The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Authorized System is provided with a print or electronic copy of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- 2.5 The conditions of this Approval are severable. If any condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such

condition to other circumstances and the remainder of this Approval shall not be affected thereby.

3.0 Alterations to the Municipal Sewage Collection System

- 3.1 Any Schedule C Notice shall provide authority to alter the Authorized System in accordance with the conditions of this Approval.
- 3.2 All Schedule C Notices issued by the Director for the Municipal Sewage Collection System shall form part of this Approval.
- 3.3 The Owner and a Prescribed Person shall ensure that the documentation required through conditions in this Approval and the documentation required in the Design Criteria are prepared for any Alteration of the Authorized System.
- 3.4 The Owner shall notify the Director within thirty (30) calendar days of the placing into service or Completion of any Alteration of the Authorized System which had been authorized:
 - 3.4.1 Under Schedule D to this Approval where the Alteration results in a change to Sewage Works or Equipment specifically described in Schedule B of this Approval;
 - 3.4.2 Through a Schedule C Notice respecting Sewage Works other than Sewers or forcemains; or
 - 3.4.3 Through another approval that was issued under the EPA prior to the issue date of this Approval.
- 3.5 The notification requirements set out in condition 3.4 do not apply to any Alteration in respect of the Authorized System which:
 - 3.5.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98;
 - 3.5.2 Constitutes maintenance or repair of the Authorized System; or
 - 3.5.3 Is a Sewer or forcemain authorized by condition 4.1 of Schedule D of this Approval.
- 3.6 The Owner shall notify the Director within ninety (90) calendar days of:
 - 3.6.1 The discovery of existing Sewage Works not described or depicted in Schedule B, or
 - 3.6.2 Additional or revised information becoming available for any Sewage Works or Equipment described in Schedule B of this Approval.

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- 3.7 The notifications required in condition 3.4 and 3.6 shall be submitted to the Director using the Director Notification Form.
- 3.8 The Owner shall ensure that an ESC plan is prepared, and temporary ESC measures are installed in advance of and maintained during any construction activity on the Authorized System, subject to the following conditions:
- 3.8.1 Inspections of ESC measures are to be conducted at a frequency specified per the ESC plan, for dry weather periods (active and inactive construction phases), after Significant Storm Events and Significant Snowmelt Events, and after any extreme weather events.
- 3.8.2 Any deficiencies shall be addressed, and any required maintenance actions(s) shall be undertaken as soon as practicable once they have been identified.
- 3.8.3 Inspections and maintenance of the temporary ESC measures shall continue until they are no longer required.
- 3.8.4 The ESC plan, ESC measures and its installation, inspections and maintenance shall have regard to at least one of the following:
- a) CSA W202 Erosion and Sediment Control Inspection and Monitoring Standard, as amended from time to time;
 - b) Erosion and Sediment Control Guideline for Urban Construction (2019), as amended from time to time, prepared by the Toronto Region Conservation Authority; or
 - c) CSA W208 Erosion and Sediment Control Installation and Maintenance, as amended from time to time.
- 3.9 The Owner shall ensure that records of inspections required by this Approval during any construction activity, including those required under condition 3.8:
- 3.9.1 Include the name of the inspector, date of inspection, visual observations, and the remedial measures, if any, undertaken to maintain the temporary ESC measures.
- 3.9.2 Be retained with records relating to the Alteration that the construction relates to, such as the form required in conditions 4.3.1, 5.4.1, 6.9.1, or 7.6.1 of Schedule D, or the Schedule C Notice.

- 3.9.3 Be retrievable and made available to the Ministry upon request.
- 3.10 The document(s) or file(s) referenced in Table B1 of Schedule B of this Approval shall:
- 3.10.1 Be retained by the Owner;
- 3.10.2 Include at a minimum:
- a) Identification of the type of Sewers in the Municipal Sewage Collection System (e.g., Separate Sewer; Combined Sewer; Partially Separated Sewer; Nominally Separate Sewer) including:
 - i Location of Sewers relative to street names or easements;
 - ii Sewer and/or forcemain diameters;
 - iii Identification of pumping stations and storage structures, including asset IDs;
 - iv Identification of SSO and/or CSO locations, including asset IDs;
 - v Identification of small-bore systems, if any; and
 - vi Identification of any source protection Vulnerable Areas.
- 3.10.3 Be updated to include:
- a) Alterations authorized under Schedule D of this Approval or through a Schedule C Notice within twelve (12) months of the Alteration being placed into service.
 - b) Updates to information contained in the document(s) or files(s) not associated with an Alteration within twelve (12) months of becoming aware of the updated information.
- 3.11 An Alteration is not authorized under Schedule D of this Approval for projects that impact Indigenous treaty rights or asserted rights where:
- 3.11.1 The project is on Crown land or would alter access to Crown land;
- 3.11.2 The project is in an open or forested area where hunting, trapping or plant gathering occur;

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- 3.11.3 The project involves the clearing of forested land unless the clearing has been authorized by relevant municipal, provincial, or federal authorities, where applicable;
- 3.11.4 The project alters access to a water body;
- 3.11.5 The proponent is aware of any concerns from Indigenous communities about the proposed project and these concerns have not been resolved; or
- 3.11.6 Conditions respecting Indigenous consultation in relation to the project were placed in another permit or approval and have not been met.
- 3.12 No less than 60 days prior to construction associated with an Alteration the Director may notify the Owner in writing that a project is not authorized through Schedule D of this Approval where:
- 3.12.1 Concerns regarding treaty rights or asserted rights have been raised by one or more Indigenous communities that may be impacted by the Alteration; or
- 3.12.2 The Director believes that it is in the public interest due to site specific, system specific, or project specific considerations.
- 3.13 Where an Alteration is not authorized under condition 3.11 or 3.12 above:
- 3.13.1 An application respecting the Alteration shall be submitted to the Ministry; and,
- 3.13.2 The Alteration shall not proceed unless:
- a) Approval for the Alteration is granted by the Ministry (i.e., a Schedule C Notice); or,
 - b) The Director provides written notice that the Alteration may proceed in accordance with conditions in Schedule D of this Approval.

4.0 Authorizations of Future Alterations for Separate Sewers, Nominally Separate Sewers and Forcemains - Additions, Modifications, Replacements and Extensions

- 4.1 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or extending a Separate Sewer, Nominally Separate Sewer or forcemain within the Authorized System subject to the following conditions and condition 4.2 below:

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- 4.1.1 The design of the addition, modification, replacement, or extension:
- a) Has been prepared by a Licensed Engineering Practitioner;
 - b) Has been designed only to collect and transmit Sewage and has not been designed to treat Sewage;
 - c) Satisfies the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;
 - d) Is consistent with or otherwise addresses the design objectives contained within the Design Guidelines for Sewage Works; and
 - e) Includes design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.
- 4.1.2 The addition, modification, replacement, or extension shall be designed so that it will:
- a) Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;
 - b) Provide smooth flow transition to existing gravity Sewers; and
 - c) Not increase the generation of sulfides and other odorous compounds in the Municipal Sewage Collection System.
- 4.1.3 The maximum discharge/generation of Sewage by users who will be served by the addition, modification, replacement, or extension will not result in:
- a) An exceedance of the Authorized System hydraulic capacity, STP Uncommitted Reserve Hydraulic Capacity, or the downstream Pumping Station Capacity as specified in this Approval;
 - b) Adverse Effects;
 - c) Any increase in Collection System Overflows that is not offset by measures; or

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- d) Any increase in the frequency or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 4.1.4 The addition, modification, replacement, or extension is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 4.1.5 The Owner consents in writing to the addition, modification, replacement, or extension.
- 4.1.6 A Licensed Engineering Practitioner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 a) to d).
- 4.1.7 The Owner has verified in writing that the addition, modification, replacement, or extension has complied with inspection and testing requirements in the Design Criteria.
- 4.1.8 The Owner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 e) and 4.1.2 to 4.1.6.
- 4.2 The Owner or a Prescribed Person is not authorized to undertake an Alteration described above in condition 4.1 where the Alteration relates to the addition, modification, replacement or extension of a Separate Sewer, Nominally Separate Sewer, or forcemain that:
- 4.2.1 Passes under or through a body of surface water unless trenchless construction methods are used, or the local Conservation Authority has authorized an alternative construction method.
- 4.2.2 Has a nominal diameter greater than 750 mm for a Separate Sewer or Nominally Separate Sewer.
- 4.2.3 Has a nominal diameter greater than 350 mm for a forcemain.
- 4.2.4 Is a Combined Sewer or Partially Separated Sewer.
- 4.2.5 Connects to another Municipal Sewage Collection System, unless:
- a) Prior to construction, the Owner of the Authorized System obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and
- b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the

Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 4.3.

- 4.2.6 Creates a new discharge point to the Natural Environment.
- 4.2.7 Is part of an Undertaking in respect of which:
 - a) A request under s.16(6) of the EAA has been made, namely a request that the Minister make an order under s.16;
 - b) The Minister has made an order under s.16; or
 - c) The Director under that EAA has given notice under s.16.1 (2) that the Minister is considering making an order under s.16.
- 4.3 The consents and verifications required in conditions 4.1 and 4.2, if applicable, shall be:
 - 4.3.1 Recorded on Form SS1 prior to the Separate Sewer, Nominally Separate Sewer or forcemain addition, modification, replacement, or extension being placed into service; and
 - 4.3.2 Retained for a period of at least ten (10) years by the Owner.
- 4.4 For greater certainty, the verification requirements set out in condition 4.3 do not apply to any Alteration in respect of the Authorized System which:
 - 4.4.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
 - 4.4.2 Constitutes maintenance or repair of the Authorized System.

5.0 Authorizations of Future Alterations for Combined Sewers, Partially Separated Sewers and Combined Sewage Storage Tanks and Storage Structures

- 5.1 Subject to conditions 5.2 and 5.3, the Owner or a Prescribed Person may alter the Combined Sewers, Partially Separated Sewers and combined Sewage storage tanks and storage structures in the Authorized System by:
 - 5.1.1 Modifying or replacing Combined Sewers, Partially Separated Sewers, overflow Regulators and/or outfalls if the purpose of the project is to restore the Sewage Works to good condition.
 - 5.1.2 Replacing Combined Sewers with Separate Sewers for Stormwater and sanitary Sewage.

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- 5.1.3 Modifying or replacing Combined Sewers, Partially Separated Sewers, overflow regulators, outfalls, or combined Sewage storage tanks, provided that:
- a) The Alteration is designed in such a manner that will contribute to the ultimate attainment of the capture and treatment for an Average Year of all the Dry Weather Flow plus a minimum of 90% of the volume resulting from Wet Weather Flow that is above Dry Weather Flow;
 - b) The volume control criterion described in 5.1.3 a) is applied:
 - i For a consecutive seven (7) month period commencing within fifteen (15) calendar days of April 1; and
 - ii To the flows collected by the Authorized System immediately above each Collection System Overflow location unless it can be shown through modelling that the criterion is being achieved on a system-wide basis.
 - c) The Alteration is designed in a manner that will not increase CSO volumes above existing levels at each outfall except where the increase is due to the elimination of upstream CSO outfalls as part of the Alteration; and
 - d) During the remainder of the year following the seven (7) month period described in condition 5.1.3 b) above, at least the same storage and treatment capacity are maintained for treating Wet Weather Flow.
- 5.1.4 Adding oversized pipes provided they are designed to alleviate local / neighbourhood basement flooding and the Alteration satisfies condition 5.1.3 a), b), c), and d).
- 5.2 Any Alteration to the Authorized System authorized under condition 5.1 is subject to the following conditions:
- 5.2.1 The design of the Alteration shall:
- a) Be prepared by a Licensed Engineering Practitioner;
 - b) Be designed only to collect and transmit Sewage and shall not be designed to treat Sewage;
 - c) Satisfy the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;

- d) Be consistent with or otherwise address the design objectives contained within the Design Guidelines for Sewage Works; and
- e) Include design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works and any applicable local Source Protection Plan policies.

5.2.2 The design of the Alteration shall be:

- a) Undertaken in accordance with a Pollution Prevention and Control Plan; or
- b) If no Pollution Prevention and Control Plan is available, undertaken in accordance with an interim detailed plan for the local sewershed that:
 - i Describes the location, frequency, and volume of the CSOs, as well as the concentrations and mass pollutant loadings resulting from CSOs from the study area.
 - ii Includes the following minimum information:
 1. Location and physical description of CSO outfalls in the Authorized System, Collection System Overflows at pumping stations in Emergency Situations, STP Bypass and STP overflows locations;
 2. Location and identification of receiving water bodies, including sensitive receivers, for all Combined Sewer outfalls;
 3. Authorized System flow and STP treatment component capacities, present and future expected peak flow rates during dry weather and wet weather;
 4. Capacity of all regulators; and
 5. Location of cross connections between Sewage and Stormwater infrastructure.
 - iii Is intended to reduce the overall CSO volume, frequency, duration, or by-pass of treatment in the Authorized and/or municipal STP; and

- iv If there is a temporary Storm Sewer connection to a combined system as part of a Combined Sewer separation project, the construction plan includes a timeline to disconnect the Storm Sewer to a separated storm outlet.

5.2.3 The Alteration shall not result in:

- a) An exceedance of hydraulic capacity of the Authorized System, STP Uncommitted Reserve Hydraulic Capacity, or the Pumping Station Capacity as specified in this Approval;
- b) Adverse Effects;
- c) Any increase in Collection System Overflows that is not offset by measures elsewhere in the Authorized System; or
- d) Any increase in the frequency and/or volume of STP Bypasses or STP Overflows that is not offset by measures.

5.2.4 Where replacement of pipes to achieve Combined Sewer separation has been authorized under conditions 5.1.2 or 5.1.3, the following conditions apply:

- a) Stormwater quantity, quality and water balance control shall be provided such that Combined Sewer separation shall not result in an overall increase in pollutants discharged to the Natural Environment;
- b) Any new Storm Sewers that result from the Combined Sewer separation can be constructed but not operated until the proposed Stormwater Management Facilities designed to satisfy condition 5.2.4 a) are in operation; and
- c) Where any temporary structures have been installed to facilitate Combined Sewer separation, the Owner shall ensure that immediately upon Completion of the Combined Sewer separation, the temporary structure connection shall be disconnected and decommissioned.

5.2.5 The Alteration shall:

- a) Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;

-
- b) Provide smooth flow transition to existing gravity sewers; and
 - c) Not increase the generation of sulfides and other odorous compounds in the Authorized System.
- 5.2.6 The Alteration is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 5.2.7 The Owner consents in writing to the Alteration authorized under condition 5.1.
- 5.2.8 A Licensed Engineering Practitioner has verified in writing that the Alteration authorized under condition 5.1 meets the design requirements of conditions 5.2.1 a) to d) and to 5.2.2.
- 5.2.9 The Owner has verified in writing that the Alteration authorized under condition 5.1 has complied with inspection and testing requirements in the Design Criteria.
- 5.2.10 The Owner has verified in writing that the Alteration authorized under condition 5.1 meets the requirements of conditions 5.2.1 e) and 5.2.3 to 5.2.8.
- 5.3 The authorization in condition 5.1 does not apply:
- 5.3.1 To the modification or replacement of a Combined Sewer or Partially Separated Sewer that has a nominal diameter greater than 750 mm.
 - 5.3.2 To the modification or replacement of a Combined Sewer or Partially Separated Sewer that connects to another Municipal Sewage Collection System, unless:
 - a) Prior to construction, the Owner of the Authorized System seeking the connection obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and
 - b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 5.4.
 - 5.3.3 Where the Alteration would create a new discharge point to the Natural Environment.

- 5.3.4 Where the Alteration would result in the addition of a new combined Sewage storage tank in the Authorized System.
- 5.4 The consents and verifications required in conditions 5.2.7 to 5.2.10, and 5.3.2 if applicable, shall be:
- 5.4.1 Recorded on Form CS1, prior to the Combined Sewer or Partially Separated Sewer modification or replacement being placed into service; and
- 5.4.2 Retained for a period of at least ten (10) years by the Owner.
- 5.5 For greater certainty, the verification requirements set out in condition 5.4 do not apply to any Alteration in respect of the Authorized System which:
- 5.5.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or,
- 5.5.2 Constitutes maintenance or repair of the Authorized System.

6.0 Authorizations of Future Alterations to Components of the Municipal Sewage Collection System

- 6.1 The Owner or a Prescribed Person may make the following Alterations to the Authorized System subject to conditions 6.4 through 6.7:
- 6.1.1 Adding, modifying, or replacing the following components of Sewage pumping stations, Separate Sewers, or Nominally Separate Sewers:
- a) In-line and/or off-line storage to manage peak flow / inflow and infiltration that does not require pumping;
 - b) Off-line storage to manage peak flow / inflow and infiltration that only requires electricity to empty the structure;
 - c) Any associated Equipment for cleaning; and
 - d) All Appurtenances associated with in-line or off-line storage facilities, including odour, and corrosion control.
- 6.1.2 Modifying existing Sewage pumping stations and odour control units / Facilities, including adding, replacing, or modifying the following components:
- a) Pumps, including replacement parts, in an existing pumping system;
 - b) Grinders and screens;

- c) Aeration and/or mixing Equipment;
- d) Chemicals and associated Equipment and tanks (including secondary containment);
- e) Odour and corrosion control structures;
- f) Instrumentation and controls;
- g) Discharge and process piping;
- h) Valves;
- i) Wet-wells; and
- j) Fat, oil, and grease separators (FOGs).

6.1.3 Adding new Sewage pumping stations, where they:

- a) Are designed to transmit a Peak Hourly Flow of no greater than 30 L/s;
- b) Include emergency stand-by power, Spill containment, and emergency alarms (SCADA, if applicable);
- c) Include emergency storage designed to provide at minimum two (2) hours of response time at peak design flow;
- d) Include odour and corrosion control, as applicable;
- e) Would serve a new residential development (or new phased residential development), which may include existing residential development that has no Combined or Partially Separated Sewers;
- f) Are designed to only collect sanitary Sewage and not Stormwater; and
- g) Do not include an emergency sanitary overflow or piping to a municipal Stormwater management system or a natural receiver to prevent the discharge to the Natural Environment.

6.1.4 Adding, modifying, or replacing Equipment associated with Real-time Control Systems, where:

- a) The Equipment is designed and implemented as part of the Owner's CSO reduction strategy or to optimize use of Sewage Works comprising the Authorized System;

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- b) The Real-Time Control System is designed and integrated with fail-safe procedures such that they are automatically activated when the requirements of the current mode of operation cannot be met;
 - c) Risk management procedures are in place or will be in place prior to use of the Real-time Control System; and
 - d) Station alarms to control center are in place or will be in place prior to use of the Real-time Control System.
- 6.1.5 Adding, modifying, replacing, or removing chemical storage tanks (including fuel storage tanks) with Spill containment and associated Equipment.
- 6.1.6 Adding, modifying, replacing, or removing Motor Control Centre (MCC) and/or associated electrical.
- 6.2 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or removing the following components subject to conditions 6.4 through 6.7:
- 6.2.1 Valves and their associated controls installed for maintenance purposes;
 - 6.2.2 Instrumentation for monitoring and controls, including SCADA systems, and hardware associated with these monitoring devices;
 - 6.2.3 Spill containment works for chemicals used within the Authorized System;
 - 6.2.4 Chemical metering pumps and chemical handling pumps;
 - 6.2.5 Measuring and monitoring devices that are not required by regulation, by a condition in this Approval, or by a condition otherwise imposed by the Ministry;
 - 6.2.6 Process piping within a Sewage pumping station, storage tank, or other structures; and
 - 6.2.7 Valve chambers or maintenance holes.
- 6.3 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, or replacing the following components subject to conditions 6.4 through 6.7:

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- 6.3.1 Measuring and monitoring devices that are required by regulation, by a condition in this Approval, or by a condition otherwise imposed by the Ministry.
- 6.4 The design of the Alteration shall:
- 6.4.1 Be prepared by a Licensed Engineering Practitioner, where the Alteration falls within the practice of professional engineering as defined in the *Professional Engineers Act*, R.S.O. 1990;
- 6.4.2 Be consistent with or otherwise address the design objectives contained within the Design Guidelines for Sewage Works; and
- 6.4.3 Include design considerations to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.
- 6.5 The Alteration shall:
- 6.5.1 Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;
- 6.5.2 Provide smooth flow transition to existing gravity Sewers;
- 6.5.3 Not increase the generation of sulfides and other odourous compounds in the Authorized System; and
- 6.5.4 Be wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 6.6 Any Alteration of the Authorized System made under conditions 6.1, 6.2, or 6.3 shall not result in:
- 6.6.1 Exceedance of hydraulic capacity (including Uncommitted Reserve Hydraulic Capacity, as applicable) of the downstream:
- a) Municipal Sewage Collection System; or
- b) Receiving STPs.
- 6.6.2 Exceedance of any downstream Pumping Station Capacity as specified in Schedule B of this Approval.

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- 6.6.3 An increase in the capacity of an existing Pumping Station Capacity of greater than 30%.
- 6.6.4 Any increase in Collection System Overflows that is not offset by measures taken elsewhere in the Authorized System.
- 6.6.5 Any increase in the frequency and/or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 6.6.6 Deterioration of the normal operation of municipal STPs and/or the Authorized System.
- 6.6.7 A negative impact on the ability to undertake monitoring necessary for the operation of the Authorized System.
- 6.6.8 Adverse Effects.
- 6.7 The Alteration is subject to the following conditions:
- 6.7.1 The Owner consents in writing to the Alteration.
- 6.7.2 The person responsible for the design has verified in writing that the Alteration meets the requirements of conditions 6.4.1 and 6.4.2, as applicable.
- 6.7.3 The Owner has verified in writing that the Alteration meets the requirements of conditions 6.4.3, 6.7.1, and 6.7.2.
- 6.8 The Owner shall verify in writing that any Alteration of the Authorized System in accordance with conditions 6.1 or 6.2 has met the requirements of the conditions listed in conditions 6.5 and 6.6.
- 6.9 The consents, verifications and documentation required in conditions 6.7 and 6.8 shall be:
- 6.9.1 Recorded on Form SS2 prior to undertaking the Alteration; and
- 6.9.2 Retained for a period of at least ten (10) years by the Owner.
- 6.10 For greater certainty, the verification requirements set out in condition 6.9 do not apply to any Alteration in respect of the Authorized System which:
- 6.10.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98;
or
- 6.10.2 Constitutes maintenance or repair of the Authorized System, including changes to software for an existing SCADA system resulting from Alterations authorized in condition 6.2.

- 6.11 The Owner shall update, within twelve (12) months of the Alteration of the Sewage Works being placed into service, any drawings maintained for the Municipal Sewage Collection System to reflect the Alterations of the Sewage Works, where applicable.

7.0 Authorizations of Future Alterations to Equipment with Emissions to the Air

- 7.1 The Owner and a Prescribed Person may alter the Authorized System by adding, modifying, or replacing the following Equipment in the Municipal Sewage Collection System:
- 7.1.1 Venting for odour control using solid scavenging or carbon adsorption units;
 - 7.1.2 Venting for odour control by replacing existing biofiltration or wet air scrubbing systems, including any components, with Equipment of the same or better performance characteristics; and
 - 7.1.3 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline, or biofuel, and that are used for emergency duty only with periodic testing.
- 7.2 Any Alteration of the Municipal Sewage Collection System made under condition 7.1 that may discharge or alter the rate or manner of a discharge of a Compound of Concern to the atmosphere is subject to the following conditions:
- 7.2.1 The Owner shall, at all times, take all reasonable measures to minimize odorous emissions and odour impacts from all potential sources at the Facility.
 - 7.2.2 The Owner shall ensure that the noise emissions from the Facility comply with the limits set out in Publication NPC-300.
 - 7.2.3 The Owner shall ensure that the vibration emissions from the Facility comply with the limits set out in Publication NPC-207.
- 7.3 The Owner shall not add, modify, or replace Equipment in the Municipal Sewage Collection System as set out in condition 7.1 unless the Equipment performs an activity that is directly related to municipal Sewage collection and transmission.
- 7.4 The emergency generators identified in condition 7.1.3 shall not be used for non-emergency purposes (excluding generator testing) including the generation of electricity for sale or for peak shaving purposes.

- 7.5 The Owner shall verify in writing that any addition, modification, or replacement of Equipment in accordance with condition 7.1 has met the requirements of the conditions listed in conditions 7.2, 7.3, and 7.4.
- 7.6 The verifications and documentation required in condition 7.5 shall be:
- 7.6.1 Recorded on Form A1 prior to the additional, modified or replacement Equipment being placed into service; and
- 7.6.2 Retained for a period of at least ten (10) years by the Owner.
- 7.7 For greater certainty, the verification and documentation requirements set out in condition 7.5 and 7.6 do not apply to any addition, modification, or replacement in respect of the Authorized System which:
- 7.7.1 Is exempt from the requirements of the EPA, or for Equipment that is exempt from s.9 of the EPA under O. Reg. 524/98; or
- 7.7.2 Constitutes maintenance or repair of the Authorized System.

8.0 Previously Approved Sewage Works

- 8.1 If approval for an Alteration to the Authorized System was issued under the EPA and is revoked by this Approval, the Owner may make the Alteration in accordance with:
- 8.1.1 The terms of this Approval; or
- 8.1.2 The terms and conditions of the revoked approval that were applicable as of the date this approval was issued, provided that the Alteration is commenced within five (5) years of the date that the revoked approval was issued.

9.0 Transition

- 9.1 An Alteration of the Authorized System is exempt from the requirements in clause (c) of condition 4.1.1 and clause (c) of condition 5.2.1 where:
- 9.1.1 Effort to undertake the Alteration, such as tendering or commencement of construction of the Sewage Works associated with the Alteration, begins on or before April 02, 2025.
- 9.1.2 The design of the Alteration conforms to the Design Guidelines for Sewage Works;
- 9.1.3 The design of the Alteration was completed on or before the issue date of this Approval or a Class Environmental Assessment was

completed for the Alteration and changes to the design result in significant cost increase or significant project delays; and

- 9.1.4 The Alteration would be otherwise authorized under this Approval.

DRAFT

Schedule E: Operating Conditions

| | |
|----------------|---|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-W601 |
| System Name | Municipal Sewage Collection Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 General Operations

- 1.1 The Owner shall ensure that, at all times, the Sewage Works comprising the Authorized System and the related Equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.2 Prescribed Persons and Operating Authorities shall ensure that, at all times, the Sewage Works under their care and control and the related Equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.3 In conditions 1.1 and 1.2 “properly operated and maintained” includes effective performance, adequate funding, adequate operator staffing and training, including training in applicable procedures and other requirements of this Approval and the EPA, OWRA, CWA, and regulations, adequate laboratory services, process controls and alarms and the use of process chemicals and other substances used in the Authorized System.

2.0 Duties of Owners and Operating Authorities

- 2.1 The Owner, Prescribed Persons and any Operating Authority shall ensure the following:
 - 2.1.1 At all times that the Sewage Works within the Authorized System are in service the Sewage Works are:
 - a) Operated in accordance with the requirements under the EPA and OWRA, and
 - b) Maintained in a state of good repair.
 - 2.1.2 The Authorized System is operated by persons having the training or expertise for their operating functions that is required by O. Reg. 129/04 (Licensing of Sewage Works Operators) under the OWRA and this Approval.

- 2.1.3 All sampling, testing, monitoring, and reporting requirements under the EPA and this Approval that relate to the Authorized System are complied with.
- 2.1.4 Any person who is operating the Sewage Works within the Authorized System is supervised by an operator-in-charge as described in O. Reg. 129/04 under the OWRA.
- 2.2 For clarity, the requirements outlined in the above conditions 2.1.1 through 2.1.4 for Prescribed Persons and any Operating Authority only apply to Sewage Works within the Authorized System where they are responsible for the operation.
- 2.3 The Owner, Prescribed Persons and Operating Authority shall take all reasonable steps to minimize and ameliorate any Adverse Effect on the Natural Environment or impairment of the quality of water of any waters resulting from the operation of the Authorized System, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

3.0 Operations and Maintenance

3.1 Inspection

- 3.1.1 The Owner shall ensure that all Sewage Works within the Authorized System are inspected at the frequency and in accordance with procedures set out in their O&M Manual.
- 3.1.2 The Owner shall ensure that:
- a) Any pumping stations, combined Sewage storage tanks, and any Collection System Overflow within the Authorized System as of the date of issuance of this Approval are inspected at least once per calendar year starting the year after the O&M Manual is required to be prepared and implemented as per condition 3.2.1 in Schedule E of this Approval, and more frequently if required by the O&M Manual; and
 - b) Any pumping stations, combined Sewage storage tanks, and any Collection System Overflow established or replaced within the Authorized System after the date of issuance of this Approval are inspected within one year of being placed into service and thereafter once per calendar year and more frequently if required by the O&M Manual.
- 3.1.3 The inspection of the combined Sewage storage tanks required in condition 3.1.2 shall include physical inspection at the Point of

Entry, including looking for signs of unplanned discharges from Wet Weather Flow and Dry Weather Flow.

3.1.4 The Owner shall clean and maintain Sewage Works within the Authorized System to ensure the Sewage Works perform as designed.

3.1.5 The Owner shall maintain records of the results of the inspections required in condition 3.1.1, 3.1.2, and 3.1.3, monitoring (if applicable) and any cleaning and maintenance operations undertaken, and shall make available the records for inspection by the Ministry upon request. The records shall include the following:

- a) Asset ID and name of the Sewage Works;
- b) Date and results of each inspection, maintenance, or cleaning; and
- c) Name of person who conducted the inspection, maintenance, or the name of the inspecting official, where applicable.

3.2 Operations & Maintenance (O&M) Manual

3.2.1 The Owner shall prepare and implement an operations and maintenance manual for Sewage Works within the Authorized System on or before April 02, 2026, that includes or references, but is not necessarily limited to, the following information:

- a) Procedures for the routine operation of the Sewage Works;
- b) Inspection programs, including the frequency of inspection, and the methods or tests employed to detect when maintenance is necessary;
- c) Maintenance and repair programs, including:
 - i The frequency of maintenance and repair for the Sewage Works.
 - ii Clean out requirements for any storage or overflow tanks, if applicable.
- d) Operational and maintenance requirements to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies;

- e) Procedures for routine physical inspection and checks of controlling systems (e.g., SCADA) to ensure the mechanical integrity of Equipment and its accuracy on the controlling system.
 - f) Procedures for preventing odours and odour impacts;
 - g) Procedures for calibration of monitoring Equipment (e.g., flow, level, pressure);
 - h) Emergency Response, Spill Reporting and Contingency Plans and Procedures for dealing with Equipment breakdowns, potential Spills and any other abnormal situations, including notification to the SAC, the Medical Officer of Health, and the District Manager, as applicable;
 - i) Procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken; and
 - j) As-built drawings or record drawings of the Sewage Works for Sewage Works constructed on or after January 1, 2010 and where available for Sewage Works constructed before January 1, 2010.
- 3.2.2 The Owner shall review and update the O&M Manual and ensure that operating staff have access, as per O. Reg 129/04 (Licensing of Sewage Works Operators) under the OWRA. Upon request, the Owner shall make the O&M Manual available to Ministry staff.
- 3.2.3 The Owner shall revise the O&M Manual to include procedures necessary for the operation and maintenance of any Sewage Works within the Authorized System that are established, altered, extended, replaced, or enlarged after the date of issuance of this approval prior to placing into service those Sewage Works.
- 3.2.4 For greater certainty, the O&M Manual may be a single document or a collection of documents that, when considered together, apply to all parts of the Authorized System.
- 3.3 Collection System Overflows
- 3.3.1 Any CSO at a point listed in Table B4 of Schedule B is considered a Class 1 approved discharge type Spill under O.Reg.675/98:
- a) Where the CSO is as a result of wet weather events when the designed capacity of the Authorized System is exceeded;

- b) Where the CSO is a direct and unavoidable result of a planned repair and/or maintenance procedure, the Owner has notified the Local Ministry Office fifteen at least (15) calendar days prior to the CSO and the Local Ministry Office has provided written consent of the CSO; or
- c) Where the CSO is planned for research or training purposes, the Owner has notified the Local Ministry Office fifteen at least (15) calendar days prior to the CSO and the Local Ministry Office has provided written consent of the CSO.

3.3.2 Any SSO at a point listed in Table B5 of Schedule B is considered a Class 1 approved discharge type Spill under O.Reg. 675/98:

- a) Where the SSO is a direct and unavoidable result of a planned repair or maintenance procedure and the Owner has notified the Local Ministry Office at least fifteen (15) calendar days prior to the SSO and the Director for the purposes of s.4 of O. Reg. 675/98 under the EPA has provided written consent of the SSO; or
- b) Where the SSO is planned for research or training purposes, the Owner has notified the Local Ministry Office at least fifteen (15) calendar days prior to the SSO and the Director for the purposes of s.4 of O. Reg. 675/98 under the EPA has provided written consent of the SSO.

3.3.3 On or before April 02, 2027, the Owner shall establish signage to notify the public, at the nearest publicly accessible point(s) downstream of any CSO outfall location identified in Schedule B, Table B4, and any SSO when the overflow is piped to a specified outlet point. If the nearest publicly accessible point is more than 100m away, then signage shall be established at the CSO or SSO outfall location. The signage shall include the following minimum information:

- a) Type of Collection System Overflow;
- b) Identification of potential hazards and limitations of water use, as applicable;
- c) ECA number and/or asset ID; and
- d) The Owner's contact information.

3.4 Monitoring

- 3.4.1 For a Collection System Overflow that occurs at a designated location, the following conditions apply:
- a) For CSO storage tanks/facilities listed in Table B3, the Owner shall:
 - i On or before October 02, 2024 or within six (6) months of the date of the publication of the Ministry's monitoring guidance, whichever is later, collect a composite sample of the combined Sewage from the CSO tank whenever the tank(s) is(are) in operation. If there is more than one tank, the tank nearest to the discharge point shall be sampled. The composite sample shall consist, at a minimum, of one sample at the beginning of the Event, and one sample at approximately every 8-hours until the end of the Event. The composite sample shall be analyzed, at a minimum, for Biochemical Oxygen Demand (BOD) (or Chemical Oxygen Demand (COD) if agreed upon by the District Manager), total suspended solids, total phosphorus and total Kjeldahl nitrogen. If the CSO continues for more than one day, multiple composite samples are allowed.
 - ii If 3.4.1 a) i) cannot be achieved, then surrogate sampling may be used to determine the contamination concentrations of the discharge CSO tank overflow, at a minimum, for BOD (or COD), total suspended solids, total phosphorus and total Kjeldahl nitrogen. The methodology in determining, applying, and analyzing surrogate sampling shall be proposed by the Owner and subject to the written approval of the District Manager.
 - b) For CSO regulator structures listed in Table B2, and for any CSO or SSO locations listed under Table B4 or Table B5, the Owner shall:
 - i On or before October 02, 2024 or within six (6) months of the date of publication of the Ministry's monitoring guidance, whichever is later, take at least one (1) grab sample, for BOD (or COD, if agreed upon by the District Manager), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli, or
 - ii On or before October 02, 2024 or within six (6) months of the date of publication of the Ministry's monitoring guidance, whichever is later, use surrogate sampling to determine the Contaminant concentrations of the

discharged Collection System Overflow, at a minimum, for BOD (or COD), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli. The methodology in determining, applying, and analyzing surrogate sampling shall be proposed by the Owner and subject to the written approval of the District Manager.

- c) The Owner shall use the Event discharged volume and the concentrations as determined in condition 3.4.1 to calculate the loading to the Natural Environment for each parameter.

3.4.2 For any Spill of Sewage that does not meet 3.4.1 a) or b):

- a) Where practicable, take at least one (1) grab sample, for BOD (or COD, if agreed upon by the District Manager), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli
- b) The Owner shall use the discharged volume, where possible, and the concentrations as determined in condition 3.4.2 a) to calculate the loading to the Natural Environment for each parameter.

3.4.3 If COD sampling was completed, the equivalent BOD values are required to be included with the data reported to the Ministry.

3.4.4 The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following documents and all analysis shall be conducted by a laboratory accredited to the ISO/IEC:17025 standard or as directed by the District Manager:

- a) Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)", as amended from time to time.
- b) The Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), as amended from time to time.
- c) The publication "Standard Methods for the Examination of Water and Wastewater", as amended from time to time.

4.0 Reporting

- 4.1 The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.

4.2 Collection System Overflows

4.2.1 If the Collection System Overflow meets the criteria listed in condition 3.3.1 or 3.3.2:

- a) The Owner shall report the Event as a Class 1 approved discharge type Spill as soon as practicable to the Ministry either by a verbal to SAC or in an electronic format if the Ministry makes a system available;
- b) The Owner shall report the Event to the local Medical Officer of Health in a manner agreed upon with the local Medical Officer of Health;
- c) The manner of notification to the Ministry shall be in two (2) stages and include, at a minimum, the following information:
 - i) The Asset ID, infrastructure description as detailed in Table B5 in Schedule B, the outfall location, and the Point of Entry (as applicable), and the reason(s) for the Event.
 - ii) First stage of reporting:
 - a. The date and time (start) of the Event.
 - iii) Second stage of reporting (as soon as practicable and may be reported at same time as first stage):
 - a. The date, duration, and time (start and end) of the Event;
 - b. The estimated or measured volume of the Event, accurate to at least +/- 20% of the volume;
 - i. If the volume of the Event is not readily available at the time of the second stage of reporting, the estimated volume can be provided to the Ministry within seven (7) calendar days of the second stage of reporting;
 - c. If any, summary of complaints, observed adverse impacts, any additional sampling obtained, disinfection, and any corrective measures taken;
- d) Upon request of the local office, the Owner shall within fifteen (15) calendar days of the occurrence of any Collection

System Overflow, the Owner shall submit a full written report of the occurrence to the District Manager describing the cause and discovery of the Collection System Overflow, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation, or an alternate report as agreed to in writing by the District Manager.

4.3 Spills

4.3.1 If the Collection System Overflow does not meet the criteria listed in condition 3.3.1 or 3.3.2, or is otherwise considered a Spill of Sewage:

- a) The Owner shall report the Spill to SAC pursuant to O.Reg.675/98 and Part X of the EPA;
- b) The Owner shall report the Event to the local Medical Officer of Health in a manner agreed upon with the local Medical Officer of Health;
- c) In addition to the obligations under Part X of the Environmental Protection Act, the Owner shall, within fifteen (15) calendar days of the occurrence of any reportable Spill, submit a full written report of the occurrence to the District Manager describing the cause and discovery of the spill or loss, actual/estimated volume of the Spill, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.

4.4 If the Owner is unable to determine the volume of a Collection System Overflow for the purpose of reporting, the Owner shall develop procedures that enable estimated or measured volumes to be included in the required reporting for any Collection System Overflow occurring on or after April 02, 2025.

4.5 The Owner shall follow the direction of the Ministry and the local Medical Officer of Health regarding any Collection System Overflows.

4.6 The Owner shall prepare an annual performance report for the Authorized System that:

4.6.1 Is submitted to the Director on or before March 31st of each year and covers the period from January 1st to December 31st of the preceding calendar year.

-
- a) For clarity, the first report shall cover the period of January 1st, 2024 to December 31st, 2024 and be submitted to the Director on or before March 31st, 2025.
 - b) For the transitional period of January 1, 2022 to December 31, 2022, annual reporting requirements from previous ECAs pertaining to Spills only, where these occurred in the reporting period, and that have been revoked through issuance of this ECA shall apply.
 - i For the transitional period, condition 4.7.2 does not apply.
- 4.6.2 Is also submitted to the District Manager where a Collection System Overflow or Spill of Sewage has occurred in the reporting period.
- 4.6.3 If applicable, includes a summary of all required monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations.
- 4.6.4 Includes a summary of any operating problems encountered and corrective actions taken.
- 4.6.5 Includes a summary of all calibration, maintenance, and repairs carried out on any major structure, Equipment, apparatus, mechanism, or thing forming part of the Municipal Sewage Collection System.
- 4.6.6 Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.
- 4.6.7 Includes a summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat.
- 4.6.8 Includes a summary of all Collection System Overflow(s) and Spill(s) of Sewage, including:
- a) Dates;
 - b) Volumes and durations;
 - c) If applicable, loadings for total suspended solids, BOD, total phosphorus, and total Kjeldahl nitrogen, and sampling results for E.coli;

- d) Disinfection, if any; and
 - e) Any adverse impact(s) and any corrective actions, if applicable.
- 4.6.9 Includes a summary of efforts made to reduce Collection System Overflows, Spills, STP Overflows, and/or STP Bypasses, including the following items, as applicable:
- a) A description of projects undertaken and completed in the Authorized System that result in overall overflow reduction or elimination including expenditures and proposed projects to eliminate overflows with estimated budget forecast for the year following that for which the report is submitted.
 - b) Details of the establishment and maintenance of a PPCP, including a summary of project progresses compared to the PPCP's timelines.
 - c) An assessment of the effectiveness of each action taken.
 - d) An assessment of the ability to meet Procedure F-5-1 or Procedure F-5-5 objectives (as applicable) and if able to meet the objectives, an overview of next steps and estimated timelines to meet the objectives.
 - e) Public reporting approach including proactive efforts.
- 4.7 The report described in condition 4.6 shall be:
- 4.7.1 Made available, on request and without charge, to members of the public who are served by the Authorized System; and
 - 4.7.2 Made available, by June 1st of the same reporting year, to members of the public without charge by publishing the report on the Internet, if the Owner maintains a website on the Internet.

5.0 Record Keeping

- 5.1 The Owner shall retain for a minimum of ten (10) years from the date of their creation:
 - 5.1.1 All records, reports and information required by this Approval and related to or resulting Alterations to the Authorized System, and
 - 5.1.2 All records, report and information related to the operation, maintenance and monitoring activities required by this Approval.

- 5.2 The Owner shall update, within twelve (12) months of any Alteration to the Authorized System being placed into service, any drawings maintained for the Municipal Sewage Collection System to reflect the Alteration of the Sewage Works, where applicable.

6.0 Review of this Approval

- 6.1 No later than the date specified in Condition 1 of Schedule A of this Approval, the Owner shall submit to the Director an application to have the Approval reviewed. The application shall, at minimum:
- 6.1.1 Include an updated description of the Sewage Works within the Authorized System, including any Alterations to the Sewage Works that were made since the Approval was last issued; and
 - 6.1.2 Be submitted in the manner specified by Director and include any other information requested by the Director.

7.0 Source Water Protection

- 7.1 The Owner shall ensure that any Alteration in the Authorized System is designed, constructed, and operated in such a way as to be protective of sources of drinking water in Vulnerable Areas as identified in the Source Protection Plan, if available.
- 7.2 The Owner shall prepare a "Significant Drinking Water Threat Assessment Report for Proposed Alterations" for the Authorized System on or before April 02, 2026 that includes, but is not necessarily limited to:
- 7.2.1 An outline of the circumstances under which the proposed Alterations could pose a Significant Drinking Water Threat based on the Director's Technical Rules established under the CWA.
 - 7.2.2 An outline of how the Owner assesses the proposed Alterations to identify drinking water threats under the CWA.
 - 7.2.3 For any proposed Alteration a list of components, Equipment, or Sewage Works that are being altered and have been identified as a Significant Drinking Water Threat.
 - 7.2.4 A summary of design considerations and other measures that have been put into place to mitigate risks resulting from construction or operation of the components, Equipment or Sewage Works identified in condition 7.2.3, such as those included in the Standard Operating Policy for Sewage Works.
- 7.3 The Owner shall make any necessary updates to the report required in condition 7.2 at least once every twelve (12) months.

- 7.4 Any components, Equipment or Sewage Works added to the report required in condition 7.2 shall be included in the report for the operational life of the Sewage Works.
- 7.5 Upon request, the Owner shall make a copy of the report required in condition 7.2 available to the Ministry or Source Protection Authority staff.

8.0 Additional Studies

Assessment of Wet Weather Flows Compared to Dry Weather Flows

8.1 This condition and the following requirements apply where:

- a) The Authorized System has no Combined Sewers or Partially Separated Sewers; and
- b) There has been one or more of: an STP Overflow, STP Bypass, or Collection System Overflow within the ten (10) year period starting January 1, 2012 and ending December 31, 2021.

The following requirements do not apply if:

- a) The Collection System Overflow is a result of emergency overflows at pumping stations during power outage or Equipment failure; and
- b) There has been no STP Overflow or STP Bypass.

8.1.1 The Owner shall conduct an assessment of Wet Weather Flows compared to the Dry Weather Flows in the Authorized System and/or to the STP(s) described in Schedule A, as per the following conditions:

- a) The assessment shall evaluate available data from the ten (10) year period starting January 1, 2012 and ending December 31, 2021.
- b) The assessment shall be completed and submitted to the Director by October 02, 2025.
- c) In the event that Wet Weather Flows in the ten (10) year period described above have created STP Bypasses or STP Overflows at the STP(s) specified in Schedule A or Collection System Overflows in an Average Year, then the study shall include:
 - i) Actions and timelines to meeting the Procedure F-5-1 objectives;

- ii Review of causes of STP Overflow, STP Bypass and/or Collection System Overflow Events, including inflow and infiltration, sewer use, and characteristics of rainfall events, as applicable;
- iii Inspection of the Sewers and bypass structures; and
- iv Identification of any near and/or long-term corrective actions with anticipated timelines.

Assessment of Conformance to Procedure F-5-1 and F-5-5

8.2 This condition and the following requirements apply where:

- a) The Authorized System includes Combined Sewers or Partially Separated Sewers, and
- b) The Authorized System experienced a Collection System Overflow, an STP Bypass, or STP Overflow within the ten (10) year period starting January 1, 2012 and ending December 31, 2021.

8.2.1 The Owner shall conduct an assessment to demonstrate conformance of the Authorized System to Procedure F-5-1 or Procedure F-5-5, as applicable, in accordance with the following conditions:

- a) The assessment shall:
 - i Be prepared by a Licensed Engineering Practitioner and be submitted to the Director by October 02, 2025;
 - ii Be performed for each of the years 2012 through to 2021;
 - iii Include the number of Collection System Overflows as a result of storms that are not Significant Storm Events for each year;
 - iv Include the estimated length of Combined Sewers and Separate Sewers within the collection system;
 - v Include the date of the most recent PPCP;
 - vi Include the status of each action items specified in the PPCP, as applicable;
 - vii Include a summary of additional action items not specified in a PPCP which have been taken to prevent

Collection System Overflows in the ten (10) year period starting January 1, 2012 and ending December 31, 2021; and

- viii Identify timelines for achieving conformance to Procedure F-5-1 or Procedure F-5-5 objectives, as applicable.

8.2.2 The Owner shall submit a new or updated PPCP to the Director, no later than April 02, 2029, if:

- a) No PPCP exists for the Authorized System, or
- b) The PPCP for the Authorized System is older than ten (10) years as of \${MONTH} \${DAY}, \${YEAR}.

8.2.3 The PPCP shall include, at minimum:

- a) Characterization of the Combined Sewer System (CSS) – Monitoring, modeling and other appropriate means shall be used to characterize the CSS and the response of the CSS to precipitation events. The characterization shall be based on the ten (10) year period starting January 1, 2012 and ending December 31, 2021 and include the determination of the location, frequency and volume of the CSOs, concentrations and mass pollutants resulting from CSOs, and identification and severity of suspected CSS deficiencies. Records shall be kept for CCS including the following:
 - i Location and physical description of CSO and SSO outfalls in the collection systems, emergency overflows at pumping stations, and bypass locations at STPs;
 - ii Location and identification of receiving water bodies, including sensitive receivers, for all Combined Sewer outfalls;
 - iii Combined Sewer system flow and STP treatment capacities, present and future (20-year timeframe) expected peak flow rates during dry weather and wet weather;
 - iv Capacity of all regulators;
 - v Location of cross connections between sanitary Sewage and Stormwater infrastructure; and

- vi Location and identification of infrastructure in the CSS where monitoring Equipment is installed.
- b) Operational procedures shall be developed including the following:
 - i Combined Sewer maintenance program; and
 - ii Regulator inspection and maintenance programs.
- c) An examination of non-structural and structural CSO control alternatives that may include:
 - i Source control;
 - ii Inflow/Infiltration reduction;
 - iii Operation and maintenance improvements;
 - iv Control structure improvements;
 - v Collection system improvements;
 - vi Storage technologies;
 - vii Treatment technologies; and
 - viii Sewer separation.
- d) An implementation plan with a schedule of all practical measures to eliminate dry weather overflows and minimize wet weather overflows, as well as an overflow percent reduction target.
 - i The implementation plan shall show how the minimum CSO prevention and control requirements and other criteria in Procedure F-5-5 are being achieved.

8.2.4 The Owner shall ensure that an updated PPCP for the Authorized System is prepared within ten (10) years of the date that the previous PPCP was finalized.

Sewer Model

8.3 The Owner shall prepare a new/updated Sewer model, within three (3) years of \${MONTH} \${DAY}, \${YEAR}, if any of the following pertain to the Authorized System:

8.3.1 It includes Combined Sewers;

-
- 8.3.2 It services a population greater than 10,000; or
 - 8.3.3 The Sewer model for the Authorized System was last updated prior to 2012 and 8.3.1 or 8.3.2 apply.

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Schedule F: Residue Management

| | |
|----------------|--|
| System Owner | Pelham, The Corporation of the Town of |
| ECA Number | 072-W601 |
| System Name | Municipal Sewage Collection Systems |
| ECA Issue Date | #{MONTH} #{DAY}, #{YEAR} |

1.0 Residue Management System

1.1 Not Applicable:

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Job Title: Environmental Compliance Analyst

Job Code:
(HR use only)

Grade:
(HR use only)

Reports To: Manager of Engineering

Position Summary

The Environmental Compliance Analyst manages the stormwater, water and wastewater services compliance programs, including the maintenance of the Drinking Water Quality Management System (DWQMS), and the development/maintenance of a storm and sanitary wastewater quality management system.

Major Accountabilities

- Ensure that all operations remain compliant with legislative, regulatory and municipal requirements; track and communicate changes in legislative/regulatory requirements and recommend action; prepare mandated reports.
- Lead the development, maintenance and continual improvement of the Town's DWQMS and the storm and sanitary wastewater quality management system to ensure the systems conform with all accreditation requirements.
- Act as the Town's DWQMS representative and perform those duties as described in government standards.
- Lead the development and maintenance of procedures and forms as required under the Municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) and Municipal Stormwater/Wastewater CLI-ECA for the Engineering, Roads and Fleet divisions and the Community Planning and Development Department.
- Manage quarterly construction compliance meetings related to the requirements of the Municipal Sewage and Stormwater CLI-ECAs and Drinking Water License and Permit.
- Provide orientation training to new staff and owner representatives on applicable procedures related to DWQMS, Drinking Water License and Permit, Municipal Sewage CLI-ECA and Stormwater CLI-ECA.
- Track and communicate changes to documentation related to the Municipal Wastewater and Stormwater CLI-ECA requirements and Drinking Water legislated requirements.
- Interact on a regular basis through formal and informal meetings with Public Works and Community Planning and Development Services staff to identify changes to procedures and forms related to drinking water, wastewater and stormwater.
- Lead the maintenance, administration, retention and control of DWQMS documentation including procedures, operational plans, emergency response plans and all records in compliance with legislative, regulatory and municipal requirements.
- Act as Town liaison with the Accreditation Bodies and the Ministry and facilitate Accreditation Audits and Ministry inspections.
- Develop, maintain and facilitate the Internal Auditing Program including oversight and implementation

of preventative and corrective actions identified through audits and customer issues.

- Ensure the Town's accreditation to the DWQMS Legislated Standard is maintained through scheduling and chairing the required annual reviews with management representation and scheduling the required annual systems audits and re-accreditation audits, and ensuring any nonconformances are addressed to the satisfaction of the accreditation body.
- As lead auditor for the DWQMS internal audit team, oversee the internal auditing program, including scheduling, training, preparing annual schedule and audit checklists, monitoring internal auditor progress, mentoring internal auditors, holding team meetings, etc.
- Coordinate Water/Wastewater Operator training and licensing programs including identification of training plans, management of training records, tracking of licensing requirements and, where required, delivery of staff training related to the DWQMS and Water/wastewater procedures.
- Ensure the proper reporting and notification of incidents of nonconformance; ensure access to all related documentation and records; perform necessary follow-up.
- Recommend revisions to the DWQMS based on Best Management Practices and legislative or regulatory changes.
- Liaise, coordinate and collaborate regularly with operations and maintenance staff.
- Provide direction to union staff in relation to compliance-based tasks.
- Complete special projects as assigned.

Job Specifications

Minimum Education:

- Post-secondary education in Engineering, Environmental Science or related discipline
- DWQMS Internal Auditor training
- Valid Class "G" driver's license
- Applied, technical knowledge of federal, provincial and municipal policies, legislation and regulations, industry standards and best practices pertaining to water and wastewater utility operations, licensing and procedures
- General knowledge of drinking water, wastewater and stormwater infrastructure construction, maintenance and operation

Minimum Experience:

- 5 years' experience in quality management and municipal government, preferably in water, wastewater and storm operations
- Demonstrated proficiency in MS Office Suite, database applications, Adobe Acrobat, Lotus Notes and web page design/ maintenance
- Results oriented with attention to detail and concern for quality and standards
- Organizational, project planning, project management skills
- Written and verbal communication skills to explain issues to ensure full understanding, discuss information and/or decisions
- Ability to interpret and apply legislation and regulations

Working Conditions:

- Mixed Office (60%) and Field-based (40%)
 - Operation of desktop computer and peripherals
 - Considerable periods of concentration
 - Occasional periods of sitting and walking (including on uneven/rough terrain)
 - Frequent exposure to adverse conditions

Job Description

- 35 hour work week
 - Primary 8:30 am – 4:30 pm, Monday to Friday
 - Occasional evenings and weekends. Flex-scheduling is required
 - Some overtime may be required

| | |
|-------------------------------|--------------|
| Incumbent's Signature: | Date |
| Director's Signature: | Date: |
| HR Signature | Date |

Subject: Town of Pelham Speed Limit Review**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2024-0135 Town of Pelham Speed Limit Review, for information;

AND THAT Council Endorse staff's recommendation to maintain the speed limits on the Town's road network in accordance with the current bylaw 89-2000, as amended.

Background:

Generally, the Town prescribes to the statutory speed limit, set by the Province of Ontario, being 50km/h for urban areas and 80km/h in rural areas. Section 128(1)(a) of *The Highway Traffic Act*, states, "No person shall drive a motor vehicle at a rate of speed greater than (a) 50 kilometers per hour within a municipality or urban built-up area". And that "Municipal Councils may by by-law prescribe a rate of speed different from the rate set out in subsection (1)"

Within the Town of Pelham, traffic speed limits on roadways and school zones, street parking prohibitions, community safety zones, as well as intersection control, pedestrian crossings, and many other road use restrictions are regulated through By-Law 89-2000, as amended, being a by-law to regulate traffic and parking on highways under the jurisdiction of the Town.

The Ministry of Transportation's Ontario Traffic Manual states that Maximum Speed Signs must be used where the speed limit is different than the statutory speeds for urban and rural environments. Maximum speed signs may also be used to confirm and supplement the statutory speeds where there is evidence of drivers violating the speed limits.

Currently, with the exception of designated school zones, all roads within the urban built-up areas under the jurisdiction of the Town of Pelham have a maximum traffic speed limit of 50km/h. In accordance with the Community Infrastructure Services report CIS 25/12 - 2012 Rural Speed Limit Review, rural speed limits were reduced from 80km/h to 60km/h and 50km/h where increased risk factors existed for roads which do not have shoulders for pedestrians or cyclists.

The Highway Traffic Act allows Municipal Councils "by by-law to designate a part of a highway under its jurisdiction as a community safety zone if, in Council's opinion, public safety is of special concern on that part of the highway." The by-law must specify the hours, days, and months when the designation is in effect and be signed identifying the Community Safety Zone (CSZ) designation. Within the designated CSZ, fines for speeding, careless driving, and racing are double the minimum fine.

Through a 2004 Municipal Operations Report MOR-63/04 - Proposed Creation of Community Safety Zones, Haist Street between Welland Road and Canboro Road was designated a Community Safety Zone for a trial period of six months effective January 1, 2005. The effectiveness of the proposed safety zone was monitored by reviewing monthly speeding ticket totals and analysis of traffic counts and registered vehicle speeds. The results of the trial were reported to Council through the 2006 Municipal Operations Report MOR-2/06 - Haist Street Community Safety Zone report with a Staff recommendation to remove the CSZ and that Niagara Regional Police Services be requested to provide regular speed enforcement activities on collector-type roads throughout the town.

The data collected during the trial concluded that speeding remained a problem on Haist Street. The report also quoted an Intus Road Safety Engineering Inc. report commissioned by the City of Hamilton and endorsed by the Municipal Engineers Association that concluded that "Community Safety Zones demonstrated no ability to influence either operating speeds or safety performance." Council decided instead to expand the CSZ on Haist Street North of Regional Road 20. Later, a second CSZ was established on Pancake Lane West of Haist Street, however, Staff consistently receive speeding complaints and stop sign non-compliance from both areas.

A 2017 Public Works Report – How Might We Implement Safety Initiatives in all School Zones outlined several improvements being completed or recommended by staff to bring school zones into compliance with the *Highway Traffic Act*, including improvements to signage, and line marking in school zones and pedestrian crossings. School Zones and reduced speed limits may be implemented during specific periods on school days, to a point 150m beyond the school property limits. The Town of Pelham has five designated school zones with reduced speed limits of 40km/h including:

1. Canboro Road Fronting Wellington Heights School
2. Canboro Road at St. Ann's School
3. Haist Street at A.K. Wigg School
4. Pelham Street at Glynn A. Green School

5. Port Robinson Road fronting Glynn A. Green School

On May 30th, 2017, the Province of Ontario passed Bill 65, the Safer School Zone Act, which permits municipalities to enact neighborhood speed limit reductions. Section 128 (2.1) of the *Highway Traffic Act* now allows municipalities to pass a by-law to set a speed limit of less than 50km/h for all roads within a designated area using “gateway” signage at the entry/exit points to the designated area from the bordering collector type roadways. In an attempt to curb the number of complaints regarding speeding and aggressive driving, several municipalities including the Town of Lincoln, the City of St. Catharines, the City of Brampton, and the City of Oshawa, amongst others, have instituted 40km/h speed areas consisting of local roadways in residentially developed areas.

Analysis:

The Town of Pelham’s transportation system is largely made up of:

1. Local Roads, being roads that are primarily used to gain access to the properties bordering them. Examples of Local Roads include Woodstream Boulevard, Tanner Drive, and Sandra Drive.
2. Collector Roads, being a low-to-moderate volume road, which serve to move traffic from local roads to arterial roads as well as provide access to property. Examples of Collector Roads include Pancake Lane, Welland Road, and Haist Street.
3. Arterial Roads, being high-volume roads, which serve to deliver traffic from collector roads to highways or inter-regional roads, and/or between urban centres. Examples of Arterial Roads include Pelham Street.
4. Rural Roads, being low-to-moderate volume roads, located outside of the defined urban area, serve to move traffic to local, collector, and arterial roads, as well as provide access to rural properties. Examples of Rural Roads include Effingham Road, Foss Road, and Metler Road.

Local roads, Collector roads, and Arterial roads within Pelham’s urban and built-up areas, under the jurisdiction of the Town of Pelham, have posted speed limits of 50km/h. Rural roads which are largely straight and less densely populated have posted speed limits of 60km/h, while rural roads with geometric designs and topography that do not support higher speeds have been reduced to 50km/h.

The Town’s establishment of uniform speed limits can be considered a form of positive guidance (Ontario Traffic Manual – Positive Guidance Toolkit) for drivers which allows for the maintenance of a safe speed to allow drivers to react to changing conditions whether for an oncoming vehicle, a pedestrian or cyclist at the roadside or a change in the alignment of the road.

The setting of speed limits on streets and highways is a technical science backed by many years of research and experience of professional traffic engineers. While road design and safety is a large factor in the setting of speed limits, they are fundamentally influenced directly by human behavior. Volumes of research have shown that effective speed limits are those the majority of drivers naturally drive, and that raising and lowering speed limits doesn't substantially influence speed as motorists will elect to drive at the speed they find most comfortable. The more comfortable a driver feels on the road, the more likely they are to travel at a higher rate of speed. Driver comfort is influenced by several factors including:

1. The driver's familiarity with the road,
2. the road lane width and presence of curbs,
3. the presence of vertical and horizontal curves,
4. the presence of on-street parking,
5. the actual presence of pedestrians or children playing,
6. the proximity of boulevard features including trees and sidewalks to the road,
7. the road's geometric design (i.e., curbs vs. shoulders), etc.

Several municipalities that have opted to create 40km/h areas or have piloted a reduction in speed on local roads have completed studies to show their effectiveness by comparing before and after traffic data. The Town of Lincoln has reported a 3% reduction in the average speed of drivers, or the difference of approximately 1.5km/h. The results of the City of Oshawa's pilot 40km/h program indicated no consistent or measurable differences in the rate of speed of vehicles during the data collection period, adding that some road segments indicated a decrease in the rate of speed while others showed an increase. The City of Brampton has reported that roads where the speed limit has been reduced to 40km/h have not promoted lower driver speeds. And while implementing neighborhood-wide 40km/h speed areas will negate the need to post signs on every street thereby reducing sign clutter and may result in net savings in material purchases and labour for maintenance, will only increase non-compliance and demand for more intervention from the police service and staff resources to respond to speed complaints.

The Town of Lincoln consulted with the Traffic Services Branch of the Niagara Regional Police Service (NRP) before implementing 40km/h neighborhood area speed limits. The result of the discussion indicated that the NRP are supportive of the reduction in the posted speed limit on local residential streets from 50km/h to 40km/h. However, the NRP does not support further reductions to 30km/h or a "blanket" 40km/h speed reduction on all urban roads and recommends the focus be on "local" neighborhood areas and not the "collector" type roads where drivers are not likely to adhere to a 40km/h speed limit.

Financial Considerations:

There are no financial considerations attributed to this report, as it is for informational purposes only.

Alternatives Reviewed:

No alternatives were reviewed in the authoring of this report as it is for information only.

Strategic Plan Relationship: Community Development and Growth

The Town of Pelham is the operating authority for the roads under its jurisdiction and is permitted by way of the Highway Traffic Act to establish speed limits.

Consultation:

Information and data shared from other municipalities were quoted directly from open and publicly available reports.

Other Pertinent Reports/Attachments:

MOR-63/04 - Proposed Creation of Community Safety Zones

MOR-2/06 - Haist Street Community Safety Zone

CIS 25/12 - 2012 Rural Speed Limit Review

Public Works Report – How Might We Implement Safety Initiatives in all School Zones

Prepared and Recommended by:

Ryan Cook, Dipl.M.M., CRS
Manager of Public Works

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

Subject: Conservation and Demand Management Plan 2024

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0117 – Conservation and Demand Management Plan 2024, for information;

AND THAT Council approve the proposed 2024 Conservation and Demand Management.

Background:

Ontario Regulation 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) mandates broader public sector entities, including the Town of Pelham, to formulate a Conservation and Demand Management (CDM) plan, to be updated every 5 years.

The first CDM for the Town of Pelham was completed on April 18, 2019.

Analysis:

The 2024 CDM incorporates new energy conservation objectives, existing and proposed conservation measures, findings from the 2019 CDM plan and modifications from the previous plan to align with the new objectives. The CDM Plan will also support asset management and the annual budget process.

Financial Considerations:

There is no financial consideration.

Alternatives Reviewed:

N/A

Strategic Plan Relationship: Environmental and Climate Change Adaptation

The Conservation and Demand Management Plan supports the environmental and climate change adaptation strategic goal.

Consultation:

Councillor Hildebrandt took the lead on preparing the Conservation and Demand Management Plan for 2024-2028 through his role on the Utility Sustainability Working Group.

Other Pertinent Reports/Attachments:

Conservation and Demand Management Plan 2024-2028

Prepared and Recommended by:

Bob Hildebrandt, P.Eng.
Councillor Ward 1, Town of Pelham

Teresa Quinlin-Murphy, FCPA, FCA, MBA
Director of Corporate Services & Treasurer

Prepared and Submitted by:

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

The Corporation of the Town of Pelham Conservation and Demand Management Plan



2024

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Table of Contents

Introduction and Background 4

Vision and Declaration of Commitment..... 4

Alignment With Existing Town of Pelham Plans and Policies 5

Goals and Objectives 5

Energy CDM Plan Development 6

Current Energy Consumption and GHG Emissions 7

2019 – 2024 Accomplishments 8

Street Lights Greenhouse Gas Reduction Since 2019..... 9

Looking Ahead to the Next Five Years 9

 Technical Measures 10

Confirmation 10

Appendix A1 11

Appendix A2..... 12

Appendix B1 13

CDM Facts and Figures..... 13

Town of Pelham Conservation and Demand Management Plan 2024

Introduction and Background

Effective Municipal Energy Management hinges on seamlessly integrating energy-efficient practices into the daily operations of the organization. This involves regular evaluation of energy usage performance and the implementation of strategies to minimize energy wastage while maximizing efficiency. A size, a crucial aspect of any successful energy management scheme involves dedicating staff and resources to consistently enhance energy performance.

Ontario Regulation 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) mandates broader public sector entities, including the Town of Pelham, to formulate a Conservation and Demand Management (CDM) plan, to be updated every 5 years.

In 2019, the Town of Pelham embraced its inaugural Conservation and Demand Management (CDM) Plan. This 2024 update incorporates fresh energy conservation objectives, existing and proposed conservation measures, findings from the 2019 CDM plan and modifications from the previous plan to align with the new objectives. This CDM Plan will also underpin asset management and annual budgeting processes.

Vision and Declaration of Commitment

The Town of Pelham is dedicated to diminishing its overall energy consumption and the associated greenhouse gas emissions by employing energy and resources judiciously, while maintaining efficient and effective levels of service for the community. Achieving this goal necessitates a concerted endeavor to enhance education, awareness, and comprehension of energy management in the community. This vision can be realized by embedding efficiencies into infrastructure and operations and fostering a culture of energy consciousness.

The Town of Pelham pledges to allocate the requisite resources to formulate and execute this Conservation and Demand Management Plan, as mandated by the *Electricity Act, 1998*, and *Ontario Regulation 507/18*. Council endorses the implementation of the plan while staff will ensure the Goals and Objectives presented herein are monitored and reported upon a continuous basis.

Alignment With Existing Town of Pelham Plans and Policies

The 2024 CDM was developed in conjunction with the following Plans and Policies:

- The Town of Pelham’s Strategic Plan (2023-2027)
- The corporate environmental climate adaptation action items; eco/energy building standards, Electrification of the Fleet and Charging stations, net zero facilities, tree and canopy reforestation, etc.
- The Fixed Asset and Management Plan detailing current and projected asset, cost effective decisions, including requirements and options
- The recreation and cultural master plan for parks, fields, trails and facilities

Goals and Objectives

The Town of Pelham aspires to:

- Foster a conservation-oriented culture within the community;
- Improve the energy efficiency of Town facilities;
- Implement methodologies to diminish energy usage, and mitigate greenhouse gas emissions;
- Enhance the dependability and efficiency of the Town’s equipment, while simultaneously reducing maintenance costs and time commitments.

The following Objectives will help achieve the goals:

- Analyze the 2019 Energy Conservation and Demand Management Plan and update analytics.
- Integrate energy management principles into the Town’s decision-making processes, spanning capital investments, operational planning, budget

allocation, procurement and project design.

- Ensure energy efficiency standards are met across all applicable municipal facilities, actively seeking out avenues for cost savings via energy procurement strategies and leveraging available resources and funding for energy initiatives.
- Annually monitor, analyze and report on energy consumption to ascertain the financial and environment returns on investment in energy-related projects.
- Enhance awareness amongst Council and staff regarding energy efficiency achievements, highlighting successful endeavors and advocacy best practices.
- Explore opportunities for energy generation, prioritizing economically viable options.

Energy CDM Plan Development

The 2019 Energy CDM Plan served as the starting point in the development of this update. This update identifies further measures and activities that aim to establish a comprehensive approach to energy management, implement best practices available in the municipal sector, and continually consult with internal staff and external stakeholders to achieve the Plan's objectives and goals.

Energy Reduction Targets

Original Plan

The 2019 CDM plan generated an absolute energy reduction target by compiling a list of energy efficiency and retrofit opportunities. This was a great initial reduction target, but was imperfect as the many of recommended projects were dated and changes in energy costs and technology impacted the feasibility of some of the initiatives. In addition, using an absolute energy reduction target is problematic when accounting for growth in services. Any additional energy required from expanding services (i.e. parks, recreation, etc.) must be factored into the original target, in effect adjusting the baseline for comparison.

The 2024 CDM Plan – The TRANSITION

Transitioning from an old plan to a new plan involves strategic shifts, adaptability, and forward-thinking. The first step was a thorough assessment of the existing plan, identifying strengths and weaknesses. Recognizing change drivers – whether technological advancements, market dynamics, or emerging trends – sets the stage for innovation. Clear objectives guide the transition, while flexibility ensures adaptability. Effective communication and stakeholder buy-in foster ownership. As the new plan unfolds, monitoring progress and adjusting course will become essential. In this dynamic process, the Town shall utilize intensity-based metrics, aligning energy management with growth and sustainability goals.

New Plan Going Forward

Due to the anticipated growth of services (anticipated between 2% - 3.5% levy growth during each of the next five years) within the Town, intensity-based conservation metrics are going to be generated to track energy management performance.

The intensity metric is calculated using the quantity of total energy input and size of the building (ekWh/m²).

In summary, the transition from absolute targets to intensity-base metrics ensures a more dynamic and adaptable approach to energy conservation.

Current Energy Consumption and GHG Emissions

Total energy consumption in Pelham includes the use of electricity and natural gas. The Town of Pelham's energy is supplied by a number of providers, including:

- Electricity from Niagara Peninsula Energy and Hydro One
- Propane, oil and diesel from local providers
- Natural Gas from Enbridge Gas

Data is obtained from monthly invoices and occasional meter reads to monitor usage and costs.

Appendix A1 is presented to depict the Town’s total energy consumption per year from 2014. This report indicates the improvements that the Town made during the course of the Plan and establishes the benchmark against which the future plans will be measured.

2019 – 2024 Accomplishments

| | |
|-------------------------------|---|
| Transportation | <ul style="list-style-type: none"> • Replaced 3 gas operated vehicles with 3 EVs • Installed 1 staff and 6 public EV charging stations • Joined Regional transportation on “Demand” availability for residents |
| Buildings/Facilities | <ul style="list-style-type: none"> • At the Meridian Community Centre <ul style="list-style-type: none"> a) Installed automated lighting controls turning off lighting that was previously on 24/7 b) Optimized BAS program and controls c) Established cold water ice flooding turning off related gas hot water heaters and reducing compressor run times. |
| Parks/Fields | <ul style="list-style-type: none"> • Lit Soccer field Centennial East and Baseball field Centennial #2 with LED lighting |
| Management | <ul style="list-style-type: none"> • Establish a Utility Sustainability Group • Provided weekly energy monitoring of largest energy user, the MCC, with data and charts issued to Councillors and Staff |
| LED Streetlighting Conversion | <ul style="list-style-type: none"> • Street lighting utility costs were a significant component of the annual corporate kWh and GHG usage. |

LED Street Lights Greenhouse Gas and kWh Reduction

| ESTIMATED GREEN HOUSE GAS REDUCTION SINCE 2019 | |
|--|---------|
| Current Annual Energy Consumption (kWh) | 819,817 |
| Projected LED Annual Energy Consumption (kWh) | 290,866 |
| Annual kWh Savings | 528,951 |
| Estimated Annual GHG Reduction (metric tonnes) | 53 |
| GHG Reduction over Luminaire Life of 100,000 hours (metric tonnes) | 1,217 |

Looking Ahead to the Next Five Years:

Energy conservation measures can be categorized as technical, organizational, and behavioural.

1. **Technical Measures:** Implementation of energy-efficient technologies, such as installing heat pumps in municipal facilities.
2. **Organizational Measures:** Establishment of a dedicated “working group” to drive sustainability initiatives hiring a dedicated environmental staff member.
3. **Behavioural Measures:** Execution of targeted campaigns, such as light harvesting, where lights are systematically turned off when offices are vacant.

To ensure accountability and effectiveness, progress and outcomes related to these measures will be rigorously tracked through annual energy reports, as mandated by regulatory guidelines.

The use of the Energy Planning Tool program (EPT), with automated population of electricity and natural gas consumption will provide the Town with accurate and timely kWh data for analysis.

The 5-Year Fixed Asset Management Plan lists energy related projects (Appendix B1), detailing specific technical measures to reduce the Town's total ekWh and GHG emissions.

Technical Measures

The Town will continue its conservation efforts by converting fluorescent and incandescent lighting to LED fixtures in the municipal office, the library, parks and sports areas and in the public works yard.

When procuring new vehicles, the Town will continue to consider GHG emission reductions and energy efficiency when making decisions to purchase, rent or lease.

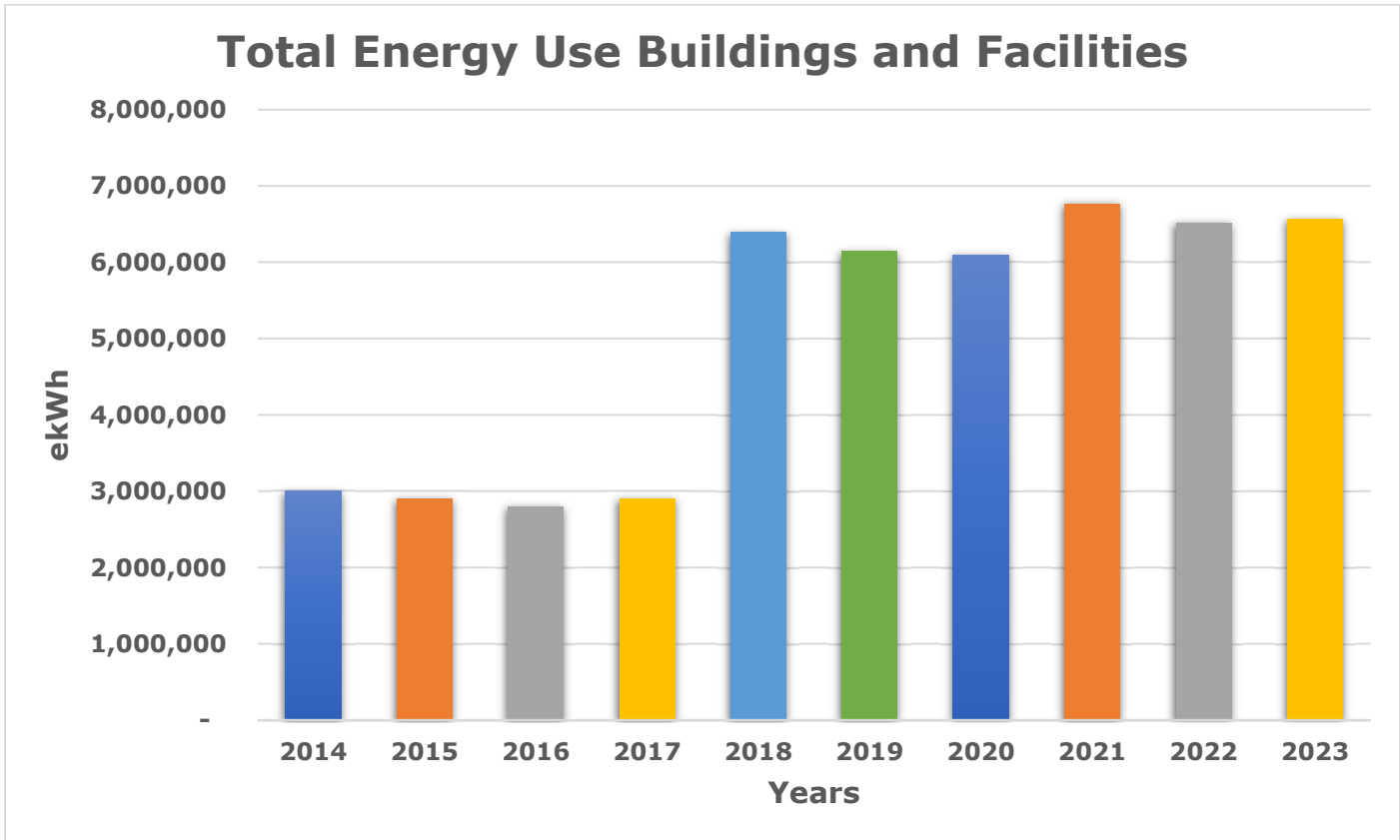
The Town will continue monitoring water department invoices and meter reads to watch for energy and water use anomalies and will ensure water leaks are identified and addressed promptly. As water fixtures are in need of replacement, the Town will endeavor to choose low-flow and low consumption fixtures.

Whenever the opportunity presents, Pelham will investigate electricity generation opportunities, including solar installation, ground source heating and cooling, and wind power generation.

Confirmation

On April 18, 2019, in accordance with Section 6(1)(c)(viii) of *Ontario Regulation 507/18* under the *Electricity Act, 1998*, Conservation and Demand Management Plan was completed. This updated plan shall be presented to Council on May 29, 2024 with a by-law to be passed on June 19, 2024.

Appendix A1



Additional Total Annual Energy Usages

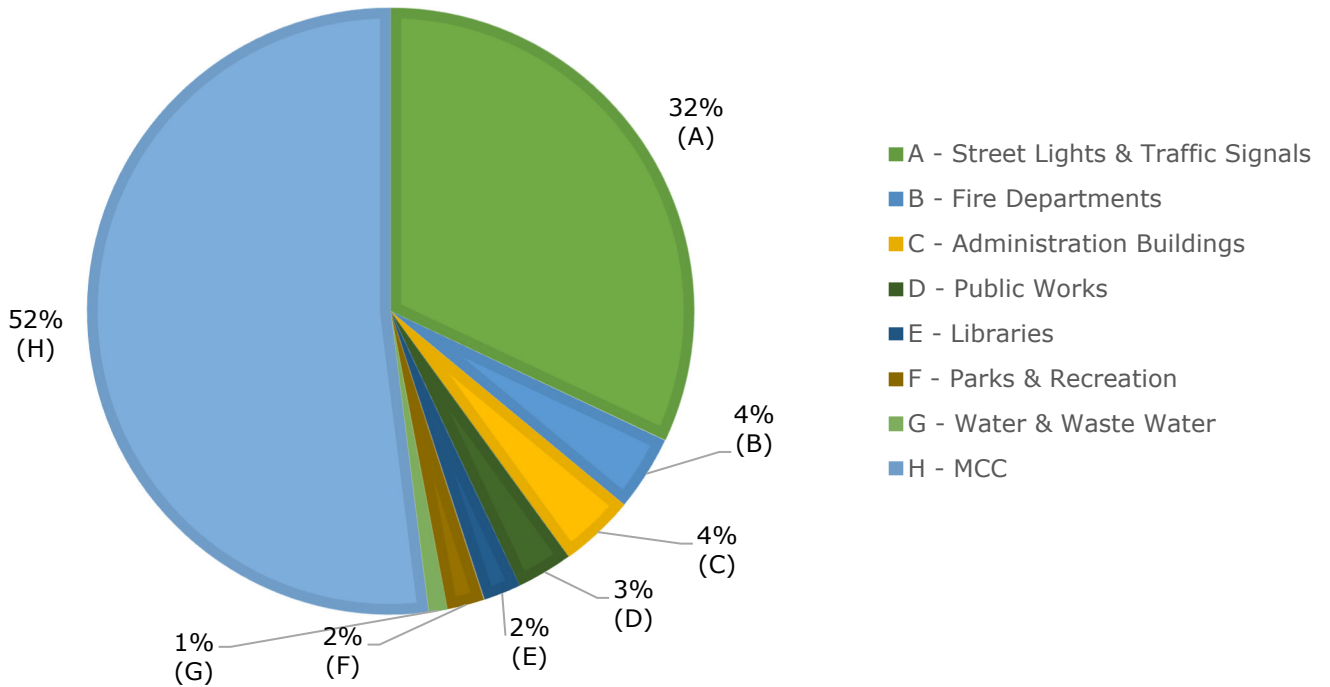
Street Lights and Traffic Signals: 1,052,697 ekWh

Water and Waste Water: 45,022 ekWh

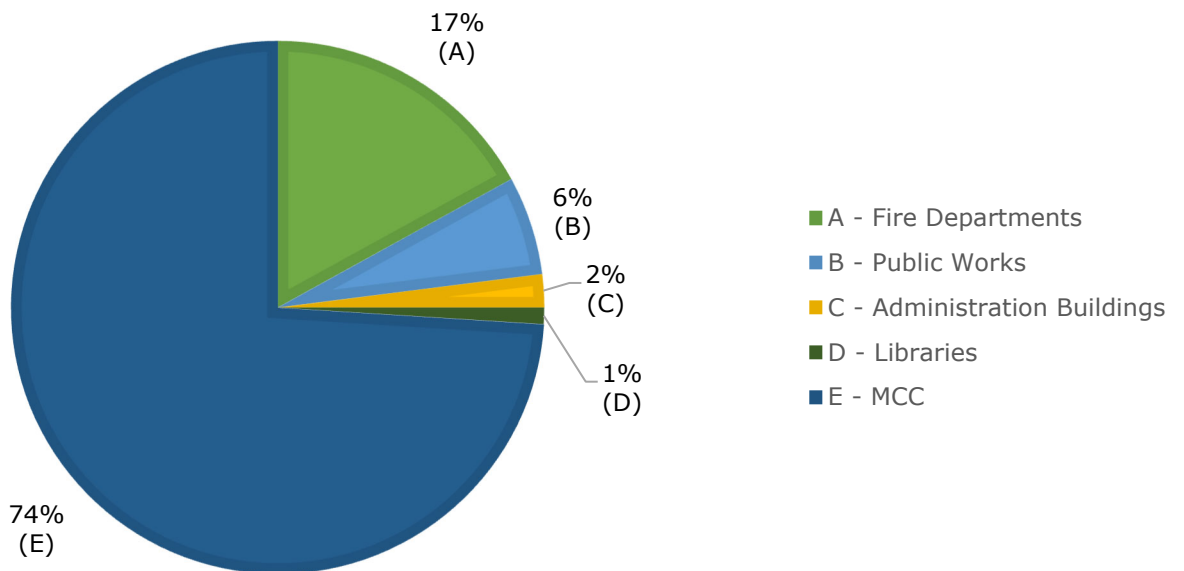
1 kWh = 1 ekWh

Appendix A2

2022 Electricity Consumption (kWh)



2022 Natural Gas Use (M3)



Appendix B1

| 5-Year Fixed Asset Program Proposed Energy Saving Projects | | |
|---|---|--------------------------|
| Year | Project Description | Est. Annual ekWh Savings |
| 2025 | 300545 – Municipal Building – Interior lighting upgrades | 32,875 |
| | 300549 – Fire Station #2 – upgrade lighting to LED | 26,233 |
| | 300558 – Fire Station #2 – Building Automation System (BAS) | 92,040 |
| | 301108 – Town Hall – Window Replacement | TBD |
| | 301112 – OPTH – Furnace Replacement | TBD |
| | 500254 – Replace outdoor pool and systems | 3,762 |
| 2026 | 300525 – Fire Station #1 – Expansion and Rehabilitation (NEW) | TBD |
| | 301222 – OPTH Floors and Windows | TBD |
| | 500525 – Parks LED light upgrade – Centennial Park Tennis Court | 8,060 |
| | 500526 – Parks LED light upgrade – Centennial Park Diamond 1 | TBD |
| | 500528 – Parks LED light upgrade – Harold Black Park Soccer Field | 710 |
| 2027 | 500523 – Parks LED light upgrade – Centennial Park Soccer #1 | 7,147 |
| | 500524 – Parks LED light (NEW) – Centennial Park Pickleball Court | TBD |
| | 500527 – Parks LED light upgrade – Centennial Park Ball Diamond 2 | TBD |
| | 500529 – Parks LED light upgrade – Harold Black Park Ball Diamond 1 | 6,391 |
| | 500211 – Design Build – Harold Black Park Diamond 2 Lighting | TBD |

CDM Facts and Figures

2019 CDM

4 Buildings made up 83% of the total energy used at the Town (MCC, Town Hall, Pelham Arena, Tice Road Operations Centre) until 2018.

These same buildings made up for 79% of the total GHG emissions associated with municipal facilities.

In 2018, the Town officially opened a (13,378 m²) Recreational Centre called the Meridian Community Centre (MCC) and closed the existing Pelham arena (2,844 m²) more than doubling total energy usage.

In 2018, 6,354,074 ekWh energy was used.

2018 GHG emissions: 677 metric tonnes of CO₂e.

2018 was a transitional year where the Haist Street arena was closed but still continued to use energy and the Meridian Community Centre was opened and started using energy in June.

Significant energy savings initiatives at the Meridian Community Centre and discontinued use of energy at the Haist Street arena resulted in 2018 and 2019 ekWh profiles to be comparable.

2024 CDM

The most significant reduction in GHG occurred because of the 2022-2024 Street Light LED conversion program.

2022 Energy usage was elevated by the use of the MCC as a Regional site for COVID Vaccinations. Both the number of Vaccinations and related HVAC Energy system demands during very warm periods of time were significant.

June 2023 was the official opening of a 217 m² addition to the Town Hall adding to the ekWh total load.

In 2023, 6,565,790 ekWh energy was used.

2023 GHG emissions: 700 metric tonnes of CO₂e.

Streetlights and related energy usage and conservation is reported separately.



DRAFT

Inquires related to this report and requests for alternate formats can be directed to:

The Corporation of the Town of Pelham
Town of Pelham, Municipal Building
P.O. Box 400, 20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Subject: 2025 Budget Schedule**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2024-0109- 2025 Budget Schedule, for information;

AND THAT Council direct staff to include the "Budget Open House Public Meeting" to be conducted as part of the regularly scheduled Council meeting on Wednesday, October 2, 2024;

AND THAT the Rules of Procedure as contained in the Town of Pelham Procedural By-law, be suspended as they pertain to Delegations, to allow unlimited delegations to register to speak on the 2024 Budget as part of the meeting on October 2, 2024

AND THAT Council approve the 2025 Budget Schedule attached hereto;

AND THAT Council direct staff to include the approved 2025 Budget Schedule dates as part of Council's 2025 Regular Meeting Schedule.

Background:

The attached 2025 Budget Schedule details the progression of the budget process to completion for capital, operating, and water and wastewater budgets.

Analysis:

The capital and operating budget process has been scheduled for completion in December 2024 to enable staff to plan and prepare for 2025. The rates budget for water and wastewater is scheduled for February 2025 since the Town needs to wait for the Niagara Region to approve its water and wastewater budgets in order to get the (anticipated) new rate increase data.

The proposed 2025 Budget Schedule will act as a guide to help the Corporate Services Department plan budget events during the course of the budget process.

Financial Considerations:

There are no financial considerations with respect to this report.

Alternatives Reviewed:

Council could choose a later date for approval of the 2025 capital, operating and water and wastewater budgets. This would result in delayed planning for procurement and operational delays for staff, which will have cost or productivity consequences.

Strategic Plan Relationship: Strong Organization

A schedule that guides the budget process will allow staff to plan and prepare, communicate anticipated timelines to the public, and will facilitate co-operation with all departments.

Consultation:

The Senior Leadership Team has been consulted regarding budget meeting dates.

This schedule has been reviewed by the Pelham Finance and Audit Committee.

Other Pertinent Reports/Attachments:

Appendix 1: 2025 Budget Schedule

Prepared and Recommended by:

Teresa Quinlin-Murphy, FCPA, FCA, MBA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

2025 Budget Schedule

| DATE | PURPOSE |
|---|---|
| Wednesday, October 2, 2024 9:00 a.m. | Council Meeting A public meeting portion dedicated to receiving input into Town's 2025 Budget |
| Wednesday, October 23, 2024 | Draft Capital and Operating Budgets Available for Council & Pelham Finance and Audit Committee Review |
| Wednesday, October 30, 2024 9:00 a.m. | Draft Capital and Operating Budgets Finance and Audit Committee Review |
| Monday, November 18, 2024 9:00 a.m. | Capital Budget Special Meeting Presentation at Committee of the Whole |
| Wednesday, November 27, 2024 9:00 am | Operating Budget Special Meeting Presentation at Committee of the Whole |
| Wednesday, December 4, 2024 9:00 a.m. | Capital & Operating Budget Consideration for Approval at Council |
| Wednesday, January 22, 2025 | Draft Water and Wastewater Budgets Available for Council & Pelham Finance and Audit Committee Review |
| Wednesday, January 29, 2025 9:00 a.m. | Water & Wastewater Budgets Finance and Audit Committee Review |
| Wednesday, February 5, 2025 9:00 a.m. | Water & Wastewater Budgets Special Meeting Presentation at Committee of the Whole |
| Wednesday, February 19, 2025 9:00 a.m. | Water & Wastewater Budgets Consideration for Approval at Council |

Subject: MCC Lands Options and Public Consultation Results

Recommendation:

BE IT RESOLVED THAT Council receive Report #2024-0130 MCC Lands Options and Public Consultation Results, for information;

AND THAT Council direct Staff to proceed with Option ____ and report back on an Implementation Strategy for that Option.

Background:

On October 4, 2023, Council provided direction to staff to engage in a community consultation process regarding potential use of Town owned lands that are located east of Hope Lane, north of Summersides Boulevard and west of Rice Road adjacent to the Meridian Community Centre (MCC). These lands were previously referred to as the "MCC lands" or "Town-owned lands". The strategic use of "Town-owned lands" is an action item identified in the 2023-2027 Town Strategic Plan.

Council will recall that the sale of these lands to a third party was part of the original funding strategy associated with the construction and development of the MCC. While these lands were initially marketed and listed for sale, Council took these lands off the market in 2019 and they continue to remain in the Town's ownership.

The MCC officially opened on September 15, 2018, as a community recreation centre for the Town. Attendance figures at the MCC have exceeded expectations, which has increased the demand for parking at the MCC. Town staff and Council receive formal and informal complaints regarding the lack of available parking at the MCC, particularly during events.

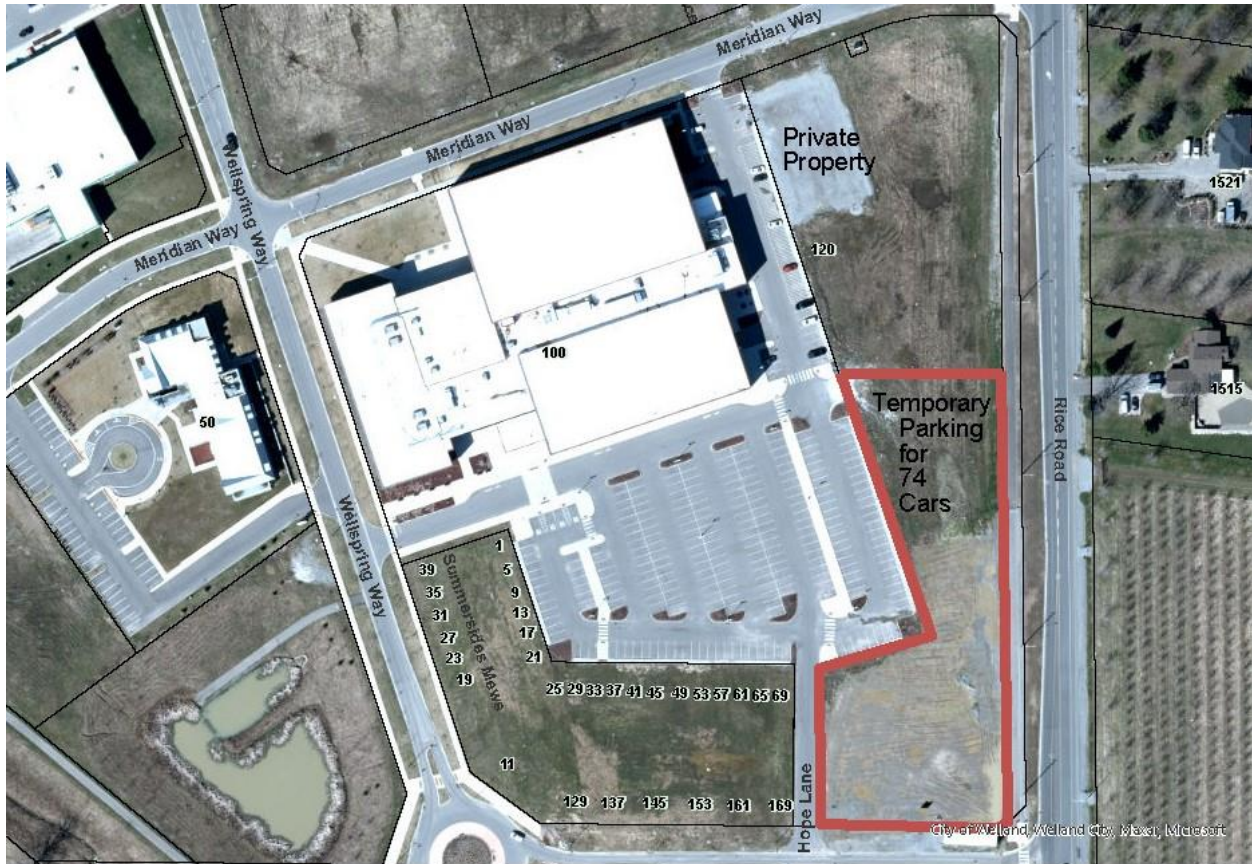
Council approved a temporary parking lot on a portion of the lands in the fall of 2022. The northern half of the lands were graded and recycled asphalt material was laid down. This area presently functions as overflow parking when the MCC experiences high demand for parking, i.e., during tournaments and significant weekend events. Approximately 74 cars can be accommodated in this area. While the area was graded, no infrastructure was installed for this overflow parking area,

i.e., storm sewers, lighting, or line painting. Further, the temporary parking lot does not meet the finished grade quality of materials required for private property owners in Pelham. The status quo of this temporary parking lot is not sustainable over the longer term. The lands are in a strategic location, are highly valuable and there are other potential uses for the lands.

Staff retained the services of a local architect to develop conceptual plans of how the lands could potentially be developed based on the options directed by Council in October 2023. These conceptual plans were used as the basis for receiving community feedback on the potential use of these lands. This report has been written to provide an overview of the summary of the public consultation undertaken and feedback received on the development options to provide information for Council to utilize in their decision-making process to determine the future use of the lands.

Analysis:

The lands adjacent to the MCC at the northwest corner of Rice Road and Summersides Boulevard consist of Part 3 and 4, 59R-16105 and are 6981m² (1.72 acres) in area. The property to the north, off Meridian Way is privately owned, not available for parking and has been approved for a 7-storey mixed-use development. The subject lands are indicated in the red outlined area below.



Three conceptual plans were prepared to illustrate various development options for the lands including:

- the Town retaining all the lands and developing them for surface parking use for the MCC;
- the Town selling all the lands for development purposes; and
- a hybrid option of the Town retaining some of the land and developing that portion for parking and a small parkette and selling the remainder for residential development purposes.

It is important to note that the conceptual plans are just that, concepts and are illustrative of a potential option. They are not actual development plans. For example, the hybrid option illustrated developing a portion of the land for townhouse use, but equally it could be developed for a small apartment building. The option of selling and developing all the lands illustrated a development of one large apartment building, however, that option could be two smaller apartment buildings, a mix of apartment and townhouse units or all townhouse units. Again, the concepts are illustrative only, not actual development plans.

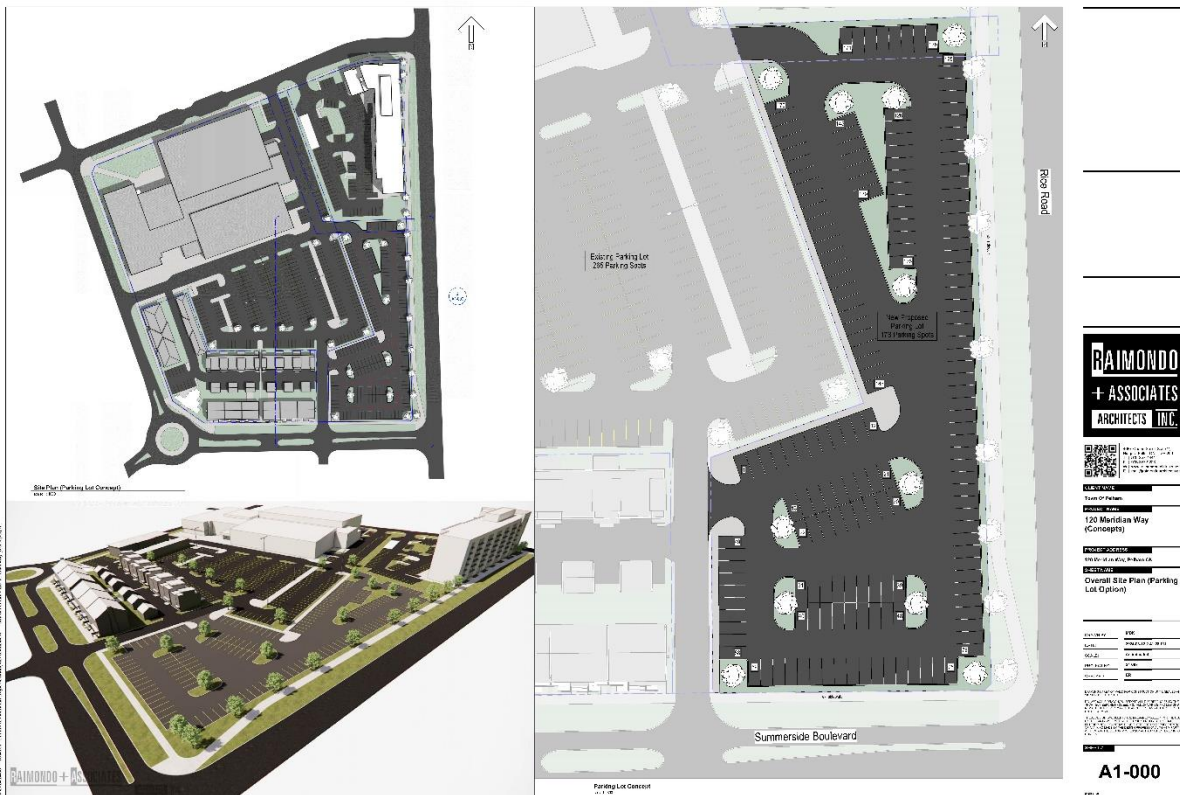
It is also noted that the development concepts each contemplate residential development. While the Town Official Plan designates the Town-owned lands

adjacent to the MCC as EF-Urban Highway Commercial which permits a wide range of land uses that support the area being a community hub and the East Fonthill Mixed Use 3 (EF-MU3) zoning of the lands permits a range of uses including residential and commercial use, it is noted medium and higher density residential use is the most likely to occur. There is an adequate supply of commercial lands nearby, so commercial use of the lands is less likely. Also, while there has been limited interest in a hotel use on these lands, it is also unlikely as the lands are less than 0.8ha (2 acres) in area which typically is the minimum area requirement that most hotel franchises seek to have.

Option 1 – Retain All of the Lands for Parking

Under this option, approximately 172 parking spaces could be accommodated at an estimated capital cost of \$1.5 million. Currently there are no funds allocated in the 10-year capital plan to fund this project. The parking lot would be paved and serviced with storm sewers and lighting. Access to the new parking area would be via Hope Lane and internally through the existing MCC parking area. There would be no access to Rice Road as the Region of Niagara has indicated that they would not support additional access to Rice Road; Rice Road is under the jurisdiction of the Region of Niagara.

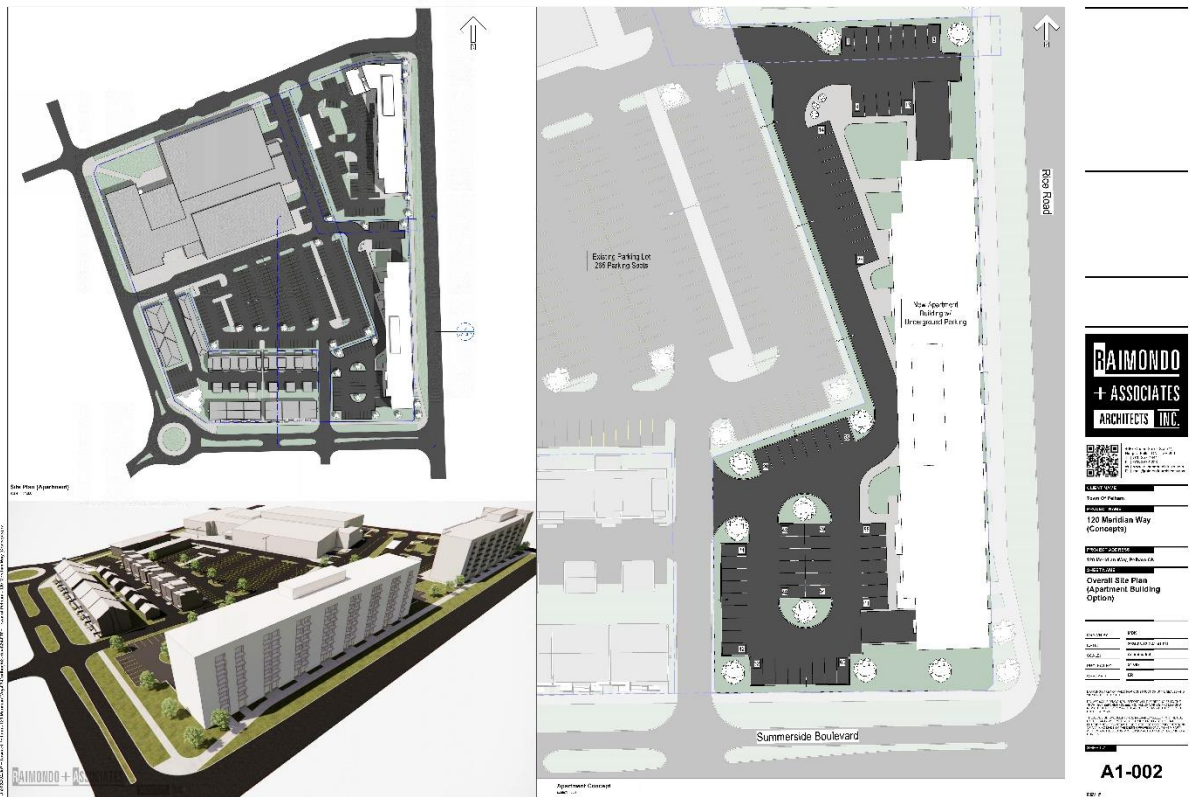
Option 1



Option 2 – Sell all the Land for Development

Under this scenario, all the lands would be sold for future development purposes that could include apartment or townhouse uses or a mix of both. The concept plan illustrates an apartment building that would frame Rice Road similarly to how the approved mixed-use building proposed on the site to the north shall. The Town would receive funds from the sale of the lands and the development would generate tax revenue in perpetuity. The primary access to this development would be via Hope Lane, and the development would include some surface parking as well as underground parking. The costs of developing the lands would be at the new owner's expense.

Option 2



Option 3 – Hybrid Option Retain Some of the Land and Sell Some of the Land

This option provides for the retention of the northern 0.36ha portion of the property for approximately 74 parking spaces at a capital cost estimated at \$850,000. Currently, there are no funds in the 10-year capital plan to fund this parking area. The southern portion would be sold for development purposes which would generate future tax revenue in perpetuity. The revenue from the sale of the southern portion could help fund some of the capital costs for the additional parking area. An option is to provide a green space buffer/parkette between the parking area and the development which would be at an additional cost. The parking area would be accessed internally from the MCC parking lot, while the development portion would be accessed from Hope Lane.

Option 3



In the event that Council wishes to discuss the potential sale price of the lands, it is recommended that you bring a motion to go into closed session to discuss same so that staff can provide some estimates or commentary. The land is valuable because of its location and the relative ease of servicing. In the alternative, Council can choose to wait for a future report, depending upon direction given.

Community Engagement Process

Staff launched a community engagement process to obtain feedback on the three proposed options. Through the Engaging Pelham platform, a dedicated webpage at the following URL: www.pelham.ca/hopelanelanduse was created to include background information, a timeline and an online survey to receive community feedback. The online survey was available throughout April 2024. In addition, two in-person open house sessions were held at the MCC from 6:00 pm—8:00 pm on April 15th and April 18th. Town staff attended the open houses, and some council members also attended.

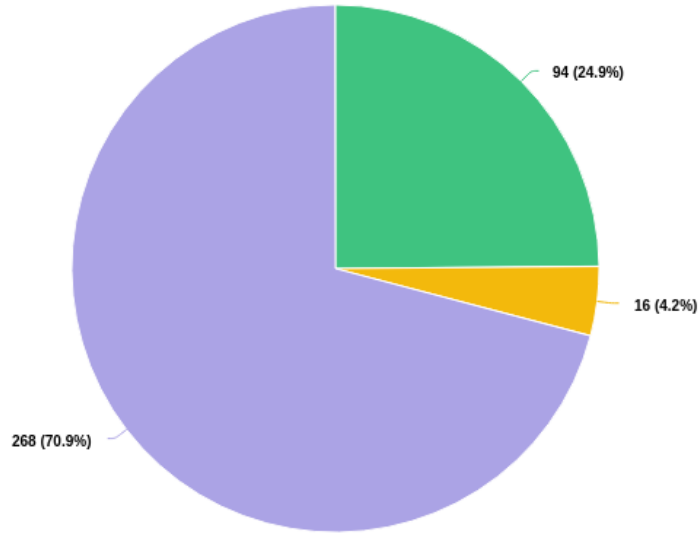
To raise awareness of the community engagement opportunities, display panels illustrating the options were available for viewing in the lobby of the MCC and provided information on how to provide feedback on the options during the month of April. The survey was also available in paper copy at both Pelham Town Hall and the Meridian Community Centre. A social media campaign was undertaken on the Town platforms, including Instagram, Facebook and X, to raise awareness and provide links to the online survey. Digital signage located at the exterior of Town Hall and inside the Meridian Community Centre provided additional locations for information to be shared. A notice was issued by the Town with subsequent coverage in local media outlets, including Pelham Today and The Standard.

The online survey consisted of five questions as follows:

- Please indicate your preference for the future use of Hope Lane lands.
 - Of note, the three options presented were displayed in randomized order and included images of the conceptual drawings.
- Would you like green spaces and/or parkettes included in the design, when possible?
- Please provide an additional comment related to the future use of Hope Lane lands.
- Have you visited the Meridian Community Centre since it's opening in 2018?
- Please enter your postal code.

Survey Results:

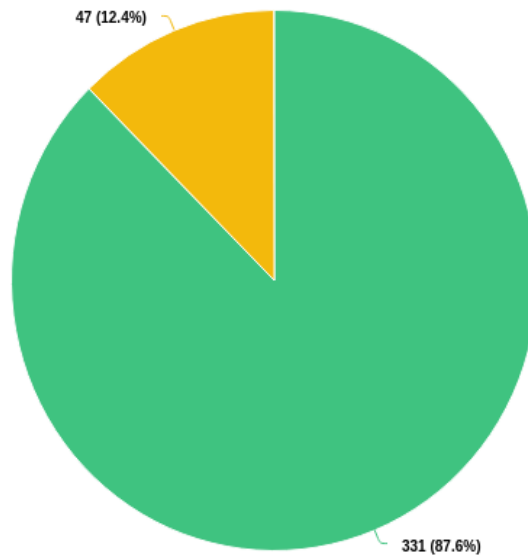
In total, 378 responses were received to the survey, 14 were collected in paper copy and added to those collected on the online platforms. Of those who answered the first question regarding their preference for the future use of the Hope Lane lands, 70.9% (268 responses) indicated their preference was to retain all the lands and develop a parking lot, compared with 24.9% (94 responses) who preferred the hybrid option and 4.2% (16 responses) who preferred selling the lands for future development. The following pie chart illustrates the breakdown of the answers.



Question options
(Click items to hide)

- Hybrid Option: Retain partial lands for parking and sell remaining for future development
- Development Option: Sell all lands for future development
- Parking Option: Retain all lands to convert to parking

Regarding the second question on the inclusion of green space and/or parkettes in the design, 87.6% (331 responses) responded yes, compared with 12.4% (47 responses) that indicated no.



Question options
(Click items to hide)

- Yes
- No

Virtually all respondents, 98.4% (372 responses), indicated that they had visited the MCC since its opening, compared with 1.6% (6 responses) who indicated they had not.

While the majority of respondents indicated a need for parking, there were numerous comments received that indicated the lands should be retained by the Town and developed for other public uses such as an indoor or outdoor pool, library, outdoor play area for children, a park, a picnic area, outdoor pickleball courts, basketball court, tennis court, remain as green space and planted with trees, or retained for future expansion of the MCC. Many comments indicated a desire for a combination of parking area and outdoor recreational use or green space.

Also, comments were received about the need for permeable paving if the lands were to be used for parking. A few comments were received about considering underground parking or parking structures with other types of uses, and a few comments were received regarding looking at opportunities to increase the on-street parking supply.

A number of comments related to selling the lands indicated that if the lands are to be sold, they should be sold for affordable housing. At the same time, comments were received that indicated there was too much development in Fonthill and that there should be no more development.

The majority of the respondents, 87.9% (332) were from Fonthill and 6.1% (23) of the respondents were from Ridgeville and the remainder included individuals from Fenwick, Welland, St. Catharines, Niagara Falls and St. John's, NFL.

Open House Feedback:

Eight residents attended the Open House on April 15th and 12 attended on April 18th. Of those that attended the open houses sessions the majority preferred the hybrid option and a number of people stressed the importance of having additional green space in proximity to the MCC.

Of those who indicated support for selling the lands for development, they indicated that the housing and development are important as it supports the local businesses in the area, that development is part of building a community, that taxes received from development in perpetuity outweigh the number of events at the MCC when parking is an issue, that the land is far too valuable to use for parking and increasing the supply of on-street parking should be investigated.

Of those that indicated support for retaining all the lands for parking, a few commented that additional green space should also be provided and inquired about the timing of when the civic square would be completed.

Financial Considerations:

The financial implications vary depending on which option is chosen by Council. While selling the land was part of the original financial strategy for building the MCC, there is a stable financial plan in place at this time with regards to financing the MCC and Council could potentially consider alternatives. At the same time, developing part, or all, of the lands for a parking lot is currently not in the 10-year capital plan and a financial strategy will need to be developed if one of these options is the preferred option. It is recommended that staff report back on the financial implications of Council's preferred option as part of the implementation strategy and next steps.

Alternatives Reviewed:

The alternatives reviewed are discussed in this report.

Strategic Plan Relationship: Community Development and Growth

The strategic use of town lands was identified as an action item related to community development and growth focus area of the Town Strategic Plan. Establishing an appropriate land use option for these lands is important to having the Town move forward with a focused plan.

Consultation:

The community was consulted on the various options. The Senior Leadership Team was consulted on the preparation of this report.

Other Pertinent Reports/Attachments:

Strategic Use of Town Owned Lands Report 2023-0230.

Prepared and Submitted by:

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



The Corporation of the Town of Pelham

By-law No. 36-2024

Being a By-law to remove the Holding (H) Provision executed by By-law No. 18 (2023) for a portion of the lands located at 125 Port Robinson Road, legally described as Part of Township Lot 167, Part 1, Plan 59R-5449, Town of Pelham, Regional Municipality of Niagara.

File No. AM-03-2024

WHEREAS section 34 of the *Planning Act*, RSO 1990, c. P. 13, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

AND WHEREAS the Council of the Corporation of the Town of Pelham is empowered to enact this By-law by virtue of the provisions of Section 36 of the *Planning Act*, R.S.O. 1990, as amended;

AND WHEREAS notice of removal of the Holding (H) Provision has been provided in accordance with the provisions of the *Planning Act*, R.S.O. 1990, as amended;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable to remove the Holding (H) Provision;

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

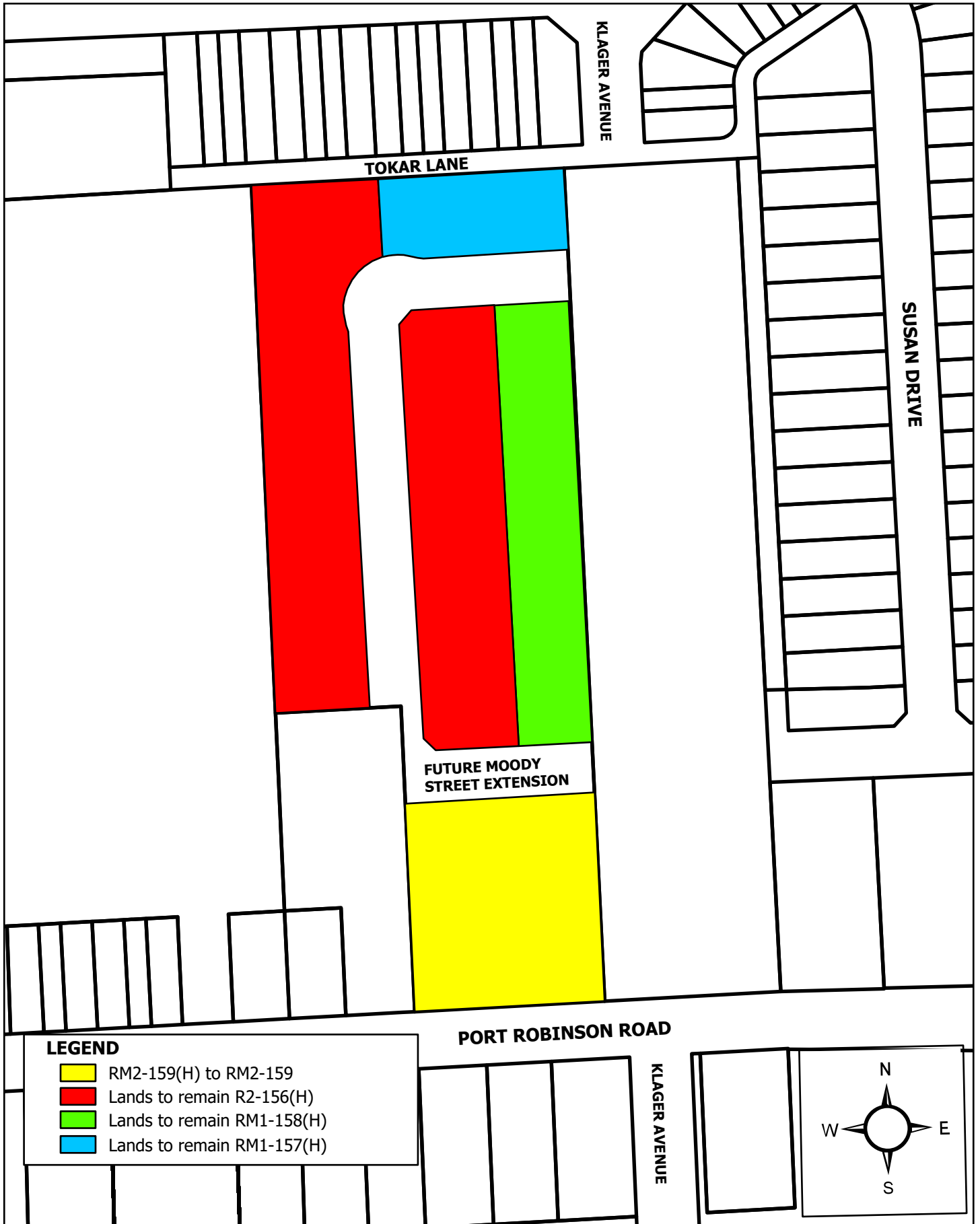
- 1. THAT** the Holding (H) Provision affecting a portion of the lands municipally known as 125 Port Robinson Road in the Town of Pelham, be removed.
- 2. THAT** Schedule 'C' of Zoning By-law No. 4481 (2022), as amended, be amended by removing the Holding (H) Provision from the lands zoned RM2-159 (H) also shown on Schedule 'A' of this By-law.
- 3. THAT** this By-law shall come into force and take effect pursuant to Sections 34 and 36 of the *Planning Act*, R.S.O. 1990, as amended;

Read, enacted, signed and sealed this 29th day of May 2024.

Marvin Junkin, Mayor

William Tigert, Town Clerk

Schedule 'A'



0 15 30 60 90 120 Meters

This is Schedule 'A' to By-law No. _____ 36 _____ (2024) passed the 29th day of May, 2024.

Mayor: Marvin Junkin

Clerk: William Tigert



The Corporation of the Town of Pelham

By-law No. 37-2024

Being a By-law to authorize the execution of Public Event Agreements with three (3) licensed establishments in the Town of Pelham and to repeal By-law 35-2023.

WHEREAS the Corporation of the Town of Pelham is the holder of a special occasion permit issued by the Alcohol and Gaming Commission of Ontario for a public event known as Pelham Summerfest, which has been designated by Council as an event of municipal significance;

AND WHEREAS the *Liquor Licence and Control Act, 2019*, S.O. 2019, c. 15 ("the Act") and its regulations permit the holder of a special occasion permit to enter into an agreement with an establishment licensed under the Act to jointly participate in an outdoor public event of municipal significance;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable to enter into public event agreements with three (3) licensed establishments for this purpose;

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

1. That the Corporation of the Town of Pelham is authorized to enter into public event agreements with three (3) establishments licensed under the Act, namely Kame & Kettle Beer Works, Fonthill Butcher & Banker and Gelato Village.
2. That the public event agreements appended hereto as Appendix "A" are approved.
3. That the Mayor and Town Clerk are authorized and directed to execute the public event agreements appended hereto as Appendix "A".
4. That By-law 35-2023 be and is hereby repealed.
5. That the Town Clerk is authorized to affect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical, or descriptive nature of any kind to this By-law or to Appendix "A" as are determined to be necessary.

Read, enacted, signed and sealed this 29th day of May, 2024.

Marvin Junkin, Mayor

William Tigert, Town Clerk

THIS AGREEMENT made this _____ day of _____, 2024 (“the Agreement”)

BETWEEN:

GELATO INNOVATION INC. o/a GELATO VILLAGE
(“the Licensee”)

– and –

THE CORPORATION OF THE TOWN OF PELHAM
(“the Town”)

PUBLIC EVENT AGREEMENT

WHEREAS the Town is the holder of a special occasion permit issued by the Alcohol and Gaming Condition of Ontario (“AGCO”) pursuant to the *Liquor Licence and Control Act, 2019*, S.O. 2019, c. 15 (“the Act”) and Ontario Regulation 747/21 (“the Permit Regulation”) for a public event known as Pelham Summerfest, which has been designated by the Council of the Town of Pelham as an event of municipal significance (“the Event”);

AND WHEREAS the Event will take place from Thursday, July 18, 2024, to Sunday, July 21, 2024;

AND WHEREAS the Event will include an outdoor street festival that will take place on Friday July 19, 2024 from 4:00 p.m. to 11:00 p.m. and on Saturday, July 20, 2024 from 10:00 a.m. to 11:59 p.m., during which times Pelham Street will be closed from Highway 20 to College Street and Pelham Town Square entrance (“the Street Festival”);

AND WHEREAS the Event, including the Street Festival, is a public event within the meaning of the Act, the Permit Regulation and Ontario Regulation 746/21 (“the Licensing Regulation”);

AND WHEREAS the area where the Street Festival will take place encompasses establishments licensed to sell liquor under the Act and the Licensing Regulation, including the Licensee and other establishments as set out in Schedule “A” hereto;

AND WHEREAS the Licensing Regulation allows a licensee under the Act and a special occasion permit holder to jointly participate in an outdoor public event that allows patrons to carry a single serving of liquor between the licensed premises and the premises to which the special occasion permit applies, provided that the licensee and the permit holder have entered into an agreement to ensure that there is no unreasonable risk to the public or of non-compliance with the Act;

AND WHEREAS the Licensee and the Town wish to enter into such an agreement in relation to the Street Festival;

NOW THEREFORE IN CONSIDERATION of the mutual promises and covenants contained herein, the Licensee and the Town agree as follows:

1. The Licensee will obtain all necessary license extensions and approvals from the AGCO and the Town to operate a temporary outdoor patio during the Street Festival.
2. The areas of the Street Festival where liquor is permitted pursuant to the temporary outdoor patio license of the Licensee, a temporary outdoor patio license of any other establishment listed in Schedule “A”, which is attached hereto and forms part of this Agreement, and/or the special occasion permit of the Town (“the Street Festival Licensed Area”) will be delineated and confined by temporary barricades and fencing.
3. The Town will supply the temporary barricades and fencing for the Street Festival Licensed Area and will install them in consultation with the Licensee. Notwithstanding the

foregoing, the Town has final authority to determine the location and configuration of all barricades and fencing for the Street Festival Licensed Area.

4. During the Street Festival, patrons may carry a single serving of liquor throughout the Street Festival Licensed Area. Patrons may also carry a single serving from the interior licensed premises of the Licensee to the Street Festival Licensed Area or from the Street Festival Licensed Area to the interior licensed premises of the Licensee.
5. Patrons may not carry a serving of liquor into any business, establishment or premises not listed in Schedule "A" to this Agreement. The Town will post this information throughout the Street Festival Licensed Area and both the Town and the Licensee will monitor compliance.
6. The Town will hire sixteen (16) licensed security personnel to monitor the Street Festival Licensed Area on Friday, July 19, 2024 from 4:00 p.m. to 11:59 p.m., Saturday, July 20, 2024 from 10:00 a.m. to 11:59 p.m. and Sunday, July 21, 2024 from 12:00 a.m. to 1:00 a.m.
7. The Street Festival Licensed Area will have five (5) access points, all of which will be staffed by security personnel. Security personnel will conduct bag checks to ensure that patrons do not bring illegal or prohibited items into the Street Festival Licensed Area and will deny entry to patrons showing signs of intoxication.
8. Security personnel will be stationed throughout the Street Festival Licensed Area and will conduct crowd monitoring, including but not limited to identifying and removing patrons showing signs of intoxication, ensuring that alcohol is not provided or passed to any person who appears to be under the age of 19 or who is not wearing a wristband issued by the Town under section 11 of this Agreement, and ensuring that patrons do not exit the Street Festival Licensed Area, other than to the interior licensed premises of the Licensee, with a serving of alcohol.
9. The Licensee will ensure that all entrances and exits to its establishment located at 1417 Pelham Street, including those that do not provide access to the Street Festival Licensed Area, are monitored at all times during the Street Festival to ensure that patrons comply with all applicable AGCO requirements.
10. The Licensee will limit the capacity of its temporary outdoor patio to available seating only and will monitor it accordingly. The Licensee will further ensure that its temporary outdoor patio meets or exceeds all outdoor patio criteria for the Event and will operate its patio in a manner consistent with the family-oriented atmosphere of the Event.
11. The Town will supply wristbands to patrons in the Street Festival Licensed Area who are 19 years of age or older.
12. The Licensee will ensure that any patron accessing the Street Festival Licensed Area from its interior licensed premises with a serving of liquor is wearing a wristband.
13. Notwithstanding any other provision of this agreement, the presence of a wristband does not replace or remove the legal obligation of the Licensee, the Town and all persons serving alcohol on behalf of the Licensee or the Town to verify the age and identity of patrons as required by law.
14. All persons serving alcohol on behalf of the Licensee and the Town will be Smart Serve Certified and as such will verify the age and identity of patrons purchasing alcohol, monitor patrons to ensure that alcohol is not passed to persons under 19 years of age, and refuse service to patrons showing signs of intoxication.
15. No glass beverage containers are permitted in the Street Festival Licensed Area. During the Street Festival, all alcohol served by or on behalf of the Licensee or the Town will be served in cans or plastic beverage containers.
16. The Town and the Licensee will each charge a minimum price of \$9.00 per serving of beer (473 ml), cider (473 ml) or wine (6 oz).
17. The Licensee will obtain and maintain at all times during the Event one or more policies of commercial general liability insurance, including an alcohol endorsement or coverage,

with limits of not less than two million (\$2,000,000) per occurrence and naming the Town as an additional insured. The Licensee will provide the Town with proof of insurance at least two (2) weeks prior to the Event.

18. The Town and the Licensee will each indemnify and save harmless the other from and against any and all losses, claims, actions, demands and liabilities for personal injury and/or property damage arising from or in any way related to the Street Festival Licensed Area where such claims are caused wholly or in part by any negligent act or omission of the Town or the Licensee, as the case may be, or anyone for whom the Town or the Licensee, as the case may be, is responsible in law.
19. The Town and the Licensee will operate the Street Festival Licensed Area in accordance with the Town of Pelham Municipal Alcohol Management Policy, which is attached as Schedule "B" and forms part of this Agreement.
20. The Town and the Licensee agree that their employees, agents, contractors and volunteers will monitor alcohol use during the Street Festival to promote a responsible and safe liquor-controlled event.
21. The Town and the Licensee further agree to ensure that there is no unreasonable risk to public safety, the public interest or the public and that there is no unreasonable risk of non-compliance with the Act or its regulations by the Town or the Licensee.

IN WITNESS whereof the parties have executed this Agreement by their duly authorized representatives and agree to be bound thereby as of the date first written above.

GELATO INNOVATION INC. o/a GELATO VILLAGE

By: _____

Name:

Title:

I have authority to bind the Corporation.

Date: _____

THE CORPORATION OF THE TOWN OF PELHAM

By: _____

Name:

Title:

I have authority to bind the Corporation.

Date: _____

SCHEDULE "A"

1. Kame & Kettle Beer Works Inc.
2. The Butcher & Banker (Fonthill) Inc.
3. Gelato Innovation Inc. o/a Gelato Village

SCHEDULE "B"

Town of Pelham Policy No. S100-01
Municipal Alcohol Management Policy

THIS AGREEMENT made this _____ day of _____, 2024 (“the Agreement”)

BETWEEN:

THE BUTCHER & BANKER (FONTHILL) INC.
 (“the Licensee”)

– and –

THE CORPORATION OF THE TOWN OF PELHAM
 (“the Town”)

PUBLIC EVENT AGREEMENT

WHEREAS the Town is the holder of a special occasion permit issued by the Alcohol and Gaming Condition of Ontario (“AGCO”) pursuant to the *Liquor Licence and Control Act, 2019*, S.O. 2019, c. 15 (“the Act”) and Ontario Regulation 747/21 (“the Permit Regulation”) for a public event known as Pelham Summerfest, which has been designated by the Council of the Town of Pelham as an event of municipal significance (“the Event”);

AND WHEREAS the Event will take place from Thursday, July 18, 2024, to Sunday, July 21, 2024;

AND WHEREAS the Event will include an outdoor street festival that will take place on Friday July 19, 2024 from 4:00 p.m. to 11:00 p.m. and on Saturday, July 20, 2024 from 10:00 a.m. to 11:59 p.m., during which times Pelham Street will be closed from Highway 20 to College Street and Pelham Town Square entrance (“the Street Festival”);

AND WHEREAS the Event, including the Street Festival, is a public event within the meaning of the Act, the Permit Regulation and Ontario Regulation 746/21 (“the Licensing Regulation”);

AND WHEREAS the area where the Street Festival will take place encompasses establishments licensed to sell liquor under the Act and the Licensing Regulation, including the Licensee and other establishments as set out in Schedule “A” hereto;

AND WHEREAS the Licensing Regulation allows a licensee under the Act and a special occasion permit holder to jointly participate in an outdoor public event that allows patrons to carry a single serving of liquor between the licensed premises and the premises to which the special occasion permit applies, provided that the licensee and the permit holder have entered into an agreement to ensure that there is no unreasonable risk to the public or of non-compliance with the Act;

AND WHEREAS the Licensee and the Town wish to enter into such an agreement in relation to the Street Festival;

NOW THEREFORE IN CONSIDERATION of the mutual promises and covenants contained herein, the Licensee and the Town agree as follows:

1. The Licensee will obtain all necessary license extensions and approvals from the AGCO and the Town to operate a temporary outdoor patio during the Street Festival.
2. The areas of the Street Festival where liquor is permitted pursuant to the temporary outdoor patio license of the Licensee, a temporary outdoor patio license of any other establishment listed in Schedule “A”, which is attached hereto and forms part of this Agreement, and/or the special occasion permit of the Town (“the Street Festival Licensed Area”) will be delineated and confined by temporary barricades and fencing.
3. The Town will supply the temporary barricades and fencing for the Street Festival Licensed Area and will install them in consultation with the Licensee. Notwithstanding the

foregoing, the Town has final authority to determine the location and configuration of all barricades and fencing for the Street Festival Licensed Area.

4. During the Street Festival, patrons may carry a single serving of liquor throughout the Street Festival Licensed Area. Patrons may also carry a single serving from the interior licensed premises of the Licensee to the Street Festival Licensed Area or from the Street Festival Licensed Area to the interior licensed premises of the Licensee.
5. Patrons may not carry a serving of liquor into any business, establishment or premises not listed in Schedule "A" to this Agreement. The Town will post this information throughout the Street Festival Licensed Area and both the Town and the Licensee will monitor compliance.
6. The Town will hire sixteen (16) licensed security personnel to monitor the Street Festival Licensed Area on Friday, July 19, 2024 from 4:00 p.m. to 11:59 p.m., Saturday, July 20, 2024 from 10:00 a.m. to 11:59 p.m. and Sunday, July 21, 2024 from 12:00 a.m. to 1:00 a.m.
7. The Street Festival Licensed Area will have five (5) access points, all of which will be staffed by security personnel. Security personnel will conduct bag checks to ensure that patrons do not bring illegal or prohibited items into the Street Festival Licensed Area and will deny entry to patrons showing signs of intoxication.
8. Security personnel will be stationed throughout the Street Festival Licensed Area and will conduct crowd monitoring, including but not limited to identifying and removing patrons showing signs of intoxication, ensuring that alcohol is not provided or passed to any person who appears to be under the age of 19 or who is not wearing a wristband issued by the Town under section 11 of this Agreement, and ensuring that patrons do not exit the Street Festival Licensed Area, other than to the interior licensed premises of the Licensee, with a serving of alcohol.
9. The Licensee will ensure that all entrances and exits to its establishment located at 1440 Pelham Street, including those that do not provide access to the Street Festival Licensed Area, are monitored at all times during the Street Festival to ensure that patrons comply with all applicable AGCO requirements.
10. The Licensee will limit the capacity of its temporary outdoor patio to available seating only and will monitor it accordingly. The Licensee will further ensure that its temporary outdoor patio meets or exceeds all outdoor patio criteria for the Event and will operate its patio in a manner consistent with the family-oriented atmosphere of the Event.
11. The Town will supply wristbands to patrons in the Street Festival Licensed Area who are 19 years of age or older.
12. The Licensee will ensure that any patron accessing the Street Festival Licensed Area from its interior licensed premises with a serving of liquor is wearing a wristband.
13. Notwithstanding any other provision of this agreement, the presence of a wristband does not replace or remove the legal obligation of the Licensee, the Town and all persons serving alcohol on behalf of the Licensee or the Town to verify the age and identity of patrons as required by law.
14. All persons serving alcohol on behalf of the Licensee and the Town will be Smart Serve Certified and as such will verify the age and identity of patrons purchasing alcohol, monitor patrons to ensure that alcohol is not passed to persons under 19 years of age, and refuse service to patrons showing signs of intoxication.
15. No glass beverage containers are permitted in the Street Festival Licensed Area. During the Street Festival, all alcohol served by or on behalf of the Licensee or the Town will be served in cans or plastic beverage containers.
16. The Town and the Licensee will each charge a minimum price of \$9.00 per serving of beer (473 ml), cider (473 ml) or wine (6 oz).
17. The Licensee will obtain and maintain at all times during the Event one or more policies of commercial general liability insurance, including an alcohol endorsement or coverage,

with limits of not less than two million (\$2,000,000) per occurrence and naming the Town as an additional insured. The Licensee will provide the Town with proof of insurance at least two (2) weeks prior to the Event.

18. The Town and the Licensee will each indemnify and save harmless the other from and against any and all losses, claims, actions, demands and liabilities for personal injury and/or property damage arising from or in any way related to the Street Festival Licensed Area where such claims are caused wholly or in part by any negligent act or omission of the Town or the Licensee, as the case may be, or anyone for whom the Town or the Licensee, as the case may be, is responsible in law.
19. The Town and the Licensee will operate the Street Festival Licensed Area in accordance with the Town of Pelham Municipal Alcohol Management Policy, which is attached as Schedule "B" and forms part of this Agreement.
20. The Town and the Licensee agree that their employees, agents, contractors and volunteers will monitor alcohol use during the Street Festival to promote a responsible and safe liquor-controlled event.
21. The Town and the Licensee further agree to ensure that there is no unreasonable risk to public safety, the public interest or the public and that there is no unreasonable risk of non-compliance with the Act or its regulations by the Town or the Licensee.

IN WITNESS whereof the parties have executed this Agreement by their duly authorized representatives and agree to be bound thereby as of the date first written above.

THE BUTCHER & BANKER (FONTHILL) INC.

By: _____

Name:

Title:

I have authority to bind the Corporation.

Date: _____

THE CORPORATION OF THE TOWN OF PELHAM

By: _____

Name:

Title:

I have authority to bind the Corporation.

Date: _____

SCHEDULE "A"

1. Kame & Kettle Beer Works Inc.
2. The Butcher & Banker (Fonthill) Inc.
3. Gelato Innovation Inc. o/a Gelato Village

SCHEDULE "B"

Town of Pelham Policy No. S100-01
Municipal Alcohol Management Policy

THIS AGREEMENT made this _____ day of _____, 2024 (“the Agreement”)

BETWEEN:

KAME & KETTLE BEER WORKS INC.
(“the Licensee”)

– and –

THE CORPORATION OF THE TOWN OF PELHAM
(“the Town”)

PUBLIC EVENT AGREEMENT

WHEREAS the Town is the holder of a special occasion permit issued by the Alcohol and Gaming Condition of Ontario (“AGCO”) pursuant to the *Liquor Licence and Control Act, 2019*, S.O. 2019, c. 15 (“the Act”) and Ontario Regulation 747/21 (“the Permit Regulation”) for a public event known as Pelham Summerfest, which has been designated by the Council of the Town of Pelham as an event of municipal significance (“the Event”);

AND WHEREAS the Event will take place from Thursday, July 18, 2024, to Sunday, July 21, 2024;

AND WHEREAS the Event will include an outdoor street festival that will take place on Friday July 19, 2024 from 4:00 p.m. to 11:00 p.m. and on Saturday, July 20, 2024 from 10:00 a.m. to 11:59 p.m., during which times Pelham Street will be closed from Highway 20 to College Street and Pelham Town Square entrance (“the Street Festival”);

AND WHEREAS the Event, including the Street Festival, is a public event within the meaning of the Act, the Permit Regulation and Ontario Regulation 746/21 (“the Licensing Regulation”);

AND WHEREAS the area where the Street Festival will take place encompasses establishments licensed to sell liquor under the Act and the Licensing Regulation, including the Licensee and other establishments as set out in Schedule “A” hereto;

AND WHEREAS the Licensing Regulation allows a licensee under the Act and a special occasion permit holder to jointly participate in an outdoor public event that allows patrons to carry a single serving of liquor between the licensed premises and the premises to which the special occasion permit applies, provided that the licensee and the permit holder have entered into an agreement to ensure that there is no unreasonable risk to the public or of non-compliance with the Act;

AND WHEREAS the Licensee and the Town wish to enter into such an agreement in relation to the Street Festival;

NOW THEREFORE IN CONSIDERATION of the mutual promises and covenants contained herein, the Licensee and the Town agree as follows:

1. The Licensee will obtain all necessary license extensions and approvals from the AGCO and the Town to operate a temporary outdoor patio during the Street Festival.
2. The areas of the Street Festival where liquor is permitted pursuant to the temporary outdoor patio license of the Licensee, a temporary outdoor patio license of any other establishment listed in Schedule “A”, which is attached hereto and forms part of this Agreement, and/or the special occasion permit of the Town (“the Street Festival Licensed Area”) will be delineated and confined by temporary barricades and fencing.
3. The Town will supply the temporary barricades and fencing for the Street Festival Licensed Area and will install them in consultation with the Licensee. Notwithstanding the

foregoing, the Town has final authority to determine the location and configuration of all barricades and fencing for the Street Festival Licensed Area.

4. During the Street Festival, patrons may carry a single serving of liquor throughout the Street Festival Licensed Area. Patrons may also carry a single serving from the interior licensed premises of the Licensee to the Street Festival Licensed Area or from the Street Festival Licensed Area to the interior licensed premises of the Licensee.
5. Patrons may not carry a serving of liquor into any business, establishment or premises not listed in Schedule "A" to this Agreement. The Town will post this information throughout the Street Festival Licensed Area and both the Town and the Licensee will monitor compliance.
6. The Town will hire sixteen (16) licensed security personnel to monitor the Street Festival Licensed Area on Friday, July 19, 2024 from 4:00 p.m. to 11:59 p.m., Saturday, July 20, 2024 from 10:00 a.m. to 11:59 p.m. and Sunday, July 21, 2024 from 12:00 a.m. to 1:00 a.m.
7. The Street Festival Licensed Area will have five (5) access points, all of which will be staffed by security personnel. Security personnel will conduct bag checks to ensure that patrons do not bring illegal or prohibited items into the Street Festival Licensed Area and will deny entry to patrons showing signs of intoxication.
8. Security personnel will be stationed throughout the Street Festival Licensed Area and will conduct crowd monitoring, including but not limited to identifying and removing patrons showing signs of intoxication, ensuring that alcohol is not provided or passed to any person who appears to be under the age of 19 or who is not wearing a wristband issued by the Town under section 11 of this Agreement, and ensuring that patrons do not exit the Street Festival Licensed Area, other than to the interior licensed premises of the Licensee, with a serving of alcohol.
9. The Licensee will ensure that all entrances and exits to its establishment located at 25 Pelham Town Square, including those that do not provide access to the Street Festival Licensed Area, are monitored at all times during the Street Festival to ensure that patrons comply with all applicable AGCO requirements.
10. The Licensee will limit the capacity of its temporary outdoor patio to available seating only and will monitor it accordingly. The Licensee will further ensure that its temporary outdoor patio meets or exceeds all outdoor patio criteria for the Event and will operate its patio in a manner consistent with the family-oriented atmosphere of the Event.
11. The Town will supply wristbands to patrons in the Street Festival Licensed Area who are 19 years of age or older.
12. The Licensee will ensure that any patron accessing the Street Festival Licensed Area from its interior licensed premises with a serving of liquor is wearing a wristband.
13. Notwithstanding any other provision of this agreement, the presence of a wristband does not replace or remove the legal obligation of the Licensee, the Town and all persons serving alcohol on behalf of the Licensee or the Town to verify the age and identity of patrons as required by law.
14. All persons serving alcohol on behalf of the Licensee and the Town will be Smart Serve Certified and as such will verify the age and identity of patrons purchasing alcohol, monitor patrons to ensure that alcohol is not passed to persons under 19 years of age, and refuse service to patrons showing signs of intoxication.
15. No glass beverage containers are permitted in the Street Festival Licensed Area. During the Street Festival, all alcohol served by or on behalf of the Licensee or the Town will be served in cans or plastic beverage containers.
16. The Town and the Licensee will each charge a minimum price of \$9.00 per serving of beer (473 ml), cider (473 ml) or wine (6 oz).
17. The Licensee will obtain and maintain at all times during the Event one or more policies of commercial general liability insurance, including an alcohol endorsement or coverage,

with limits of not less than two million (\$2,000,000) per occurrence and naming the Town as an additional insured. The Licensee will provide the Town with proof of insurance at least two (2) weeks prior to the Event.

18. The Town and the Licensee will each indemnify and save harmless the other from and against any and all losses, claims, actions, demands and liabilities for personal injury and/or property damage arising from or in any way related to the Street Festival Licensed Area where such claims are caused wholly or in part by any negligent act or omission of the Town or the Licensee, as the case may be, or anyone for whom the Town or the Licensee, as the case may be, is responsible in law.
19. The Town and the Licensee will operate the Street Festival Licensed Area in accordance with the Town of Pelham Municipal Alcohol Management Policy, which is attached as Schedule "B" and forms part of this Agreement.
20. The Town and the Licensee agree that their employees, agents, contractors and volunteers will monitor alcohol use during the Street Festival to promote a responsible and safe liquor-controlled event.
21. The Town and the Licensee further agree to ensure that there is no unreasonable risk to public safety, the public interest or the public and that there is no unreasonable risk of non-compliance with the Act or its regulations by the Town or the Licensee.

IN WITNESS whereof the parties have executed this Agreement by their duly authorized representatives and agree to be bound thereby as of the date first written above.

KAME & KETTLE BEER WORKS INC.

By: _____

Name:

Title:

I have authority to bind the Corporation.

Date: _____

THE CORPORATION OF THE TOWN OF PELHAM

By: _____

Name:

Title:

I have authority to bind the Corporation.

Date: _____

SCHEDULE "A"

1. Kame & Kettle Beer Works Inc.
2. The Butcher & Banker (Fonthill) Inc.
3. Gelato Innovation Inc. o/a Gelato Village

SCHEDULE "B"

Town of Pelham Policy No. S100-01
Municipal Alcohol Management Policy



The Corporation of the Town of Pelham

By-law No. 38-2024

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 29th day of May 2024.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that, unless otherwise authorized, the powers of Council shall be exercised by by-law;

AND WHEREAS it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as Follows:

1. (a) The actions of the Council at its meeting held on the 29th day of May, 2024, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.

(b) The above-mentioned actions shall not include:
 - i. any actions required by-law to be taken by resolution; or
 - ii. any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.
2. The Mayor and proper officials of the Corporation of the Town of Pelham are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
3. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the Corporation of the Town of Pelham to all documents necessary to give effect to the above-mentioned actions.
4. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 29th day of May 2024.

Marvin Junkin, Mayor

William Tigert, Town Clerk