

C-07/2025

Wednesday, April 16, 2025

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

The Town of Pelham is situated on treaty land, steeped in the rich history of the First Nations such as the Hatiwendaronk, Haudenosaunee and the Anishinaabe, including the Mississaugas of the Credit First Nation. This territory is covered by the Upper Canada Treaties and is protected by the Dish With One Spoon Wampum Agreement. Today, many First Nations, Métis, and Inuit people from across Turtle Island live and work in Niagara. The Town of Pelham stands in solidarity with all Indigenous peoples, past and present, acknowledging that our high standard of living is a result of the resources and lasting friendship of Indigenous peoples.

4. Recognition of Ewen Barclay, Special Olympics Medalist

Special Olympics World Winter Games 2025
Gold medal winner in 1,500 metre speed skating

Bronze medal winner in 1,000 metre and 500 metre speed skating

5. Approval of the Agenda

6. Disclosure of Pecuniary Interests and General Nature Thereof

7. Hearing of Presentation, Delegations, Regional Report

7.1 Presentations

7.1.1 Lincoln Pelham Public Library 2024 Annual Report 7 - 14

Julie Andrews, CEO

Amy Guilmette, Director of Customer Experience

7.2 Delegations

7.2.1 Habitat for Humanity Niagara, Fonthill ReStore 10 Year Anniversary 15 - 25

Al Rolleman, Operations Director

Jodi Krah, ReStore Manager

8. Adoption of Council Minutes

8.1 C-06/2025 Regular Council Meeting - March 26, 2025 26 - 39

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

10. Consent Agenda Items to be Considered in Block

10.1 Presentation of Recommendations Arising from Committee of Council, for Council Approval 40 - 40

1. PCOW-02/2025 - Public Meeting under the Planning Act - March 19, 2025

10.2 Minutes Approval - Committee of Council 41 - 43

1. PCOW-02/2025 - Public Meeting under the Planning Act - March 19, 2025

10.3 Staff Reports of a Routine Nature for Information or Action

10.3.1	Q1 2025 Clerks Quarterly Report, 2025-0099-Clerks	44 - 51
10.3.2	Q1 2025 RCW Quarterly Report, 2025-0073-Recreation	52 - 70
10.3.3	Q1 2025 Public Works Quarterly Report, 2025-0089-Public Works	71 - 79
10.3.4	Q1-2025 Planning and Development Quarterly Report, 2025-0098-Planning	80 - 85
10.3.5	Q1 2025 Corporate Services Quarterly Report, 2025-0066-Corporate Services	86 - 92
10.3.6	Q1 2025 Fire and by-law Quarterly Report, 2025-0100-Fire Dept	93 - 100
10.3.7	Sanitary Collection System Annual Performance Report, 2025-0087-Public Works	101 - 119
10.3.8	Stormwater Management System Annual Performance Report, 2025-0088-Public Works	120 - 134
10.4	Action Correspondence of a Routine Nature	
10.5	Information Correspondence	
10.5.1	Pelham Integrity Commissioner 2024/2025 Annual Report Boghosian + Allen LLP	135 - 136
10.5.2	2025-04-07 Correspondence from MADD Canada re: Support MADD Canada in the Fight Against Impaired Driving	137 - 137
10.6	Advisory Committee Minutes for Information	
10.6.1	Environmental and Climate Adaptation Advisory Committee Minutes - January 27, 2025	138 - 142
10.6.2	Committee of Adjustment Meeting Minutes 1. February 3, 2025 2. March 3, 2025	143 - 156

11.	Consent Agenda Item(s) Lifted for Separate Consideration, if any	
12.	Presentation and Consideration of Reports	
12.1	Members of Council Reports	
12.2	Staff Reports Requiring Action	
12.2.1	Amendment of By-law 89-2000, Community Safety Zones, 2025-0097-Public Works	157 - 158
12.2.2	Emerald Trails Parking Lots, 2025-0095-Public Works	159 - 162
12.2.3	Recommendation Report - Application for Zoning By-law Amendment - 286 Canboro Road, 2025-0094-Planning	163 - 172
12.2.4	Recreational Space Allocation Policy Update, 2025-0091-Recreation	173 - 180
12.2.5	Pelham Finance and Audit Committee Terms of Reference Membership Composition Amendment, 2025-0093-Clerks	181 - 184
12.2.6	Declaration of 2025 Ward One Council Vacancy, 2025-0090-Clerks	185 - 187
12.2.7	2026 Municipal and School Board Election - Alternative Voting Method Recommendation Report, 2025-0007-Clerks	188 - 198
13.	Unfinished Business	
14.	New Business	
15.	Presentation and Consideration of By-Laws	199 - 208
	1. 19-2025 - Being a By-law to prohibit and regulate public nuisances and outdoor illumination.	
	2. 20-2025 - Being a By-law to appoint and remove a Pelham Seniors Advisory Committee member.	
	3. 21-2025 - Being a By-law to amend By-law No. 89-2000, being the Traffic and Parking By-law.	

16. Motions and Notices of Motion

16.1 Councillor Niznik Motion re: Public Parking on Pelham Street South

Mover: Councillor Niznik

Seconder: Hildebrandt

WHEREAS the Town of Pelham is dedicated to improving access to public services and amenities for all residents and visitors;

AND WHEREAS the portion of Pelham Street South in the downtown core currently has limited public parking, which may impact access to services, including the local bank and surrounding businesses;

AND WHEREAS there is a need to improve access to these services in order to accommodate growing usage, support local economic activity, and ensure accessibility for all individuals, including those with mobility challenges;

AND WHEREAS there may be an opportunity to increase public parking capacity by removing certain decorative items along Pelham Street;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to explore the feasibility of increasing public parking and enhancing accessibility along Pelham Street;

AND THAT staff report back to Council with analysis, findings, and recommendations on the feasibility of this initiative.

16.2 Mayor Junkin re: Fiscal Responsibility in Response to Economic Impacts of U.S. Tariffs

Mover: Mayor Junkin

Seconder: Councillor Wink

WHEREAS the President of the United States has issued tariffs that may result in increased costs for goods and services, creating significant economic challenges for municipalities across Canada;

AND WHEREAS the Town of Pelham must exercise fiscal responsibility and operate within the approved 2025 operating and capital budget to maintain financial stability;

NOW THEREFORE BE IT RESOLVED THAT Council directs staff to review their departmental budgets and identify potential cost-saving measures, including the deferral of capital projects and reductions in operating expenditures where feasible, in order to ensure that the Town remains within its approved 2025 operating and capital budget while still maintaining essential services;

AND FURTHER THAT staff report back to Council with recommended budget adjustments.

17. 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 employees and (d) - labour relations or employee negotiations - 2 items (Non-union and Consideration of Appointment to Town of Pelham Council)

18. Rise From In Camera

19. Consideration of Applications for Ward One, Town Council Vacancy

20. Confirming By-Law

209 - 209

21. Resignation and Farewell to Councillor Wayne Olson

22. Adjournment

LINCOLN PELHAM PUBLIC LIBRARY



2024 — ANNUAL REPORT

WHO WE ARE

Lincoln Pelham Public Library (LPPL) formed as a union library in April 2022. The union library is a four-branch system with locations in Beamsville, Vineland, Fonthill, and Fenwick. Today LPPL provides shared services—including collections, services, and programs—to approximately 44,000 people residing in Lincoln and Pelham.

2024 - 2027 Strategic Plan

In 2024, LPPL launched its first strategic plan as a newly formed union library. This plan will guide the library for the next four years.



Scan to read
the strategic
plan.



MISSION

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

VISION

LPPL enriches lives with inclusivity, inspiration, responsiveness, and resilience.



2024 by the numbers

Collections

399,358 (+6%)
physical items borrowed

106,091 (+23%)
digital items borrowed

11,548 (+24%)
active cardholders

2,761 (+24%)
new cardholders

Services

238,597 (+11%)
people visited the library

11,000 (-21%)
people used public computers

213,049 (-2%)
people accessed free WiFi

75,855 (+23%)
website visits

Programs

1,292 (-8%)
programs delivered

30,487 (+10%)
people attended programs

Community Support

\$131,175.93
total fundraised dollars

1327
hours given by volunteers



We are a very fortunate community to have this library!

Highlights of 2024



PREPARING FOR THE SOLAR ECLIPSE

In March, LPPL coordinated distribution of solar eclipse glasses for all libraries across Niagara, in partnership with Niagara Region. LPPL distributed more than 1,000 pairs of glasses and encouraged donations of toiletries toward Start Me Up Niagara.



NEW SERVICE: THE MEMORY LAB

In April, a new Memory Lab was launched at the Rittenhouse Branch. This dedicated space provides free access to specialized equipment for preserving and digitizing photos and videos. *Thanks to the Rittenhouse Trust for funding this new community space.*



BABY'S FIRST BOOK INITIATIVE

In June, LPPL started the Baby's First Book initiative, which provides a free board book to every baby born at West Lincoln Memorial Hospital. This ongoing initiative is in partnership with Grimsby Public Library, West Lincoln Public Library, and the West Lincoln Memorial Hospital Foundation, with funding from the Niagara Community Foundation.



NEW PARTNERSHIP:

THE MIGRANT FARMWORKERS PROJECT

In 2024, LPPL provided spaces for migrant workers to access community services and enjoy social activities. “The Hub” was a weekly gathering in Fenwick. Plaza Comunitaria is a new initiative in Beamsville which provides workers the opportunity to complete their education online using library computers and WiFi.



SUMMER READING CLUB

During July and August, 858 kids registered for summer reading, almost double the previous year. With a theme of “To the Stars,” kids participated in space-themed programs and set their own reading goals. Teens and adults also participated in reading challenges for a chance to win prizes.



EXPANDING OUTREACH

Throughout the year, library staff expanded outreach activities to local senior residences, including Albright Manor, Lookout Ridge, The Jacob, and United Mennonite Home. Programs include Intergenerational Story Times, Listen and Learn, Short Story Book Club, tech support, and book loans.



ACHIEVING ACCREDITATION

In December, LPPL received provincial accreditation by meeting guidelines set out by the Ontario Public Library Guidelines Monitoring and Accreditation Council. Accreditation is valid for a period of 5 years, until December 2029.



Grants and Community Support

Niagara Community Foundation David S. Howes Grant

\$33,000 toward bookmobile

In Memory of Mary Powley

(former president, Pelham Art Association)

\$30,000 from the Pelham Art Association

\$573.12 by individuals: Wendy Ozog, Donna Clare, Gertrude & Marcel Caron, Mary Lou Campbell, Tanner Superka, Mark Mansfield, Diane Little, James H. Gadsby, Barbara Birkette, Lloyd Burghart, Shirley and Fred Korineki

Books on the Bench Author Series

\$17,955 raised at four events featuring Jennifer Robson, Kate Quinn Historical Fiction Author Panel, Linwood Barclay, and Amanda Peters

Thanks to our supporters: The Jacob Senior Living, Niagara Peninsula Energy Inc, Jarod Brandon, Chartwell Retirement Residences: The Orchards, Vieni Estates, London Born Wine Co, and Fielding Estate Winery .

GivingTuesday

\$16,428.80 received from individuals toward the retrofitting of the bookmobile

Pelham Art Festival

\$10,000 toward future capital projects

Fleming Foundation

\$9,983 toward library programs and services

Summer Reading

\$3,570 received in sponsorship from Kiwanis Club of Welland, Ontario Power Generation, and Beamsville Women's Institute.

Niagara Community Foundation

\$1,500 toward Baby's First Book

\$1000 designated for Digital Access and Technology by an anonymous donor

For Fundraising inquiries, contact:

Cassandra Best, CFRE
Fund Development and Volunteer Coordinator
cbest@lppl.ca.

Thanks to additional support:

\$550 *The Voice of Pelham*

\$500 Fonthill Lionettes

\$350 art commission

\$250 Fenwick Lionettes

2024 Financials

Revenue

Municipal Grant \$2,175,048
Provincial Operating Grant
\$83,468
Fees, Fines, Rentals \$31,651
Fundraising \$15,416
DC Funds \$84,840

\$2,390,423

Expenditures

Staffing Costs \$2,038,456
Materials & Processing \$162,950
Administration \$71,949
Telephone & Internet \$36,777
Programs & Promotion \$10,935
Automated Systems & Software Support \$62,932
Transfer to Capital Reserve \$6,423

\$2,390,423

I am very thankful for the wonderful people who make us feel welcome every time we come to the library!

Staff and Board

Library Management

Julie Andrews, Chief Executive Officer
Amy Guilmette, Director of Customer Experience
Susan DiBattista, Director of Community Engagement
Jo-Anne Teeuwsen, Manager of IT & Technical Services

2024 - 2027 Library Board

Donna Burton (Chair)	Linda Roote
Nicole Nolan (Vice Chair)	Terry Teather
Councillor Mike Mikolic	Jayne Toms
Councillor Shellee Niznik	Lathie Vannabouathong
Andrew Colgoni	Stephanie Xamin
Ruth Gretsinger	

BRANCH LOCATIONS

Fleming Branch

5020 Serena Drive
Beamsville
905-563-7014

Fonthill Branch

43 Pelham Town Square
Fonthill
905-892-6443

Maple Acre Branch

781 Canboro Road
Fenwick
905-892-5226

Moses F. Rittenhouse Branch

4080 John Charles Blvd
Vineland
905-562-5711

Lincoln Pelham Public Library acknowledges this is the traditional lands and territories of the Hatiwendaronk, Haudenosaunee, and Anishinaabeg, including the Mississaugas of the Credit First Nation and the Six Nations of the Grand River, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties (No. 3) and by the Dish with One Spoon Wampum agreement.

Lincoln Pelham Public Library recognizes the contributions and stewardship of all Indigenous Peoples, including First Nations, Métis, and Inuit. We are committed to celebrating and sharing stories from Indigenous communities and creating space for education and dialogue as we collectively acknowledge hard truths and work toward reconciliation.

Please fill out and return no later than 12 p.m. noon ten (10) days prior to the Meeting you wish to appear. Completed forms, including presentation materials are to be submitted to the Clerk's department and can be dropped off or emailed to clerks@pelham.ca

Name or Organization or Firm: Habitat for Humanity Niagara - Fonthill ReStore	
Name and Title of Presenter(s): Al Rolleman (Operations Director), Jodi Krah (ReStore Manager)	
Address: [REDACTED]	
Telephone: [REDACTED]	Email: dawn@habitatniagara.ca

Date of Meeting Requested: April 16 council meeting

How will you attend Council? In-person Electronically

*The delegate shall notify the Clerk at least five (5) business Days in advance.

Subject matter to be discussed:	Habitat for Humanity Niagara's Fonthill ReStore Celebrates 10 years!
If not for information, identify the desired action requested:	History and the ReStore's impact on our community

Have you previously spoken on this issue? Yes No

If a group or individual has previously appeared as a delegate, a further delegation from the same group or individual on the same topic will not be permitted, unless there is significant new information to be brought forward.

Do you have presentation material or speaking notes? Yes No

Delegations are required to provide the Clerk's department presentation materials for publication in Council's agenda package. Materials must be provided no later than 12 p.m. noon ten (10) days prior to the Meeting.

I have read and understand the Delegation Protocol attached to this form and understand that the information contained on this form, including any attachments submitted, will become public documents and listed on the Town's meeting agenda and posted to the Town's website. I also understand that as a participant of this meeting, I will be recorded and further understand that this recording will be posted to the Town of Pelham's YouTube Channel.

Dawn Marie Cavasin
Signature

March 13, 2025
Date

Delegation Protocols

The Clerk shall list a maximum of four (4) delegations per meeting. Delegations will be considered on a first come first serve basis, unless prioritized otherwise at the discretion of the Clerk, in consultation with the Chief Administrative Officer.

The purpose of the delegation process is to allow residents to make their views known to Council, based on the requirements of the Town of Pelham Procedural By-law. The views of interested citizens are valued and input is welcome, along with comments and constructive suggestions. Council must consider a large number of issues and concerns at any given time, thus the following protocol is observed:

1. The delegate shall arrive to the meeting by 8:45 am.
2. A presentation by a delegate, who is a member of the public, shall be a maximum of five (5) minutes (whether the Delegation consists of an individual or a group). A presentation by a delegate, who is a member of Town or Regional staff, shall be a maximum of twenty (20) minutes.
3. Where the delegate is a group of persons, a primary speaker is to be assigned to address Council.
4. Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Subsequent delegations on the same topic, without significant new information, will not be permitted.
5. A delegate shall not speak disrespectfully, use offensive language and/or disobey the rules of procedure or a decision of the Chair. Remarks or questions concerning topics identified within Section 28.7 of the Procedural By-law shall be immediately ruled out of order. A subsequent offense during the same presentation will result in the speaker forfeiting their right to speak. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
6. Upon completion of remarks, the speaker(s) will remain in position to allow for any questions from Members. Members may ask questions for clarification purposes. After completion of any questions, the speaker will be asked to be seated or will be placed into the waiting room of the Zoom meeting.
7. Delegations will not be permitted on items that will be the subject of an upcoming or closed public meeting pursuant to the *Planning Act*, unless exceptional circumstances apply, which have been reviewed and approved by Council. Persons should present their concerns and opinions at the scheduled Public Meeting where their comments can be considered along with other submissions.



Celebrating 10 years!



The ReStore is a social enterprise retailer that accepts and resells donations of new and gently used furniture, appliances, décor and home improvement building materials.

All proceeds from the ReStore fund Habitat for Humanity and help build homes in the community for those in need of a safe and affordable place to call home.



Habitat for Humanity | ReStore
APPLIANCES

Grand Opening! April, 2015



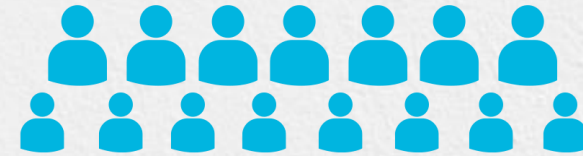
Affordable Homeownership

In the last 10 years:



37

Habitat homes built
& families served

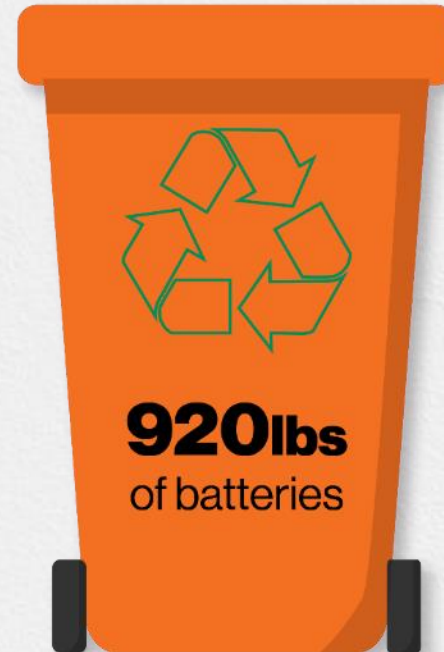


138

Children moved into
Habitat homes

Waste Diversion

In 2024 alone:



Community Connections



Community Resource



Business Resource



How Pelham Council can help

Promote the ReStore's recycling programs

Promote the ReStore's salvage program

Keep Habitat Niagara in mind as a beneficiary of any fundraising events

Shop the ReStore

Donate to the ReStore

Volunteer with us

Regular Council Minutes

Meeting #: C-06/2025
Date: Wednesday, March 26, 2025
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
Sarah Leach
Brianna Langohr
Pamela Duesling
Sarah Conidi
Kristina Clint
Ryan Cook

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 a.m.

2. National Anthem

3. Land Recognition Statement

Councillor Ker read the land recognition statement into the record.

4. Approval of the Agenda

Moved By Councillor Brian Eckhardt

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the agenda for the March 26, 2025, Regular meeting of Council be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

Councillor Olson announced that he had sought advice from the Integrity Commissioner regarding his participation in the closed session on the Regional Council vacancy and the subsequent vote on the matter. He advised that he is permitted to participate and vote on the matter as he does not have a pecuniary interest.

Councillor Ker and Councillor Hildebrandt declared a pecuniary interest for a portion of item 13.2.5, "2023-2027 Strategic Plan Update," specifically concerning the strategic plan item "Future of Hydro Lands."

6. Hearing of Presentation, Delegations, Regional Report

6.1 Presentations

6.1.1 Overview of Operations and Maintenance Manuals for the Sanitary Collection System and Stormwater Management System

Moved By Councillor Shellee Niznik

Seconded By Councillor John Wink

BE IT RESOLVED THAT Council receive the presentation from Marjorie Prentice regarding an Overview of Operations and Maintenance Manuals for the Sanitary Collection System and Stormwater Management System, for information.

Carried

7. Adoption of Council Minutes

Moved By Councillor Wayne Olson

Seconded By Councillor Kevin Ker

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

1. C-05/2025 - Regular Council Meeting - March 5, 2025

Carried

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

Councillor Niznik lifted item 9.3.2, now item 10.1, in the minutes.

Councillor Wink lifted item 9.5.1, now item 10.2, in the minutes.

9. Consent Agenda Items to be Considered in Block

Moved By Councillor Shellee Niznik

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT the Consent Agenda items as listed on the March 26, 2025 Council Agenda be received and the recommendations contained therein be approved, save and except items 9.3.2 & 9.5.1:

9. Consent Agenda Items to be Considered in Block

9.1 Presentation of Recommendations Arising from Committee of Council, for Council Approval

1. SCOW-01/2025 - Special Committee of the Whole - Strategic Plan Update - February 22, 2025

BE IT RESOLVED THAT Council hereby receive the SCOW-01/2025 Special Committee of the Whole Strategic Plan Update from February 22, 2025, for information.

9.2 Minutes Approval - Committee of Council

9.2.1 SCOW-01/2025 - Special Committee of the Whole - Strategic Plan Update - February 22, 2025

BE IT RESOLVED THAT Council hereby receive the SCOW-01/2025 Special Committee of the Whole - Strategic Plan Update from February 22, 2025, for information.

9.3 Staff Reports of a Routine Nature for Information or Action

9.3.1 Operations and Maintenance Manual Completion for Sanitary Collection System and Storm Management System, 2025-0051-Public Works

BE IT RESOLVED THAT Council hereby receive Report #2025-0051 Operations and Maintenance Manual Completion for Sanitary Collection System and Storm Management System, for information.

~~**9.3.2 2025 Spongy Moth Report and Invasive Species Management Response, 2025-0082-Public Works**~~

~~**BE IT RESOLVED THAT Council hereby receive Report #2025-0082 Spongy Moth Report and Invasive Species Management Response, for information.**~~

9.3.3 Canada Connects Mural Mosaic, 2025-0081-Recreation

BE IT RESOLVED THAT Council hereby receive Report #2025-0081 Canada Connects Mural Mosaic, for information.

9.3.4 Special Exemption Parking Lot Patios, 2025-0077-Planning

BE IT RESOLVED THAT Council hereby receive Report #2025-0077 Special Exemption Parking Lot Patios, for information.

9.4 Action Correspondence of a Routine Nature

9.4.1 Niagara Community Foundation Leave a Legacy Proclamation Request

BE IT RESOLVED THAT Council hereby receive the Niagara Community Foundation Leave a Legacy Proclamation Request, for information.

9.5 Information Correspondence

~~**9.5.1 Municipal Resolutions re: Trade Tariffs**~~

~~**BE IT RESOLVED THAT Council hereby receive the Municipal Resolutions re: Trade Tariffs from the Township of Limerick, City of Port Colborne, City of Niagara Falls, Township of Central Frontenac, Champlain Township, Town of LaSalle, Town of Lincoln, Township of Selwyn, City of Toronto, Township of Puslinch and East Ferris Municipality, for information.**~~

9.6 Regional Municipality of Niagara Correspondence for Information or Action

9.6.1 Niagara's Business Community and Advocating for Economic Resilience Measures - Niagara Region

BE IT RESOLVED THAT Council hereby receive Niagara's Business Community and Advocating for Economic Resilience Measures from the Niagara Region, for information.

9.7 Advisory Committee Minutes for Information

9.7.1 Committee of Adjustment Meeting Minutes - January 13, 2025

BE IT RESOLVED THAT Council hereby receive the Committee of

Adjustment Meeting Minutes from January 13, 2025, for information.

9.7.2 Joint Accessibility Advisory Committee Minutes - 2024

BE IT RESOLVED THAT Council hereby receive the Joint Accessibility Advisory Committee Minutes from January 11, 2024, March 14, 2024, May 9, 2024, July 11, 2024 and November 14, 2024, for information.

9.7.3 Pelham Cultural Advisory Committee Meeting Minutes

BE IT RESOLVED THAT Council hereby receive the Pelham Cultural Advisory Committee Meeting Minutes from December 5, 2023, January 17, 2024, February 21, 2024, April 17, 2024, June 19, 2024, September 11, 2024, October 9, 2024, December 11, 2024, and January 8, 2025, for information.

Carried

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

10.1 2025 Spongy Moth Report and Invasive Species Management Response, 2025-0082-Public Works

Moved By Councillor Shellee Niznik

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive report 2025-0082 2025 Spongy Moth Report and Invasive Species Management Response for information.

Carried

10.2 Municipal Resolutions re: Trade Tariffs

Moved By Councillor John Wink

Seconded By Councillor Kevin Ker

WHEREAS the Town of Pelham has received correspondence from the Township of Limerick, City of Port Colborne, City of Niagara Falls, Township of Central Frontenac, Champlain Township, Town of LaSalle, Town of Lincoln, Township of Selwyn, City of Toronto, Township of Puslinch, and East Ferris Municipality have submitted correspondence regarding U.S. Tariffs;

AND WHEREAS the President of the United States of America has imposed tariffs on Canadian products and has announced intentions to impose additional tariffs in April 2025;

AND WHEREAS such tariffs could potentially lead to significant job losses and economic instability for both Canada and the United States;

AND WHEREAS municipalities will be directly impacted by the potential economic fallout and wish to offer support for a united "Team Canada" response;

AND WHEREAS municipalities possess significant purchasing power through capital and infrastructure projects and investments;

AND WHEREAS the Town of Pelham's capital program for 2025 is valued at approximately 16 million dollars;

AND WHEREAS according to the Association of Municipalities of Ontario (AMO), Ontario municipalities are expected to invest between \$250 and \$290 billion dollars in infrastructure over the next 10 years;

AND WHEREAS federal and provincial leaders are encouraging Canadians to "Buy Canadian;"

AND WHEREAS trade agreements have traditionally encouraged municipalities to provide equal opportunity to suppliers from countries that are parties to these agreements;

AND WHEREAS municipalities can contribute to the Team Canada effort through procurement practices that comply with trade agreements and adhere to federal and provincial guidance;

AND WHERE the Town of Pelham has received various motions from local municipalities supporting this initiative;

NOW THEREFORE BE IT RESOLVED THAT the Town of Pelham supports the collective effort of all levels of government to strengthen the Canadian economy through local campaigns and initiatives;

AND THAT the Town of Pelham urges the federal and provincial governments to collaborate with municipalities on measures to protect the Canadian economy and eliminate interprovincial trade restrictions;

AND THAT the Town of Pelham calls on the federal and provincial governments to remove any restrictions preventing municipalities from refraining from purchasing from the United States should tariffs on Canadian goods persist;

AND THAT the Clerk forward this resolution to the following organizations, along with a request to endorse the same or similar resolution:

- Prime Minister of Canada
- Federal Party Leaders
- Premier of Ontario
- Association of Municipalities of Ontario (AMO)
- Federation of Canadian Municipalities (FCM)
- Ontario Big City Mayors Caucus
- Big City Mayors of the Federal of Canadian Municipalities
- Niagara MP's and MPP's
- Niagara Region
- Local Area Municipalities

Carried

11. Resolution to Move In Camera No. 1

Moved By Councillor Kevin Ker
Seconded By Councillor Bob Hildebrandt

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 (Non-union)

Carried

12. Rise From In Camera No. 1

Moved By Councillor John Wink
Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council reconvene the regular meeting.

Carried

13. Presentation and Consideration of Reports

13.1 Members of Council Reports

13.2 Staff Reports Requiring Action

13.2.1 Meridian Community Centre Concession Review and Proposal, 2025-0080-Recreation

Main Motion:

Moved By Councillor Shellee Niznik
Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive report 2025-080 “Meridian Community Centre Concession Review and Proposal,” for information;

AND THAT Council directs the Chief Administrative Officer and the Director of Recreation, Culture and Wellness Department to take all necessary steps to initiate option #_as identified in this report.

Amendment:

Moved By Councillor Shellee Niznik
Seconded By Councillor Brian Eckhardt

THAT the motion be amended to add:

Option Two: A 16-Month Trial Period for In-house Operation, into the second clause.

Carried

Motion as Amended:

Moved By Councillor Shellee Niznik

Seconded By Councillor Brian Eckhardt

**BE IT RESOLVED THAT Council receive report 2025-080
“Meridian Community Centre Concession Review and
Proposal,” for information;**

**AND THAT Council directs the Chief Administrative Officer and
the Director of Recreation, Culture and Wellness Department
to take all necessary steps to initiate Option Two: A 16-Month
Trial Period for In-house Operation.**

Carried

**13.2.2 Rules and Requirements for Recreational Program
Participation, 2025-0083-Recreation**

Moved By Councillor Wayne Olson

Seconded By Councillor John Wink

**BE IT RESOLVED THAT Council receive report 2025-0083
“Proposed Rules and Requirements for Recreational Program
Participation,” for information;**

**AND THAT Council approves proposed Policy No. S701-05
Rules and Requirements for Recreational Program
Participation, as appended.**

Carried

**13.2.3 Options and Requirements for Automated Speed Enforcement
in the Town of Pelham, 2025-0079-Town Solicitor**

Main Motion:

Moved By Councillor Wayne Olson

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive report 2025-0079,
“Options and Requirements for Automated Speed Enforcement in
Pelham,” for information;

AND THAT Council determine if the implementation of automated
speed enforcement in the Town of Pelham should be pursued;

AND THAT if the implementation of automated speed enforcement
should be pursued, that Council direct staff to:

- i. request further information from the administrative penalty
system providers identified in this report, including camera
supplier information, processing capacity, and proposed
pricing;

- ii. assess the Town's capacity to meet operational and reporting requirements for automated speed enforcement;
- iii. initiate discussions with the Ministry of Transportation and the Ministry of the Attorney General in relation to the agreements required to use administrative penalties for infractions identified through automated speed enforcement; and
- iv. provide a further report to Council by the end of Q2 of 2025.

Amendment:

Moved By Councillor Kevin Ker

Seconded By Councillor Brian Eckhardt

That the motion be amended to state:

AND THAT Council direct staff to proceed with the implementation of automated speed enforcement in the Town of Pelham;

AND THAT Council direct staff to:

- 1. **request further information from the administrative penalty system providers identified in this report, including camera supplier information, processing capacity, and proposed pricing;**
- 2. **assess the Town's capacity to meet operational and reporting requirements for automated speed enforcement;**
- 3. **initiate discussions with the Ministry of Transportation and the Ministry of the Attorney General in relation to the agreements required to use administrative penalties for infractions identified through automated speed enforcement; and**
- 4. **provide a further report to Council by the end of Q2 of 2025.**

Carried

Motion as Amended:

Moved By Councillor Kevin Ker

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive report 2025-0079, "Options and Requirements for Automated Speed Enforcement in Pelham," for information;

AND THAT Council direct staff to proceed with the implementation of automated speed enforcement in the Town of Pelham;

AND THAT Council direct staff to:

1. **request further information from the administrative penalty system providers identified in this report, including camera supplier information, processing capacity, and proposed pricing;**
2. **assess the Town’s capacity to meet operational and reporting requirements for automated speed enforcement;**
3. **initiate discussions with the Ministry of Transportation and the Ministry of the Attorney General in relation to the agreements required to use administrative penalties for infractions identified through automated speed enforcement; and**
4. **provide a further report to Council by the end of Q2 of 2025.**

Carried

13.2.4 Proposed Replacement of Town of Pelham Nuisance By-law, 2025-0084-Town Solicitor

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT Council receive report 2025-0084, “Proposed Replacement of Town of Pelham Nuisance By-law,” for information;

AND THAT Council approve, in principle, the appended Nuisance By-law;

AND THAT Council direct the Town Clerk to prepare and present the Nuisance By-law for consideration at the next regular meeting of Council.

Carried

13.2.5 2023-2027 Strategic Plan Update, 2025-0086-Chief Administrator Officer

Moved By Councillor Shellee Niznik

Seconded By Councillor John Wink

BE IT RESOLVED THAT Council receive report 2025-0086 2023-2027 Strategic Plan Update, for information;

AND THAT Council approve the 2023-2027 Strategic Plan Update, save and except the strategic plan action item “Future of Investment in Hydro,” to be considered separately.

Carried

Councillors Ker and Councillor Hildebrandt did not participate in the discussion or vote regarding the strategic plan action item, "Future of Investment in Hydro."

Moved By Councillor Brian Eckhardt
Seconded By Councillor Wayne Olson

Main Motion:

THAT the strategic plan action item "Future of Investment in Hydro" be:

- Re-affirmed;
- Removed; or
- Renamed.

Amendment:

Moved By Councillor John Wink
Seconded By Councillor Brian Eckhardt

THAT the motion be amended to strike "removed" and "renamed."

Carried

Motion as Amended:

Moved By Councillor John Wink
Seconded By Councillor Brian Eckhardt

THAT the strategic plan action item "Future of Investment in Hydro" be re-affirmed.

Carried

14. **Unfinished Business**
15. **New Business**
16. **Presentation and Consideration of By-Laws**

Moved By Councillor John Wink
Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-law(s) 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(s):

1. 14-2025 - Being a By-law to exempt Block 151, 59M-505 from Part Lot Control
2. 15-2025 - Being a By-law to rezone the property at 1415 Station Street, from Village Commercial (VC) to Village Commercial – 168 - Holding.
3. 16-2025 - Being a By-law to adopt Official Plan Amendment No. 22 for the Town of Pelham Planning Area - 1415 Station Street
4. 17-2025 - Being a By-law to set the rate of taxation for 2025.

Carried

17. Motions and Notices of Motion

Mayor Junkin provided a notice of motion requesting that staff review their budgets to identify potential savings and reduce pressure on the 2026 capital and operating budget.

17.1 Notice of Motion Councillor Niznik re: Parking on Pelham Street

Councillor Niznik provided a notice of motion requesting a staff report on options to increase parking spaces along South Pelham Road.

17.2 Councillor Olson Motion re: Highway 20 Runoff at Marlene Stewart Streit Park

Moved By Councillor Wayne Olson

Seconded By Councillor Brian Eckhardt

WHEREAS Twelve Mile Creek is Niagara’s last remaining cold-water habitat, home to native species such as brook trout, making its conservation essential to protecting our natural heritage and biodiversity;

AND WHEREAS since 2013, organizations including Trout Unlimited Canada and Niagara College have prioritized restoration and protection efforts to enhance fish habitat within the watershed;

AND WHEREAS road salt runoff has increased salinity levels in Twelve Mile Creek, posing a significant threat to aquatic life that requires cold, clear, oxygenated, clean water to survive;

AND WHEREAS existing Regional infrastructure may be available to address this issue but may require assessment and improvements;

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report in Q2 of 2025 outlining potential measures the Town can implement on Town-owned property to prevent, reduce, or slow the entry of road salt into the creek;

AND THAT Town staff engage Niagara Region staff to determine the performance of the existing storm water management outlet at MSSP and review maintenance and operations standards for the storm water management outlet;

AND THAT Town staff collaborate with the Region of Niagara, the Niagara Peninsula Conservation Authority, service clubs, and community organizations to support any storm water management

outlet rehabilitation project to maintain quality levels for water discharging into the headwaters of the Twelve Mile Creek Rehabilitation Project.

Carried

18. Resolution to Move In Camera No. 2

Moved By Councillor Brian Eckhardt
Seconded By Councillor Bob Hildebrandt

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 employees and (d) - labour relations or employee negotiations - 2 items (Consideration of Appointment(s) to Advisory Committees and Niagara Regional Council)

Carried

19. Rise From In Camera No. 2

Moved By Councillor Shellee Niznik
Seconded By Councillor John Wink

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

AND THAT the specified meeting curfew time of 1:00 p.m. be extended to 1:30 p.m.

Carried

Moved By Councillor Wayne Olson
Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council reconvene the regular meeting;

AND THAT Council adjourn the In Camera Session and that Council do now Rise with Report that the Clerk be directed to conduct a vote for the direct appointment of an applicant to Niagara Regional Council.

Carried

Moved By Councillor Shellee Niznik
Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council appoint the following individual to the Pelham Seniors Advisory Committee:

1. **Laura Micevic**

AND THAT Council direct the Clerk to prepare and present the necessary appointment by-law at the following Regular Meeting of Council.

Carried

20. Consideration of Applications for Regional Council Vacancy

In accordance with Council Vacancy Policy S201-22, the Clerk presided over the vote. Each member of Council was called upon in alphabetical order by surname to verbally state their chosen candidate.

The applicant who received the majority of votes was deemed the successful candidate.

Five votes were taken before a majority was reached for candidate Wayne Olson. Upon the determination of a majority, the Clerk did not proceed with further voting.

Moved By Councillor Kevin Ker

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council for the Town of Pelham recommends that Wayne Olson be directly appointed to the position of Councillor, Regional Municipality of Niagara, for the remainder of the 2022-2026 Term, with a start date to be determined by Wayne Olson, in consultation with the Clerk and Niagara Regional Clerk;

AND THAT the Clerk be directed to notify the Niagara Region of this recommendation.

Carried

Moved By Councillor Kevin Ker

Seconded By Councillor Shellee Niznik

THAT Council direct the Clerk to fill the Ward One Town Council vacancy through an appointment by call for applications, following the same criteria used in the Regional Council vacancy application process.

Carried

21. Confirming By-Law

Moved By Councillor Shellee Niznik

Seconded By Councillor John Wink

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

Being a By-law No. 18-2025 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 26th day of March, 2025.

Carried

22. Adjournment

The meeting adjourned at 1:07 p.m.

Moved By Councillor Brian Eckhardt

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT this Regular meeting of Council be adjourned until the next regular meeting scheduled for April 16, 2025 at 9:00 am.

Carried

Mayor: Marvin Junkin

Acting Town Clerk: Sarah Leach

Recommendations of the Public Meeting under the *Planning Act* held March 19, 2025 – PCOW-02/2025

BE IT RESOLVED THAT COUNCIL HEREBY approves the following Recommendations Resulting from the Public Meeting under the *Planning Act* meeting of March 19, 2025:

1. **THAT the agenda for the March 19, 2025 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.**
2. **THAT Committee receive report 2025-075 “Information Report – Application for Zoning By-law Amendment – 286 Canboro Road” as it pertains to file no. AM-01-2025;**

AND THAT Committee direct Planning Staff to prepare the recommendation report on this topic for Council’s consideration.

3. **THAT Committee receive the applicant’s presentation for information.**
4. **THAT Committee receive the verbal presentation made by the public.**
5. **THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.**

Public Meeting under the Planning Act
Minutes

Meeting #: PCOW-02/2025
Date: Wednesday, March 19, 2025
Time: 5:30 PM
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 Brian Eckhardt, Councillor Shellee Niznik

Staff Present: Shannon Larocque, Pamela Duesling, Sarah Conidi, Jodi Legros

1. Call to Order and Declaration of Quorum

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

2. Land Recognition Statement

The Mayor read the land recognition into the record.

3. Adoption of Agenda

Moved By Councillor Wayne Olson

THAT the agenda for the March 19, 2025 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

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

5. Planning Act Application: 286 Canboro Road - AM-01-2025

The Deputy Clerk read the notice requirements into the record regarding the subject application.

5.1 Planning Report and Presentation

Shannon Larocque, Manager of Planning, provided an overview of the application before Council. A copy of the presentation is appended to the agenda package and is available through the Clerk.

5.1.1 Information Report - Application for Zoning By-law Amendment - 286 Canboro Road, 2025-0075-Planning

5.2 Applicant's Presentation

Ethan Laman, Senior Planner at Upper Canada Consultants, provided an overview of the application before Council. A copy is available through the Clerk.

5.3 Public Input

Beverly Sneath had no concerns about the building but raised concerns about her vegetable garden being close to the new septic system that will be installed on the property.

The Deputy Clerk stated she checked the clerks@pelham.ca email address at 5:49 p.m. and confirmed no e-mails had been received concerning the subject application. She indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and move to Committee input.

5.4 Committee Input

A Member of Council raised concerns about runoff from snowmelt, rain, and the new septic system potentially affecting the watercourse and fish habitat. Staff responded that both the Niagara Peninsula Conservation Authority and the Niagara Region had no concerns, as the required 10-metre setback was met. The agent added that the Building Code would dictate setback requirements, ensuring compliance through the building permit process.

Another Member of Council asked whether the septic system would connect to an existing system or be new. The agent confirmed it would be a new system, and there would be no discharge from the system into the watercourse or neighbouring properties, as the installation must meet Building Code requirements. The Member also found it interesting that the property is not zoned Environmental despite the watercourse present on the property and noted that rezoning the property from Rural Residential (RR) and Village Commercial (VC) to a site-specific RR zone to permit a single detached dwelling is a positive land use.

A Member of Council emphasized that the new septic system must meet Building Code requirements. Supporting the application, the Member added that a properly designed and installed septic system would not have active runoff or seepage issues.

5.5 Presentation of Resolutions

Moved By Councillor Bob Hildebrandt

THAT Committee receive report 2025-075 “Information Report – Application for Zoning By-law Amendment – 286 Canboro Road” as it pertains to file no. AM-01-2025;

AND THAT Committee direct Planning Staff to prepare the recommendation report on this topic for Council’s consideration.

Carried

Moved By Councillor Shellee Niznik

THAT Committee receive the applicant's presentation for information.

Carried

Moved By Councillor John Wink

THAT Committee receive the verbal presentation made by the public.

Carried

6. Adjournment

The meeting adjourned at 5:59 pm.

Moved By Councillor Kevin Ker

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

Carried

Mayor: Marvin Junkin

Deputy Clerk: Sarah Conidi

Town of Pelham Quarterly Report

Wednesday, April 16, 2025

Subject: Quarterly Report for the Reporting Period: January, February, March 2025

Department: Clerk's Office

Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2025 Clerk's Office quarterly report, for information.

Department Overview and Statistics:

Year	2023	2024	2025			
Quarter (Year to Date)	Year End	Year End	Q1	Q2	Q3	Q4
Insurance or Small Claims Processed	37	18	12			
Pelham Deaths Registered	58	88	19			
Deaths Outside of Pelham Registered	95	85	26			
Lottery Licenses Issued	20	23	3			
Council Meetings Attended/Minuted	23	21	6			
Special Council Meetings Attended/Minuted	1	4	0			
COW Meetings Attended/Minuted	7	2	1			
Public Meetings Attended/Minuted	10	7	2			
Affidavits Sworn	280	254	53			
FOI Requests Received/Processed	25	40	4			
Closed Meeting Investigation	0	0	0			
Committee of Adjustment – Variances	24	38	5			
Committee of Adjustment – Consents	14	16	5			
Committee of Adjustment – Hearings	12	12	3			
OLT Appeals CofA	0	0	0			
Muzzle Order Appeal	0	1	0			
By-laws	74	91	18			
Vendor Licenses Issued	15	21	18			
Short Term Accommodation Licences Issued	2	3	2			
Sidewalk Patio/Sidewalk Sale Permits	6	4	2			
Special Event Permits Issued	6	13	6			
AMP Review Hearings	31	18	31			

Marriage Licenses Issued	70	63	6
Civil Marriage Ceremonies Officiated	20	26	4
Media Releases	50	33	3
News Briefs	67	61	14
Council Highlights			5

Note: Each quarterly figure is cumulative of the year's total.

Projects:

By-law Webpage Enhancement

As part of the ongoing website integration project, the Clerk's department has improved the By-laws webpage to enhance public access to frequently requested by-laws. This initiative ensures that by-laws in high demand and essential for public awareness are easily accessible, supporting transparency, routine disclosure, and efficient service delivery. To sustain this initiative, the Clerk's department will implement a structured review process to ensure by-laws are regularly updated, replaced, and maintained in a timely manner.

Vendor Licensing

In January 2025, the Clerk's and Legal Departments, with support from SLT, introduced a Special Event and Vendor Licensing Framework to promote licensing for safety and liability purposes. A tiered licensing system was implemented, offering a cost-effective option for vendors participating in several events annually.

Previously, some vendors avoided licensing due to the annual fee, but the new system has removed this barrier, resulting in a steady increase in licenses issued. Additionally, vendors have expressed positive feedback and appreciation for the Town of Pelham's efforts to support small businesses through this initiative.

Vendor Licences Issued	
2021	2
2022	8
2023	15
2024	21
2025 YTD	19

AMPS Screening Reviews

The Clerk's department has observed a notable increase in Administrative Monetary Penalty System (AMPS) screening review disputes over the past quarter. Managing this increased caseload has required a team effort, with staff working collaboratively to ensure timely and fair reviews while maintaining service standards.

Regional Council/Town Council Vacancy

In Q1, staff resources were dedicated to addressing the Regional Council Vacancy and the subsequent Town Council Vacancy. Due to unforeseen circumstances, these vacancies required an immediate and focused response, temporarily deviating from the normal course of business.

Council's support for an application process streamlined the task, making it more manageable and cost-effective. With nine applicants for the Regional Council vacancy, the process is viewed as a success.

2026 Municipal and School Board Election Update

In Q1 2025, efforts have been focused on drafting the Alternative Voting Method (AVM) Report and collaborating with local area municipalities on a potential unified policy and procedural framework. AVM reports are expected to be presented to councils across Niagara between Q1 and Q3 of 2025. Early approval is important to initiate procurement efforts and secure necessary contracts and materials.

Elections Ontario has temporarily paused data cleaning efforts due to the provincial election. They are scheduled to resume in Q2 2025.

Communications Analytics, January to March 2025:

Page Views	Viewers per User	Average Engagement Time
128,888	3.96	1:27

Top 5 pages:

X – Formerly known as Twitter

Posts	Engagement	New Followers
118	64	-36

Facebook

Post Link Click	Post Reach	Total Reach
1510	237,057	37,187

Instagram

Total Posts	Engagement	Followers
254	763	3154

Engaging Pelham (Bang the Table)

Total Visitors	New Registrations	Informed Visitors/Aware Visitors
5300	6	1415 / 3535

Marketing and Public Relations Projects:

Marketing Projects:

- Recreation General Programming
- Committee Members
- PD Day Camps
- Babysitting Course
- Winter Programs
- Spring 2025 Schedule at the MCC
- Family Day
- Pelham Summerfest
- Pelham Farmers Market
- Earth Day Rain Barrel Project
- Life in Pelham – April Issue
- You See ‘Em Museum Showcase
- Winter Parking

Public Relations Projects:

- Regional Council Vacancy
- Niagara Nutrition Partners – Big Crunch
- Town of Pelham Council Vacancy
- 610 CKTB Live Remote
- Crime Stoppers Flag Raising
- Meals on Wheels Flag Raising
- Mobilizing Municipalities Earth Day
- Name the Snow Plow
- Project Storm Drain
- Municipal Drainage Open House
- Crossley art reveal

Grant Support:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested	Notes
Seniors Community Grant	Ontario Ministry for Seniors and Accessibility	Provincial	Senior's social, fitness and recreational experiences (Seniors at Play Program)	Recreation, Culture and Wellness	Community Development and Growth	\$25,000	

Combined Sewer Overflow (CSO) Control Program Fund	Niagara Region	Regional	Quaker Road Reconstruction	Public Works	Infrastructure Investment & Renewal	\$564,550	
Microgrant Stream 1	Invasive Species Centre	Provincial	Invasive Species Alert! Reporting program	Public Works	Environmental and Climate Adaptation	\$3,500	
Accelerated Impact Stream 2	Invasive Species Centre	Provincial	Invasive Species Survey and Mapping	Public Works	Environmental and Climate Adaptation	\$15,000	
TD Friends of the Environment Foundation	TD Bank Group	Regional	Connecting Carolinian Forest Trails in Pelham	Public Works	Environmental and Climate Adaptation	\$8,440	
CWF ROW Pollinator Habitat Restoration Fund	Canadian Wildlife Federation (CWF)	Private (Federal)	Meadow habitat restoration for pollinators	Public Works	Environmental and Climate Adaptation	\$2,000	
Environmental Grants	Niagara Community Foundation	Regional	Connecting Carolinian Forest Trails in Pelham	Public Works / Recreation, Culture and Wellness	Environmental and Climate Adaptation	\$10,640	
Environmental Grants	Niagara Community Foundation	Regional	Saving Native Brook Trout in the Upper Twelve Mile Creek Watershed	Public Works	Environmental and Climate Adaptation	\$27,882	
ParticipACTION Community Challenge	Participaction	Private (Federal)	June 30 for 30	Recreation, Culture and Wellness	Community Development and Growth	\$1,500	
Seniors Active Living Centre Grants	Ontario Ministry for Seniors and Accessibility	Provincial	Operating grant and new seniors program equipment	Recreation, Culture and Wellness	Community Development and Growth	\$70,000	
Growing Canada's Community Canopies (GCCC) Pre-Application Form – Tree Planting	Green Municipal Fund (GMF)	Federal	Boulevard Tree Replacement along Quaker, Pelham, Port Robinson	Public Works	Environmental and Climate Adaptation	\$60,000	pre-application portion of the grant. If approved by funder, will move to phase 2 and submit full application

Municipal Climate Resiliency Grant	Intact Insurance	Private Funder	Pelham Stormwater Management Master Plan	Public Works	Infrastructure Investment & Renewal	\$152,000	
Field of Dreams - Phase 2	Jays Care Foundation	Private Funder	Centennial Park Field #2 Improvements	Public Works and Recreation, Culture and Wellness	Infrastructure Investment and Renewal	\$136,503	Phase 2 portion of the grant - the full application
Growing Canada's Community Canopies (GCCC) Pre-Application Form – Tree Planting	Green Municipal Fund (GMF)	Federal	Boulevard Tree Replacement along Quaker, Pelham, Port Robinson	Public Works	Environmental and Climate Adaptation	\$60,000	full application portion of grant
Community Grants Program	BCM Insurance Company	Private Funder	Community Mural Project in Pelham	Recreation, Culture and Wellness	Community Development and Growth	\$5,000	
Resilient Greenbelt	Greenbelt Foundation	Provincial	Trail Erosion Control Pilot Program - Phase 1	Public Works	Infrastructure Investment and Renewal	\$85,000	stage one (LOI) of a two-stage application
Invasive Phragmites Control Fund	Invasive Species Centre	Provincial	Phragmites Mapping and Treatment	Public Works	Environmental and Climate Adaptation	\$14,999	NPCA lead on this application, in collaboration with TOP and other municipalities
Reconciliation Action Grant	The Gord Downie & Chanie Wenjack Fund	Federal	Indigenous Crosswalk in Pelham	Public Works / Recreation, Culture and Wellness	Community Development and Growth	\$15,000	
Sienna for Seniors Grant	Sienna for Seniors Foundation	Private Funder	Senior's social, fitness and recreational experiences (Seniors at Play Program)	Recreation, Culture and Wellness	Community Development and Growth	\$50,000	
Active Transportation Fund (ATF)	Housing, Infrastructure and Communities Canada (HICC)	Federal	Spur Line & Steve Bauer Trail Network Expansion	Public Works / Recreation, Culture and Wellness	Infrastructure Investment and Renewal	\$137,910	

Seniors Active Living Fair	Older Adults Centres Association of Ontario (OACAO)	Provincial	Seniors Active Living Fair	Recreation, Culture and Wellness	Community Development and Growth	\$2,500	
Capital Grant	Ontario Trillium Foundation (OTF)	Provincial	Spur Line & Steve Bauer Trail Network Expansion	Public Works / Recreation, Culture and Wellness	Infrastructure Investment and Renewal	\$200,000	
Summer Camps Grant	Niagara Community Foundation	Regional	Summer Camp Subsidies	Recreation, Culture and Wellness	Community Development and Growth	\$2,400	
Energizing Life Community Fund	Hydro One	Provincial	Cycling Without Age Pelham	Recreation, Culture and Wellness	Community Development and Growth	\$25,000	
RBC Foundation Community Infrastructure Fund	RBC Foundation	Private Funder	Writing the Next Chapter: Fonthill Library	LPPL - Public Works	Infrastructure Investment and Renewal	\$1,500,000	
Canada Housing Infrastructure Fund (CHIF)	Housing, Infrastructure and Communities Canada (HICC)	Federal	Integrated Infrastructure Construction in Pelham	Public Works	Infrastructure Investment and Renewal	\$19,702,662	
Age Connect Grant	HelpAge Canada	Provincial	Cycling Without Age Pelham	Recreation, Culture and Wellness	Community Development and Growth	\$20,000	
David S. Howes Fund	Niagara Community Foundation	Regional	LED sign for Station #2 in Fenwick	Fire Services	Infrastructure Investment and Renewal	\$15,050	
TOTAL						\$22,912,536	

Received

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested	Amount Received
* Inclusive Communities Grant	Ontario Ministry for Seniors and Accessibility	Provincial	Installation of benches along the trail network	Public Works	Community Development and Growth	\$60,000	\$60,000
Environmental Grants	Niagara Community Foundation	Regional	Connecting Carolinian Forest	Public Works / Recreation, Culture and Wellness	Environmental and Climate Adaptation	\$10,640	\$6,800

			Trails in Pelham				
Environmental Grants	Niagara Community Foundation	Regional	Saving Native Brook Trout in the Upper Twelve Mile Creek Watershed	Public Works	Environmental and Climate Adaptation	\$27,882	\$20,000
Participation Community Challenge	Participation	Private (Federal)	June 30 for 30	Recreation, Culture and Wellness	Community Development and Growth	\$1,500	\$1,000

TOTAL \$87,800

*Original notification of a declined application was received in 2024 Q3. The grant was then approved 2025 Q1 when additional funds were released to the grant pot.

Declined

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Housing Enabling Water Systems Fund	Infrastructure Ontario	Provincial	Drinking water, wastewater, and stormwater infrastructure	Public Works	Infrastructure Investment and Renewal	\$21,170,000
Community Grants Program	BCM Insurance Company	Private Funder	Community Mural Project in Pelham	Recreation, Culture and Wellness	Community Development and Growth	\$5,000
Rural Transit Solutions Fund: Planning and Design Stream	Infrastructure Canada	Federal	Pedestrian Sidewalk Connections	Public Works	Infrastructure Investment and Renewal	\$50,000

TOTAL \$21,225,000

Town of Pelham Quarterly Report

Wednesday, April 16, 2025

Subject: Quarterly Report for the Reporting Period: January, February, March 2025

Department: Recreation, Culture and Wellness

Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2025 Recreation, Culture and Wellness quarterly report, for information.

Department Overview and Statistics:

Overview



Meridian Community Centre – Revenue by Major Customer and Activity – Q1
For the months January 1st – March 31st, 2025 compared to January 1st – March 31st, 2024

	2024	2024	2025	2025
	Hours	Amount	Hours	Amount
Arena Revenues				
User Group Ice Rentals	- 1018.20	\$156,810.50	- 1095.33	\$168,680.82
Pelham Raiders Lacrosse	-		-	
Private Ice Rentals	- 535	\$82,390	- 575.75	\$88,665.50
Recreation & Wellness Programming (Shinny, Stick & Puck etc.)	- 2749	\$16,497.00	- 2824	\$16,946.00
Advertising	-	\$12,417.50	-	\$2,950.00
Private Gym Rentals	- 144.50	\$7,803.00	- 174.00	\$9,396
User Group Gym Rentals	- 1094.25	\$30,639.00	- 1081.75	\$30,289.00
Arena Revenues Subtotal		\$306,557.00		\$316,927.32
Multi-Purpose Space Revenue				
Room Rentals MCC	- 958.75	\$34,515.00	- 948.50	\$35,094.50
Room Rental OPTH	- 353	\$13,061.00	- 256.00	\$11,520.00
Recreation Programming (Yoga, 55+, drop-in basketball etc.)	- 1775	\$10,651.50	- 1782	\$10,695.50
Activity Memberships (Warm & Cold)	-	\$21,000	-	\$26,667.00
Multi-Purpose Space Revenue Subtotal		\$79,227.50		\$83,977.00
Total Revenues		\$385,784.50		\$400,904.32

Meridian Community Centre

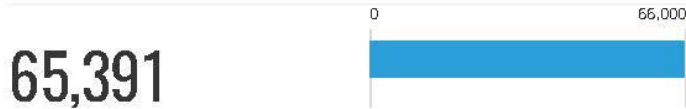
The Meridian Community Centre began 2025 with a steady traffic flow, maximizing the facility's usage in various ways. Like previous years, the MCC accommodated over 5,000 visitors on January 9th for the opening ceremonies of the International Silver Stick Tournament. RCW worked closely with the Pelham Minor Hockey Association and service clubs to successfully host the event, providing pin trading in the gyms, the parade of champions on the ice, and managing four bar areas throughout the facility. Over the four-day tournament, the MCC received over 16,000 visitors throughout the weekend.

In January, visitor numbers were almost on par with those in 2024, with 65,391 in 2025.



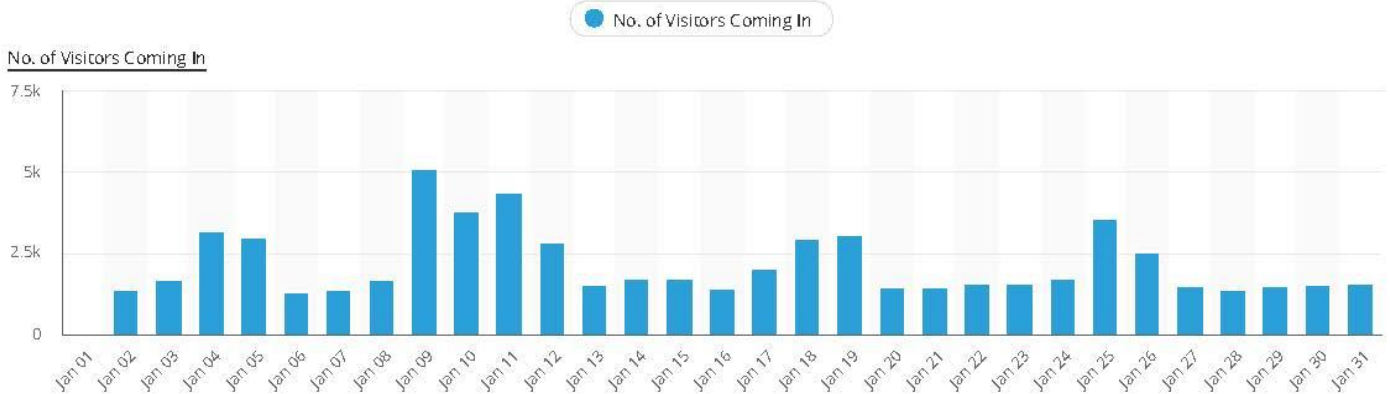
No. of Visitors Coming In

01/01/2025 - 01/31/2025: Custom period



No. of Visitors Coming In by Day

01/01/2025 - 01/31/2025: Custom period



This was a slight 1.3 percent decrease from January 2024, with 66,262 visitors. Despite this decrease, January still had a 7% increase from 2023. RCW staff continued to host

new programs and events throughout the month, including Mural Painting and Mahjong, to promote community engagement with various residents and community groups.

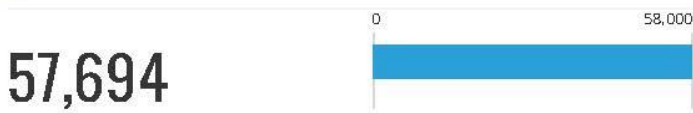
February was busy at the MCC with internal programming, events, and recreational and team sports entering playoff season. Throughout the month, 57,694 visitors went through the facility, a modest decrease from the 59,441 in February of last year. This was just under a 3% decrease in visitors from February 2024, showing a plateau trend from the 10% increase between 2024 and 2023. Family Day festivities and expos occurred at the facility, creating memories for all ages and abilities. The annual Pelham Pioneer Old-Timers tournament, the Niagara Centre Skating Clubs Gala, and numerous pop-up markets and internal events were also held at the MCC in February.



Dashboard - Town of Pelham

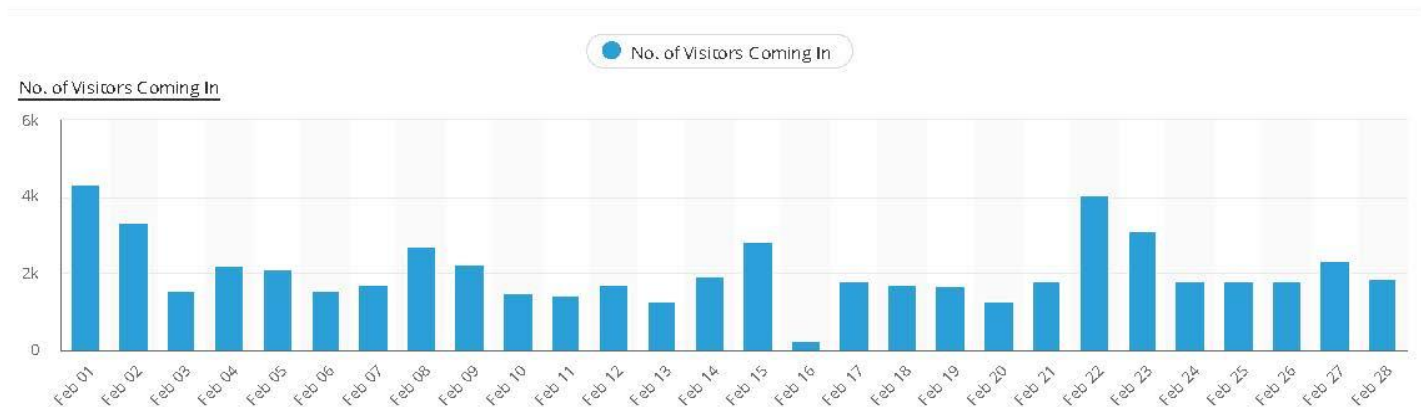
No. of Visitors Coming In

02/01/2025 - 02/28/2025: Custom period



No. of Visitors Coming In by Day

02/01/2025 - 02/28/2025: Custom period



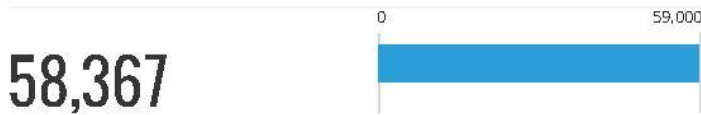
March is the peak of recreational sports competition at the MCC, with PMHA and STA playoffs and the OBA finals on the basketball courts. In total, 58,367 visitors came through the facility to participate or observe the various activities. This was an increase of more than 6% increase in visitors from March 2024 and an almost 17% increase from

March 2023. RCW consistently aims to increase internal programming, rentals, recreation opportunities, and services to grow our facility usage and encourage community engagement.



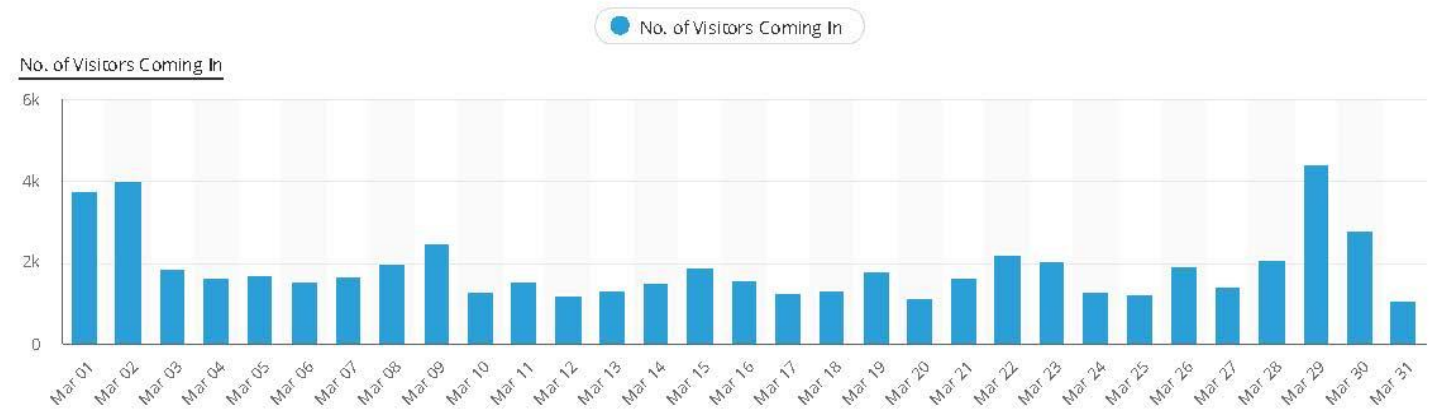
No. of Visitors Coming In

03/01/2025 - 03/31/2025: Custom period



No. of Visitors Coming In by Day

03/01/2025 - 03/31/2025: Custom period



Pelham Farmers' Market

The Farmers' Market executive met in January to discuss the 2025 season and provide an update on applications received. Vendor applications were available online from February 1st until March 1st. The executive also met in March to make vendor selections. The 2025 season will consist of 21 vendors, including 11 farmers and a non-profit booth. It will begin on Thursday, May 1st, and run every Thursday until October 9th,

2025. The executive has planned a few community engagement opportunities throughout the season.

Summer Chill Supper Market

Town Staff have begun planning the 2025 Summer Chill Series Supper Market. The 2025 Summer Chill Series Supper Market will start on Thursday, June 12th, and continue each Thursday until September 4th. Like other years, the event will feature local entertainers, food vendors, a bike valet, a green zone, lawn games and a picnic area. The food and entertainment applications have been submitted, and staff are working on confirming participation. The Terry Fox Foundation has committed to volunteering in the Green Zone weekly throughout the season. In addition, local businesses can sponsor the bike valet, with one business committing to sponsor once a month. The Bandshell Concerts will run from June 19th to September 4th. The Bandshell Concert lineup will be announced on April 9th, 2025.

Big Band

The Town of Pelham’s Big Band Dance Night, featuring the Jimmy Marando Swing Band, takes place every third Tuesday of the month in the Accursi Room. It is a night filled with swing, jazz, classical music, and dancing! This event offers free admission, with food and beverages available for purchase. It welcomes those of all ages. Please see the chart below for the average attendance over the past two years.

Quarter	2025	2024	2023
Q1	75	140	140
Q2		140	160
Q3		87	80 -100
Q4		120	115

January and February 2025 Big Band Dance Nights were on very cold and blustery evenings, which may have impacted attendance.



MCC Art Walls

During Q1 of 2025, art displays were showcased on the MCC art walls. In January, local artist Bev Sneath had an art show for her students participating in classes at the MCC. They also held an open house on January 19th. For the remainder of Q1, the Pelham Art Association showcased their artwork. Both shows brought vibrancy to the atrium walls and received many compliments.

E.L. Crossley students continued to display their work in the MCC upper hallway during January 2025 with the “Works of Existentialism” pieces. In February and March 2025, the upper hallway displayed art pieces by Niagara artists Greg Hoekstra and Joanne Hoekstra. Both works featured watercolour paintings, and Greg’s also featured ink on wood maps.



The MCC Art Walls are booked with artists until July 2025. Staff continue to work on connecting with local artists to display throughout the MCC. The Pelham Cultural Advisory Committee continues to receive 15% of sales to help maintain the art walls and other cultural projects in the community.

Comedy Night in Pelham

On February 22, 2025, the Garden City Comedy Festival hosted "Comedy Night in Pelham," which included an incredible line-up of comedians headlined by Darryl Purvis and featuring Rhiannon Archer, Ben McKay, and Rebecca Hardy. Niagara's own David Green hosted this event with 172 in attendance, filling the Accursi Room. Bar service was available for purchase and operated by Town staff. It was a great evening filled with many laughs!



The next Comedy Night in Pelham is planned for Saturday, August 9th, 2025.

More information and tickets will be available at www.gardencitycomedyfestival.com closer to the event date.

Canada Day

The Canada Day Working Group began meeting in Q1 to plan the 2025 Canada Day event in Harold Black Park on July 1st. This day will include a Grande Parade down Haist Street, live entertainment, a Kids Zone sponsored by the Rotary Club of Fonthill, food and craft vendors including the food pavilion run by the Lions Club of Fonthill, a community art project and ending off with a beautiful display of Fireworks.

Community Mural – Ontario Arts Council Grant

Town Staff held a second "Paint and Skate" event on January 2nd, 2025, open to residents to paint the Community Mural. Twenty-four people attended this event, and all four mural panels were painted. The Fonthill Bandshell Committee and Rotary Club of Fonthill joined together to paint the mural on January 11th, with 12 participants attending.

Overall, over 96 participants aged 8 to 90 participated in painting the Ontario Arts Council Mural. This project had positive feedback from participants and was truly a community effort. The project took approximately 136 hours of painting to fill in each paint-by-number space. The official unveiling was on Wednesday, January 29th, during the Town Council meeting, where MPP Oosterhoff and one of the artists who designed the mural were present.

The mural was installed in February on the north-facing wall of the municipal building, and it had a plaque detailing the project.



Canada Connects Mural

To expand on the Canada Connects Mural report that went to Council on March 26th, staff have promoted two painting sessions at the Meridian Community Centre for residents to be involved in the Canada Connects project. The painting session on Saturday, April 5th, is at capacity, with 30 participants attending, and the session on April 26th currently has 14 participants proposed to attend.

During these painting sessions, residents will be able to paint a unique tile that will be featured in a Canada Connects Mural. Kits will include all the needed materials and will be free of charge. Artists of all levels are welcome to contribute to this collaborative venture. As noted in the report, the Town of Pelham has been shortlisted as a host community for one of these murals. The locations of these murals will be announced in May 2025.

Citizenship Ceremony

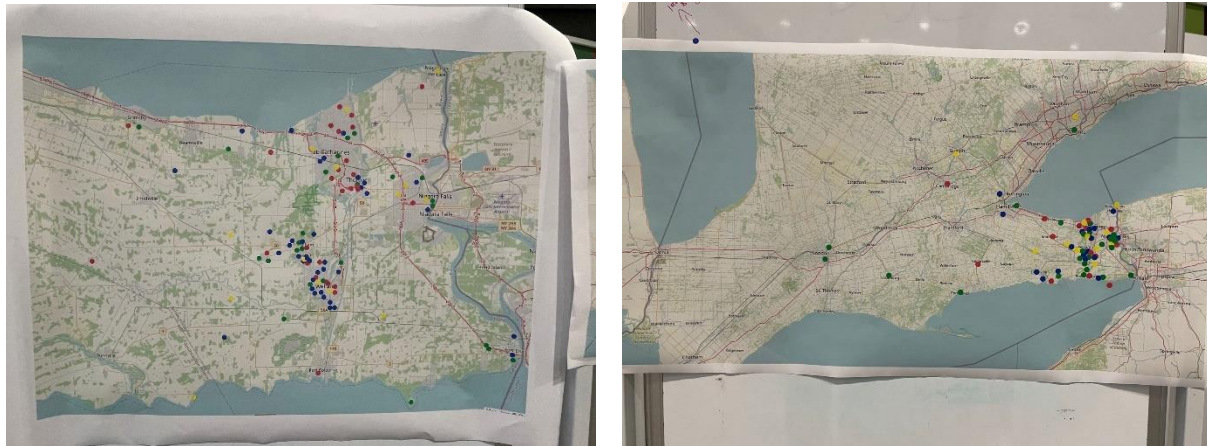
Staff continue planning a Citizenship ceremony for Friday, May 16th, at the MCC in partnership with Immigration, Refugees and Citizenship Canada (IRCC). Staff are working closely with IRCC representatives to welcome new Canadian citizens to Pelham on this date. The new citizens will be travelling from all over Southern Ontario to

attend and might not all live in the Niagara Region. The event will be held in the Accursi room, and the reception is planned for the courtyard, weather permitting.

You See 'Em Museum Showcase

On Sunday, March 2nd, between 11 a.m. and 4 p.m., the Town of Pelham and the Niagara GeoClub hosted the You See 'Em Museum Showcase in the MCC's Accursi Room. Fourteen historical societies, museums, and heritage/cultural organizations had interactive booths throughout the room that families and children explored.

There were 618 attendees, including representatives from all 12 municipalities in the Niagara Region as well as from the following locations throughout southern Ontario: London, Tillsonburg, Port Dover, Hagersville, Dunnville, Cambridge, Guelph, Toronto, Hamilton, and Burlington. The photos below show where attendees came from.



The event was well-received by both the organizations and the attendees. It provided a space to connect and share information about community heritage projects, preserve historical landmarks and buildings, and promote local volunteer opportunities.

Many participating organizations found that the attendees came with questions regarding specific projects or brought historical artifacts (e.g., arrowheads, historical buttons, carved rocks, etc.) to show and discuss. Overall, the event had a fantastic turnout for its first year at the MCC, and attendee feedback noted that it was “a much-needed event in the community.” All the organizations agreed, with one mentioning that he spoke with more people in one day than in the existence of their organization.



All organizations present expressed interest in future events, and some organizations that could not attend asked to be included for future years. Staff have already booked March 1st, 2026, for the next You See 'Em Museum.

2025 Participants

[Niagara Geopark](#)

[Niagara GeoClub](#)

[Geospatial Niagara](#)

[Brock Radio 103.7 CFBU](#)

[Brown Family Homestead](#)

[Niagara Regional Native Centre](#)

[Brock University - Elizabeth Vlossak](#)

[Shickluna Shipyard Archaeology Project](#)

[Royal Ontario Museum](#) – Slideshow presentation

[Brock University Professor Michael Ripmeester](#)

[Historical Niagara](#)

[Welland Central Firehall](#)

[Point Abino Lighthouse Preservation Society](#)

[Lundy's Lane Historical Society](#)

Carousel Players Theatre – Niagara Children's Festival Pop-Up Shows

RCW staff have booked two children's theatre shows for Saturday, May 3rd, in the Accursi Room of the MCC. Carousel Players Theatre will perform "Pop! Pop!" at 9:30 a.m. and "Hare & Tortoise" at 11:30 a.m.

The jam-packed half-day programming features two performances, crafts, and a Pirate Mystery (an interactive, sensory play-based scavenger hunt)!

Pop! Pop! is a Carousel Players Theatre Production by Linda A. Carson, with Monica Dufault and Kim Selody. It is approximately 50 minutes in length and intended for children ages 2 – 4. Tickets are \$10 and can be [purchased here](#).

Pop! Pop! is a performance piece with sensory experiences, live music, and adorable puppets. It's lots of fun for children and adults alike. Two characters who are very different from each other explore a strange new world and find surprises in this colourful sensory experience. One instinctively hides, and the other instinctively seeks. Together, they find lots of surprises that pop up everywhere!

Hare & Tortoise is a Carousel Players Production by Brendan Murray. It is approximately one hour long and intended for children ages 4-12. Tickets are \$10 and can be [purchased here](#).

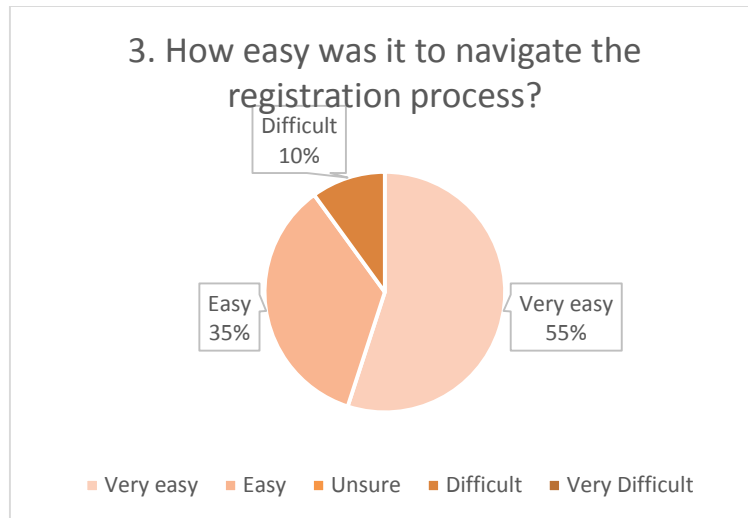
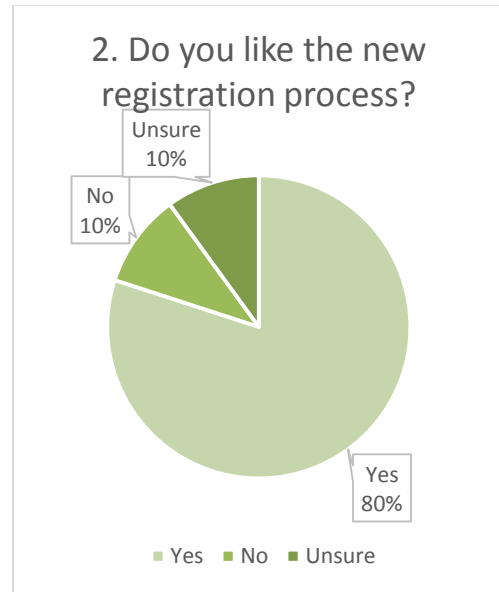
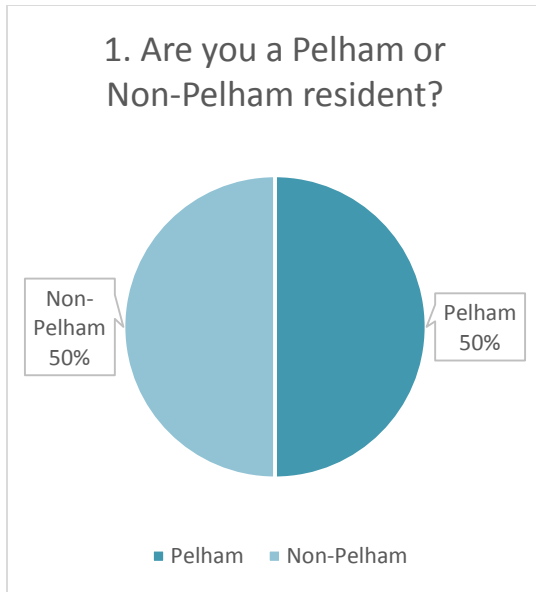
Hare & Tortoise is a whimsical retelling of Aesop's Fable about two friends with opposite approaches to everything. As the seasons change from winter to spring, Hare impatiently waits for Tortoise to wake up so they can hurry up and have their race. But Tortoise has other things to do first: a little spring cleaning, taking care of the garden, and enjoying a holiday. Finally, the race day arrives, but things don't turn out how Hare expected!

Lighting/Utility Box Project

The Pelham Cultural Advisory Committee has begun planning for the wrapping of three lighting boxes in Downtown Fenwick. The project would include having local artists design a historical-themed art piece that would be manufactured into a vinyl wrap and installed on the utility box. The Pelham Historical Society has supplied reference photos for this project that highlight historical content relative to the locations of the boxes. The Pelham Cultural Advisory Committee have also contacted the EL Crossley Art program to inquire if they would like to participate in the artistic portion of the project. The hope is to be able to wrap three boxes in 2025.

Active Programs

To begin 2025, the Town of Pelham transitioned drop-in pickleball programs to a pre-registered drop-in program to better meet the community's needs. RCW's goal with this transition was to eliminate players' waiting time for pickleball and provide more efficient customer service. All players are now required to register in advance to secure a spot to participate, with Pelham residents being able to register 48 hours in advance and non-residents being able to register 24 hours in advance. Players also still could register in person if required. With this change, we have seen a substantial increase in the number of new pickleball players at the MCC. At the beginning of February, a check-in survey was circulated to all pickleball players to receive feedback on this new process. The survey indicated positive feedback, and it was found that 80% of respondents prefer the new registration process over the previous method. Below are some of the feedback responses we received:



Staff are actively reviewing the feedback received from the survey and discussing how to implement some of the recommendations provided in the survey. Additionally, the Town of Pelham introduced pickleball court rentals at the beginning of the year. Community members can now rent a pickleball court for \$24 to play exclusively with the individuals they choose to rent a court. Court rental opportunities vary weekly and are scheduled when unused gym space exists. Providing this service is a direct result of the feedback received from the community survey.

Youth Programs

During Q1, the Town continued to offer music theatre classes for youth ages 4-12 and babysitting courses. Music theatre has seen a steady increase in participants each

session, with the next session having 40 participants across 4 classes. Each babysitting course had 20 participants and will continue to be offered to meet demand.

PD Day Camp

On January 17th and February 14th, the Town of Pelham offered its first PD Day camps of the year! The campers were welcomed with decorations and various themed crafts and activities. There were 23 campers in attendance.

March Break Camp

March Break Camp had 50 campers in 2025. The group had visitors from MadScience and the LPPL for a puppet show. Additionally, the campers enjoyed ice and gym time at the MCC, the beautiful weather in the courtyard, and ended their week with a trip to Aerosports. There were a variety of hands-on crafts that encouraged creativity amongst the group and made for excellent souvenirs from their time at camp!

Mayors Youth Advisory Collective

The Mayor's Youth Advisory Collective spent Q1 focusing on engaging with community youth to participate in extracurricular activities and meet new friends. The group assisted with face painting and laser tag at the Town's Family Day event, sponsored a public skate over March Break, and hosted a few virtual challenges via Instagram for youth to participate in.

Drop-In Program Admissions

(January 1 - March 31)		
Program	Quantity (2024)	Quantity (2025)
60+ Shinny	307	268
55+ Aerobics	47	91
Adult/Preschool Skate	126	86
Adult Only Skate	375	223
Adult Public Skate	399	544
Basketball Drop-In	80	2
Chair Yoga	116	60
Family Public Skate	149	136
Flexagility	7	35
Hatha Yoga	72	37
Lift and Sweat	45	80
Meditation	16	3
Men's Shinny	536	1568
Mom & Baby Fitness	37	110
Orchestra	18	18
Parent & Tot Drop-In	122	73
Pickleball Drop-In	924	981
Stick & Puck	488	521
Senior/Student Public Skate	1022	790
Ticket Ice	53	58
Volleyball Drop-In	114	97
Women's Learn to Play	10	14
Women's Shinny Combo	28	20
Women's Shinny	77	97
Yogalates	79	30
Youth Drop-In	57	63
Youth Skate Grade 7-12	16	0
Zumba	68	163
Activity Drop-In	32	14
Total:	5420	6182

Seniors Programming

The PULSE Program (Monday Meet-Up), funded by the Seniors Community Grant, offered weekly drop-in social time at the MCC, featuring refreshments, games, activities, guest speakers, and resources for older adults. Accessible seating was provided near the walking track. The program concluded in Q1 on March 31st, with 20-30 weekly attendees. Guest speakers included instructors for 55+ aerobics, pickleball, art, and ballroom



dance, sharing information on local age-friendly activities. The program also highlighted the MCC's amenities, including the walking track and daily (Mon-Fri) coffee/tea service.

In Q1, a new Community Mahjongg Drop-in program was launched for the 55+ community, running weekly on Wednesday afternoons. A successful Mahjongg Open House on January 8th introduced the program, drawing 35-40 attendees and generating a registration list of 28 participants before the program officially started. The program formally began on January 15th with the support of two senior volunteers, who continue to teach new players and organize games. Attendance has steadily grown, averaging 20-25 players per week.

Since the beginning of Q1, staff have also noticed a significant increase in coffee consumption at the MCC, over 50%. The MCC now sees consistent groups of older adults using the gathering area on the second level to walk, have social connections with others, and enjoy their morning coffee.

Eco/Community Programming

In Q1, the Seniors and Community Services Programmer partnered with the Pelham Garden Club to apply and implement the Miracle-Gro Best Garden Contest through Communities in Bloom. This program encourages residents to maintain and beautify their gardens, with a chance to win Miracle-Gro products, a garden sign, and a congratulatory letter from the Town and Communities in Bloom. With the Garden Club's support, the Town applied in February 2025 and was successfully selected in March. Planning is now underway to launch the program in Q2 – Spring 2025.

Q1 focused on planning and organizing Earth Week 2025 initiatives, including Rain Barrel pre-orders, Eco-Expo registration, and Community Clean-Up sign-ups. These events will occur on Saturday, April 26th (Q2) at the MCC. The Eco-Expo will feature partners such as PATH, Niagara Geopark, Safe Tree Ltd, and the Pelham

Environmental and Climate Adaptation Advisory Committee. Registration and pre-orders for all activities are currently open in Q1.

Brock University – Partnerships & Presentation

On February 24th, the Seniors and Community Services Programmer was invited to present to Brock University's Master of Applied Gerontology (MAG) Program as part of the Community Services course. The lecture-style presentation, delivered with a slideshow, provided an overview of municipal services and programming available to the 55+ community in the Town of Pelham. It covered key programs, events, partnerships, grant processes, and community outreach initiatives.

The session was highly engaging, with students actively participating and asking questions during the Q&A. Feedback highlighted appreciation for the level of detail presented and the varying types of affordable, accessible services available for older adults in Pelham. Following the presentation, multiple students contacted the Seniors and Community Services Programmer for further discussion and interviews for course projects focused on Pelham as a case study. The presentation's success led to an invitation to return in future years.

In addition to this relationship with Brock University, the Seniors and Community Services Programmer will oversee one MAG Student Practicum from May – August 2025, who is being onboarded to assist with age-friendly projects, such as the popular monthly 55+ Workshop series, while completing their 300 hours for their program. The position was filled successfully in Q1, and preparations are underway for the student to start at the beginning of May 2025.

Pelham Seniors Advisory Committee

The committee remains committed to supporting Pelham as an age-friendly community and continues to explore options for aging in place. As part of this ongoing work, the committee has reviewed its progress and impact for Q1 of 2025, aligning with the goals and priorities set for this term.

A community survey was distributed online and in-person at seminars, workshops, and events through the monthly e-newsletter in 2024. The feedback gathered has provided valuable insight into the needs of Pelham's 55+ population. Based on these results, the committee prioritizes discussions on aging in place and long-term care options within the Town. Efforts to assess community needs and provide informed recommendations to Council are ongoing as we move forward into the year.

Pelham Seniors Database Email Newsletter

The Town of Pelham continues to focus on communication and information sharing through the monthly Seniors Database email newsletter, which is sent to the 55+ community. By the end of Q1, we had 918 email subscribers, an increase from the 825

subscribers in Q4 of 2024. Based on previous monthly subscription trends, this number continues to grow. Residents can subscribe through the website and email (online) and through our in-person surveys and feedback forms at events and programs.

Art Your Service – Free Virtual Seniors Program Subscription

The Town of Pelham partners with and subscribes to ‘Art Your Service’—free virtual live classes based on a weekly calendar for older adults. With the subscription, Pelham residents can register through the Seniors and Community Services Programmer to join the list and receive free weekly calendars of activities to access from home. At the end of Q1, the Town of Pelham had over **100 subscribers**. The Town of Pelham renewed its membership in January 2025 for a full-year subscription.

Below is an example of a weekly calendar of activities offered for subscribers.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.15	Guided Meditation 25 mins	Gentle Yoga with Judy 45mins	Tai Chi Fit Mindful Balance 45 mins	Morning Moves with Miriam 45 mins	Guided Meditation 25 mins
10.30	Balls and Bands Resistance Training 45 mins	Walk and Weights Functional Strength 45 mins	Get Up and Move with Lauren Cardio & Weights 45 mins	Pilates Mobility & Strength 45 mins	Fitness with Jill Cardio & Weights 45 mins
11.00					
12.00					
1pm		Virtual Hike Get Your Steps BC Sea-to-Sky 30 mins	Ukulele Jam 45 mins	Virtual Hike Get Your Steps Tokyo 30 mins	
2pm		Art Class with Veronika Watercolour Birds	Sharing Squares Conversation Hour	Doc & Talk: About Canada: The Story of Us #1	
4pm					AYS Trivia Social thr

Family Day

The 2025 Family Day event welcomed over 1800 people to the MCC. Families enjoyed open family gym time featuring activities such as the learn-to-play lacrosse area run by the Pelham Raiders, two bouncy castles, pickleball, basketball and more! Families lined up for the interactive opportunities including face painting, balloon animals and laser tag

sponsored by the Mayor's Youth Advisory Committee. The Rotary Club of Fonthill sponsored a public skate on the Accipiter rink and all attendees were encouraged to head over to the Duliban rink for ice painting! New to the Family Day line-up was an intergenerational drop-in craft space led by Art & You. This fun-filled day also included a Community Expo, which allowed 15 community volunteer groups, service clubs or sports teams to engage with the community and share information on their upcoming seasons, projects, and volunteer opportunities.



Pelham Summerfest

The Pelham Summerfest Working Group has been diligently working on sponsorship and logistics for Pelham Summerfest 2025. The vendor and entertainment applications are now closed and will be reviewed by the working group in April. Pelham Summerfest will return to downtown Fonthill from July 17th to 20th.

Volunteers

During Q1 of 2025, staff received four new volunteer expression of interest forms through the Town's website. All the applicants received digital training and were added to the Town's volunteer database. Staff continue to advertise volunteer opportunities by emailing the community volunteer database.

One Senior VIP (Volunteer in Pelham) has continued contributing her time to the MCC. During Q1 of 2025, this volunteer contributed a total of 10 hours to assist with the Orchestrum Music drop-in program on Fridays.

Four individuals have been secured to volunteer and assist at the Easter Egg Hunt at Centennial Park on April 19th, 2025.

Dedication Program

In the first quarter of 2025, the dedication program received one bench dedication inquiry and one tree dedication inquiry. Both inquiries are ongoing, and implementation is projected for later this Spring.

Town of Pelham Quarterly Report
 Wednesday, April 16, 2025

Subject: Quarterly Report for the Reporting Period: January, February, March 2025.

Department: Public Works

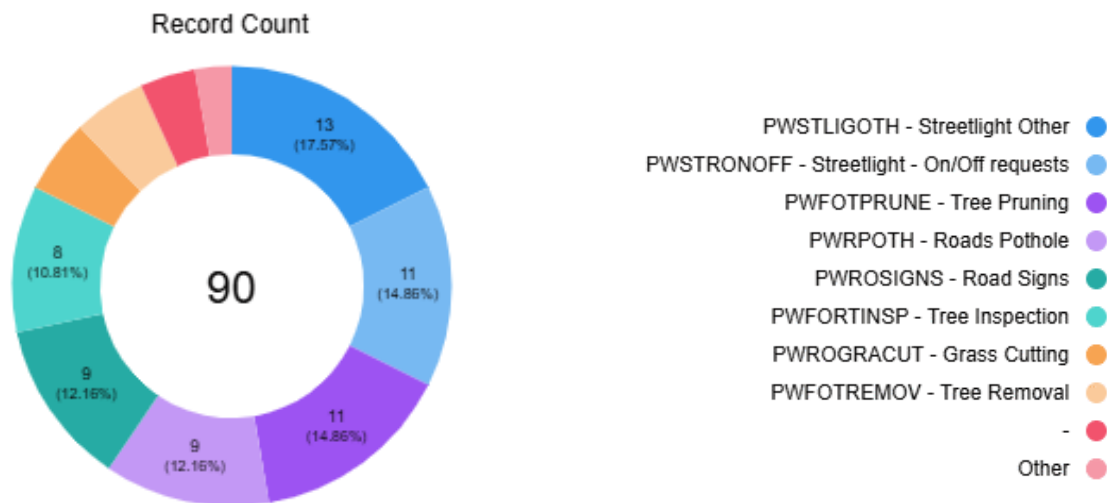
Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2025 Public Works quarterly report, for information.

Department Overview and Statistics:

The graph below is provided for illustrative purposes.

Cases by Service Type



The above image displays the Department's year-to-date cases opened in the MuniPaaS system.

Public Works Operations:

Roads

The primary function of the Roads Staff is to perform maintenance activities identified during routine road patrols as per the Ontario Regulation 239/02; Minimum Maintenance Standards (MMS) for Municipal Highways, passed pursuant to the *Municipal Act, 2001*.

Between January 1 and March 31, staff responded to 45 winter weather events, with a total snow accumulation of 150cm and ice accumulation of 10mm in the form of freezing rain. In conjunction with snow clearing activities, 4032 tonnes of sand/salt were spread.

April 1, 2025, marks the end of the operations 2023-2024 Winter Season. Roads staff have begun decommissioning the winter fleet to transition into spring operations. The total cost of the 2024-2025 season is not yet known but will be communicated to Council in a future report.

Through the end of February and March, road staff concentrated on patching potholes on municipal roads and other activities, including culvert replacement and sign repair. During this period, 62 tonnes of QPR cold patches were utilized to patch potholes throughout the Town's transportation system.

Beautification

Throughout the first quarter, both staff and the tree contractor began working on completing tree maintenance identified in the 2023 tree inspections. As per Schedule A of the Tree Maintenance Policy S802-01, staff has begun tree limb pruning and inspection in Section 7, including the North/East corner of Fonhill. Policy S802-01 prescribes a 7-year pruning cycle for municipal boulevard trees. Through the tree inventorying exercise, Section 7 was noted as an area requiring prioritization.

During the winter season, when not assisting in winter operations, staff perform equipment maintenance such as painting trailers and servicing small engines. Staff repair picnic tables and repaint garbage receptacles. In preparation for spring, the design of planting beds and ordering of planting material also occurs in this quarter.

Cemeteries

In the first quarter, cemetery staff completed 13 interments, 4 of which were traditional (full) burials. The Town has sold 4 graves to families between Hillside and Fonhill Cemeteries, resulting in 4 plot sales year-to-date.

The Cemeteries Stone Orchard Software Data Transfer project has been awarded to GEI Consultants and is well underway, with staff having regular progress update

meetings. However, unexpected data errors have caused a slight delay in completion, which is expected to occur in Q2 of 2025.

Water and Wastewater

Water/wastewater maintenance activities continue throughout the year. Operators monitor system pressure, flush water mains to ensure adequate chlorine residual and respond to customer complaints or concerns.

Staff responded to four water main breaks, three water service leaks, three sewer lateral blockages, and one sewer main blockage. Water operations staff also repaired several fire hydrants and water main valves identified through annual maintenance and inspection programs in 2024.

Engineering

The following is a summary of the activities and projects that have occurred in the Engineering Department between January and March 2025:

Projects:

Pelham Street South (Phase 4) – South Spruceside Intersection to Town Limits

The project is substantially complete. The remaining work includes the reconstruction of the traffic signals at the intersection of Pelham Street and Quaker Road, the installation of the PXO lights, and final landscaping and surface works, which are scheduled to be completed in the summer of 2025. Following the installation and connection of the sanitary sewer, the final asphalt will be installed at the intersection of Pelham Street and Quaker Road. This will mark the completion of the project.

The PXO bases were completed in February 2025. The region will commission the PXO once the hardware is installed – expected to be in Q2 of 2025.

Quaker Road Reconstruction

The project includes the full urbanization of the roadway between Pelham Street and Line Avenue with concrete sidewalks on both sides, on-road cycling facilities, a new water main and services, a new storm sewer, and a new sanitary sewer. Niagara Region tendered the project in the summer of 2023, and it has been awarded to Peters Construction Group. The contractor commenced the work in mid-January 2024, starting with sewer installations at the east end of the project (intersection of Rice Road and Quaker Road).

With issues with the sanitary trunk crossing on the Welland side, Peter's Excavating has shifted the work to Pelham. The Contractor has completed 80% of the storm main and

400m of the Regional Sanitary Trunk in Pelham. The local sanitary main is anticipated to be completed in Q2 of 2025. As of January 14, 2025, the water main works are currently being completed. It is also anticipated that the servicing, sidewalks, and the road will be completed in the summer of 2025.

Pancake Lane Reconstruction Detailed Design

Pancake Lane, from Haist Street to Pelham Street, is to be reconstructed to include urbanization of the cross-section, upgrading the water main and sanitary sewer, and installing a new storm sewer. The Town awarded this project to UEM, which is currently undertaking the detailed design, however, the Niagara Region is currently in the design stages of the new trunk watermain feed to the new water tower location, which has put a hold on the progress until further details from the Region are forthcoming.

The Region and Town staff have discussed the proposed route for the new trunk water main. The Region proposes using Pancake Lane instead of the current route along Bigelow Crescent. The Region has requested a partnership with the Town to include the detailed design of the Trunk Water Main in the detailed design of Pancake Lane.

This partnership will be similar to the Quaker Road Reconstruction project in which the Region carries out the full road design, construction costs and Contract Administration and apportions out the Town's anticipated costs in a cost-sharing agreement.

90% of the design is anticipated to be delivered in September 2025.

Canboro Road Reconstruction Detailed Design

Canboro Road from Haist Street to Highway 20 is to be reconstructed to include urbanization of the cross-section and upgrade of the water main and sanitary sewer. Due to stormwater outlet restraints, the reconstruction will be delayed until a new outlet is available; however, the water main will be replaced in 2025 to allow the Town to satisfy the grant deadline.

Northwest Fonthill Watermain Replacement

The project is near completion; however, due to delays in the provincial archaeology review, approval has not been given to excavate in the area adjacent to the Fonthill Cemetery. The outstanding work includes 80m of watermain on Moote Lane and reinstatements such as irrigation line repair, grading, landscaping which are scheduled to begin in late April.

Reconstruction of Effingham St: Tice Road to 500M South of Metler Road

Effingham St from Tice Rd to 500m south of Metler Rd is to be reconstructed, including improvements to the roadway and drainage. Upper Canada Consultants is currently

undertaking the design, which is planned to be completed in 2025 and constructed in 2027 pending budget approval.

Effingham Street from Highway 20 to Canboro Road

Effingham Street from Highway 20 to Canboro Road is to be reconstructed, including improvements to the roadway, a new sidewalk on the east side, and new storm drainage. Upper Canada Consultants is currently undertaking the design assignment, which is planned to be completed in 2025 and constructed in 2027, pending budget approval.

Bridge Replacement Program – Roland Road

ELLIS Engineering has completed the Roland Road bridge design. This bridge will be replaced in 2025, including removing the existing twin soil steel multi-plate culverts and installing two precast concrete box structures.

2025 Stormwater Management Facility Maintenance

A study completed by Matrix Solutions Inc. in 2023 identified approximately \$3M of rehabilitation and maintenance work to be completed in the next 10 years. In December 2024, staff issued an RFP to design the cleanout and rehabilitation of three (3) stormwater management facilities, including the Orchards (Martha Court), Timmsdale, and Concord Street stormwater management ponds. The RFP closed on January 22nd and was awarded to Montrose Environmental, which is currently working on the three designs. The construction portion of this project is expected to be tendered in June, with construction anticipated to begin in August.

Station Street Storm Pond Rehabilitation

This project has been awarded to Duffin Contracting Inc. The contractor continues working with the design consultant, Town Staff, and NPCA to get the necessary approvals to access the site and complete the work. Based on failed attempts to access the site via the Hydro One corridor, the Town has now directed the contractor to gain access through the existing storm sewer easement and stormwater management facility. As a result, there will need to be limited tree removal and restoration work on the existing pond. All of this work for the access will be completed on Town property. A portion of the property is on NPCA-regulated lands, and approval for the work has been granted.

The Town and the contractor are discussing the construction timing. Completion of this project is pending authorization by the NPCA and the contractor's schedule.

Foss Road Sanitary Sewer Design Upgrades

Staff issued an RFP to complete the detailed design assignment and prepare tender documents (including permits and approvals from regulating approval agencies). The design is anticipated to be completed in Q2 of 2025. Following upgrades to the region's Foss Road sanitary pumping station, construction is scheduled to commence in 2027.

Concrete Repair and Replacement Program (2025)

The 2024 concrete replacement tender was a three (3) year program awarded to Sacco Construction. The project is now in year two and staff are beginning to gather potential replacement locations.

Fire Station 1 Architectural Design

The design assignment for Station One was issued through the RFP process in November of 2025. The RFP closed in January of 2025 and was awarded to Raimondo & Associates Architects Inc. The design work is currently on-going and is expected to be completed in Q2/Q3 of 2025.

Town Of Pelham Slope Stabilization Design

The contract for this project was published on April 30, 2024, and closed on May 23, 2024. The Project has been awarded to Kontzamanis Grauman Smith McMillan Inc (KGS Group). The locations noted below have been identified to have slope failures:

- 50 metres north of Centre Street and Roland Road North
- End of Spencer Lane overlooking Marlene Stewart Park
- Between 536 River Road and 531 River Road

The designs are anticipated to be completed by Q1 of 2025.

2024 Road Rehabilitation Program

The project was awarded to Walker Construction LTD. The contract consists of 8 kilometres of rural road network for 2024. The work commenced in June and was fully completed in September 2024. This program is currently under maintenance.

Road Base and Patching Repair Program (2025)

In 2024 the Road Base and Patching Repair Program tender was a three (3) year program that was awarded to Circle P Paving. Presently the program is in year two and staff are beginning to identify potential replacement locations.

Timber Creek Stormwater Management Facility Rehabilitation (2024)

In 2024, the Council approved a \$300,000 budget to maintain and repair the Town's stormwater management facilities. A study completed by Matrix Solutions Inc. in 2024 identified approximately \$3M of rehabilitation and maintenance work to be completed in the next 10 years. The work on the Timber Creek SWM pond was completed in December 2024. It is currently in the Maintenance period.

CLI ECA Operation Manuals

Following the new legislation surrounding Consolidated Linear Infrastructure and Environmental Compliance Approval regulations, the Town must produce and implement an inspection and maintenance program for sanitary and storm sewer infrastructure. In 2024, Council approved a \$150,000 budget to complete the operations and maintenance manuals for the Town's storm and sanitary system. In April 2024, the Town awarded GEI Consultants the project for \$99,288.00. The project kicked off in July 2024. Staff brought a report to Council on March 26th, 2025, along with a presentation from the GEI Consultant. Staff are now implementing the new policies and procedures outlined within each of the O & M Manuals.

Design of Station Street from Port Robinson Road to Hwy 20

In 2024, Council approved a project for \$100,000 to finalize the detailed design assignment for Station Street between Port Robinson Road and Hwy 20. The project includes the complete urbanization of the roadway, including new sanitary and storm sewers, concrete curb and gutter, concrete sidewalks, a multi-use pedestrian path, and upgrades to the intersections at Port Robinson Road and Summersides Blvd. The project also includes coordinating the Station Street extension south of Port Robinson Road to accommodate the Forest Park development and the reconstruction of the intersection of Port Robinson Road and Station Street. The design work is anticipated to be completed in Q2 of 2025 with construction in 2026 pending Council approval.

Sulphur Springs Road Slope Stabilization Project

Duffin Contracting is currently in the design and consultation phase of the project, liaising with the NPCA and NEC about permitting. They have retained Maccaferri as their Geotechnical Engineer to assist with the proposed construction design and process.

Construction is anticipated to begin in the summer of 2025, pending approvals from the NPCA, NEC, DFO, and Town of Pelham Engineering staff.

Miscellaneous Topics:

During the winter season, the extreme weather and freeze-thaw cycles caused several roads in the Town's network to fail.

On March 5th, staff presented a report to the Council requesting approval to proceed with unplanned emergency work to rehabilitate two sections of Foss Road between the CP Rail tracks and the Pelham/Welland town boundary. The estimated budget to complete the work was approximately \$500,000. Staff obtained three quotes from contractors to complete the rehabilitation works and awarded the project to Rankin Construction Inc.

At the time of writing this report, the contractor had mobilized to the site and completed the surface pavement removals. Repairs to the base of the roadway and culverts are scheduled for early April, with final paving scheduled for mid-April.



Foss Road Emergency Road Repairs

In addition to the current capital projects, Engineering staff continue to review all Planning and Committee of Adjustment applications thoroughly. Reviews entail a site visit and detailed analysis of drawings and reports to ensure Town standards are adhered to. For more complex applications, this process sometimes involves several re-

submissions and repeated reviews by staff. Engineering staff also continue to manage requests for the assumption of subdivisions and the reduction of securities at various stages of the development process. In addition, the engineering staff reviews lot grading plans for building permits received through the Planning Department.

Further, Engineering Staff continue to support the Pelham Active Transportation Committee (PATC), Environmental and Climate Adaption Advisory Committee (ECAAC), and the Utility Sustainability working group

Town of Pelham Quarterly Report

Wednesday, April 16, 2025

Subject: Quarterly Report for the Reporting Period: Jan, Feb, March 2025

Department: Community Planning and Development

Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2025 Community Planning and Development quarterly report, for information.

Overview

Despite the uncertain economic environment, the Town of Pelham continues to experience normal to high levels of development activity and remains busy with inspections.

Planning Division

From January – March 2025, the Planning Department worked on the following development applications:

- 7 Subdivision / Condominium Applications
- 1 Official Plan Amendment
- 3 Zoning By-Law Amendments
- 7 Site Plan Applications
- 1 Part Lot Control Application
- 5 Consent Applications
- 6 Minor Variance Applications
- 2 Niagara Escarpment Development Permits
- 1 Antenna Application

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

The following public meetings were held with regards to:

- 1415 Station Street - Applications for Official Plan and Zoning By-law amendment to permit a 3-storey, 22-unit apartment dwelling
- 286 Canboro Road – Application for Zoning By-law amendment to rezone the property to Rural Residential to allow the construction of a single detached dwelling.

Final Site Plan approval was given to:

- 550 Webber Road for a church

Approval of a Zoning & Official Plan Amendment was given to:

- 1415 Station Street for a 22-unit apartment dwelling

Condo Exemption was granted to:

- 140 Summersides Boulevard for a 66-unit apartment dwelling
- 51 Meridian Way for a 141-unit residential retirement home

Building Division

The building department issued a total of 43 building permits and conducted 421 building inspections during the first quarter of 2025.

Building Activity Statistics from Jan, Feb, March 2025:

Month	Building Permits	Inspect's	Demos	Commercial Sq. Ft.	New Dwellings	Value of Construction
JAN	14	122	0	0	9	\$4,409,000
FEB	9	135	0	0	2	\$2,120,317
MAR	20	164	2	0	3	\$1,371,600
Total:	43	421	2	0	14	\$7,900,917

Building Permit Time Frames from Jan, Feb, March 2025:

Building Type and Number of required days to issue	Number of Permits Issued	Average Number of Days to Issue Permit
House: 10 days	42	6
Small Building: 15 days	1	14
Large Building: 20 days	0	0
Complex Building: 30 days	0	0
Total:		

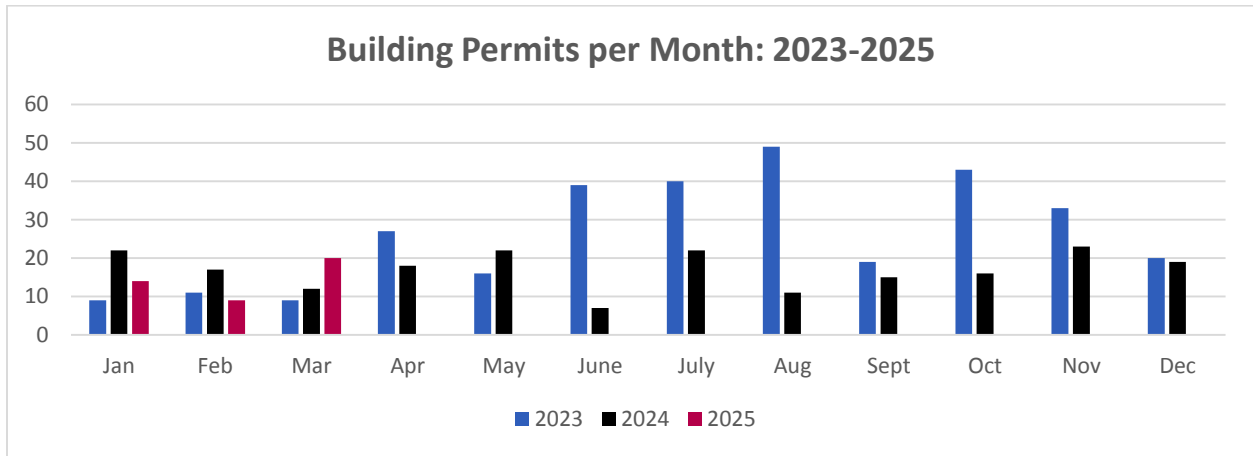
Major Building Projects Over \$250,000 (excluding single-family dwelling units and towns): The town of Pelham currently has two projects over \$250,000.

- Construct A One-Storey, Detached Accessory Dwelling Unit with Attached Garage \$300,000

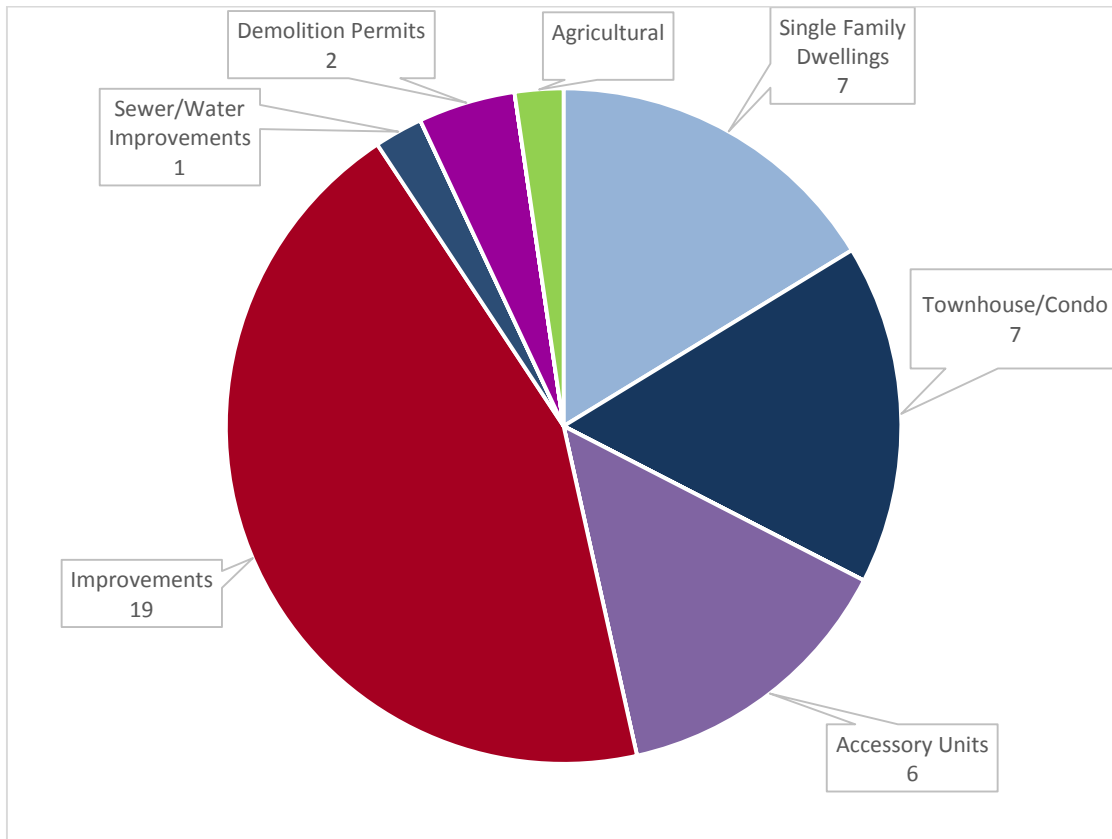
- Renovate Interior Structural Framing and Update Finishes, Plumbing Reconfiguration, Replace/Add Windows and Exterior Doors, Install Central Cooling \$500,000

Town Development Charges (collected by the Finance Department at time of building permit approval): A total of \$358,633 was collected during the first quarter of 2025.

Comparative Building Activity Statistics from 2023-2025:



Building Permit Breakdown (Year to Date - 2025):



Projects:

Town of Pelham Official Plan: The Town of Pelham Official Plan project has experienced significant progression in the first quarter of 2025. The Policy Planner has spent much time consulting with municipal committees, developers, property owners, First Nations and various community members discussing challenges, opportunities and answering questions. The Engaging Pelham website ‘Picturing Pelham’ is live and public comments and feedback can be received at: <https://engagingpelham.ca/town-of-pelham-official-plan>

The new Official Plan “Picturing Pelham” will be proceeding forward to Public Statutory Meeting on April 9 and the Recommendation Meeting of Council on May 7, 2025.

Pelham Greenbelt Natural Asset Plan: Staff are currently working on implementation of the recommendations. Communication activities continue including discussion on the 610 CKTB roundtable on April 22, a presentation at the All Staff meeting on May 6 and a feature in the April 2025 Life in Pelham issue.

Development Planning and Development Engineering Fees Review and Recreational User Fees Review: Staff have been meeting with the project consultant to map processes and determine level of effort involved in development applications.

MuniPaas Planning Application Portal: Staff have been working with the consultant to build the portal for digital submission and tracking of development applications. Staff are testing the system and identifying improvements. The online application portal for pre-consultation meeting requests launched on January 6, 2025 and is being used successfully. Remainder of development applications are anticipated to go live later in 2025.

Updated Antenna Siting Systems Protocol: Staff prepared a new protocol which was approved by Council on February 12, 2025.

Tree Protection Practices Review: Council directed staff to strengthen policies for tree protection and preservation in the new Town of Pelham Official Plan and delegated the protection of heritage trees, significant community trees and woodlands between 0.2 and 1 ha to the Region under the existing Niagara Region Woodland Conservation By-law on March 5, 2025. Staff continue to work on the determination of significant community trees and will provide a report and by-law later for an update.

Heritage Building Inventory & Heritage Policy: Council added these items to the Strategic Plan on February 22, 2025. Staff are reviewing existing information and will be providing a report on upcoming activities. A Planning Co-op student will be joining the municipality in Q2 to assist with heritage projects.

Niagara South Coast Tourism Association (NSCTA) – Town of Pelham staff have continuously participated in the Steering Committee providing expertise and information funneling into the upcoming 2025 Marketing Campaign. A new NSCTA website was launched in February. Other co-ordinations this Q1 have included a Niagara Cycling Map (now showcasing local farms), Culinary Tourism Alliance virtual workshops on agritourism and experiential development, meeting NSCTA community engagements, Indigenous tourism project (which has built relationships with the Niagara Geopark and Niagara Peninsula Conservation Authority) and NSCTA presentations to various Chambers of Commerce. More information will be shared with Council on the forthcoming 2025 Marketing Campaign in Q2.

Mapping/ Geographic Information Systems: Community Planning & Development staff have been diligently improving mapping capabilities in the Town of Pelham during the first quarter of 2025. Niagara Navigator has received an overhaul of data layers creating more accuracy in development and building review. Staff continue to update Town mapping layers and will be offering GIS training to all Town staff in Q2.

Trail & Park Development: The Community Planning & Development and Recreation & Community Wellness Departments have joined forces to organize the future of recreation lands in the Town of Pelham. Staff are currently reviewing ground truthing, mapping, and evaluation of trail lands. Next, staff will assemble future plans for recreational opportunities in Secondary Plans and future Fonthill and Fenwick urban lands.

Grants, RFPS, Agreements:

Planning staff assisted the Public Works Department and the Grant Specialist with a submission for the Canada Housing Infrastructure Fund grant through Housing, Infrastructure and Communities Canada and a Letter of Intent to the 2025 Resilient Greenbelt Grant through the Greenbelt Foundation in Q1.

Meetings:

On-going meetings:

- OBOA Niagara Chapter Meetings
- Joint Health & Safety Meetings
- Area Planners Meetings
- Regional Process Improvement Team Meetings
- Agricultural Advisory Committee Meetings
- Environmental and Climate Adaptation Advisory Committee Meetings

In addition to the various conversations with property owners and consultants regarding potential development applications and site visits, staff have also been involved in meetings regarding the following substantive matters:

- 10-year Capital Budget calibration meetings
- 2025 Capital and Operating Budget meetings
- Emergency Management Committee meeting
- MuniPaas Planning Application Portal meetings
- Innovative Ideas for Housing Forum
- Regional Greening Strategy Visioning Workshop
- Niagara Biennial Awards

Finally, during the first quarter of 2025 Community Planning & Development staff have been meeting regularly with Niagara Regional Planning staff in preparation of the Planning Service Agreement/ Regional Planning Transition effective March 31, 2025.

Town of Pelham Quarterly Report

Wednesday, April 16, 2025

Subject: Quarterly Report for the Reporting Period: Jan, Feb, March 2025

Department: Corporate Services

Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2025-0066 Corporate Services quarterly report for information.

Department Overview and Statistics:

Overview

The Deputy Treasurer and the Treasurer worked with Finance staff on various year-end functions. Between January and March, staff worked on year-end closing processes, adjustments, and accruals.

The Deputy Treasurer trained the new Financial Analyst to work on Fixed Assets Accounting Procedures at year-end.

In February, the Treasurer and Deputy Treasurer presented the 2025 Water and Wastewater Budget.

Year-end working papers were being finalized in March to prepare for the April Audit.

The Town rolled out SAP Concur to all staff in January 2025. A number of training sessions and support calls were scheduled to help with the transition to SAP Concur. Furthermore, Finance staff met internally on a weekly basis to assess the progress of the rollout and address users' concerns, questions, and feedback in a timely manner. The Deputy Treasurer presented an SAP update in March 2025 to recap and reiterate some common user issues in SAP.

The Treasurer and Deputy Treasurer met with various departments to complete an exercise on finding additional budget savings in the 2025 Operating and Capital budgets. The findings were summarized and presented at SLT in March.

Information Technology

The Information Technology Department installed the digital signage at the Town Hall main reception area and Lincoln Pelham Public Library Fonthill and Maple Acre branches. IT has commenced the upgrade and replacement of staff laptops and mobile devices. The iCity on-premise server migration and Time Entry web portal were completed in March. Also, the IT Department has developed and implemented the Forestry, Water, and Wastewater digitized inspection forms into Salesforce.

Tax

The tax department processed the 2025 interim tax bills in February, sending 5,156 to residents. In early April, 616 arrear notices for balances outstanding as of March 31, 2025, were sent out.

The development of online payments for Tax Certificates is underway. This will help promote sales and accessibility for law offices and financial institutions.

Collections have progressed well in the first quarter of 2025, with RealTax processing 42 tax arrears certificates. The unsuccessful tax sale concluded in November 2024, and the land is now vested and owned by the Town.

Accounts Payable

The Accounts Payable Clerk continues to diligently work with staff and vendors to acquire statements and process invoices for 2024 and 2025 in a timely and accurate manner.

The AP Module was successfully closed for 2024 transactions on February 14th, 2025.

Effective January 1, 2025 accounts payable is now fully engaged with implementing SAP Concur for Procurement for AP Invoice Processing.

Professional Development

None.

Meetings

SAP Concur Implementation – FH Black Consultants and town staff
Finance & Audit Committee
Special Council Budget Meeting

Grants, RFPs, Agreements:

Funding Applied For:	Grant	Amount
Ontario Ministry for Seniors and Accessibility	Seniors Community Grant	\$ 25,000.00
Niagara Region	Combined Sewer Overflow (CSO) Control Program Fund	\$ 564,550.00
Invasive Species Centre	Microgrant Stream 1	\$ 3,500.00
Invasive Species Centre	Accelerated Impact Stream 2	\$ 15,000.00
TD Bank Group	TD Friends of the Environment Foundation	\$ 8,440.00
Canadian Wildlife Federation (CWF)	CWF ROW Pollinator Habitat Restoration Fund	\$ 2,000.00
Niagara Community Foundation	Environmental Grants	\$ 10,640.00
Niagara Community Foundation	Environmental Grants	\$ 27,882.00
Participaction	ParticipACTION Community Challenge	\$ 1,500.00
Ontario Ministry for Seniors and Accessibility	Seniors Active Living Centre Grants	\$ 70,000.00
Green Municipal Fund (GMF)	Growing Canada's Community Canopies (GCCC) Pre-Application Form – Tree Planting	\$ 60,000.00
<p>* This is the pre-application portion of the grant. If approved by funder, we will move on to phase 2 and submit the full application.</p>		

Funding Applied For:	Grant	Amount
Intact Insurance	Municipal Climate Resiliency Grant	\$ 152,000.00
Jays Care Foundation	Field of Dreams - Phase 2	\$ 136,502.87
* This is Phase 2 portion of the grant - the full application.		
Green Municipal Fund (GMF)	Growing Canada's Community Canopies (GCCC) Pre-Application Form – Tree Planting	\$ 60,000.00
BCM Insurance Company	Community Grants Program	\$ 5,000.00
Greenbelt Foundation	Resilient Greenbelt	\$ 85,000.00
* This is stage one (LOI) of a two-stage application		
Invasive Species Centre	Invasive Phragmites Control Fund	\$ 14,999.00
The Gord Downie & Chanie Wenjack Fund	Reconciliation Action Grant	\$ 15,000.00
Sienna for Seniors Foundation	Sienna for Seniors Grant	\$ 50,000.00
Housing, Infrastructure and Communities Canada (HICC)	Active Transportation Fund (ATF)	\$ 137,910.00
Older Adults Centres Association of Ontario (OACAO)	Seniors Active Living Fair	\$ 2,500.00
Ontario Trillium Foundation (OTF)	Capital Grant	\$ 200,000.00
Niagara Community Foundation	Summer Camps Grant	\$ 2,400.00
Hydro One	Energizing Life Community Fund	\$ 25,000.00
RBC Foundation	RBC Foundation Community Infrastructure Fund	\$ 1,500,000.00
Housing, Infrastructure and Communities Canada (HICC)	Canada Housing Infrastructure Fund (CHIF)	\$ 19,702,662.00
HelpAge Canada	Age Connect Grant	\$ 20,000.00

Funding Applied For:	Grant	Amount
Niagara Community Foundation	David S. Howes Fund	\$ 15,050.00

Funding Approved:	Grant	Amount
Ontario Ministry for Seniors and Accessibility	Inclusive Communities Grant	\$ 60,000.00
Niagara Community Foundation	Environmental Grants	\$ 6,800.00
Niagara Community Foundation	Environmental Grants	\$ 20,000.00
Participaction	ParticipACTION Community Challenge	\$1,000.00

Funding Denied:	Grant	Amount
Infrastructure Ontario	Housing Enabling Water Systems Fund	\$ 21,170,000.00
BCM Insurance Company	Community Grants Program	\$ 5,000.00
Infrastructure Canada	Rural Transit Solutions Fund: Planning and Design Stream	\$ 50,000.00

Current Bids and Tenders

Invitation to Bid# 2024-PW-24 RD 09-25 – Stormwater Management Facilities Remediation Program	
<u>Bidders</u>	<u>Amount</u>
Montrose Environmental Solutions Canada Inc.	\$ 71,860.00 Evaluation Score 91/100
Aquafor Beech Limited	\$ 74,952.00 Evaluation Score 88/100
ConceptDash Inc.	\$ 316,800.00 Evaluation Score 70/100
Award is to Montrose Environmental Solutions Canada Inc. with a contract value of \$ 71,860.00	
Budget: \$ 75,000.00 (design phase).	

Invitation to Bid# 2024-PW-23 FAC 03-24 – Fire Station #1 Replacement, Design, Engineering and Construction Liaison Services

<u>Bidders</u>	<u>Amount</u>
G. Douglas Vallee Limited	\$ 399,704.00 Evaluation Score 80/100
DPAI Architecture Inc.	\$ 431,250.00 Evaluation Score 75/100
Raimondo + Associates Architects Inc.	\$ 236,400.00 Evaluation Score 87/100
Salter Pilon Architecture Inc.	\$ 389,868.00 Evaluation Score 81/100

Award is to Raimondo + Associates Architects Inc. with a contract value of \$ 236,400.00.

Budget: \$ 300,000.00

Invitation to Bid# 2025-PW-08 RD 07-25 – Road Rehabilitation Program

<u>Bidders</u>	<u>Amount</u>
Circle P Paving	\$1,101,347.10
Walker Construction	\$1,086,000.00

Award is to Walker Construction with a contract value of \$ 1,086,000.00.

Budget: \$ 1,250,000.00

Invitation to Bid# 2025-FD-01-25 – Rescue 3

<u>Bidders</u>	<u>Amount</u>
Darch Fire Inc. (1200 Degrees)	\$ 270,976.36
City View Specialty Vehicles	\$ 358,660.00
Dependable Truck & Tank Limited	\$ 284,245.00

Award is to Darch Fire Inc. (1200 Degrees) with a contract value of \$ 270,976.36.

Budget: \$ 350,000.00

Invitation to Bid# 2025-PW-01 CEM 01-25 – Fencing – Fonthill Cemetery Yard Buffering / Reflective Area

<u>Bidders</u>	<u>Amount</u>
Fencecon Inc.	\$ 33,643.00
Stevensville Lawn Service Inc.	\$ 33,960.00
Touchstone Site Contractors Inc.	\$ 35,000.00
FILD Group	\$ 40,900.00
Jay Fencing Ltd.	\$ 43,500.00
Peninsula Construction Inc.	\$ 53,500.00
Resolut Construction Inc.	\$ 60,655.52
Imperial Fence Inc.	\$ 62,708.00

Award is to Fencecon Inc. with a contract value of \$ 33,643.00.

Budget: \$ 42,000.00

Town of Pelham Quarterly Report

Wednesday, April 16, 2025

Subject: Quarterly Report for the Reporting Period: January, February, March 2025

Department: Fire and By-law Services

Recommendation:

BE IT RESOLVED THAT Council receive the Q1-2025-0100 Fire and By-law Services quarterly report for information.

Department Overview and Statistics:

Fire Prevention

The Pelham Fire Department is looking forward to 2025. With spring arriving a little earlier this year, many property owners have been starting their spring clean-up, increasing agricultural brush burns. There has also been an increase in residents inquiring about and receiving recreational burn permits (backyard fire pits).

Fire prevention has been monitoring open burn requests. As the weather gets warmer and ground cover becomes drier, the chance of fires increases. Precipitation amounts will help dictate these conditions. If the ground cover becomes too dry, a fire ban will be issued.

The Scouts attended the fire hall for an evening of first aid training. Fire training assisted with the delivery to the scout members.

Fire prevention continuously monitors and distributes masks, wipes, and hand sanitizers for all town staff.

With the clocks changing this past month, fire prevention has been promoting testing and changing of batteries in smoke and carbon monoxide alarms.

Stay safe, everyone.

Training

Training attended a Zoom meeting with ESO, a software provider who specializes in fire department administration.

Conducted a 2-day rapid Intervention team course at station 2 with firefighters.

Met with John Roy from the Niagara Central Airport to finalize department airport familiarization training session plans.

Attended OAFTO member meeting and training session held in Niagara Falls

Annual harness inspection was completed at all three stations

Completed an MTO sign-off course held in Burlington. The course will allow for the training and testing of firefighters when completing their Class D upgrade and renewal. MTO signing authority obtained.

Bi-annual defib testing began in the first quarter, with the remaining stations to be tested in April.

The training department attended a train-the-trainer session with Paratech on the new highway stabilization kit.

The training department has started working on the recruit training schedule for the upcoming recruit hiring for a Nov 1 start. We will be hiring sixteen new recruits, eight for station 1, four for station 2, and four for station 3.

By-law

The bylaw department received 71 Bylaw complaints in the First Quarter of 2025.

The department received 36 Cannabis Odour complaints (19 from Pelham and 17 from Welland), of which 28 were from repeat complainants, and 8 were from new complaints.

One *Warning Notice* was issued to an Industrial Cannabis Facility for violating the Town's Odour Management Bylaw. In addition, one *Administrative Penalty Notice* for \$2500.00 was issued to an Industrial Cannabis Growing facility for an odour management bylaw violation.

A total of 115 parking citations were issued.

Emergency Management

The Town of Pelham's emergency management committee has scheduled the 2025 annual emergency management exercise for Tuesday, October 21, 2025. This year's topic will be cyber attacks.

Suppression

In the first quarter of 2025, incident responses were at normal levels. Two structural fires occurred in single-family homes; one was displaced, while the other sustained minimal damages. There are no injuries to report.

Also, Pelham Fire assisted the Wainfleet Fire Department with a mutual aid call.

Projects:

Fire Station One is moving along; committees are working with the architect.

Grants, RFPs, Agreements:

Nothing to report.

2025 FIRE & BY-LAW ADMINISTRATION

FIRE RESPONSES													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BURNING COMPLAINT	2	0	0	2									
CO INVESTIGATIONS	7	4	2	1									
EMERGENCY ASSISTANCE	5	2	2	1									
GRASS / TREE / BUSH FIRE	4	1	1	2									
HAZMAT	0	0	0	0									
MEDICAL ASSIST	72	24	27	21									
MVC	22	10	8	4									
NON EMERGENCY ASSIST	2	0	1	1									
NON EMERGENCY MEDICAL	2	1	1	0									
OTHER FIRE / MUTUAL AID OTHER D	1	0	0	1									
PRELIMINARY ASSIGNMENT	5	1	1	3									
REMOTE ALARMS	13	6	1	6									
RESCUES	1	0	0	1									
STRUCTURE FIRE	3	2	1	0									
UNKNOWN 911	0	0	0	0									
VEHICLE FIRE	1	0	0	1									
WATER RESCUE	0	0	0	0									
Monthly Totals		51	45	44	0	0	0	0	0	0	0	0	0
Annual Total 2025	140												
Total Responses for 2024	495												

2025 FIRE PREVENTION

INSPECTIONS													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Inspections	12	4	4	4									
Monthly Building / Plan reviews	9	2	3	4									
Tapp-C	0	0	0	0									
Fireworks Permit	0	0	0	0									
Open Air Burning Permit	54	13	22	19									
Observed fire drill	1	0	0	1									

Court appearance	0	0	0	0									
Monthly Totals		19	29	28	0	0	0	0	0	0	0	0	0
Annual Total 2025	76												
Total Responses for 2024	474												

MONTHLY COMMITTEE/ASSOCIATION MEETINGS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Regional Committee Meetings	5	2	1	2									
TAPP-C	0	0	0	0									
Development Coordinator Meeting	4	2	1	1									
Town staff meeting	7	3	2	2									
Monthly Totals		7	4	5	0	0	0	0	0	0	0	0	0
Annual Total 2025	16												
Total Responses for 2024	101												

FIRE INVESTIGATIONS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	3	2	1	0									
Monthly Totals		2	1	0	0	0	0	0	0	0	0	0	0
Annual Total 2025	3												
Total Responses for 2024	1												

PUBLIC EDUCATION

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
School Visits	0	0	0	0									
Fire Prevention Education Event	2	1	1	0									
Child / Children Visit Station	2	2	0	0									
Public Education Presentation	3	1	1	1									
General inquiries	20	12	6	2									
Social Media Public Education Posts	152	42	48	62									
Monthly Totals		58	56	65	0	0	0	0	0	0	0	0	0
Annual Total 2025	179												
Total Responses for 2024	397												

OTHER ACTIVITIES

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Compliance Letter	4	3	1	0									
Fire safety plan/drill scenario reviews	13	1	1	11									
Training for firefighters	6	2	2	2									
Monthly Totals		6	4	13	0	0	0	0	0	0	0	0	0
Annual Total 2025	23												
Total Responses for 2024	27												

BY-LAW SERVICES REPORT

BY-LAW COMPLAINTS RECEIVED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Complaints Received		18	28	25									
Y-T-D Total 2025	71												
TOTAL 2024	330												

CANNABIS ODOUR COMPLAINTS RECEIVED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Complaints	8	0	1	7									
REPEAT Complaints	28	9	8	11									
Complaints From PELHAM	19	4	2	13									
Complaints from WELLAND	17	5	7	5									
Substantiated Complaints	2	0	0	2									
Unsubstantiated Complaints	7	2	0	5									
No Site Visit	12	5	1	6									
Warning Notices Issued	1	0	0	1									
0	1	0	0	1									
Monthly Totals		9	9	18	0	0	0	0	0	0	0	0	0
Y-T-D Total 2025	36												
TOTAL 2024	99												

PARKING INFRACTIONS ISSUED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Number of Citations Issued		57	51	7									
Y-T-D Total 2025	115												

TOTAL 2024	135												
-------------------	------------	--	--	--	--	--	--	--	--	--	--	--	--

PARKING WARNINGS ISSUED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Warnings issued		0	0	0									
Y-T-D Total 2025	0												
TOTAL 2024	30												

ENVIRONMENTAL BY-LAW FILL APPLICATIONS RECEIVED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Received	0	0	0	0									
Authorized	0												
Properties Exempt	0												
Denied	0												
Monthly Total		0	0	0	0	0	0	0	0	0	0	0	0
Y-T-D Total 2025	0												
TOTAL 2024	11												

POLICE REPORTS FILED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Mischief	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0												
Trespassing	0												
Graffiti	0												
Other	0												
Monthly Total		0	0	0	0	0	0	0	0	0	0	0	0
Y-T-D Total 2025	0												
TOTAL 2024	0												

CANNABIS OPERATIONS LIGHT POLLUTION COMPLAINTS RECEIVED

	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Complaints	0	0	0	0									
REPEAT Complaints	0												
From PELHAM	0												
From WELLAND	0												
Monthly Total		0	0	0	0	0	0	0	0	0	0	0	0
Y-T-D Total 2025	0												
TOTAL 2024	1												

NOISE COMPLAINTS													
	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Complaints	3	0	2	1									
REPEAT Complaints	0												
Monthly Total		0	2	1	0	0	0	0	0	0	0	0	0
Y-T-D Total 2025	3												
TOTAL 2024	20												

NON-PARKING AMP CITATIONS ISSUED													
	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
AMPS ISSUED		0	3	1	1								
Y-T-D Total 2025	5												
TOTAL 2024	6												

MEMORANDUM

To: Town of Pelham Council

From: Sydney Van Leeuwen, B.A., Environmental Compliance Analyst

Date: April 16, 2025

Subject: Sanitary Collection System Annual Performance Report

Recommendation:

BE IT RESOLVED THAT Council receive memo 2025-0087 “Sanitary Collection System Annual Performance Report”, for information.

As per Part E, Section 4.6 of the Town of Pelham CLI ECA approval 072-W601 issued on December 19th, 2023, by the Ministry of Environment, Conservation and Parks, the Owner of the Town of Pelham Sanitary Collection System shall prepare an annual performance report for the Authorized System on or before March 31st of each year covering the period from January 1st to December 31st of the preceding calendar year.

As specified in the approval, the annual performance report must include:

- 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;
- Summary of any operating problems encountered and corrective actions taken;
- 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;
- Summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints;
- 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;
- Summary of all Collection System Overflow(s) and Spill(s) of Sewage.

Per Section E, 4.7 of the Approval, the Town must make each annual performance report available, on request and without charge, to members of the public who the

Authorized System serves. The Town is to make the report available to members of the public by June 1st of the same reporting year without charge by publishing the report on the Internet.

The Sanitary Collection System Annual Performance Report was submitted to the Ministry of Environment, Conservation and Parks on March 24th, 2025.

Attachments:

2024 Sanitary Collection System Annual Performance Report



Town of Pelham Sanitary Sewage Collection System

Corporation of the Town of Pelham

2024 Annual Performance Report

January 1 to December 31, 2024

Ministry of the Environment, Conservation and Parks

CLI ECA No. 072-W601

Table of Contents

1.0 Introduction & Purpose	Pg. 2
2.0 Description of Sanitary Collection System	Pg. 2
3.0 Operations & Monitoring	Pg. 4
4.0 Sanitary Collection System Performance	Pg. 10
5.0 Report Distribution	Pg. 11

Appendix

Appendix 1 – PW-SAN-VIS-001-001-Pelham Sanitary System	Pg. 14
Appendix 2 – PW-SAN-VIS-001-002-Sanitary Sewer Bypass (Stonegate Place)	Pg. 15

Tables

Table 1 – Summary of Monitoring Programs	Pg. 4
Table 2 – Summary of Operational Issues and Corrective Actions	Pg. 5
Table 3 – Summary of Main Sewer Emergency Response	Pg. 6
Table 4 – Summary of Sanitary Lateral Complaints	Pg. 7
Table 5 – Summary of Major Structure, Equipment Calibration, Maintenance and Repairs	Pg. 8
Table 6 – Summary of Alterations to the Authorized System	Pg. 9
Table 7 – Summary of Overflows and Spills	Pg. 9
Table 8 – Summary of Performance Improvements	Pg. 10

1.0 Introduction & Purpose

The Town of Pelham (Town) owns and operates the Town of Pelham Wastewater Collection System, which is operated under the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA), ECA Number 072-W601, issued by the Ministry of Environment, Conservation and Parks (MECP). The Town received its first CLI ECA on December 19, 2023.

This approval is similar to the Town's Drinking Water License. It allows the Town to alter, extend or modify the sanitary collection system without requiring individual approval from the MECP or through the previous transfer review program administered by the Region for each project. The Town's approval is subject to various restrictions and requirements in the license. An annual report for the previous calendar year must be submitted to the MECP by March 31st, including the activities undertaken to improve the system, repairs and emergency response, system performance and future activities. This report will be made available to the public on the town's website by June 1st for members of the public who wish to be informed of the Town's sanitary collection system performance from the previous year.

The annual report is required to address specific criteria related to operational performance, operating concerns, maintenance activities, customer complaints, and identified alterations to the system, which are listed in Schedule E, Section 4.6 of the Town's approval.

2.0 Description of Sanitary Collection System

The Town of Pelham Sanitary Collection System is a stand-alone municipal sewage system that conveys one hundred percent (100%) of its wastewater to the Region of Niagara's (Region) Welland Wastewater Treatment Plant (WWTP). The Pelham Sanitary Collection System and the Welland Wastewater Treatment Plant are components of the larger Welland Wastewater Treatment Plant System, which includes the City of Welland and the City of Thorold.

The MECP classifies the Town of Pelham's wastewater collection system as a Class 1 System (Wastewater System Number: 120003584), which services approximately 15,900 residents.

The Town of Pelham’s Wastewater Collection System consists of approximately sixty-seven (67) kilometres of nominally separated gravity sewers (including trunk sewers) and 500m of force mains.

Wastewater in Pelham is collected from residential, commercial, and industrial properties within the Town’s two (2) urban areas, Fonthill and Fenwick. Depending on the location, wastewater may flow to one of five (5) pumping stations or, by gravity, to a trunk sewer main. Both urban areas within the Town’s sanitary collection system flow directly to the Welland Wastewater Treatment Plant (WWTP) at 4 Cross Street North, Welland. All trunk sewer mains, pumping stations, and treatment facilities are owned and operated by the Regional Municipality of Niagara and are beyond the scope of this report. See Appendix 1 for details on the gravity-fed sanitary sewers that flow to the WWTP.

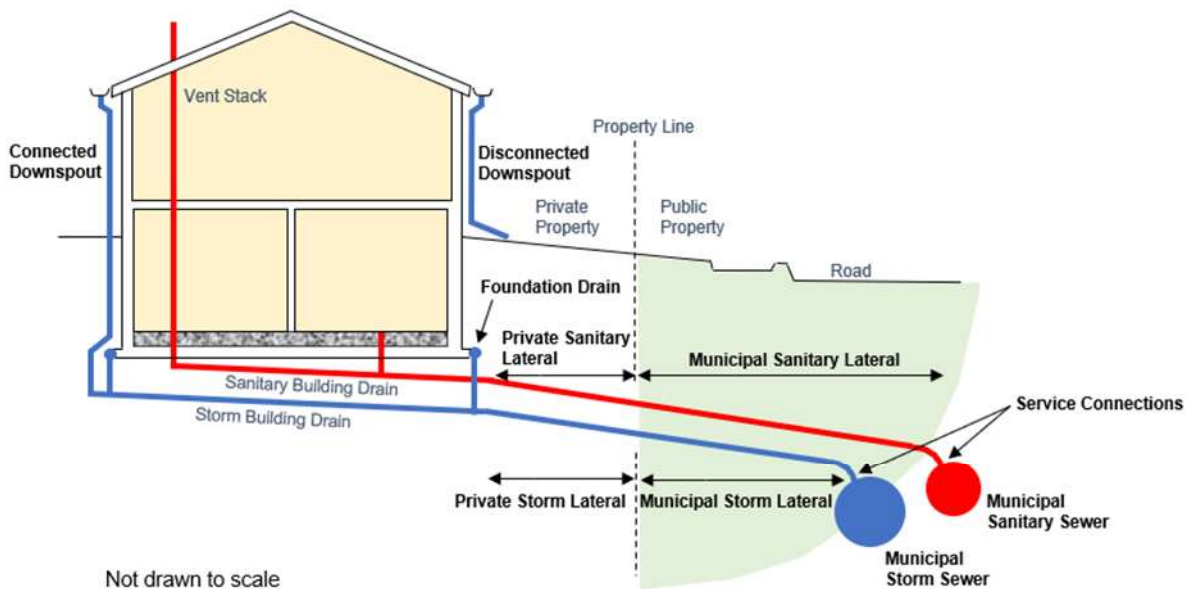


Figure 1 - Typical Separated Sewer System

3.0 Operations and Monitoring

The information reported below summarizes the current conditions of the sanitary collection system based on the Town’s computerized maintenance management system (CMMS), internal records, and field notes taken by operators, supervisors, and management. The data required to be reported on the CLI ECA are listed in Schedule E, Section 4.6.

3.1 Monitoring Programs

Table 1 details the monitoring activities performed by Town staff or contractors during the reporting period. The system performs effectively and as designed based on collected and reviewed data. Currently, no major modifications are required for the collection system.

Table 1 – Summary of Monitoring Programs

Program Title	Program Description	Program Data from the Reporting Period
Maintenance Hole Inspections (MH)	MH inspections are completed throughout the year.	Staff inspected 28 MHs monthly during the reporting period.
Sanitary Sewer Flushing	Annual flushing on main sanitary sewers.	The town's contractor flushed approximately 12,000 meters of the sanitary sewer system, and reports were provided to Engineering Services.
CCTV Inspections	An annual CCTV inspection program is completed so that main sewers are inspected once every three (3) years.	The town's contractor inspected approximately 7,000 meters of sanitary sewer in 2024 and provided reports to Engineering Services.
Dry & Wet Weather Flow Assessment	Contracted GEI Consultants Inc. to conduct an updated assessment in 2023.	The final report was provided to Engineering Services.

The Sanitary Collection System CLI ECA Schedule E, Section 3.4 requires the Town to implement monitoring guidelines per the MECP guidance document within 24 months of its release. As of January 2025, the MECP has not published the guidance document.

3.2 Operational Challenges

All maintenance was performed on behalf of the Owner by a licensed Operator or qualified contracted service provider who exercised due diligence in ensuring the works and the related equipment were properly operated and maintained to achieve compliance with the Town’s license. The Town of Pelham had no operational challenges within the Sanitary Collection System.

Table 2 – Summary of Operational Issues and Corrective Actions

Date	Description	Corrective Actions
N/A	N/A	N/A

3.3 Inspections, Maintenance & Repairs to the Authorized System

In 2024, the Town of Pelham was developing an operations and maintenance manual for the sanitary collection system, as required in the CLI ECA. The manual will identify the current and proposed future inspection, maintenance, and repair activities. Its details ensure the efficient operational performance of the sanitary collection system.

Monthly Maintenance Hole Inspections

Monthly, Water/Wastewater Operators inspect twenty-eight (28) maintenance holes for evidence of backup or concerns. These maintenance holes are selected for regular maintenance due to their history of blockages or reoccurring issues. These monthly checks are tracked using an inspection form, which is then stored digitally for future records.

Flushing & Closed-Circuit Television (CCTV) Inspections

In 2024, the Town of Pelham awarded Dambro Environmental Inc. a three-year contract to perform annual closed-circuit television (CCTV) and flushing on the Town’s sanitary collection system. One-third of the Town’s sanitary collections system is inspected annually. Inspections for emergency repairs or customer concerns may also occur outside of this scheduled maintenance. During the 2024 annual inspections and maintenance, Dambro Environmental Inc. discovered on Bacon Lane that waste oils/sludges (251 L) were coming from a sanitary lateral, creating a build-up in the sewer main. This occurred twice along the same stretch of homes; residents of this area were notified by letter of the CCTV findings and advised to avoid using the

sanitary system for disposal. Dambro Environmental Inc. removed the build-up and flushed the area in both occurrences. The first contamination was identified on August 23, 2024 (MN-000525238), with the second on September 24, 2024; a manifest was not required due to the small amount found. Due to the two occurrences in 2024 and one in 2023, Bacon Lane will continue to be inspected through CCTV annually by the Town’s contractor until the section is rehabbed or replaced.

Main Sewers

In 2024, the Town of Pelham had four (4) main sewer emergency responses. Two repairs were due to blockages within the main sewer pipe, and two were breaks found through the CCTV/Flushing Inspections.

Table 3 – Summary of Main Sewer Emergency Response

Date	Address	Concern	Resolution
February 5, 2024	49 Park Lane, Fonthill (Marlene Steward Streit Park)	Suspected blockage within the sanitary line from Spencer Lane to the Niagara Region Pumping Station.	The town contractor inspected the location with a camera and located a blockage. The blockage was cleared on February 6, 2024. Town staff were unable to determine what caused the blockage.
March 30, 2024	1600 Pelham St., Fonthill	Sewers surcharging at the corner of Pelham St. & Hurricane Rd.	The town contractor called for an emergency flush and clear. Wipes, diapers and gloves were the cause of blockage and surcharging. The issue was resolved on March 30, 2024.
July 12, 2024	Pancake Lane (West of Haist Street)	Broken Pipe at 32.40 meters	The CCTV contractor found a break at the high point of the segment, the last run towards the manhole. This location will need repair in future.
October 9, 2024	Pelham St. (Between Churchill & Highway 20)	Two sanitary main breaks.	The town contractor performed two spot repairs at the locations indicated by CCTV footage. While CCTV the locations, a third break was found, requiring future maintenance.

3.4 Consumer Complaints

In 2024, the Town of Pelham had seven (7) sewer-related concerns regarding sewer lateral blockages and basement flooding, and these locations and concerns are indicated in the table below.

Table 4 – Summary of Sanitary Sewer Lateral Complaints

Date	Address	Concern	Resolution
January 15, 2024	26 Hurricane Road, Fonthill	Sanitary Sewer Backup	A town contractor inspected the location with a camera, discovering tree roots and wipes within the lateral. The contractor cleared the lateral of all obstructions. It was advised that the area be inspected within a few years.
January 27, 2024	756 Quaker Road, Fonthill	Water in basement	A town contractor discovered a fully collapsed lateral requiring emergency repairs. A contractor working within the Town's ROW accidentally bored through the lateral, causing the damages. The repair was completed on February 4, 2024.
March 2, 2024	3 Willowdale Crt., Fonthill	Sewer backup	Tree roots obstruct the lateral. The town contractor flushed the location, and the lateral was cleared following the flush.
April 30, 2024	52 Highway 20, Fonthill	Sewer backup	The cleanout location in the residents' front lawn was found to have a low spot, causing repeated blockage. The town contractor excavated and repaired the lateral. Future monitoring of this location is required.
May 2, 2024	1427 Station St., Fonthill	Sewer backup	The town contractor inspected the locations with a camera and found a stick through the lateral on the Town's property. Town staff and the contractor performed a spot repair on the lateral. The camera was sent back to ensure the repair was good. The issue was resolved on May 13, 2024.

August 24, 2024	178 Beckett Cres., Fonthill	Sewer backup	A blockage was found in the roadway. The town contractor flushed the location until it cleared. On August 25, 2024, the blockage was present again. It was determined that the initial blockage was pushed to another location hung on a riser. Town staff sent a camera to the location on August 26, 2024, and found the area clean.
-----------------	-----------------------------	--------------	--

September 17, 2024	8 Highland Ave, Fonthill	Roots in sanitary lateral	A private contractor cleared the lateral of all roots. A spot repair at this address was suggested.
--------------------	--------------------------	---------------------------	---

3.5 Major Structure & Equipment Calibration, Maintenance and Repairs

Table 5 summarizes activities carried out on major structure and collection system works that were not covered under the operational challenges section of this report.

Table 5 – Summary of Major Structure & Equipment Calibration, Maintenance and Repairs

Major Structure or Equipment	Summary of Work performed in 2024
Fall Arrest Equipment	All fall arrest and lifting devices were inspected during the reporting period.
Air Quality Monitoring Devices	Portable air quality monitoring devices were inspected and calibrated during the reporting period. Monthly testing and an annual calibration were performed.
Property Laterals	Two (2) properties in the Town had a sewer lateral repair during the reporting period.

3.6 Summary of Alterations to the Authorized System

The Town had four (4) applications for Alterations within 2024. These alterations were not completed within 2024 and will be included in future Annual Performance Reports as finished alterations.

Table 6 – Summary of Alterations to the Authorized System

Alterations to the Authorized System (Project Name)	Project Details	Does this Project Pose a Significant Drinking Water Threat (SDWT)?
N/A	N/A	N/A

3.7 Summary of Overflows and Spills

In 2024, one (1) environmental incident, such as overflows, bypasses, or abnormal discharge from the collection system, was reported. There were zero (0) spills related to the collection system.

Table 7 – Summary of Overflows and Spills

Overflow or Spill Location	SAC/ MOECC Incident Number	Date: (mm-dd-yyyy)	Volume (m ³) and Duration (estimate)	Loading (TSS, BOD, TP, KJN, E.Coli)	Disinfection (if applicable)	Adverse Impacts/ Corrective Actions
Hurricane Rd (RMon Sanitary Pumping Station)	1-4M8CS7	01-24-2024	72m ³ Few Hours	N/A	Chlorine pucks placed at both the receiving storm sewer and the inlet of SWMP	Surcharging at the pumping station is due to the high volume of water due to wet weather conditions. Staff attended the locations and performed the Town’s bypass procedure.

See Appendix 2 for details on the Town’s Stonegate Place Bypass Procedure.

3.8 Actions Taken to Improve or Correct Performance of System

Table 8 summarizes the capital and operating projects undertaken during the reporting period.

Table 8 – Summary of Performance Improvements

System Performance Improvement	Project Description
Development of Operations & Maintenance Manuals	A consultant was retained to develop the Sanitary Operations & Maintenance Manual, a requirement under the Town’s CLI ECA. The project began in April 2024, with an estimated completion date of January 2025.

3.9 Status of Actions from Previous Years

This section includes a summary of the status of actions for the previous reporting year. Since this is the inaugural year for the new CLI ECA and the required Annual Performance Report, there are no preexisting actions to address. New goals and objectives are being developed internally, and quantifiable and tangible action items and performance improvements will be reviewed in the 2025 Annual Performance Report.

4.0 Wastewater Collection System Performance

In 2024, the Town of Pelham’s contribution to the annual flow to the Welland Wastewater Treatment Plant was 1,537,348 m³. The yearly wastewater flow in Pelham has slightly increased over the last decade. These flows vary significantly over time due to several factors, including annual precipitation. Figure 2 illustrates the yearly flows to the Welland Wastewater Treatment Plant from 2014-2024.

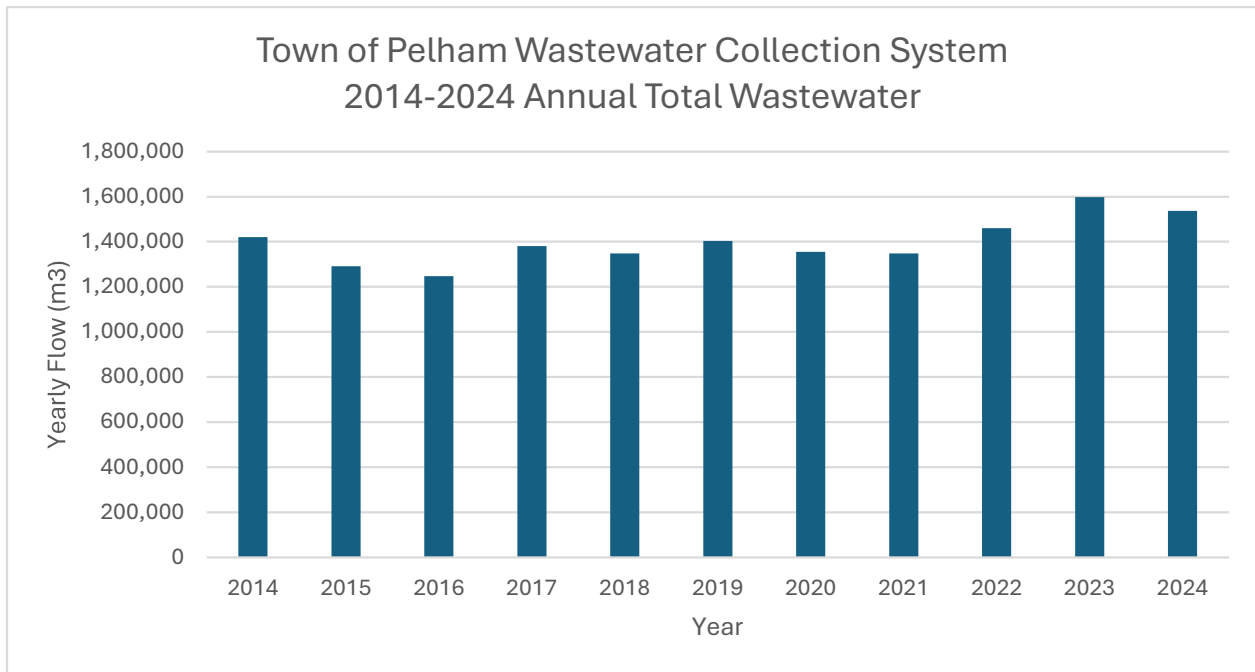


Figure 2 - Pelham Annual Wastewater Flows to Welland Wastewater Treatment Plant 2014-2024


Combined Sewers

The Town of Pelham does not own or operate any combined sewers. Therefore, per the MECP, the Town is currently not required to provide any assessments pertaining to F-5-5 or F-5-1, Wet Weather Flows Compared to Dry Weather Flows, or the Pollution Prevention Control Plan (PPCP).

5.0 Report Distribution

As required under Schedule E – Condition 4.7 of ECA 072-W601, the annual sanitary collection system performance report will be available to the public at no charge on the Town’s website or through Public Request by June 1st of the reporting year.

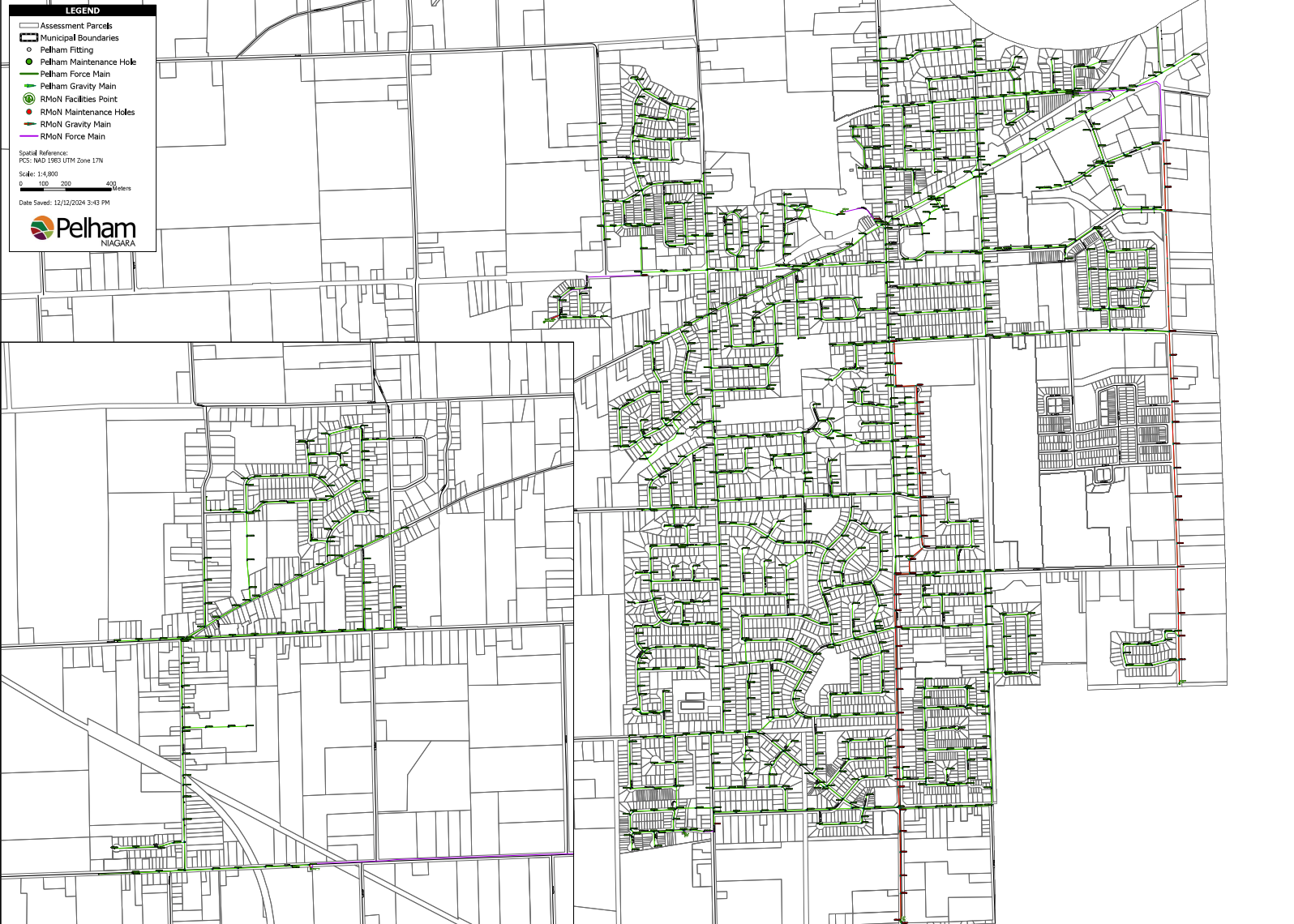
Report Date: March 24, 2025


Jason Marr (Mar 24, 2025 10:46 EDT)

Jason Marr, P.Eng
Director of Public Works

APPENDIX

Town of Pelham - Sanitary Collection System

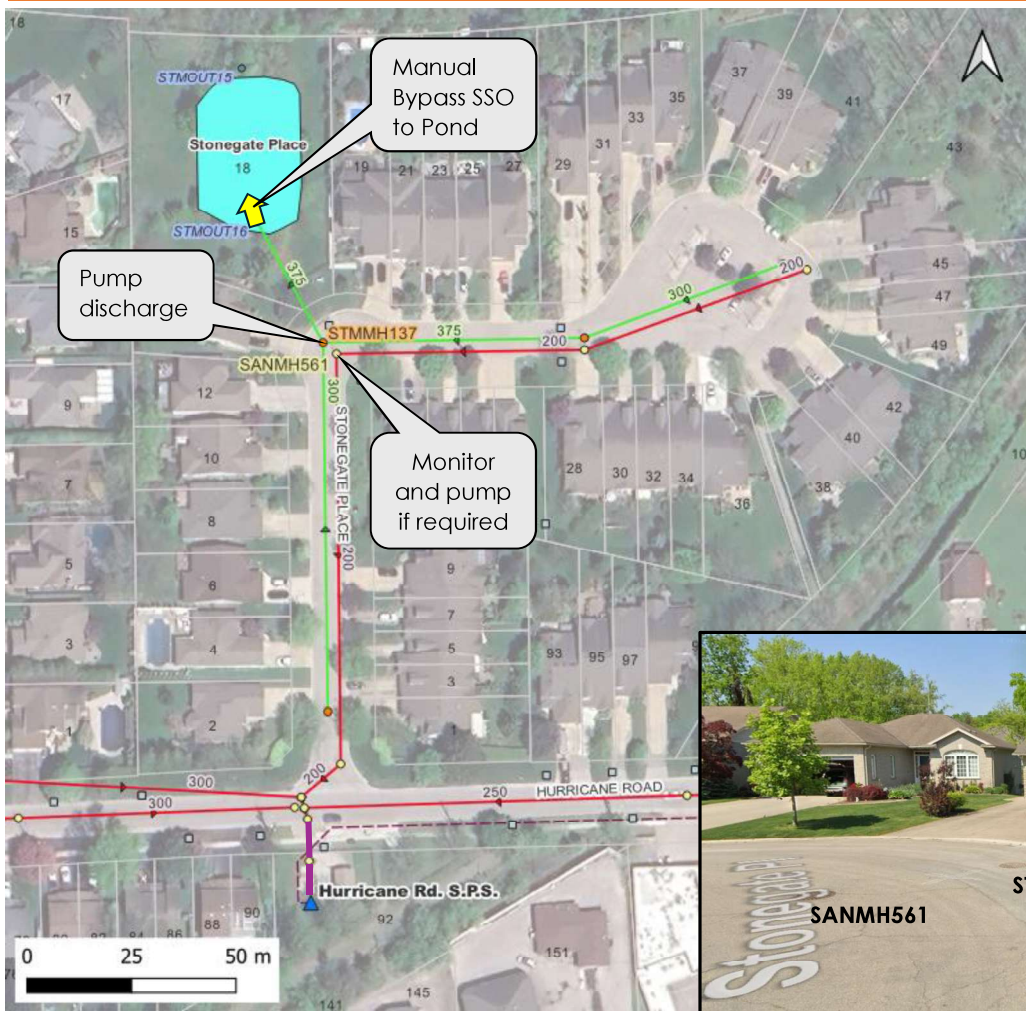


Sanitary Sewer Bypass – Stonegate Place

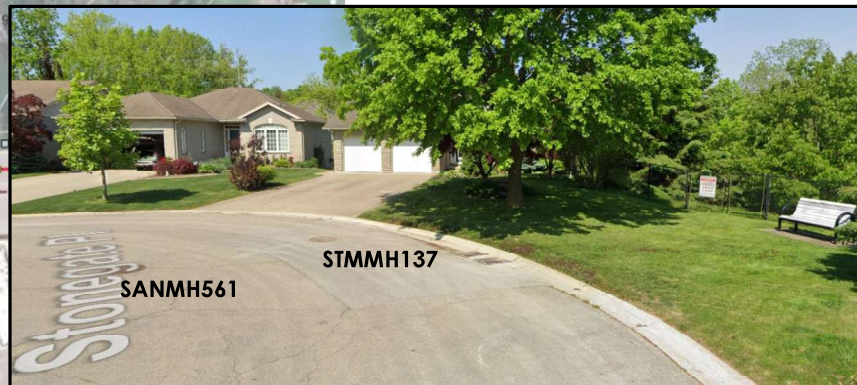
PW-SAN-VIS-002

Last Update: December 2024

Revision#: 0



Streetview at Stonegate Place








Town of Pelham - 2024 Sanitary Collection System Performance Report

Final Audit Report

2025-03-24

Created:	2025-03-24
By:	Sydney VanLeeuwen (svanleeuwen@pelham.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMh9_6x9lhvJkHDdxRDTxl_rQVHUr4-p_

"Town of Pelham - 2024 Sanitary Collection System Performance Report" History

-  Document created by Sydney VanLeeuwen (svanleeuwen@pelham.ca)
2025-03-24 - 2:32:09 PM GMT
-  Document emailed to Jason Marr (jmarr@pelham.ca) for signature
2025-03-24 - 2:32:27 PM GMT
-  Email viewed by Jason Marr (jmarr@pelham.ca)
2025-03-24 - 2:32:35 PM GMT
-  Document e-signed by Jason Marr (jmarr@pelham.ca)
Signature Date: 2025-03-24 - 2:46:38 PM GMT - Time Source: server
-  Agreement completed.
2025-03-24 - 2:46:38 PM GMT

MEMORANDUM

To: Town of Pelham Council

From: Sydney Van Leeuwen, B.A., Environmental Compliance Analyst

Date: April 16, 2025

Subject: Stormwater Management System Annual Performance Report

Recommendation:

BE IT RESOLVED THAT Council receive memo 2025-0088 “Stormwater Management System Annual Performance Report,” for information.

As per Part E, Section 5.2 of the Town of Pelham CLI ECA approval 072-S701 issued on December 19th, 2023 by the Ministry of Environment, Conservation and Parks, the Owner of the Town of Pelham Stormwater Management System shall prepare an annual performance report for the Authorized System by on or before April 30th of each year that covers the period from January 1st to December 31st of the preceding calendar year.

As specified in the approval, the annual performance report must include:

- Summary of all monitoring data along with any 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;
- Summary and interpretation of environmental trends based on all monitoring information and data for the previous 5 years;
- Summary of any operating problems encountered and corrective actions taken;
- Summary of all inspections, maintenance, and repairs carried out on any major structure, equipment, apparatus, mechanism, or thing forming part of the Authorized System;
- Summary of the calibration and maintenance carried out on all monitoring equipment;
- Summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints;
- 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

- Summary of all spills or abnormal discharge events;
- Summary of actions taken, including timelines, to improve or correct performance of any aspect of the Authorized System;
- Summary of the status of actions for the previous reporting year.

Per Part E, Section 5.3 of the Approval, the Town must make each annual performance report available, on request and without charge, to members of the public who the Authorized System serves. The Town is to make the report available to members of the public by June 1st of the same reporting year without charge by publishing the report on the Internet.

The Stormwater Management System Annual Performance Report will be submitted to the Ministry of Environment, Conservation and Parks on April 7th, 2025.

Attachments:

2024 Stormwater Management Annual Performance Report



Town of Pelham Stormwater Management System

Corporation of the Town of Pelham

2024 Annual Performance Report

January 1 to December 31, 2024

Ministry of the Environment, Conservation and Parks

CLI ECA No. 072-S701

Table of Contents	
1.0 Introduction & Purpose	Pg. 2
2.0 Description of Stormwater Management System	Pg. 2
3.0 Operations & Monitoring	Pg. 4
4.0 Report Distribution	Pg. 9
Appendix	
PW-STM-VIS-001-003 – Stormwater Management System	Pg. 11
Tables	
Table 1 – Monitoring Programs	Pg. 4
Table 2 – Operational Issues and Corrective Actions	Pg. 6
Table 3 – Main Sewer Emergency Response	Pg. 6
Table 4 – Storm Sewer Complaints	Pg. 7
Table 5 – Major Structure, Equipment Calibration, Maintenance and Repairs	Pg. 7
Table 6 – Alterations to the Authorized System	Pg. 7
Table 7 – Summary of Overflows and Spills	Pg. 8
Table 8 – Summary of Actions Taken to Improve or Correct Performance of System	Pg. 8

1.0 Introduction & Purpose

The Town of Pelham (Town or Pelham) owns and operates the Town of Pelham Stormwater Management System, which is operated under the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA), ECA Number 072-S701, issued by the Ministry of Environment, Conservation and Parks (MECP). The Town received its first CLI ECA on December 19, 2023.

This approval is similar to the Town's Drinking Water License. It allows the Town to alter, extend or modify the stormwater management system without requiring individual approval from the MECP or through the previous transfer review program administered by the Region for each project. The Town's approval is subject to various restrictions and requirements in the license. An annual report for the previous calendar year must be submitted to the MECP by April 30th, including the activities undertaken to improve the system, repairs and emergency response, system performance and future activities. This report will be made available to the public on the Town's website by June 1st for members of the public who wish to be informed of the Town's sanitary collection system performance from the previous year.

The annual report is required to address specific criteria related to operational performance, operating concerns, maintenance activities, customer complaints, and identified alterations to the system, which are listed in Schedule E, Section 5.0 of the Town's approval.

2.0 Description of Stormwater Management System

The Town of Pelham Stormwater Management System is a stand-alone municipal stormwater system that conveys runoff to nearby watercourses from developed land areas with more impervious surfaces. In some areas, the sewer flow enters a stormwater management facility, where some pollutants can settle before runoff enters a waterway. In rural areas of the Town, surface flow can more easily infiltrate the ground, and ditches capture runoff from roads.

The Town of Pelham’s Stormwater Management System consists of:

Asset	Count	Units
Storm Sewers	44,981	Metres
Maintenance Holes	666	Each
Catch Basins	1,678	Each
Inlets (to SWMF)	9	Each
Outlets	53	Each
Oil-Grit Separators	10	Each
Stormwater Dry Ponds	7	Each
Stormwater Wet Ponds	11	Each
LID Facility	1	Each
Channel Storage	4	Each
	2	Each

Stormwater in Pelham is collected using a pipe network that ranges from 200mm to 1,500mm, though about half of the system is 450mm or less. The system is mainly composed of concrete, at 75%, while 22% is PVC and 3% other materials. The Town’s stormwater sewers are relatively young, with nearly 30% of the system built in the last 15 years. The average age of pipes based on length is 26.5 years.

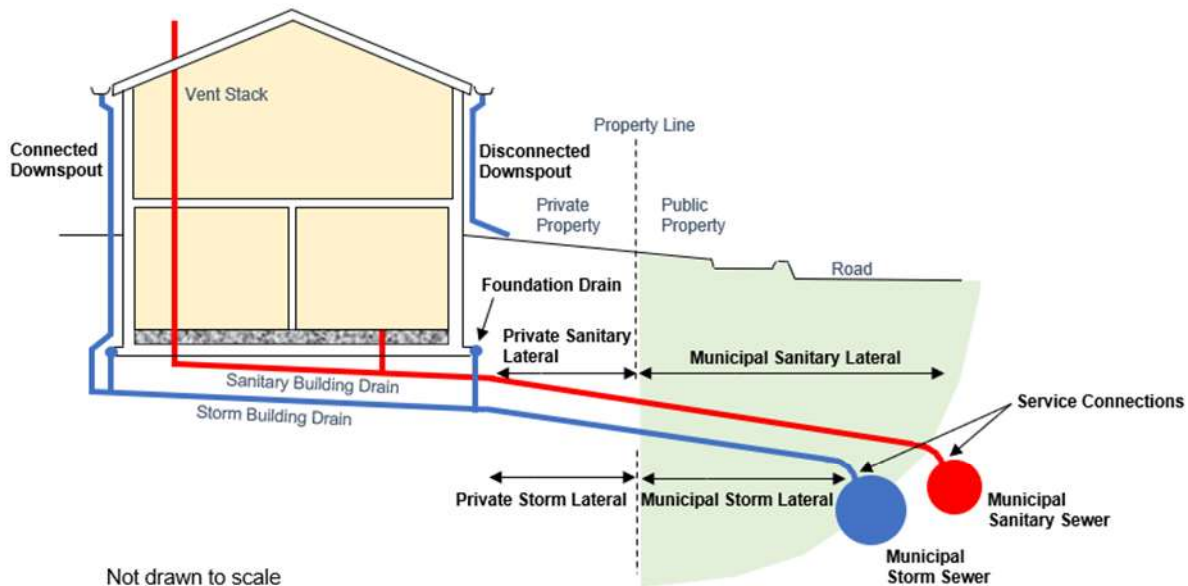


Figure 1 - Typical Separated Sewer System

3.0 Operations and Monitoring

The information reported below summarizes the current conditions of the stormwater management system based on the Town’s computerized maintenance management system (CMMS), internal records, and field notes taken by operators, supervisors, and management. The data required to be reported on in the CLI ECA are listed in Schedule E, Section 4.6.

3.1 Monitoring Programs

Table 1 details the monitoring activities performed by Pelham staff or contracted services during the reporting period. Based on the data collected and reviewed, the system performed effectively and as designed. Currently, no major modifications are required for the management system.

Table 1 – Summary of Monitoring Programs

Program Title	Program Description	Program Data from the Reporting Period	Adverse Effects on the Natural Environment
Storm Sewer Flushing	Annual flushing on main storm sewers.	The Town's contractor flushed approximately 7,000 meters of the storm sewer system, and reports were provided to Engineering Services.	No.
CCTV Inspections	Annual CCTV inspection performed on the main storm sewers.	The Town's contractor inspected approximately 3,000 meters of storm sewer in 2024 and provided reports to Engineering Services.	No.
Stormwater Management Ponds	Stormwater Management Facilities and Oil-Grit Separator Assessment	The Town retained Montrose Environmental Inc. in 2023 to perform this assessment, and it is being utilized for monitoring/maintenance plans.	No.

Catch Basins	Routine inspection and cleaning.	Staff performed inspections on identified areas before and after weather events. The Town's contractor cleaned and inspected approximately 300 catch basins.	No.
Inlet & Outlet Inspections	Routine and pre/post significant weather event inspections and maintenance.	Staff performed inspections in response to the weather. Post-event inspections are completed after a significant weather event.	No.
Semi-Annual Street Sweeping Program	Semi-annual street sweeping program for Fonthill, Ridgeville and Fenwick municipal roadways.	The contractor performed two passes (Spring and Fall) of approximately 80km of roadway in the urban areas of Fonthill, Ridgeville, and Fenwick.	No.
Bi-weekly Municipal Grass Maintenance	Bi-weekly municipal grass maintenance at stormwater management ponds.	By contractor or municipal staff, ensure that six (6) SWMPs regularly have grass cut to ensure aesthetics are kept within the Town. The grass at these ponds is only cut at the top (flattened) area.	No.

The Stormwater Management System CLI ECA Schedule E, Section 4.0 requires the Town to implement monitoring guidelines per the MECP guidance document within 24 months of its release. As of January 2025, the MECP has not published the guidance document.

3.2 Operational Challenges

All maintenance was performed on behalf of the Owner by a licensed Operator or qualified contracted service provider who exercised due diligence in ensuring the works and the related equipment were properly operated and maintained to achieve compliance with the Town's license. The Town of Pelham had no operational challenges within the Stormwater Management System.

Table 2 – Summary of Operational Issues and Corrective Actions

Date	Description	Corrective Actions
N/A	N/A	N/A

3.3 Inspections, Maintenance & Repairs to the Authorized System

In 2024, the Town of Pelham was developing an operations and maintenance manual for the stormwater management system, as required in the CLI ECA. The manual will identify the current and proposed future inspection, maintenance, and repair activities. Its details ensure the efficient operational performance of the stormwater management system.

Flushing & Closed-Circuit Television (CCTV) Inspections

In 2024, the Town of Pelham awarded Dambro Environmental Inc. a three-year contract to perform annual closed-circuit television (CCTV) and flushing on the Town’s stormwater management system. This was the first year the Town inspected and flushed storm sewers. One-third of the Town’s stormwater system is inspected annually. Inspections for emergency repairs or customer concerns may also occur outside of this scheduled maintenance.

Main Sewers

In 2024, the Town of Pelham had zero (0) main sewer emergency responses.

Table 3 – Summary of Main Sewer Emergency Response

Date	Address	Concern	Resolution
N/A	N/A	N/A	N/A

3.4 Consumer Complaints

In 2024, the Town of Pelham received thirteen (13) complaints related to the Town of Pelham Stormwater Management System during the reporting period. Table 4 describes the types of complaints and the corresponding steps to address them.

Table 4 – Summary of Storm Sewer Complaints

Complaint Type	Location of Issue (Owner)		Resolution
	Public	Private	
Catch Basin Blockage	12	-	Staff responded and removed debris as required.
Inlet/Outlet Blockage	1	-	Staff responded and removed debris as required.

3.5 Major Structure & Equipment Calibration, Maintenance and Repairs

Table 5 summarizes activities carried out on major structure and collection system works that were not covered under the operational challenges section of this report.

Table 5 – Summary of Major Structure & Equipment Calibration, Maintenance and Repairs

Major Structure or Equipment	Summary of Work performed in 2024
Fall Arrest Equipment	All fall arrest and lifting devices were inspected during the reporting period.

3.6 Summary of Alterations to the Authorized System

The Town had five (5) applications for Alterations within 2024. These alterations were not completed within 2024 and will be included in future Annual Performance Reports as finished alterations.

Table 6 – Summary of Alterations to the Authorized System

Alterations to the Authorized System (Project Name)	Project Details	Does this Project Pose a Significant Drinking Water Threat (SDWT)?
N/A	N/A	N/A

3.7 Summary of Overflows and Spills

In 2024, one (1) environmental incident, such as overflows, bypasses, or abnormal discharge from the stormwater management system, was reported, and zero (0) spills related to the collection system occurred.

Table 7 – Summary of Overflows and Spills

Overflow or Spill Location	SAC/ MOECC Incident Number	Date (mm-dd-yyyy)	Volume (m ³) and Duration (estimate)	Adverse Impacts/Corrective Actions
Hurricane Rd. (RMon Sanitary Pumping Station)	1-4M8CS7	01-24-2024	72m ³ Few Hours	Surcharging at the pumping station is due to the high volume of water, which is caused by wet weather conditions. Staff attended the locations and performed the Town’s bypass procedure.

3.8 Actions Taken to Improve or Correct Performance of System

Table 8 – Summary of Actions Taken to Improve or Correct Performance of System

Project	Project Description
Development of Operations and Maintenance Manual	A consultant was retained to develop the Stormwater Operations & Maintenance Manual, a requirement under the Town’s CLI ECA. The project began in April 2024, with an estimated completion date of January 2025.
Timber Creek Stormwater Management Pond Cleanout (Intersection of Line Ave & Steflar St.)	A consultant was retained to design the works undertaken at Timber Creek Pond. The consultant later assisted the Town in tendering construction work for cleanout. In total, 413.82 m ³ of sediment was removed from the pond, which was the first pond in the Town’s Stormwater Management Remediation Program. In addition to the cleanout, a new orifice plate was installed inside the outlet, and a new security fence was installed at the entrance of the pond property to allow for maintenance equipment.

Annual Stormwater Management Remediation Program	Public Works included a capital budget of \$300,000 in 2024 to begin the SWM remediation throughout the Town. With this program, the Town will have an annual project with a continuous capital budget expenditure for at least the next 10 years, estimated at \$3 million.
Annual Tree Planting Program	The Town awarded a contract to plant 91 trees of 12 different varieties in its boulevards, parks, and open spaces.

3.9 Status of Actions from Previous Years

This section includes a summary of the status of actions for the previous reporting year. Since this is the inaugural year for the new CLI ECA and the required Annual Performance Report, there are no preexisting actions to address. New goals and objectives are being developed internally, and quantifiable and tangible action items and performance improvements will be reviewed in the 2025 Annual Performance Report.

4.0 Report Distribution

As required under Schedule E – Condition 5.2 of ECA 072-S701, the annual stormwater management system performance report will be available to the public at no charge on the Town’s website or through Public Request by June 1st of the reporting year.

Report Date: April 4, 2025



Jason Marr (Apr 7, 2025 08:49 EDT)

Jason Marr, P.Eng
Director of Public Works

Appendix

Stormwater Management Annual Performance Report

Final Audit Report

2025-04-07

Created:	2025-04-07
By:	Sydney VanLeeuwen (svanleeuwen@pelham.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjI1VqqeHAWvR5shR0vKYKISiMqN27cf5


"Stormwater Management Annual Performance Report" History

 Document created by Sydney VanLeeuwen (svanleeuwen@pelham.ca)

2025-04-07 - 11:59:39 AM GMT

 Document emailed to Jason Marr (jmarr@pelham.ca) for signature

2025-04-07 - 11:59:44 AM GMT

 Email viewed by Jason Marr (jmarr@pelham.ca)

2025-04-07 - 11:59:52 AM GMT

 Document e-signed by Jason Marr (jmarr@pelham.ca)

Signature Date: 2025-04-07 - 12:49:25 PM GMT - Time Source: server

 Agreement completed.

2025-04-07 - 12:49:25 PM GMT



David G. Boghosian, LL.M.
Direct Tel: 416-367-5558 ext. 211
Email: dgb@boglaw.ca

April 1, 2025

VIA EMAIL -- HWillford@pelham.ca

Mayor and Members of Council
Town of Pelham
20 Pelham Town Square
P.O. Box 400
Fonthill, Ontario
L0S 1E0

Dear Mayor and Members of Council:

**RE: PELHAM INTEGRITY COMMISSIONER 2024/2025
ANNUAL REPORT**

I am pleased to provide my annual report for the third year of my retainer as your Integrity Commissioner as mandated by s. 223.6 of the *Municipal Act, 2001*.

Complaints and Investigations

There was one complaint forwarded to me regarding a Code of Conduct violation during this period. That matter is still under investigation.

I received no complaints regarding *Municipal Conflict of Interest Act* (“MCIA”) violations during this period.

Requests for Advice

I fielded four requests for advice from four different councillors, all regarding potential conflicts of interest under the MCIA related to a specific matter that was to be considered by Council.

Education

I did not conduct any educational services during this term of my retainer.

I would be pleased to schedule a further training session should you feel it would be useful.

I trust this will be of interest to you. Please do not hesitate to contact me if you have any questions.

Yours very truly,



David G. Boghosian

DGB/jl/ka

cc: Holly Willford (via email: HWillford@pelham.ca)
Town Clerk

From: message@maddmessage.ca
To: [Sarah Leach](#)
Subject: Support MADD Canada in the Fight Against Impaired Driving
Date: April 7, 2025 10:15:40 AM

Dear Mayor Junkin & Council,

We hope to add our request to the agenda for an upcoming Council meeting. I'd like to extend this email as our official sponsorship advertising request for our 2025 campaign. I hope that everyone is doing well! We'd be honoured to have the Town of Pelham join us for the MADD Message Yearbook in support of MADD Canada.

The MADD Message Yearbook is an annual publication dedicated to raising awareness and funds for MADD Canada's vital programs. These programs include life-saving educational seminars in schools, designed to reach young and new drivers with critical information about the dangers of impaired driving. (https://linkprotect.cudasvc.com?url?a=https%3a%2f%2fmaddmessage.ca%2fschool-program&c=E.L.OERpjFXYzA0jYm5yiNX72sHHYpJZiPUhjUX6Us9gOkiaJxaNfiQ_9ziV5q3kCyJ6lzfJzQ-BHR-6PVsgKSPjilJXV0dINBPBJDZmDOaQ.&typo=1)

By placing a sponsorship ad, your company will:

- *Demonstrate Leadership: Showcase your commitment to public safety and community well-being.
- *Gain Visibility: Your ad will be featured in a widely distributed, free publication available in high-profile public locations and mailed directly to all advertisers.
- *Make an Impact: Directly contribute to programs that educate youth and save lives.

To learn more, view a recent edition, or explore our sponsorship ***RATES***, visit https://linkprotect.cudasvc.com?url?a=https%3a%2f%2fwww.maddmessage.ca&c=E.L.mS8CktZ5z9EYSAkOPiThpHTHxcFLGqz_jOBL9FZrCLdMYd5Px82sXvEVvBeoKZXC14JVfFbPjL5fxVVvgtqmr2RTqJ7DZb-iSmVcfbtJuw7G9MzZ8Xflgwo8R5&typo=1. Your support is critical in making this publication a success, and we truly couldn't do it without the generosity of community leaders like you.

Please don't hesitate to reach out if you have any questions or would like to discuss sponsorship further. You can contact me via email or at 1-866-767-1736.

Thank you for your time and consideration. Together, we can make a lasting impact and help prevent impaired driving. I look forward to hearing from you soon!

Yours Truly,
Stacey Biekx
T: (866) 767-1736
E: message@maddmessage.ca

W: https://linkprotect.cudasvc.com?url?a=https%3a%2f%2fwww.maddmessage.ca&c=E.L.rVh0balltmm5KDx-cxXW_-lopO9r1yDuRELBK87Xau30Xp-utEi7QSAbby-sB0-eSAX1LLCBjNfC0o_w3zqwtGD5TV1P1fddxVsUutXISIFXTrr_UEB&typo=1

Date: January 27, 2025
Time: 10:00a.m. – 11:30a.m.
Location: Council Chambers – Meeting Room

Attendance: Wayne Olson, Ward One Councillor
Jackie Oblak, Committee Chair
Mike Jones, Committee Member
Jordan Wilton, Committee Member
Ryan Taylor, Committee Member
Erin McCormick, Administrative Assistant
Gimuel Ledesma, Engineering Technologist
Jason Marr, Director of Public Works
Samantha Witkowski, Environmental Coordinator
Geffrey Verkade, NPCA

Regrets: Mike Hoch, Committee Member
Natalie Seniuk, Committee Member

1. Call to Order and Declaration of Quorum

Noting that quorum was present, Chair Jackie Oblak called the meeting to order at approximately 10:02 a.m.

2. Land Recognition Statement

Chair Jackie Oblak recited the land recognition statement.

3. Approval of Agenda

Moved by: Mike Jones
Seconded by: Jordan Wilton

BE IT RESOLVED THAT the agenda for the January 27, 2025, regular meeting of the Environmental and Climate Adaption Advisory Committee be adopted.

Carried

4. Approval of the December 16, 2024, Minutes

Moved by: Mike Jones

Seconded by: Ryan Taylor

BE IT RESOLVED THAT the Minutes for the December 16, 2024, regular meeting of the Environmental and Climate Adaption Advisory Committee be approved.

Carried

5. Declarations of Pecuniary Interest and General Nature Thereof

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

6. Microgrant & Accelerated Impact Grant- Gim Ledesma

Gim Ledesma provided an update on two grants the Town has applied for. The first grant, a Microgrant (Stream 1), would provide \$3,500 for The Invasive Species Alert! Reporting Program. If approved, the funding will support a direct mail campaign and seminar aimed at increasing public reporting of invasive species and assisting in their prevention and control within Pelham.

The second grant, Accelerated Impact (Stream 2), would provide \$15,000 for an Invasive Species Survey and Mapping Project. This initiative would generate quantitative data to develop an action plan for mitigating and preventing the spread of invasive species.

A decision on both grants is expected by March.

7. Pelham's Plan to Protect Natural Systems & Save Taxpayers Millions- The Pointer- Councillor Olson

Councillor Olson shared The Pointer article, "Pelham's Plan to Protect Natural Systems and Save Taxpayers Millions" by Anushka Yadav, which highlights the Pelham Greenbelt Natural Asset Management Project. He

emphasized that this initiative is a significant success that should be recognized, further promoted and used to build community engagement.

Action Item Updates from Committee & Staff

Chair Jackie Oblak informed the committee that she has been in contact with the Town's Policy Planner, Lindsay Richardson. She has submitted her comments on the Official Plan (OP) and requested that the committee finalize their comments, as they must be submitted to Lindsay Richardson by the end of February.

Ryan Taylor noted that he had previously shared his comments with the committee for review. The discussion that followed focused on the impact of the committee's feedback, as well as the general nature, type, and style of the comments. Given the length and depth of the conversation, Ryan suggested scheduling an additional meeting for such discussions in the future.

Jackie proposed holding an extra meeting on February 18, 2025, to allow the committee to discuss and finalize their OP comments collectively before submission. Committee members will submit comments for discussion by February 14, 2025.

Motion: The committee will add an additional meeting on February 18, 2025, to finalize their comments on the Official Plan.

Moved by: Ryan Taylor
Seconded by: Mike Jones

Carried

8. Upcoming Items

Mike Jones provided information on the Two-Eyed Seeing Indigenous Climate Change Action Conference, taking place on March 13 and 14, 2025, at the Gathering Place by the Grand, 2593 Chiefswood Rd., Ohsweken, ON N3W 2G9. The conference will address the critical issue of biodiversity loss due to climate change and explore how Indigenous principles can inform responses to this challenge.

Through the concept of Two-Eyed Seeing, participants will engage in training, protocols, and practices that emphasize the value of Indigenous partnerships in fostering and maintaining Ethical Space. Mike suggested that the committee or staff members consider attending the event.

Action Item: Mike Jones will gather cost information and report back to the committee.

Motion: To extend the meeting by 15 Minutes

Moved by: Mike Jones

Seconded by: Ryan Taylor

Mike Jones reported to the committee on International Wetlands Day. Path will be hosting a hike to celebrate at 12:00 PM on February 2, 2025, with the meeting point at Rice Road and Merritt Street. Regional Councillors have been invited, and all are welcome to attend. Parking will be available on the west side of Rice Road, along Merritt.

Action Item: Mike Jones will send an email invitation to the committee with the details.

Adjournment

Moved by: Ryan Taylor

Seconded by: Mike Jones

THAT this Regular Meeting of the Environmental and Climate Adaption Advisory Committee be adjourned at 11:41 a.m.

Carried

Next meeting is scheduled for Tuesday, February 18, 2025.



Chair, Jackie Oblak

Administrative Assistant, Erin McCormick

Meeting #: CofA 02-2025
Date: Monday, February 3, 2025
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Brenda Stan
Colin McCann
Isaiah Banach

Members Absent John Cappa
Sue Sarko

Staff Present Jodi Legros
Andrew Edwards
Sarah Leach
Shannon Larocque
Gim Ledesma

1. Attendance

Applicants, Agents and viewing members of the public via hybrid in-person and live-stream through the Town of Pelham YouTube Channel.

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

Noting that a quorum was present, Chair Banach called the meeting to order at approximately 4:03 pm. The Chair read the opening remarks to inform those present on the meeting protocols, and he introduced the hearing panel and members of staff present.

3. Land Recognition Statement

Jodi Legros, Assistant Secretary-Treasurer, recited the land recognition statement.

4. Approval of Agenda

Moved By Colin McCann
Seconded By Brenda Stan

THAT the agenda for the February 3, 2025 Committee of Adjustment meeting be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

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

6. Requests for Withdrawal or Adjournment

J.Legros, Assistant Secretary-Treasurer stated no requests for withdrawal or adjournment have been made.

7. Appointment of Secretary-Treasurer

Moved By Colin McCann
Seconded By Brenda Stan

THAT pursuant to the *Planning Act*, Section 44(8), Sarah Conidi be appointed to the Town of Pelham Committee of Adjustment as the Secretary-Treasurer;

AND THAT the Committee of Adjustment reaffirm Jodi Legros as Acting Secretary-Treasurer.

Carried

8. Applications for Consent

8.1 B1-2025P 649 Metler Road

Consent Applications B1-2025P and B4-2025P were considered concurrently.

Application B1-2025P is made for consent to partial discharge of mortgage and consent to convey 1.266 hectares of land (Part 4), to be added to the abutting property to the east (Part 3 – 635 Metler Road), for future development. Part 5 is to be retained for continued residential use of the single detached dwelling on the property known municipally as 649 Metler Road.

Application B4-2025P is made for consent to partial discharge of mortgage

and consent to convey 4082.7 square metres of land (Part 2), to be added to the abutting property to the west (Part 3 – 635 Metler Road) for future development. Part 1 is to be retained for continued residential use of the single-detached dwelling, detached garage, and accessory structure of the property known municipally as 1914 Cream Street.

Representation

The Agents, William Heikoop and Eric Beauregard from Upper Canada Consultants were present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Niagara Region
5. Hydro One
6. Ted Ebert
7. Henry and Terri Steingart
8. Dan and Melissa Chauvin
9. Stephen Southwell
10. T Glucker and J Hamilton (Part 1)
11. T Glucker and J Hamilton (Part 2)

Applicants Comments

The Agent, Eric Beauregard, shared a presentation on the proposal. A copy is available through the Secretary-Treasurer.

Public Comments

Kurt Sikkens asked whether there was a specific development plan or if this was simply a merging of properties. The Chair clarified that the Committee only reviews the consent application and does not have information on future development. A development proposal would go through additional planning applications, public sessions, and reporting.

John Tenhage raised concerns about how a decision could be made when future development might negatively impact the neighbourhood. The Chair

acknowledged the community's concerns but reiterated that the Committee's role is limited to reviewing the lot line adjustment. The rationale behind the severance is not part of the Committee's consideration, and this application does not constitute development approval. Another Committee Member emphasized this is a two-stage process and there are criteria the committee follows to review a conveyance application. A third Committee Member reaffirmed that the Committee is not approving development but only reviewing the consent application. J. Tenhage further commented on how often similar cases occur where consent is granted, yet development is later declined.

Steve MacDougal asked about the specific area of land being conveyed. The applicant's agent, William Heikoop, provided clarification on the property boundaries during his response.

Sydney Hamilton inquired whether the applicant owned all the properties in question and expressed opposition to the proposal, stating that stopping the application now would prevent further development. The Chair explained that the agent could confirm ownership and that consent applications are reviewed independently of development proposals.

W. Heikoop confirmed that the properties are owned by Richard Dekorte who also owns the numbered company. He explained that the application is intended to consolidate land to facilitate future development while allowing the owner to dispose of existing dwellings.

W. Heikoop stated that multiple studies, including an Environmental Impact Study, Stormwater Management Report, and Hydrogeological Report, would be required before any development could proceed. While a subdivision application is planned, it will undergo a thorough review process, including public consultation and Council approval.

When asked by a Committee Member about the number of homes planned, W. Heikoop explained that the hydrogeological study would determine the number of lots, ensuring both efficient and environmentally safe development. He also confirmed that the existing rural residential zoning permits the proposed lot sizes.

Shannon Larocque, Planning Manager, outlined the subdivision

application process, stating that once the Town receives a complete application:

- Public notices will be sent to residents within a 120-meter radius.
- Signs will be posted on the property.
- A public meeting will be held before Council.
- Public and agency comments will be reviewed before a recommendation report is prepared.

W. Heikoop noted that should the future development application be approved, the draft plan of subdivision would have a series of conditions for Town approval.

Ted Ebert inquired if the property is subject to Niagara Peninsula Conservation Authority (NPCA) approval. S. Larocque confirmed that NPCA attended a pre-consultation meeting and had no concerns regarding the consent application. However, they will be involved in reviewing the Environmental Impact Study during the subdivision application process.

J. Legros, Assistant Secretary-Treasurer checked the clerks@pelham.ca email address at 4:56 pm and confirmed one email had been received from Melissa Chauvin referencing the 1987 Zoning By-law, and questioning whether the land was previously zoned agricultural. The Town Planner, Andrew Edwards, clarified that the property was zoned residential village 1 at that time, which permits the same uses as the current rural residential zoning.

Steve Southwell asked whether public comments that were submitted would be addressed. The Chair confirmed that all comments were reviewed but that the Committee does not respond to each question individually. S. Southwell requested that the slide summarizing public concerns be displayed, which was done and it was noted that the list was covered.

S. Southwell further inquired whether denying the application would prevent future development. The Chair confirmed that while the parcel in question could still be developed under current zoning, the consent application is strictly for a lot line adjustment.

J.Legros, Assistant Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 5:03 pm and confirmed no further e-mails have been received concerning the subject application. J.Legros indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Brenda Stan

Seconded By Colin McCann

THAT the public portion of the meeting be closed.

Carried

Member Comments

The Chair and a Committee Member concluded by stating that while the property has development potential, this application does not determine whether development will proceed. The community will have further opportunities for input when future applications are submitted.

Moved By Brenda Stan

Seconded By Colin McCann

THAT Application B1-2025P is made for consent to partial discharge of mortgage and consent to convey 1.266 hectares of land (Part 4), to be added to the abutting property to the east (Part 3 – 635 Metler Road), for future development. Part 5 is to be retained for continued residential use of the single detached dwelling on the property known municipally as 649 Metler Road, is hereby: GRANTED.

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. Confirm that no existing utilities currently cross the proposed new property line. Should any services cross this new property line, the applicant will be responsible for costs associated with their relocation and/or removal.**

2. **Submit an overall lot grading and drainage plan to demonstrate that the drainage does not negatively impact nor rely on neighbouring properties.**

To the Satisfaction of the Secretary-Treasurer

1. **Pursuant to Section 50(12) of the *Planning Act*, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the east (Part 3 on sketch), the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken**
2. **That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**
3. **That the final certification fee of \$445, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling the conditions of consent shall be borne by the applicant.**

THAT Application B4-2025P is made for consent to partial discharge of mortgage and consent to convey 4082.7 square metres of land (Part 2), to be added to the abutting property to the west (Part 3 – 635 Metler Road) for future development. Part 1 is to be retained for continued residential use of the single-detached dwelling, detached garage, and accessory structure of the property known municipally as 1914 Cream Street, is hereby: GRANTED.

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

1. **Confirm that no existing utilities currently cross the proposed new property line. Should any services cross this new**

property line, the applicant will be responsible for costs associated with their relocation and/or removal.

2. **Submit an overall lot grading and drainage plan to demonstrate that the drainage does not negatively impact nor rely on neighbouring properties.**

To the Satisfaction of the Secretary-Treasurer

1. **Pursuant to Section 50(12) of the *Planning Act*, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the west (Part 3 on sketch), the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken.**
2. **That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**
3. **That the final certification fee of \$445, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling the conditions of consent shall be borne by the applicant.**

The decisions are based on the following reasons:

1. **The applications conform to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and comply with the Town's Zoning By-law.**
2. **The Decisions are rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
3. **The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, the applications meet Planning Act criteria, are consistent with the Provincial Planning Statement**

and comply with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.

Carried

8.2 B4-2025P 1914 Cream Street

File B4-2025P was heard concurrently with B1-2025P. See B1-2025P for minutes and decisions.

9. Adjournment

The hearing was adjourned at 5:09 pm.

Moved By Brenda Stan

Seconded By Colin McCann

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment be adjourned until the next regular meeting scheduled for March 3, 2024 at 4:00 p.m.

Carried



Isaiah Banach, Chair



Jodi Legros, Assistant Secretary-Treasurer

Meeting #: CofA 03-2025
Date: Monday, March 3, 2025
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Brenda Stan
Colin McCann
John Cappa

Members Absent Isaiah Banach
Sue Sarko

Staff Present Andrew Edwards
Derek Young
Jodi Legros
Pamela Duesling
Sarah Conidi
Shannon Larocque

1. Attendance

Applicants, Agents and viewing members of the public via hybrid in-person and live-stream through the Town of Pelham YouTube Channel.

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

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

3. Land Recognition Statement

Jodi Legros, Assistant Secretary-Treasurer, recited the land recognition statement.

4. Approval of Agenda

Moved By Brenda Stan

Seconded By Colin McCann

THAT the agenda for the March 3, 2025 Committee of Adjustment meeting be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

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

6. Requests for Withdrawal or Adjournment

J. Legros, Assistant Secretary-Treasurer stated no requests for withdrawal or adjournment have been made.

7. Applications for Minor Variance

7.1 A4-2025P 278 Canboro Road

Purpose of the Application

The subject land is zoned Rural Residential (RR) and Village Commercial (VC) in accordance with Pelham Zoning By-law 4481(2022), as amended. Pursuant to Section 45(2)(a) of the *Planning Act*, permission is sought to extend the existing legal non-conforming use of the property as a vehicle service and repair establishment through the construction of a 557 square metres storage building.

Representation

The applicant, Kevin Pietz was present with Robert Cook of National Building Group.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Niagara Region
5. Linda Addario

Applicants Comments

The Chair inquired about drainage and septic inspections. The applicant, Kevin Pietz, stated that septic inspections would occur once the frost subsides and that the site plan maintains the historical drainage pattern, unchanged for 15 years. A culvert will be installed to redirect water away from the driveway.

A Committee Member asked about water flow direction and culvert function. Mr. Pietz explained that most water flows south, with the highest point of the property in the middle, directing one-third of the water south and two-thirds north. The Chair sought staff confirmation on drainage assessment, and it was noted that Public Works had reviewed it, confirming water flows away from neighbouring properties.

Robert Cook of National Building Group emphasized proper drainage for erosion control, noting no significant erosion in 15 years. Planning Manager Shannon Larocque confirmed that a grading and drainage plan is not required. Engineering Manager Derek Young added that the granular soil absorbs water naturally, and no grading changes are expected.

The Chair concluded the committee was satisfied with the information provided. R. Cook concluded that additional gravel will be placed around the building to support water flow.

Public Comments

None.

J. Legros, Assistant Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:24 pm and confirmed no e-mails have been received concerning the subject application. J. Legros indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Colin McCann

Seconded By Brenda Stan

THAT the public portion of the meeting be closed.

Carried

Member Comments

No further comments.

Moved By Colin McCann

Seconded By Brenda Stan

Application for relief pursuant to Section 45(2) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, to permit the expansion of legal non-conforming vehicle service and repair establishment is hereby: **GRANTED.**

The above decision is based on the following reasons:

- 1. The application satisfies the *Planning Act* and the Town Policy E2 – Non-Conforming Uses.**
- 2. No adverse impacts are anticipated for the surrounding area.**
- 3. The proposed expansion is compatible with the area's character, and the construction is not anticipated to increase the negative impact.**
- 4. This application is granted without prejudice to any other application in the Town of Pelham.**
- 5. The Committee of Adjustment considered the written and oral comments and agreed with the report analysis and recommendation that this application meets the *Planning Act* requirements.**
- 6. The applicant is aware that an on-site inspection of the existing sewage systems must be completed to obtain approval from Niagara Region Private Servicing staff that the new building will meet minimum *Ontario Building Code* setbacks from the sewage systems onsite.**

The above decision is subject to the following conditions:

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

Prior to Building Permit:

1. **To the Satisfaction of the Director of Community Planning and Development**
 - a. **Enter into a site plan agreement with the Town to the satisfaction of the Director of Community Planning and Development.**

2. **To the Satisfaction of the Niagara Region**
 - a. **Complete an on-site inspection of the existing sewage systems and obtain approval from Niagara Region Private Servicing staff that the new building will meet minimum *Ontario Building Code* setbacks from the sewage systems onsite.**

Carried

8. Minutes for Approval

Moved By Colin McCann
Seconded By John Cappa

THAT the Committee of Adjustment minutes dated January 13, 2025, be approved.

Carried

9. Adjournment

The hearing was adjourned at 4:28 pm.

Moved By Colin McCann
Seconded By Brenda Stan

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment be adjourned until the next regular meeting scheduled for April 7, 2025 at 4:00 p.m.

Carried


John Cappa, Chair


Jodi Legros, Assistant Secretary-Treasurer

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: Amendment of By-law 89-2000, Community Safety Zones

Prepared By: Ryan Cook, Manager of Public Works

Department: Public Works

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0097 “Amendment of By-law 89-2000, Community Safety Zones”, for information;

AND THAT Council approve By-law No. 21-2025, in principle, to amend By-law 89-2000 and designate Community Safety Zones in the Town of Pelham.

Background:

On March 5, 2025, Council approved the implementation of eight new Community Safety Zones and directed staff to prepare the necessary by-laws for this purpose.

Analysis:

In 2006, the Town’s Traffic and Parking By-law was amended by By-law #2741(2006) to add a schedule for designated Community Safety Zones. As Council has approved new Community Safety Zones, it is necessary to pass a by-law to designate them as such and to update this schedule. The required by-law is attached.

Financial Considerations:

The costs of installing signage at the locations provided above will be covered under the approved 2025 Roads Operating Budget.

Alternatives Reviewed:

As staff are following Council’s direction, no alternatives were reviewed.

Strategic Plan Relationship: Infrastructure Investment and Renewal

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

Consultation:

The Town Solicitor and Clerk Department were consulted in the preparation of this report.

Other Pertinent Reports/Attachments:

Public Works Report 2025-0097

By-law 21-2025

Approved and Submitted by:

Jason Marr, P.Eng
Director Of Public Works

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

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: Emerald Trails Parking Lots

Prepared By: Derek Young, C.Tech., RCSI, CRS, AMP, Manager of Engineering

Department: Public Works

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0095 “Emerald Trail Parking Lots,” for information;

AND THAT staff be directed to transfer \$37,245.45 from the Parks and Recreation Reserve to the Public Works operating budget to satisfy the Town’s obligations as they pertain to the construction of two parking lots in the Emerald Trail subdivision.

Background:

The subject property is located on a portion of the former Pelham arena lands, on the west side of Haist Street, north of Welland Road, east of Rhodes Court, and south of the town-owned park.

The subdivision consists of 13 single detached dwellings, with 3 units fronting on Haist Street, 10 units fronting on an internal roadway, 28 lane access townhouse units with 12 units fronting on the open space area associated with the soccer fields and 16 units fronting on the internal roadway and facing the proposed single detached dwelling units. Two parking areas consisting of 16 parking spaces and an internal pathway/sidewalk system are also included on the park property in the preferred plan.

Public parking is available in two lots near the platform tennis/playground and the soccer fields.

The draft subdivision plan contains a condition that the developer will cost share (50%) with the Town for the design and installation of the two public parking lots on the park property.

The initial development agreement was with Lally Homes, who developed the three lots fronting onto Haist Street and sold the remainder of the development to Centennial Construction.

Analysis:

Centennial Construction began installing the primary servicing in the fall of 2023 and encountered contaminated soils that required removal from the development. The contaminated area extended into the parking lot adjacent to the Platform Tennis Club and needed remediating before the parking lot could be constructed. This resulted in additional construction costs associated with the parking lots; therefore, 50% of the related expenses were allocated toward the Town.

Financial Considerations:

In the 2023 Capital Budget, an allocation of \$75,000 from the Parks and Recreation Reserve (based on the consultant's estimate) was included to cover the construction costs. However, the remediation requirements under the proposed parking lot have added \$35,304.10 (plus HST) as outlined below.

Construction Costs and Remediation Costs:

Parking Lot A	\$48,522.30
Remediation	\$119,148.00
Parking Lot B	<u>\$52,937.90</u>
Total	\$220,608.20 (plus HST)

50% Total	\$110,304.10 (plus HST)
1.76% Net HST	<u>\$1,941.35</u>
Total Town Cost	\$112,245.45

2023 Budget	<u>\$75,000</u>
Additional Funds	\$37,245.45 (including Net HST of 1.76%)

The additional funds required for the Town’s portion of the costs comes to \$37,245.45 and will require funding from the Parks and Recreation Reserve.

Alternatives Reviewed:

No alternatives are associated with this report as it is in accordance with the agreement between the Town and the developer.

Strategic Plan Relationship: Community Development and Growth

Removal of the Contaminated Material is good construction practice in areas of new development and is safer for new residents of the area and those using the Platform Tennis Club.

Consultation:

Upper Canada Consultants and Centennial Construction agreed with the required remediation work and the associated costs.

The Treasurer was consulted in the preparation of this report.

Other Pertinent Reports/Attachments:

The invoice from Centennial Construction for the completed works is attached.

Approved and Submitted by:

Jason Marr, P. Eng.
Director of Public Works

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

Centennial Homes

353 Townline Road
Niagara-on-the-Lake, Ontario L0S 1J0

INVOICE

Invoice No.: 810200
Date: 03/26/2025
Ship Date:
Page: 1
Re: Order No.

Sold to:

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

Ship to:

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

Business No.: 748936135

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount	
			Emerald Trails Parking Lots Construction	H		110,304.10	
			Subtotal:			110,304.10	
			H - HST 13%			14,339.53	
			GST/HST				
Shipped By: Tracking Number:						Total Amount	124,643.63
Comment:						Amount Paid	0.00
Sold By:						Amount Owning	124,643.63

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: Recommendation Report for Zoning By-law Amendment – 286 Canboro Road

Prepared By: Shannon Larocque, MCIP, RPP Manager of Planning

Department: Community Planning and Development

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-094 “Recommendation Report for Application for Zoning By-law Amendment – 286 Canboro Road” for information;

AND THAT Council direct Planning staff to prepare the by-law for approval of the Zoning By-law amendment for Council’s consideration.

Summary:

An application for a Zoning By-law Amendment was received for the property located at 286 Canboro Road to rezone the lands from the Rural Residential (RR) and Village Commercial (VC) zones to a site-specific Rural Residential (RR) zone that will permit the construction of a single detached dwelling. The application also requests an increase to the maximum front yard to 21.5 metres for a single detached dwelling.

Location:

The property located at 286 Canboro Road known legally as Part Lot 5, Concession 8, being Part 2, Plan 59R- 15861 in the Town of Pelham, Regional Municipality of Niagara (Figure 1).

Figure 1: Property Location



The property is located on the south side of Canboro Road, east of Effingham Street. The surrounding land has a mix of residential and commercial uses, including the bulk water station, retail and restaurant uses to the west, residential uses to the north, residential, office, and vehicle repair shop uses to the east, and office, residential, and agricultural uses to the south.

Project Description and Purpose:

The requested Zoning By-law Amendment would rezone the lands from the Rural Residential (RR) and Village Commercial (VC) zones to a site-specific Rural Residential (RR) zone that will permit the construction of a single detached dwelling. The application also requests an increase to the maximum front yard to 21.5 metres for a single detached dwelling.

The property currently contains a single detached dwelling close to Canboro Road in the RR zone portion. The remainder of the property is zoned VC, which does not permit a single-detached dwelling. The property also contains a watercourse which has been identified as Type II fish habitat.

The property owner would like to demolish the existing dwelling and construct a new, larger dwelling further back on the property in the area that is currently zoned VC (Figure 2). A 10-metre setback to the Type 2 Fish Habitat will be maintained and the area will be restored with plantings. Approval of the requested zoning by-law amendment is required to obtain a building permit to facilitate this.

Figure 2: New Dwelling Location



Policy Review:

Planning Act, R.S.O. 1990, c.P.13

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date or shall not conflict with them as the case may be.”

Section 34 of the Act allows for consideration of amendments to the zoning by-law.

Provincial Planning Statement, 2024

The property is located within a rural settlement area, according to the Provincial Planning Statement, 2024 (PPS).

Healthy, integrated and viable rural areas should be supported by accommodating an appropriate range and mix of housing in rural settlement areas (2.5.1(c)). In rural areas, rural settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted (2.5.2). When directing development in rural settlement areas, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels (2.5.3).

The application will result in the redevelopment of the property through the construction of a new single detached dwelling. The proposed dwelling will be consistent with the rural character of Ridgeville and will be appropriately serviced by a private sewage system and municipal water services.

4.6.2 of the PPS only permits development where archaeological resources have been conserved. The applicant submitted a Stage 1-2 Archaeological Assessment with the application. A clearance letter from the Ministry of Citizenship and Multiculturalism will be required prior to a building permit. As a result, the application is consistent with the PPS.

Greenbelt Plan, 2024

The property is located within a settlement area identified by the Greenbelt Plan (GP). Generally, the GP does not apply to lands within the boundaries of Towns/Villages and Hamlets (settlement areas). Official plans will continue to govern land use within these settlement areas based on policy direction provided by the PPS. Limited growth is permitted through infill and intensification of Hamlets subject to appropriate water and sewage services (3.4.4.1).

Niagara Escarpment Plan, 2017

The property is not located in the Niagara Escarpment Plan Area; therefore, the Niagara Escarpment Plan policies do not apply.

Niagara Official Plan, 2022

The property is in a rural settlement area in the Niagara Official Plan, 2022 (NOP). Rural settlements are to be the focus of development outside of urban area boundaries (2.23.2). Development in rural settlements should be planned to:

- a. encourage residential infill development that builds on the rural character and characteristics of the surrounding area;
- b. ensure there is adequate amenities to serve the needs of rural residents, area businesses and the surrounding nearby agricultural community;
- c. consider the inclusion of active transportation infrastructure;
- d. protect the Region's natural environment system in accordance with the policies in the NOP; and
- e. encourage reduced energy consumption, improved air quality, reduced greenhouse gas emissions, and increased resilience to climate change (2.2.3.3).

A portion of rural employment is to be planned within rural settlements to support the surrounding agricultural community. Local Area Municipalities should ensure that adequate lands are available for rural employment within rural settlement boundaries to satisfy long-term needs and support the rural economy (2.2.3.4).

Rural settlements will be serviced by sustainable private water and wastewater treatment systems (2.2.3.5).

The property is also impacted by the Region's Core Natural Heritage System, which consists of Type 2 (Important) Fish Habitat. Mandatory buffers from natural heritage features and areas are required within settlement areas. Notwithstanding any other policy in the NOP, the Conservation Authority has its own buffer requirements for watercourses, which shall apply. Reductions in any buffer required by the Conservation Authority may be considered in settlement areas where supported by a site-specific study that the Local Area Municipality, the Region, and the Conservation Authority approve.

The zoning by-law amendment will facilitate appropriate residential redevelopment that is in keeping with the rural character of the surrounding area while protecting the Region's natural environment system through an appropriate setback and buffer planting enhancement. Both Regional Environmental and Conservation Authority staff have offered support to the application subject to appropriate permitting. The new dwelling will be required to meet the energy efficiency requirements in the *Ontario Building Code*. As noted, the property will be serviced with sustainable public water and private wastewater treatment systems. It is Planning Staff's opinion that the application conforms to the Niagara Official Plan.

Town of Pelham Official Plan, 2014

The property is designated Specialty Agriculture in the Town of Pelham Official Plan, 2014 (TOP). The principle use of land in the Specialty Agricultural designation shall be for the production of the full range of specialty crops identified in the Greenbelt Plan. Permitted uses in the Specialty Agricultural designation include agricultural uses, farm wineries, single detached dwellings, accessory residential uses on farm properties, bed and breakfast establishments, home occupations and home industries, mineral aggregate operations, forestry and resource management uses, retail commercial uses, agricultural related exhibitions and tourism establishments. A number of these uses are subject to meeting policy tests in other sections of the TOP.

A single detached dwelling is a permitted use in the Specialty Agricultural designation. As a result, Planning staff are of the opinion that the application conforms to the TOP.

As Council is aware, Town Planning staff are working on a new TOP which will redesign the property to a Rural Settlement designation to conform with the NOP and the GP. The application will also conform to the policies in the new TOP.

Zoning By-law 4481(2022)

The property is zone Rural Residential (RR) and Village Commercial (VC).

The RR zone permits a single detached dwelling; home occupation; second dwelling units; and uses, buildings and structures accessory to the foregoing uses.

The VC zone permits apartment dwellings, bakery, cultural use; dwelling unit(s) above a commercial use, existing single detached dwelling, hotel, institutional use, micro brewery, office uses, parking facility, parks and urban square, places of entertainment, restaurant, retail use, second dwelling units, service shop, short term accommodation, townhouses and live-work units and uses, buildings and structures accessory to the foregoing uses.

The required and requested zone regulations are identified in Table 1 for the RR zone. All zoning regulations will be met with the exception of the maximum front yard requirement.

Table 1: Requested Zone Regulation

6.7.2 Regulation	Requirement	Requesting
Minimum Lot Frontage	15.0m or 17.0m on a corner lot	No change
Minimum Lot Area	0.4ha	No change
Minimum Front Yard	3.0m	No change
Maximum Front Yard	6.0m	21.49 m

Minimum Side Yard	1.2m and 3.0m on the other side 1.5m on each side where carport or garage is attached	No change
Maximum Building Height	12.0 m	No change
Minimum Rear Yard	5.0 m	No change
Maximum Lot Coverage	50%	No change

Given the property's irregular shape, the requirement for private sewage servicing, and the presence of the watercourse, it is unlikely that a commercial use could be accommodated on the property with appropriate parking and servicing. As a result, replacing the Village Commercial zone on the property with the Rural Residential zone to allow continued residential use is appropriate and desirable.

Regarding the request to increase the maximum front yard setback, the existing dwelling to the west is set back significantly, and the bulk water station is located to the east. The watercourse and buffer planting will dominate the streetscape along the subject property, with the dwelling located further back. As a result, the placement of the new dwelling further from Canboro Road will not detract from the village character.

In response to the comments from the Niagara Region, the watercourse and buffer will be included in an Environmental Protection 1 (EP1) zone to ensure their long-term protection.

It is Planning staff's opinion that the requested zoning change represents good planning.

Submitted Reports:

Planning Justification Brief prepared by Upper Canada Consultants Planners / Engineers dated February 13, 2025

The brief states that the lands are located within a rural settlement area where limited growth and development are encouraged. Single detached dwellings are a permitted use within a rural settlement area, provided that private servicing needs can be met. The subject property is of sufficient size to accommodate a private septic system and has historically accommodated a dwelling on private services.

The subject lands contain a watercourse which is identified as containing Type 2 (Important) Fish Habitat. The application has been submitted with a buffer planting plan which will ensure that the proposed development does not negatively impact these features for the long term.

The brief concludes that the proposed amendment will result in appropriate and compatible development on lands which are suitable for the proposed uses and that in the author's opinion, the application represents good planning and should be supported.

Stage 1 & 2 Archaeological Assessment prepared by Detritus Consulting Ltd. dated October 23, 2024

The Stage 2 investigation identified and documented no archaeological resources. Therefore, no further archaeological assessment of the Study Area is recommended.

Landscape Planting Plan prepared by Beacon Environmental dated December 12, 2024

The property contains a watercourse that has been identified as a Type 2 Fish Habitat. A 10-metre setback will be maintained from the watercourse, and a restoration planting plan has been prepared for implementation through a Niagara Peninsula Conservation Authority (NPCA) work permit.

Agency Comments:

The applications were circulated to commenting agencies and Town Departments. The following comments have been received at the time of writing this report:

Town Community Planning and Development

Please provide Ministry of Citizenship and Multiculturalism (MCM) archaeological clearance letter when in receipt.

Building

No comment at this time; however, building permits will be required at time of application.

Town Public Works

No issues with the proposed setback locations.

An overall lot grading and drainage plan demonstrating that the drainage does not negatively impact nor rely on neighbouring properties will be required at the time of a building permit application.

The construction of new driveways or the modification of existing driveways will require a Driveway Entrance Permit through the Public Works Department. The owner is responsible for all associated costs with this permit.

Niagara Peninsula Conservation Authority

No objections to the application.

Following approval of the application, the NPCA will require the applicant to apply for an NPCA work permit with a revised site plan to the satisfaction of the NPCA.

An issued NPCA work permit (with fees) will be required prior to the start of development.

Niagara Region

Requested the submission of an acknowledgment letter from the MCM before the issuance of a building permit.

No objection to the zoning application provided the watercourse and 10-metre buffer are identified within an appropriately restrictive environmental zone.

Recommended the restoration plan be implemented to the satisfaction of the Town of Pelham staff through a development agreement. Further, staff recommend that the restorative plantings be monitored for a minimum of two years and that securities be provided to the Town if restoration works need to be rectified by Town staff.

A sewage system permit will be required in accordance with the *Ontario Building Code*.

Public Comments:

On February 26, 2025, a public meeting notice was circulated to all property owners within 120 metres of the property's boundaries. In addition, public notice signs were posted facing Canboro Road and Effingham Street. A public meeting was held on March 19, 2025. Two residents attended the public meeting and provided the following comments:

B. Sneath

No concerns about the building, but concerned about her vegetable garden being close to the new septic system that will be installed on the property.

Staff Comments:

The property owner has entered into a development agreement with the Town to ensure that the restorative plantings are installed, monitored and securities posted per the comments from Regional environmental staff. The agreement also contains a clause requiring that an MCM archaeological clearance letter be provided to the Town prior to the issuance of a building permit. As noted above, the watercourse and buffer will be included in an Environmental Protection One (EP1) zone in the by-law for Council approval.

The property owner will be required to obtain a private sewage system permit from the Niagara Region. The system will be required to be installed in accordance with the requirements of the *Ontario Building Code*, which regulates setbacks to the lot line. The new system will be inspected by Regional private servicing staff to ensure it is properly installed and operating. As a result, no negative impacts to the vegetable garden on neighbouring property are anticipated. Further, an NPCA work permit will be required to ensure that regulations are met with respect to setbacks from the watercourse.

Based on these comments and the analysis contained in this report, it is Planning staff's opinion that the zoning by-law amendment should be supported as it conforms to Provincial, Regional and local policies and represents good planning.

Alternatives:

Council could choose not to approve the application for amendment to the Zoning By-law.

Council could choose to approve the application subject to modifications.

Attachments:

n/a

Approved and Submitted by:

Dr. Pamela Duesling, MCIP, RPP, EcD, CMM3
Director of Community Planning and Development

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

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: Recreational Space Allocation Policy Update

Prepared By: Kristina Clint, Manager of Recreation, Community, and Culture

Department: Recreation, Culture and Wellness

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0091 “Recreational Space Allocation Policy Update, for information;

AND THAT Council approves proposed Policy No. S701-06 Recreational Space Allocation Policy.

Background:

The Town of Pelham strives to provide residents, organizations, and businesses with fair and consistent guidelines for allocating recreational spaces throughout the community while maximizing recreational opportunities and revenue potential. Under the Public Works and Utilities Department, Council previously approved the Facilities Allocation Policy (S803-01) in March 2018. This policy focused on various topics, including allocation priorities, guidelines, meetings, events, tournaments, and cancellations, to provide a set of consistent guidelines for ensuring fair and equitable facility usage and maximizing rental potential throughout Town facilities.

Presently, the Recreation, Community, and Culture Department (RCW) manages the utilization and allocation of indoor and outdoor spaces and is the main point of contact for communication between those who rent space and the Town. The RCW department currently supports 8 existing licensed agreements and a variety of youth and adult community organizations, both serving residents and non-residents. In addition, Pelham residents and businesses often look to RCW to utilize space in indoor and outdoor locations on a seasonal basis.

As facility and park usage has continued to increase over the years, as well as the growing number of groups looking to utilize space in the community, it is essential to update the recreational space allocation policy to reflect the current and future allocation of spaces and identify key guidelines and priorities for users the Town will reference when allocating these spaces. Providing clear allocation deadlines aims to assist Town

staff in ensuring all user groups have the information they require to plan their business operations successfully. This policy update provides further details related to special events and tournaments, as this area continues to see more interest across recreational facilities throughout the Town.

Analysis:

The existing policy identifies the priorities for residents, organizations, and businesses when requesting indoor and outdoor space. These priorities are essential for maintaining current licensed or lease agreements and relationships with resident-based organizations and private rentals. The following updates to allocation priorities include adding special events and tournaments into priority number two and separating non-resident not-for-profit organizations and non-resident for-profit organizations. Staff would like to identify the importance of inputting special events and tournaments early in the allocation process, as many of these are recurring and require significant notice of space approval for planning purposes. Separating non-resident not-for-profit and private is also essential, as the allocation would be given to not-for-profit businesses over for-profit businesses. It is also important to note that Council may require a temporary allocation adjustment to accommodate a unique request for recreational facility use that will have a significant community impact. For this to occur, the requested use must be international in scope or of political significance or provide substantial tourism benefits, exposure, and/or revenue to the Town.

In addition, this proposed policy update outlines identified spring/summer and fall/winter application timelines, deadlines, and user group meetings. Establishing these specific dates will give groups enough time to gather the required information for their operations and give Town staff enough time to allocate the space appropriately through a consistent approach. This will also allow staff to provide the approved space confirmations to each group while ensuring the groups have time to make alternate space arrangements if required. User group meetings are also planned to align with these allocation intake periods, with the spring/summer meeting occurring in March and the fall/winter meeting in July.

A key update new to this policy is the proposed implementation of a Special Events Review Team (SERT). Establishing this regulatory advisory team aims to ensure special events and tournaments meet the necessary requirements to host events successfully on Town property. This proposed team will include internal and external stakeholders who will meet quarterly to review and discuss upcoming events and provide technical expertise to Town staff. Information received from this team will then be relayed back to special event and tournament organizers. This gives organizers a 'one point of contact' with the town, which intends to improve customer service and efficiency. Distinct timelines for special event and tournament applications are also provided in the policy

update to ensure ample time is provided to all parties involved to ensure successful event delivery. The Director of Recreation, Culture and Wellness also has the discretion to refuse a special event or tournament request or impose conditions for the acceptance of a request where there is reason to believe that the requesting User Group has not complied, or will not comply, with all applicable requirements of the Town and SERT.

Financial Considerations:

There are no financial considerations associated with implementing the proposed policy.

Alternatives Reviewed:

Council may direct staff to revise the proposed policy or decide not to proceed with revising the existing Facilities Allocation Policy, which was approved in 2018. However, this is not recommended as an update is fundamental to current Recreation, Culture and Wellness operational requirements.

Strategic Plan Relationship: Community Development and Growth

The proposed policy promotes fair and reasonable guidelines for residents, organizations, and businesses using indoor and outdoor spaces in the Town. As the Town continues to grow, an updated recreational space allocation policy is essential to ensure appropriate planning for the years ahead while ensuring Pelham residents and organizations can provide recreational opportunities for the community.

Consultation:

Policy No. S701-06 was developed with the Town Solicitor, Director of Recreation, Culture, and Wellness, Supervisor of Recreation Programs, Special Events and Festivals Programmer, Culture and Community Enhancement Programmer and Rentals Associate.

Other Pertinent Reports/Attachments:

Recreational Space Allocation Policy

Approved and Submitted by:

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



Policy Name: Recreational Space Allocation	Policy No: S701-06
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Recreation, Culture and Wellness

1. Purpose

This policy establishes a framework for allocating the use of indoor and outdoor recreational facilities in the Town of Pelham (“the Town”) to all users in a fair, reasonable, and consistent manner.

2. Policy Statement

The Town encourages active living for all members of the community. The Town is committed to offering residents recreational opportunities while recognizing community organizations' important role as recreational service providers. This policy outlines how recreational facility usage will be allocated to maximize rental potential, work effectively with user groups to ensure various recreational opportunities are available, and plan for future community recreational needs.

3. Definitions

“Allocation” means the Town’s apportionment and assignment of Recreational Facility space and usage between User Groups, including Permit issuance, and “Allocate”, “Allocated”, and “Allocating” have corresponding meanings.

“Community Adult Organization” means a non-commercial organization, whether incorporated or not, that provides social, recreational, health, or community activities or services for persons 18 years of age and older.

“Community Youth Organization” means a non-commercial organization, whether incorporated or not, that provides social, recreational, health, or community activities or services for persons less than 18 years of age.

“Facility Rental Contract” means a binding agreement between a User Group and the Town that contains terms and conditions for the use of a Recreational Facility by the User Group.

“Permit” means the formal written permission or authorization issued by the Town to a User Group for the use of a Recreational Facility by the User Group.



“Recreational Facility” means any land, building, or structure owned or occupied by the Town that is open or made available to the public for recreational use. For greater certainty, Recreational Facilities include but are not limited to parks, fields, pools, splash pads, ice surfaces, gymnasiums, and multi-use community rooms.

“Special Event” means an organized and time-limited event or function held at a Recreational Facility open to the public or invitees. For greater certainty, Special Events include but are not limited to tradeshow, markets, concerts, cultural events, banquets, and other similar events.

“Special Event Review Team (SERT)” means a team consisting of members from various Town departments and external agencies, including the Niagara Regional Police, the Alcohol and Gaming Commission of Ontario, and Niagara Region Public Health, which meets as needed to review Special Event and Tournament requests to ensure they meet the requirements of the Town and all SERT member agencies.

“Tournament” means an organized and time-limited sporting event consisting of multiple games or matches between several competitors.

“Town” means the Corporation of the Town of Pelham or the geographic location of the municipality, as the context requires.

“Town Recreational Program” means a sport, social, health, or community activity delivered by the Town at a Recreational Facility and includes programs for which the Town hires external instructors or providers to lead it on the Town’s behalf.

“User Group” means an individual, corporation, organization, association, or other entity that requires using a Recreational Facility for an event or activity.

4. General Provisions

4.1. Allocation Objectives

The objectives of Allocation are as follows:

- i. **Efficiency:** To maximize the Recreational Facilities being utilized
- ii. **Equity:** To promote fairness by providing clear Allocation guidelines
- iii. **Planning:** To support long-term planning through better forecasting of Recreational Facility needs based on current and near-term demand
- iv. **Conflict Resolution:** To minimize conflict about Recreational Facility usage between User Groups
- v. **Compliance:** To ensure User Groups follow regulatory requirements for safety and accessibility and adhere to Town standards



4.2. Allocation Process

User Groups may require Recreational Facility space for recurring activities, such as classes or sports leagues, or for standalone activities, such as Special Events or Tournaments. This Allocation will occur bi-annually.

The Town will host seasonal User Group meetings to discuss Spring/Summer activities and Fall/Winter activities. The Spring/Summer meeting will be held annually in March, and the Fall/Winter meeting will be held annually in July.

Application forms for the Spring/Summer Allocation will be sent to all User Groups by December 1st of the preceding year. They must be submitted to the Town no later than January 31st of the year for which the space is requested. The Town will notify all User Groups of the Allocation no later than March 1st.

Application forms for the Fall/Winter Allocation will be sent to all User Groups by May 1st and must be submitted to the Town no later than May 31st. These requests apply to the fall of the fiscal year in which applications are submitted and the winter of the next fiscal year. The Town will notify all User Groups of the Allocation no later than July 1st.

Late applications will not receive the Allocation priority that would otherwise be assigned under section 4.3 of this policy.

After each bi-annual Allocation is complete, additional requests may be made to the Town in writing for Recreational Facility use during the Allocation period. The Town will consider such requests in the order received and accommodate them when possible.

4.3. Allocation Priorities

The order of priority for Allocation is as follows:

1. Existing lease or licence agreements for Recreational Facility usage
2. Town operations, including Town Recreational Programs, Tournaments and Special Events hosted by the Town, and other Town services
3. Community Youth Organizations serving Town residents
4. Community Adult Organizations serving Town residents
5. Private rentals by Town residents and local businesses
6. Community Youth Organizations serving non-residents
7. Community Adult Organizations serving non-residents



8. Private rentals by non-residents and non-local businesses

The intended use of Recreational Facilities is also considered in the Allocation process. Requests for space that are consistent with a Recreational Facility's purpose will be given priority over requests that do not align with the ordinary or intended use of the Recreational Facility.

No User Group is permitted to use a Recreational Facility to the exclusion of other User Groups. In the event of any conflict between User Groups, the Town will facilitate a meeting to work collaboratively toward a solution.

Council may require a temporary adjustment of the Allocation to accommodate a unique request for Recreational Facility use that will have a significant community impact. For this to occur, the requested use must be international in scope or of political significance or must provide a substantial amount of tourism, exposure, and/or revenue to the Town.

While the Town will adhere to the Allocation priority set out above, it does not guarantee that any or all User Group requests will be accommodated.

4.4. Tournaments and Special Events

Requests to hold a Tournament or Special Event at any Recreational Facility must be submitted to the Manager of Recreation, Culture and Wellness. For Tournaments or Special Events that have been held at least once in the past three (3) years, the request must be made at least six (6) months prior to the proposed date. For new Tournaments or Special Events, the request must be made at least twelve (12) months prior to the proposed date. Late requests may be accommodated depending on the size and scale of the proposed event and its anticipated impact on the Town and other User Groups.

The Manager of Recreation, Culture and Wellness will review all requests in consultation with the Supervisor of Recreational Programs and the Special Events and Festivals Programmer. Requests supported by these staff will be brought to SERT for review to ensure that the proposed event complies with all applicable requirements of SERT members.

All efforts will be made to minimize the displacement of existing User Groups to accommodate Special Event and Tournament requests.

The Director of Recreation, Culture and Wellness has discretion to refuse a Special Event or Tournament request or impose conditions for the acceptance of a request where there is reason to believe that the requesting User Group



has not complied, or will not comply, with all applicable requirements of the Town and SERT.

4.5. Administration and Payment

The Town requires User Groups to sign a Facility Rental Contract and pay all applicable rental fees to secure Recreational Facility use. Rental fees are set in the Fees and Charges By-law and updated annually on January 1st. User Groups must also provide proof of insurance in accordance with the Town's requirements. Upon completion of this process, the Town will issue a Permit to the User Group for the Recreational Facility use. Any changes to this use, made by the User Group or the Town, require a new Facility Rental Contract to be signed and a new Permit to be issued.

Private rentals and rentals for Tournaments and Special Events must be paid in full at the time of booking to secure the use. Where a Recreational Facility is rented on a statutory holiday, the minimum rental period is four (4) hours, and other restrictions may apply.

For all other Allocations, the Town will invoice User Groups monthly. Invoices must be paid within 30 days, failing which the Town may revoke the Allocation to which the unpaid invoice pertains.

The Town will consider payment plans upon request.

4.6. Cancellations and Rescheduling

User Groups must provide at least seven (7) days' written notice to cancel or reschedule any Recreational Facility usage Allocated to them. Notices must be sent directly to the Supervisor of Recreational Programs. If the minimum notice is not provided, the User Group will be required to pay for the original time and any additional time used due to the cancellation or rescheduling.

In the event of an emergency of any kind, the Town may cancel or reschedule the Recreational Facility use Allocated to any or all User Groups. The Town will provide as much notice of the cancellation or rescheduling as possible.

5. Attachments

None.

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: Pelham Finance and Audit Committee Terms of Reference Membership Composition Amendment

Prepared By: Sarah Leach, Acting Town Clerk

Department: Clerk's Office

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0093 "Pelham Finance and Audit Committee Terms of Reference Membership Composition Amendment," for information;

AND THAT the Clerk be directed to amend the Pelham Finance and Audit Committee's Terms of Reference to allow for up to three Town Councillors and up to five resident representatives;

AND THAT the Clerk be directed to prepare an amending by-law to reassign Wayne Olson's membership classification from a Town Council representative to a resident representative on the Pelham Finance and Audit Committee and the Environmental and Climate Adaptation Committee, for Council's consideration at the next regular meeting.

Background:

The Pelham Finance and Audit Committee (PFAC) was established during the 2018-2022 Term as an oversight advisory committee to provide guidance and recommendations on Town of Pelham financial matters. Its primary role is to support Council in upholding financial transparency, accountability and fiscal management.

The membership requirements for the PFAC are as follows:

- Three (3) Town Councillors;
- Three (3) resident representatives;
- Director of Corporate Services;
- Secretary

Town Councillors serve on the committee in an ex-officio capacity, meaning they hold their committee position by virtue of their elected office. In this role, Councillors can participate in discussions but do not have voting privileges. Ex-officio roles are typically designed for representatives to communicate and advocate for the interests and perspectives of the office they hold.

Currently, the Town Councillors serving on the PFAC are:

- Deputy Mayor Eckhardt
- Councillor Wink
- Councillor Olson

The PFAC has historically received strong public interest and consistent membership retention.

Analysis:

The number of Town Council representatives on the committee cannot exceed three members. The presence of four council members would constitute a quorum, thereby potentially triggering an official meeting of Town Council. While the current membership requirement of three members has not caused any issues in the past, staff recommend amending the language to state "up to three members." This change would offer greater flexibility, allowing the committee to continue functioning effectively even if the full complement of council representatives is not achieved.

The committee currently allows for three resident representatives, and recruitment has consistently been successful, with an adequate number of applicants to fill the positions during each recruitment cycle. The PFAC is widely regarded as a prestigious committee, attracting individuals with the specialized education and experience necessary for its success. Staff have noted strong demand for participation and anticipate that this demand will increase following the next election, as there has been a broader trend of rising political engagement and public interest in municipal affairs.

Staff recommend increasing the number of resident representatives to "up to five" to enhance the committee's effectiveness and address logistical challenges. While public interest in PFAC remains strong, a three-member voting structure presents operational concerns, including:

- **Scheduling Challenges** – The absence of a single member significantly impacts discussions, and the absence of two results in a lack of quorum. A larger committee provides greater flexibility.
- **Limited Perspectives** – With only three voting members, the diversity of viewpoints may be restricted.

- **Decision-Making Balance** – A simple 2-1 vote determines outcomes, which may leave the minority member feeling isolated or unheard. Expanding membership encourages a more balanced discussions and ensures broader community representation.

Due to Councillor Wayne Olson's transition to Regional Council following adjournment on April 16, 2025, he will automatically cease to serve as a Town Council representative on the PFAC and the Environmental and Climate Adaptation Advisory Committee (ECAAC). Councillor Olson has been a valued member of these committees and has expressed interest in continuing to serve in a capacity permitted by Council.

To ensure continuity before the next PFAC meeting on May 28, 2025, staff recommend that Council provide direction on his reassignment to public positions. This would allow an appointment by-law to be brought forward on May 7, 2025, ensuring the appointment is finalized before the committee's next meeting.

Additionally, the ECAAC currently has an open position for a resident representative. Of the six current members, two represent community groups, and four represent resident representatives, which allows for one additional appointment. To streamline the process and ensure administrative efficiency, staff recommend including this appointment in the same by-law, should Council wish to proceed in this manner.

This transition also creates a vacant Council representative position on both committees. Once the newly appointed member assumes office, the Clerk will include a public agenda item at that Council meeting to allow Council, in collaboration with the new member, to consider and appoint representatives to these committees.

Financial Considerations:

None.

Alternatives Reviewed:

Council may consider introducing an ex-officio position for a Regional Council representative on both the PFAC and the ECAAC, allowing the member to contribute to discussions without voting privileges. However, this option could create an imbalance between voting and non-voting members on the PFAC. To address this, Council could pair the addition of an ex-officio Regional representative with the proposed increase in resident representatives. It is uncertain whether future Regional Council representatives

would opt to fill these roles. If Council wishes to pursue this alternative, an amendment to the motion would be required.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

By increasing the number of resident representatives of the PFAC, the Town enhances community engagement, broadens expertise, and mitigates logistical challenges such as scheduling conflicts and decision-making imbalances. Additionally, adjusting Council representation provides flexibility to maintain quorum and operational continuity.

Consultation:

Chief Administrative Officer
Councillor Wayne Olson

Other Pertinent Reports/Attachments:

None.

Approved and Submitted by:

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

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: Declaration of 2025 Ward One Council Vacancy

Prepared By: Sarah Leach, Acting Town Clerk

Department: Clerk's Office

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0090 "Declaration of 2025 Ward One Council Vacancy," for information;

AND THAT Council of the Town of Pelham, in accordance with Section 262 of the *Municipal Act, 2001*, hereby declare one Ward One Council seat vacant, effective immediately following the adjournment of the April 16, 2025, Council Meeting.

Background:

On February 19, 2025, former Regional Councillor Diana Huson announced her resignation from Niagara Regional Council, effective March 15, 2025, resulting in a vacancy.

On March 5, 2025, in accordance with the *Municipal Act, 2001, S.O. 2001, c.25 (Municipal Act, 2001)* and Council Vacancy Policy S201-11, Council opted to fill the vacancy through an appointment process by calling for applications.

Following this process, on March 26, 2025, Council appointed Ward One Councillor Wayne Olson to the position of Regional Councillor. As a result, a vacancy became necessary on the Town Council. At the same meeting, Council directed the Clerk to initiate an appointment process by calling for applications to fill the anticipated Ward One Town Council vacancy.

Analysis:

Per Section 262(1) of the *Municipal Act, 2001*, Council must declare a member's seat vacant no later than its next meeting following a resignation. Councillor Olson submitted a formal notice of resignation to the Clerk on March 28, 2025, with an effective date of April 16, 2025, immediately following the adjournment of the Council meeting.

Accordingly, Council may now declare the seat vacant, with the effective date and time aligning with the resignation.

As per Section 263(1) of the *Municipal Act, 2001*, Council must fill the vacancy through an appointment or a by-election. The options and rationale for filling a vacancy were previously provided to Council on March 5, 2025, in relation to the Regional Council seat and are applicable to the Town Council vacancy. To ensure a timely resolution and minimize disruption, Council directed the Clerk on March 26, 2025, to initiate an appointment process consistent with the established Regional Council application framework.

Council is required to fill the vacancy within 60 days of the declaration date. However, concluding this process as soon as possible ensures business continuity and maintains effective ward representation by keeping a full complement of Council.

Council will review applications for the Town Council vacancy at its meeting on April 16, 2025. Recognizing that the vacancy is not officially declared until the close of the meeting, Council may make a provisional appointment to the position, with the appointment becoming final upon the individual's declaration of office at a future Council meeting. The appointed individual will serve as the Ward One Councillor for the remainder of the 2022–2026 term, concluding on November 14, 2026.

Financial Considerations:

None.

Alternatives Reviewed:

None. Council is required to declare the vacancy in accordance with the *Municipal Act, 2001*, and as such, this action is a legislative obligation.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

Declaring a Council vacancy and promptly filling the position ensures governance stability, supports effective decision-making with a full complement of Council members and promotes business continuity by minimizing disruption. This streamlined approach reflects Council's commitment to proactive and adaptive leadership, demonstrating its ability to respond to organizational changes while maintaining public confidence in local governance.

Consultation:

None.

Other Pertinent Reports/Attachments:

Council Vacancy Policy

Approved and Submitted by:

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

Town of Pelham Council Report

Wednesday, April 16, 2025

Subject: 2026 Municipal and School Board Election – Alternative Voting Method Recommendation Report

Prepared By: Sarah Leach, Acting Town Clerk

Department: Clerk's Office

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0007 2026 “Municipal and School Board Election – Alternative Voting Method Recommendation Report,” for information;

AND THAT Council approve the use of vote-counting equipment such as optical scanning vote tabulators for the 2026 Municipal and School Board Election;

AND THAT Council approve the use of online voting as an alternative voting method for the 2026 Municipal and School Board Election;

AND THAT Council approve the use of advanced voting for the 2026 Municipal and School Board Election;

AND THAT Council direct staff to work with Niagara Regional local municipalities regarding a joint procurement of election voting equipment;

AND THAT the Clerk be directed to prepare the necessary By-law for voting, vote counting equipment and alternative voting methods for Council's consideration prior to May 1, 2026.

Background:

The 2026 Municipal and School Board Election (2026 Municipal Election) takes place on Monday, October 26, 2026.

Pursuant to the *Municipal Elections Act*, R.S.O 1993, c. M.53 (MEA), the Clerk is responsible for conducting the municipal election, except for certain matters requiring Council's direction.

Section 42(1) of the MEA states that prior to an election:

The Council of a local municipality may pass by-laws:

- a. authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators; and
- b. authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend a voting place in order to vote.

By-laws authorizing the use of vote-counting equipment, alternative voting methods, and the circumstances under which the Clerk will conduct a recount must be enacted by May 1, 2026. Enacting these by-laws well in advance gives the Clerk ample time to finalize all necessary arrangements and initiate the communication campaign required for voters and candidates. Early action also ensures that vendors can be secured to provide the necessary services and creates an opportunity for the Town to benefit from potential shared service agreements with other local area municipalities.

The Clerk must carefully consider several criteria before making a recommendation to Council regarding vote-counting equipment and alternative voting methods. The primary criterion is whether the option aligns with the principles outlined in the MEA. Although these principles are not explicitly identified in the legislation, they generally reflect the following:

- a. The secrecy and confidentiality of the voting process;
- b. The integrity of the voting process, ensuring that the results of the election accurately reflect the votes cast;
- c. Accessibility for electors and candidates.

On September 4, 2024, Council received Report 2024-0104 2026 Municipal Election Voting Methods, for information. The report provided an overview of various alternative voting methods that could be utilized in the 2026 Municipal Election, outlining their advantages and disadvantages.

Analysis:

Prior Elections

The 2020 By-election marked Pelham's first use of the alternative voting method, "Special Ballot on Demand Mail-in Ballots" (referred to as "vote-by-mail" hereafter). This alternative voting method replaced proxy voting to minimize in-person contact during the COVID-19 pandemic. A total of 20 voters utilized this method.

The 2022 Municipal Election utilized a hybrid approach, combining in-person voting with vote-by-mail. As in 2020, voting by mail was the alternative voting method, replacing the traditional use of proxy voting. A total of 52 electors voted by mail, accounting for 1.1% of the total voter turnout. In-person voting saw 5,127 voters, representing 99% of the turnout. The Town's overall voter turnout for the election was 32.62%.

Additionally, 1,782 voters participated during one of the three advanced voting days in 2022, making up 34.41% of the total turnout.

In the 2022 municipal elections across Ontario, 217 municipalities, representing 48.87% of all municipalities, utilized online voting. This reflects a significant increase of 42 municipalities (24%) compared to the 2018 election. In addition, 71 municipalities adopted postal voting as an alternative method. This demonstrates a clear and growing shift toward online voting, a trend that is expected to continue in future elections. Notably, this shift is not new—online voting was first introduced in Ontario in 2003. Over the years, online voting has become an established practice, with proven processes and reliable data supporting its continued use.

Survey Results

In collaboration with the Communications Specialist, the Clerk's Office launched a community survey to gather feedback on preferred voting methods for the 2026 Municipal Election. The survey was open from October 1, 2024, to December 1, 2024, and garnered 116 responses to the multiple-choice questions, including 37 detailed responses to the open-ended question.

Survey respondents represented an engaged voter group, with 99.1% having previously participated in elections and still eligible to vote in the upcoming election. Of those who had voted, 57% utilized advance polls.

To better understand preferences for voting methods, respondents were presented with options for consideration through a multi-selection function. Hybrid voting options were intentionally excluded to gain insight into the standalone appeal of each method. The following voting methods and their estimated costs were presented:

- In-Person Voting: Estimated cost \$125,875.50 (selected by 62 respondents).
- Postal Voting: Estimated cost \$84,932.06 (selected by 23 respondents).
- Online Voting: Estimated cost \$35,390.00 (selected by 78 respondents).

Online voting emerged as the most favoured option, selected by 78 respondents, followed by in-person voting with 62 respondents. Postal voting was significantly less popular, with only 23 respondents selecting this method.

Open-ended Survey Feedback

Respondents were invited to provide additional comments on their selection, or lack thereof.

Regarding online voting, respondents identified convenience, cost-effectiveness, and alignment with modern practices as key factors for favouring this method. Many drew parallels to other secure digital systems, such as online banking. However, concerns were raised about accessibility for specific demographic groups and potential cybersecurity risks. There was strong support for implementing enhanced security measures, such as multi-factor authentication.

In-person voting was valued for its perceived security, familiarity, and ability to reduce fraud. Some respondents also noted the potential for in-person voting to provide opportunities for social interaction and serve as an educational experience for children. Despite these positive remarks, concerns about the high cost of in-person voting were raised. Suggestions for reducing costs included introducing "super polls" and/or consolidating polling locations and dates.

While postal voting was the least popular method, it was recognized as a valuable option for individuals with accessibility needs or those unable to attend in person on election day. Security concerns, perceived inconvenience, and the potential impact of a concurrent postal strike were cited as reasons for its lower popularity.

Many respondents also emphasized the desire for hybrid voting options to maximize efficiency and accommodate the community's diverse preferences. Overall, the survey results provide valuable insights into community preferences and priorities. Online voting emerged as the most favoured option, offering cost savings and convenience. However, the strong support for in-person voting highlights the importance of maintaining traditional methods while exploring strategies to reduce costs and improve accessibility.

2026 Voting Options:

For the 2026 Municipal Election, the Clerk's Office is presenting Council with four potential options that align with the principles outlined in the MEA, while also considering community preferences, accessibility, security, and cost-effectiveness.

Option One: In-Person Voting with Proxy Voting Alternative

Option one represents the most traditional voting method, requiring voters to attend a polling station in person, either during an advance polling date or on election day. All registered voters would receive a voter card by mail, outlining the locations of both advance polling stations and election day polling stations. Non-registered voters would have the opportunity to register either in advance or at the polling station.

Historically, voters could cast their ballots at any advance voting location and were assigned a designated polling station on election day to ensure proper ballot distribution. However, should this be Council's preferred option, the Clerk's Office would like to explore the implementation of 'super polls' on election day. These centralized voting locations, such as the Meridian Community Centre, would allow voters from any ward to cast their ballots at a centralized, convenient location.

Completed ballots would be processed using vote tabulators, a technology that has been used in Pelham for previous elections. Extensive logic and accuracy testing are conducted before use to ensure that the tabulators scan and record votes accurately. It's important to note that a fully in-person voting election would increase the number of vote tabulators required.

Should Council choose to proceed with option one as an alternative to the recommendation, the Clerk recommends that Council authorize proxy voting as the alternative method. This would enable electors who are unable to attend any in-person voting opportunity to designate another individual as their proxy. Proxy voting is the most traditional and widely recognized form of alternative voting.

Option Two: In-Person Voting with Online Voting in Advance (Recommended)

Option two offers in-person voting using vote tabulators, as described above, alongside the option for voters to cast their ballots online in advance. Online voting would involve issuing each elector unique credentials to access a secure voting website during a designated voting period (e.g., 10 to 20 days). Voters could vote from a personal computer, tablet, or smartphone, from any location with internet access. All voters would receive this information and would not be required to pre-register or indicate their preferred voting method in advance. If voters choose not to use the online voting option, they could simply proceed to an in-person polling station.

Staff recommend implementing online voting exclusively for advance voting, rather than on election day. This recommendation is not a reflection of any lack of trust in the system, but rather stems from past experiences where internet service strain caused delays. The goal is to expedite the voting process and ensure that results are published in a timely manner. To complement online voting, staff also plan to offer in-person voter assistance centers where individuals can attend a designated location to vote online using devices provided by the Town. These voter assistance centers would require fewer staff members than a traditional advance poll and would serve as an opportunity for staff to guide residents through the process. This approach is considered essential, especially for the first election in which online voting is introduced.

Clerk's staff are aware that introducing this voting method will require thoughtful integration into the Town's established voting framework. Despite the additional effort

required, staff believe it is a valuable step to begin incorporating online voting, as it is anticipated to grow in popularity for future elections across all levels of government.

Some advantages to this option:

- Enhanced convenience for voters, allowing them to vote from any location with an internet connection.
- Reduced costs associated with voting locations and fewer temporary election officials.
- Able to vote 24 hours a day within the defined voting period.
- Faster results due to the automation of vote tabulation.
- Greater accessibility for individuals with disabilities or those who require additional assistive devices, which may already be compatible with their personal electronic devices.

Some disadvantages to this option:

- Perception of security concerns.
- Reliable access to the internet.
- Unsupervised voting.
- Voter cards containing voting credentials may be intercepted (it is noted that internet voting vendors have taken comprehensive measures to address security concerns, and the use of multi-factor authentication has been successfully implemented across several platforms to address identity verification concerns).

Staff are also aware of the potential risks and public concerns associated with online voting. By collaborating with other municipalities, best practices have been identified. Leading up to the voting period, a comprehensive series of tests and thorough reviews of the technology will be conducted to address potential risks and develop solutions. This proactive approach will help ensure a secure, reliable, and positive voting experience for all electors.

A joint procurement process with other Niagara Regional municipalities will help maintain consistency in practices, procedures, and testing across all users of online voting. Furthermore, it is possible that the selected vendor will have previously worked with a neighbouring municipality, adding an extra layer of familiarity and confidence in the system's implementation.

While testing can help build confidence before the election, technology inherently carries risks beyond security concerns. In the past two municipal election cycles, technical issues have affected jurisdictions using internet voting on election day. In 2018, a vendor experienced bandwidth limitations caused by a subcontracted service

provider. In 2022, another vendor suffered a server failure that temporarily disrupted voting.

Even with thorough security testing, such incidents can impact election service levels and raise broader concerns about the integrity of the process. It is important for Council to recognize that while the use of technology in elections is both recommended and increasingly adopted, it is not without risks. Relying on technology for an event as critical as an election requires an acceptance of potential disruptions.

This consideration influenced the recommendation to avoid offering online voting on election day. Instead, utilizing these services during less trafficked periods and over an extended timeframe will reduce dependence on internet connectivity at peak times, mitigating potential disruptions.

Option Three: In-Person Voting with Special Ballot on Demand

Similar to the 2022 Municipal Election, this option would allow for in-person voting using vote tabulators, as described in option one, while also providing voters the opportunity to request a vote-by-mail kit. This differs from postal voting, where kits are automatically mailed to all eligible electors.

Voters who request a kit must complete their ballot and submit it before the designated deadline to ensure it is processed. They may do so by depositing it into a designated vote deposit box or by delivering it to Town Hall by a specified time on election day. The kit would include detailed instructions, a ballot, a declaration card, and a return envelope, assembled in the same manner as in both 2020 and 2022.

In the 2022 Municipal Election, 52 out of 57 returned kits were successfully processed. The remaining five were either not returned, submitted late, or missing a declaration card, rendering them ineligible for processing. While the overall process had a high success rate, voter participation in this alternative voting method remained low.

Some advantages to this option:

- Enhanced convenience for voters, allowing them to vote from any location with postal access.
- Provides an audit trail.
- Greater accessibility for individuals with disabilities or those who require additional assistive devices.

Some disadvantages to this option:

- Reliant on the mail distribution through Canada Post.

- Voters must apply for a vote-by-mail kit early in the election process to meet mailing deadlines.
- Ballots may be rejected (i.e. errors, over-voting) without the option for correction as a result of not following the written instructions.
- Ballots may not be received in time for counting due to potential mail delays.

Option Four: Postal Voting

This option would implement a full vote-by-mail system, eliminating in-person voting. The advantages and disadvantages outlined in option three would similarly apply to this approach. Under this system, all eligible electors would receive a vote-by-mail kit without requesting a kit, as in option three. Completed kits could be returned by mail, deposited in a designated vote deposit box, or delivered to Town Hall by the specified deadline on election day.

Though identified as an option, a full vote-by-mail system has not been widely popular and was clearly identified as a non-preferred option in the community survey. Given the low participation in vote-by-mail during the past two elections, it is unlikely that this would be considered a favourable option.

Regional Clerks

Local area municipalities plan to present their reports on alternative voting methods to Council between Q1 and Q3 of 2025. During preliminary discussions, many municipalities expressed interest in exploring online voting as a potential alternative method. In late 2024, the Area Clerks convened as a group to attend presentations from online voting providers and agreed that should municipalities receive direction to pursue online voting, a unified approach to selecting an online voting provider would be beneficial. This approach would promote consistency in processes and procedures across municipalities and address public perceptions regarding why one municipality might select a different provider than another.

A few Niagara municipalities have prior experience with online voting, and their insights will be invaluable in shaping future decisions. Below is a summary of voting methods utilized by local area municipalities during the 2022 election:

Municipality	Internet Voting	Proxy Voting	Postal Voting	In-Person Voting
Fort Erie				√
Grimsby	√		√	√
Lincoln	√	√		√
Niagara Falls			√	√
Niagara-on-the-Lake		√	√	√
Pelham			√	√

Port Colborne		√	√	√
St. Catharines			√	√
Thorold	√			√
Wainfleet			√	√
Welland		√		√
West Lincoln	√	√		√

Voting Machinery

The Town currently owns vote tabulation machines that were acquired second-hand from the former Clerk in 1999 and have been used in every election since. These machines are outdated and in need of replacement. The Town’s vendor is unable to support them, and replacement parts are no longer available. With each election, the number of functional machines has decreased, and the vendor has advised that they will be unusable for any future elections.

Following the 2022 Municipal Election, Corporate Services conducted a financial analysis comparing the long-term costs of renting versus purchasing new voting machines. Based on cost projections extending through 2042, renting was determined to be the more financially prudent option. For the 2026 Municipal Election, the estimated cost to rent a sufficient number of tabulators to support a completely in-person voting model is approximately \$31,000 (all inclusive). However, this cost may be reduced depending on the alternative voting method selected, as fewer tabulators will be required.

While owning voting machines is generally desirable—particularly in the case of a by-election or to avoid concerns over securing machines for a regular election—it would require an upfront financial commitment of approximately \$160,000, along with ongoing maintenance to ensure the equipment remains operational.

The Clerk’s Office recommends proceeding with renting voting equipment as needed. Renting ensures that up-to-date machines are delivered in working condition for each election. Given the rapid pace of technological advancements, it is unlikely that newly purchased equipment would remain viable for 20+ years and servicing outdated machines could become difficult. Additionally, voting methods across the province are evolving. While it is reasonable to assume that the Town will continue to offer some form of in-person voting in the foreseeable future, the possibility of an online election or other changes in voting technology could significantly reduce the need for voting machines. Renting allows the Clerk’s Office to assess needs for each election and secure only the necessary number of machines, ensuring both flexibility and cost efficiency.

Financial Considerations:

Funds have been allocated in the annual budgets to cover costs associated with the 2026 Municipal Election. Since the 2022 Municipal Election, annual transfers have increased to account for inflation, the procurement of voting equipment, and the potential acquisition of new software to support an alternative voting method. The 2022 Municipal Election cost approximately \$92,000, and the Election Reserve is expected to comfortably cover the costs associated with the 2026 Municipal Election.

Should Council approve the proposed recommendation, the Town will need to secure an online voting vendor for the 2026 Municipal Election, likely through a joint procurement process with Niagara Regional municipalities. While the exact costs are currently unknown, the introduction of an alternative voting method may result in higher initial expenses compared to a strictly in-person election. However, implementing online voting could generate cost savings in other areas, such as reducing the number of in-person advance voting locations, thereby lowering staffing expenses, machine rental fees, and the need for temporary election workers.

In 2022, staffing costs for polling station workers totalled \$27,888.50, excluding Clerk's Office staff and the temporary Election Coordinator. Staffing levels were adjusted compared to previous elections to balance cost-effectiveness and operational efficiency, adequately informing future staffing needs. Wages covered training, staffing, and stand-by workers.

At the time, Pelham's election wages were slightly below those of other local area municipalities but generally aligned with federal and provincial election rates, as many staff worked across all three levels of government. Since then, both the living wage in Niagara and Ontario's general minimum wage have increased, with further increases expected by October 2026.

If Council opts for an all in-person election, staffing costs are expected to increase due to wage adjustments. Alternatively, incorporating online voting could reduce staffing requirements, as fewer polling locations and advance voting opportunities would be necessary. It is anticipated that the proposed voter assistance centres associated with online voting could be staffed exclusively by the Clerk's department rather than relying on temporary election staff.

Additional technology requirements include renting voting equipment, which, based on a quote received in 2025, is estimated at \$31,000 for a strictly in-person election. Additionally, the Town routinely rents laptops for managing the voters' list and intends to do so again for the 2026 election.

Alternatives Reviewed:

Options one, three and four are alternatives to the recommendation.

For more details on pros and cons of various voting methods, please refer to report 2024-0104 2026 Municipal Election Voting Methods (September 4, 2024).

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

Through continuously reviewing and refining election processes, the Town is proactively modernizing processes to improve efficiency, cost-effectiveness, and accessibility. Investing in technology, such as upgrading vote tabulators and exploring online voting, supports innovation and ensures the election process remains adaptable to future advancements. Alternative voting methods also improve accessibility by providing more options for residents facing barriers to in-person voting. Additionally, incorporating online voting and reducing in-person polling locations can enhance operational efficiency by lowering staffing and equipment rentals costs.

Collaboration with local area municipalities through a joint procurement process strengthens regional partnerships, promotes consistency in election administration, and leverages collective bargaining power to secure cost-effective solutions. Furthermore, by transitioning to a more flexible voting system, the Town is proactively mitigating risks and preparing for potential challenges, such as public health concerns or disruptions to traditional voting methods.

Consultation:

Local Area Clerks
Election Vendors

Other Pertinent Reports/Attachments:

2024-0104 2026 Municipal Election Voting Methods (September 4, 2024)

*Not attached by available for reference

Approved and Submitted by:

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



The Corporation of the Town of Pelham

By-law No. 19-2025

Being a By-law to prohibit and regulate public nuisances and outdoor illumination in the Town of Pelham and to repeal By-law Nos. 3424(2013) and 4253(2020).

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*” or “the statute”) provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS section 11 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons and the protection of persons and property;

AND WHEREAS section 128 of the *Municipal Act, 2001* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS section 129 of the *Municipal Act, 2001* provides that a local municipality may prohibit and regulate with respect to outdoor illumination;

AND WHEREAS sections 425 and 429 of the *Municipal Act, 2001* authorize a municipality to create offences for the contravention of its by-laws and to establish a system of fines for offences under its by-laws;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of administrative monetary penalties to assist the municipality in promoting compliance with its by-laws;

AND WHEREAS section 436 of the *Municipal Act, 2001* provides that a municipality may pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law, direction or order of the municipality;

AND WHEREAS section 444 of the *Municipal Act, 2001* provides that a municipality, if satisfied that a contravention of a by-law of the municipality has occurred, may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity;

AND WHEREAS section 445 of the *Municipal Act, 2001* provides that a municipality, if satisfied that a contravention of a by-law of the municipality has occurred, may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred, to do work to correct the contravention;

AND WHEREAS section 446 of the *Municipal Act, 2001* provides that if a municipality has authority to direct or require a person to do a matter or thing, it may also provide that, in default of it being done by the person directed or required to do it, the matter of thing shall be done at the person’s expense;

AND WHEREAS section 444 of the *Municipal Act, 2001* provides that where a municipality is satisfied that a by-law contravention has occurred, it may make an order requiring the person who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it necessary and desirable to regulate public nuisances and outdoor illumination in the Town and to enact this By-law for that purpose;

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

1. Purpose

1.1. The purpose of this By-law is to prohibit and regulate with respect to public nuisances and outdoor illumination that is or may become a nuisance so as to promote the well-being of the municipality and its inhabitants.

2. Definitions

2.1. In this By-law:

“Administrative Penalty” means an Administrative Penalty issued pursuant to Town of Pelham Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, as amended from time to time.

“Agricultural Operation” means an agricultural operation as defined in the *Farming and Food Production Protection Act, 1998*, S.O. 1998, c. 1.

“Applicable Law” means all applicable by-laws of the Town and Niagara Region and all applicable provincial and federal statutes and regulations.

“By-law Enforcement Officer” means a by-law enforcement officer of the Town.

“Clerk” means the Clerk of the Town or designate.

“Council” means the Council of the Town.

“Direct Light” means light emitted directly from a Luminaire.

“Enforcement Authority” means a By-law Enforcement Officer, a member of the Niagara Regional Police Service or Ontario Provincial Police, and any Person appointed or otherwise delegated the authority to administer and enforce this By-law.

“Exterior Luminaire” means a Luminaire that is situated outside of any building or structure, including those affixed to exterior walls or surfaces of any building or structure and/or to posts appurtenant to any building or structure.

“Fight” means a confrontation between two or more Persons that involves forceful physical contact.

“Highway” means a highway as defined in the *Highway Traffic Act*, R.S.O. 1990, c. H.8.

“Liquor” means spirits, wine and beer or any combination of them and includes any alcohol in a form appropriate for human consumption as a beverage, alone or in combination with any other matter.

“Luminaire” means a complete lighting device that consists of one or more light-producing components and parts designed to distribute the light.

“Niagara Region” means the Regional Municipality of Niagara.

“Normal Farm Practice” means a normal farm practice as defined in the *Farming and Food Production Protection Act, 1998*, S.O. 1998, c. 1.

“Nuisance” means anything that is injurious to health, offensive to the senses, or an obstruction to the free use of Property so as to interfere with the comfortable enjoyment of life or Property and, without limiting the generality of the foregoing, includes any of the matters listed in section 4.1 of this By-law.

“Nuisance Light” means Direct Light emitted by an Exterior Luminaire positioned in such a manner that the Direct Light is easily perceptible at a Property other than the Property on which the Luminaire is situated and is of such a type or quantity that it constitutes a Nuisance to the public or to any Person residing, carrying on business, or operating a motor vehicle, in the vicinity.

“Nuisance Party” means a gathering of Persons on any Private Property or Public Property which, by reason of the conduct of the Persons in attendance, results in the occurrence of any of the deemed Nuisances in section 4.1 of this By-law.

“Order” means any notice of non-compliance issued under this By-law.

“Owner” means the registered owner of Property.

“Person” means an individual, corporation, partnership or association.

“Private Property” means Property owned by a Person other than the Town, Niagara Region, the Province of Ontario or Canada.

“Property” means any land or premises within the Town.

“Public Place” means any Public Property at which the public is ordinarily invited or permitted access, and any Private Property that is visible from Public Property or from any other Private Property.

“Public Property” means Property under the ownership of jurisdiction of the Town, Niagara Region, the Province of Ontario or Canada.

“Skateboard” means a device that is driven or propelled by muscular power or gravity and consists of a platform with two or more wheels attached to the bottom side and includes non-motorized devices commonly described as scooters, which consist of a wheeled platform and handlebar structure.

“Town” means The Corporation of the Town of Pelham or the geographic area of the municipality, as the context requires.

3. General Prohibitions

3.1. No Person shall cause or permit a Nuisance.

3.2. No Person shall create, host, cause or permit a Nuisance Party at any Private Property or on Public Property.

3.3. No Person shall attend a Nuisance Party.

3.4. No Person shall use or operate, or cause or permit the use or operation of, any Exterior Luminaire in a manner that creates or results in Nuisance Light.

4. Prohibited Nuisances

4.1. Without limiting the generality of section 2.1 of this By-law, each of the following acts, conduct or things at any Public Place is deemed to be a Nuisance:

- (a) loitering in, remaining at, or refusing to leave any Public Place after a request from an Enforcement Authority to leave;
- (b) remaining at or refusing to leave any Public Place after it is closed;
- (c) using profane or abusive language or gestures;
- (d) aggressive or threatening conduct toward any Person;
- (e) engaging in or encouraging any Fight;
- (f) spitting;

- (g) vomiting, urinating, or defecating anywhere other than a restroom facility without reasonable excuse;
- (h) throwing, dropping, placing or depositing any garbage, refuse, debris or other item or object on the ground or any place other than a designated receptacle for the said item or object;
- (i) defacing, damaging or vandalizing Public Property or Private Property;
- (j) obstructing, interfering with or otherwise impeding pedestrian traffic or vehicular traffic;
- (k) using a Skateboard except as permitted under this By-law;
- (l) conducting or soliciting for any trade, calling, business or occupation except as permitted under Town of Pelham By-law No. 09-2025;
- (m) discharging fireworks except as permitted under Town of Pelham By-law No. 2951(2008);
- (n) open air burning except as permitted under Town of Pelham By-law No. 4223(2020);
- (o) making, causing or permitting noise that contravenes Town of Pelham By-law No. 4454(2022);
- (p) carrying open Liquor or consuming Liquor on Public Property except where permitted under Applicable Law;
- (q) public intoxication or public drunkenness;
- (r) the unlawful sale, provision or distribution of Liquor or other intoxicating substance;
- (s) obstructing an Enforcement Authority in the course of their duties;
- (t) knocking over or removing, or attempting to knock over or remove, any Canada Post mailbox or relay box, newspaper box, recycling container, garbage container, temporary restroom facility, traffic sign, street sign, utility pole, or any other similar item;
- (u) entry upon or use of the roof of any building or structure not intended for such occupancy; and
- (v) any other activity, conduct or thing that is disorderly or obnoxious.

4.2. For the purposes of paragraph 4.1(g), reasonable excuse means:

- (a) the contravention of paragraph 4.1(g) must be inevitable, unavoidable, and afford no reason or opportunity for an alternative course of action that does not contravene this By-law; or
- (b) if the contravention of paragraph 4.1(g) is the consequence of illness, the Person did not contemplate, or could not have reasonably contemplated, that their actions would likely cause illness or give rise to a contravention of this By-law.

4.3. For the purposes of paragraph 4.1(k), using a Skateboard on Public Property for recreational purposes is permitted only at facilities or locations specifically designed and constructed to support recreational Skateboard use and that are identified as such by signage posted by the Town. Recreational Skateboard use on any other Public Property is prohibited.

4.4. For the purposes of paragraph 4.1(k), using a Skateboard on Highways for transportation purposes is permitted as follows:

- (a) the Skateboard shall be used on the sidewalk where one exists;
- (b) if there is no sidewalk, the Skateboard shall be used in a bicycle lane where one exists;
- (c) if there is no sidewalk or bicycle lane, the Skateboard shall be used on the paved shoulder of the Highway where one exists;

- (d) if there is no sidewalk, bicycle lane, or paved shoulder, the Skateboard may be used on the travelled portion of the Highway;
 - (e) the Skateboard shall not be used in a manner that causes damage to any Public Property or Private Property;
 - (f) the Skateboard user shall travel in a manner and at a speed appropriate to the surface on which the Skateboard is being used;
 - (g) the Skateboard user shall travel in a straight line as close to the right side of the sidewalk, bicycle lane, paved shoulder, or travelled portion of the Highway as is practicable;
 - (h) the Skateboard user shall yield the right-of-way to pedestrians at all times and, when using a bicycle lane, to cyclists;
 - (i) the Skateboard user shall comply with all traffic control signals and signs; and
 - (j) the Skateboard user shall exercise reasonable care for their own safety and the safety of all other users of the Highway.
- 4.5. Where Skateboard use is permitted under this By-law, users must at all times wear a helmet approved by the Canadian Standards Association (CSA), with the chin strap securely fastened, and such other protective equipment as may be required to afford reasonable protection to the Skateboard user.

5. By-law Application and Exemptions

- 5.1. This By-law does not apply to:
- (a) any conduct, activity or thing that constitutes a Normal Farm Practice carried on as part of an Agricultural Operation;
 - (b) odour produced or emitted by a commercial or industrial facility that is subject to Town of Pelham By-law No. 81-2024;
 - (c) light emitted by Exterior Luminaires that are required by, and positioned in accordance with, Applicable Law;
 - (d) light emitted by Exterior Luminaires that provide security lighting at a construction site or non-residential Property;
 - (e) the activities or operations of the Town and Niagara Region or their contractors; or
 - (f) the operations of any emergency service provider.

6. Enforcement

- 6.1. This By-law shall be administered and enforced by the Town and Enforcement Authorities.
- 6.2. An Enforcement Authority may, for the purpose of enforcing this By-law, exercise any power, authority or remedy granted to the Town pursuant to the *Municipal Act, 2001*.
- 6.3. An Enforcement Authority may, at all reasonable times, enter and inspect any Property to determine if this By-law is being complied with and may, for the purposes of such an inspection, require the production of documents or information from a Person concerning a matter related to the inspection.
- 6.4. An Enforcement Authority who is satisfied that a contravention of this By-law has occurred may make an Order requiring the Person who contravened the By-law, the Person who caused or permitted the contravention and/or the Owner of the Property where the contravention occurred to discontinue the contravening activity.
- 6.5. No Person shall obstruct or hinder, or attempt to obstruct or hinder, any Enforcement Authority in the exercise of a power or the performance of a duty under this By-law.

7. Penalty

- 7.1. Every Person who contravenes any provision of this By-law or an Order made under section 6.4 is guilty of an offence and upon conviction is liable to such penalties as are provided for in the *Municipal Act, 2001* and the *Provincial Offences Act*, R.S.O. 1990, c. P.33.
- 7.2. Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each Administrative Penalty issued pursuant to this By-law.
- 7.3. Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an Administrative Penalty in accordance with that By-law.

8. General

- 8.1. The short title of this By-law is the “Nuisance By-law”.
- 8.2. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 8.3. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Town, the provision that establishes the higher standard shall prevail.
- 8.4. This By-law shall be read with all changes in number or gender as are required by context.
- 8.5. Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 8.6. The Town Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

9. Repeal and Enactment

- 9.1. By-law Nos. 3424(2013) and 4253(2020) are hereby repealed and replaced.
- 9.2. This By-law shall come into force on the date it is signed.

Read, enacted, signed and sealed this 16th day of April, 2025.

Marvin Junkin, Mayor

Sarah Leach, Acting Town Clerk



The Corporation of the Town of Pelham

By-law No. 20-2025

Being a by-law to amend By-law 13-2023, confirming various appointments to Advisory Committees of the Town of Pelham for the 2022-2026 Term of Council and to appoint and remove a member to the Pelham Seniors Advisory Committee.

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

AND WHEREAS on December 5, 2022, Council established the creation of the Pelham Seniors Advisory Committee;

AND WHEREAS on February 21, 2023, Council passed By-law 13-2023 providing for the appointment of individuals to the Pelham Seniors Advisory Committee;

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

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

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

3. **Effective Date**

- 3.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 16th day of April, 2025.

Marvin Junkin, Mayor

Sarah Leach, Acting Town Clerk

Schedule "A" to By-law 20-2025

Advisory Committees

Pelham Seniors Advisory Committee

Council Representative

Councillor Shellee Niznik

Public Representatives

~~Alan Bown~~ – Removed by By-law 20-2025

Anthony Ferrara

~~Bill McInerney~~ – Removed by By-law 43-2023

Jesse Stockton

Lynn Reynolds

Patrick O'Hara

Randy Gananathan

Tahlia Bolibruck

Laura Micevic



The Corporation of the Town of Pelham

By-law No. 21-2025

Being a By-law to amend Town of Pelham By-law No. 89-2000, being the Traffic and Parking By-law, and to repeal By-law # 2741(2006).

WHEREAS section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may pass by-laws respecting highways, including parking and traffic on highways;

AND WHEREAS section 214.1 of the *Highway Traffic Act*, R.S.O. 1990, c. H. 8 provides that the Council of a municipality may by by-law designate a part of a highway under its jurisdiction as a Community Safety Zone;

AND WHEREAS Town of Pelham By-law No. 89-2000, being a by-law to regulate traffic and parking on highways under its jurisdiction, was amended by Town of Pelham By-law #2741(2006) to add a schedule for designated Community Safety Zones;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it necessary and desirable to designate additional Community Safety Zones in the Town of Pelham and to enact this by-law for that purpose;

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

1. **THAT** Part IX of By-law No. 89-2000 is amended to add the following section:

904.01 In accordance with the provisions of the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, Community Safety Zones are designated on the parts of the highways listed and described in Schedule "AD" to this By-law, as amended or updated from time, which is attached hereto and forms part of this By-law.
2. **THAT** Schedule "AD" to By-law No. 89-2000 is repealed and replaced with Schedule "A" attached hereto and forming part of this By-law.
3. **THAT** each Community Safety Zone designated in Schedule "AD" to By-law No. 89-2000 shall not come into effect until signs have been erected in accordance with the *Highway Traffic Act*, R.S.O. 1990, c. H. 8.
4. **THAT** By-law #2741(2006) be and it is hereby repealed.
5. **THAT** this By-law comes into force and effect on the date it is enacted.

Read, enacted, signed and sealed this 16th day of April, 2025.

Marvin Junkin, Mayor

Sarah Leach, Acting Town Clerk

SCHEDULE "A"

Community Safety Zones – Signed

Column 1	Column 2	
Highway	From	To
HAIST STREET	1113 HAIST STREET	1551 HAIST STREET
PANCAKE LANE	38m WEST OF HAIST STREET	208 PANCAKE LANE
CANBORO ROAD	350m EAST OF FARR STREET	BALFOUR STREET
PELHAM STREET	125m SOUTH OF HURRICANE ROAD	PANCAKE LANE
PORT ROBINSON ROAD	PELHAM STREET	RICE ROAD
PELHAM TOWN SQUARE	20 REGIONAL ROAD 20 EAST	STATION STREET
CHURCH STREET	CANBORO ROAD	951 CHURCH STREET
HAIST STREET	WELLAND ROAD	100m NORTH OF FOSS ROAD



The Corporation of the Town of Pelham

By-law No. 22-2025

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 16th day of April 2025.

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 16th day of April, 2025, 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 16th day of April, 2025.

Marvin Junkin, Mayor

Sarah Leach, Acting Clerk