
RG 560

Brock University Archives

Creator: Pelham Cares Inc.

Extent: 1.9 metres of textual records (6.5 boxes)
247 photographs
1 CD-ROM

Abstract: Fonds contains material about the operations and activities of Pelham Cares Inc., a charitable organization that provides various community services in Pelham, Ontario. Material includes administrative records such as minutes, annual reports, and financial statements, as well as information about the services provided, including a food bank, subsidized recreational activities for youth, and transportation services for medical appointments. Materials include activity reports, news clippings and photographs.

Materials: Minutes, annual reports, correspondence, activity reports, news clippings and photographs.

Repository: Brock University Archives

Processed by: Chantal Cameron

Last updated: February 2016

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Administrative history:

The beginnings of Pelham Cares occurred in 1982 when the Mayor of Pelham, Eric Bergenstein, received a letter from Janet Hassall, a social worker with Niagara Regional Home Care. Hassall requested that a Social Service Committee be established in Pelham to address gaps in community services, a practice that several other communities in the Region had adopted. Such committees were commonly composed of church parishioners, so Bergenstein contacted Canon J. Nowe of the Holy Trinity Anglican Church, who expressed an interest in participating in such a committee. Bergenstein arranged a meeting in June, 1982 at the United Church Hall in Fonthill, for any interested parties to learn more about the existing Social Service Committees in the Region. The meeting was not part of a Town Council project, but rather an initiative undertaken by Mayor Bergenstein in a personal capacity. Subsequent meetings chaired by Eric Bergenstein were held throughout the remainder of that year, during which the name of Pelham Cares was decided, a steering committee established, and services to be offered were determined. These initially included “visits with the lonely, the shut-ins, at home, hospital or on an outing; run errands for those who are “stuck”; step in, in emergencies, or regularly, to free a parent or spouse who can’t otherwise get a “break”; in emergencies, provide food, clothing, furniture, medicine and other necessities”. The first official meeting of Pelham Cares occurred in January 1983.

Currently, the main services offered by Pelham Cares are a food bank; transportation services to medical appointments; and sponsorship programs to allow youth with limited financial means to participate in sports, recreational and educational activities. The organization also provides emergency food, supplies or short term accommodation due to fire or other catastrophic loss, as well as providing referrals to appropriate organizations or agencies. Pelham Cares is dependent on the funding from community partners such as service clubs, citizens, local businesses, financial institutions and churches. These services are provided by volunteers and one part-time employee. A permanent location for Pelham Cares was established in 2014 with the purchase of a property on Highway 20 East in Fonthill, after a 30 years search for a permanent facility.

Scope and content:

Fonds contains material about the operations and activities of Pelham Cares Inc., a charitable organization that provides various community services in Pelham, Ontario. The
material consists mainly of administrative records and services records. The administrative records include minutes, annual reports, financial statements and funding information (including grants, donations, and fundraisers), as well as correspondence. The material about services includes activity reports, volunteer recognition, news clippings, newsletters, and photographs. The original order of the material in the files has largely been retained. These files have been grouped together with similar material for clarity and ease of use.

Organization:

The records were arranged into four series:

Series I: Administrative, 1982-2015, n.d.
- Sub-series A: Constitution, Policies and Incorporation
- Sub-series B: Minutes
- Sub-series C: Financial
- Sub-series D: Planning
- Sub-series E: Annual Reports
- Sub-series F: Correspondence

- Sub-series A: Food bank
- Sub-series B: Volunteers
- Sub-series C: Activity reports
- Sub-series D: Other community activities
- Sub-series E: Newsletters
- Sub-series F: Photographs

- Sub-series A: Imagine Canada
- Sub-series B: Other resources

- Sub-series A: Loose clippings
- Sub-series B: Scrapbooks

Inventory:

Series I: Administrative, 1982-2015, n.d.


1.2 Ethical code, 2011. Contains a copy of the Ethical Code handbook by Imagine Canada, a copy of draft ethical standards proposed by Imagine Canada, and correspondence regarding Pelham Cares renewal of the program.

1.3 Holiday Adopt-a-Family Program, Policies and Procedures, 2016.

1.4 Human Resources Policy, 2007, 2010. Contains position descriptions and policies concerning the Board of Directors.


1.6 Pelham Cares Privacy Policy, n.d.


1.8 Transportation Policy, 2010-2012, n.d. Contains policies and procedures for volunteer drivers. Also contains a volunteer driver application form, position description, driver agreement, volunteer driver handbook and transportation client information.


1.10 Workplace Safety Policy, 2010. Contains a draft policy on Occupational Health & Safety, as well as a guide to Bill 168 (regarding workplace violence and harassment), and some related correspondence and news clippings.

1.11 Organizational chart, 2004, n.d. Contains an organizational chart of Pelham Cares and draft position descriptions including the President, Vice-President, Secretary, Treasurer, Directors and Coordinator, Client Services.
1.12 Policy resources, 1994-2004, n.d. Contains resource material used to develop a constitution and policies for Pelham Cares, including constitutions of similar non-profit organizations, newsletters and news clippings.

1.13-1.18 Incorporation, 2003-2007. Contains an application for incorporation, correspondence, a not-for-profit incorporator’s handbook, and annual returns.

**Sub-series B: Minutes, 1982-2014.**

1.19-2.2 Minutes, 1982-2014. Contains meeting minutes and agendas. Some financial reports are also included.


**Sub-series C: Financial, 1983-2014, n.d.**

2.4-2.11 Financial reports, 1983-2014 [non-inclusive].


2.16-2.23 Ontario Trillium Foundation, 2004-2010. Contains a proposal and application for funding, letters of support, letter of agreement, news clippings, correspondence, progress reports and a final report.


2.26-2.28 New Horizons Grant, 1984, 2009-2010, n.d. Contains application forms, program information, news clippings, attachments included with the application such as letters of support and annual reports, and correspondence.

2.29-2.39 Other Grants, 1984, 2003-2012, n.d. Contains information about other grant programs such as the Sun Media summer camp fund; Rotary Club Centennial Project; Donner Canadian Foundation Awards; Venture Niagara; United Way; Opportunities Niagara; Royal Bank of Canada; the Cares Foundation of Niagara Fallsview Casino; BMO Fountain of Hope; Niagara Neighbourhood Idea fund; Venture Niagara; and the Osprey Media Summer Camp fund.

2.41-2.43 Fundraising—Quilt Exhibit, 2005. Contains correspondence, promotional material, financial report, photographs, and news clippings.

2.44-2.52 Fundraising—Home Show, 2005-2012. Contains correspondence, news clippings, promotional material, information for volunteers and show guides.


2.57-2.61 Fundraising—Mayor’s Gala, 2009-2013. Contains correspondence, information about the Gala, sponsorship forms, programs, Committee meeting minutes, and testimonials from children who benefited from the youth recreation subsidies of Pelham Cares.

3.1-3.14 Fundraising—Other, 2006-2012. Contains correspondence, news clippings, and promotional material about various fundraising events including Biketoberfest, Emmons BBQ, Benefit Concert by the Peninsula Orchestra, Salon Utopia Open House, Wildflower Restaurant’s Winter Dance event and silent auction, recipe book fundraiser, Dundee Securities Corporation fundraiser, birdhouse decorating project, Sunday stroll [featuring goods crafted by local artisans], Phoenix Lodge Ladies night fundraiser, Fonthill Coffee House fundraiser, and a presentation on charitable giving presented by Investors Group.


3.15 Snow removal project, n.d. Contains details of a plan to provide snow removal services for seniors by students.


3.17 Strategic Planning, 2007-2008. Contains correspondence, meeting notes, strategic planning process and timeline, a draft letter concerning client eligibility criteria for Pelham Cares services, a draft client agreement form and a volunteer statement of understanding and indemnification.
3.18  Gail Hilyer, 2004-2008, 2011. Contains correspondence, meeting agendas and notes, a biography of Gail Hilyer (past president of Pelham Cares), a draft inventory, and news clippings.

3.19-3.21  Forms, 2005-2009, n.d. Contains assorted blank forms used by Pelham Cares including information requests, client information, Christmas basket registration, volunteer service logs, expense reports, client agreement, and donation forms.

3.22-3.28  Leases, 2002-2010. Contains leases and related correspondence for the properties that Pelham Cares has occupied or considered occupying. Also includes some information on facility requirements.

3.29-3.41  Property Search, 2005-2013. Contains information on prospective properties that Pelham Cares considered relocating to, including 2 Pelham Town Square; Shoppers Drug Mart facility in the Fonthill Plaza; 1161 Pelham Street; and letters of interest for other properties meriting consideration.

3.42-3.49  New facilities information/requirements, 2003-2013. Contains planning material concerning the requirements for a new home for Pelham Cares, including minutes of the Project Pelham Cares Facilities Committee, correspondence, lists and diagrams of facility requirements and proposed facility designs, a facility cost matrix, and office expansion costs.

3.50-3.52  Rotary Facility Project, 2008-2009. Contains minutes, reports, correspondence and news clippings on a joint project of Pelham Cares and the Rotary Club of Fonthill to find a new location for Pelham Cares.

3.53-3.54  Overview/History, 2002-2008, n.d. Contains several different drafts of an overview of Pelham Cares services, a history of the organization on its 15th anniversary, a handwritten history written by George Morley in 2002, and a presentation about Pelham Cares services presented by the Rotary Club of Fonthill and Pelham Cares.


3.56-3.59  Promotional material, n.d. Contains brochures and flyers promoting Pelham Cares services, order information for customized fridge magnets, and copies of the publication While You’re Waiting featuring advertisements for Pelham Cares.

3.60-3.70 Annual Reports, 2001-2014. Contains Pelham Cares Inc. annual reports.

Sub-series G: Correspondence, 1982-2012, n.d.


4.7 Alex Melinyshyn, 2005. Contains correspondence and some news clippings about Alex Melinyshyn, a student volunteer with Pelham Cares.

4.8 Abitibi, 2005-2007. Also contains some news clippings.


4.11 Food distribution project, 2007. Contains the weekly cost of a nutritious food basket in Niagara and guidelines for distributing food to clients.


4.26-4.27 Andrew Liptak Community Service Award, 1995, 2007-2008. Contains nominations for this award given by the Welland/Pelham Chamber of Commerce.

4.28 June Callwood Award for Volunteerism, 2011-2012. Contains a letter of nomination, letters of support, a presentation ceremony program, and a media release announcing Pelham Cares receiving the award in 2012. Also contains some colour photographs and a CD containing additional photographs.

Sub-series D: Activity reports, 1994-2014 [non-inclusive].

4.29-4.34 Activity reports, 1994-1995, 2005-2014. Contains the number of requests for services, categorized by the type of service, such as transportation or food. The reports are issued monthly.

Sub-series E: Other community activities, 2004-2010, n.d.

4.35-4.39 Community Policing, 2005-2008. Contains meeting agendas and minutes of the Pelham Community Policing Committee. Also contains agendas and notes from the Niagara Regional Police Service Community Policing Symposium, some correspondence and information about Community Policing programs.

4.40-4.41 Centre for Community Leadership (CCL), 2005-2006. Contains reports and correspondence relating to Imagine Canada’s Community Conversation held at the Centre for Community Leadership at Niagara College in 2005. Also contains information about other events being held at the Centre for Community Leadership.


4.44-4.52 Village of Fonthill’s 150th Anniversary, 2006. Contains information about the Village of Fonthill’s 150th Anniversary celebrations, June 10, 2006. Materials include general committee notes, sponsorship committee agendas and minutes, ecumenical service program, an itinerary, news clippings, commemorative booklet, financial statement, and correspondence.

5.1-5.2 Skillshare program, 2007. Contains several drafts of Pelham Cares food handling and storage policy. The policy was created with the assistance of a Health and Safety Service Learning placement through the Skillshare program at
Brock University. Also contains some information on an accounting service learning project with Pelham Cares.


5.4-5.5 Social and Community Planning, 2007. Contains the *Niagara Integrated Social and Community Planning Project background paper with questions: Phase 2, Community Conversation*; a list of steering committee members and community reference group members; and some news clippings.

5.6 Community Conversations, 2009. Contains flyers for a community conversation about poverty co-hosted by Pelham Cares and Niagara Prosperity Initiatives, a questionnaire, and a news clipping.

5.7 Seniors needs & programs, 2005. Contains agendas and minutes of community meetings to identify senior needs and programs in the Town of Pelham.

5.8 Parish nurse program, 2010. Contains correspondence regarding the possibility of Pelham Cares running a parish nurse program, as well as brochures for similar community services.

5.9-5.10 Market, 2005-2006. Contains correspondence and application forms for a Pelham Cares booth at the Pelham Farmers’ Market.

5.11 Community Principles of Respect, 2006. Contains correspondence and news clippings about Pelham Cares participation in this program.

5.12 105.7 FM radio, 2007-2009. Contains correspondence and promotional material about Pelham Cares events or activities promoted by the radio station.

**Sub-series F: Newsletters, 2004-2011, n.d.**


Sub-series B: Other resources, 1995-2012, n.d.

5.33 Community Support Services of Niagara, 2001, n.d. Contains a volunteer reference check form, volunteer application form, a Niagara Regional Police access to information waiver form and a volunteer policy and procedure manual.


5.35 Proposal writing workshop, 2012. Contains slides from a proposal writing workshop offered by the Niagara Community Foundation, the United Way and the Ontario Trillium Foundation.


5.37 Town of Pelham Community Services brochure, 2005-2007. Contains copies of the Town of Pelham’s Municipal & Community Services brochure and correspondence relating to Pelham Cares contribution to the brochure.

5.38 Computers for Clients, 2010. Contains correspondence and promotional material about a program to provide low-cost refurbished computers to low-income individuals.
5.39 Roundtable on Senior’s Issues, 2005. Contains a presentation entitled *7 Financial Dangers Facing Retirees Today & In the Future* as part of a Roundtable on Seniors’ Issues presented by the Hon. Rob Nicholson, MP and Dean Allison, MP.


5.41 Ontario Association of Food Banks Standards of Operation, 2005.


5.43 Niagara Region, 2008-2009. Contains information on programs to reduce poverty in the Niagara Region.

5.44 Aging at Home, 2007-2010. Contains news clippings, an *Aging at Home Directional Plan* by the Hamilton Niagara Haldimand Brant Local Health Integration Network (HBHB LHIN), and a newsletter of the HNHB LHIN featuring their Aging at Home strategy.

5.45 Transportation Survey, 2009. Contains a copy of a survey completed by Pelham Cares for the Hamilton Niagara Haldimand Brant Local Health Integration Network. Also contains related correspondence and information on the Aging at Home call for service plans.

5.46 LHIN, 2009-2010. Contains information on procedures and policies for volunteer drivers drafted by Pelham Cares, a publication by Imagine Canada entitled *Managing Your Volunteer Drivers*, and information on an HNHB LHIN transportation planning session (including the results of the transportation survey).

5.47 Food Client Assessment tools, 2005-2009, n.d. Contains client intake forms used at other food banks and guidelines to follow when distributing food to clients.

5.48 Niagara Prosperity Initiatives, n.d. Contains a list of community agencies and the areas that they serve, as well as specific program information.
5.49 Information Niagara, 1995-1996. Contains a questionnaire completed by Pelham Cares and submitted to Information Niagara, a directory of community services in regional Niagara.

5.50 Volunteers Count, 2004-2008. Contains correspondence, a survey, and information about Volunteers Count, a web-based software program that helps organizations track volunteer contributions and estimate their value.

5.51 Seniors resources, 2010, n.d. Contains information for seniors on driving, programs and services provided by Service Canada and Niagara Region, and a safety guide for older or vulnerable persons, Welland Community Policing.

5.52 Resources—Promotional material, n.d. Contains promotional material for various charities and community services and government agencies.


**Series IV: Clippings, 1980-2012, n.d.**

**Sub-series A: Loose clippings, 1980-2012, n.d.**

6.1-6.10 News clippings by subject, 2004-2012, n.d. Folder headings include Board members; food depots/transportation; Niagara-wide food bank/social issues/economy; food/toy drives; local businesses; other food banks; transit; service clubs and United Way.


**Sub-series B: Scrapbooks, 1989-2012.**

6.25-7.3 Scrapbooks of news clippings, 1989-2012.