



**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
MARCH 18, 2025 – 6:00 P.M.
COUNCIL CHAMBERS**

*(Time adjusted for this meeting only
Regular business to resume at 6:30 p.m.)*

C04/25

- 1. Call to Order**
- 2. Closed Meeting**
 - a) Item under Section 239 (2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees – 1 item (a staffing matter)
 - b) Minutes of the Closed Meeting of Council held February 4, 2025
- 3. Rise & Report**
- 4. National Anthem**
- 5. Land Acknowledgement Statement**
- 6. Disclosures of Interest and the General Nature Thereof**
- 7. Mayor's Announcements & Remarks**
- 8. Councillor's Announcements & Remarks**
- 9. Adoption of Previous Council Minutes**
 - a) Minutes of the Regular Meeting of Council held February 25, 2025
- 10. Public Meeting**
 - a) Zoning By-law Amendment Z01/2025W - 11031 Lakeshore Road
- 11. Delegations**
- 12. Consent Agenda**
 - a) Administrative Staff Reports
 - i. ASR-005/2025 Re: Requests for Proclamation
 - ii. ASR-006/2025 Re: 2024 Building & Septic Permit Fees Annual Report

b) Drainage Staff Reports

- i. DSR-003/2025 Re: Annual Drainage Program Update

c) Public Works Staff Reports

- i. PWSR-007/2025 Re: Memorandum of Understanding with the NPCA
- ii. Memorandum Re: 2025 Tree Program

13. Staff Reports & Recommendations

a) Administrative Staff Reports

- i. ASR-006/2025 Re: 2024 Year-End Results Report

b) Public Works Staff Reports

- iii. PWSR-006/2025 Re: 2025 Equipment Rental Rates
- iv. PWSR-008/2025 Re: Arena Dehumidifier Replacements
- v. PWSR-009/2025 Re: Grader Replacement

14. Review of Correspondence

- a) Correspondence Item C084 Re: Niagara Community Foundation Proclamation Request
- b) Correspondence Item C086 Re: Wainfleet Skating Club Advertising Request

15. By-laws

- a) By-law No. 006-2025 being a by-law to appoint a Clerk for the Corporation of the Township of Wainfleet.
- b) By-law No. 007-2025 being a by-law to appoint a Deputy Clerk for the Corporation of the Township of Wainfleet.
- c) By-law No. 008-2025 being a by-law to amend By-law No. 022-2023 being a by-law to govern the proceedings of the Township of Wainfleet Council, the conduct of its Members and the calling of meetings.

16. Notices of Motion**17. Closed Meeting****18. Rise & Report**

19. By-law to Confirm the Proceedings of Council

- a) By-law No. 009-2025 being a by-law to adopt, ratify and confirm the actions of the Council at its Regular Meeting of Council held March 18, 2025.

20. Adjournment



**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL MINUTES**

C03/25
FEBRUARY 25, 2025
6:30 P.M.
COUNCIL CHAMBERS

PRESENT:	B. Grant	Mayor
	J. Anderson	Councillor
	J. MacLellan	Councillor
	S. Van Vliet	Councillor
REGRETS:	T. Gilmore	Councillor
STAFF PRESENT:	M. Luey	Chief Administrative Officer
	A. Chrastina	Deputy Clerk
	J. Crawford	Administrative Assistant
	M. Jemison	Drainage Superintendent
	C. Mayr	Library Programmer
	R. Nan	Manager of Operations
OTHER:	B. Widner	Engineer, Spriet Associates

1. Call to Order

Mayor Grant called the meeting to order at 6:30 p.m.

2. National Anthem

3. Land Acknowledgement Statement

Mayor Grant acknowledged that the land on which we gather is the traditional territory of the Anishinaabeg and Haudenosaunee Peoples, acknowledging the One Bowl and Spoon Treaty.

4. Disclosures of Interest

Mayor Grant disclosed an interest on agenda item 12. b) (Correspondence Item C061 Re: Marshville School Fee Waiver Request) for the reason that his immediate relative made the request.

5. Mayor's Announcements & Remarks

Mayor Grant provided the following remarks:

- Please note that these meeting proceedings are being broadcast live, recorded and made available through the Township website and youtube.com.
- Our next regular meeting of Council is Tuesday March 18th at 6:30pm.

6. Councillor's Announcements & Remarks

Councillor Anderson invited everyone to read a book in recognition of reading week and encouraged visits to the Wainfleet Public Library.

7. Adoption of Previous Council Minutes

a) Minutes of the Regular Meeting of Council held February 4, 2025

Resolution No. C-2025-022

Moved by Councillor Anderson

Seconded by Councillor Van Vliet

"THAT the minutes of the regular meeting of Council held February 4, 2024 be adopted as circulated."

CARRIED

8. Public Meeting

None.

9. Delegations

None.

10. Consent Agenda

None.

11. Staff Reports & Recommendations

a) Drainage Staff Reports

- i. DSR-002/2025 Re: North East Consolidated Drains No. 2 & 4 Engineering Report Update

M. Jemison provided a brief overview of the report.

B. Widner provided a brief presentation and answered questions from Council respecting the Niagara Region culvert program and technical design related to flow capacity.

Mayor Grant invited members of the public to ask questions or provide comment. No members of the public provided questions or comments.

Resolution No. C-2025-023

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

"THAT Drainage Staff Report DSR-002/2025 respecting the North East Consolidated Drains No. 2 & 4 Engineering Report for Consideration be received; and

THAT a By-law be given two readings to provisionally adopt the North East Consolidated Drains No. 2 & 4 Engineer's Report dated November 21, 2024, prepared by Spriet Associates Engineers & Architects, under Section 4, Chapter D. 17 of the Drainage Act, R.S.O. 1990; and

THAT Staff be directed to advance the North East Consolidated Drains No. 2 & 4 to that of the Court of Revision, as per Section 46(1) of the Drainage Act, R.S.O. 1990; and

THAT Councillor Anderson, Councillor MacLellan and Councillor Van Vliet be appointed as members to the North East Consolidated Drains No. 2 & 4 Court of Revision and Mayor Grant be appointed as an alternate member to be tentatively scheduled for March 25, 2025, at 4:00 p.m.

CARRIED

b) Public Works Staff Reports

- i. PWSR-005/2025 Re: Correspondence Request for Green Road North

Resolution No. C-2025-024

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“THAT Public Works Staff Report PWSR 005/2025 respecting the Correspondence Request for Green Road North be received; and

THAT Council does not entertain the upgrade of Green Road North at this time, as it does not meet the criteria in the Township's roads needs study for prioritizing future road rehabilitation.”

CARRIED

12. **Review of Correspondence**

- a) Correspondence Item C059 Re: Governance Review for the Niagara Region

Resolution No. C-2025-025

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“THAT Correspondence Item C059 from the City of Niagara Falls respecting Governance Review for the Niagara Region be received and supported.”

CARRIED

- b) Correspondence Item C061 Re: Marshville School Fee Waiver Request

Due to the declared conflict, Mayor Grant passed chair to Deputy Mayor Van Vliet and left the dais.

Resolution No. C-2025-026

Moved by Councillor Anderson

Seconded by Councillor MacLellan

“THAT Correspondence Item C061 respecting Marshville School Fee Waiver Request be received and supported.”

CARRIED

Mayor Grant returned to the dais and resumed chairing the meeting.

c) Correspondence Item C062 Re: Autism Awareness Proclamation Request

Resolution No. C-2025-027

Moved by Councillor Van Vliet

Seconded by Councillor Anderson

“THAT Correspondence Item C062 respecting Autism Awareness Proclamation Request be received and supported.”

CARRIED

Council further provided staff direction to prepare a report to consider blanket pre-approval of proclamation requests that are received annually, with any new requests coming before Council for consideration.

13. By-laws

- a) By-law No. 004-2025 being a by-law to provide for Drainage Works in the Township of Wainfleet (North East Consolidated Drains No 2. & 4) – Provisional Adoption Only.

Resolution No. C-2025-028

Moved by Councillor Anderson

Seconded by Councillor Van Vliet

“THAT By-law No. 004-2025 being a by-law to provide for drainage works in the Township of Wainfleet in the Region of Niagara. be read a first and second time and be provisionally adopted this 25th day of February, 2025.”

CARRIED

14. Notices of Motion

None.

18. Closed Meeting

None.

19. Rise & Report

None.

20. By-law to Confirm the Proceedings of Council

Resolution No. C-2025-029

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“THAT By-law No. 005-2025 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 25th day of February, 2025 be read and passed this 25th day of February, 2025.”

CARRIED

21. Adjournment

There being no further business, the meeting was adjourned at 6:50 p.m.

B. Grant, MAYOR

A. Chrastina, DEPUTY CLERK

PUBLIC MEETING INFORMATION REPORT

Public Meeting: Tuesday March 18th, 2025 at 6:30 p.m. in Council Chambers
File No.: Zoning By-law Amendment Z01/2025W
Applicant: Randy & Wendy Charlton
Subject Property: 11031 Lakeshore Road, Wainfleet

Purpose of a Public Meeting

The purpose of the public meeting is to provide more information about the application and provide an opportunity for public input. No recommendations are provided at the public meeting and Township Council will not be making any decisions at this meeting. A recommendation report will be prepared by staff and presented at a subsequent meeting of Township Council following a full review of the application.

Any person may make written or verbal representation either in support of or in opposition to the proposed Zoning By-law Amendment. Please note that all submissions, including personal information, will become part of the public record and may be publicly released. The public meeting will also be live-streamed through the Township's [Youtube page](#). Written comments are encouraged and can be submitted by email to planning@wainfleet.ca, personal delivery to the Township Office at 31940 Highway #3, Wainfleet or regular mail to P.O. Box 40, Wainfleet ON L0S 1V0, to the attention of Sarah Ivins, Planner. The public commenting period will close at the conclusion of the public meeting.

Property Information

The subject lands are located on the south side of Lakeshore Road, between Golf Course Road and Ellsworth Road South, and are known municipally as 11031 Lakeshore Road. The subject lands are approximately 0.15 hectares in area and currently contains a single detached dwelling and accessory buildings. The surrounding land uses include residential, resort commercial and agricultural – the subject lands are shown in Schedule "A".

The subject lands are designated as Rural Lands in the Niagara Official Plan, designated as Lakeshore Residential, Environmental Conservation Area and Hazard Lands in the Township Official Plan and zoned Residential Lakeshore – RLS.C10 with a Hazard Overlay under Zoning By-law 034-2014.

Application Details

The purpose of the proposed Zoning By-law Amendment application is to rezone the subject lands from the current Residential Lakeshore – RLS.C10 zone to a site-specific Residential Lakeshore – RLS.C10-47 zone to permit the construction of a new single detached dwelling and a new accessory building (detached garage) with the following lot and structure requirements:

- Maximum Overall Lot Coverage of 22%;
- Minimum Interior Side Yard (West) Setback (Single Detached Dwelling) of 0.9m;
- Minimum Interior Side Yard (East) Setback (Accessory Building) of 0.5m;
- Maximum Accessory Building Height of 7m.

The existing Hazard Overlay on a portion of the subject lands will be maintained.

The proposed Zoning By-law Amendment map is attached as Schedule “B” and the site plan showing the proposed single detached dwelling and detached garage is attached as Schedule “C”.

As part of a complete application, the following materials were submitted in support of the application and are currently being reviewed by Planning staff and commenting agencies:

1. Archaeological Assessment (Stage 1 & 2) prepared by Detritus Consulting Ltd. (dated June 24, 2024);
2. Ministry of Citizenship and Multiculturalism’s Acknowledgement Letter (dated October 4, 2024);
3. Landscape Plan prepared by property owner (undated);
4. Planning Justification Report prepared by Craig Larmour (dated December 10, 2024);
5. Septic Design prepared by Dynamic Excavating (dated November 7, 2024);
6. Site Plan & Lot Grading Plan prepared by Rasch & Hyde Ltd. (dated June 4, 2024).

These materials can be viewed on the Township’s website at www.wainfleet.ca/publicnotices.

Consultation

In accordance with the *Planning Act*, a Notice of Public Meeting was mailed to all landowners within 120m of the subject property on February 12th, 2025 and a public notice sign was posted on the subject property. The notice was also posted on the Township’s website. The following comments have been received from the public as of March 10th, 2025:

- Bonnie Fokkens, 11025 Lakeshore Road, indicated her support for the application.

The application was circulated to external agencies and internal departments for review and comments on February 12th, 2025. The following comments have been received by the Planning Department as of March 10th, 2025:

Enbridge Gas noted no objection to the application but noted that the reserve the right to amend or remove development conditions.

Region of Niagara noted no objection to the proposed zoning by-law amendment as the proposal is consistent with the Provincial Planning Statement (PPS) and conforms to Provincial and Regional policies, subject to the implementation of a 5m buffer strip adjacent to the existing shorewall and a revised Restoration Plan.

Township Building Department noted that a comprehensive review will take place at the building permit stage but identified several items that will need to be provided including, verification of the use of the detached garage and whether it will contain any plumbing fixtures, a septic permit with all applicable design calculations, system layout and soil analysis outlining existing T-time and a demolition permit for the existing structures. It was also noted that the proposed proximity of the detached garage and dwelling to property lines may limit permissible window openings and construction types.

Township By-law Department noted no concerns.

Township Drainage Department noted that the subject lands are not assessed to a municipal drain and as such there are no concerns or comments.

Township Operations Department noted that an entrance permit will be required to relocate the driveway for the subject lands, including installation of a new culvert and reinstating the roadside ditch to the Township's satisfaction. It was also noted a Road Occupancy Permit would be required from the contractor installing the new culvert, that the parking of construction equipment or vehicles on Lakeshore Road is not permitted and that appropriate drainage shall be provided.

Any further comments received after the public meeting will be addressed in the future staff report.

Next Steps

A planning report regarding a complete review of the application will be brought forward by staff and considered by Council at a later date.

Bill 185, the *Cutting Red Tape to Build More Homes Act, 2024* was given royal assent on June 6, 2024, and restricts third party appeals. The *Planning Act, R.S.O. 1990, c. P.13*, Section 34, Subsection 19 now states that the applicant, a specified person, a public body, the registered owner of the land to which the by-law applies and the Minister may appeal the decision of Council to the Ontario Land Tribunal provided that they made oral submissions at a public meeting or written submissions to Council before a decision is made. Parties other than those listed above, are no longer eligible to file appeals for this application.

If you wish to be notified of the decision of the Corporation of the Township of Wainfleet in respect of the proposed application, you must make a written request to the Deputy Clerk of the Township of Wainfleet at the address noted below and quote the appropriate file number(s).

Contact

For further information regarding the proposed applications please contact Sarah Ivins, Planner, at 905-899-3463 ext. 225 or planning@wainfleet.ca. Written comments can also be sent to the attention of Sarah Ivins.

To request to be notified of the decision, please contact Amber Chrastina, Deputy Clerk, at achrastina@wainfleet.ca.

Attachments

Schedule "A" – Map of Subject Lands
Schedule "B" – Proposed Zoning By-law Amendment
Schedule "C" – Site Plan

Schedule "A" – Map of Subject Lands



Proposed Zoning By-law Amendment Application

Z01/2025W

Randy & Wendy Charlton

11031 Lakeshore Road
Concession 1 Part Lot 10
2714 000 00214900

LOCATION MAP

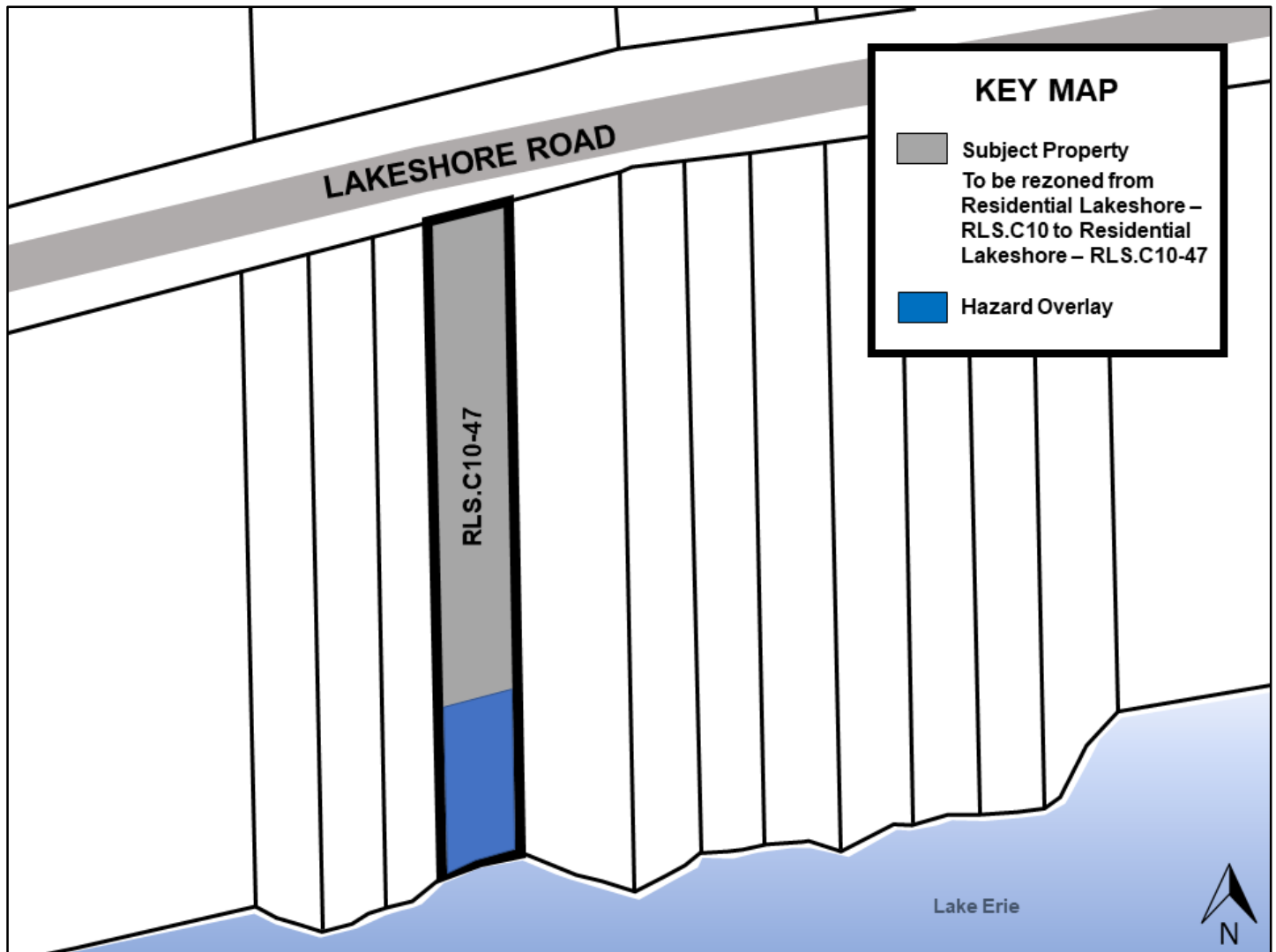
TOWNSHIP OF WAINFLEET

Wainfleet - Find your countryside!

Date: March 2025

File No.: Z01/2025W

Schedule "B" – Zoning By-law Amendment



Proposed Zoning By-law Amendment Application

Z01/2025W

Randy & Wendy Charlton

11031 Lakeshore Road
Concession 1 Part Lot 10
2714 000 00214900

ZONING BY-LAW AMENDMENT MAP

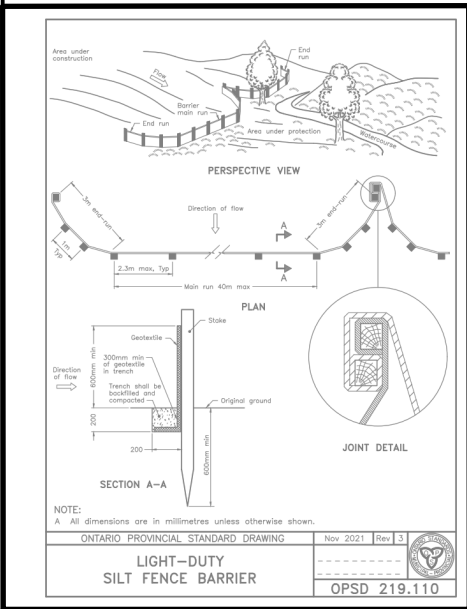
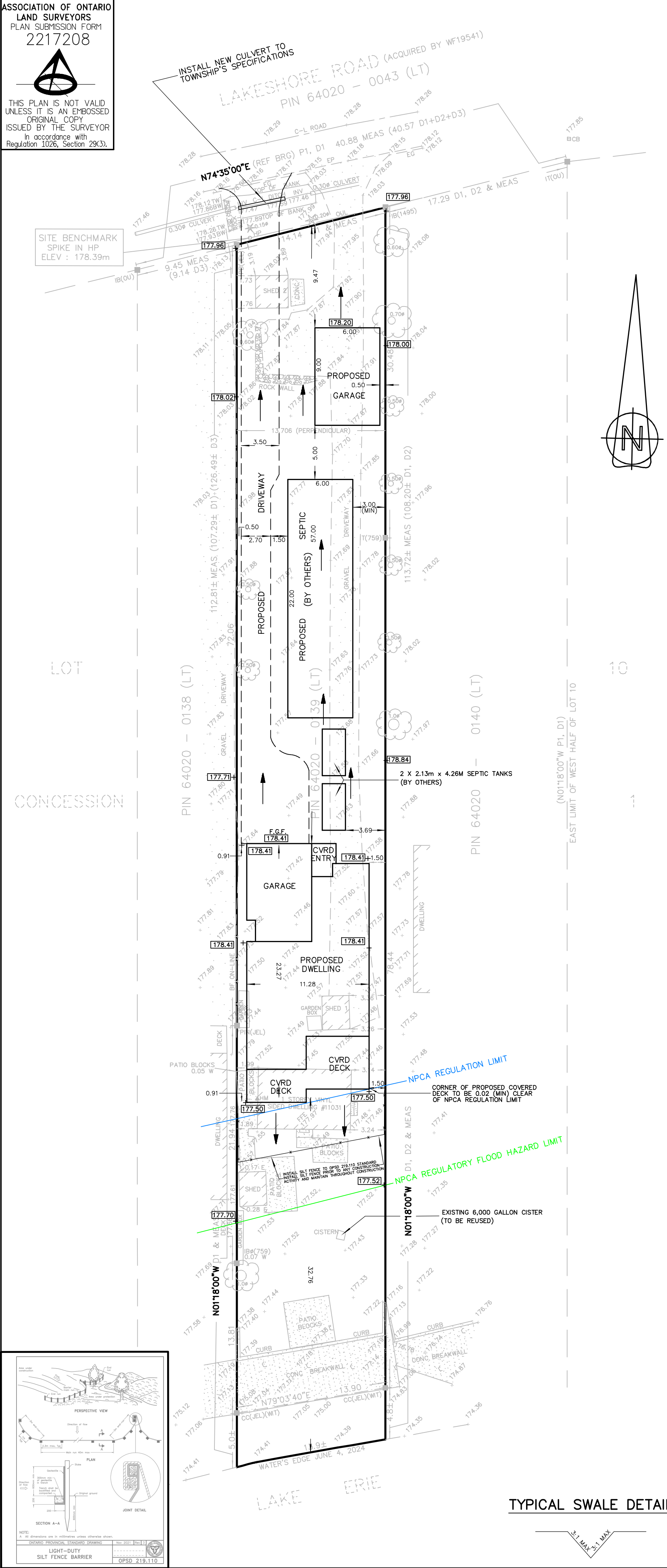
TOWNSHIP OF WAINFLEET

Wainfleet – Find your countryside!

Date: March 2025

File No.: Z01/2025W

Schedule "C" – Site Plan



TYPICAL SWALE DETAIL

TO: Mayor Grant & Members of Council

FROM: Amber Chrastina, Deputy Clerk

DATE OF MEETING: March 18, 2025

SUBJECT: **Management of Proclamation Requests**

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-005/2025 respecting Management of Proclamation Requests be received; and

THAT the By-law amendment attached as Appendix “A” be adopted; and

THAT the Policy amendment attached as Appendix “B” be adopted; and

THAT any new requests for proclamation continue to come before Council for consideration; and

THAT Council pre-approve any requests received in the remainder of the current term of Council for proclamations previously approved in this current term that meet the criteria outlined in the appendices to this report.

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with staff recommendations on proposed changes related to the management of requests for proclamation.

BACKGROUND:

Further to staff direction given at the February 25, 2025 regular meeting of Council, staff are proposing amendments to the documents which govern proclamation requests; being Council’s Procedure By-law and, Correspondence Policy. Council has expressed its desire to have the option to pre-approve proclamation requests that are traditionally received on an ongoing annual basis.

In 2024, Council approved the following requests for proclamation:

1. World Autism Day
2. National Day of Mourning for Workers
3. World Hepatitis Day
4. Childhood Cancer Awareness Month
5. Rail Safety Week
6. 16 Days of Activism Against Gender-Based Violence

OPTIONS/DISCUSSION:

Recommended changes to Procedure By-law No. 022-2023 are set out in the draft amending by-law attached to this report at Appendix "A" and discussed in more detail below:

1. Section 12.3 – This section has been updated to consider requests previously approved by Council. Requests for proclamation are also often accompanied by a request for a corresponding flag raising. In keeping with the Township's Corporate Flag Policy, this section has also been updated to include types of proclamation requests that are deemed inappropriate and will not be considered.

Recommended changes to the Correspondence Policy are set out in the revised policy attached to this report as Appendix "B" and discussed in more detail below:

1. Section 3.8 – This section has been updated to consider requests previously approved by Council.

FINANCIAL CONSIDERATIONS:

There are no financial impacts or implications recognized at this time as a result of the proposed changes.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

- 1) Appendix "A" - Draft By-law to amend Council's Procedure By-law
- 2) Appendix B – Proposed amendment to Council's Correspondence Policy

Respectfully submitted by,

Approved by,

Amber Chrastina
Deputy Clerk

Mallory Luey
Chief Administrative Officer/Clerk

APPENDIX "A"

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BYLAW NO. 0XX-2024

Being a bylaw to amend Bylaw No. 022-2023 being a by-law to govern the proceedings of the Township of Wainfleet Council, the conduct of its Members and the calling of meetings.

WHEREAS Subsection 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that every municipality and local board shall adopt a procedure bylaw for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council for the Corporation of the Township of Wainfleet deems it necessary and desirable to amend Bylaw No. 022-2023, being a by-law to govern the proceedings of the Township of Wainfleet Council ("the Procedural By-law");

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** subsection 12.3, paragraph (a) of the Procedure By-law be amended to read as follows:
 - (a) Proclamation requests will be submitted through correspondence. Requests will be referred to Council for consideration, excluding those previously approved by Council resolution. Approved proclamation requests will not be proclaimed during a Meeting of Council but rather signed by the Mayor and be posted to the Township's website.
2. **THAT** subsection 12.3, paragraph (b) of the Procedure By-law be added to read as follows:
 - (b) Proclamation requests will not be considered for:
 - Political parties or organizations;
 - Religious organizations, commercial entities or in celebration of corporate events;
 - Intents that are contrary to Township of Wainfleet policies and/or bylaws or, any other law or statute;
 - Organizations requesting proclamations that promote hatred, violence or racism;
 - Organizations that have already been granted a proclamation during the same calendar year.
3. This by-law shall come into force and take effect upon the day of its passage.

BY-LAW READ AND PASSED THIS 18TH DAY OF MARCH, 2025

B. Grant, MAYOR

A. Chrastina, DEPUTY CLERK

APPENDIX “B”

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NUMBER:	
SECTION:	Council
SUBJECT:	Council Correspondence Policy
AUTHORITY:	
DATE ISSUED:	October 1, 2019

1. PURPOSE

- 1.1 Council of the Township of Wainfleet will receive Correspondence in various formats. To ensure that all Correspondence is dealt with expediently, and in an appropriate manner, the “Council Correspondence Policy” will provide a guide to ensure that communications are relayed to Council, while ensuring that such Correspondence is presented in a consistent and respectful manner.

2. DEFINITIONS

- 2.1 “Correspondence” – means letters or requests sent to the Township of Wainfleet from someone outside of the organization either via paper, fax or electronically (email).
- 2.2 “Council” – means the Council for the Township of Wainfleet.
- 2.3 “Council Information Package” (CIP) – an electronic document circulated weekly to Council, containing Correspondence received that week.
- 2.4 “Meeting” – means any regular Meeting of Council.
- 2.5 “Member” – means a Member of Council and includes the Mayor
- 2.6 “Staff” – includes Chief Administrative Officer, Directors, Managers, Supervisors, Officers and all current union and non-union employees of the Township, whether full-time, part-time, contract or seasonal, including volunteers.

3. POLICY STATEMENT

- 3.1 The Clerk is responsible for the management of Correspondence addressed to the Mayor and Council and shall ensure that Correspondence is dealt with in a timely and appropriate manner.
- 3.2 Correspondence addressed to the Clerk, Mayor and/or Council shall be received, date stamped and distributed electronically to Council in a weekly Council Information Package (CIP). The CIP includes items such as:
- Resolutions from other Municipalities;
 - Memos from Staff;
 - Correspondence submitted to Council;
 - Committee Meeting minutes



- 3.3 For the purposes of transparency, a link to the CIP will be posted weekly to the Township's website for public access and review.
- 3.4 Staff may prepare information related to any Correspondence matter that is included in the CIP.
- 3.5 If a Member of Council or Strategic Leadership Team wishes to consider or take action on an item that is included in the CIP, they shall notify the Clerk who shall place the Correspondence on the agenda for the next subsequent Meeting for Council's consideration.
- 3.6 Correspondence received by other Township departments that in the opinion of the department head is relevant to Council, shall be forwarded to the Clerk.
- 3.7 Correspondence requesting financial assistance from the Township shall automatically be placed on an agenda for Council consideration.
- 3.8 ~~As per Council's Procedure By-law, proclamation requests shall automatically be placed on an agenda for Council consideration.~~ *Proclamation requests shall be managed in accordance with Council's Procedure By-law.*
- 3.9 All decisions of Council with respect to Correspondence included in an agenda shall be communicated to the author, generally in the same manner in which it was received.
- 3.10 Correspondence containing defamatory statements, allegations, inferences, impertinent, disrespectful or improper matter, or deemed by the Clerk to be an affront to the dignity of Council shall be returned to the sender (if known) with an explanation as to why the material cannot be circulated in the CIP. The Correspondence will be circulated separately to Council and a copy retained by the Clerk.
- 3.11 Subject to 3.10 and in accordance with Section 32(c) of the Municipal Freedom of Information and Protection of Privacy Act and Section 253(1) of the Municipal Act: unless specifically identified as private or confidential, all correspondence from the general public addressed to the Mayor and/or Council and received by the Clerk shall be deemed to be a communication in the public domain and will be published in the appropriate CIP in its original form and without amendment or redaction.

4. SCOPE

- 4.1 This policy is applicable to the administrative operations of Correspondence received by the Township Clerk and Members of Council. For the purposes of this Policy, the Township Clerk may designate the established duties as applicable.

TO: Mayor Grant & Members of Council

FROM: Cameron Hart, Manager of Financial Planning/Deputy Treasurer

DATE OF MEETING: March 18, 2025

SUBJECT: **2024 Building & Septic Permit Fees Annual Report**

RECOMMENDATION(S):

THAT Administrative Report ASR-006/2025 regarding the 2024 Building & Septic Permit Fees Annual Report be received for information.

EXECUTIVE SUMMARY:

The Building Code Act and the regulations made thereunder, being the Ontario Building Code, require that a report be prepared annually which includes total fees collected and the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority. As well, if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period should also be disclosed. Therefore, for information purposes is the 2024 Annual Report – Building and Septic Permit Fees (Appendix “A”).

BACKGROUND:

Relevant Legislation: The section of the Ontario Building Code Act and Ontario Regulation 332/12 Building Code outline the requirements of the annual report:

1.9.1.1. Annual Report

- (1) The report referred to in subsection 7 (4) of the Act shall contain the following information in respect of fees authorized under clause 7 (1) (c) of the Act:
- (a) total fees collected in the 12-month period ending no earlier than three months before the release of the report,
 - (b) the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),
 - (c) a breakdown of the costs described in Clause (b) into at least the following categories:
 - (i) direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and
 - (ii) indirect costs of administration and enforcement of the Act, including support and overhead costs, and

(d) if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in clause (a).

(2) The principal authority shall give notice of the preparation of a report under subsection 7(4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.

Effective January 1, 2024, the Township adopted new Public Sector Accounting Standards Section PS 3400 Revenue. Section PS 3400 requires accounting for revenue transactions by distinguishing between transactions with and without performance obligations. As Building Permit revenues have performance obligations, the Township is required to defer a portion of the amounts collected until such a time that performance obligations have been met. As a result of this, \$90,784 from the 2024 collections have been deferred. This will significantly impact the 2024 fiscal year as this methodology has not been implemented retroactively, but will level out in future fiscal years as the 2024 deferral will be recognized and a new, and likely similar amount will be deferred to 2026 and future years.

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

A transfer of \$ 250,707, as part of the ASR-007-2025 - 2024 Year-End Results Report will be made to the Building Department Operations from the Building Permit Reserve.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

- 1) Appendix "A" – 2024 Building & Septic Permit Fees Annual Report

Respectfully submitted by,

Approved by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Mallory Luey
Chief Administrative Officer

APPENDIX A - 2024 BUILDING AND SEPTIC PERMIT FEES ANNUAL REPORT

Amounts Collected	234,068
Amounts Deferred (PSAS 3400)	(90,784)
Total Revenue	143,284
Indirect Cost - Administrative Support and Overhead	(49,890)
Direct Cost - Building Administration Costs	(24,477)
Direct Cost - Building Enforcement Costs	(319,624)
Total Indirect and Direct Costs	(393,991)
Transfer from (to) Building Reserve	250,707
Balance	-
Building Permit Reserve	
Opening Balance	3,593
Transfer (from) to Building Reserve	(250,707)
Ending Balance	(247,114)

DRAINAGE STAFF REPORT

DSR-003/2025

TO: Mayor Grant & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: March 18, 2025

SUBJECT: 2024-2025 Drainage Program Update

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-003/2025 respecting the Township's 2024-2025 Drainage Program Update be received;

AND THAT the 2025 municipal drain maintenance program be approved.

UPCOMING DRAINAGE EVENTS

- March 25th at 4p.m.– Court of Revision, North East Consolidated Drains #2, #4, Council Chambers Town Hall
- April 10th at 6p.m. - Annual Drainage Program Open House, Council Chambers, Town Hall

SUMMARY OF MAINTENANCE WORK IN 2024

The following list is a breakdown of the major works undertaken in 2024:

Drain	Linear Meters	Description
Andrew Shauntz	1,559	Brushing, Bottom Cleanout
Collver Drain	55	Bank Repair
Consolidated South Wainfleet Drain #6	1,991	Brushing, Bottom Cleanout, Culvert Replacement
Consolidated South Wainfleet Drain #7	1,829	Brushing, Bottom Cleanout, Culvert Replacement
Consolidated South Wainfleet Drain #12 (Ellsworth Rd. North)	980	Brushing, Bottom Cleanout, Culvert Replacement
East Kelly	75	Bank Repair
Little Forks	12,801	Brushing, Bottom Cleanout, Culvert Replacement
Shafley Road Drain	250	Bank Repair
Swayze Drain	250	Bank Repair
Total	19,790m	

ADDITIONAL DRAIN MAINTENANCE AND DRAIN PROJECTS

Additional, unscheduled maintenance to remove obstructions such as deadfall and nuisance animals continued in 2024. Beaver activity within the municipal drains remained a regular maintenance item with numerous drains requiring dam removal in 2024.

As discussed in ASR-010/2024, Staff initiated the collection of drainage back billing in 2024 which will continue in 2025.

CAPITAL DRAINAGE WORKS IN 2024

Included in the annual capital budget, projects involved in the Large Culverts and Drain Works seek to replace critical cross culverts and facilitate drain improvement projects.

After extensive public consultation, the Biederman Drain was reconstructed in partnership with the City of Port Colborne utilizing Township and City staff and equipment. Approximately 1300m of open ditch in Wainfleet were reconstructed including the installation of new culverts.

Township staff and equipment constructed the newest municipal drain, the Newhouse Drain, in the summer of 2024. The 175m long project provides improved drainage conditions in the area of Wills and Perry Road adjacent to Highway 3.

The 1500mm diameter cross culvert under Feeder Road West serving the Consolidated South Wainfleet Drain #4 was replaced in November 2024 by a contractor.

250m of Consolidated South Wainfleet Drain #10 along Side Road 20 was enclosed with pipe, improving road safety and reducing future drain maintenance.

PROPOSED MAINTENANCE WORK IN 2025

The following work is being recommended by staff in 2025 and has been discussed with the Drainage Advisory Committee:

Drain	Linear Meters	Description
Bridgewater Outlet Drain	739	Brushing, Bottom Cleanout
CSW #1	915	Brushing, Bottom Cleanout
CSW #2	1473	Brushing, Bottom Cleanout
CSW #5	3903	Brushing, Bottom Cleanout
CSW #10	3082	Brushing, Bottom Cleanout
CSW #19	2300	Brushing, Bottom Cleanout
CSW #27	812	Brushing, Bottom Cleanout
CSW #34	310	Brushing, Bottom Cleanout
CSW #40	475	Brushing, Bottom Cleanout
Little Forks	915	East of Elsie Road, Full Cleanout
Total	14,924m	

CAPITAL DRAINAGE WORKS IN 2025

The projects included as part of the 2025 Large Culverts and Drain Works as part of the 2025 Capital Budget include:

Ellsworth Drain (4,500m) full reconstruction and improvement project as per R. J. Burnside Engineering. The engineering report is in the final stages with a consideration meeting to occur in April 2025 and tendering/construction for the Fall of 2025.

North East Consolidated Drain 2 & 4 (3,850m) full reconstruction and improvement project as per Spriet Engineering is currently in the appeals stage, with tendering and construction scheduled for the Fall of 2025.

Culvert replacements on Putman Road on the Beezor and Stayzer Drains. Culvert replacement on the Little Forks Drain on Elsie and Metler Road. These projects are currently out for tender, set to close March 24 with construction planned for Summer/Fall 2025.

ADDITIONAL DRAINAGE WORKS

The Township is currently involved in many engineer's report updates and new drain projects:

Aldrey Drain: In response to a landowner request for improvement, Council undertook a Section 78 engineer's report update. The on-site meeting was held October 3, 2024. with survey and design work in the fall of 2024. Preliminary landowner meetings are scheduled for late March 2025.

Casey Drain, Casey Drain North: Council appointed RJ Burnside in December 2021 under Section 78 of the Drainage Act to update the engineer's report to facilitate maintenance and update the assessment schedules. Survey and design work were completed in 2024 with public consultation to be scheduled in 2025.

Collver & Shafley Road Drain: In response to a landowner request for improvement, Council undertook a Section 78 engineer's report update. The on-site meeting was held November 11, 2019 and follow-up meetings with the major property owners were held in the fall of 2022 and late 2024. This project has faced significant delays due to the ongoing conflict with the Federal Railways.

Consolidated South Wainfleet Drain #13: Following the major rain event of July 2021 Council appointed Spriet Associates to update and improve CSW #13 under Section 78 of the Drainage Act, looking specifically at the 55m long box culvert that carries water under Feeder Road West, Clarendon Road West and the Feeder Canal. The design is complete and the project will be presented as part of the 2026 capital budget.

Eagle Marsh: Council of the City of Port Colborne appointed Spriet Associates in October 2019 to complete a report under Section 78 of the Drainage Act. The initial on-site meeting was held on February 11, 2020, and the Township will be involved in the report update.

McCallum Drain: In response to a landowner request for improvement, Council undertook a Section 78 engineer's report update. The on-site meeting was held October 3, 2023 with survey and design work occurring throughout 2024. Discussions are ongoing with the Ministry of Transportation and public meetings will be scheduled for early 2025.

North East Consolidated Drain #1: In response to a landowner request for improvement, Council undertook a Section 78 engineer's report update. The on-site meeting was held October 13, 2022, and the information meeting to present the design on September 26, 2024. Engineering staff are exploring design changes and will provide an update to property owners in mid-2025.

Perry Road Drain: In response to a landowner request for improvement, Council undertook a Section 78 engineer's report update. The on-site meeting was held October 3, 2024. Survey and design work are ongoing.

Landowners can request drain report updates at any time. There are 12 additional drains in the Township with reports that predate 1980 that may need updating in the coming years.

OPTIONS/DISCUSSION:

The Township of Wainfleet has had an active municipal drain maintenance program in place since 1979 which supports sustainable agricultural production and provides effective drainage within the Township. The completed 2024 and recommended 2025 maintenance activities continue to support this endeavour.

FINANCIAL CONSIDERATIONS:

As per the Drainage Act R.S.O. 1990, expenditures related to the construction and maintenance of municipal drains are invoiced directly to the lands that contribute to and/or benefit from the drain. The rates are determined by the assessment schedule outlined in the Engineer's Reports for each drain. The initial costs of all maintenance activities are carried by the Township until the project is completed at which time applications are sent to the Ontario Ministry of Agriculture, Food and Affairs (OMAFRA) as they may be eligible for grants. Based on the grants received from OMAFA the costs of the projects are then invoiced to landowners assessed to the drain.

OTHERS CONSULTED:

- | | |
|--|---|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: Drainage Advisory Committee |

ATTACHMENTS:

- 1) Appendix "A" - 2025 Municipal Drain Maintenance & Construction Project Mapping

Respectfully submitted by,

Approved by,

Mark Jemison
Drainage Superintendent

Mallory Luey
Chief Administer Officer

APPENDIX "A"



PUBLIC WORKS STAFF REPORT

PWSR-007/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: March 18, 2025

SUBJECT: Memorandum of Understanding for the Delivery of Programs by the Niagara Peninsula Conservation Authority

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR 007/2025 respecting Memorandum of Understanding for the delivery of programs by the NPCA in the Township be received; and

THAT Council enter into a Memorandum of Understanding with the Niagara Peninsula Conservation Authority (NPCA) for services offered within the agreement.

EXECUTIVE SUMMARY:

Members of Council may recall supporting in principle, a collaborative application for the Federal Government's Forests Two Billion Trees initiative undertaken by the Niagara Peninsula Conservation Authority (NPCA) to seek funding to plant trees, collect seedlings and seeds for future growth and to increase the tree canopy in the Niagara Peninsula Conservation Area and surrounding municipalities.

Through the initial stages of the program the Township of Wainfleet, in collaboration with the NPCA, was successful in planting 652 trees and shrubs in the Sports Complex and along the back roadway of Oakwood Cemetery.

The Township and the NPCA were seeking a formalized Memorandum of Understanding for this service and other non-mandatory services the NPCA may assist the Township with in future.

BACKGROUND:

The NPCA with collaboration and support from local municipalities were successful in receiving a grant under the federal Two Billion Trees program to plant 90,000 trees annually.

The grant funding supports a cost-sharing model wherein individual members of the partnership provide cash and in-kind support to deliver the Trees for All Program to achieve their objectives.

Through the partnership and collaboration with the NPCA, there were two areas for planting that met the criteria for planting which included the Sports Complex and Oakwood Cemetery.

The planting in the Sports Complex provides a visual buffer along the property line of the complex and the new subdivision along Jacobs Lane. The Oakwood Cemetery planting provides a nice visual along the back side of the cemetery near the NPCA naturalized bush, which is adjacent to the quarry.

The NPCA and Township Staff, as well as the Township Solicitor, have been engaged in formalizing an agreement which is attached as Appendix "A" for Council consideration. This agreement will provide an opportunity to seek services and collaboration when needed utilizing NPCA staff.

OPTIONS/DISCUSSION:

1. Council enter into a Memorandum of Understanding with the Niagara Peninsula Conservation Authority for services offered within the agreement. **(Recommended)**
2. Council may choose to not enter into the agreement and receive the report for information.

FINANCIAL CONSIDERATIONS:

Financial costs will only be incurred when the Township engages the NPCA for any services they provide that are non-mandatory programs.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

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MEMORANDUM OF UNDERSTANDING

BETWEEN:

NIAGARA PENINSULA CONSERVATION AUTHORITY
("the NPCA")

– and –

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
("the Township")

WHEREAS the NPCA is a Conservation Authority established under the *Conservation Authorities Act*, R.S.O. 1990, c. C. 27 ("the Act") and is governed by its members appointed by participating municipalities in accordance with the Act;

AND WHEREAS the Township is a lower tier municipality in the Region of Niagara located wholly or in part within the area under the jurisdiction of NPCA;

AND WHEREAS pursuant to section 21.1.1 of the Act, Conservation Authorities are permitted to provide non-mandatory programs and services under a memorandum of understanding or such other agreement as may be entered into with a municipality;

AND WHEREAS the NPCA and the Township have mutually agreed to establish non-mandatory programs and services within various service areas in the Township;

AND WHEREAS the Council of the Township and the NPCA Board have authorized the Township and the NPCA to enter into this Memorandum of Understanding for the delivery of programs by the NPCA in the Township;

NOW THEREFORE the Township and the NPCA (each "a party" and collectively "the parties") confirm their mutual understanding and agreement as follows:

Scope and Use

1. The NPCA and the Township will collaborate on programs and services to be provided to the Township by the NPCA, which will be selected as per municipal needs. The non-mandatory programs and services that the NPCA may provide to the Township are detailed in Schedule “A” and Schedule “B”, which are attached hereto and form part of this Memorandum of Understanding.
2. Notwithstanding the foregoing, the Township acknowledges and agrees that all programs and services identified in Schedule “A” and/or Schedule “B” may also be included in a Watershed-Based Resource Management Strategy that the NPCA is required to develop and implement under the *Act*, or any amendments thereto.
3. The NPCA will not add to or delete from the programs or services in Schedule “A” that are funded through the Township without first consulting with the Township and entering into a written agreement with the Township to amend this Memorandum of Understanding.
4. This Memorandum of Understanding does not preclude the parties from identifying or, upon mutual agreement of the parties, from entering into agreements with respect to opportunities for further collaboration to the benefit of both parties, and is intended to ensure efficiency, transparency and accountability in the use of resources, including in-kind services and assistance, coordination of complementary policy and program initiatives and projects involving third parties.
5. The NPCA acknowledges and agrees that prior to executing this Memorandum of Understanding, its terms will be reviewed and approved by a resolution of the NPCA Board of Directors, the form of which is attached as Schedule “C” and forms part of this Memorandum of Understanding.
6. The Township acknowledges and agrees that prior to executing this Memorandum of Understanding, its terms will be reviewed and approved by a resolution of the Council of the Township, the form of which is attached as Schedule “D” and forms part of this Memorandum of Understanding.

Memorandum of Understanding Available to the Public

7. As required by the *Act* and/or its regulations, this Memorandum of Understanding will be made available to the public, including on the NPCA website.

Term and Termination

8. This Memorandum of Understanding comes into effect on the date it is signed by the parties or, in the event that it is signed in counterpart, on the latest date on which it is signed by a party, and will continue until December 31, 2029 (the “Initial Term”), unless it is amended or terminated in accordance with section 24.

9. Not less than six (6) months prior to the end of the Initial Term, the NPCA will initiate a review of this Memorandum of Understanding with the Township to determine if it will be renewed and discussing the terms of any renewal, including, but not limited to, whether any changes will be made to the non-mandatory programs and services in Schedule "A".
10. The NPCA and the Township, upon mutual agreement, may renew this Memorandum of Understanding for an unlimited number of additional five (5) year terms (the "**Renewal Term(s)**"), provided that any renewed Memorandum of Understanding must also be reviewed by the parties not less than six (6) months prior to the end-date of any such Renewal Term(s), as set out in section 9, above.
11. This Memorandum of Understanding may be terminated by either party prior to the end of the Initial Term or any Renewal Term, upon delivery by the terminating party of a written "Notice of Early Termination" in accordance with section 18, below, not less than six (6) months before the early termination date, which date is to be specified in the written "Notice of Early Termination".

Dispute Resolution

12. The Township and the NPCA will strive to facilitate open and timely communication at all levels. If a dispute arises in relation to the interpretation, application or execution of this Memorandum of Understanding, the parties will confer in good faith to resolve it. If the parties are unable to resolve a dispute through direct negotiation, they will seek mediation to be conducted by a mutually agreed-upon mediator and, should mediation be unsuccessful, an arbitration to be conducted by a mutually agreed-upon arbitrator and pursuant to such procedural rules as may be mutually agreed upon by the NPCA and the Township. Other than legal costs, which will be paid by the party that incurs them, the cost of any mediation and/or arbitration will be shared equally by the parties.

Fees and Payment

13. The costs associated with programs and services subject to this Memorandum of Understanding will be reviewed by the parties on an as-needed basis and will be based on the *Act* and any other applicable legislation.
14. NPCA will charge a user fee in the delivery of any programs and services listed in Schedule "A", or such other programs or services as may be requested by the Township, to cover costs of all programs and/or services provided by the NPCA to the Township under this Memorandum of Understanding. Such user fees will be imposed in accordance with the NPCA's Fee Policy and Fee Schedules adopted in accordance with the provisions of the *Act*, or as otherwise agreed to by the parties, provided that such agreement is in accordance with the *Act* and any other applicable legislation.

15. Subject to section 14, above, should the Township request a service listed in Schedule "A", the NPCA will invoice the Township for the said service on a quarterly basis .
16. Should the Township request a service that is not listed in Schedule "A", the parties will amend this Memorandum of Understanding in accordance with section 24, below, to add one or more Schedules to specify the responsibilities and financial obligations of the parties in relation to each such requested service.
17. The responsibilities and financial obligations of the parties in relation to the 'Trees for All' program are specified in Schedule "B".

Notice

18. Any notice in respect of this Memorandum of Understanding shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such party as follows:

- (1) in the case of the Township, to:

The Corporation of the Township of Wainfleet
31940 Highway 3, P.O. Box 40
Wainfleet ON L0S 1V0

Attention: Mallory Luey, CAO
Email: mluey@wainfleet.ca

- (2) in the case of NPCA, to:

Niagara Peninsula Conservation Authority
3350 Merrittville Highway, Unit 9
Thorold, ON
L2V 4Y6

Attention: Leilanin Lee-Yates, CAO/Secretary-Treasurer
Email: llee-yates@npca.ca

or to such other addresses as the parties may from time to time set out in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

Force Majeure

19. Neither party shall be in default with respect to the performance or non-performance of the terms of this Memorandum of Understanding resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Township), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, or other cause, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay.

Governing Law

20. This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

No Agency

21. Nothing contained in this Memorandum of Understanding shall make or be construed to make the Township or the NPCA a partner of one another nor shall this Memorandum of Understanding be construed to create a partnership, joint venture, principal-agent relationship or employment relationship in any way or for any purpose whatsoever between the Township and the NPCA or between the Township, the NPCA and any third party. Moreover, nothing in this Memorandum of Understanding is to be construed as authorizing either party to contract for or to incur any obligation on behalf of the other party or to act as agent for the other party.

Invalidity of any Provision

22. If any provision of this Memorandum of Understanding is invalid, unenforceable or unlawful, such provision shall be deemed to be deleted and all other provisions shall remain in full force and effect and shall be binding in all respects between the parties hereto.

Further Assurances

23. The parties hereto agree to execute and deliver to each other such further written documents and assurances from time to time as may be reasonably necessary to give full effect to the provisions of this Memorandum of Understanding.

Amendments

24. This Memorandum of Understanding cannot be altered, amended, changed, modified, or abandoned, in whole or in part, except by written agreement executed by the parties, which will be appended to, and form part of, this Memorandum of Understanding.

Binding Agreement

25. This Memorandum of Understanding shall enure to the benefit and be binding upon the parties hereto and their respective heirs, executors, representatives and successors permitted hereunder.

Execution

26. This Memorandum of Understanding may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement. Counterparts may be executed in original or electronic form and may be exchanged by way of PDF file delivered by email.

[Signature page follows]

EXECUTED as a Memorandum of Understanding this ____ day of _____, 2024.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Per: _____
Chair – John Metcalfe

Per: _____
Chief Administrative Officer/Secretary-Treasurer – Leilani Lee-Yates

I/we have the authority to bind the Corporation

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

Per: _____
Mayor –

Per: _____
Chief Administrative Officer/Secretary –

I/we have the authority to bind the Corporation

NPCA Agreement of Services - Schedule “A”

NPCA Service Areas for Category 2 Services (non-Mandatory Fee-for-Service or costs-shared through fundraising)

Flood and Erosion Management

- a) Flood & erosion hazard mitigation projects on public lands across watershed rivers and streams (beyond NPCA owned lands)

Shoreline Hazard Management & Resilience

- a) Shoreline studies for public lands including environmental assessments
- b) Shoreline flood and erosions capital projects on public lands (beyond NPCA owned lands)

Planning Studies

- a) Class or Conservation Authority Environmental Assessment for restoration, trails or flood and erosion mitigation projects
- b) Review and advice on OP updates and comprehensive Zoning By-Law reviews related to watershed-based resource management and natural hazards (other than natural heritage)
- c) Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning

Watershed and Sub-watershed Planning

- a) Data, technical analysis and modeling to inform sub-watershed and quaternary planning for growth areas and restoration initiatives
- b) Review and input to sub-watershed studies or other regional scale studies (e.g., comprehensive EIS, master plans)
- c) Watershed and landscape scale integrated science and reporting to foster cross-municipal resource management

Watershed Monitoring

- a) Water quality monitoring to support municipal and other programs and initiatives (Stormwater quality monitoring or performance monitoring of Low Impact Development technologies)
- b) Ecological monitoring and inventories to support municipal programs (planning & growth)
- c) Subwatershed monitoring to support municipal studies, including surface water and groundwater quality, equipment set-up and maintenance, fish and other aquatic

community surveys

- d) Groundwater monitoring and reporting

Ecological Restoration & Stewardship

- a) Restoration projects (cost-shared and Fee- for-service)
- b) Invasives species management
- c) Agriculture (public and private land), urban (homeowners/public lands) and corporate stewardship and restoration initiatives
- d) Technical support to landowners on restoration and forest management, knowledge sharing workshops, hands-on training

Climate Change Resilience

- a) Emerging climate research and practice to support municipal projects (i.e., Natural Asset Inventories)
- b) Sustainable Stormwater and Erosion/Sediment Management Technologies and Low Impact Development (implementation, training, performance monitoring and Best Management Practices)

Outdoor Education and Cultural Heritage

- a) Outdoor Education and Cultural Heritage Programs

Land Management & Land Care

- a) Land, Lease & Facility Management, Operations and Maintenance

Land Securement

- a) Strategic cost-shared acquisition of properties with lower-tier municipal partners and other agencies.

Schedule “B”
REGARDING
‘Trees for All’ Program

1. BACKGROUND

- 1.1) The Niagara Peninsula Conservation Authority (NPCA) has facilitated a partnership (The Niagara Peninsula Tree Planting Partnership) with member municipalities and other local partners since 2021 with the goal of establishing of a high-volume multi-year tree planting program for the Niagara Peninsula Watershed in response to the Government of Canada’s 2 Billion Trees Program.
- 1.2) In 2021, the NPCA submitted on behalf of the partnership a proposal to the 2 Billion Trees Program’s ‘Request for Information’ process detailing its collective vision for a high-volume multi-year tree planting program for the Niagara Watershed endorsed with Letters of Support from each of the member municipalities and other partners.
- 1.3) In 2022, on behalf of the partnership, NPCA applied for a Capacity Building Grant through the 2 Billion Trees Program’s funding streams in order to secure planting site supply. This proposal strategically addressed the partnership’s consensus with respect to the most critical functional dependency necessary to facilitate collective involvement in planning and undertaking future tree planting to increase tree canopy, forest and woodlot cover in the watershed through a multi-year high-volume tree planting program.
- 1.4) From November 2022 to May 2023, the NPCA with the partnership’s support implemented the awarded Capacity Building Grant. The development of a public and private lands inventory of tree planting opportunities in the watershed was completed through a successful landowner marketing campaign branded ‘Trees for All’. In total, over 800 hectares were identified across more than 700 private and 200 public properties estimated with cumulative capacity for 750,000 trees. ‘Trees for All’ would remain as the branding for the NPCA tree planting services and ongoing facilitation of the supporting partnership and its goals.
- 1.5) NPCA on behalf of the partnership have successfully secured grant funding from the federal 2 Billion Trees program and its aggregators (Forests Ontario and Tree Canada) to plant 90,000 trees annually (70,000 bareroot, and 20,000) from 2025 to 2028. The grant funding supports a cost sharing model wherein individual members of the partnership provide cash and in-kind support to deliver the Trees for All program to achieve their needs.

2.0) RESPONSIBILITIES

Responsibilities and financial obligations are outlined as follows:

- 2.1) The Niagara Peninsula Conservation Authority will:

- a. Assist the municipality by providing technical subject matter expertise to collaboratively plan and facilitate Trees for All plantings and associated program activities within their jurisdiction.
- b. Undertake and pay for all costs incurred by Trees for All services including:
 - i. engagement with partners and private landowners to identify plantings,
 - ii. program marketing and communications,
 - iii. project design and development of site plans,
 - iv. permitting and professional stamping where applicable,
 - v. procurement of nursery stock and project materials and supplies,
 - vi. volunteer coordination,
 - vii. site preparation and installation,
 - viii. post monitoring
 - ix. reporting to contributing partners.
- c. Invoice the municipal partner post planting biannually after each spring and fall season.
- d. Monitor granting and complementary funding spaces to secure funding and continuously improve the Trees for All program cost sharing models.
- e. Update Appendix I to this service level agreement yearly, outlining the municipal partner's annual Trees for All scope detailing funding contribution breakdowns relative to total project(s) value.
- f. Provide an annual report of Trees for All program activities, outcomes and recommendations, including key performance indicators (i.e. total number of trees, hectares afforested, carbon sequestration projection, natural asset enhancement valuation) and financial tracking of the achievements of the program at the both the municipal partner and Niagara Watershed level. Reports will be delivered by March 31st of the subsequent year.

2.2) The **Municipality/Partner** will:

- a. Assist the NPCA by providing and tracking in-kind support to collaboratively plan and facilitate Trees for All plantings and associated activities within their jurisdiction.
- b. Contribute to costs incurred by NPCA Trees for All services for plantings and associated program activities within the organization.
- c. Cooperate to formalize annual financial commitments and to establish purchasing orders for timely compensation for services and to validate match funding expectations with grant agreements taken on by the NPCA.

- d. Collaborate with NPCA to determine planting scopes prior to annual budgets and nursery deadlines.
- e. Provide attestation of financial and in-kind contributions to Trees for All planting and associated activities to program funders as may be required.
- f. Endeavor to the best of the municipalities ability to leave the Trees for All plantings intact and encouraged to grow as a natural feature in the landscape for a period of 15 years following completion.

2.3) **The Niagara Peninsula Conservation Authority** and the **Municipality/Partner** will:

- a. Meet annually to discuss the implementation of this Agreement.
- b. Meet as required to collaboratively plan and facilitate Trees for All plantings and associated activities within the partner jurisdiction
- c. Collaborate to fundraise and secure funding continuously improve the Trees for All program cost sharing models.
- d. Collaborate to promote and amplify Trees for All program marketing and communications.
- e. Collaborate on the long-term vision and management of the Trees for All partnership and program implementation.

3.0 POINTS OF CONTACT

3.1 All notices and communications related to this Agreement will be addressed as follows:

3.1.1) For **Niagara Peninsula Conservation Authority** to:

Senior Manager, Integrated Watershed Strategies
Niagara Peninsula Conservation Authority
3350 Merrittville Highway, Unit 9
Thorold, ON
L2V 4Y6

Phone: (905) 788-3135

3.1.2) For the **Municipality/Partner** to:

Director of
City/Town/Township/Org
Phone:

4.0 INDEMNIFICATION

- 4.1) NPCA Trees for All services are insured with commercial general liability up to 5 million dollars that covers:

- a. Personal Injury
 - b. Owner's or Contractors Protective Liability Coverage
 - c. Contingent Employers Liability
 - d. Employer's Liability
 - e. Blanket Contractual Liability
 - f. Premises and Operation
 - g. Broad Form Property Damage
 - h. All vehicles owned or leased
- 4.2) NPCA Trees for All services are further insured with umbrella coverage for excess of commercial general liability and automobile liability policies.
- 4.2) NPCA's insurance does not cover liabilities beyond the projects active implementation period, such as the partner's commitment to maintain plantings as a natural feature in the landscape for a period of 15 years following completion.
- 4.3) Certificates of Insurance with minimum limits will be made available for Trees for All partners who may require on a per project basis.
- 4.4) The liability is limited to direct damages only and all other remedies or damages are waived. In no event shall NPCA be liable for consequential, incidental, punitive, or indirect damages, in tort, contract or otherwise.

Schedule “B”, Appendix I

REGARDING

Program Municipality/Partner’s Annual ‘Trees for All’ Scope

DRAFT

Schedule “C”

NPCA Board of Directors Resolution to Execute this Agreement

Report No. FA-28-23 RE: Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation

Resolution No. FA-67-2023

Moved by Brian Grant

Seconded by Mark Tadeson

1. THAT Report No. FA-28-23 RE: Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation BE RECEIVED.
2. THAT staff BE DIRECTED to circulate the draft Agreement of Services, as appended, for discussion with NPCA's partner municipalities as part of the 2024 Budget process, related to Category 2 and 3 Programs and Services.
3. THAT this report BE CIRCULATED to NPCA's partner (funding) municipalities, lower-tier municipalities. Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment Conservation and Parks (MECP).
5. THAT the final Agreements of Services BE PRESENTED to the NPCA Board of Directors for final approval.
6. AND FURTHER THAT the final executed Agreements of Services BE POSTED online as required by the Conservation Authorities Act.

Schedule “D”

[Municipality Name] Approval

DRAFT

Memo

To: Mayor Grant & Members of Council
From: Richard Nan, Manager of Operations
Date: March 18, 2025
Re: Tree planting and free tree giveaway

As part of the 2025 Capital Budget, staff have been preparing for this year's tree program. As Council is aware, the landscape plan at the New Central Fire station included the planting of cedar trees along the west and southwest corner of the property. The trees were not planted during the construction of the fire hall, therefore, staff will be including the planting of ten cedar trees along this south west corner for wind protection, add some additional aesthetics to the property and lastly four to six- hardwood trees scattered along the south side of the property.

The Trees for All Program has been spearheaded by the NPCA and is currently in its second year. The Trees for All Program is in partnership with all twelve municipalities in the Niagara Region as well as the NPCA, Hamilton Conservation Authority, Haldimand County and the City of Hamilton and aims to plant two billion trees. The Township was among fifteen Municipalities that participated in 2024 and the Township planted 652 trees and shrubs in the Sports Complex and the Oakwood Cemetery. An extension to this program allows residential areas to plant a significant number of trees on their properties in order to add to the tree canopy. One such location has been approved in the Township and, staff suggest supporting this program at a discounted cost of \$8,831.00.

To honor Earth day which is Tuesday, April 22nd, staff are preparing a free giveaway of 300 (1-gallon pot size) trees that will be distributed on Saturday, April 19th from 8:00 a.m. to 12:00 p.m. to residents of Wainfleet. Residents can come to the Public Works facility located at 31976 Sugarloaf Street, and staff will have a drive-through set up where residents can show proof of residency and receive a maximum of 2 trees.

While quantities last, residents of Wainfleet will be able to choose from the following varieties:

Paper Birch
Red Juniper
Sugar Maple
Burr Oak
White Spruce

All funding will be allocated from the Annual Tree Planting program. Additional locations within the Township of Wainfleet are still being finalized and may be included in the annual program.

OTHERS CONSULTED:

- ☐ Chief Administrative Officer
- ☒ Clerks
- ☒ Community & Dev. Services
- ☒ Fire

- ☒ Finance
- ☒ Communications
- ☒ Operations
- ☐ Other:

ADMINISTRATIVE STAFF REPORT

ASR-007/2025

TO: Mayor Grant & Members of Council

FROM: Cameron Hart, Manager of Financial Planning/Deputy Treasurer

DATE OF MEETING: March 18, 2025

SUBJECT: 2024 Year-End Results Report

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-007-2025 respecting the 2024 Year-End Results Report be received; and

THAT the recommended transfers to and from reserves, as outlined below, be approved;

AND THAT a reserve for By-law and Council be created to be able to allocate surplus in the current fiscal year to be used as a source of funding in future years.

EXECUTIVE SUMMARY:

This report presents the unaudited year-end results for the Township of Wainfleet for the year ended December 31, 2024. The report outlines an operating surplus of \$861,568, a capital surplus of \$2,725,575, and reserve and reserve fund balances of \$7,061,347. These figures are subject to change pending the completion of the Township's audit.

BACKGROUND:

To provide timely budgetary updates to Council, the public, and senior management, this report presents the unaudited year-end operating and capital surplus/shortfall and details reserve and reserve fund balances. The surplus is attributed to various factors, with detailed information provided below and in Appendix A – 2024 Year-End Results.

Operating Surplus: The Township is expecting an operating surplus of approximately \$861,568, the breakdown of this surplus is as follows:

Type	(Surplus)/Shortfall
Sale of Capital Assets	\$ (580,391)
User Fees and Charges	(167,033)
Interest and Penalties on Taxes	(70,163)
Investment Income	(52,863)
Insurance	(39,489)
POA Distribution	(35,426)
Tax Write Offs	(26,517)
Training & Development	(22,350)
Utilities	(16,762)
Debt Repayments	24,926
Repairs and Maintenance	146,165
Other	(21,665)
Total (Surplus)/Shortfall	\$ 861,568

Detailed departmental information is available in Appendix A – 2024 Year-End Results under 'Operating Results'.

Capital Surplus: The Township anticipates a capital surplus of \$2,725,575. This surplus primarily results from the cancellation of project PW.3 – Reeb's Bay Shorewall Protection, which was budgeted at \$1,850,000 but was not completed due to grant funding not being approved. This surplus does not represent a levy surplus, as the project was funded through grants (\$1,387,500) and reserves (\$462,500).

Additional surpluses include:

PW.1 (Large Culverts and Drain Works) – \$155,383

PW.2 (Road Rehabilitation) – \$422,518

All levy funds budgeted and collected through taxation have been utilized for capital projects during the fiscal year.

A comprehensive list of projects and related surpluses or shortfalls can be found in Appendix A – 2024 Year-End Results under 'Year-End Capital Report'.

Reserve Balances: As of December 31, 2024, the Township had reserve and reserve fund balances of \$7,061,347, reflecting a year-over-year increase of \$1,175,267.

A detailed breakdown of reserves and reserve funds is available in Appendix A – 2024 Year-End Results under 'Reserve and Reserve Funds'.

Recommended Transfer of Surplus:

Reserve	Amount	Reasoning
Infrastructure	555,200	Sale of Road and Road Allowance
By-Law	177,637	Surplus Related to By-Law
Rate Stabilization	153,649	Surplus Related to Admin
Public Works	74,736	Surplus Related to Public Works After Sale of Roads
Fire	48,816	Surplus Related to Fire
Insurance	39,489	Surplus Related to Insurance
Council	26,319	Surplus Related to Council
Library	18,760	Surplus Related to the Library
Recreation	17,669	Partial Surplus Related to Recreation
Building	(250,707)	Shortfall Related to Building
Total Transfer	\$ 861,568	

Summary:

The Township and its staff effectively managed the 2024 budget, staying within financial targets and generating a surplus to support future one-time expenses and capital projects. A significant portion of the surplus was generated through unbudgeted asset sales. Additionally, the Township successfully completed a significant portion of its 2024 capital projects under budget, reducing the need to draw from reserves. As a result, reserve balances increased by \$1,175,267. Maintaining strong reserves is essential for funding future capital projects, addressing infrastructure gaps, and ensuring financial resilience during economic uncertainties.

OPTIONS/DISCUSSION:

- 1) Council approves the creation of By-law and Council reserves and the transfer of surplus/shortfalls as outlined above. **(Recommended)**
- 2) Council recommends establishing different reserves or reallocating surplus funds to alternative reserves or reserve funds.

FINANCIAL CONSIDERATIONS:

The 2024 year-end results indicate a positive financial position for the Township, with operating and capital surpluses contributing to reserve growth. The increase in reserves enhances the Township's ability to fund future infrastructure projects, manage unforeseen expenditures, and mitigate potential economic downturns. However, it is essential to recognize that these results remain unaudited and may be subject to adjustments. Prudent financial management will continue to be necessary to maintain sustainable reserve levels and meet the Township's long-term capital and operational needs.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

- 1) Appendix "A" – 2024 Year-End Results

Respectfully submitted by,

Approved by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Mallory Luey
Chief Administrative Officer

APPENDIX A

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TOWNSHIP OF WAINFLEET

APPENDIX A

2024 YEAR-END RESULTS

MARCH 18, 2025

**TOWNSHIP OF WAINFLEET
2024 OPERATING RESULTS**

Department	Budget	Actual	(Surplus) / Shortfall
General Revenue	(7,720,258)	(7,872,358)	(152,100)
Council	114,610	88,291	(26,319)
Election	14,750	14,750	-
General Assistance	513,473	509,853	(3,620)
Administration	1,468,475	1,340,411	(128,064)
Fire	1,190,204	1,141,389	(48,815)
By-law	133,466	(13,802)	(147,268)
Planning	380,110	394,768	14,658
Building & Septic	-	250,707	250,707
Public Works	2,387,136	1,794,058	(593,078)
Facilities	905,549	988,085	82,536
Cemetery	81,735	27,356	(54,379)
Recreation	407,842	372,931	(34,911)
Drainage	122,908	120,754	(2,154)
Library	-	(18,760)	(18,760)
Total Operating	-	(861,568)	(861,568)

Explanation
Surplus in POA Vision Zero, Mineral Aggregate License and Interest on Taxes
Surplus in Professional Fees, Legal and Training.
Surplus in Inter-Departmental Fees and Unrecoverable Tax Write-Offs
Surplus in Recoveries
Surplus in Penalties and Fines
Shortfall in Employee Wages and Benefits
Shortfall in Permits and Fees
Surplus From Sale of Road and Road Allowance
Shortfall From Increased Debt Repayments and General Maintenance
Surplus in Investment Income
Surplus in Booking Revenues
Surplus in Wages and Benefits and Processing Charges

TOWNSHIP OF WAINFLEET
2024 OPERATING RESULTS BY OBJECT - BUDGET

Object	General Revenue	Council	Election	General Assistance	Admin	Fire	By-law	Planning	Building & Septic	Public Works	Facilities	Cemetery	Recreation	Drainage	Library	Total
Taxation	(9,405,275)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(9,405,275)
User Fees	(103,800)	-	-	-	-	(9,850)	(159,870)	(63,450)	(298,000)	(7,000)	(4,000)	(188,810)	(213,450)	(80)	(8,500)	(1,056,810)
Grants	(518,100)	-	-	-	-	-	-	-	-	(78,000)	-	-	(45,000)	(58,552)	(21,376)	(721,028)
Other	(254,114)	-	-	-	-	(20,000)	(4,000)	(6,000)	-	(11,000)	-	(18,000)	-	-	(480,803)	(793,917)
Reserve Transfers	-	-	-	-	-	-	(92,500)	(200,000)	(35,190)	-	-	-	-	-	(6,624)	(334,314)
Total Revenues	(10,281,289)	-	-	-	-	(29,850)	(256,370)	(269,450)	(333,190)	(96,000)	(4,000)	(206,810)	(258,450)	(58,632)	(517,303)	(12,311,344)
Wages & Benefits	-	78,010	-	-	1,022,460	657,900	222,180	387,460	291,990	1,234,610	-	248,780	484,750	113,490	420,830	5,162,460
Training & Development	-	4,000	-	-	20,700	38,000	4,500	8,000	3,000	10,000	-	-	4,000	3,650	1,500	97,350
Legal & Professional Fees	-	17,000	-	-	91,000	1,000	100,600	232,000	9,500	25,500	-	-	1,250	4,000	7,700	489,550
Utilities	-	1,800	-	-	20,000	12,600	2,000	1,200	2,000	28,000	205,600	1,400	10,100	1,800	1,750	288,250
Contracted Services & Materials	-	-	-	-	81,700	115,980	20,550	12,050	20,900	810,675	-	11,050	36,400	32,900	78,150	1,220,355
Repairs & Maintenance	-	-	-	-	-	71,450	3,250	-	2,250	148,800	153,000	23,000	55,350	12,500	1,250	470,850
Insurance	-	-	-	-	107,465	102,874	-	-	-	66,751	-	2,165	72,342	-	3,673	355,270
Debt Repayments	-	-	-	-	-	-	-	-	-	-	550,949	-	-	-	-	550,949
Other	-	13,800	-	513,473	125,150	20,250	36,756	8,850	3,550	8,800	-	2,150	2,100	2,700	2,450	740,029
Reserve Transfers	2,561,031	-	14,750	-	-	200,000	-	-	-	150,000	-	-	-	10,500	-	2,936,281
Total Expenses	2,561,031	114,610	14,750	513,473	1,468,475	1,220,054	389,836	649,560	333,190	2,483,136	909,549	288,545	666,292	181,540	517,303	12,311,344
Net Levy	(7,720,258)	114,610	14,750	513,473	1,468,475	1,190,204	133,466	380,110	-	2,387,136	905,549	81,735	407,842	122,908	-	-

TOWNSHIP OF WAINFLEET
2024 OPERATING RESULTS BY OBJECT - ACTUAL

Object	General Revenue	Council	Election	General Assistance	Admin	Fire	By-Law	Planning	Building & Septic	Public Works	Facilities	Cemetery	Recreation	Drainage	Library	Total
Taxation	(9,469,927)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(9,469,927)
User Fees	(150,207)	-	-	-	-	(17,384)	(389,513)	(52,206)	(143,284)	(11,080)	(2,459)	(203,382)	(247,123)	(27)	(7,178)	(1,223,843)
Grants	(518,100)	-	-	-	-	-	-	-	-	(79,874)	-	(6,955)	(48,763)	(66,517)	(21,376)	(741,585)
Other	(295,155)	-	-	(3,620)	(51,223)	(203,753)	(2,805)	(3,018)	-	(920,069)	(5,669)	(63,378)	(34,093)	(3,563)	(481,666)	(2,068,010)
Reserve Transfers	-	-	-	-	-	(6,282)	(92,500)	-	-	-	-	-	-	-	-	(98,782)
Total Revenues	(10,433,389)	-	-	(3,620)	(51,223)	(227,419)	(484,818)	(55,224)	(143,284)	(1,011,023)	(8,128)	(273,715)	(329,979)	(70,106)	(510,220)	(13,602,147)
Wages & Benefits	-	79,396	-	-	993,306	794,703	215,924	406,937	319,624	1,161,221	-	251,879	512,401	116,130	406,146	5,257,666
Training & Development	-	331	-	-	16,631	36,445	3,382	3,874	-	8,984	-	-	3,696	1,277	382	75,000
Legal & Professional Fees	-	700	-	-	88,778	1,706	161,792	20,908	2,748	25,255	-	-	-	952	6,695	309,535
Utilities	-	1,457	-	-	19,210	8,563	1,588	916	1,602	25,089	200,447	1,706	7,703	672	2,535	271,488
Contracted Services & Materials	-	-	-	-	67,183	107,652	9,747	13,267	18,925	872,750	-	4,205	35,366	20,049	69,693	1,218,836
Repairs & Maintenance	-	-	-	-	-	102,928	911	-	478	155,927	219,891	27,124	71,049	37,940	768	617,015
Insurance	-	-	-	-	86,959	93,262	-	-	-	57,297	-	5,235	69,796	-	3,231	315,781
Debt Repayments	-	-	-	-	-	-	-	-	-	-	575,875	-	-	-	-	575,875
Other	-	6,407	-	513,473	119,567	23,549	77,673	4,090	50,615	348,558	-	10,922	2,899	3,340	2,011	1,163,102
Reserve Transfers	2,561,031	-	14,750	-	-	200,000	-	-	-	150,000	-	-	-	10,500	-	2,936,281
Total Expenses	2,561,031	88,291	14,750	513,473	1,391,634	1,368,808	471,016	449,992	393,991	2,805,081	996,213	301,071	702,910	190,860	491,460	12,740,579
Net Levy	(7,872,358)	88,291	14,750	509,853	1,340,411	1,141,389	(13,802)	394,768	250,707	1,794,058	988,085	27,356	372,931	120,754	(18,760)	(861,568)

TOWNSHIP OF WAINFLEET
2024 OPERATING RESULTS BY OBJECT - (SURPLUS)/SHORTFALL

Object	General Revenue	Council	Election	General Assistance	Admin	Fire	By-Law	Planning	Building & Septic	Public Works	Facilities	Cemetery	Recreation	Drainage	Library	Total
Taxation	(64,652)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(64,652)
User Fees	(46,407)	-	-	-	-	(7,534)	(229,643)	11,244	154,716	(4,080)	1,541	(14,572)	(33,673)	53	1,322	(167,033)
Grants	-	-	-	-	-	-	-	-	-	(1,874)	-	(6,955)	(3,763)	(7,965)	-	(20,557)
Other	(41,041)	-	-	(3,620)	(51,223)	(183,753)	1,195	2,982	-	(909,069)	(5,669)	(45,378)	(34,093)	(3,563)	(863)	(1,274,093)
Reserve Transfers	-	-	-	-	-	(6,282)	-	200,000	35,190	-	-	-	-	-	6,624	235,532
Total Revenues	(152,100)	-	-	(3,620)	(51,223)	(197,569)	(228,448)	214,226	189,906	(915,023)	(4,128)	(66,905)	(71,529)	(11,474)	7,083	(1,290,803)
Wages & Benefits	-	1,386	-	-	(29,154)	136,803	(6,256)	19,477	27,634	(73,389)	-	3,099	27,651	2,640	(14,684)	95,206
Training & Development	-	(3,669)	-	-	(4,069)	(1,555)	(1,118)	(4,126)	(3,000)	(1,016)	-	-	(304)	(2,373)	(1,118)	(22,350)
Legal & Professional Fees	-	(16,300)	-	-	(2,222)	706	61,192	(211,092)	(6,752)	(245)	-	-	(1,250)	(3,048)	(1,005)	(180,015)
Utilities	-	(343)	-	-	(790)	(4,037)	(412)	(284)	(398)	(2,911)	(5,153)	306	(2,397)	(1,128)	785	(16,762)
Contracted Services & Materials	-	-	-	-	(14,517)	(8,328)	(10,803)	1,217	(1,975)	62,075	-	(6,845)	(1,034)	(12,851)	(8,457)	(1,519)
Repairs & Maintenance	-	-	-	-	-	31,478	(2,339)	-	(1,772)	7,127	66,891	4,124	15,699	25,440	(482)	146,165
Insurance	-	-	-	-	(20,506)	(9,612)	-	-	-	(9,454)	-	3,070	(2,546)	-	(442)	(39,489)
Debt Repayments	-	-	-	-	-	-	-	-	-	-	24,926	-	-	-	-	24,926
Other	-	(7,393)	-	-	(5,583)	3,299	40,917	(4,760)	47,065	339,758	-	8,772	799	640	(439)	423,073
Reserve Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	-	(26,319)	-	-	(76,841)	148,754	81,180	(199,568)	60,801	321,945	86,664	12,526	36,618	9,320	(25,843)	429,235
Net Levy	(152,100)	(26,319)	-	(3,620)	(128,064)	(48,816)	(147,268)	14,658	250,707	(593,078)	82,536	(54,379)	(34,911)	(2,154)	(18,760)	(861,568)

TOWNSHIP OF WAINFLEET 2024 CAPITAL RESULTS

Item	Project Title	Project Status	Total Revised Budget	Total Spend	(Surplus)/ Shortfall
A.1	Information Technology Improvements and Replacements	Completed	67,100	66,730	(370)
Total Administration			67,100	66,730	(370)
F.1	Fire Station Upgrades - Overhead Doors	Completed	24,000	16,427	(7,573)
F.2	Training Grounds	Cancelled	100,000	-	(100,000)
F.3	Fire Fleet - Apparatus	Completed	950,000	979,214	29,214
F.4	Fire Fleet - Rehab Trailer	Completed	65,000	66,900	1,900
F.5	Annual Firefighter Personal Protective Equipment Program	Completed	50,000	33,911	(16,090)
F.6	Annual Fire & Rescue Equipment Program	Completed	60,000	50,192	(9,808)
PY A.6	Central Fire Station	Completed	-	38,643	38,643
Total Fire			1,249,000	1,185,287	(63,713)
PW.1	Large Culverts & Drain Works Replacement	Completed	630,120	474,737	(155,383)
PW.2	Road Rehabilitation	Completed	837,875	415,357	(422,518)
PW.3	Reebs Bay Shorewall Protection	Cancelled	1,850,000	-	(1,850,000)
PW.4	Annual Culvert Replacement	Completed	95,000	73,873	(21,127)
PY C.2	Feeder Rd - Drain 13 Improvement	Completed	-	-	-
PY C.6	Harbourview Storm Engineering	In-Progress	-	2,197	2,197
PY B.1	Operations Fleet	Completed	495,232	349,112	(146,120)
Total Public Works			3,908,227	1,315,276	(2,592,951)
BM.1	Town Hall Sidewalk Reinstatement	Completed	45,000	34,191	(10,809)
BM.2	Arena Refrigeration Replacement	Completed	195,000	136,362	(58,638)
BM.3	Public Works Facility Improvements - Automatic Door	Completed	10,000	8,763	(1,237)
BM.4	Recreation Complex Improvements	Completed	82,000	99,394	17,394
BM.5	Arena/Library Parking Lot Improvements	Completed	140,000	93,265	(46,735)
Total Facilities			472,000	371,976	(100,024)
C.1	Storage Shed	Completed	12,800	6,903	(5,897)
Total Cemetery			12,800	6,903	(5,897)
R.1	Recreation Groomer Replacement	Completed	17,000	17,001	1
PY A.8	Septic Arena	Completed	-	37,379	37,379
Total Recreation			17,000	54,380	37,380
Total Capital Requests			5,726,127	3,000,552	(2,725,575)

TOWNSHIP OF WAINFLEET
2024 RESERVE AND RESERVE FUNDS

Reserve	Balance December 31, 2023	2024 Surplus Transfer	Transfer to Reserve	Transfer from Reserve	Receipts	Interest	Capital Commitments	Unaudited Balance December 31, 2024
Working Funds	800,000	-	-	-	-	-	-	800,000
Rate Stabilization	1,338,062	153,649	-	(92,500)	-	-	-	1,399,211
Municipal Modernization	238,021	-	-	-	-	-	(105,000)	133,021
Insurance	134,958	39,489	-	-	-	-	-	174,447
Infrastructure Levy	730,487	555,200	1,441,131	-	-	-	(831,089)	1,895,729
Excavator	41,872	-	-	-	-	-	-	41,872
Drainage	42,600	-	10,500	-	-	-	-	53,100
Public Works (Equipment)	195,997	74,736	150,000	-	-	-	-	420,733
Public Works (Winter Control)	150,000	-	-	-	-	-	-	150,000
Emergency Reserve	100,000	-	-	-	-	-	-	100,000
Building Permit	3,593	(250,707)	-	-	-	-	-	(247,114)
Fire	285,007	48,816	200,000	-	-	-	(304,757)	229,066
Fire Points	86,967	-	-	(6,282)	-	-	-	80,685
Fire Donations Specific Purposes	3,936	-	-	-	-	-	-	3,936
Library	163,157	18,760	-	-	-	-	-	181,917
Library Donations Reserve	10,555	-	-	-	-	-	-	10,555
Election	22,835	-	14,750	-	-	-	-	37,585
Planning	200,000	-	-	-	-	-	-	200,000
By-Law	-	177,637	-	-	-	-	-	177,637
Council	-	26,319	-	-	-	-	-	26,319
General Reserve	260,090	-	-	-	-	-	-	260,090
Recreation Reserve	86,595	17,669	-	-	-	-	(29,920)	74,344
Capital WIP	36,590	-	-	-	-	-	-	36,590
Tree Reserve	569,601	-	-	-	-	-	-	569,601
Airport	11,029	-	-	-	-	-	-	11,029
Total Reserves	5,511,953	861,568	1,816,381	(98,782)	-	-	(1,270,766)	6,820,354
Development Charges (All Funds)	325,602		-	-	61,238	1,645	(200,000)	188,485
Canada Community Building Fund	-		-	-	216,528		(216,528)	-
Parkland	48,525		-	-	-	3,983	-	52,508
Total Reserve Funds	374,126	-	-	-	277,766	5,628	(416,528)	240,993
Total Reserves and Reserve Funds	5,886,079	861,568	1,816,381	(98,782)	277,766	5,628	(1,687,294)	7,061,347

PUBLIC WORKS STAFF REPORT

PWSR-006/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: March 18, 2025

SUBJECT: Equipment Rental Rates 2025

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-006/2025 respecting Equipment Rental Rates for 2025 be received; and

THAT Council accept the attached equipment rental for the use of contract equipment for the period beginning April 1, 2025 through March 31, 2026.

EXECUTIVE SUMMARY:

Tenders for the rental of equipment required by the Township of Wainfleet for use in various departments for the period beginning April 1, 2025, through March 31, 2026, were received in compliance with the Township's Procurement Policy.

BACKGROUND:

Tendered pricing for equipment rental is standard practice for the Township and is used by various departments to obtain equipment, for single or short-term use, to meet the needs of staff and to assist during different Township projects. Projects that will be completed solely by contractors will follow our procurement policy and a request for quotation or tender will be utilized.

The equipment rental pricing performed through the tendering process saves staff time in contacting individuals for quotations as required. It allows contractors the fair opportunity to bid for services the Township may require during the year. Only when the required equipment is not available, or not suitable, will equipment be used from contractors who did not submit tenders.

OPTIONS/DISCUSSION:

- 1) That Council accept the attached equipment rental for the use of contract equipment for the time period beginning April 1, 2025 through March 31, 2026. **(Recommended)**
- 2) That Council direct staff to seek 3 quotations at the time equipment rentals are required.

FINANCIAL CONSIDERATIONS:

Staff have noticed slight increases in majority of bidders and staff will be mindful during budget allocations when equipment rentals are utilized.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

- 1) Appendix "A" – Summary of Equipment Rates

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

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A= Attached NA = Not Attached FF* - Has Float Fees	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Excavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Proof of Insurance	If requested NA	Yes	If requested NA	Yes	If requested NA	Yes	If requested NA
WSIB	NA	Yes	NA	Yes	Yes NA	Yes	Yes
Hours	8 Hour Period	4 Hour Period	4 Hour Period	4 Hour Period	4 Hour Period	6 Hour Period	0 Hour Period
Tandem Axle Dumps							
Tri-Axle Dumps	8 hour			4 Hour	4 Hour		
T-59 Western Star 4900 (2005)					\$105.00		
International HX620 (2020)					\$105.00		
Western Star CNV (2025)					\$105.00		
Volvo VHD (2019)				\$100.00			
Volvo VHD (2020)				\$100.00			
Volvo VHD (2021)				\$100.00			
Freightliner 114 SD (2024)	\$165.00						
Freightliner 114 SD (2020)	\$165.00						
Freightliner 114 SD (2020)	\$165.00						
Freightliner 114 SD (2017)	\$165.00						
Freightliner 114 SD (2017)	\$165.00						

	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Exacavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Trailer Dumps	8 Hour* No FF	4 Hour* No FF	4 Hour* No FF		4 Hour* No FF		0 Hour* No FF
ABS LRC (2019)	\$220.00						
Miska (2018) 10 tonne w/1 operator			\$60.00				
Miska (2022) 7 tonne w/1 operators			\$50.00				
JBM 8 tonne mighty dumper (2024) w/ 1 operator			\$75.00				
Miska (2020) 10 tonne		\$30.00					
Miska (2020) 10 tonne w/ 1 operator		\$65.00					
Suretrac (2013) 12x6 Dump Trailer							\$10.00
Suretrac (2015) 12x8 Dump Trailer							\$10.00
Raglan (2001)					\$126.00		
Compaction Equipment				4 Hour * No FF			
Bomag (2011) 84" Sheeps foot				\$95.00			
Bomag (2011) 84" Smooth Drum				\$95.00			
Caterpillar (2012) 66" smooth Drum				\$85.00			
Caterpillar (2012) 66" Sheeps Foot				\$85.00			

	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Excavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Mini Excavators & Skid Steers	8 Hour* 600 FF	3 Hour* 300 FF	4 Hour* 125 FF	4 Hour* No FF	4 Hour * No FF		0 Hour* No FF
Bobcat E26 Mini Excavator (2020) w/ 1 operator		\$200.00					
Case Strongco 260 (2021) w/ 1 operator		\$200.00					
Kubota KX040 (2016) Mini Ex w/ 1 operator		\$200.00					
Bobcat 2100 (2009) rubber tire w/ loader buckets 67' 48' including forks	\$150.00						
Bobcat S250 (2009) rubber tire, w/loader buckets, 96' 72' 67' 48' incl forks	\$195.00						
Bobcat S250 (2009) incl attach, asphalt grinder, post hole auger, trencher	\$260.00						
Cat 303.5 (2014)					\$105.00		
Cat Skidsteer Track (2006)					\$105.00		
Kubota SVL95 (2019) Track skid steer							\$125.00
Kubota U25 (2016) Track Mini Ex							50* See note
Kubota U55(2017) Track Mini Ex							100* See note
JD 50G (2022)				\$100.00			
JD 26G (2022)				\$95.00			
Sany SY35C (2022)				\$105.00			
Kubota KX-33 (2024) rubber track 12, 16, 24, 36 bucket w/1 operator			\$125.00				
Kubota KX-80-4 (2018) rubber track 12, 16, 24, 36 bucket, mulcher 548-R w/1 operator			\$150.00				
HLA HD55 (2023)							
Backhoes	8 Hour* 600 FF				4 Hour* No FF		
Case 580N (2011)					\$94.50		
John Deere 310 SJ (2011) extended hoe, 24' excavation bucket	\$185.00						
John Deere 310 SJ (2011) hoe ram and hoe pak	\$270.00						

	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Excavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Bucket Trucks	Per Hour						0 Hour* No FF
GMC Topkick 1500 (1996)							\$95.00
Grade Alls & Excavators	8 Hour* 600 FF	2 Hour* 600 FF	4 Hour*	4 Hour * No FF	4 Hour * No FF	6 Hour * No FF	
Gradall XL4100 (2003) W/Ditching B						\$162.85	
Gradall XL3100 (2004) W/Ditching B				\$130.00		\$157.85	
John Deere 135G (2014)				\$135.00			
John Deere 210G (2018)				\$155.00			
Gradall 3300 (2004)				\$130.00			
Gradall 5200 XL (1999)				\$165.00			
Caterpillar 332C (2006) Long Reac				\$185.00			
Liebherr 918 (2022)					\$162.75		
Volvo 210 (2007)					\$147.00		
Caterpillar 308 (2017)					\$110.25		
Caterpillar 311 (2011)					\$141.75		
Caterpillar 320(2020)					\$162.75		
Hythaci (2008) 7.5 tonne w/1 operator, thumb, rubber, ditching, bucket, jack hammer, track		\$240.00					
John Deere 200 DLC (2011) 42" bucket w/ clam attachment to stick	\$265.00						
John Deere 85D (2011) 36"excavation bucket - 48" ditching bucket - rubber tracks clam attachment to stick	\$200.00						
John Deere 160D 2009 Metal Track							

	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Excavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Road Graders	Per Hour			4 Hour* No FF	4 Hour* No FF	6 Hour * No FF	
Champion 710 (1986)					\$126.00		
Caterpillar 140M (2009)						\$195.00	
John Deere 8706 (2010)				\$170.00			
Dozers	8 Hour* 600 FF		4 Hour*	4 Hour* No FF	4 Hour* No FF		
Case 550 (1997)					\$105.00		
Liebherr 716 (2018)					\$157.50		
John Deere 450J (2011)				\$110.00			
John Deere 450K (2019)				\$110.00			
John Deere 750J (2011)				\$140.00			
John Deere 850J (2012) 6 way blade				\$160.00			
John Deere 850J (2012) 4 way blade				\$160.00			
John Deere 650H (200) 6 way blade	\$195.00						
Tree Cutting Services							
		7am-6pm, 7 days a week min 3 hour					24 hrs, 7 days a week
Daily Rate (4 hr. Min.)							
Per man/hour (no equipment)		\$60.00					\$35.00
Weekends/After Hours (4 hour min)		6pm-7am & weekends \$85					\$35.00
Chippers and Stump Grinding	Per Hour				4 Hour* No FF		0 Hour* No FF
Baumalight GXM750 (2016)					\$168.00		
Vermeer BC1500 (2014) Chipper							\$60.00
Vermeer BC 1800x (2016) Chipper							\$85.00
Vermerr SC1152 (2016) Stumper							\$105.00
Winter Control Equipment	8 Hour* No FF						0 Hour * No FF
Western MVP3 (2016) P/U V Plow							\$100.00
HL3 SP350010LF (2023) Push/Plow							\$150.00
Freightliner 114 SD (2017) 13ft plow, 11ft wing, rear spreader	\$510.00						

	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Excavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Flusher/Vacuum Truck					4 Hour* No FF		
Transway 3000 (2018)					\$110.25		
Transway 6000 Trailer (2015)					\$131.25		
Presvac 7000 Trailer (2002)					\$136.50		
STE 7500 Trailer Vac (2011)					\$136.50		

	Haldimand Commercial Maintenance	Brilliant Finishes Shoreline Protection	R. Vandelaar Contracting	Anthony's Excavating Central Inc	George Barnes & Sons Limited	CRL Campbell Construction Ltd.	Truly Canadian Tree Services Ltd.
Misc. Equipment	8 Hour* No FF		4 Hour* No FF	4 Hour* No FF	4 Hour* No FF		0 Hour* No FF
Caterpillar 730 (2012) Rock Truck				\$155.00			
John Deere 8410 (2004) Tractor w/Dump				\$110.00			
John Deere 8410 (2004) Tractor W/Tile Plow				\$140.00			
John Deere 644J (2015) Forestry tires, bucket, fork				\$160.00			
John Deere 317 (2022) Skid Loader				\$95.00			
Bushhog Promac (2020) Attached to 308 cat excavator					\$141.75		
Bushhog Promac (2017) Attached to 210 Volvo excavator					\$141.75		
Caterpillar 950 (2007)					\$157.50		
Universal Roll-off (2011)					\$105.00		
JC Drop (2022)					\$152.25		
Catepillar 924H (2009)						\$152.60	
Erskine 901352 (2019) Forestry Mulching Mower							\$125.00
John Deere 5420 (2004) Loader Tractor							\$60.00
John Deere 709 (2000) 7' heavy duty brush mower							\$30.00
Kinshoffer 6024 (2015) Long Reach Tree Harvester							\$600.00
Kubota AM-2024 (2010) Roadside Disc Mower 8'							\$75.00
Kubota AP-SC7072 (2019) 72" Brush Mower							\$100.00
Kubota M6-141 (2018) Loader Tractor							\$120.00
Kubota M8560 (2015) Loader Tractor							\$75.00
Kubota RTV XG850 (2019) Side by Side							\$50.00
Landpride PCH6615-2 (2018) rotary cutter							\$100.00
Grove (1997) 12.5 Ton Crane							\$120.00
Mack 700 (2005) Log Grapple							\$250.00
Seppi (2017) Forestry Mower 8' cut w/tractor							\$400.00
Eterra Cy48(2017) Cyclone Mower 48"							\$40.00
Int 4700 (2001) Chipper Truck							\$75.00
Freightliner 114 SD (2004) tri axle & tag along 30 tonne float	\$195.83						
Ice Pack Pile Driver (2008)		\$1500 per 8 hours					
Millar diesel mig welder		\$110/hour 3 hour min					
Dodge Ram 5500 (2017) flat bed w/gooseneck hook up w/ operator			\$100.00				
Dodge Ram 2500 (2022) pick up w/ operator			\$100.00				

PUBLIC WORKS STAFF REPORT

PWSR-008/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: March 18, 2025

SUBJECT: Arena Dehumidifier Replacements

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR 008/2025 respecting the Arena Dehumidifier Replacements be received; and

THAT Council direct the Manager of Operations to award the purchase of the dehumidifiers to the lowest bidder, Black and McDonald, ensuring the final purchase price is not subject to increase due to tariffs.

EXECUTIVE SUMMARY:

The arena dehumidifier replacements were included in the capital budget for 2025. The current units have reached the end of their life cycle and future repairs would escalate if not replaced.

BACKGROUND:

During the 2025 budget deliberations, staff presented a capital project to replace the ageing dehumidifiers used to control the moisture and control any fog created within the arena facility during the ice season. These units are a critical part of the operation and maintaining aged units will become costlier over time.

Staff reached out to various suppliers and installers listed in the Canoe pricing and have received 2 bids:

Company	Bid
Black and McDonald Limited	\$79,950.00 +HST
Toromont/Cimco	\$99,922.00 +HST

Pending approval of Council, staff have confirmed that the lowest bid is not subject to any fee increase due to tariffs. The higher bid advised staff that it is subject to tariffs. Staff will ensure the final purchase price remains as quoted prior to final approval of the order.

OPTIONS/DISCUSSION:

1. Council direct the manager of operations to award the purchase of the dehumidifiers to the lowest bidder Black and McDonald, ensuring the final purchase price is not subject to increase due to tariffs. **(Recommended)**

2. Award to the alternate bidder.

FINANCIAL CONSIDERATIONS:

This project has been approved in the 2025 budget under project R.3, with a total budget of \$101,500 with an allocation of \$90,000 for these dehumidifiers.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

None.

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer

PUBLIC WORKS STAFF REPORT

PWSR-009/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: March 18, 2025

SUBJECT: Grader Replacement

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR 009/2025 respecting the Grader Replacement be received; and

THAT Council direct the Manager of Operations to engage Brant Tractor for the purchase of a new John Deere 870 GP grader with plow and wing for the specified Canoe Procurement quote.

EXECUTIVE SUMMARY:

Staff included the replacement of the 2009 John Deere Grader in project PW.5 Public Works Fleet and Equipment Replacement.

Staff reached out to suppliers utilizing the Canoe procurement and requested a quote with the specifications required to assist staff in maintaining our granular roads and maintenance during the winter season.

BACKGROUND:

The current Grader is a 2009 John Deere 870GP grader with an additional attachment of a one-way plow and side wing for maintenance during winter months. The current grader was scheduled for replacement in 2020 and at that time it was decided to perform bodywork and paint to extend its service life. The grader now has 9035 hours registered on the machine.

As staff contacted different suppliers that met the required specifications requested, only one supplier offered a steering wheel and another supplier only offered joystick control for steering. Joystick controls create operational challenges, including increased training time and costs, reduced efficiency, and potential safety concerns. While joystick controls may be acceptable for grading operations, their impact on safety and performance makes them less suitable for our needs.

Additionally, staff inquired as to any potential cost increases due to ongoing political decisions regarding tariffs. Brandt Tractor was the only supplier to provide a bid under the canoe procurement that met all specifications. The bid price \$635,000 plus applicable taxes is for a new John Deere 870GP grader with front mounted one way plow and mid-mount wing.

When questioned regarding any potential cost increases, staff received the following comment: John Deere will provide customer price protection against any possible upcoming tariffs and exchange rate for all retail sold orders that are received before the end of the day March 21, 2025.

OPTIONS/DISCUSSION:

1. Council direct the Manager of Operations to engage Brant Tractor for the purchase of a new John Deere 870 GP grader with plow and wing for the specified Canoe Procurement quote. **(Recommended)**
2. Council may choose to delay the purchase and direct staff to demo an alternate machine and delay the purchase.

FINANCIAL CONSIDERATIONS:

The 2025 capital budget, under project PW.5 – Public Works Fleet and Equipment Replacement allocated \$780,000 for the grader replacement. As such, this quote is significantly under that approved budget.

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☒ Fire | ☐ Other: |

ATTACHMENTS:

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer

Subject: Proclamation/Flag Raising
Request **Importance:** Normal
Sensitivity: None

Received March 10, 2025
C-2025-084

From: Suzanne Veenstra <suzanne.veenstra@niagaracommunityfoundation.org>
Sent: March 10, 2025 4:43 PM
To: Amber Chrastina <AChrastina@wainfleet.ca>
Subject: Proclamation/Flag Raising Request

Good afternoon Amber,

I am inquiring today about flag raising and/or proclamations from Council for the month of May.

May is Leave a Legacy Month, a national awareness campaign to highlight the importance and impact of gifts in wills. Niagara Community Foundation (NCF) is Niagara's philanthropic partner, connecting donors to causes and community to resources through permanent endowment funds. Leave a Legacy Month is an important opportunity to highlight the impact that legacy gifts can have on your community. Founded in 2000, NCF has raised over \$86million and has granted in excess of \$31 million to charities across Niagara. This year marks 25 years of turning intent into impact here in Niagara.

We would be honoured to be considered for a community flag raising, sometime in the month of May. We would also like to have this complemented with a Proclamation from Council. We don't have any firm dates and so we are open to the availability of the Wainfleet calendar.

Please let me know the next steps and I look forward to hearing from you.

Thank you so much of your consideration.

Suzanne Veenstra
Marketing & Communications Coordinator
Pronouns (she/her)



Turning intent into impact.

905.684.8688 x.21 | communications@niagaracommunityfoundation.org
www.niagaracommunityfoundation.org
[Facebook](#) | [Twitter](#) | [Instagram](#)

Wainfleet Skating Club proudly presents:

Received March 12, 2025
C-2025-086

“LETS GO TO THE MOVIES”

Saturday March 29, 2025

Attention Business Owner/Manager:

The Wainfleet Skating Club is pleased to be hosting our Ice Carnival – “Let’s Go to the Movies”. The event will be held on Saturday March 29th 2025, at the Wainfleet Arena.

This special day is planned to showcase over 100 skaters from Port Colborne, Wainfleet, and Dunnville performing to music from the movies that are sure to entertain and celebrate our local talent.

To offset the costs of such an event, and to provide as much as we can offer for our young skaters, we are inviting you to participate in advertising in our program.

The deadline for advertising is March 15, 2025. If you require further information please contact Lynn Bell at 905-328-0256, or email at wsccoachbell@gmail.com.

Thank you in advance for your consideration, we look forward to hearing from you.

Lynn Bell,
Wainfleet Skating Club, Coach



LET'S GO TO THE MOVIES



"Let's Go to the Movies"

ADVERTISING PRICE LIST:

BUSINESS CARD - \$50 ¼ PAGE - \$75 ½ PAGE \$100
FULL PAGE - \$150 BACK COVER - \$200

ADVERTISING DEADLINE MARCH 15, 2025

Cheques payable to Wainfleet SC,
& must be sent with the ad copy.

Contact Lynn Bell – 905-834-0156

Or

Email ad copy to wsccoachbell@gmail.com

Wainfleet
SKATING CLUB

PRESENTS...

"Under the Big Top"



MARCH 31

6 - 8 P M

APRIL 1

10 - 12 P M

Sanctioned by Skate Canada:



WAINFLEET ARENA





TOWNSHIP OF WAINFLEET

31940 Highway #3, P.O. Box 40, Wainfleet, ON L0S 1V0

Tel: 905-899-3463 · Fax: 905-899-2340 · www.wainfleet.ca

It's wonderful to see the return of such great events such as the Ice Carnival. On behalf of the Council for the Township of Wainfleet, I would like to congratulate the Wainfleet Skating Club on their many accomplishments this season. Council is very pleased to see this successful group of young people developing their skills and proudly representing our Township. We wish you all the best as you participate in the 2023 Ice Carnival and thank you for bringing this showcase event to our community.

Mayor Brian Grant
Township of Wainfleet



Township of Wainfleet

"Wainfleet - find your country side!"

Councilor Joan Anderson

Councilor Terry Gilmore

Councilor John McLellan

Councilor Sherri Van Vliet

Mayor Brian Grant

31940 Highway #3 • P.O. Box 40 • Wainfleet, ON • L0S 1V0

PHONE 905.899.3463 • FAX 905.899.2340 • www.wainfleet.ca

PRESIDENT'S MESSAGE:

It is with great pleasure and anticipation that I welcome you to Wainfleet Skating Club's carnival, "UNDER THE BIG TOP".

As President, I would personally like to thank the Executive, the skaters, their parents and everyone who has helped in any way throughout the skating year. Our professional coaches, Lynn Bell, Laura VanMil, and Darlene Collins have provided outstanding teaching and coaching throughout the year.

We are thankful to our group of young skaters who are Program Assistants. These individuals have spent hours helping the PreCanskate, Canskate and Star 1 skaters. They have helped to learn and master skating techniques.

*Congratulations to all our Star skaters who have successfully passed tests this year and to those skaters who represented our club in the various competitions throughout the year. The hours of hard work and practicing are all worth it!
All of our skaters have been working very hard learning new programs for our entertaining show. Good luck to all skaters taking part in "Under the Big Top".*

We also express thanks to you for supporting our skaters and club. Sit back, relax and enjoy the show!

*Devon Inglis
President Wainfleet Skating Club*



BOARD OF DIRECTORS:

Devon Inglis

Pat Philp

Lisa Ironside

Stephanie Sidey

Holly Lutes

Andrea Veldhuizen

Stacy Bonds

Penny Charlesbois

COACHING STAFF:

Lynn Bell

Laura Van Mil

Darlene Collins

FIRST HALF

STAR 2-3 FULL LINE – "This Is Me"



Back Row:

Carley Sidey
Alex Ens
Mallory Martindale
Victoria Newhouse

Front Row:

Ridley Lutes
Arianna Veldhuizen
Kelsey Sidey
Makenzie Rainwater
Molly Batzer

Missing:

Sofia Inneo

PRE CANSKATE GROUP "The Circus Train"

Back Row:

Lyla McKay
Brayden Myers
Grayson Vandenberg
Bennett Vandenberg

Front Row:

Brooklyn Dear
Natalie Stivoric
Cobie Costello
Kavis Smith

Missing:

Ellie Heap
Hendrick Humphrey
Maverick Humphrey
Jason Graves
Harlan Woodland



STAR 10 SOLOIST – ZOE IRONSIDE – “Blood Sweat and Tears”



Zoe is a senior at Lakeshore Catholic High School. She took off on ice skates at the age of 5 and has not stopped since. She has been skating with the WSC for the past 9 years and is currently working on her Gold Free Skate and her Silver Interpretive.



STAR 3 & UP TRIO - "Confident"

Left to Right:

Nerys Gervais

Hailey Labrie

Avery Wotherspoon



STAR 3-SOLOIST – ARIANNA VELDHUIZEN - "The Rainbow"

Arianna is 12 years old, she has been skating for 5 years and has a passion for it. She also likes to play soccer. She has competed in 3 competitions and most recently earned a Gold at the Hamilton Winter Chill Competition in February.

She is presently working on Star 3 Free Skate, and Star 3 Skills, and Star 2 Dances.



CANSKATE BLUE - "The Circus World Hoedown"



Back Row:

*Gabriel Grano
Bennett Braunlin
Mia Pedro
Chandler Beauregard
Trent VanDyke*

Front Row:

*Axl Boutin
Maleia Myers
Jonas Widerick*

Missing from Photo:

*Symone Zicari
Brody Pascuzzi
Everly deWaard
Audrey Sider
Rory Chalmers*



STAR 2 TRIO - "Roar"



Left to Right:

Mallory Martindale

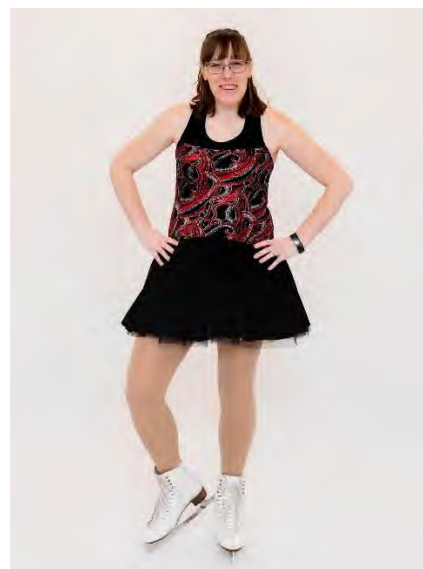
Sofia Inneo

Makenzie Rainwater



STAR 3- SOLOIST – HEATHER KIEVIT - "House of Freaks"

Heather has completed her Gold Skills, and is working on her Gold Artistic. She recently graduated from Sheridan College with a degree in Architectural Technology. When she is not figure skating, she enjoys reading and playing card games with friends and family.



SPECIAL THANK YOU TO OUR PROGRAM ASSISTANTS...

Ridley Lutes

Carley Sidey

Kelsey Sidey

Alexis Collins

Hailey Labrie

Arianna Veldhuizen

Victoria Newhouse

Mallory Martindale

Ava Inglis

Alex Ens

Makenzie Rainwater

Nerys Gervais

Heather Kievit

Molly Batzer

Zoe Ironside



STAR 1 MONDAY FULL LINE - "Be Somebody"

Back Row:

Everly Newhouse
Koree Sathmary
Madison Gilbert
Emmy Wainwright
Ella Wainwright

Front Row:

Scarlett DeJong
Gwenn Porter
Lauren Stirtzinger
Brixton Larose
Morgan Rainwater



INTERMISSION



Making every house a home, one kitchen at a time
905-734-6676 | Port Colborne | www.timberwoodkitchens.com

SECOND HALF

CANSKATE YELLOW- "Circus is Coming to Town"



Left to Right:

Charlotte Beauregard
Avery Cekovic
Breagh Piazza
Lukas Arillotta
Kennedy Stirtzinger
Elijah Harvey
Adira Aarts
Milly Cowal

Missing from photo:

Miller Zwiershcke
Isaac Nieuwland
Jacob Peters
Harlan Woodhead
Myles Stoner

STAR 7-SOLOIST – CASSANDRA COLLINS "Tightrope"

Cassandra has completed her Gold Skills, Gold Dances, Gold Artistic and is on her Star 7 Freeskate. Cassandra is a Veterinary Technician at an Animal Hospital in Welland. She enjoys photography and kayaking with her dog Dixie.



STAR 2 QUAD - "Unstoppable"

Left to Right:

Kelsey Sidey

Alex Ens

Ridley Lutes

Molly Batzer



STAR 8- SOLOIST – ALEXIS COLLINS - "Circus of Clowns"



Alexis has completed her Gold Skill, Gold Dance and Gold Artistic and is working on completing her Star 8 Freeskate. She is a grade 11 student at EL Crossley. She is currently training with the track team and was South regional champion and 8th in the province last year in Pole Vault.



STAR 1 SATURDAY FULL LINE - "Million Dreams"



Back Row:

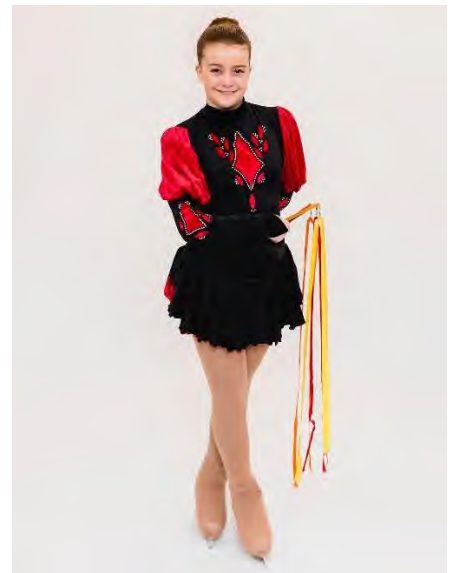
Madison Gilbert
Ella Wainwright
Taylor Snip
Emmy Wainwright
Everly Newhouse

Front Row:

Lauren Stirtzinger
Morgan Rainwright
Gwenn Porter

Star 2- Soloist – Carley Sidey - "Girl is on Fire"

Carley has completed her Star 3b Dance, Star 2 Skills and Star 1 Freeskate. She recently competed in the Hamilton Winter Chill Competition in February and received Silver in both her Star 2 Freeskate Program and Star 2 Elements. She is also a Canskate Program Assistant because she enjoys helping others learn how to do a sport she loves.



CANSKATE RED - "Fun at the Circus"



Back Row:

Oliver Urie
Abigail Urie
Isabelle Tempest
Leah Blokhuis
Siena Zicari
Hawksley Tempest

Front Row:

Deanna Gilmore
Isabella Doan
Soloman Harvey
Avery Pedro
Jessica Leone

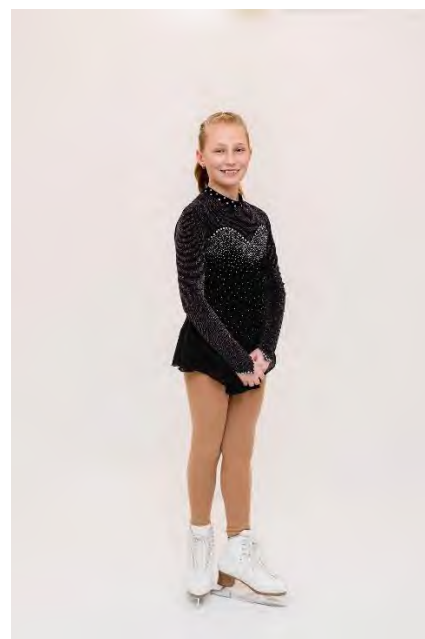
Missing:

Lincoln deWaard
Addison McPherson
Ben Peters

STAR 3 - SOLOIST – VICTORIA NEWHOUSE - "Speechless"

Victoria is 10 years old, she has been skating since she was 3 she really loves to dance to the music and jump! When she is not skating, she likes to play with her bunnies. This year she competed in her very first competition and earned a Silver at the Hamilton Winter Chill Competition in February.

She is presently working on Star 3 Free Skate, and Star 2 Skills, and Star 2 Dances.



STAR 3-10 FULL LINE - "The Greatest Showman"

Left to Right:

Alexis Collins

Zoe Ironside

Cassandra Collins

Heather Kievit

Avery Wotherspoon

Hailey Labrie

Hannah High

Missing from photo:

Nerys Gervais



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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 006-2025

Being a by-law to appoint a Clerk for the
Corporation of the Township of Wainfleet.

WHEREAS section 228(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality shall appoint a clerk;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet hereby enacts as follows:

1. **THAT** Amber Chrastina is hereby appointed as Clerk for the Corporation of the Township of Wainfleet.
2. **THAT** the said Amber Chrastina shall exercise all the authority, power and rights and shall perform all the duties and obligations which by statute or by-laws are or may be conferred upon the Clerk and any other duties that may be imposed by Council.
3. **THAT** any by-law inconsistent with this by-law shall be and is hereby repealed.
4. **THAT** this by-law shall come into force and take effect on the 18TH day of MARCH, 2025.

BY-LAW READ AND PASSED THIS 18TH day of MARCH, 2025.

B. Grant, MAYOR

M. Luey, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 007-2025

Being a by-law to appoint a Deputy Clerk
for the Corporation of the Township of
Wainfleet.

WHEREAS section 228(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may appoint deputy clerks who have all the powers and duties of the clerk under this and any other Act;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet hereby enacts as follows:

1. **THAT** Mallory Luey is hereby appointed as Deputy Clerk for the Corporation of the Township of Wainfleet.
2. **THAT** the said Mallory Luey shall exercise all the authority, power and rights and shall perform all the duties and obligations which by statute or by-laws are or may be conferred upon the Deputy Clerk and any other duties that may be imposed by Council.
3. **THAT** any by-law inconsistent with this by-law shall be and is hereby repealed.
4. **THAT** this by-law shall come into force and take effect on the 18TH DAY OF MARCH, 2025.

BY-LAW READ AND PASSED THIS 18TH DAY OF MARCH, 2025

B. Grant, MAYOR

A. Chrastina, DEPUTY CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BYLAW NO. 008-2025

Being a bylaw to amend Bylaw No. 022-2023 being a by-law to govern the proceedings of the Township of Wainfleet Council, the conduct of its Members and the calling of meetings.

WHEREAS Subsection 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that every municipality and local board shall adopt a procedure bylaw for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council for the Corporation of the Township of Wainfleet deems it necessary and desirable to amend Bylaw No. 022-2023, being a by-law to govern the proceedings of the Township of Wainfleet Council ("the Procedural By-law");

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** subsection 12.3, paragraph (a) of the Procedure By-law be amended to read as follows:
 - (a) Proclamation requests will be submitted through correspondence. Requests will be referred to Council for consideration, excluding those previously approved by Council resolution. Approved proclamation requests will not be proclaimed during a Meeting of Council but rather signed by the Mayor and be posted to the Township's website.
2. **THAT** subsection 12.3, paragraph (b) of the Procedure By-law be added to read as follows:
 - (b) Proclamation requests will not be considered for:
 - Political parties or organizations;
 - Religious organizations, commercial entities or in celebration of corporate events;
 - Intents that are contrary to Township of Wainfleet policies and/or bylaws or, any other law or statute;
 - Organizations requesting proclamations that promote hatred, violence or racism;
 - Organizations that have already been granted a proclamation during the same calendar year.
3. This by-law shall come into force and take effect upon the day of its passage.

BY-LAW READ AND PASSED THIS 18TH DAY OF MARCH, 2025

B. Grant, MAYOR

A. Chrastina, DEPUTY CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 009-2025

Being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet its Regular Meeting of Council held March 18, 2025

WHEREAS Subsection 5 (1) of the *Municipal Act, 2001*, S.O. 2001, Chapter M.25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS section 5 (3) of the *Municipal Act 2001*, S.O. 2001, Chapter M.25, as amended, provides that, except if otherwise authorized, the powers of Council shall be exercised by by-law;

AND WHEREAS it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS AS FOLLOWS:**

1. (a) The actions of the Council at its Regular Meeting of Council held March 18, 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 Township of Wainfleet 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 Township of Wainfleet to all documents necessary to give effect to the above-mentioned actions.
4. This by-law shall come into force on the day upon which it is passed.

BY-LAW READ AND PASSED THIS 18TH DAY OF MARCH, 2025

B. Grant, MAYOR

A. Chrastina, DEPUTY CLERK