



**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
JULY 8, 2025 – 6:30 P.M.
COUNCIL CHAMBERS**

C10/25

- 1. Call to Order**
- 2. National Anthem**
- 3. Land Acknowledgement Statement**
- 4. Disclosures of Interest and the General Nature Thereof**
- 5. Mayor's Announcements & Remarks**
- 6. Councillor's Announcements & Remarks**
- 7. Adoption of Previous Council Minutes**
 - a) Minutes of the Regular Meeting of Council held June 10, 2025
 - b) Minutes of the Special Meeting of Council held July 4, 2025
- 8. Public Meeting**
 - a) Zoning By-law Amendment Z04/2025W (40132 Port Colborne Wainfleet Townline Road North)
 - b) Zoning By-law Amendment Z05/2025W (83673 Gracey Road)
- 9. Delegations**
- 10. Consent Agenda**
- 11. Staff Reports & Recommendations**
 - a) Drainage Staff Reports
 - i. DSR-004/2025 Re: Aldrey Drain Engineering Report Update
 - b) Planning Staff Reports
 - i. PSR-006/2025 Re: Zoning By-law Amendment File No. Z03/2025W 11618 Burnaby Road, Wainfleet
 - c) Public Works Staff Reports
 - i. PWSR-016/2025 Re: Bridge Engineering

- ii. PWSR-017/2025 Re: Buliung Bridge Painting and Repairs
- iii. PWSR-018/2025 Re: Sports Complex Pavilion and Tennis Court

12. Review of Correspondence

- a) Correspondence Item C141 Re: Wainfleet Minor Hockey request for fee waiver

13. By-laws

- a) By-law No. 023-2025 being a by-law pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 to amend Zoning By-law No. 034-2014 of the Corporation of the Township of Wainfleet with respect to those lands forming Concession 1, Part Lots 15, 16 & 17, RP 59R3502 Parts 4, 13, 14, 18, 19 RP 59R4107 Part 1 in the Township of Wainfleet and known municipally as 11618 Burnaby Road.
- b) By-law No. 024-2025 being a by-law to authorize the use of Vote-by-Mail as an alternative voting method during the 2026 Municipal Election.
- c) By-law No. 025-2025 being a by-law to authorize the use of optical scanning vote tabulators and vote recorders for the purpose of counting votes at the 2026 Municipal Election.

14. Notices of Motion

15. 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 land matter)
- b) Item under Section 239 (2) (c) of the Municipal Act, 2001, a proposed or pending acquisition or disposition of land by the municipality or local board – 1 item (a potential disposition of land matter)
- c) Minutes of the closed meetings of Council held June 10, 2025 and July 4, 2025.

16. Rise & Report

17. By-law to Confirm the Proceedings of Council

- a) By-law No. 026-2025 being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet its Special Meeting of Council held July 4, 2025 and its Regular Meeting of Council held July 8, 2025

18. Adjournment



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

C08/25
JUNE 10, 2025
6:00 P.M.
COUNCIL CHAMBERS

PRESENT: B. Grant Mayor
 J. Anderson Councillor
 T. Gilmore Councillor
 J. MacLellan Councillor
 S. Van Vliet Councillor

STAFF PRESENT: M. Luey Chief Administrative Officer
 W. Chin Yet Deputy Clerk
 M. Alcock Fire Chief/CEMC
 L. Earl Manager of Community & Development Services
 L. Gudgeon Manager of Human Resources
 S. Ivins Planner

1. Call to Order

Mayor Grant called the meeting to order at 5:58 p.m.

2. Closed Meeting

Resolution No. C-2025-075

Moved by Councillor Gilmore

Seconded by Councillor Anderson

"THAT Council now move into closed session to discuss:

- 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 personnel matter)
- b) Item under Section 239 (2) (k) of the Municipal Act, 2001, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – 1 item (a negotiation matter)"

CARRIED

3. Rise & Report

The Deputy Clerk reported that Council met in closed session pursuant to exemptions under Section 239 of the Municipal Act and received confidential information respecting a personnel matter and a negotiation matter.

4. National Anthem

5. 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.

6. Disclosures of Interest

None.

7. 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.
- Today marks the opening of the Wainfleet Farmers' Market
 - The market will run Tuesdays from 3-7pm until September in the pavilion behind the arena
 - Come out and support local!
- Reminder that our Library is hosting a 55+ Seniors Information Fair on Thursday, June 12th, from 1:00 to 4:00 p.m.
- Our next regular meeting of Council is Tuesday July 8th at 6:30pm

8. Councillor's Announcements & Remarks

Councillor Van Vliet provided the following remarks:

- I'd like to take a moment to recognize and offer Council's support for Pride Niagara and the Pride Week Festival which took place between May 31st and June 8th this year.

This is a time to celebrate freedom, diversity, inclusion in our community and across Niagara.

Pride is also a reminder of the ongoing work required to ensure everyone feels safe, respected, and valued.

On behalf of our Council colleagues, I want to thank Pride Niagara for their leadership, advocacy, and efforts to support this important event each year.

Thank you.

9. Adoption of Previous Council Minutes

a) Minutes of the Regular Meeting of Council held May 20, 2025

Resolution No. C-2025-076

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“**THAT** the minutes of the regular meeting of Council held May 20, 2025 be adopted as circulated.”

CARRIED

10. Public Meeting

a) Zoning By-law Amendment (File No. Z03/2025W - 11618 Burnaby Road)

Mayor Grant called the Public Meeting to order at 6:37 p.m. and advised that the purpose of the Public Meeting is to provide information about the proposed application and provide opportunity for public input.

The Township Planner provided an information report outlining application details and written comments received.

No members of Council provided any comments or questions.

The applicant, Carol Moroziuk spoke briefly about the benefits of the application, thanked Council and, offered to take any questions.

Mayor Grant called for any members of the public wishing to provide comment on the proposed application.

No members of the public provided any comments or questions.

The Township Planner provided information on next steps and appeal rights.

The Public Meeting was adjourned at 6:41 p.m.

11. Delegations

None.

12. Consent Agenda

None.

13. Staff Reports & Recommendations

a) Fire Staff Reports

- i. Memorandum Re: Central Fire Station Project Close Out and Final Project Management Report

Resolution No. C-2025-077

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** the memorandum respecting Central Fire Station Project Close Out and Final Project Management Report be received for information.”

CARRIED

b) Planning Staff Reports

- i. PSR-005/2025 Re: Final Approval - Draft Plan of Subdivision File No. P01/2023W (Bell Meadows), 32035 Bell Road, 1000063419 Ontario Inc.

Resolution No. C-2025-078

Moved by Councillor Gilmore

Seconded by Councillor Anderson

“THAT the Mayor and Clerk be authorized to execute the draft subdivision agreement with 1000063419 Ontario Inc. attached as Appendix “C”, subject to any minor revisions deemed necessary by staff; and

THAT the by-law attached as Appendix “D” be adopted by Council to amend By-law 042-2010 to add Meadow Trail to the consolidated list of street names; and

THAT staff be authorized to grant final approval upon execution of the subdivision agreement.”

CARRIED

14. Review of Correspondence

- a) Correspondence Item C137 Re: Horseplay Niagara Request

Resolution No. C-2025-079

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“THAT Council authorize the Chief Administrative Officer to execute an agreement with Horseplay Niagara, which allows them to offer commercial service to be exercised on Township Lakeshore Access Property, subject to certain limitations, requirements and fees.”

CARRIED

15. By-laws**Resolution No. C-2025-080**

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“THAT By-law No. 020-2025 being a by-law to amend By-law 042-2010 being a by-law to adopt municipal and private road names in the Township of Wainfleet be read and passed this 10th day of June, 2025.”

CARRIED

16. Notices of Motion

None.

17. Closed Meeting**Resolution No. C-2025-081**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“THAT Council now move into closed session to discuss:

- a) Item under Section 239 (2) (c) of the Municipal Act, 2001, a proposed or pending acquisition or disposition of land by the municipality or local board – 1 item (a potential acquisition of land matter)
- b) Minutes of the Closed Meeting of Council held May 20, 2025”

CARRIED

18. Rise & Report

The Deputy Clerk reported that Council met in closed session pursuant to exemptions under Section 239 of the Municipal Act. Council received information and provided confidential staff direction respecting a potential land acquisition matter and, adopted previous closed session minutes.

19. By-law to Confirm the Proceedings of Council**Resolution No. C-2025-082**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“THAT By-law No. 021-2025 being a by-law to adopt, ratify and confirm the actions of the Council at its Regular Meeting of Council held June 10th, 2025 be read and passed this 10th day of June, 2025.”

CARRIED

20. Adjournment

There being no further business, the meeting was adjourned at 7:29 p.m.

B. Grant, MAYOR

W. Chin Yet, DEPUTY CLERK



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

C09/25
JULY 4, 2025
9:00 A.M.
COUNCIL CHAMBERS

PRESENT: S. Van Vliet Deputy Mayor
J. Anderson Councillor
T. Gilmore Councillor
J. MacLellan Councillor

STAFF PRESENT: M. Luey Chief Administrative Officer
A. Chrastina Clerk
W. Chin Yet Deputy Clerk
C. Hart Manager of Financial Planning/Deputy Treasurer

1. Call to Order

Deputy Mayor Van Vliet called the meeting to order at 9:07 a.m.

2. Land Acknowledgement Statement

Deputy Mayor Van Vliet 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.

3. Disclosures of Interest

None.

4. Closed Meeting

Resolution No. C-2025-083

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“THAT Council now move into closed session to discuss:

- 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 tax matter)

CARRIED

5. Rise & Report

The Clerk reported that Council met in closed session pursuant to exemptions under Section 239 of the Municipal Act to receive confidential information and provide staff direction respecting a tax matter.

Resolution No. C-2025-084

Moved by Councillor Anderson

Seconded by Councillor MacLellan

“**THAT** Report ASR-011/2025, Tax Sale Extension Agreement be received; and

THAT the Mayor and Township Clerk be authorized to sign the tax sale extension agreement as attached to this report.”

CARRIED

6. By-laws

Resolution No. C-2025-085

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

“**THAT** By-law No. 022-2025 being a by-law to authorize the execution of a tax arrears extension agreement pursuant to Section 378 of the Municipal Act, 2001 be read and passed this 4th day of July, 2025.”

CARRIED

7. Adjournment

There being no further business, the meeting was adjourned at 9:24 a.m.

S. Van Vliet, DEPUTY MAYOR

A. Chrastina, CLERK

PUBLIC MEETING INFORMATION REPORT

Public Meeting: Tuesday July 8th, 2025 at 6:30 p.m. in Council Chambers
File No.: Zoning By-law Amendment Z04/2025W
Applicant: Ken Leslie on behalf of Joseph Mastroianni & Kristen Leslie-Mastroianni
Subject Property: 40132 Port Colborne Wainfleet Townline Road North, Wainfleet

Purpose of a Public Meeting

The purpose of the public meeting is to provide 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 the 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 west side of Port Colborne Wainfleet Townline Road North, south of Forks Road, and are known municipally as 40132 Port Colborne Wainfleet Townline Road North. The subject lands are approximately 2 acres in area and currently contains a single detached dwelling and an accessory building. The surrounding land uses are agricultural and residential. The subject lands are shown in Schedule "A".

The subject lands are designated as Prime Agricultural Area in the Niagara Official Plan, designated as Agricultural Area in the Township Official Plan and zoned Agricultural – A2 under Zoning By-law 034-2014.

Application Details

The applicant proposes to add a garden suite to the subject lands through a Temporary Use By-law (a type of Zoning By-law Amendment). The Planning Act defines a garden suite as *"a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable"*.

The application proposes to rezone the subject lands from the current Agricultural – A2 zone to a temporary Agricultural – A2-84 zone to permit a garden suite for a period of 10 years. The proposed Zoning By-law Amendment map is attached as Schedule "B" and the site plan showing the proposed location of the garden suite 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. Cover Letter prepared by Rachel & Ken Leslie (undated);
2. Garden Suite Unit Details prepared by Northlander Industries (dated April 24, 2025);
3. Site Plan prepared by Chambers & Associates Surveying Ltd. (dated April 22, 2025).

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 May 28, 2025 and a public notice sign was posted on the subject property. The notice was also posted on the Township's website. As of June 19, 2025 no public comments have been received.

The application was circulated to external agencies and internal departments for review and comments on May 28, 2025. The following comments have been received by the Planning Department as of June 19, 2025:

Enbridge Gas noted no objection to the proposed amendment but indicated that they reserve the right to amend or remove development conditions.

Niagara Peninsula Conservation Authority noted that the subject property is impacted by a Spill Area associated with the Biederman Drain, which would occur during periods of very high flow rates of a 100-year storm. Based on the review of the provided site plan and information from the applicant indicating that a gravel pad will be provided and that the finished floor elevation of the garden suite will be approximately 36 inches above the existing grade, NPCA staff are supportive of the proposed amendment.

Township Building Department noted that building permit applications have been received for the proposed garden suite and septic system. A comprehensive plans review is currently taking place and Planning approvals will be required prior to issuance.

Township By-law Department noted that the required agreement shall contain provisions should the unit not be removed after the approved period has lapsed.

Township Drainage Department noted that the subject property is assessed to the Skelton and Biederman municipal drains but that due to the nature of the proposed amendment, there are no concerns or comments.

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 Planning Department at the address noted below and quote the appropriate file number(s).

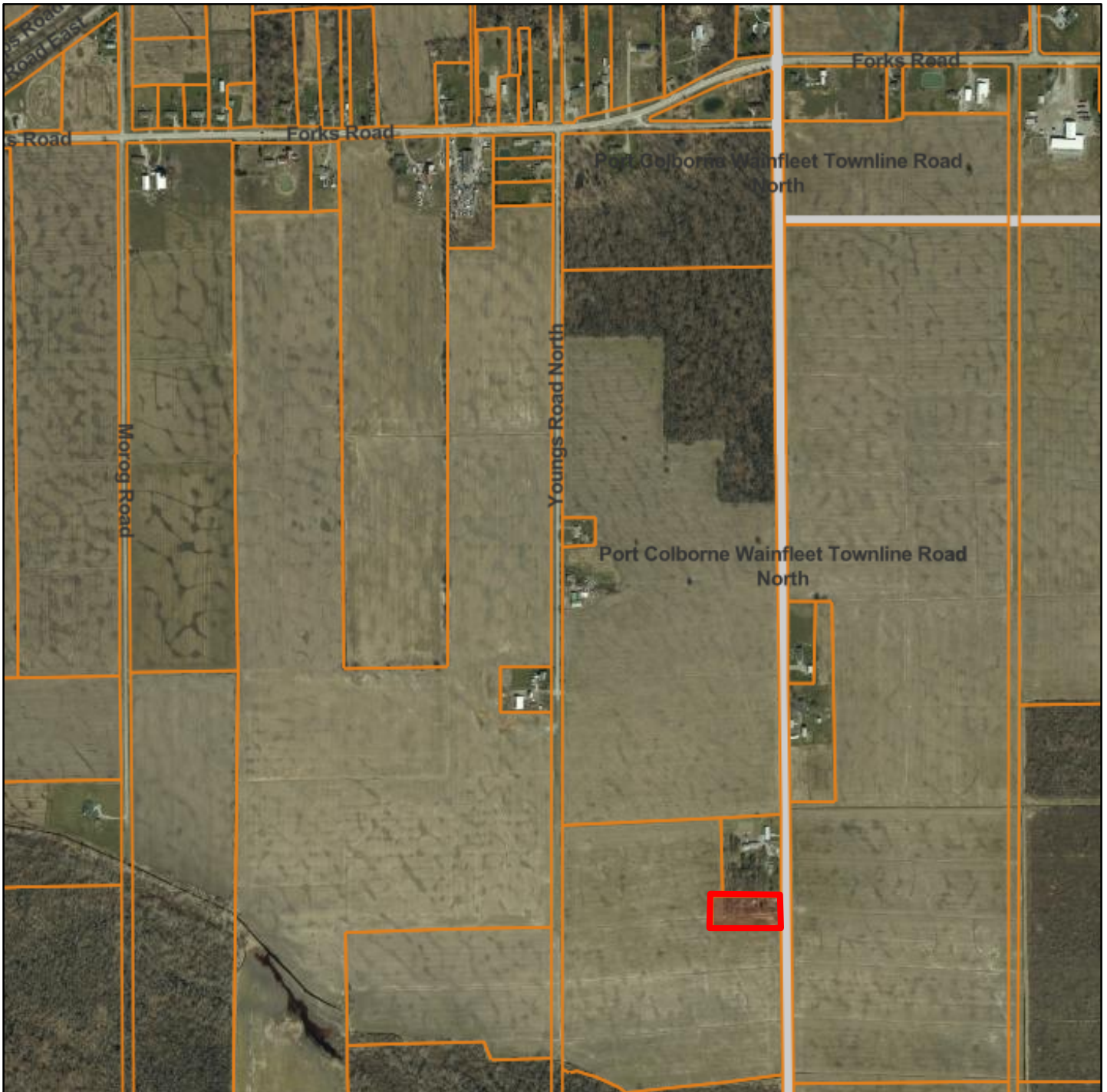
Contact

For further information regarding the proposed applications and to request to be notified of the decision of Council, 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.

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
Z04/2025W
Joseph Mastroianni & Kristen Leslie-Mastroianni

40132 Port Colborne Wainfleet Townline Road North
Concession 4 Part Lot 1 RP 59R1682 PT 1
2714 000 00702901

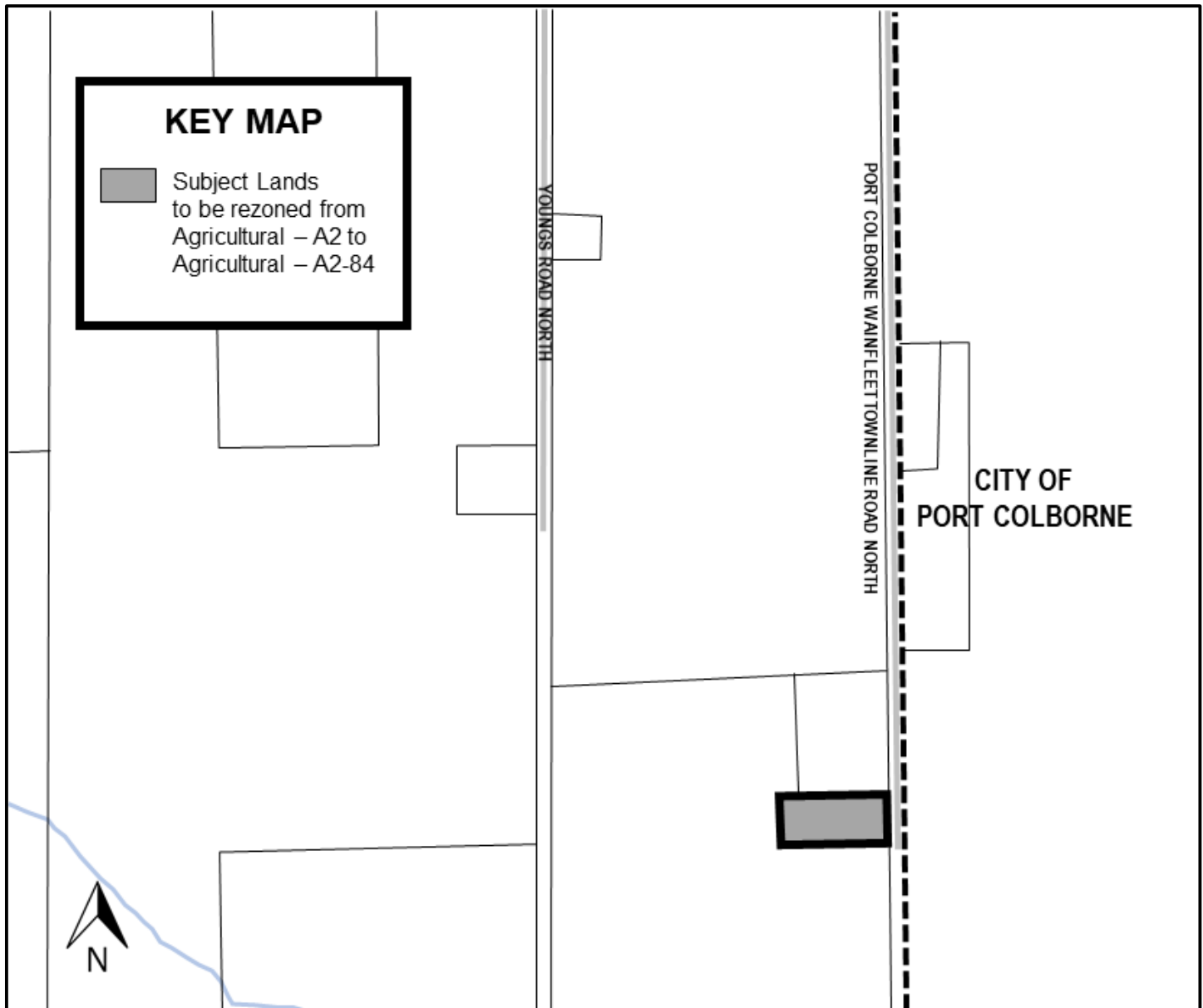
LOCATION MAP

TOWNSHIP OF WAINFLEET
Wainfleet - Find your countryside!

Date: July 2025

File No.: Z04/2025W

Schedule "B" – Zoning By-law Amendment



Proposed Zoning By-law Amendment Application

Z04/2025W

Joseph Mastroianni & Kristen Leslie-Mastroianni

40132 Port Colborne Wainfleet Townline Road North
Concession 4 Part Lot 1 RP 59R1682 PT 1
2714 000 00702901

LOCATION MAP

TOWNSHIP OF WAINFLEET

Wainfleet – Find your countryside!

Date: July 2025

File No.: Z04/2025W

Schedule "C" – Site Plan

PUBLIC MEETING INFORMATION REPORT

Public Meeting: Tuesday July 8th, 2025 at 6:30 p.m. in Council Chambers
File No.: Zoning By-law Amendment Z05/2025W
Applicant: Mary Jane Smith
Subject Property: 83673 Gracey Road, Wainfleet

Purpose of a Public Meeting

The purpose of the public meeting is to provide 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 the 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 east side of Gracey Road, between the Welland River and Old River Road West, and are known municipally as 83673 Gracey Road. The subject lands are approximately 13.64 acres in area and currently contains a single detached dwelling and farm buildings. The surrounding land uses are agricultural and residential. The subject lands are shown in Schedule "A".

The subject lands are designated as Prime Agricultural Area in the Niagara Official Plan, designated as Agricultural Area, Environmental Conservation Area and Hazard Lands in the Township Official Plan and zoned Agricultural – A2 with Environmental Conservation and Hazard Overlays under Zoning By-law 034-2014.

Application Details

The applicant proposes to add a garden suite to the subject lands through a Temporary Use By-law (a type of Zoning By-law Amendment). The Planning Act defines a garden suite as "*a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable*".

The application proposes to rezone the subject lands from the current Agricultural – A2 zone to a temporary Agricultural – A2-85 zone to permit a garden suite for a period of 10 years. The existing Environmental Conservation and Hazard Overlays will be maintained as currently mapped Zoning By-law 034-2014. The proposed Zoning By-law Amendment map is attached as Schedule "B" and the site plan showing the proposed location of the garden suite 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 AMICK Consultants Ltd. (dated March 27, 2025);
2. Garden Suite/Mobile Home Details prepared by KLS Engineering (dated November 27, 2023);
3. Ministry of Citizenship and Multiculturalism (MCM) Acknowledgment Letter for the Archaeological Assessment (dated April 23, 2025);
4. Site Plan prepared by C.J. Hartwell Enterprises (dated July 21, 2020).

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 May 28, 2025 and a public notice sign was posted on the subject property. The notice was also posted on the Township's website. As of June 19, 2025 no public comments have been received.

The application was circulated to external agencies and internal departments for review and comments on May 28, 2025. The following comments have been received by the Planning Department as of June 19, 2025:

Enbridge Gas noted no objection to the proposed amendment but indicated that they reserve the right to amend or remove development conditions.

Niagara Region offer no objection to the proposed amendment, subject to any local requirements.

Township Building Department noted that building permit applications have been received for the proposed garden suite and septic system. The permits can be issued once Planning approvals have been received.

Township By-law Department noted that the required agreement shall contain provisions should the unit not be removed after the approved period has lapsed.

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

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 Planning Department at the address noted below and quote the appropriate file number(s).

Contact

For further information regarding the proposed applications and to request to be notified of the decision of Council, 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.

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
Z05/2025W
Mary Jane Smith

83673 Gracey Road
Concession 7 Part Lot 35
2714 000 01222500

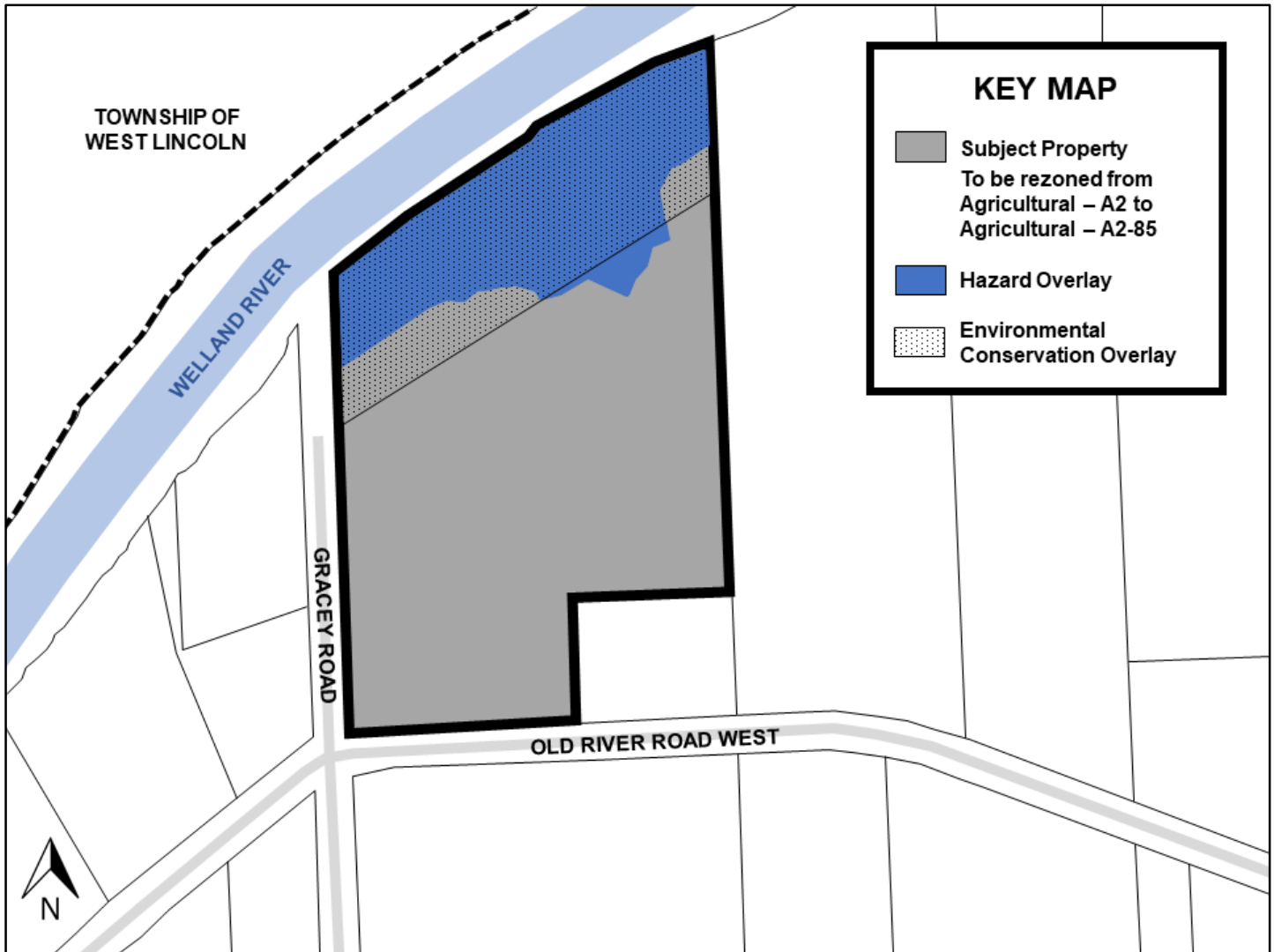
LOCATION MAP

TOWNSHIP OF WAINFLEET
Wainfleet – Find your countryside!

Date: July 2025

File No.: Z05/2025W

Schedule "B" – Zoning By-law Amendment



Proposed Zoning By-law Amendment Application

Z05/2025W
Mary Jane Smith

83673 Gracey Road
Concession 7 Part Lot 35
2714 000 01222500

LOCATION MAP

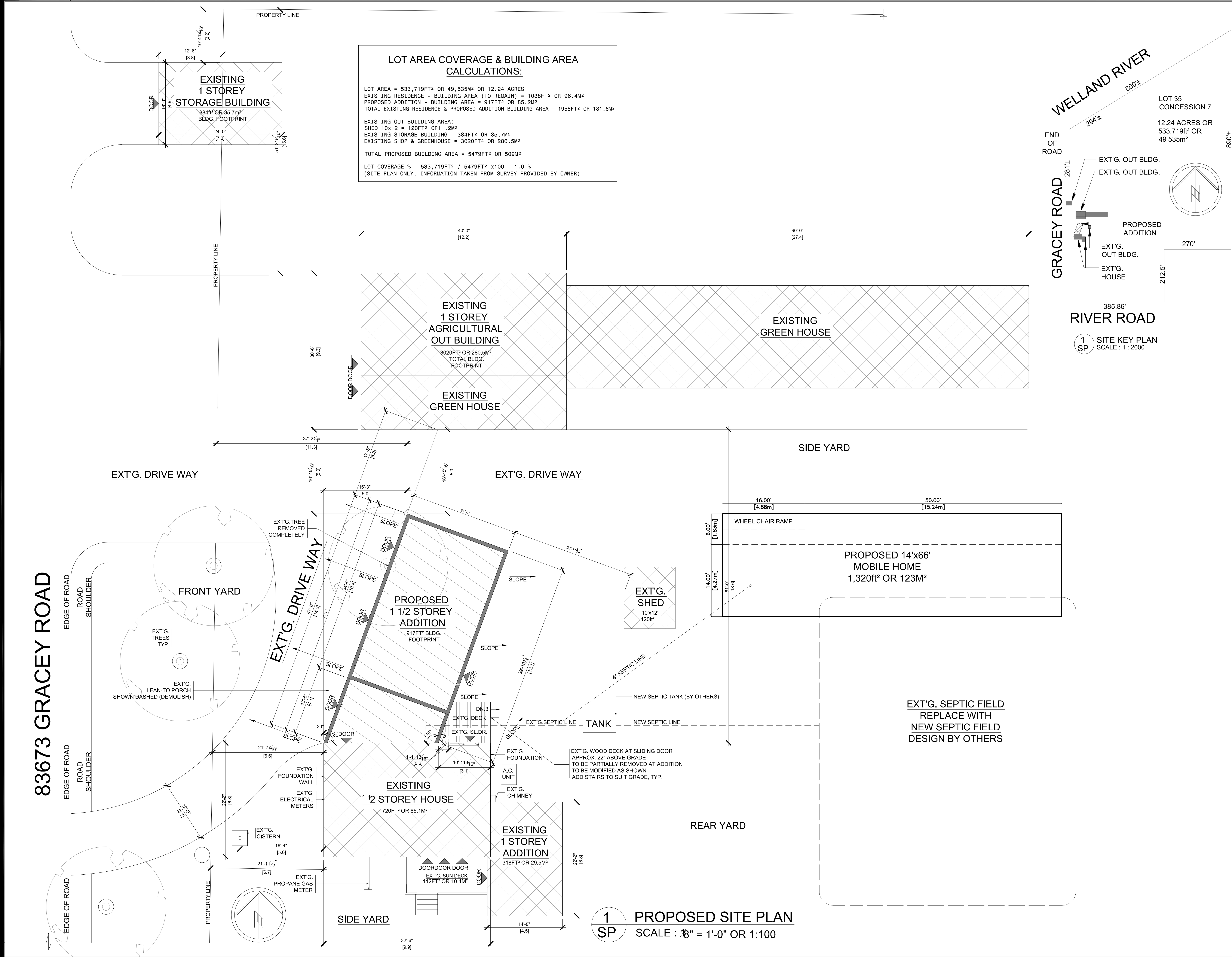
TOWNSHIP OF WAINFLEET

Wainfleet – Find your countryside!

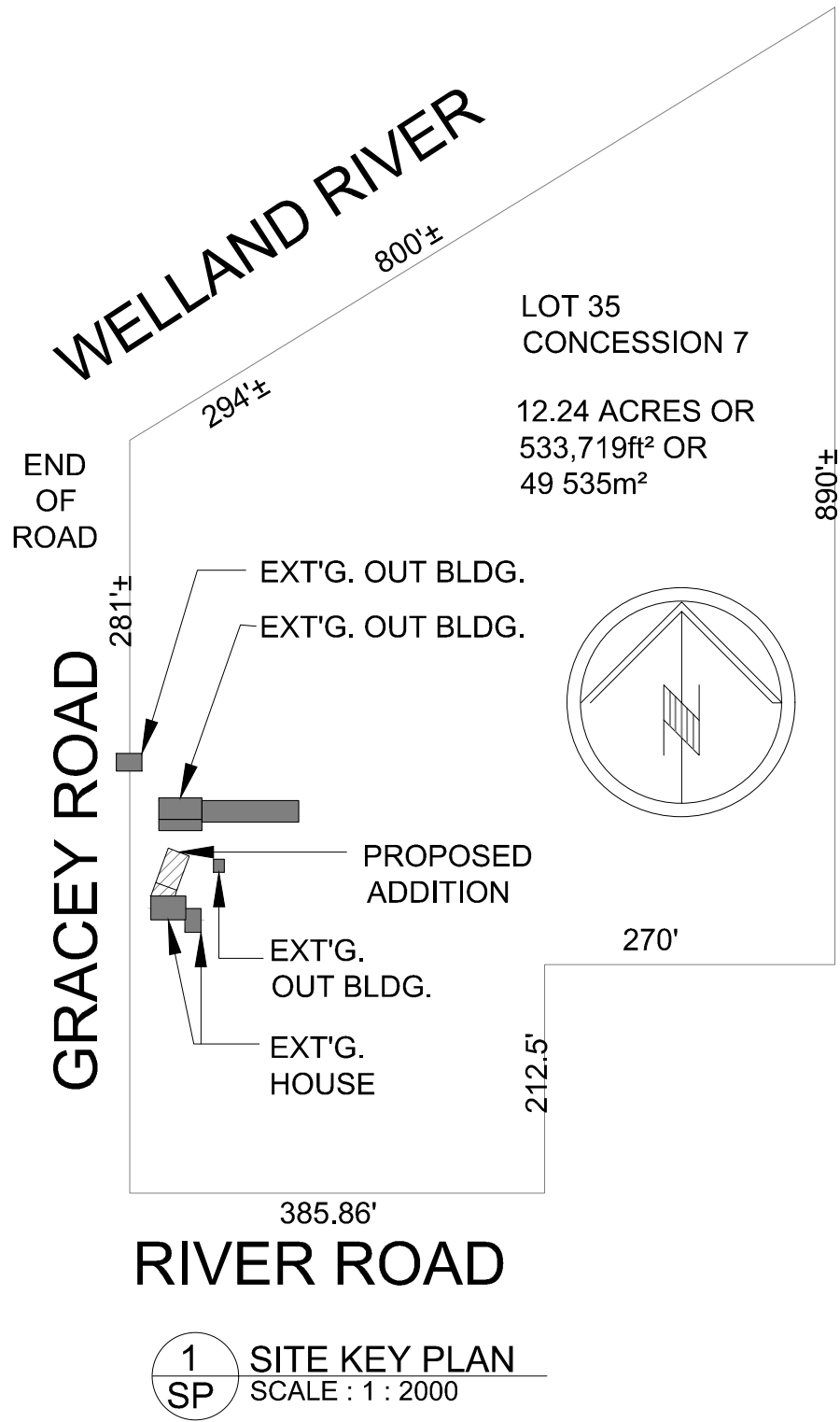
Date: July 2025

File No.: Z05/2025W

Schedule "C" – Site Plan



LOT AREA COVERAGE & BUILDING AREA CALCULATIONS:
LOT AREA = 533,719FT ² OR 49,535M ² OR 12.24 ACRES
EXISTING RESIDENCE - BUILDING AREA (TO REMAIN) = 1038FT ² OR 96.4M ²
PROPOSED ADDITION - BUILDING AREA = 917FT ² OR 85.2M ²
TOTAL EXISTING RESIDENCE & PROPOSED ADDITION BUILDING AREA = 1955FT ² OR 181.6M ²
EXISTING OUT BUILDING AREA:
SHED 10x12 = 120FT ² OR 11.2M ²
EXISTING STORAGE BUILDING = 384FT ² OR 35.7M ²
EXISTING SHOP & GREENHOUSE = 3020FT ² OR 280.5M ²
TOTAL PROPOSED BUILDING AREA = 5479FT ² OR 509M ²
LOT COVERAGE % = 533,719FT ² / 5479FT ² x100 = 1.0 %
(SITE PLAN ONLY. INFORMATION TAKEN FROM SURVEY PROVIDED BY OWNER)



CJHE
Architectural Design & Drafting

Clayton J. Hartwell | 905.932.2779
cjhartwellenterprises@gmail.com

MMAH REGISTERED | C. J. HARTWELL ENTERPRISES
BCIN 101430, 36573

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.5.1. of Division "C" of the Ontario Building Code

Clayton J. Hartwell
NAME SIGNATURE 36573 BCIN

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1. of Division "C" of the Ontario Building Code

C.J. HARTWELL ENTERPRISES
FIRM NAME 101430 BCIN

- NOTES:
- 1) THE DESIGNER HAS REVIEWED THE INFORMATION PROVIDED ON THE ATTACHED DRAWING.
 - 2) THE DESIGNER DOES NOT CERTIFY THAT ALL DETAILS OF THE PROJECT ARE PROVIDED. ALL CONSTRUCTION MUST CONFORM TO THE ONTARIO BUILDING CODE, LOCAL REGULATIONS AND AUTHORITIES HAVING JURISDICTION.
 - 3) CONTRACTOR MUST REVIEW AND VERIFY THAT ALL DRAWINGS ARE DIMENSIONALLY ACCURATE, THE DESIGN CONCEPT IS CONSTRUCTIBLE AND CONFORMS TO ALL ITEMS AND DOCUMENTS RELATED TO THIS PROJECT INCLUDING EXISTING SITE CONDITIONS, SITE PLAN AGREEMENTS, OTHER DESIGNER'S WORK TO FORM A PART OF THIS PROJECT, ETC. PRIOR TO PROCEEDING WITH THE WORK.
 - 4) CONTRACTOR/ AGENT/ OWNER MUST NOTIFY THE DESIGNER OF ANY CHANGES, ERRORS OR OMISSIONS.
 - 5) DRAWING IS NOT TO BE SCALED.
 - 6) THE DESIGNER DOES NOT ACCEPT RESPONSIBILITY FOR OTHER DESIGNER'S WORK, SUCH AS, BUT NOT LIMITED TO, MECHANICAL, ELECTRICAL, PLUMBING, PRE-ENGINEERED PRODUCT DESIGN, ETC.
 - 7) THE DESIGNER DOES NOT ACCEPT RESPONSIBILITY FOR ANY FINAL CONSTRUCTION ASSEMBLIES THAT VIOLATE THE APPLICABLE BUILDING CODES.
 - 8) THE DESIGNER MUST BE GIVEN 48 HR. NOTICE TO PERFORM ANY SITE REVIEWS OF THE CONSTRUCTION (IF REQUIRED). SITE REVIEWS ARE NOT PART OF THE ORIGINAL DESIGN CONTRACT.

1.	ISSUED FOR PERMIT	JULY 21 2020
	Revisions/Issue	Date

CLIENT:

**MARY JANE &
RICK SMITH**

PROJECT NAME PROJECT ADDRESS:

**SMITH RESIDENCE
GARAGE &
ACCESSORY UNIT
ADDITION**

PROJECT ADDRESS:

**83673 GRACEY ROAD
WELLANDPORT, ONTARIO
L0R 2J0**

JOB #:	20-06-181	Sheet:
DRAWN BY:	C.J.H.	SP
SCALE:	AS NOTED	

DRAINAGE STAFF REPORT

DSR-004/2025

TO: Mayor Grant & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: July 8, 2025

SUBJECT: Aldrey Drain Engineering Report Update

RECOMMENDATION(S):

THAT; Drainage Staff Report DSR-004/2025 respecting the Aldrey Drain be received; and

THAT Staff be directed to advance the Aldrey Drain Engineer's Report for Consideration at the July 29, 2025 Council Meeting as per the timelines outlined in Section 41, Chapter D. 17 of the *Drainage Act* R.S.O. 1990.

EXECUTIVE SUMMARY:

Initiated by a landowner request under Section 78 of the Drainage Act to improve the Aldrey Drain the engineer has filed the final report with the Township.

The purpose of this report is to provide Council with an update on the Engineer's Report and requisite actions pertaining to the Meeting to Consider.

BACKGROUND:

On July 9, 2024 through Resolution No. C-2024-196 Council appointed Spriet Associates Ltd. to prepare a Section 78 engineering report for the Aldrey Drain. This appointment was in response to a request submitted by a landowner to update and improve the drain.

The site meeting with impacted property owners was held October 3, 2024. Following survey and design work an information meeting was held April 16, 2025. The final report was filed with the Township on June 20, 2025. The Meeting to Consider provides property owners with an opportunity to ask questions of the engineer or express any concerns over the Engineer's Report related to design or any gross errors.

OPTIONS/DISCUSSION:

1. Staff be directed to advance the Aldrey Drain Engineer's Report for Consideration at the July 29, 2025 Council Meeting as per the timelines outlined in Section 41, Chapter D. 17 of the *Drainage Act* R.S.O. 1990 (Recommended).
2. Do not move forward with the Engineer's Report (Not recommended).

FINANCIAL CONSIDERATIONS:

The engineer has estimated Township costs of \$84,612 out of the \$385,500 total project costs.

OTHERS CONSULTED:

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

ATTACHMENTS:

Appendix A – Aldrey Drain Report – Spriet Associates

Appendix B – Aldrey Drain Plan/Profile – Spriet Associates

Respectfully submitted by,

Approved by,

Mark Jemison
Drainage Superintendent

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

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ALDREY DRAIN
Township of Wainfleet



SPRIET
ASSOCIATES
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

London, Ontario
June 20, 2025

ALDREY DRAIN
Township of Wainfleet

To the Mayor and Council of
the Township of Wainfleet

Mayor and Council:

We are pleased to present our report on the construction and reconstruction of the Aldrey Municipal Drain serving parts of Lots 28 to 31, Concession 6, in the Township of Wainfleet. The total watershed area contains approximately 110 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Township with respect to a motion of Council. The work was initiated by a request signed by some of the affected landowners.

HISTORY

The Aldrey Drain was originally constructed pursuant to a report submitted by C.J. Clarke, P.Eng., dated October 30, 1961, and comprised of a Main Drain consisting of approximately 1,250 meters of open drain outletting into the Beezor Drain located in Lot 30, Concession 6. A Branch Drain was also constructed in Lot 30, Concession 6 for a length of approximately 100 lineal meters to service Perry Road.

EXISTING DRAINAGE CONDITIONS

A site meeting was held with respect to the project and through later discussions the owners reported the following:

- that the owners, S. & T. DeVries (Roll No. 1-112) and A. & D. DeVries (Roll No. 1-111), indicated that the existing ditch depth was insufficient for their needs and requested that the drain be improved
- the owner, D. DeVries (Roll No. 2-135), requested that the drain be investigated into the possibility of enclosing the existing open drains in their lands
- the owner, Bestholme Farms Inc. (Roll No.'s 2-138 and 2-136), indicated that the existing drain lacked depth to subsurface drain their lands. They requested additional depth be brought to the east limit of their lands and that the upstream portion of the drain be abandoned in their lands



EXISTING DRAINAGE CONDITIONS (cont'd)

- that other owners located on the existing open drain were also in attendance and not looking for improvements at this time. They also did not want substantial deepening taking place through their lands due to the proximity of their homes in relation to the drain

A field investigation and survey were completed. Upon reviewing our findings we note the following:

- that there have been numerous culverts installed since the last drainage report, some of which are restricting drainage upstream
- that the existing culverts on the Beezor Drain and under Perry Road lack sufficient depth to provide drainage for the drainage installed in the S. & T. DeVries Lands (Roll No. 1-112)
- that the drain in the lands of D. DeVries (Roll No. 2-135) could easily be enclosed with a concrete tile
- that in order to provide an adequate outlet for the upstream lands in the watershed, extensive deepening would have to occur on the existing open portion of the drain
- that since the last report, additional land has been drained into the watershed, mainly being the lands of S. & T. DeVries (Roll No. 1-112) and A. & D. DeVries (Roll No. 1-111)

Preliminary design, cost estimates, and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

DESIGN CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38.1mm per 24 hours.

We would like to point out that there have been no indications of any adverse soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

The proposed design and report have been generally completed using the "GUIDE FOR ENGINEERS WORKING UNDER THE DRAINAGE ACT IN ONTARIO" OMAFRA Publication 852.



RECOMMENDATIONS

We are therefore recommending the following:

- that the existing open drain be improved from its outlet at the Beezor Drain and head north through the lands of C. Crisp (Roll No. 2-132-15), G., B. & J. Christopher (Roll No. 2-133-01), J. & K. McMillan (Roll No. 2-134-01), and M., J. & C. Lipscombe (Roll No. 2-134), for a length of 583 lineal meters. The Main Drain will continue as an overflow surface swale for 153 lineal meters in the lands of D. DeVries (Roll No. 2-135), for a total length of 737 lineal meters
- that all the existing culverts on the existing open drain and existing branch be removed
- that new lane/farm culverts be installed in the following properties:
 - C. Crisp, (Roll No. 2-132-15)
 - J. & K. McMillan, (Roll No. 2-134-01)
 - M., J. & C. Lipscombe, (Roll No. 2-134)
- that a new closed Branch Drain be constructed outletting at the Beezor Drain on the east side of Perry Road and head north in the road allowance in front of the lands of S. & D Marr (Roll No. 1-115-04), B. Barttel (Roll No. 1-115-02), W. & E. Jansema (Roll No. 1-115-01), and D. & D. Horvat (Roll No. 1-113), then continue north in the lands of S. & T. DeVries (Roll No. 1-112), for a length of 716 meters. The drain will then head west across Perry Road and continue west across the lands of D. DeVries (Roll No. 2-135), up to the lands of Bestholme Farms Inc. (Roll No. 2-136), for a total lineal length of 984 lineal meters. The branch will be referred to as the DeVries Branch
- that this new DeVries Branch will provide a subsurface outlet for the upstream lands in the watershed with surface relief being provided by the Main Drain. All portions of the existing ditch adjacent to the Branch Drain will be backfilled and will be graded to the Main Drain
- that any remaining portions of the Aldrey Drain 1962 not being reconstructed under this new report be officially abandoned from municipal status pursuant to Section 19 of the Drainage Act

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There is a regulated wetlands in the forested area of Lot 29, Concession 6 within the affected watershed area or along the route of the drains. The proposed construction of the DeVries Branch includes sealed pipe to mitigate any effect to that area.

We have reviewed the proposed work with the DFO (File No. 24-HCAA-02123). This resulted in a Letter of Advice being issued, dated February 4, 2024, providing mitigation recommendations which we have included below.

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- timing of construction is to be only at times of low or no flow
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch reconstruction
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch
- in water works to be avoided between March 15 – July 15 of any given year.
- all work is to be completed from the north and west sides of the ditch where possible. Any natural vegetation, brush, trees, etc. that exist on the unaffected sides of the ditch, especially the south side should be retained to provide shade and cover
- all new tile drain outlets are to be installed with quarry stone rip-rap protection

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 583 lineal meters of open ditch reconstruction including quarry stone rip-rap bank protection, rock chutes, bank seeding, and the construction of farm and lane culverts and sediment basins; approximately 984 lineal meters of 400mm (16") to 750mm (30") diameter concrete field tile and HDPE sewer pipe, including backfilling of approximately 404 lineal meters of backfilling of existing open drain with overland swale overtop.

SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$385,500.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No.'s 1 and 2, Job No. 224188, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



ALLOWANCES

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amounts granted are based on the following:

- a) for closed drain installed with wheel machine - \$3,613.00/ha.
- b) for open ditch work with excavated material levelled adjacent to drain - \$4,647.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

RIGHT-OF-WAY Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,670.00/ha. through cropped lands and \$2,500.00/ha. through bush. These values are multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$33,360.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands, is deemed to have already been granted.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

BENEFIT as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value, increased crop production, improved appearance, better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings, or other structures.

OUTLET liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse.



ASSESSMENT DEFINITIONS (cont'd)

BENEFIT BY CUT-OFF is assessed to lands or roads which obtain relief from surface and/or sub-surface drainage onto or through their lands by the diversion of said surface and/or sub-surface drainage into another watershed.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit, outlet, and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Wainfleet being the increased cost to the drainage work for installing an H.D.P.E. pipe across their road allowance on DeVries Branch, due to the construction and operation of Perry Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Devries Branch	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
600mm H.D.P.E pipe & 450mm H.D.P.E. pipe	\$18,700.00	\$950.00	\$4,500.00	\$560.00	\$22,810.00

The above special assessments shall not apply for future maintenance purposes.

If the Township of Wainfleet elects to perform the work themselves the above Special Assessment shall be reduced by \$18,700.00. Otherwise, this portion of the work shall be included in the general contract.



SPECIAL ASSESSMENT (cont'd)

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Enbridge Gas for the cost of locating and determining the location of their gasmain on the Devries Branch of the Aldrey Drain at Perry Road, being the increased cost to the drainage works. The Special Assessment shall be as shown on Schedule 'C' and shall **not** apply when pro-rating future maintenance costs.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Bell Canada for the cost of locating and determining the location of their fibre optic cable on the Devries Branch of the Aldrey Drain at Perry Road, being the increased cost to the drainage works. The Special Assessment shall be as shown on Schedule 'C' and shall **not** apply when pro-rating future maintenance costs.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipelines, communications cables, etc. or if any of the utilities require relocation or repair then the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. It should be noted that the proposed enclosure is assessed separately and is not eligible for the agricultural grant.

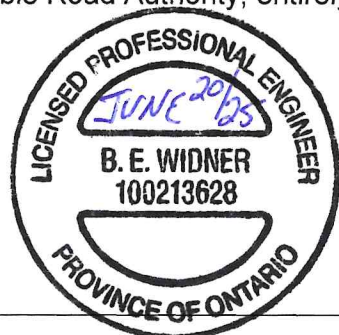
MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion the entire Aldrey Drain shall be maintained by the Township of Wainfleet at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Assessments shall **not** be pro-rated for future maintenance purposes.

Repairs or improvements to any road culvert or sub-surface road crossing required by the performance of this work and for future repair and/or replacement, shall be the responsibility of the applicable Road Authority, entirely at their cost.



Respectfully submitted,
SPRIET ASSOCIATES LONDON LIMITED

B. Widner, P.Eng.



SPRIET ASSOCIATES
engineers & architects

SCHEDULE 'A' - ALLOWANCES

ALDREY DRAIN

Township of Wainfleet

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN					
6	Pt. 30	2-132-15 (C. Crisp)	\$ 1,210.00	\$ 2,080.00	\$ 3,290.00
6	Pt. 30	2-133-01 (G., B., & J. Christopher)	550.00	950.00	1,500.00
6	Pt. 30	2-134 (M., J., & C. Lipscombe)	330.00	560.00	890.00
6	Pt. 30	2-134-01 (J. & K. McMillan)	270.00	470.00	740.00
6	Pt. 30	2-135 (D. Devries)	890.00	1,530.00	2,420.00
Total Allowances			\$ 3,250.00	\$ 5,590.00	\$ 8,840.00

TOTAL ALLOWANCES ON THE MAIN DRAIN **\$ 8,840.00**

DEVRIES BRANCH

6	Pt. 29	1-112 (S. & T. Devries)	\$ 2,710.00	\$ 2,210.00	\$ 4,920.00
6	Pt. 29	1-113 (D. & D. Horvat)	1,020.00	1,150.00	2,170.00
6	Pt. 29	1-115-01 (W. & E. Jansema)	670.00	750.00	1,420.00
6	Pt. 29	1-115-02 (B. Barttel)	370.00	410.00	780.00
6	Pt. 29	1-115-04 (S. & D. Mark)	30.00	40.00	70.00
6	Pt. 30	2-135 (D. Devries)	1,000.00	1,340.00	2,340.00
Total Allowances			\$ 5,800.00	\$ 5,900.00	\$ 11,700.00

TOTAL ALLOWANCES ON THE DEVRIES BRANCH **\$ 11,700.00**

TOTAL ALLOWANCES ON THE ALDREY DRAIN **\$ 20,540.00**

ALDREY DRAIN**Township of Wainfleet**

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN

Clearing & grubbing of ditch bank (Approx. 737m)	\$ 1,900.00
583 meters of open ditch cleanout	\$ 3,600.00
Levelling of excavated material	\$ 3,200.00
Seeding of lawn area (Approx. 3000m ²)	\$ 2,500.00
Backfilling and Regrading of existing open ditch using on-site materials from ditch banks	\$ 4,900.00
Sta. 0+249 - Sta. 0+261 (Roll No. 2-132-15 - C. Crisp)	
Supply & delivery of 12m - 1000mm dia, 2.0mm thick, 125mm x 25mm cor.	\$ 2,900.00
Installation of pipe including supply and installation of bedding and backfill materials and disposal of any unacceptable materials including couplers	\$ 4,500.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,600.00
Sta. 0+481 - Sta. 0+493 (Roll No. 2-134-01 - J. & K. McMillan)	
Supply & delivery of 12m - 1000mm dia, 2.0mm thick, 125mm x 25mm cor.	\$ 2,900.00
Installation of pipe including supply and installation of bedding and backfill materials and disposal of any unacceptable materials including couplers	\$ 4,500.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,600.00
Sta. 0+527 - Sta. 0+539 (Roll No. 2-134 - M., J., & C. Liscombe)	
Supply & delivery of 12m - 1000mm dia, 2.0mm thick, 125mm x 25mm cor.	\$ 2,900.00
Installation of pipe including supply and installation of bedding and backfill materials and disposal of any unacceptable materials including couplers	\$ 4,500.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,600.00
Repair and replace any tile outlets that are damaged during construction	\$ 1,500.00
Removal and Disposal of existing culverts as shown on drawings	\$ 1,000.00
Supply and install quarry stone riprap rock chute (Approx. 6m ³ quarry stone)	\$ 1,500.00
Contingencies	\$ 3,500.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 8,840.00

ALDREY DRAIN
Township of Wainfleet

DEVRIES BRANCH

6 meters of 750mm dia., H.D.P.E. plastic sewer pipe including rodent gate,
 quarry stone rip-rap protection around pipe and end of ditch
 (Approximately 8m³ quarry stone req'd)

Supply	\$	1,700.00
Installation	\$	1,600.00

Installation of the following concrete tile, including supply and installation
 of bedding and backfill material

250 meters of 400mm dia. concrete tile	\$	8,000.00
413 meters of 750mm dia. concrete tile	\$	22,700.00
299 meters of 750mm dia. H.D.P.E. plastic sewer pipe	\$	28,400.00
Supply of the above listed tile and pipe	\$	106,600.00

16 meters of 600mm dia. H.D.P.E. sewer pipe (Subsurface)

14 meters of 450mm dia. H.D.P.E. sewer pipe (Surface)

above pipes	\$	3,900.00
Installation under Perry Road by Open Cut	\$	7,900.00
Restoration under Perry Road with 45mm HL8 & 45mm HL4	\$	6,900.00

Strip, stockpile and releve topsoil from tile trench and adjacent working area
 (4m wide) specified on drawings (approx. 966m)

\$ 5,800.00

Supply and instal three 900mm x 1200mm on-line standard catchbasins, one 900mm x
 1200mm on-line ditch inlet catchbasins, and one 600mm x 600mm ditch inlet catchbasin
 including grates, berm, ditching, wyes and any required pre-fab. fittings ext.

\$ 15,000.00

Restoration of 4 gravel laneways using 150mm Granular 'A'

\$ 4,500.00

Clearing of Trees (Sta 0+000 - Sta 0+308)

\$ 12,500.00

Imported Topsoil (100mm) & Hydro Seeding of lawn area (Approx. 600m²)

\$ 4,700.00

Backfilling and Regrading of existing open ditch using on-site materials from ditch banks

\$ 7,900.00

Exposing and locating existing tile drains and utilities

Preconstruction

\$ 750.00

Construction

\$ 900.00

Contingencies

\$ 10,000.00

Allowances under Sections 29 & 30 of the Drainage Act

\$ 11,700.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

ALDREY DRAIN
Township of Wainfleet**ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 8,900.00
Survey, Plan and Final Report	\$ 45,900.00
Expenses	\$ 1,850.00
Supervision and Final Inspection	\$ <u>7,960.00</u>
TOTAL ESTIMATED COST	\$ <u><u>385,500.00</u></u>

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN						
6	Pt. 28	22.50	1-111 (A. & D. Devries)	\$	\$ 5,913.00	\$ 5,913.00
6	Pt. 29	39.60	1-112 (S. & T. Devries)		10,408.00	10,408.00
6	Pt. 30	4.66	2-132-15 (C. Crisp)	14,865.00	662.00	15,527.00
* 6	Pt. 30	0.25	2-133 (R. Spark)		32.00	32.00
* 6	Pt. 30	2.75	2-133-01 (G., B., & J. Christopher)	3,830.00	604.00	4,434.00
* 6	Pt. 30	1.40	2-134 (M., J., & C. Lipscombe)	7,475.00	442.00	7,917.00
* 6	Pt. 30	1.40	2-134-01 (J. & K. McMillan)	7,925.00	473.00	8,398.00
6	Pt. 30	12.00	2-135 (D. Devries)	6,900.00	5,992.00	12,892.00
6	Pt. 30	13.39	2-136 (Bestholme Farms Inc.)		7,038.00	7,038.00
* 6	Pt. 30	0.29	2-136-01 (D. & S. Svob)		231.00	231.00
* 6	Pt. 30	0.21	2-137 (C., H., & T. Climenhaga)		168.00	168.00
6	Pt. 31	5.92	2-138 (Bestholme Farms Inc.)		3,112.00	3,112.00
6	Pt. 31	0.58	2-139-01 (S. Den Besten)		305.00	305.00
TOTAL ASSESSMENT ON LANDS				\$ 40,995.00	\$ 35,380.00	\$ 76,375.00
Perry Road		2.36	Township of Wainfleet	\$	\$ 4,342.00	\$ 4,342.00
Concession 6 Road		0.70	Township of Wainfleet		1,283.00	1,283.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 5,625.00	\$ 5,625.00
TOTAL ASSESSMENT ON THE MAIN DRAIN						\$ 82,000.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

ALDREY DRAIN
Township of Wainfleet

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
DEVRIES BRANCH						
	6	Pt. 28	22.50	1-111 (A. & D. Devries)	\$ 13,500.00 \$ 26,351.00	\$ 39,851.00
	6	Pt. 29	39.60	1-112 (S. & T. Devries)	48,460.00	44,059.00
*	6	Pt. 29	1.20	1-113 (D. & D. Horvat)	2,120.00	211.00
*	6	Pt. 29	0.30	1-115-01 (W. & E. Jansema)	1,370.00	35.00
*	6	Pt. 29	0.10	1-115-02 (B. Barttel)	750.00	12.00
	6	Pt. 30	4.66	2-132-15 (C. Crisp)	6,090.00	
*	6	Pt. 30	2.75	2-133-01 (G., B., & J. Christopher)	3,680.00	
*	6	Pt. 30	1.40	2-134 (M., J., & C. Lipscombe)	1,810.00	
*	6	Pt. 30	1.40	2-134-01 (J. & K. McMillan)	2,190.00	
	6	Pt. 30	12.00	2-135 (D. Devries)	6,600.00	876.00
				Non-Grantable	19,050.00	
	6	Pt. 30	13.39	2-136 (Bestholme Farms Inc.)		7,828.00
				Non-Grantable	5,000.00	
*	6	Pt. 30	0.29	2-136-01 (D. & S. Svob)		257.00
*	6	Pt. 30	0.21	2-137 (C., H., & T. Climenhaga)		187.00
	6	Pt. 31	5.92	2-138 (Bestholme Farms Inc.)		3,462.00
	6	Pt. 31	0.58	2-139-01 (S. Den Besten)		340.00
TOTAL ASSESSMENT ON LANDS				\$ 110,620.00	\$ 83,618.00	\$ 194,238.00
Perry Road				2.36	Township of Wainfleet	\$ 74,330.00 \$ 7,937.00 \$ 82,267.00
Concession 6 Road				0.70	Township of Wainfleet	
TOTAL ASSESSMENT ON ROADS				\$ 74,330.00	\$ 10,282.00	\$ 84,612.00
SPECIAL ASSESSMENT against Township of Wainfleet for the increased cost of installing a 600mm (24") dia. HDPE Pipe (Sursurface) & a 450mm (18") dia. HDPE Pipe (Surface) Pipe under Perry Road by open cut.						
						\$ 22,810.00
SPECIAL ASSESSMENT against Enbridge Gas for the increased cost of locating and determining the location of their gasmain prior to construction						
						\$ 920.00
SPECIAL ASSESSMENT against Bell Canada for the increased cost of locating and determining the location of their telephone lines prior to construction						
						\$ 920.00
TOTAL ASSESSMENT ON THE DEVRIES BRANCH						\$ <u>303,500.00</u>
TOTAL ASSESSMENT ON THE ALDREY DRAIN						\$ <u><u>385,500.00</u></u>

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

ALDREY DRAIN

Township of Wainfleet

Job No. 224188

June 20, 2025

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
MAIN DRAIN				
6	Pt. 28	22.50	1-111 (A. & D. Devries)	9.6 %
6	Pt. 29	39.60	1-112 (S. & T. Devries)	16.8
6	Pt. 30	4.66	2-132-15 (C. Crisp)	13.2
6	Pt. 30	0.25	2-133 (R. Spark)	0.1
6	Pt. 30	2.75	2-133-01 (G., B., & J. Christopher)	4.1
6	Pt. 30	1.40	2-134 (M., J., & C. Lipscombe)	6.8
6	Pt. 30	1.40	2-134-01 (J. & K. McMillan)	7.2
6	Pt. 30	12.00	2-135 (D. Devries)	15.4
6	Pt. 30	13.39	2-136 (Bestholme Farms Inc.)	11.4
6	Pt. 30	0.29	2-136-01 (D. & S. Svob)	0.4
6	Pt. 30	0.21	2-137 (C., H., & T. Climenhaga)	0.3
6	Pt. 31	5.92	2-138 (Bestholme Farms Inc.)	5.1
6	Pt. 31	0.58	2-139-01 (S. Den Besten)	0.5
				=====
TOTAL ASSESSMENT ON LANDS				90.9 %
				=====
Perry Road		2.36	Township of Wainfleet	7.0 %
Concession 6 Road		0.70	Township of Wainfleet	2.1
				=====
TOTAL ASSESSMENT ON ROADS				9.1 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE ON THE MAIN DRAIN				<u>100.0 %</u>

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

ALDREY DRAIN
Township of Wainfleet

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
DEVRIES BRANCH				
6	Pt. 28	22.50	1-111 (A. & D. Devries)	19.0 %
6	Pt. 29	39.60	1-112 (S. & T. Devries)	39.2
6	Pt. 29	1.20	1-113 (D. & D. Horvat)	0.7
6	Pt. 29	0.30	1-115-01 (W. & E. Jansema)	0.4
6	Pt. 29	0.10	1-115-02 (B. Barttel)	0.2
6	Pt. 30	4.66	2-132-15 (C. Crisp)	1.7
6	Pt. 30	2.75	2-133-01 (G., B., & J. Christopher)	1.1
6	Pt. 30	1.40	2-134 (M., J., & C. Lipscombe)	0.5
6	Pt. 30	1.40	2-134-01 (J. & K. McMillan)	0.6
6	Pt. 30	12.00	2-135 (D. Devries)	2.4
6	Pt. 30	13.39	2-136 (Bestholme Farms Inc.)	4.5
6	Pt. 30	0.29	2-136-01 (D. & S. Svob)	0.1
6	Pt. 30	0.21	2-137 (C., H., & T. Climenhaga)	0.1
6	Pt. 31	5.92	2-138 (Bestholme Farms Inc.)	2.0
6	Pt. 31	0.58	2-139-01 (S. Den Besten)	0.2
				=====
TOTAL ASSESSMENT ON LANDS				72.7 %
				=====
Perry Road		2.36	Township of Wainfleet	26.0 %
Concession 6 Road		0.70	Township of Wainfleet	1.3
				=====
TOTAL ASSESSMENT ON ROADS				27.3 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE ON THE DEVRIES BRANCH				<u>100.0 %</u>

SCHEDULE OF NET ASSESSMENT

ALDREY DRAIN

Township of Wainfleet

(FOR INFORMATION PURPOSES ONLY)

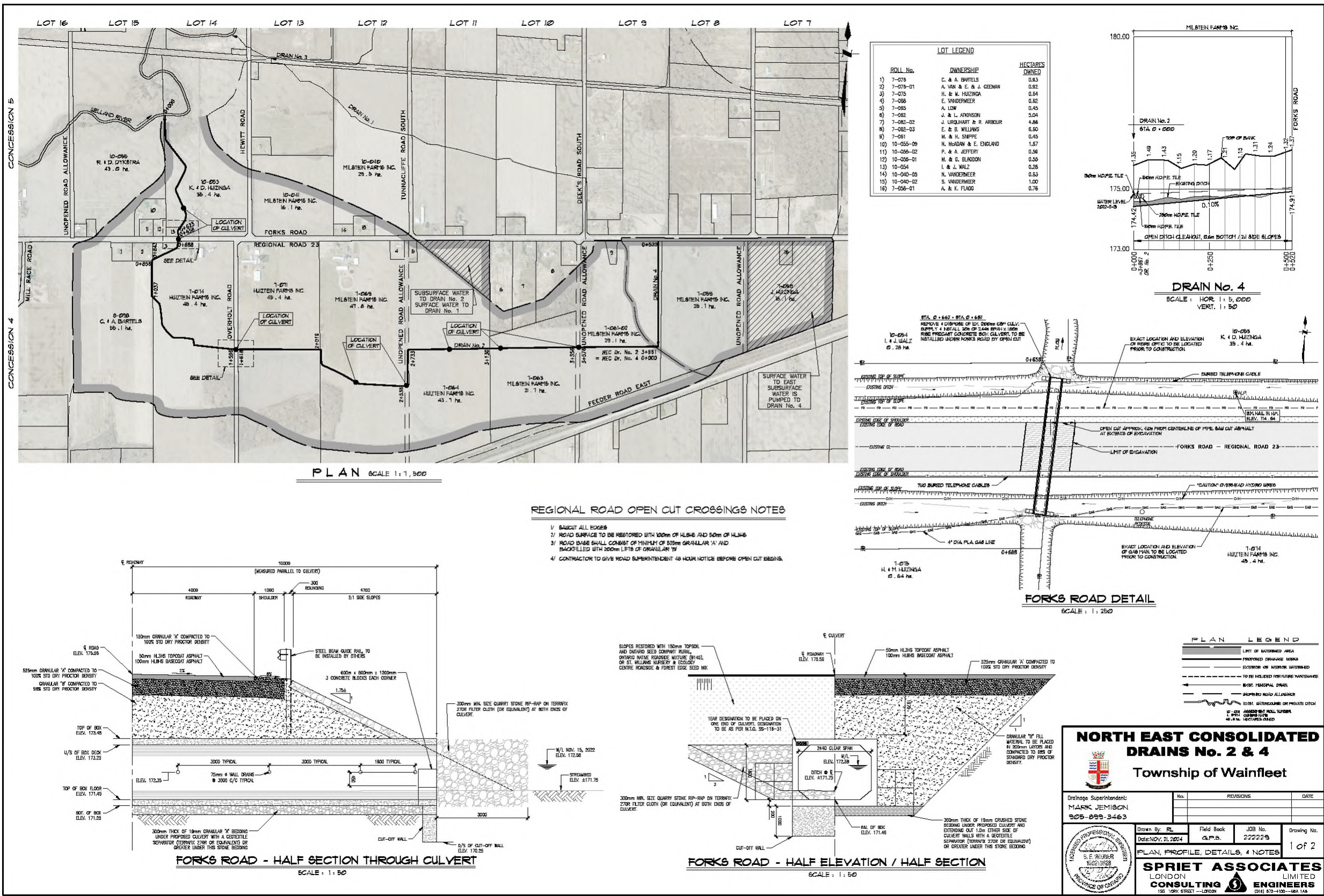
Job No. 224188

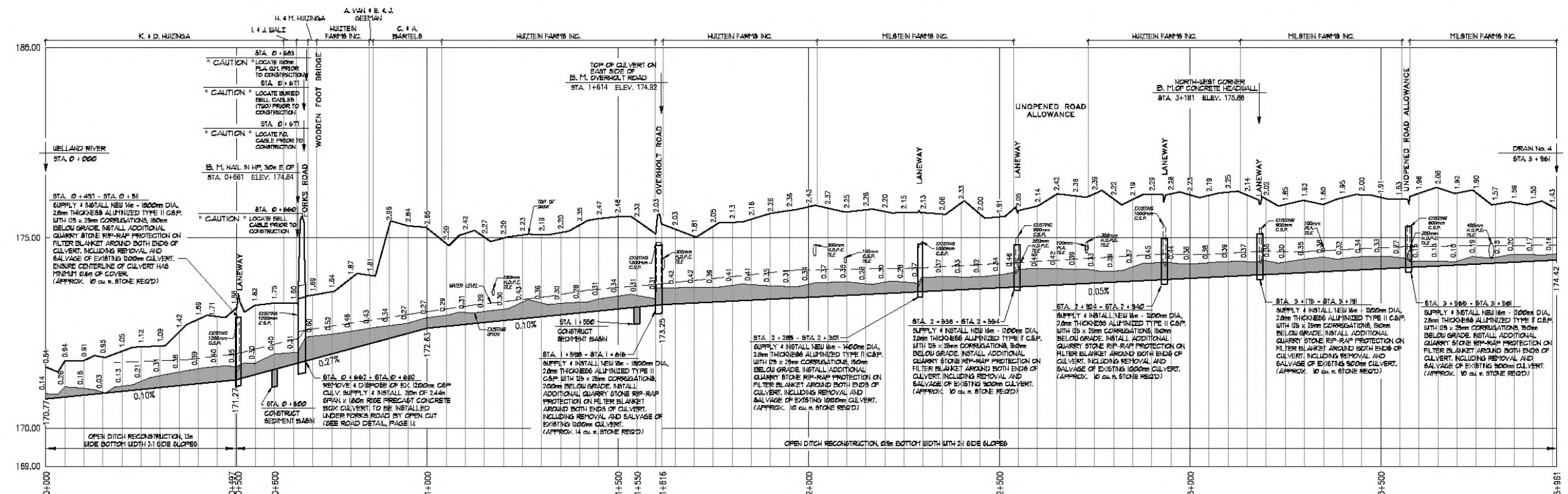
June 20, 2025

* = Non-agricultural

(OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
1-111 (A. & D. Devries)	\$ 45,764.00	\$ 15,255.00	\$	\$ 30,509.00
1-112 (S. & T. Devries)	102,927.00	34,309.00	4,920.00	63,698.00
* 1-113 (D. & D. Horvat)	2,331.00		2,170.00	161.00
* 1-115-01 (W. & E. Jansema)	1,405.00		1,420.00	-15.00
* 1-115-02 (B. Barttel)	762.00		780.00	-18.00
1-115-04 (S. & D. Mark)			70.00	-70.00
2-132-15 (C. Crisp)	21,617.00	7,206.00	3,290.00	11,121.00
* 2-133 (R. Spark)	32.00			32.00
* 2-133-01 (G., B., & J. Christopher)	8,114.00		1,500.00	6,614.00
* 2-134 (M., J., & C. Lipscombe)	9,727.00		890.00	8,837.00
* 2-134-01 (J. & K. McMillan)	10,588.00		740.00	9,848.00
2-135 (D. Devries)	20,368.00	6,789.00	4,760.00	8,819.00
* ***Non-Grantable***	19,050.00			19,050.00
2-136 (Bestholme Farms Inc.)	14,866.00	4,955.00		9,911.00
* ***Non-Grantable***	5,000.00			5,000.00
* 2-136-01 (D. & S. Svob)	488.00			488.00
* 2-137 (C., H., & T. Climenhaga)	355.00			355.00
2-138 (Bestholme Farms Inc.)	6,574.00	2,191.00		4,383.00
2-139-01 (S. Den Besten)	645.00	215.00		430.00
* Perry Road	86,609.00			86,609.00
* *Special Assessment Open Cut	22,810.00			22,810.00
* *Special Assessment Enbridge	920.00			920.00
* *Special Assessment Bell	920.00			920.00
* Concession 6 Road	3,628.00			3,628.00
TOTALS	\$ 385,500.00	\$ 70,920.00	\$ 20,540.00	\$ 294,040.00

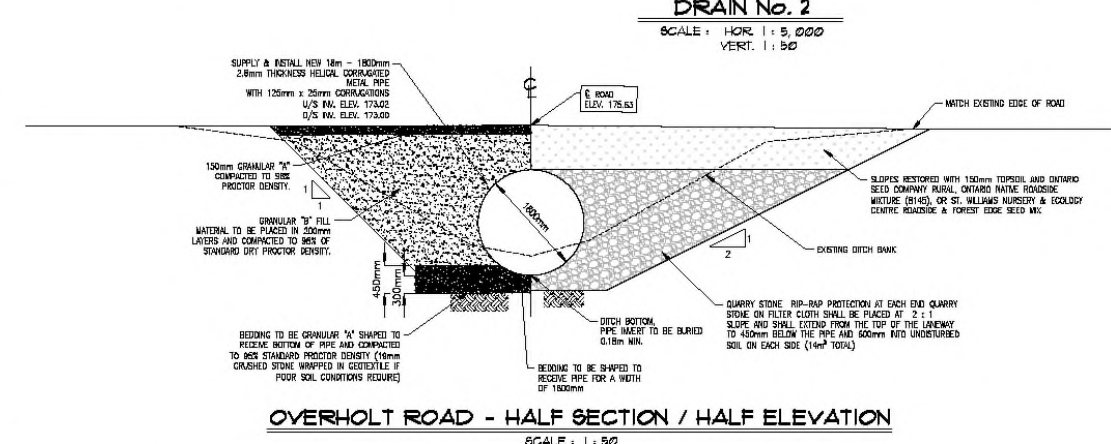
APPENDIX "B"



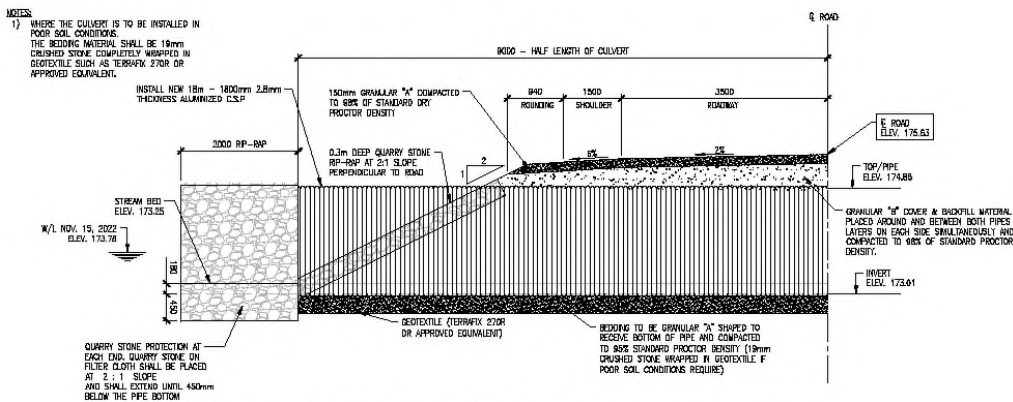


GENERAL NOTES

- OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAIN SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
OPEN PORTION 6 - 10 meters (INCLUDING 3m BUFFER)
- ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 9 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW GRADES CAN BE CORRELATED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.
b) CONTRACTOR TO NOTIFY ALL UTILITIES 2 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.
- ALL BRUSH & LIMBS TO BE MECHANICALLY SHREDDED. TREES ALONG THE DITCH TO BE MAINTAINED WHERE POSSIBLE ON OPPOSITE SIDE OF SPOIL PILE. ALL TREES REQUIRED TO BE REMOVED TO DO THE WORK TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH SECTION B.3 AND C.4 IN THE SPECIFICATIONS.
- RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION A.2 IN THE SPECIFICATIONS.
- CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- EXISTING DITCH BOTTOM ONLY TO BE CLEANED OUT IN ACCORDANCE WITH SPECIFICATIONS UNLESS OTHERWISE NOTED ON PROFILES AND IN SECTIONS.
- WORK TO BE COMPLETED FROM AND EXCAVATED MATERIAL TO BE DEPOSITED AND LEVELLED ON THE FOLLOWING SIDES OF THE DITCH IN ACCORDANCE WITH SECTION B.5 IN THE SPECIFICATIONS.
DRAIN No. 2
STA. 0+000 TO STA. 0+630 - WEST SIDE & LEVELLED
STA. 0+630 TO STA. 1+956 - EAST & NORTH
STA. 1+956 TO STA. 3+561 - SOUTH
DRAIN No. 4
STA. 0+000 TO STA. 0+510 - WEST SIDE & LEVELLED
- A 3 METER WIDE BUFFER STRIP OF NEW & EXISTING VEGETATION BETWEEN THE TOP OF THE BANK AND THE CULTIVATED LANDS ON BOTH SIDES OF THE DITCH SHALL BE MAINTAINED AS PART OF THE OPEN PORTION OF THE DRAIN.
- NEWLY EXPOSED DITCH BANKS ARE TO BE HAND SEEDED UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH SECTION B.11 IN THE SPECIFICATIONS.
- SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0+000 DURING CONSTRUCTION TO PREVENT SILT FROM FLUSHING DOWNSTREAM AND ARE TO BE MAINTAINED AS NECESSARY DURING CONSTRUCTION. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.
- STATION 0+600 & 1+956
CONSTRUCT SEDIMENT BASIN IN DITCH BOTTOM FOR FULL WIDTH OF DITCH BOTTOM. SEDIMENT BASIN TO BE 450mm DEEP WITH PARABOLIC SHAPE AND 1m LONG.



OVERHOLT ROAD - HALF SECTION / HALF ELEVATION



OVERHOLT ROAD - HALF SECTION THROUGH CULVERT

OVERHOLT ROAD OPEN CUT CROSSING NOTES

- ROAD BASE SHALL CONSIST OF - 150mm GRANULAR 'A' COMPACTED TO 95% PROCTOR DENSITY.
- TRENCH BACKFILL ABOVE AND AROUND PIPE TO BE GRANULAR 'B' COMPACTED TO 95% PROCTOR DENSITY.
- CONTRACTOR TO INSTALL ROAD CLOSED SIGNS DURING OPEN CUT OPERATIONS. SIGNS TO BE INSTALLED AT THE NEAREST INTERSECTION AND ON EACH SIDE OF OPEN CUT. IN ACCORDANCE WITH BOOK 1.
- CONTRACTOR TO GIVE ROAD SUPERINTENDENT 48 HOUR NOTICE BEFORE OPEN CUT BEGINS.

NORTH EAST CONSOLIDATED DRAINS No. 2 & 4

Township of Wainfleet

Drainage Superintendent: MARK JEMISON 905-899-3463		No.	REVISIONS	DATE
		Drawn By: R. E. Whitham	Field Book: G.P.S.	JOB No.: 22222
		Date: NOV. 21, 2024	Drawing No.: 2 of 2	
PROFILE, NOTES, & DETAILS				
SPRIET ASSOCIATES LIMITED CONSULTING ENGINEERS 150 YORK STREET - LONDON ONTARIO (519) 872-4100 - FAX 146				

PLANNING STAFF REPORT

PSR-006/2025

TO: Mayor Grant & Members of Council

FROM: Sarah Ivins, Planner

DATE OF MEETING: July 8, 2025

SUBJECT: Zoning By-law Amendment File No. Z03/2025W
11618 Burnaby Road, Wainfleet

RECOMMENDATION(S):

THAT Planning Staff Report PSR-006/2025 be received; and

THAT Zoning By-law Amendment File No. Z03/2025W for the lands known municipally as 11618 Burnaby Road be approved for the reasons outlined in this report; and

THAT the application be deemed to be consistent with the Provincial Planning Statement (2024) and conform with the Niagara Official Plan and the Township of Wainfleet Official Plan; and

THAT the Zoning By-law Amendment attached as Appendix “C” be adopted.

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with a recommendation regarding a zoning by-law amendment application filed by Carol Moroziuk on behalf of Heather Etling for lands known municipally as 11618 Burnaby Road.

The proposed zoning by-law amendment is needed to comply with Provincial, Regional and Township planning policies regarding the disposal of a surplus farm dwelling application, where the retained lands are to be rezoned to “Agricultural Purposes Only” to prohibit the construction of a dwelling perpetuity. Additionally, a Holding Provision (H) is being implemented to ensure that appropriate archaeological assessment is completed prior to the construction of any agricultural buildings or structures.

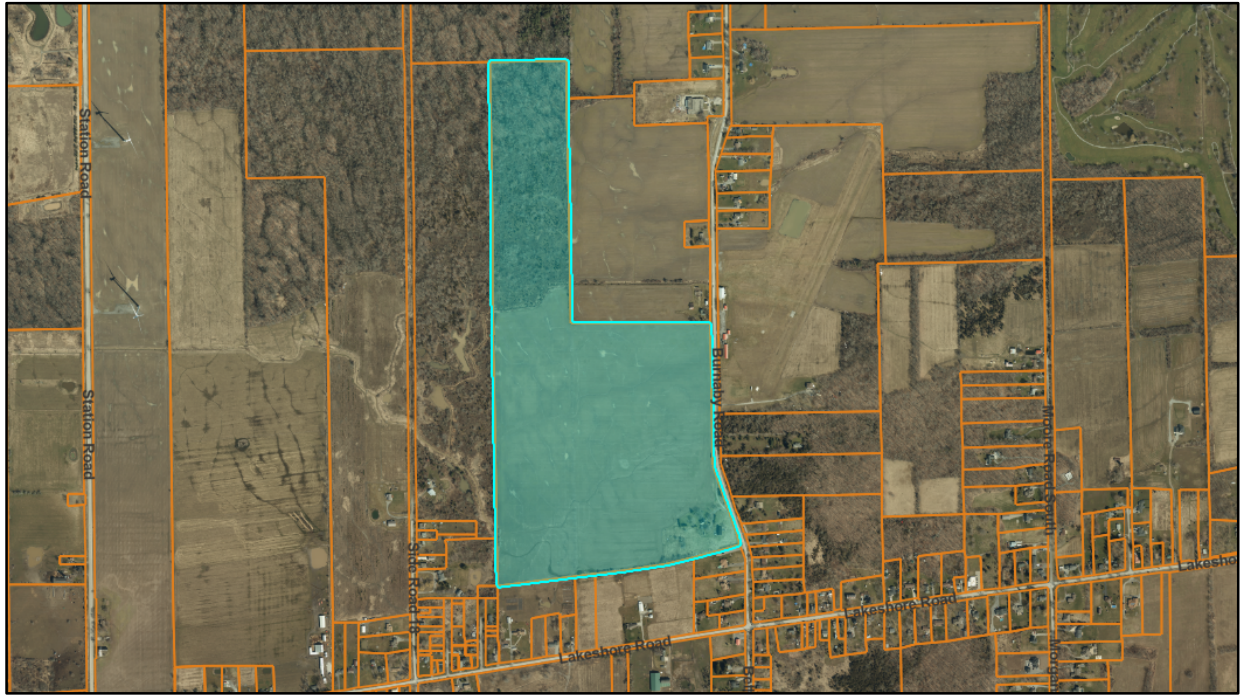
The Committee of Adjustment conditionally granted the surplus farm dwelling consent application on June 18, 2025, and a public meeting for the zoning by-law amendment was held on June 10, 2025.

BACKGROUND:

The subject lands are located on the west side of Burnaby Road between the Gord Harry Trail and Lakeshore Road, and are known municipally as 11618 Burnaby Road.

The subject lands contain a single detached dwelling and accessory buildings as presented in Figure 1.

Figure 1 – Subject Lands

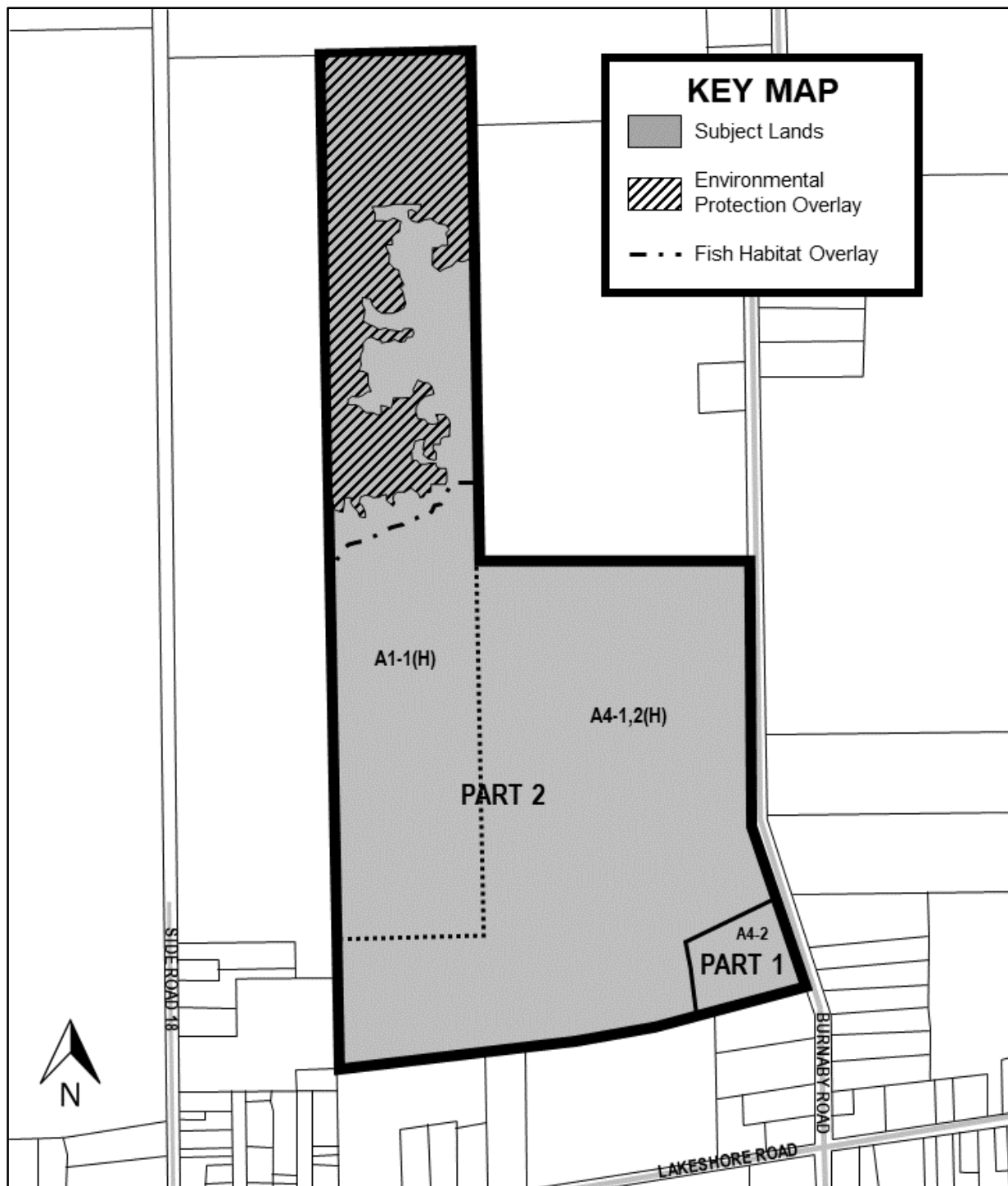


The subject lands are 50.4 hectares in size and are currently being used for residential and agricultural purposes. The surrounding land uses include agricultural and residential with a commercial skydive airstrip located on the east side of Burnaby Road.

The subject lands were the subject of a consent (severance) application, File No. B05/2025W, which was provisionally approved by the Committee of Adjustment at their June 18, 2025, hearing. Application was made for the consent to sever Part 1 (1.653 hectares) as a surplus farm dwelling and to retain Part 2 (48.789 hectares) for continued agricultural use. The consent sketch is attached as Appendix “A”. One of the conditions of approval for the consent application is the approval of this zoning by-law amendment application.

The subject lands are currently zoned Agricultural Transition – A1 and Rural – A4-2 with Environmental Protection and Fish Habitat Overlays under Zoning By-law 034-2014. With reference to the zoning by-law amendment map provided below in Figure 2, Part 2 of the subject lands is proposed to be rezoned to an Agricultural Transition – A1-1(H) and Rural – A4-1,2(H) zone while maintaining the existing Environmental Protection and Fish Habitat Overlays. Exception 1 is to prohibit dwellings, and the purpose of the Holding Provision (H) is to prohibit any agricultural buildings or structures until an archaeological assessment has been completed to the Township’s satisfaction.

Figure 2- Zoning By-law Amendment Map



The following documents were submitted in support of the application:

1. Archaeological Assessment (Stage 1 & 2) prepared by Irvin Heritage Inc. (dated September 18, 2023);
2. Consent Sketch prepared by Lanthier & Gilmore Surveying Ltd. (dated February 13, 2025).

A public meeting regarding this application was held on June 10, 2025 and an information report was presented to Council. The draft minutes of the public meeting are attached as Appendix "B".

OPTIONS/DISCUSSION:

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

Section 2 of the Planning Act addresses matters of Provincial interest and requires local planning authorities to have regard to, among other matters:

- a) the protection of ecological systems, including natural areas, features and functions;
- b) the protection of the agricultural resources of the Province;
- c) the conservation and management of natural resources and the mineral resource base;
- d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;
- e) the supply, efficient use and conservation of energy and water;
- f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;
- g) the minimization of waste;
- h) the orderly development of safe and healthy communities;
- h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;
- i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;
- j) the adequate provision of a full range of housing, including affordable housing;
- k) the adequate provision of employment opportunities;
- l) the protection of the financial and economic well-being of the Province and its municipalities;
- m) the co-ordination of planning activities of public bodies;
- n) the resolution of planning conflicts involving public and private interests;
- o) the protection of public health and safety;
- p) the appropriate location of growth and development;
- q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;
- r) the promotion of built form that,
 - i. is well-designed,
 - ii. encourages a sense of place, and
 - iii. provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;
- s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.

The proposed zoning by-law amendment would allow for the severance of a surplus farm dwelling and ensure that the remnant agricultural parcel will be used for agricultural purposes only and that archaeological assessment of the agricultural parcel be completed prior to the construction of any buildings or structures.

Considering the requested zoning provisions and the surrounding land uses, Planning staff are of the opinion that the proposed zoning by-law amendment maintains the Provincial interest described under Section 2 of the *Planning Act*.

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS) provides overall policy direction on matters of Provincial interest relating to land use planning and development. The PPS provides for appropriate development while protecting resources of Provincial interest, public health and safety and the quality of the natural and built environment. Any decision on planning matters shall be consistent with the policies of the PPS.

The subject lands are designated as being within prime agricultural area and rural lands. The area of the provisionally approved surplus farm dwelling is located within rural lands. The predominate use of rural lands shall be agriculture, agriculture-related and on-farm diversified uses but policies do allow for limited residential lot creation, including the severance of a residence surplus to a farming operation. The proposed zoning by-law amendment will prohibit dwellings on the retained lands (Part 2 – farm parcel) ensuring its ongoing use for agricultural purposes.

Section 4.1 of the PPS provides guidance with respect to natural heritage and states that natural heritage features and areas shall be protected for the long term. Accordingly, development and site alteration are not permitted within natural heritage features such as significant wetlands and significant coastal wetlands and may be permitted within other features such as significant woodlands and significant valleylands provided it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. The subject lands are impacted by Provincially Significant Wetlands (PSW) which are located on the northwestern portion of the subject lands. Given that this feature is over 600m from the proposed lot and the proposed zoning by-law amendment maintains the existing Environmental Protection and Fish Habitat Overlays, there are no concerns with respect to impact to these features and as such an Environmental Impact Study (EIS) was not required.

Section 4.6 of the PPS provides direction for the conservation of significant cultural heritage and archaeological resources. Development and site alteration are not permitted on lands containing archaeological resources or areas of archaeological potential, unless archaeological resources have been conserved. Based on the Ministry of Citizenship and Multiculturalism's Criteria for Evaluating Archaeological Potential, the subject lands exhibit high potential for the discovery of archaeological resources. The applicant was initially looking to sever some rural residential buildings lots and in preparation for those severances engaged an archaeologist to assess the area of the proposed severances (located to the immediate north of the existing dwelling). A Stage 1 & 2 Archaeological Assessment Report prepared by Irvin Heritage Inc. (dated September 18, 2023) was completed and a number of archaeological resources were discovered within the study area, requiring a further Stage 3 Archaeological Assessment. Due to the costs and work involved in a Stage 3 Archaeological Assessment, the applicant then shifted the application to a surplus farm dwelling to sever the existing single detached dwelling. Since the proposed lot contains existing development and no further development (new structures) are proposed at this time, an

archaeological assessment is not required to support the surplus farm dwelling lot creation. However, several sites were registered on the remnant parcel as a result of the completed archaeological work and the remnant parcel retains archaeological potential. The proposed zoning by-law amendment includes a Holding Provision (H) for Part 2 to require the completion of further archaeological assessment of the subject property prior to the construction of any farm buildings or structures. Part 2 can continue to be farmed without the need for further archaeological assessment.

The proposed zoning by-law amendment is consistent with the PPS.

Niagara Official Plan, 2022

As of March 31, 2025, Niagara Region became an upper-tier municipality without planning authority. This means that Niagara Region will no longer be responsible for setting long-term planning policies through an official plan and will no longer be the approval authority for the Township's Official Plan and amendments to it. However, the existing Niagara Official Plan (NOP) is now deemed to be a part of the Township's Official Plan and development proposals must conform to the policies of the NOP.

The subject lands are designated as Rural Lands in the NOP. The predominant use of Rural Lands will continue to be agriculture, but some limited non-agricultural related development may be permitted subject to various criteria. The proposed zoning by-law amendment will prohibit dwellings on the retained lands (Part 2 – farm parcel) ensuring its ongoing use for agricultural purposes.

The subject lands are impacted by the NOP's Natural Environment System (NES) consisting of Lowbanks Backshore Provincially Significant Wetland Complex (PSW), other wetlands, permanent or intermittent watercourses and potential woodland (significant or other). The proposed zoning by-law amendment has no impact on these features and the existing Environmental Protection and Fish Habitat Overlays within Zoning By-law 034-2014 will remain in place.

The subject lands are mapped as an area of archaeological potential in Schedule K of the NOP. Similar to the policies of the PPS, Section 6.4 of the NOP typically requires the completion of a Stage 1 & 2 Archaeological Assessment on lands containing archaeological resources or areas of archaeological potential. Since the proposed lot contains existing development and there are no current proposals for development or site alteration, the archaeological assessment is not required to support the application. As noted above, a number of archaeological resources were discovered within the study area, requiring a further Stage 3 Archaeological Assessment. The proposed zoning by-law amendment includes a Holding Provision (H) for Part 2 to require the completion of further archaeological assessment of the subject property prior to the construction of any farm buildings or structures. The remnant parcel can continue to be farmed without the need for further archaeological assessment.

The proposed zoning by-law amendment conforms with the NOP.

Niagara Peninsula Conservation Authority Regulated Lands

The Niagara Peninsula Conservation Authority (NPCA) is responsible for the review of planning applications that have environmental impacts on natural environment hazards and/or natural heritage features such as valleylands and wetlands. The NPCA's Regulation Mapping shows that the subject lands are impacted by a potential floodplain to the west, potential unevaluated wetlands along the western side of the subject lands, potential Karst along the eastern side of the subject lands and Provincially Significant Wetlands (PSW) on the northwestern portion of the subject lands. The proposed zoning by-law amendment has no impact on these features and the existing Environmental Protection Overlay for the PSW will remain in place.

Township of Wainfleet Official Plan, 2016

The subject lands are designated as Agricultural Area, Rural Area, Environmental Protection Area and Fish Habitat in the Township Official Plan.

Permitted uses within the Agricultural Area and Rural Area include, agricultural uses, accessory value retention agriculture uses, one single detached dwelling or secondary suite, group homes, conservation uses, public trail systems, agri-tourism uses unrelated to agriculture, value added production uses, value added support uses, linear infrastructure and wells for natural gas extraction. Permitted secondary uses include home occupation, home industry, bed and breakfast, help house, garden suites, agri-tourism uses related to agriculture and value-added marketing uses. The proposed zoning by-law amendment will prohibit dwellings on the retained lands (Part 2 – farm parcel) ensuring its ongoing use for agricultural purposes.

The subject lands are partially designated as Environmental Protection Area due to the presence Provincially Significant Wetlands (PSW) on the northwestern portion of the subject property. OP policies require the completion of an Environmental Impact Study (EIS) when development and/or site alteration is proposed within 120m of an Environmental Protection Area. The proposed zoning by-law amendment maintains the existing Environmental Protection Overlay and has no impact on this feature. As such an Environmental Impact Study (EIS) was not required.

The subject lands are partially designated as Fish Habitat due to the presence of Type 2 (Important) Fish Habitat within the watercourse/municipal drain running along the northern portion of the subject property. OP policies require the completion of an Environmental Impact Study (EIS) where development and/or site alteration is proposed within Fish Habitat and a minimum 15m naturally vegetated buffer is required adjacent to a watercourse containing Type 2 Fish Habitat. The proposed zoning by-law amendment maintains the existing Fish Habitat Overlay and has no impact on this feature. As such an Environmental Impact Study (EIS) was not required.

The proposed zoning by-law amendment conforms with the Township OP.

Township of Wainfleet Zoning By-law 034-2014

The subject lands are zoned Agricultural Transition – A1 and Rural – A4-2 with Environmental Protection and Fish Habitat Overlays in Zoning By-law 034-2014. Permitted uses within the Agricultural Transition – A1 and Rural – A4 zones include

agricultural uses, single detached dwelling, kennel, conservation uses, greenhouse, group home, garden suite, one help-house and cannabis production facility. Permitted accessory uses include accessory agricultural activities, secondary suite, value added production uses, value added marketing uses, home occupation, home industry, agri-tourism uses related to agriculture and bed and breakfast.

The following zoning provisions apply to lots for a single detached dwelling and an agricultural use within the Agricultural Transition – A1 and Rural – A4 zones:

	Single Detached Dwelling as a principle use on a lot		Accessory Building	
	Required	Part 1	Required	Part 1
Min. Lot Area	1 ha ¹	1.653 ha	-	-
Min. Lot Frontage	46m	107.31m	-	-
Max. Lot Coverage	10%	2.4%	4%	1.56%
Min. Front Yard	15m or as existing, whichever is the lessor	64.1m	12m	30.2m 64.1m
Min. Exterior Side Yard	15m or as existing, whichever is the lessor	N/a	12m	N/a
Min. Interior Side Yard	3.5m with no attached garage 3m with attached garage	26.2m 78.7m	2m	36.0m 62.5m
Min. Rear Yard	15m	59.5m	2m	95.6m 53.7m
Max. Height	12m	As existing	8m	As existing

	Agricultural Use	
	Required	Part 2
Min. Lot Area	40 ha	48.789 ha
Min. Lot Frontage	180m	364.99m
Max. Lot Coverage	10%	N/a
Min. Front Yard	15m	N/a
Min. Exterior Side Yard	15m	N/a
Min. Interior Side Yard	15m	N/a
Min. Rear Yard	15m	N/a
Max. Height	NR	N/a

The proposed lot (Part 1) and remnant farm parcel (Part 2) comply with the requirements of the Zoning By-law and as such no additional amendments are required.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:**Public Meeting**

A statutory public meeting was held on June 10, 2025. Notice of the public meeting was mailed to landowners within 120m of the subject lands on May 16, 2025 and a public notice sign was posted on the subject lands. The notice, along with the application materials, were also posted on the Township's website.

No member of the public spoke at the public meeting and to date, no public comments have been received.

A copy of the draft public meeting minutes are attached as Appendix "B".

Township Department & Agency Comments

On May 16, 2025 a request for comments was circulated to Township Departments and external agencies requiring review of the proposed zoning by-law amendment application.

The Township Drainage Department noted that the subject property is assessed to the Casey Drain but that due to the nature of the proposed amendment, there are no concerns or comments.

Hydro One noted no comments or concerns at this time.

Report Reviewed By:

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

CONCLUSION:

The Planning Department has reviewed the application for zoning by-law amendment, File No. Z03/2025W, for the lands known municipally as 11618 Burnaby Road. It is the opinion of staff that the application is consistent with Provincial policy and conforms with Regional and Township planning policy. As such, staff recommends that the application be approved.

ATTACHMENTS:

- 1) Appendix "A" – Consent Sketch for File No. B05/2025W;
- 2) Appendix "B" – Draft Minutes of the Public Meeting held on June 10, 2025;
- 3) Appendix "C" – Zoning By-law Amendment

Respectfully submitted by,

Approved by,

Sarah Ivins
Planner

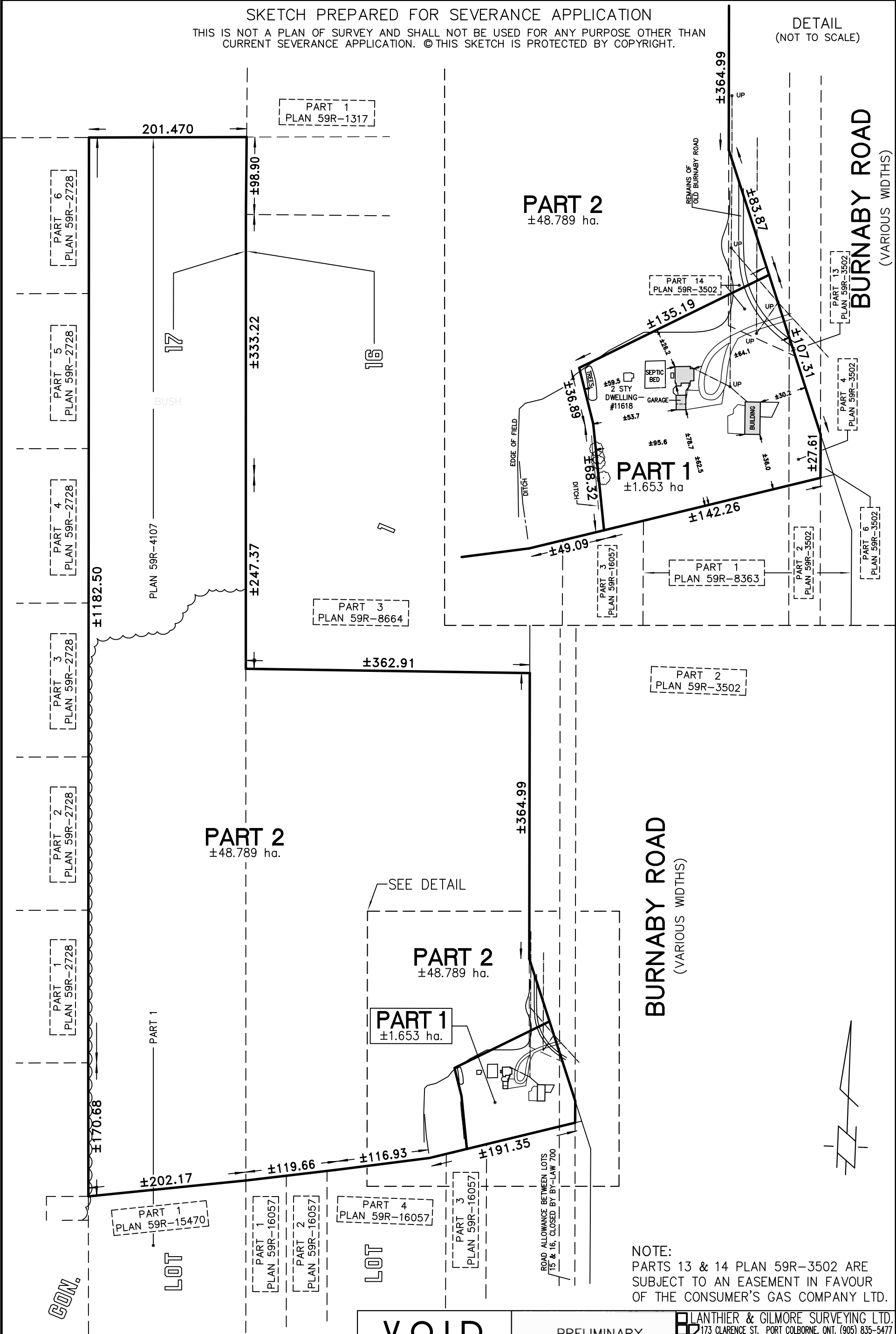
Mallory Luey
Chief Administrative Officer

APPENDIX “A”

Consent Sketch for File No. B05/2025W

SKETCH PREPARED FOR SEVERANCE APPLICATION
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE OTHER THAN
CURRENT SEVERANCE APPLICATION. © THIS SKETCH IS PROTECTED BY COPYRIGHT.

DETAIL
(NOT TO SCALE)



AREAS
DWELLING: ±126.8sq.m.
GARAGE: ±258.7sqm.
ACCESSORY BUILDING: ±258.7sqm.

VOID

IF USED FOR ANY OTHER
PURPOSE THAN THIS
CURRENT SEVERANCE
APPLICATION

PRELIMINARY
ONLY

FEB. 13, 2025
DATE

MARK GILMORE
Ontario Land Surveyor

LANTHIER & GILMORE SURVEYING LTD.
173 CLARENCE ST. PORT COLBORNE, ONT. (905) 835-5477

SKETCH OF PROPOSED SEVERANCE
PART OF LOTS 16 & 17
CONCESSION 1

IN THE
TOWNSHIP OF WAINFLEET
REGIONAL MUNICIPALITY OF NIAGARA

DRAWN BY: CM
SCALE: 1:4500

CHECKED BY: MG
SURVEY 22-904

NOTE:
PARTS 13 & 14 PLAN 59R-3502 ARE
SUBJECT TO AN EASEMENT IN FAVOUR
OF THE CONSUMER'S GAS COMPANY LTD.

APPENDIX “B”

June 10, 2025 Draft Public Meeting Minutes

10. Public Meeting

Mayor Grant called the Public Meeting to order at 6:37 p.m. and advised that the purpose of the Public Meeting is to provide information about the proposed application and provide opportunity for public input.

The Township Planner provided an information report outlining application details and written comments received.

No members of Council provided any comments or questions.

The applicant, Carol Moroziuk spoke briefly about the benefits of the application, thanked Council and, offered to take any questions.

Mayor Grant called for any members of the public wishing to provide comment on the proposed application.

No members of the public provided any comments or questions.

The Township Planner provided information on next steps and appeal rights.

The Public Meeting was adjourned at 6:41 p.m.

APPENDIX “C”

CORPORATION OF THE TOWNSHIP OF WAINFLEET BY-LAW NO. 0XX-2025

Being a by-law pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 to amend Zoning By-law No. 034-2014 of the Corporation of the Township of Wainfleet with respect to those lands forming Concession 1, Part Lots 15, 16 & 17, RP 59R3502 Parts 4, 13, 14, 18, 19 RP 59R4107 Part 1 in the Township of Wainfleet and known municipally as 11618 Burnaby Road.

WHEREAS the Corporation of the Township of Wainfleet has reviewed Zoning By-law No. 034-2014 and deems it advisable to amend same:

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

THAT Map 16 of Zoning By-law No. 034-2014, as amended, is hereby further amended by changing the zoning of Part 2 of the subject property from Agricultural Transition – A1 and Rural – A4-2 to Agricultural Transition – A1-1(H) and Rural – A4-1,2(H), while maintaining the existing Overlay zones, as shown on Schedule “A” attached hereto.

THAT Table 7 of Section 6.3 entitled “Permitted Use Exceptions” is hereby further amended by adding the following text under the heading A1-1:

Zone	#	By-law #	Address	Additional Permitted Uses	Sole Permitted Uses	Excluded Uses
A1	1	0XX-2025	Con. 1, Pt. Lots 15, 16 & 17			Dwellings

THAT Table 7 of Section 6.3 entitled “Permitted Use Exceptions” is hereby further amended by adding the following text under the heading A4-1:

Zone	#	By-law #	Address	Additional Permitted Uses	Sole Permitted Uses	Excluded Uses
A4	1	0XX-2025	Con. 1, Pt. Lots 15, 16 & 17			Dwellings

THAT Table 34 of Section 14 entitled “Holding Zone Provisions” is hereby further amended by adding the following text:

Zone	By-law #	Address	Description of Holding Provision	Map No.
A1	0XX-2025	Con. 1, Pt. Lots 15, 16 & 17	Requirement to lift the (H) provision: Archaeological Assessment to the satisfaction of the Township of Wainfleet.	Map 16
A4	0XX-2025	Con. 1, Pt. Lots 15, 16 & 17	Requirement to lift the (H) provision: Archaeological Assessment to the satisfaction of the Township of Wainfleet.	Map 16

THAT pursuant to Section 34(17) of the Planning Act, as amended, no further public meeting is required.

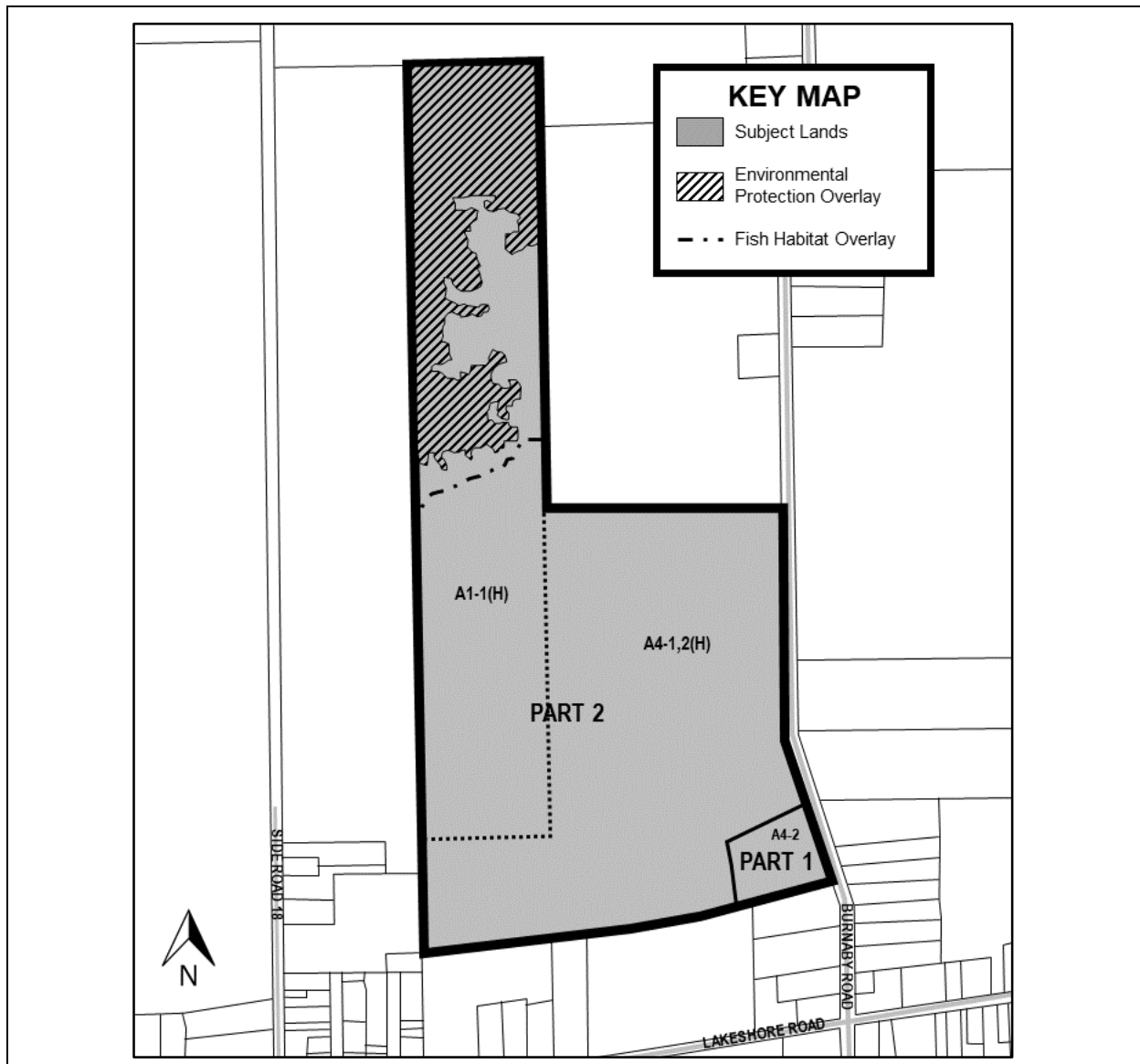
THAT this By-law shall come into force, take effect and be passed on the final reading hereof subject to the provisions of Section 34 of the Planning Act.

BY-LAW READ AND PASSED THIS 8TH DAY OF JULY, 2025.

B. Grant, MAYOR

A. Chrastina, CLERK

SCHEDULE A TO BY-LAW 0XX-2025

**TOWNSHIP OF WAINFLEET****Purpose & Effect of By-law No. 0XX-2025:**

This by-law affects lands described as Concession 1, Part Lots 15, 16 & 17, RP 59R3502 Parts 4, 13, 14, 18, 19 RP 59R4107 Part 1 in the Township of Wainfleet and known municipally as 11618 Burnaby Road. This by-law has been enacted to rezone Part 2 of the lands to an Agricultural Transition – A1-1(H) zone and to a Rural – A4-1,2(H) zone. Exception 1 prohibits dwellings, and the (H) requires the completion of an archaeological assessment to the satisfaction of the Township. The existing Environmental Protection and Fish Habitat Overlays are to remain as mapped in Zoning By-law 034-2014.

File No. Z03/2025W (Etling)

THIS IS SCHEDULE "A" TO BY-LAW NO. 0XX-2025.
PASSED THIS 8TH DAY OF JULY, 2025.

MAYOR

CLERK

PUBLIC WORKS STAFF REPORT

PWSR-016/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: July 8, 2025

SUBJECT: Bridge Engineering

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-016/2025 respecting Bridge Engineering be received; and

THAT Council direct staff to engage the services for the completion of the Bridge Engineering to Ellis Engineering as the highest-scoring firm and the lowest bidder.

EXECUTIVE SUMMARY:

During budget deliberations of the 2025 Capital budget, Council approved bridge engineering for several bridges in the Township of Wainfleet under capital project PW.3 Bridge Rehabilitation. The Dixie Road Bridge has been recommended for complete replacement, and the Buliung Bridge requires some minor rehabilitation. The Malowany and Church Street bridges had been identified for possible refurbishment.

To determine the extent of deterioration of Malowany and Church Street bridges, a conditional Survey was undertaken to determine if they were capable of a refurbishment or required a full replacement. The conditional survey had been previously awarded in PWSR 001/2025. The survey indicated that both bridges were candidates for a refurbishment rather than a replacement.

Staff prepared an RFP for engineering and detailed design for the 2 bridges to be rehabilitated and to provide services for geotechnical investigation, and to provide potential alternatives for the replacement of the Dixie Road Bridge.

BACKGROUND:

The 2025 capital budget included engineering for several bridges under the capital project PW.3 Bridge Rehabilitation. The Dixie Road Bridge had been recommended for complete replacement and the Buliung Bridge required some minor rehabilitation. The Malowany and Church Street bridges have been identified for refurbishment.

Staff were planning on including all of the bridges in a single RFP for engineering, but the Malowany and Church Street bridges require additional information to determine the appropriate engineering design for the extent of rehabilitation or replacement. This determination required samples to be taken of the asphalt surface, core samples of the concrete deck surface and a corrosion potential survey. The conditional survey was

awarded, and the results indicated the two bridges were candidates for rehabilitation and refurbishment.

Staff prepared an RFP for the procurement of a qualified and competent Consulting Engineering Firm to provide the design, tendering and provisional inspection services for the rehabilitation of two (2) existing bridges within the Township. Additionally, a Geotechnical investigation and pre-design exploration of alternative designs for the Dixie Road Bridge replacement were advertised as per the Township's procurement policy. Upon the closing and opening of the RFP held on June 25, 2025, the Township received 2 proposals.

The results of compliant proposals were evaluated based on the following evaluation criteria:

EVALUATION CRITERIA	WEIGHT
Company Profile	20%
Project Experience and Locations	20%
Design Philosophies and Methodologies	20%
Value Added Services	5%
Time to Complete	10%
References Review	20%
Quality of Submission	5%
TOTAL	100%

The submission demonstrated that they are qualified to complete the project. The average score during the evaluation review of this project is shown below:

Company	Average Evaluation Score
Spriet Associates	68.5/100%
Ellis Engineering Inc	72.5/100%

The Quoted Price to complete the scope of the work:

Company	Quoted Price
Spriet Associates	\$260,000
Ellis Engineering Inc	\$165,203

OPTIONS/DISCUSSION:

1. Council direct staff to engage the services for the completion of the Bridge Engineering to Ellis Engineering as the Highest scoring firm and Low bidder. (Recommended)
2. Council direct staff to engage the services to an alternate bidder.

FINANCIAL CONSIDERATIONS:

The associated costs for the Engineering work are included in the capital project PW.3 Bridge Rehabilitation which has a total budget of \$383,500. The conditional survey work completed totalled \$39,870 which will be funded from the same budget.

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-017/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: July 8, 2025

SUBJECT: Buliung Bridge Painting and Repairs

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-017/2025 respecting Buliung Road Bridge painting and repairs be received; and

THAT Council direct staff to engage the services for the completion of the Bridge painting and repairs to Anthony's Excavating Central Inc.

EXECUTIVE SUMMARY:

During budget deliberations in the 2025 capital budget process, Council approved repairs to be completed on the Buliung Bridge. Staff and the engineering firm monitoring the Township's bridge structures completed an inspection in 2024. In 2019, waterproofing and paving were completed to seal the deck from water infiltration that had been identified previously. This project will include the rusting and damaged stiffener connections and coating of the structural steel.

Staff prepared an RFT (Request for Tender) to complete the work *as per* the Township's procurement policy, and the results of the tender opening are listed in 'Background,' below.

BACKGROUND:

The 2025 capital budget included engineering for several bridges under the capital project PW.3 Bridge Rehabilitation. The Buliung Bridge painting and repairs were included in that budget proposal.

Ellis Engineering had been previously awarded to prepare the engineered drawings and assist staff in preparing the tender documents before advertising to the public.

Staff prepared an RFT as per the Township's procurement policy. Upon the closing and opening of the RFT held on June 27, 2025, the Township received 3 Bids, and the results are listed below, excluding tax:

Company	Bid Price
Rankin Construction Inc.	\$149,450.00
Anthony's Excavating Central Inc.	\$145,100.00
Urbanlink Civil Inc.	\$188,500.00

OPTIONS/DISCUSSION:

1. Council directs staff to engage the services for the completion of the Bridge Painting and Repairs to Anthony's Excavating Central Inc. (Recommended)
2. Award the Project to an alternate bidder.

FINANCIAL CONSIDERATIONS:

The associated costs for the Buliung Bridge are included in the capital project PW.3 Bridge Rehabilitation, which has a total budget of \$383,500. Total project cost breakdown included \$39,870 for the conditional survey, \$165,203 submitted in PWSR 16/2025, \$1,929 for engineering and tender preparation for the Buliung Bridge works and finally the submission above of the low bidder for \$145,100 for a total cost of \$352,102.

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-018/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: July 8, 2025

SUBJECT: Sports Complex Pavilion and Tennis Court

RECOMMENDATION(S):

THAT Public Works staff report PWSR-018/2025 respecting the sports complex pavilion and tennis court be received; and

THAT Council direct staff to engage the services for the installation of the pavilion to Anthony's Excavating; and

THAT Council directs staff to engage the services of Court Service Specialists to complete the tennis court rehabilitation

EXECUTIVE SUMMARY:

As Council is aware, the Township of Wainfleet became the recipient of a substantial grant for the Township of Wainfleet Community Complex Renovation. The project grant submission included installation of field drainage tile on approximately 16 acres of sports fields, as well as improvements to lane way and parking lot drainage, the installation of a walking trail, a new pavilion, renovation of tennis courts, washrooms and fencing, as well as a facility lighting upgrade.

Staff prepared an RFT (Request for Tender) to complete the work for the installation of the pavilion as per the Township's procurement policy, and the results of the tender opening are listed in Table 1.

Staff additionally received bids from specialised multi-court installation contractors to complete the tennis court rehabilitation.

BACKGROUND:

The Township Recreation Master Plan recommended various upgrades to our facilities, including the arena and the sports complex. The arena has received significant improvements over the past 5 years, and staff were prioritizing various improvements to our recreation complex to be implemented on an ongoing basis as capital funds became available and as approved during budget deliberations. Staff met with user groups of our facilities to gauge the needs of the groups and the community to most effectively coordinate these various upgrades.

In 2019, staff prepared a submission for a grant to include installation of field drainage tile on approximately 16 acres of sports fields, improvements to lane way and parking lot drainage, installation of a walking trail, a new pavilion, and renovation of the tennis courts, washrooms and fencing and facility lighting upgrade. In late 2021, the Township was notified that they would be the recipients of the ICIP Community, Culture and Recreation grant, allowing for approximately \$1.59 million in eligible expenditures, funded 33.33% provincially 40% federally, and 26.67% municipally. Staff then began the process of implementing the various upgrades over 4 years.

To date, the sports field drainage, walking trail, restoration of the electrical supply to the ball diamond facility, replacement of poles and lighting, and upgrades to the washrooms located at the ball diamond have all been completed. The final stages of the program are to install a new pavilion, rehabilitate the tennis court and improve fencing.

The pavilion will be a 24' x 36' steel-constructed structure to be located in the open grass area next to the playground and ball diamonds.

Staff prepared an RFT *as per* the Township's procurement policy. Upon the closing and opening of the RFT held on June 27, 2025, the Township received 2 proposal.

Table 1:

Company	Bid Price
Stolk Construction	\$141,400
Anthony's Excavating	\$121,200

Staff researched various local multi-use tennis court facilities within the region and the maintenance and repairs required for the facilities. With consultation from the various municipalities, staff decided that a long-term, sustainable solution would be to engage the services of qualified professional court design builders. Staff reached out to the various contractors, and they all advised that the existing asphalt surface is beyond the state of repair and any enhancements would not be warranted due to the severe cracking and ponding on the current surface. They all recommended the replacement of the base asphalt.

Staff received several quotes for the scope of work to include tennis court fence removal and replacement, pulverizing and installation of a laser-graded base using the existing grindings created by the pulverizing, addition of several thin top layers utilizing liquid emulsion, Installation of a fibreglass membrane and 2 coats of textured court paint, followed by new netting for tennis, pickleball and portable basketball nets.

The various companies provided different expertise and contracted additional companies to assist with specialized skills such as pulverizing, tennis court fencing requirements and surface coatings. Staff received these additional quotes for fencing and asphalt work and incorporated the low bidders for each into the combined prices to complete the entire project scope. One company provided the entire scope of work in a single bid.

Royal Court Construction provided a quote for the surface coatings, which did not include the fibreglass membrane or paint specifications with netting only, and required other contractors to remove the fencing, remove and replace post for nets, replace the asphalt and base surface and reinstall the fencing once completed. When combined with the addition quotes for the asphalt replacement and fencing, the total price to complete the full scope of work was \$191,310.

Court Contractors Ltd required the base and single base layer to be replaced prior to them providing the surface top, fiber mesh reinforcing acrylic textured court paint and fencing replacement. The total combined quote to complete the full scope of work was \$250,885.

Court Surface Specialists provided a complete quote for the entire scope of work, and their total bid was \$ 232,328.

Circle P paving additionally provided a bid for the paving pulverizing, asphalt base and Plexi-Pave surface and non-textured acrylic paint only. Additional costing was required for pickle ball posts, court nets and basketball nets. When combined with the low fencing replacement quote, the total was \$ 215,077.

Staff recommends awarding the contract to Court Surface Specialists, despite not being the lowest bidder. Their specialized expertise and high-quality installation methods are expected to result in a more durable and longer-lasting court surface, offering better long-term value. Additionally, their ability to deliver the full scope of work with minimal reliance on subcontractors will help streamline the project, reduce coordination challenges, and improve overall efficiency and quality.

OPTIONS/DISCUSSION:

1. Council directs staff to engage the services for the installation of the pavilion to Anthony's Excavating; (Recommended)
2. Council directs staff to engage the services of Court Service Specialists to complete the Tennis Court Rehabilitation (Recommended)
3. Award the Projects to an alternate bidder.

FINANCIAL CONSIDERATIONS:

To date, staff have incurred \$1,087,690 in eligible expenses out of the approved \$1,588,124. With the inclusion of the above tenders, the total eligible expenditures will increase to \$1,441,218, leaving a remaining balance of \$146,906 (pre-HST) available to fully utilize the grant funding. The remaining funds are planned for fence replacements within the sports complex.

OTHERS CONSULTED:

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

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

ATTACHMENTS:

None

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer



June 2, 2025

Hello Wainfleet Council Members,

We are writing to you today with a request on behalf of Wainfleet Minor Hockey. We would like to put the Wainfleet Minor hockey logo (as seen above) at centre ice for the upcoming 2025/2026 hockey season. There has been nothing at centre ice at the Wainfleet Arena for the past several years and it would be nice to have something displayed there. We are a priority user group of the arena and we host home games and practices throughout the season. We understand that there is normally an advertising fee to put a logo at centre ice, but we are asking the township if they would be willing to waive the fee as we are a not-for-profit organization serving children and youth in the Wainfleet community.

Thank you for your consideration,

The 2025/2026 Wainfleet Minor Hockey Board

**CORPORATION OF THE
TOWNSHIP OF WAINFLEET
BY-LAW NO. 023-2025**

Being a by-law pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 to amend Zoning By-law No. 034-2014 of the Corporation of the Township of Wainfleet with respect to those lands forming Concession 1, Part Lots 15, 16 & 17, RP 59R3502 Parts 4, 13, 14, 18, 19 RP 59R4107 Part 1 in the Township of Wainfleet and known municipally as 11618 Burnaby Road.

WHEREAS the Corporation of the Township of Wainfleet has reviewed Zoning By-law No. 034-2014 and deems it advisable to amend same:

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

THAT Map 16 of Zoning By-law No. 034-2014, as amended, is hereby further amended by changing the zoning of Part 2 of the subject property from Agricultural Transition – A1 and Rural – A4-2 to Agricultural Transition – A1-1(H) and Rural – A4-1,2(H), while maintaining the existing Overlay zones, as shown on Schedule “A” attached hereto.

THAT Table 7 of Section 6.3 entitled “Permitted Use Exceptions” is hereby further amended by adding the following text under the heading A1-1:

Zone	#	By-law #	Address	Additional Permitted Uses	Sole Permitted Uses	Excluded Uses
A1	1	023-2025	Con. 1, Pt. Lots 15, 16 & 17			Dwellings

THAT Table 7 of Section 6.3 entitled “Permitted Use Exceptions” is hereby further amended by adding the following text under the heading A4-1:

Zone	#	By-law #	Address	Additional Permitted Uses	Sole Permitted Uses	Excluded Uses
A4	1	023-2025	Con. 1, Pt. Lots 15, 16 & 17			Dwellings

THAT Table 34 of Section 14 entitled “Holding Zone Provisions” is hereby further amended by adding the following text:

Zone	By-law #	Address	Description of Holding Provision	Map No.
A1	023-2025	Con. 1, Pt. Lots 15, 16 & 17	Requirement to lift the (H) provision: Archaeological Assessment to the satisfaction of the Township of Wainfleet.	Map 16
A4	023-2025	Con. 1, Pt. Lots 15, 16 & 17	Requirement to lift the (H) provision: Archaeological Assessment to the satisfaction of the Township of Wainfleet.	Map 16

THAT pursuant to Section 34(17) of the Planning Act, as amended, no further public meeting is required.

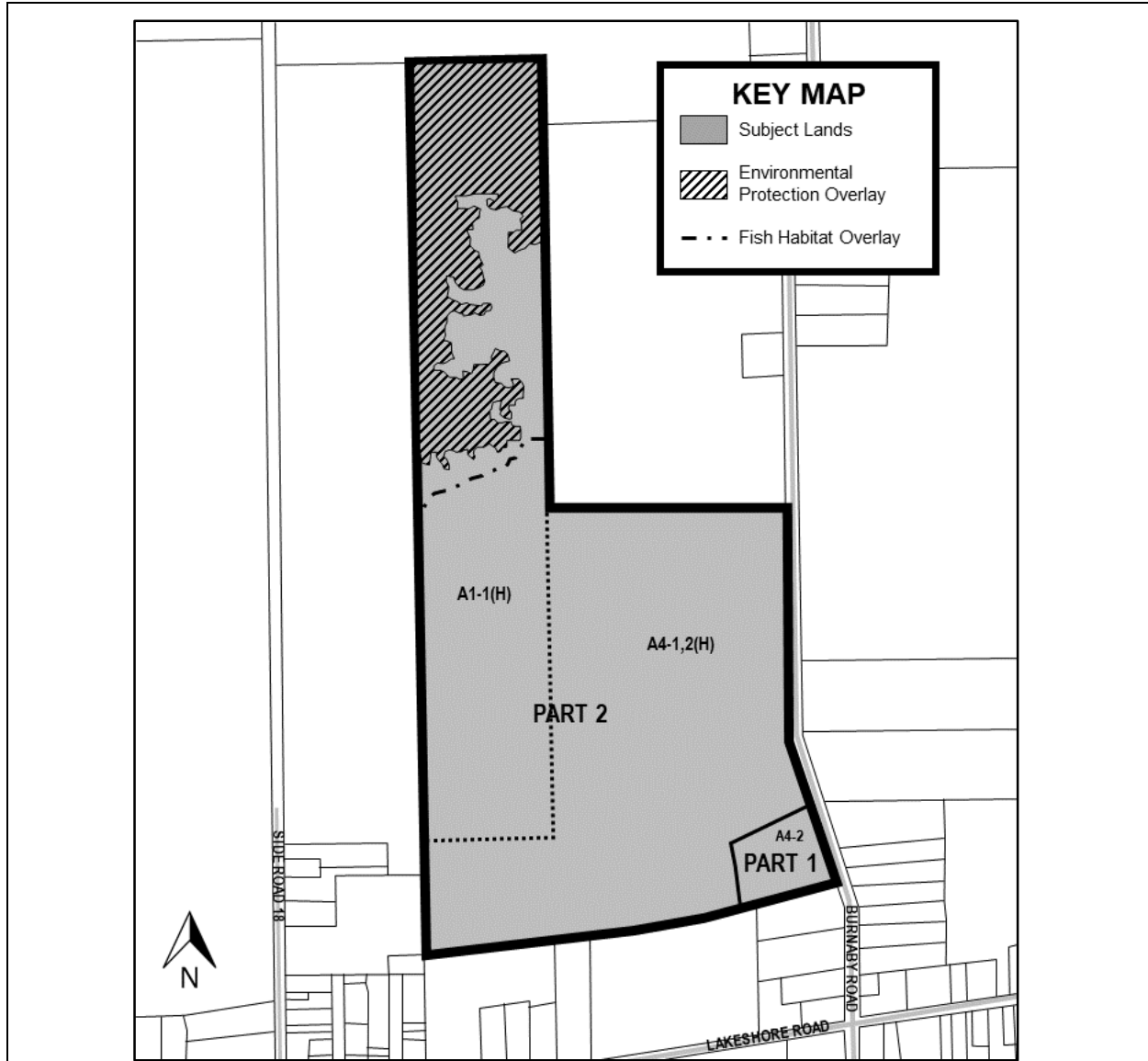
THAT this By-law shall come into force, take effect and be passed on the final reading hereof subject to the provisions of Section 34 of the Planning Act.

BY-LAW READ AND PASSED THIS 8TH DAY OF JULY, 2025.

B. Grant, MAYOR

A. Chrastina, CLERK

SCHEDULE A TO BY-LAW 023-2025



TOWNSHIP OF WAINFLEET

Purpose & Effect of By-law No. 023-2025:

This by-law affects lands described as Concession 1, Part Lots 15, 16 & 17, RP 59R3502 Parts 4, 13, 14, 18, 19 RP 59R4107 Part 1 in the Township of Wainfleet and known municipally as 11618 Burnaby Road. This by-law has been enacted to rezone Part 2 of the lands to an Agricultural Transition – A1-1(H) zone and to a Rural – A4-1,2(H) zone. Exception 1 prohibits dwellings, and the (H) requires the completion of an archaeological assessment to the satisfaction of the Township. The existing Environmental Protection and Fish Habitat Overlays are to remain as mapped in Zoning By-law 034-2014.

File No. Z03/2025W (Etling)

THIS IS SCHEDULE “A” TO BY-LAW NO. 023-2025.
PASSED THIS 8TH DAY OF JULY, 2025.

MAYOR

CLERK

THE CORPORATION OF THE

TOWNSHIP OF WAINFLEET

BYLAW NO. 024-2025

Being a by-law to authorize the use of Vote-by-Mail
as an alternative voting method during the 2026
Municipal Election.

WHEREAS Section 42 of the *Municipal Elections Act*, S.O. 1996 provides that a municipal council may enact a bylaw authorizing the use of alternative voting methods that do not require electors to attend at a voting place in order to vote, on or before May1st in the year of the election;

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

1. **THAT** the use of Vote-by-mail is hereby authorized for the purpose of voting during the 2026 Municipal Election;
2. **AND THAT** this Bylaw shall come into force and take effect on the day of passing.

BYLAW READ AND PASSED THIS 8TH DAY OF JULY, 2025.

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE

TOWNSHIP OF WAINFLEET

BYLAW NO. 025-2025

Being a by-law to authorize the use of optical scanning vote tabulators and vote recorders for the purpose of counting votes at the 2026 Municipal Election.

WHEREAS Section 42 of the *Municipal Elections Act*, S.O. 1996 provides that a municipal council may enact a by-law authorizing the use of voting and vote counting equipment such as voting machines, voting recorders or optical scanning vote tabulators, on or before May 1st in the year of the election;

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

1. **THAT** the use of Optical Scanning Vote Tabulators and Vote Recorders is hereby authorized for the purpose of counting votes at the 2026 Municipal Election;
2. **AND THAT** this Bylaw shall come into force and take effect on the day of passing.

BYLAW READ AND PASSED THIS 8TH DAY OF JULY, 2025.

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 026-2025

Being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet its Special Meeting of Council held July 4, 2025 and its Regular Meeting of Council held July 8, 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 Special Meeting of Council held July 4, 2025 and its Regular Meeting of Council held July 8, 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 8TH DAY OF JULY, 2025

B. Grant, MAYOR

A. Chrastina, CLERK