The TOWNSHIP of WAINFLEET

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
NOVEMBER 18, 2025 – 6:30 P.M.
COUNCIL CHAMBERS

C17/25

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 October 21, 2025

8. **Public Meeting**

   a) Zoning By-law Amendment Z06/2025W

   b) 2026 Proposed User Fees and Charges

9. **Delegations**

10. **Consent Agenda**

11. **Staff Reports & Recommendations**

    a) Administrative Staff Reports

    i. ASR-021/2025 Re: 2026-2031 Multi-Year Accessibility Plan

    ii. ASR-022/2025 Re: 2026 Council Meeting Schedule

    iii. ASR-023/2025 Re: 2026 Proposed User Fees and Charges

    iv. ASR-024/2025 Re: 2025 Q3 Projected Results Report

b) Community and Development Services Staff Reports

i. CDS-001/2025 Re: Award of Request for Proposal RFP 2025-01-CDS Consulting Services for the Township of Wainfleet's Official Plan Conformity and 10-Year Update

ii. Memorandum Re: Hearing and Screening Officer Appointment

c) Drainage Staff Reports

i. DSR-011/2025 Re: Aldrey Drain Award of Tender

ii. DSR-012/2025 Re: Swayze Drain Management Options

d) Public Works Staff Reports

i. PWSR-021/2025 Re: Building Condition Assessments

ii. PWSR-022/2025 Re: Speed Limit Reduction

iii. PWSR-023/2025 Re: Assumption of the Marshville Estates Subdivision (Memme Court)

12. Review of Correspondence

a) Correspondence Item C-201 Re: Brett Leggett AORS Certification

b) Correspondence Item C-204 Re: Ontario Airport Capital Assistance Program

c) Correspondence Item C-205 Re: Veterans' Crosswalk Request

13. By-laws

a) By-law No. 041-2025 being a by-law to delegate authority to the Chief Administrative Officer to appoint a Screening and Hearing Officer for the Township of Wainfleet.

b) By-law No. 042-2025 being a by-law to assume municipal works in respect of Registered Plan 59-M396, being the subdivision known as Marshville Estates.

c) By-law No. 043-2025 being a by-law to provide for interim tax levies for the year 2026 for the Township of Wainfleet.

d) By-law No. 044-2025 being a by-law to establish and regulate payment of various fees and charges within the Township of Wainfleet.

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 staffing matter)

b) Minutes of the Closed Meeting of Council held October 21, 2025

16. Rise & Report

17. By-law to Confirm the Proceedings of Council

a) By-law No. 045-2025 being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet at its Regular Meeting of Council held November 18, 2025.

18. Adjournment

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

C16/25
OCTOBER 21, 2025
6:30 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
	A. Chrastina	Clerk
	L. Earl	Manager of Community & Development Services
	L. Gudgeon	Manager of Human Resources
	C. Hart	Manager of Financial Planning/Deputy Treasurer
	R. Nan	Manager of Operations
	D. Zelichowski	IT Specialist

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

2. National Anthem

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

4. Disclosures of Interest
None.

5. Mayor's Announcements & Remarks
Mayor Grant provided the following remarks:

- Please note that these meeting proceedings are being broadcast live, recorded and made available through the Township website and youtube.com.
- We hope everyone can join us on November 11th for our 12th Annual Remembrance Day Ceremony at 10:45 at the Cenotaph
- Our next regular meeting of Council is Tuesday November 18 at 6:30pm

6. Councillor's Announcements & Remarks
None.

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7. Adoption of Previous Council Minutes

Resolution No. C-2025-143
Moved by Councillor MacLellan
Seconded by Councillor Anderson

"**THAT** the minutes of the regular meeting of Council held September 30, 2025 and the Special meetings of Council held October 2, 2025 be adopted as circulated."
CARRIED

8. Public Meeting
None.

9. Delegations
None.

10. Consent Agenda
None.

11. Staff Reports & Recommendations

a) Administrative Staff Reports

i. ASR-018/2025 Re: 2024 Asset Management Plan

Resolution No. C-2025-144
Moved by Councillor Van Vliet
Seconded by Councillor MacLellan

"**THAT** Administrative Staff Report ASR-018-2025 respecting the 2024 Asset Management Plan be received; and

THAT Council adopt the 2024 Asset Management Plan as presented, and direct staff to continue applying a combined 4% annual levy increase for the capital levy and infrastructure levy as the preferred strategy for closing the infrastructure funding gap; and

THAT Council adopt the new Asset Management Policy attached as Appendix B, which incorporates recommendations from the consultant review and helps achieve compliance with Ontario Regulation 588/17."
CARRIED

ii. ASR-019/2025 Re: South Niagara Hospital Contribution

Resolution No. C-2025-145
Moved by Councillor MacLellan
Seconded by Councillor Van Vliet

DRAFT

"**THAT** Council select option #4 as outlined in Administrative Staff Report ASR-019/2025, being to not contribute financially to the South Niagara Hospital project, recognizing the critical infrastructure funding deficit identified in the 2024 Asset Management Plan (AMP) and the levy pressures projected in the 2026 draft budget."

CARRIED

iii. ASR-020/2025 Re: Reserve and Reserve Fund Consolidation and Policy

Resolution No. C-2025-146
Moved by Councillor MacLellan
Seconded by Councillor Anderson

"**THAT** Report ASR-020/2025 regarding the Reserve and Reserve Fund Consolidation and Policy be received; and

THAT Council approves Appendix B – Reserve and Reserve Fund Policy."

CARRIED

b) By-law Enforcement Staff Reports

i. Memorandum Re: Traffic and Parking By-law No. 010-2018 - Amendment Maple Road

Resolution No. C-2025-147
Moved by Councillor Anderson
Seconded by Councillor Gilmore

"**THAT** the memorandum respecting the Traffic and Parking By-law amendment for Maple Road be received; and

THAT the recommendation contained therein be approved and acted upon."

CARRIED

c) Public Works Staff Reports

i. PWSR-019/2025 Re: Request for New Streetlight

Resolution No. C-2025-148
Moved by Councillor MacLellan
Seconded by Councillor Gilmore

"**THAT** Public Works Staff Report PWSR 019/2025 respecting the request for streetlight be received; and

THAT Council direct staff to install a single street light at the intersection of Church Street and Mill Race Road for public safety and, to benefit the residents of the Township; and

DRAFT

THAT the cost be applied to the operating budget of the Operations Department pending the 2026 budget approval by council."

CARRIED

ii. PWSR-020/2025 Re: Cleaning Services Contract

Resolution No. C-2025-149
Moved by Councillor MacLellan
Seconded by Councillor Van Vliet

"**THAT** Public Works Staff Report PWSR 020/2025 respecting the purchase of a Cleaning Services Contract be received; and

THAT Council direct the Manager of Operations to award the Cleaning Services Contract from January 16, 2026, through January 16, 2028, to A1 Cleaning Company Inc."

CARRIED

15. Correspondence

None.

16. By-laws

Resolution No. C-2025-150
Moved by Councillor Van Vliet
Seconded by Councillor MacLellan

"**THAT** the following by-laws be read and passed this 21st day of October, 2025:

a) By-law No. 038-2025 being a by-law to repeal By-law No. 015-2025 being a bylaw to appoint a Deputy Clerk for the Corporation of the Township of Wainfleet.

b) By-law No. 039-2025 being a by-law to amend parking a by-law to amend By-law No. 010-2018, being a by-law to Regulate Traffic and Parking in the Township."

CARRIED

17. Notices of Motion

Resolution No. C-2025-151
Moved by Councillor MacLellan
Seconded by Councillor Gilmore

"**THAT** staff be directed to provide updated information to the Municipal Property Assessment Corporation upon final approval of development applications in the Township, so that individual building lots are subject to appropriate assessment and taxation.

CARRIED

DRAFT

18. Closed Meeting

Resolution No. C-2025-152
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 – 2 items (staffing matters)

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 (an agreement matter)

c) Minutes of the Closed Meetings of Council held September 30, 2025."

CARRIED

19. Rise & Report

The Clerk reported that Council met in closed session pursuant to exemptions under Section 239 of the Municipal Act to receive information and provide confidential staff direction respecting two staffing matters and an agreement matter. Further, Council adopted previous closed session minutes.

20. By-law to Confirm the Proceedings of Council

Resolution No. C-2025-153
Moved by Councillor MacLellan
Seconded by Councillor Gilmore

"**THAT** By-law No. 040-2025 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 October 2, 2025 and its Regular Meeting of Council held October 21, 2025.be read and passed this 21st day of October, 2025."

CARRIED

21. Adjournment

There being no further business, the meeting was adjourned at 9:33 p.m.

B. Grant, MAYOR

A. Chrastina, CLERK

DRAFT

The TOWNSHIP of WAINFLEET

COMMUNITY & DEVELOPMENT SERVICES – PLANNING DEPARTMENT
P.O. Box 40, 31940 Highway #3 Wainfleet, ON L0S 1V0
Tel: 905-899-3463 Fax: 905-899-2340 www.wainfleet.ca

PUBLIC MEETING INFORMATION REPORT

Public Meeting: Tuesday November 18, 2025 at 6:30 p.m. in Council Chambers
File No.: Zoning By-law Amendment Z06/2025W
Applicant: TD Pieterse Inc.
Subject Property: 43237 Pettit 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 Pettit Road, between Highway #3 and Bell Road, and are known municipally as 43237 Pettit Road. The subject lands are approximately 7.544 hectares in area and currently contains a single detached dwelling and greenhouses. The surrounding land uses are predominantly agricultural with some smaller rural residential lots – 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 and A2-1 under Zoning By-law 034-2014.

The subject lands are also the subject of concurrent consent applications (File No. B07/2025W and B08/2025W), to sever Parcel 1 (1 hectare) as a surplus farm dwelling and to retain Parcel 2 (6.544 hectares) for continued agricultural use. The consent applications also propose to establish an easement over a portion of Parcel 2 for a shared driveway providing access to the surplus farm dwelling. The consent applications are scheduled to be heard by the Committee of Adjustment at their November 19, 2025 hearing.

Application Details

The purpose of the proposed Zoning By-law Amendment application is to rezone Parcel 2 of the subject lands from the current Agricultural – A2 and Agricultural – A2-1 zones to a site-specific Agricultural – A2-1,86 zone to prohibit dwellings and to recognize a minimum lot area of 6.544 hectares and a minimum lot frontage of 15.18 metres. Parcel 1 will remain zoned Agricultural – A2.

The proposed Zoning By-law Amendment map is attached as Schedule “B” and the consent sketch showing the proposed severance and easement is attached as Schedule “C”.

The formal Notice of Public Meeting and a copy of the Consent Sketch prepared by Rasch & Hyde Ltd. (dated October 21, 2025) 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 delivered to all landowners within 120m of the subject property on October 27, 2025 and a public notice sign was posted on the subject property. The notice was also posted on the Township’s website. As of November 12, 2025 no written public comments have been received.

The application was circulated to external agencies and internal departments for review and comments on October 27, 2025. The following comments have been received by the Planning Department as of November 12, 2025:

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

The Township By-law Department noted no concerns.

The Township Drainage Department had no comments or concerns.

Niagara Region offered no objections provided that the recommendations of the hydrogeological report are implemented.

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

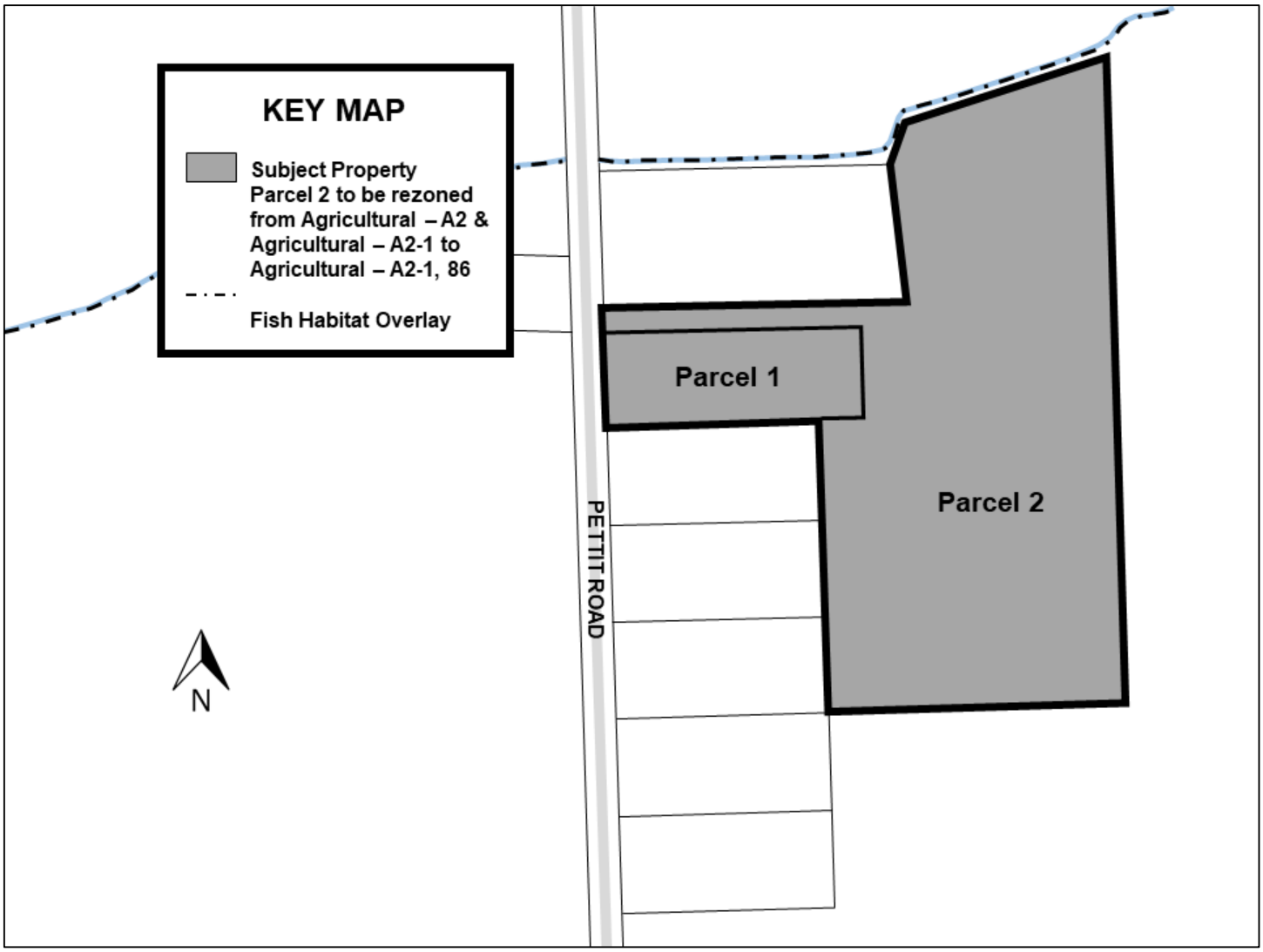
Schedule “A” – Map of Subject Lands
Schedule “B” – Zoning By-law Amendment Map
Schedule “C” – Consent Sketch

Schedule “A” – Map of Subject Lands

Proposed Zoning By-law Amendment Application **Z06/2025W** **TD Pieterse Inc.**
43237 Pettit Road Concession 4 Part Lot 31 2714 000 00911507

LOCATION MAP
TOWNSHIP OF WAINFLEET *Wainfleet – Find your countryside!*
Date: November 2025
File No.: Z06/2025W

Schedule "B" – Zoning By-law Amendment Map



Proposed Zoning By-law Amendment Application **Z06/2025W** **TD Pieterse Inc.**
43237 Pettit Road Concession 4 Part Lot 31 2714 000 00911507

LOCATION MAP
TOWNSHIP OF WAINFLEET *Wainfleet – Find your countryside!*
Date: November 2025
File No.: Z06/2025W

Schedule “C” – Consent Sketch

SURVEYOR'S SEAL

SKETCH

THIS IS AN ORIGINAL COPY IF EMBOSSED BY THE SURVEYOR'S SEAL, OR PDF CERTIFIED

SKETCH FOR PLANNING ACT APPLICATION
43237 PETTIT ROAD
TOWNSHIP OF WAINFLEET
REGIONAL MUNICIPALITY OF NIAGARA

0 25 50 75m

SCALE 1:750

RASCH & HYDE LTD.
ONTARIO LAND SURVEYORS

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PIN 64010 – 0103 (LT)

PIN 64010 – 0138 (LT)
PART 1 PLAN 59R–811

PARCEL 2
PROPOSED EASEMENT IN FAVOUR OF PARCEL 1
2421 s.m.±

PARCEL 1
1.000 Ha.±

PARCEL 2
6.302 Ha.±

PART 1 PLAN 59R–1887

PART 1 PLAN 59R–8466

PART 2 PLAN 59R–917
PIN 64010 – 0140 (LT)

PART 3 PLAN 59R–917
PIN 64010 – 0141 (LT)

PART 4 PLAN 59R–917
PIN 64010 – 0142 (LT)

PART 5 PLAN 59R–917
PIN 64010 – 0143 (LT)

PIN 64010 – 0116 (LT)

PIN 64010 – 0103 (LT)

PIN 64010 – 0139 (LT)

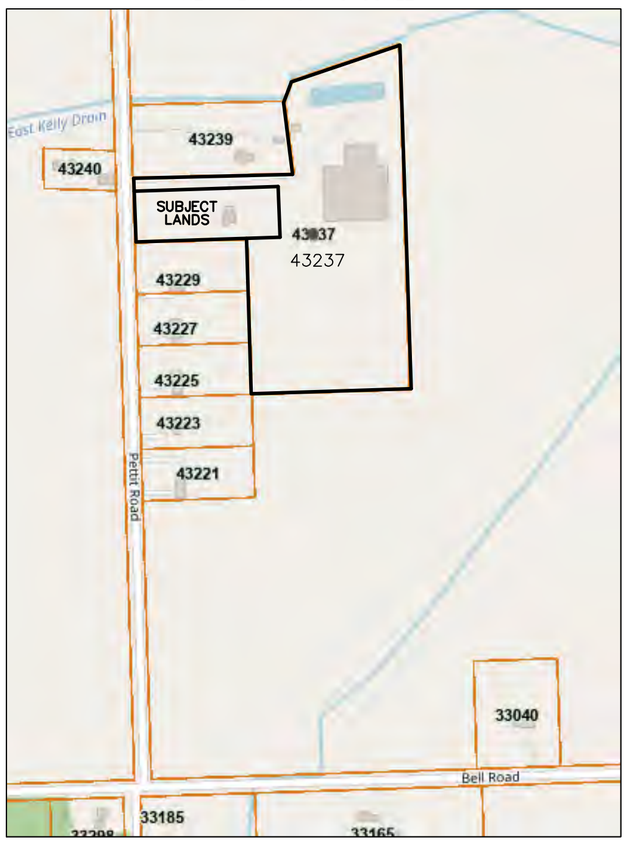
ROAD ALLOWANCE BETWEEN LOTS 31 AND 32, CONCESSION 4, WAINFLEET
KNOWN AS PETTIT ROAD

POND
GRAVEL
METAL CLAD BUILDING
GREENHOUSE
ASPHALT
DRIVEWAY
SEPTIC
2 STOREY VINYL SIDED DWELLING #43237
WALK
CONC
BRICK
PERIOD
HM
UDS
HP
OUL

132.52
26.52
86.68
190.73
164.12
26.61
15.18
14.32
76.14
60.96
106.04
105.35
46.31
41.12
19.87
19.96
21.32
22.59
34.29
31.30
18.52
15.49
16.30
407.38
132.77
31.35
71.53
182.88
127.14
126.12
186.85

PART 1 PLAN 59R–8466

KEY PLAN NOT TO SCALE



BOUNDARY NOTE

BOUNDARIES HAVE BEEN DERIVED FROM REGISTRY OFFICE RECORDS AND ACTUAL FIELD WORK.

LEGEND

PIN	DENOTES PROPERTY IDENTIFIER NUMBER
HM	DENOTES HYDRO METER
HP	DENOTES HYDRO/UTILITY POLE
OUL	DENOTES OVERHEAD HYDRO/UTILITY POLE LINE
	N=NORTH, S=SOUTH, E=EAST, W=WEST

PROPERTY DESCRIPTION

PART OF LOT 31, CONCESSION 4
TOWNSHIP OF WAINFLEET
REGIONAL MUNICIPALITY OF NIAGARA
ALL OF PIN 64010–0139 (LT)

CAUTION

1. THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.
2. THIS SKETCH IS PROTECTED BY COPYRIGHT ©
3. THIS IS NOT AN ORIGINAL COPY UNLESS EMBOSSED WITH THE SURVEYOR'S SEAL, OR PDF CERTIFIED.

METRIC NOTE

DISTANCES SHOWN ON THIS SKETCH ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

OCTOBER 21, 2025
DATE

HAROLD D. HYDE
ONTARIO LAND SURVEYOR

RASCH + HYDE LTD.
Ontario Land Surveyors
P.O. Box 6, 1333 Highway #3 East, Unit B
DUNNVILLE, ONT, N1A 2X1
DUNNVILLE: 905–774–7188 FORT ERIE: 905–871–9757
(FAX 905–774–4000)

HAROLD D. HYDE O.L.S.

SCALE 1 : 750	SURVEY : 25–273	DRWN BY : T. Matheson

ADMINISTRATIVE STAFF REPORT ASR-021/2025

TO: Mayor Grant & Members of Council

FROM: A. Chrastina, Clerk

DATE OF MEETING: November 18, 2025

SUBJECT: 2026-2031 Multi-Year Accessibility Plan

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-021/2025 respecting a new 2026-2031 Multi-Year Accessibility Plan be received; and

THAT the draft 2026-2031 Multi-Year Accessibility Plan developed for the Township of Wainfleet by the Herrington Group Ltd. be adopted.

EXECUTIVE SUMMARY:

The purpose of this report is to introduce, for Council's consideration and approval, a new 2026-2031 Multi-Year Accessibility Plan developed for the municipality by the Herrington Group Ltd. to provide for the Township's continued compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

BACKGROUND:

In accordance with the requirements of the Ontarians with Disabilities Act, 2001, and the subsequent Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Township has committed to fostering an inclusive society and providing an accessible environment in which all individuals have access to Township programs and services in a way that respects the dignity of independence of people with disabilities.

As the Township has not reached a population threshold that requires the establishment of an Accessibility Advisory Committee; staff have been required to take the initiative to ensure compliance with evolving accessibility guidelines and have undertaken necessary research on matters relating to policies, practices, services and programs for persons with disability issues.

Staff have also sought external expertise, when necessary, to ensure that the Township remains current and up-to-date in relation to the changing regulatory environment, including engaging with persons with disabilities to ensure Township activities remain consistent with the purposes and intents of the AODA.

Since 2010, the Township has utilized the services of The Herrington Group Ltd., a passionate group of experts in the field, whose approach focuses on breaking down barriers to accessibility by educating, implementing and communicating the need for accessibility awareness and change. Members of The Herrington Group include

persons living with disabilities who understand and appreciate the realities and "lived experiences" to better serve and provide services to the community.

Multi-Year Accessibility Plan

It is a requirement under the AODA that every municipality adopt a Multi-Year Accessibility Plan (MYAP). The MYAP is a five-year plan that attempts to identify, remove and prevent accessibility barriers across organizations by committing to specific initiatives and outcomes aimed at making sure that people with disabilities can participate in the municipality's programs, services, facilities, public spaces, information and communications and employment.

With the expiry of the Township's 2022-2026 MYAP next year, a new MYAP (attached as Appendix "A") will create a road map that all Township departments can follow in implementing the requirements of the AODA for the period 2026-2031. As there have been no significant new accessibility regulations introduced by the Province of Ontario under the AODA; the new MYAP includes a primary focus on ongoing continuous monitoring and improvement of municipal policies, programs and services.

OPTIONS/DISCUSSION:

1) Council adopt the draft 2026-2031 Township of Wainfleet Multi-Year Accessibility Plan as prepared by the Herrington Group Ltd. to address the requirements of the Accessibility for Ontarians with Disabilities Act, 2005. (Recommended)

2) Council provide alternative direction to staff.

FINANCIAL CONSIDERATIONS

The draft MYAP includes financial considerations for the initiatives within its goals and recommendations. Staff will review these initiatives and aim to accommodate as many as possible within the existing operating budget. However, some recommendations, if pursued, may require future capital projects. Approval of this plan does not commit the Township to implementing all recommendations; Council will review and approve any future capital projects through the regular capital budget deliberations. Potential costs could include repairing automatic door closures at the arena, adding accessible parking spaces, improving washroom accessibility, upgrading the website, or purchasing new software.

OTHERS CONSULTED:

☒ Chief Administrative Officer
☒ Clerks
☒ Community & Development Services
☒ Fire
☒ Finance
☒ Communications
☒ Operations
☐ Other: Local Area Municipalities

ATTACHMENTS:

Appendix A – DRAFT Multi-Year Accessibility Plan 2026-2031

Respectfully submitted by,

Amber Chrastina
Clerk

Reviewed by,

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

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The TOWNSHIP of WAINFLEET

Multi-Year Accessibility Plan

2026-2031

Background: Accessibility and the Province of Ontario

Under the Accessibility for Ontarians with Disabilities Act, 2005, Ontario Regulation 191/11 (Integrated Accessibility Standard), public and private sector organizations in the Province of Ontario must develop a multi-year accessibility plan to identify and address barriers to information and communication, employment, transportation, design of public spaces and customer service for people with disabilities. The Township of Wainfleet is continuing its proactive approach to accessibility planning by developing its Multi-Year Accessibility Plan (MYAP) for 2026-2031. The Plan includes a public engagement process and includes consultation with its staff. Wainfleet remains committed to meeting the accessibility needs of its citizens and staff.

This Plan identifies the steps Wainfleet has taken and will continue to take to ensure the Township's goods and services are accessible to all people of all abilities. The Township of Wainfleet is committed to providing excellent customer service to all its citizens. Wainfleet is committed to compliance with AODA and its accessibility standards and will provide accessibility and accommodation for persons with disabilities through AODA's customer service standard, integrated accessibility standard and all other standards as they are developed, and in accordance with the requirements of the Ontario Human Rights Code.

Wainfleet wishes to thank its community partners, stakeholders and service partners in helping the township to achieve its accessibility goals.

Message from the Mayor

As Mayor of the Township of Wainfleet, I am proud to present our Multi-Year Accessibility Plan (2026-2031), developed in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

This plan reflects the Township's ongoing commitment to fostering a community that is inclusive, respectful, and accessible to all. Accessibility is not simply a regulatory obligation—it is a fundamental value that speaks to the dignity, independence, and equal opportunity that every person deserves. As a rural community, we understand the unique challenges that our friends and neighbours with disabilities may face, and we are committed to ensuring that these challenges are addressed through careful planning and meaningful action.

The Multi-Year Accessibility Plan outlines the steps we are taking to remove barriers and improve access to municipal services, facilities, and information. It also sets out our goals for continuous improvement in areas such as customer service, employment, information and communications, and the built environment throughout Wainfleet. We are guided by consultation with community members and staff, and by our shared desire to create a Township where everyone feels welcomed and supported.

I would like to thank our staff, Council, advisors and residents who contributed their insight, time, and expertise to this important work. Together, we are building a more inclusive and more accessible Township.

On behalf of Council, I encourage everyone to review this plan and join us in our efforts to create a more accessible future for all.

Sincerely,

Brian Grant, Mayor

Township of Wainfleet

General Requirements

General Requirements under the AODA include the establishment of accessibility policies, the accessibility plan and addressing needs related to accessible procurement. This section of the AODA also communicates training requirements for greater understanding of the AODA and accessibility needs of clients and customers.

What We Will Continue to Do

- Prepare and share publicly our Multi-Year Accessibility Plan outlining our commitment to accessible goods and services for citizens within the Township of Wainfleet.
- Maintain our Accessibility Policy and update the policy as needed to reflect any organizational changes.

2026-2031 Goals

- Update accessibility related policies and procedures to ensure ongoing accessibility needs are met.

Customer Service

The Customer Service Standard establishes customer service policies. With the welcoming of service animals and support persons, the Standard allows for a more effective customer service experience. It also strives to address communication needs through the development of an accessible feedback process and the need for accessible formats for information. Staff will increase their customer service effectiveness through customer service training.

What We Will Continue to Do

- Train new staff in accessibility issues as part of the onboarding process.
- Ensure service animals and support persons are welcomed within Township facilities to reduce barriers to service.
- Ensure feedback is received and responded to in accessible means in consultation with citizens with disabilities.

2026-2031 Goals

- Increase awareness among staff by providing refresher training on the AODA and the Ontario Human Rights Code
- Ensure training includes information on the barriers faced by people with disabilities in using the internet and focuses on reducing barriers to front-line, face-to-face service interactions.
- Retraining will include a review of the Township's Accessibility Policy, and will include staff, Council and Township Committee volunteers.

Information and Communication

The Information and Communications Standard guarantees municipal information and web-based communication are accessible and provides for alternate formats upon request. It ensures that public emergency information is accessible and focuses on information available through public libraries.

What We Will Continue to Do

- Obtain and maintain a Vendor of Record for alternate formats received upon request, and obtain an ASL interpreters list.
- Establish and maintain a documented process for alternate format requests received upon request.

2026-2031 Goals

- Provide staff with accessible documents training and training on creating accessible templates for web content.
- Establish an accessible communication policy to work with our process for responding to alternate format requests.
- Make improvements to the corporate website, specifically making it easier to navigate and keeping it up to date.
- Consider the installation of technology that improves the use of the website, such as reading software, Read Aloud.

Employment Standards

The Employment Standard attempts to reduce and eliminate barriers to employment for people with disabilities. It approaches accessibility throughout the employment life cycle, from recruitment to redeployment. It requires the development of accommodation plans and emergency response plans for employees with disabilities. It ensures accessibility is considered in all employment-related functions.

What We Will Continue to Do

- Ensure accessibility is addressed throughout the employment life cycle from recruitment to re-deployment.
- Develop employment accommodation plans as needed for employees.
- Develop emergency response plans for employees as needed.

2026-2031 Goals

- Review employment letter templates to ensure the availability of accommodations is clearly stated.
- Review accommodation planning to ensure employment-related needs are met.
- Review emergency response plans for employees and address any needed changes.

Design of Public Spaces

The Design of Public Spaces Standard reduces barriers to public spaces through specific requirements in exterior design elements, recreational trails, outdoor play spaces and accessible parking. Also considered are service counters in customer service interior and exterior areas.

What We Will Continue to Do

- Examine interior and exterior spaces to identify and remove barriers to people with disabilities.

2026-2031 Goals

- Repair the automatic door closure at the Arena so that the door remains open for a minimum of 8 seconds.
- Address washroom accessibility at the Community Centre.
- Address accessible door entry at the community hall.
- Initiate a study of sidewalks to determine if barriers exist and whether sidewalks are adequately sized and available throughout the village.
- Investigate the installation of an accessible podium in Council Chambers to afford the ability to speak with Council at meetings.

Conclusion

The Accessibility Plan enables the Township of Wainfleet to address accessibility issues proactively. Through the Plan, the Township aims to provide accessible goods and services to all citizens. The Accessibility Standards serve as a guide for accessibility improvement initiatives and offer a framework for achieving universal access. Wainfleet looks forward to collaborating with the community to achieve accessibility.

ADMINISTRATIVE STAFF REPORT ASR-022/2025

TO: Mayor Grant & Members of Council

FROM: Amber Chrastina, Clerk

DATE OF MEETING: November 18, 2025

SUBJECT: 2026 Council Meeting Schedule

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-022/2025 respecting the 2026 Council Meeting Schedule be received; and

THAT the 2026 Council Meeting Schedule outlined in the report be confirmed and adopted.

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council direction regarding the establishment of a 2026 Council meeting schedule.

BACKGROUND:

Tuesday, January 20, 2025 is the proposed date for the first regular meeting to be held in 2026. This date allows sufficient opportunity for report and agenda preparation following the Christmas holidays and office closure. Further, this start date is conducive to a week three-week meeting cycle that best avoids scheduling conflicts, including conflicts with statutory holidays and other events of important corporate impact.

To allow for staff and Members of Council to take some vacation time and in keeping with past practice, staff propose a summer recess during the month of August. This will allow for Council Members and staff to plan ahead with vacation schedules in the summer months.

If Council supports the adoption of the proposed schedule, Members should be aware that special meetings of Council may be required to be called from time to time if urgent business arises requiring Council's attention.

OPTIONS/DISCUSSION:

At this time, staff therefore propose the following 2026 Regular Council Meeting Schedule:

January 20	July 28
February 10	September 15
March 3	October 6
March 24	October 27
April 14	November 17 – Inaugural Meeting
May 5	*December 7 – Capital Budget*
May 26	*December 9 – Operating Budget*
June 16	December 15 – *Ratify Final Budget*
July 7	

Staff propose tentative budget meetings, with the option to amend dates as needed pending the results of the election to be held in October of 2026. A Special Capital Budget Meeting is tentatively proposed for December 7, 2026; a Special Operating Budget Meeting on December 9, 2026; and consideration of the final budget at the Regular Council meeting on December 15, 2026.

FINANCIAL CONSIDERATIONS:

Although there are costs associated with the conduct of Council meetings (staff time, etc.), there are no direct financial implications related to the establishment of a 2026 Meeting Schedule.

OTHERS CONSULTED:

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

ATTACHMENTS:

1) Appendix “A” – 2026 Draft Council Meeting Schedule

Respectfully submitted by,

Amber Chrastina
Clerk

Reviewed by,

Mallory Luey
Chief Administrative Officer

APPENDIX "A"

2026 Council Calendar

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Regular Meeting
Election
New Term Commences
Budget Meetings (tentative)
Budget Ratification (tentative)
Statutory Holiday

ADMINISTRATIVE STAFF REPORT **ASR-023/2025**

TO: Mayor Grant & Members of Council

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

DATE OF MEETING: November 18, 2025

SUBJECT: **2026 Proposed User Fees and Charges**

RECOMMENDATION(S):

THAT Report ASR-023/2025 regarding proposed user fees and charges be received; and

THAT Council approve the recommended user fees and charges contained within Appendix "A" of the report; and

THAT the General Fees and Charges By-law attached as Appendix "B" be approved.

EXECUTIVE SUMMARY:

In preparation for the 2026 Operating Budget, it is important that the Township's User Fees and Charges be approved in advance. The last update to the User Fees and Charges By-law occurred on May 20, 2025. Staff have reviewed a range of factors in developing the proposed updates. An inflationary adjustment of 2.4% has been applied to the majority of fees, while select fees include additional adjustments to better align with cost recovery objectives and reflect current service costs as Municipalities have a responsibility for user fees to be cost recovered.

BACKGROUND:

User fees are charges for specific municipal goods or services, where revenues are used solely to offset the costs of providing those services. Unlike taxes, which are applied broadly, user fees apply only when an individual uses a particular service. Authority to impose user fees is provided under the Municipal Act (s.391), Planning Act (s.69), and Building Code Act (s.7). These statutes establish that municipalities may recover the full costs associated with service delivery.

The Township's user fees and charges vary depending on the nature and cost of each service. They generally fall into two categories: (1) service fees (licenses, permits, and applications), and (2) sales of goods and services (such as facility rentals). This report provides recommendations for both.

Summary of Changes:

Administration: Proposed increase in fees to help offset rising costs to continue providing the various services to our community.

Fire Emergency Services: Proposed an increase in fees to help offset rising costs to continue providing the various fire services.

Public Works: Proposed an increase to help offset rising costs to continue providing the various public works services to our community.

Recreation: Staff have proposed nominal fee increases. The fee increases are required to help offset the rising costs to operate and maintain the Township's recreation facilities.

Cemetery Services: Proposed increases in fees are necessary to offset the rising costs of providing cemetery services. Fees for contribution to perpetual care and maintenance funds for monuments are set by the Bereavement Authority of Ontario.

Drainage: Proposed an increase in fees to help offset rising costs to continue providing the various services to our community.

Planning: Proposed an increase in fees to help offset rising costs to continue providing the various services to our community.

Septic: Proposed an increase in fees to help offset rising costs to continue providing the various services related to septic inspections. New fee to identify sewage system applications for tertiary systems.

Building: Staff have proposed adjustments to fees that are not currently achieving full cost recovery. For certain services, increases beyond the rate of inflation are recommended to help improve cost recovery and overall financial sustainability. These changes form part of a broader plan to strengthen the fiscal position of the Building Department. In addition, several new fees are being introduced, including those related to liquor licence inspections and reports, as well as reviews of alternative solutions conducted by both internal staff and external consultants.

By-law Enforcement: Proposed increase in fees to help offset rising costs to continue providing the various services related to by-law enforcement.

Library: Proposed increase in facility and equipment rental fees to help offset rising costs to continue providing these services.

OPTIONS/DISCUSSION:

1) Council approve the user fees and charges as proposed. **(Recommended)**
2) Council direct staff to make changes to specific user fees and charges.
3) Council direct staff to keep the user fees and charges at the 2025 rates.

FINANCIAL CONSIDERATIONS:

In accordance with Provincial legislation, the recommended user fees and charges are limited to cost recovery. While the impact to the Township's revenues is dependent on activity volumes, the recommended changes to the user fees are expected to generate an increase in user fee revenues which will be sufficient to offset the associated costs for providing the service, assuming no significant changes in volume of activity.

OTHERS CONSULTED:

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

ATTACHMENTS:

- Appendix "A" – Schedule of Proposed 2026 User Fees and Charges
- Appendix "B" – General Fees and Charges By-Law

Respectfully submitted by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Approved by,

Mallory Luey
Chief Administrative Officer

APPENDIX A

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ADMINISTRATION

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. LOTTERY LICENCES									
Raffle or Bingo (prize less than $250.00)	Per Licence		$ 5.71	$ 5.85	N	$ 5.85	January 1, 2026	$ 0.14	2%
Raffle or Bingo (prize exceeding $250.00)	Per Licence	3% of prize value per AGCO						N/A	N/A
B. COMMISSIONING OF DOCUMENTS									
Commissioner Fee - Resident	Per Document (up to max of 3 copies), fee waived for pension documents		$ 27.00	$ 27.50	N	$ 27.50	January 1, 2026	$ 0.50	2%
Commissioner Fee - Non-Resident	Per Document (up to max of 3 copies), fee waived for pension documents		$ 37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
C. TOWNSHIP DOCUMENTS, PHOTOCOPIES, BY-LAWS and AGREEMENTS									
Reinspections	Per Page		$ 1.27	$ 1.30	Y	$ 1.47	January 1, 2026	$ 0.03	2%
Extracts of Council, Committee Minutes or Reports, Miscellaneous Bylaws, deed agreements, etc. (certified by the Clerk)	Per Page		$ 2.58	$ 2.64	Y	$ 2.99	January 1, 2026	$ 0.06	2%
Maps									
a. 8.5" x 11"	Per Map		$ 1.08	$ 1.11	Y	$ 1.26	January 1, 2026	$ 0.03	2%
b. 11" x 17"	Per Map		$ 2.12	$ 2.17	Y	$ 2.46	January 1, 2026	$ 0.05	2%
Assembley	Per Map		$ 3.19	$ 3.27	Y	$ 3.70	January 1, 2026	$ 0.08	2%
d. E Scale	Per Map		$ 5.30	$ 5.43	Y	$ 6.14	January 1, 2026	$ 0.13	2%
Photocopies/Printing									
Black and White	Per Page		$ 0.28	$ 0.29	Y	$ 0.32	January 1, 2026	$ 0.01	2%
Colour	Per Page		$ 0.55	$ 0.56	Y	$ 0.63	January 1, 2026	$ 0.01	2%
Preparation of Agreements	Per Incident	Recoveries of all costs with a minimum charge of $275							

ADMINISTRATION (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. MISCELLANEOUS ITEMS									
Municipal Memorabilia									
a. Municipal Pin	Per Pin		$ 4.65	$ 4.76	Y	$ 5.38	January 1, 2026	$ 0.11	2%
b. Municipal Flag	Per Flag		$ 94.69	$ 96.96	Y	$ 109.57	January 1, 2026	$ 2.27	2%
E. PROPERTY TAXES									
Tax Statement of Account	Per Roll/Property		$ 13.00	$ 13.25	N	$ 13.25	January 1, 2026	$ 0.25	2%
Tax Certificate	Per Roll/Property		$ 60.00	$ 61.00	N	$ 61.00	January 1, 2026	$ 1.00	2%
Reprint of Tax Bill	Per Bill/Request		$ 17.00	$ 17.50	N	$ 17.50	January 1, 2026	$ 0.50	3%
Reprint of Receipts	Per Page		$ 2.20	$ 2.25	N	$ 2.25	January 1, 2026	$ 0.05	2%
Tax Registration Administration (plus disbursements)	Per Property Plus Actual Costs		$ 740.00	$ 755.00	N	$ 755.00	January 1, 2026	$ 15.00	2%
Interest on Accounts Receivable	Per Account	1 and 1/4% per month of unpaid balance, non compounding, applied 1st day of month							
Penalty on Unpaid Tax Installments	Per Roll/Account	1 and 1/4% per month of unpaid balance, non compounding, applied 1st day of month							
Interest on Outstanding Property Taxes	Per Roll/Account	1 and 1/4% per month of unpaid balance, non compounding, applied 1st day of month							
Taxes - Additions to the Roll			37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
Accounts Receivable	Per Addition		37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
Property Tax Account/Assessment Research	Per Hour		43.00	$ 44.00	N	$ 44.00	January 1, 2026	$ 1.00	2%
Application for Tax Relief (S. 357/358)	Per Roll/Property		37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
F. OTHER RATES									
Non-Sufficient Funds (Cheque or EFT)	Per Payment		42.00	$ 43.00	N	$ 43.00	January 1, 2026	$ 1.00	2%
Cheque Conversion - Foreign Funds	Per Cheque		22.00	$ 22.50	N	$ 22.50	January 1, 2026	$ 0.50	2%
Administration Charge - Incorrect account used	Per Account		22.00	$ 22.50	N	$ 22.50	January 1, 2026	$ 0.50	2%
Application for Purchase of Municipal Lands (Including Road Allowances)	Per Incident	$1,250 application fee							

FIRE EMERGENCY SERVICES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. FILE SEARCH									
Letters of Compliance	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
Insurance Company Reports	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
LLBO Letters of Compliance	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
File Search/File Reports - Information	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
B. FIRE SAFETY & CODE INSPECTIONS									
Residential									
Residential - Single Dwelling Units	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Residential - Duplex	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Multi-units (Apartments, 3-5 Units)	Per Hour	4 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Each Unit After 5 Units	Per Additional Unit	1 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Commercial and Industrial									
First 5,000 Sq Feet or any part thereof	Flat Fee		$ 240.00	$ 240.00	N	$ 240.00	January 1, 2026	$ -	0%
Each additional 5,000 Sq Ft or part thereof	Fee = $150 for each additional 5,000 Sq Ft or part thereof		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
Plus inspect each suite in addition to base building	Flat Fee		$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Multi-Units (Hotel/Motel)									
1 - 10 units	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Over 10 units	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Assembly & Institutional						$ -		$ -	
First 5,000 Sq Feet or any part thereof	Flat Fee		$ 240.00	$ 240.00	N	$ 240.00	January 1, 2026	$ -	0%
Each additional 5,000 Sq Ft or part thereof	Fee = $180 for each additional 5,000 Sq Ft or part thereof		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
Other									
Refreshment/Mobile Food Service Vehicle	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Reinspection (Follow up on a violation)	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
C. ACCREDITATION INSPECTIONS									
Day Care: Home Day Care with less than 5 children	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Day Care: Licenced Day Cares with occupant load of 40 or less	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Day Care: Licenced Day Cares with occupant load of more than 40	Per Hour	4 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Nursing/Rest/Old Age Homes	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%

NOTE 1: The above Accreditation Inspection Fees are not applicable to inspections required pursuant to Business Licensing By-laws.

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. MISCELLANEOUS INSPECTIONS									
Occupant Load Inspections and Approvals LLBO		2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fire Route Approvals and Letters		2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Public Hall Inspections and Occupant Loads		2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fireworks Inspections and Approval									
a. Site Inspection Sale and Storage	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Bingo Hall Issuance of Licence Inspections	Per Hour/ Required annually	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Storage Tank Inspections	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Propane Licence Application Review (Basic)	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Propane Licence Application Review (Complex)	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Request for LLBO Licence Inspections									
a. Premises	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
b. Patios	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
c. Special Occasion	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%

E. FIRE SUPPRESSION									
Fire Watch (Alarm system issues, or post	Per Hour		Current MTO rate per hour per truck + staff costs + 10 %				January 1, 2026	Varies	Varies
Clean up After a Fire (Not Overhaul)	Per Hour (4 man crew)		Full material cost recovery + Current MTO rate per hour				January 1, 2026	Varies	Varies

F. SECURE BUILDINGS									
Secure Building	Per Building		Full material cost recovery + current MTO rate per hour				January 1, 2026	Varies	Varies

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. EMERGENCY RESPONSES AND STANDBY (Emergency and NON-Emergency)									
COST RECOVERY- EMERGENCY RESPONSE - Fire, Rescue, Hazardous Materials response, emergency standby, debris clean up, vehicle or scene stabilization, or other incident.	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
EMERGENCY RESPONSE ON MUNICIPAL AND REGIONAL ROADS to NON-RESIDENTS- Fire, Rescue, Hazardous Materials response, emergency standby, debris clean up, vehicle or scene stabilization, or other incident	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
EMERGENCY RESPONSE ON REGIONAL & CONSERVATION AUTHORITY LANDS - to NIAGARA REGION or NPCA - Fire, Rescue, Hazardous Materials response, emergency standby, debris clean up, vehicle or scene stabilization, or other incident	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
PROHIBITED/UNAUTHORIZED OPEN AIR BURNING- Charges to be billed to the Property Owner	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
OUT OF CONTROL FIRES- Charges to be billed to the Permit Holder or the Property Owner	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
GAS LINE LEAKS AND STRIKES- Charges to be billed to the Utility Provider for Infrastructure failures (Leaks and spills). Charges to a property owner for strikes to a Distribution Line, where due diligence has not been taken causing an Emergency Response. (O.Reg.210/01)	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2025 Fee	Effective Date	$ Change	% Change
G. EMERGENCY RESPONSES AND STANDBY (Emergency and NON-Emergency)									
ELECTRICAL UTILITIES- (Power Lines down/arcing NO-FIRE creating a Public Hazard) Charges are for excessively long fire department "stand-bys" for "wires down" incidents - responses lasting in excess of one hour to be billed to the utility provider for any time past the first hour (no charge for first hour of service)	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
HAZARDOUS MATERIALS & MARIJUANA GROW-OPS/ CLANDESTINE DRUG LABS.- Chagres may be billed to the Property owner or Carrier for The containment, elimination or amelioration of a spill or a pollutant. The containment, inspection and any services that may be required due to a Marijuana Grow-Op/ or Illicit Drug Lab operation.	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
STANDBY for Public Safety Purposes (Filming, Community and Social Events, Emergency Standby for Public Safety)	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
STANDBY for Fire Watch for Suspicious Fires or Occupancies requiring fire alarms	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + 10 % administration costs				January 1, 2026	Varies	Varies
COST RECOVERY- for materials, supplies, services or equipment (including personnel costs) not normally supplied by the Fire Dept. but deemed necessary for Emergency response, Fire control measures, or for Fire Investigation purposes (including costs to rent, contract, demolish, shore up, or to otherwise make the property/premises secure and/or safe)			Full Cost Recovery + 10% administration costs				January 1, 2026	Varies	Varies

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. EMERGENCY RESPONSES AND STANDBY (Emergency and NON-Emergency)									
INDEMNIFICATION TECHNOLOGY- Recovery of costs related to emergency response (including damage or loss of equipment, consumables) from insurance carriers. Limits of policy coverage reflects partial cost recovery.	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + 10 % administration costs				January 1, 2026	Varies	Varies
H. PERMITS									
Open Air Burning									
Residential	Per Permit		$ 14.00	$ 14.00	N	$ 14.00	January 1, 2026	$ -	0%
Non-Recreational/Agricultural Permit	Per Permit		No Charge	No Charge			January 1, 2026	N/A	N/A
Commercial, Industrial, Institution	Annual		$ 200.00	$ 200.00	N	$ 200.00	January 1, 2026	$ -	0%
Special Events	Per Permit		$ 14.00	$ 14.00	N	$ 14.00	January 1, 2026	$ -	0%
Firework Permit	Per Permit		$ 150.00	$ 150.00	N	$ 150.00	January 1, 2026	$ -	0%
I. MISCELLANEOUS									
Fire Safety Plan Review & Approval	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Development & Site Plans Reviews	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fire Prevention Assistance	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Training Officers Assistance	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fire Safety Training	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
False Fire Alarms - 1st Offence	Per Offence		Notice of By-Law Letter				January 1, 2026	N/A	N/A
False Fire Alarms - 2nd Offence	Per Offence		Warning Letter via- Registered Mail				January 1, 2026	N/A	N/A
False Fire Alarms - 3rd Offence or Subsequent within 12 month period	Per Offence		Current MTO rate per hour per truck + staff costs + 10 % administration costs				January 1, 2026	Varies	Varies
Provide and install Smoke and/or Carbon Monoxide and/or combination Smoke/Carbon Monoxide alarm	Per Incident		Alarm costs + 10% administration costs				January 1, 2026	Varies	Varies

PUBLIC WORKS DEPARTMENT

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. PERMITS									
Entrance Permit	Per Permit		$ 169.03	$ 173.45	Y	$ 196.00	January 1, 2026	$ 4.42	3%
Inspection Fee	Per Hour	Regular hours	Actual Costs				January 1, 2026	$ -	0%
	Per Hour	Overtime hours	Actual Costs				January 1, 2026	$ -	0%
Oversize/Overweight Load Permits									
Single Day Trip Permit	Per Permit		$ 58.00	$ 59.00	N	$ 59.00	January 1, 2026	$ 1.00	2%
Three-Month Period Permit	Per Permit		$ 118.00	$ 121.00	N	$ 121.00	January 1, 2026	$ 3.00	3%
One Year Period Permit	Per Permit		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%
Municipal Consent	Per Permit		$ 118.00	$ 121.00	N	$ 121.00	January 1, 2026	$ 3.00	3%
Road Occupancy Permit	Per Permit		$ 42.00	$ 43.00	N	$ 43.00	January 1, 2026	$ 1.00	2%
Site Alteration Permit	Less than 500m3	By-Law 025-2022	$ 525.00	$ 538.00	N	$ 538.00	January 1, 2026	$ 13.00	2%
Site Alteration Permit	500m3-1000m3	By-Law 025-2022	$ 1,061.00	$ 1,086.00	N	$ 1,086.00	January 1, 2026	$ 25.00	2%
Site Alteration Permit	1000m3+	By-Law 025-2022	$ 1,591.00	$ 1,629.00	N	$ 1,629.00	January 1, 2026	$ 38.00	2%
Site Alteration Road Damage Deposit	Per Permit		$ 10,609.00	$ 10,864.00	N	$ 10,864.00	January 1, 2026	$ 255.00	2%
Road Closing Recoveries	Per Incident	$750 application fee plus recovery of all costs							
Recreational Trapping	Per Permit		$ 100.00	$ 102.00	N	$ 102.00	January 1, 2026	$ 2.00	2%
B. CULVERT INSTALLATIONS									
New Culvert Installations or Alterations	Per Culvert	Prepaid estimate based on site conditions. If the actual cost exceeds the estimate, the property owner will be invoiced for the excess, and if it's less, they will receive a refund	Actual Costs					Varies	Varies
C. EXCAVATING FEES									
Excavating	Per Request		Actual Costs					Varies	Varies
D. ADDRESSING									
New Address/911 sign	Per Change/Sign		$ 159.00	$ 163.00	N	$ 163.00	January 1, 2026	$ 4.00	3%
Change Address	Per Change		$ 159.00	$ 163.00	N	$ 163.00	January 1, 2026	$ 4.00	3%
E. TILE DRAINAGE									
Tile Drainage Loan Application Fee	Per Request		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%
Tile Drainage Township Inspection Fee	Per Request		$ 227.00	$ 232.00	N	$ 232.00	January 1, 2026	$ 5.00	2%

PUBLIC WORKS DEPARTMENT (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
F. TREES									
Removal of Hazardous Privately Owned Tree/Limbs That Are Encroaching Onto Road Allowances Or Public Walkways	Per Incident		Actual Costs				January 1, 2026	Varies	Varies
Removal or Trimming of Township Owned Trees/Limbs to Accommodate Personal Requests (Eg. Satellite Services, Etc)	Per Hour		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%
G. SIGNS									
Re-install Various Township Owned Signs Due to Accidents / Farm Machinery									
Regulatory Signs									
During Regular Business Hours	Per Sign		$ 278.00	$ 285.00	N	$ 285.00	January 1, 2026	$ 7.00	3%
After Regular Business Hours	Per Sign		$ 397.00	$ 407.00	N	$ 407.00	January 1, 2026	$ 10.00	3%
Warning Signs									
During Regular Business Hours	Per Sign		$ 278.00	$ 285.00	N	$ 285.00	January 1, 2026	$ 7.00	3%
After Regular Business Hours	Per Sign		$ 397.00	$ 407.00	N	$ 407.00	January 1, 2026	$ 10.00	3%
911 Signs									
During Regular Business Hours	Per Sign		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%

H. MISCELLANEOUS REPLACEMENTS									
Replacements due to accidents, farm machinery or construction equipment									
Guard Rails	Per Meter		$ 201.00	$ 206.00	N	$ 206.00	January 1, 2026	$ 5.00	2%
Road Damage									
Asphalt repairs	Per Sq M		Actual Costs				January 1, 2026	Varies	Varies
Surface treatment repairs	Per Sq M		Actual Costs				January 1, 2026	Varies	Varies
Sidewalk Damage	Per Sq M		Actual Costs				January 1, 2026	Varies	Varies
Street Sweeping			Actual Costs				January 1, 2026	Varies	Varies
Ditches									
Reinstating Ditches to Original Condition After Damage	Per Hour		$ 206.00	$ 211.00	N	$ 211.00	January 1, 2026	$ 5.00	2%
Street Lights	Per Light		Actual Costs				January 1, 2026	Varies	Varies

PUBLIC WORKS DEPARTMENT (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
I. WEED REMOVAL									
Up to 600 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $175	Actual Costs				January 1, 2026	Varies	Varies
600 to 1,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $185	Actual Costs				January 1, 2026	Varies	Varies
1,000 to 1,1400 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $215	Actual Costs				January 1, 2026	Varies	Varies
1,400 to 2,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $225	Actual Costs				January 1, 2026	Varies	Varies
2,000 to 4,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $235	Actual Costs				January 1, 2026	Varies	Varies
Over 4,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $245	Actual Costs				January 1, 2026	Varies	Varies
J. CONSULTING SERVICES									
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township				January 1, 2026	Varies	Varies

PARKS AND FACILITIES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. ARENA									
Arena Ice Rental									
a. Weekdays Prime (5 pm to 11 pm)	Per Hour	2/3	$ 177.74	$ 182.30	Y	$ 206.00	September 1, 2026	$ 4.56	3%
b. Weekdays Prime (5 pm to 11 pm)	Per 1.5 hours	2/3	$ 243.37	$ 249.56	Y	$ 282.00	September 1, 2026	$ 6.19	3%
c. Weekends	Per Hour	2/3	$ 177.74	$ 182.30	Y	$ 206.00	September 1, 2026	$ 4.56	3%
d. Weekends	Per 1.5 hours	2/3	$ 243.37	$ 249.56	Y	$ 282.00	September 1, 2026	$ 6.19	3%
e. Weekdays Non Prime	Per Hour	2/3	$ 150.40	$ 153.98	Y	$ 174.00	September 1, 2026	$ 3.58	2%
f. Weekdays Prior to 8 am	Per Hour	2/3/4	$ 201.44	$ 206.19	Y	$ 233.00	September 1, 2026	$ 4.75	2%
g. Casual Ice (8 am to 5 pm)	Per Hour	2/3	$ 70.19	$ 71.68	Y	$ 81.00	September 1, 2026	$ 1.50	2%
h. Minor Hockey and Figure Skating	Per Hour	2/3/4	$ 126.70	$ 130.09	Y	$ 147.00	September 1, 2026	$ 3.39	3%
i. Spring School	Per Hour	2/3	$ 126.70	$ 130.09	Y	$ 147.00	September 1, 2026	$ 3.39	3%
j. Elementary Schools	Per Hour	2/3	$ 34.64	$ 35.40	Y	$ 40.00	September 1, 2026	$ 0.76	2%
k. Secondary Schools and Church	Per Hour	2/3	$ 70.19	$ 71.68	Y	$ 81.00	September 1, 2026	$ 1.50	2%
l. Tournaments - External Minor	Per Hour	2/3/4/5	$ 150.40	$ 153.98	Y	$ 174.00	September 1, 2026	$ 3.58	2%
m. Tournaments - Adult	Per Hour	2/3	$ 160.95	$ 164.60	Y	$ 186.00	September 1, 2026	$ 3.65	2%
n. Church Groups	Per Hour	2/3	$ 150.40	$ 153.98	Y	$ 174.00	September 1, 2026	$ 3.58	2%
Arena Floor Rental									
a. First or One-Day Event	Per Day	2/3	$ 774.78	$ 793.81	Y	$ 897.00	January 1, 2026	$ 19.03	2%
b. Second Additional Day	Per Day	1/2/3	$ 765.66	$ 784.07	Y	$ 886.00	January 1, 2026	$ 18.41	2%
c. Third and Subsequent Days	Per Day	1/2/3	$ 647.17	$ 662.83	Y	$ 749.00	January 1, 2026	$ 15.66	2%
d. Use of Canteen Facility in Arena	Per Day	2/3	$ 107.56	$ 109.73	Y	$ 124.00	January 1, 2026	$ 2.18	2%
f. Moore Room	Per Hour	2/3	$ 42.84	$ 44.25	Y	$ 50.00	January 1, 2026	$ 1.41	3%
	Per Day (more than 4 hours)	2/3	$ 120.32	$ 123.01	Y	$ 139.00	January 1, 2026	$ 2.69	2%
Public Skating	Per Person		$ 3.65	$ 3.98	Y	$ 4.50	September 1, 2026	$ 0.34	9%

NOTE 1 - Multi-day events will be subject to a water and hydro usage surcharge based on metered water and hydro consumption. Usage will be charged on recovery basis.

NOTE 2 - All Rentals must provide proof of insurance. Insurance can be purchased through Township's Insurance Broker.

NOTE 3 - All short-term and individual rentals must be paid in full before using the Township of Wainfleet facilities.

NOTE 4 - The Minor hockey and Figure Skating rate is for the Wainfleet Wild and the Wainfleet Skating Club only.

NOTE 5 - "External" is defined as any minor hockey group not affiliated with Wainfleet Minor Hockey or the Wainfleet Skating Club.

PARKS AND FACILITIES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
B. FIREFIGHTERS MEMORIAL COMMUNITY HALL									
Hall Rental	Per Hour	1/2	$ 51.04	$ 52.21	Y	$ 59.00	January 1, 2026	$ 1.17	2%
Hall Rental	Per Day	1/2	$ 319.03	$ 326.55	Y	$ 369.00	January 1, 2026	$ 7.52	2%
For Funeral Luncheons, Wainfleet Church Groups, Wainfleet Minor Sports Functions & Wainfleet School Groups	Per Day	1/2	$ 159.51	$ 163.72	Y	$ 185.00	January 1, 2026	$ 4.20	3%
C. BALL DIAMONDS									
Ball Diamonds									
a. Minor Ball	Per Player/Per Year	1/2	$ 10.48	$ 10.62	Y	$ 12.00	January 1, 2026	$ 0.14	1%
b. Adult	Per Game/Per Diamond	1/2	$ 47.40	$ 48.67	Y	$ 55.00	January 1, 2026	$ 1.27	3%
Tournament Rates									
a. Evenings 6 p.m. To 11 p.m.	Per Diamond	1/2	$ 103.00	$ 105.31	Y	$ 119.00	January 1, 2026	$ 2.31	2%
b. Saturdays and Sundays	Per Day/Per Diamond	1/2	$ 247.93	$ 253.98	Y	$ 287.00	January 1, 2026	$ 6.05	2%
D. SOCCER FIELDS									
Minor League	Per Player/Per Year	1/2	$ 10.48	$ 10.62	Y	$ 12.00	January 1, 2026	$ 0.14	1%
Field Rental	Per Field for Day	1/2	$ 20.96	$ 21.24	Y	$ 24.00	January 1, 2026	$ 0.27	1%
E. PARK PAVILION									
Family events (Non Licensed events)	Per Day	1/2	$ 164.07	$ 168.14	Y	$ 190.00	January 1, 2026	$ 4.07	2%
Large events including licensed events	Per Day	1/2	$ 387.39	$ 396.46	Y	$ 448.00	January 1, 2026	$ 9.07	2%

NOTE 1 - All Rentals must provide proof of insurance. Insurance can be purchased through Township's Insurance Broker.

NOTE 2 - All short-term and individual rentals must be paid in full before using the Township of Wainfleet facilities.

PARKS AND FACILITIES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
F. ADVERTISING									
Arena									
a. 4 x 4 Sign	Per Year		$ 141.28	$ 144.25	Y	$ 163.00	September 1, 2026	$ 2.96	2%
b. 4 x 8 Sign	Per Year		$ 229.70	$ 235.40	Y	$ 266.00	September 1, 2026	$ 5.70	2%
c. Board Space	Per Year		$ 571.21	$ 584.96	Y	$ 661.00	September 1, 2026	$ 13.75	2%
d. 3x4 Sign	Per Year		$ 126.70	$ 130.09	Y	$ 147.00	September 1, 2026	$ 3.39	3%
e. 16x36 Sign	Per Year		$ 103.00	$ 105.31	Y	$ 119.00	September 1, 2026	$ 2.31	2%
In Ice Logo's									
a. Centre Ice Circle	Per Year		$ 1,000.00	$ 1,023.89	Y	$ 1,157.00	September 1, 2026	$ 23.89	2%
b. Endzone Circles (East End)	Per Year		$ 750.00	$ 768.14	Y	$ 868.00	September 1, 2026	$ 18.14	2%
c. Endzone Circles (West End)	Per Year		$ 650.00	$ 768.14	Y	$ 868.00	September 1, 2026	$ 118.14	18%
d. Neutral Zone	Per Year		$ 750.00	$ 768.14	Y	$ 868.00	September 1, 2026	$ 18.14	2%
Ice Resurfacer Wrap									
a. Zamboni Full Wrap	Per 3 Years		$ 10,000.00	$ 10,239.82	Y	$ 11,571.00	September 1, 2026	$ 239.82	2%
b. Zamboni Half Wrap (one side)	Per 3 Years		$ 6,000.00	$ 6,144.25	Y	$ 6,943.00	September 1, 2026	$ 144.25	2%
Public Skating (26 Sessions)									
1 session	Per Skate		$ 175.00	$ 178.76	Y	$ 202.00	September 1, 2026	$ 3.76	2%
2 sessions	Per Skate		$ 166.25	$ 169.91	Y	$ 192.00	September 1, 2026	$ 3.66	2%
3 - 5 sessions	Per Skate		$ 157.50	$ 161.06	Y	$ 182.00	September 1, 2026	$ 3.56	2%
6+ sessions	Per Skate		$ 148.75	$ 152.21	Y	$ 172.00	September 1, 2026	$ 3.46	2%
Ball Park									
a. Outfield and Bleacher Fence 4x8	Per Year		$ 230.61	$ 236.28	Y	$ 267.00	January 1, 2026	$ 5.67	2%
b. Outfield and Bleacher Fence 4x4	Per Year		$ 141.28	$ 144.25	Y	$ 163.00	January 1, 2026	$ 2.96	2%
c. Outfield and Bleacher Fence 16x4	Per Year		$ 103.00	$ 105.31	Y	$ 119.00	January 1, 2026	$ 2.31	2%
Facilities									
Facility Naming Rights		To Be Negotiated	$ -	$ -	Y	$ -	September 1, 2026	Varies	Varies

NOTE 1 - All Rentals must provide proof of insurance. Insurance can be purchased through Township's Insurance Broker.

NOTE 2 - All short-term and individual rentals must be paid in full before using the Township of Wainfleet facilities.

CEMETERY FEES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. SALE OF BURIAL RIGHTS									
Resident									
Single Grave Land	Per Lot	1	$ 878.43	$ 899.51	Y	$ 1,016.45	January 1, 2026	$ 21.08	2%
Single Grave Care and Maintenance	Per Lot	1	$ 585.62	$ 599.67	Y	$ 677.63	January 1, 2026	$ 14.05	2%
Single Cremation Land	Per Lot	1/2	$ 337.65	$ 345.75	Y	$ 390.70	January 1, 2026	$ 8.10	2%
Single Cremation Care and Maintenance	Per Lot	1/2	$ 225.11	$ 230.51	Y	$ 260.48	January 1, 2026	$ 5.40	2%
Youth or Baby (3.5 ' x 5') Under 10 Years of Age	Per Lot	1	$ 354.54	$ 363.05	Y	$ 410.25	January 1, 2026	$ 8.51	2%
Youth or Baby Care and	Per Lot	1	$ 236.35	$ 242.02	Y	$ 273.48	January 1, 2026	$ 5.67	2%
Non-Resident									
Single Grave Land	Per Lot		$ 1,568.48	$ 1,606.12	Y	$ 1,814.92	January 1, 2026	$ 37.64	2%
Single Grave Care and Maintenance	Per Lot		$ 1,060.34	$ 1,070.79	Y	$ 1,209.99	January 1, 2026	$ 10.45	1%
Single Cremation Land	Per Lot	2	$ 795.27	$ 814.36	Y	$ 920.23	January 1, 2026	$ 19.09	2%
Single Cremation Care and Maintenance	Per Lot	2	$ 530.17	$ 542.89	Y	$ 613.47	January 1, 2026	$ 12.72	2%
Youth or Baby (3.5 ' x 5') Under 10 Years of Age	Per Lot		$ 823.57	$ 843.34	Y	$ 952.97	January 1, 2026	$ 19.77	2%
Youth or Baby Care and	Per Lot		$ 549.62	$ 562.31	Y	$ 635.41	January 1, 2026	$ 12.69	2%
B. SALE OF COLUMBARIUM (UNIT A)									
Resident									
Columbarium Niche Rows A & F	Per Niche	3	1,292.46	$ 1,323.48	Y	$ 1,495.53	January 1, 2026	$ 31.02	2%
Columbarium Niche Rows B & E	Per Niche	3	1,391.87	$ 1,425.27	Y	$ 1,610.56	January 1, 2026	$ 33.40	2%
Columbarium Niche Rows C & D	Per Niche	3	1,491.29	$ 1,527.08	Y	$ 1,725.60	January 1, 2026	$ 35.79	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	228.08	$ 233.55	Y	$ 263.91	January 1, 2026	$ 5.47	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	245.63	$ 251.53	Y	$ 284.23	January 1, 2026	$ 5.90	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	263.17	$ 269.49	Y	$ 304.52	January 1, 2026	$ 6.32	2%
Non-Resident									
Columbarium Niche Rows A & F	Per Niche	3	1,947.57	$ 1,994.31	Y	$ 2,253.57	January 1, 2026	$ 46.74	2%
Columbarium Niche Rows B & E	Per Niche	3	2,055.78	$ 2,105.12	Y	$ 2,378.79	January 1, 2026	$ 49.34	2%
Columbarium Niche Rows C & D	Per Niche	3	2,163.98	$ 2,215.92	Y	$ 2,503.99	January 1, 2026	$ 51.94	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	343.69	$ 351.94	Y	$ 397.69	January 1, 2026	$ 8.25	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	362.78	$ 371.49	Y	$ 419.78	January 1, 2026	$ 8.71	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	381.87	$ 391.03	Y	$ 441.86	January 1, 2026	$ 9.16	2%

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
B. SALE OF COLUMBARIUM (UNIT B)									
Resident									
Columbarium Niche Rows A & F	Per Niche	3	1,500.00	$ 1,536.00	Y	$ 1,735.68	January 1, 2026	$ 36.00	2%
Columbarium Niche Rows B & E	Per Niche	3	1,700.00	$ 1,740.80	Y	$ 1,967.10	January 1, 2026	$ 40.80	2%
Columbarium Niche Rows C & D	Per Niche	3	1,900.00	$ 1,945.60	Y	$ 2,198.53	January 1, 2026	$ 45.60	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	264.69	$ 271.04	Y	$ 306.28	January 1, 2026	$ 6.35	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	299.98	$ 307.18	Y	$ 347.12	January 1, 2026	$ 7.20	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	335.27	$ 343.32	Y	$ 387.95	January 1, 2026	$ 8.05	2%
Non-Resident									
Columbarium Niche Rows A & F	Per Niche	3	2,100.00	$ 2,150.40	Y	$ 2,429.95	January 1, 2026	$ 50.40	2%
Columbarium Niche Rows B & E	Per Niche	3	2,300.00	$ 2,355.20	Y	$ 2,661.38	January 1, 2026	$ 55.20	2%
Columbarium Niche Rows C & D	Per Niche	3	2,500.00	$ 2,560.00	Y	$ 2,892.80	January 1, 2026	$ 60.00	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	370.57	$ 379.46	Y	$ 428.79	January 1, 2026	$ 8.89	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	405.86	$ 415.60	Y	$ 469.63	January 1, 2026	$ 9.74	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	441.15	$ 451.74	Y	$ 510.46	January 1, 2026	$ 10.59	2%
Ossurary	Per Burial		500.00	$ 512.00	Y	$ 578.56	January 1, 2026	$ 12.00	2%
Ossuary Care and Maintanance	Per Burial		150.00	$ 150.00	Y	$ 169.50	January 1, 2026	$ -	0%

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
C. INTERMENTS:									
Resident									
Adult	Per Burial		$ 1,046.73	$ 1,071.85	Y	$ 1,211.19	January 1, 2026	$ 25.12	2%
Adult (Winter Rates December 15 - March 15 Annually)	Per Burial		$ 1,238.06	$ 1,267.77	Y	$ 1,432.58	January 1, 2026	$ 29.71	2%
Child (1 - 16 years)	Per Burial		$ 703.44	$ 720.32	Y	$ 813.96	January 1, 2026	$ 16.88	2%
Stillborn or Infant (Under 1 Year) No Vault	Per Burial		$ 442.32	$ 452.94	Y	$ 511.82	January 1, 2026	$ 10.62	2%
Stillborn or Infant (under 1 year) With Vault	Per Burial		$ 534.62	$ 547.45	Y	$ 618.62	January 1, 2026	$ 12.83	2%
Cremated Remains (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 506.48	$ 518.64	Y	$ 586.06	January 1, 2026	$ 12.16	2%
Cremated Remains (Winter Rates December 15 - March 15 Annually) (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 610.03	$ 624.67	Y	$ 705.88	January 1, 2026	$ 14.64	2%
Non-Resident									
Adult	Per Burial		$ 1,451.50	$ 1,486.34	Y	$ 1,679.56	January 1, 2026	$ 34.84	2%
Adult (Winter Rates December 15 - March 15 Annually)	Per Burial		$ 1,717.56	$ 1,758.78	Y	$ 1,987.42	January 1, 2026	$ 41.22	2%
Child (1 - 16 years)	Per Burial		$ 975.89	$ 999.31	Y	$ 1,129.22	January 1, 2026	$ 23.42	2%
Stillborn or Infant (Under 1 Year) No Vault	Per Burial		$ 613.64	$ 628.37	Y	$ 710.06	January 1, 2026	$ 14.73	2%
Stillborn or Infant (under 1 year) With Vault	Per Burial		$ 741.68	$ 759.48	Y	$ 858.21	January 1, 2026	$ 17.80	2%
Cremated Remains (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 676.56	$ 692.80	Y	$ 782.86	January 1, 2026	$ 16.24	2%
Cremated Remains (Winter Rates December 15 - March 15 Annually) (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 814.36	$ 833.90	Y	$ 942.31	January 1, 2026	$ 19.54	2%

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. EXTRA CHARGES									
Interment of Regular Burials									
Late Arrivals (After 3:00 - Weekdays)	Per Burial		$ 472.72	$ 484.07	Y	$ 547.00	January 1, 2026	$ 11.35	2%
Saturday Morning (Arriving Before 12 Noon)	Per Burial		$ 472.72	$ 484.07	Y	$ 547.00	January 1, 2026	$ 11.35	2%
Saturday Afternoon (Arriving After 12 Noon)	Per Burial		$ 799.12	$ 818.30	Y	$ 924.68	January 1, 2026	$ 19.18	2%
Sundays or Holidays	Per Burial		$ 799.12	$ 818.30	Y	$ 924.68	January 1, 2026	$ 19.18	2%
Non-Resident Interred in Resident Grave (Apply to New Purchased Lots)	Per Burial		$ 949.58	$ 972.37	Y	$ 1,098.78	January 1, 2026	$ 22.79	2%
Interment of Cremated Remains									
Late Arrivals (After 3:00 - Weekdays)	Per Burial/Niche		$ 311.77	$ 319.25	Y	$ 360.75	January 1, 2026	$ 7.48	2%
Saturday Morning (Arriving Before 12 Noon)	Per Burial/Niche		$ 360.16	$ 368.80	Y	$ 416.74	January 1, 2026	$ 8.64	2%
Saturday Afternoon (Arriving After 12 Noon)	Per Burial/Niche		$ 460.34	$ 471.39	Y	$ 532.67	January 1, 2026	$ 11.05	2%
Sundays or Holidays	Per Burial/Niche		$ 460.34	$ 471.39	Y	$ 532.67	January 1, 2026	$ 11.05	2%
E. DISINTERMENTS									
Disinterment Fees for Opening and Closing only	Per Opening/Closing	Additional services are provided by third parties (funeral homes, transfer services, medical officer, etc.)	$ 2,251.01	$ 2,305.03	Y	$ 2,604.68	January 1, 2026	$ 54.02	2%
F. FOUNDATION, MARKER, BRONZE WREATH & CORNER STONE SETTING:									
Markers	Per Marker		$ 154.39	$ 158.10	Y	$ 178.65	January 1, 2026	$ 3.71	2%
Foundations	Per Cubic Foot (Minimum $300.00)		$ 57.36	$ 58.74	Y	$ 66.38	January 1, 2026	$ 1.38	2%
Corner Stones	Set of Four Installed		$ 225.11	$ 230.51	Y	$ 260.48	January 1, 2026	$ 5.40	2%
Bronze Wreath for Columbarium Niche (Must be Purchased Through the Township of Wainfleet)	Per Wreath		$ 753.24	$ 771.32	Y	$ 871.59	January 1, 2026	$ 18.08	2%
Memorial Wall Plaque for Ossuary Internment	Per Plaque		$ -	$ 350.00	Y	$ 395.50	January 1, 2026	New	New

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. REMOVAL/RELOCATING OF FOUNDATION, MARKERS, & CORNER STONES									
Removal of Existing Flat Markers	Per Marker		$ 87.25	$ 89.34	Y	$ 100.95	January 1, 2026	$ 2.09	2%
Removal of Corner Stones	Per Cornerstone		$ 45.02	$ 46.10	Y	$ 52.09	January 1, 2026	$ 1.08	2%
Relocation of Corner Stones	Per Cornerstone		$ 45.02	$ 46.10	Y	$ 52.09	January 1, 2026	$ 1.08	2%
Removal of Existing Foundations									
Existing foundation < 36" by 14"	Per Foundation		$ 209.16	$ 214.18	Y	$ 242.02	January 1, 2026	$ 5.02	2%
Existing foundation >= 36" by 14"	Per Foundation		$ 274.91	$ 281.51	Y	$ 318.11	January 1, 2026	$ 6.60	2%
H. CONTRIBUTION TO CARE AND MAINTENANCE FUNDS FOR MONUMENTS									
Flat Marker (Under 173 Sq Inches)	Per Marker	No Charge						N/A	N/A
Flat Marker (Over 173 Sq Inches)	Per Marker		$ 100.00	$ 100.00	Y	$ 113.00	January 1, 2026	$ -	0%
Upright Marker Measuring 4 (Four) Feet in Height & Length or Under (Including Base)	Per Marker		$ 200.00	$ 200.00	Y	$ 226.00	January 1, 2026	$ -	0%
Upright Marker Measuring Over 4 (Four) Feet in Either Height & Length (Including Base)	Per Marker		$ 400.00	$ 400.00	Y	$ 452.00	January 1, 2026	$ -	0%

I. ARCHAEOLOGICAL ASSESSMENT FEES			
Adult		N/A	
Adult (Winter Rates December 15 - March 15 Annually)		N/A	
Cremation Lot		N/A	
Cremation Lot (Winter Rates December 15 - March 15 Annually)		N/A	

J. MISCELLANEOUS									
Transfer of Interment Rights	Per Transfer		$ 140.69	$ 144.07	Y	$ 162.80	January 1, 2026	$ 3.38	2%
Duplicate Certificate	Per Certificate		$ 33.76	$ 34.57	Y	$ 39.06	January 1, 2026	$ 0.81	2%
Genealogical Search Requests	Per Record/Name		$ 33.76	$ 34.57	Y	$ 39.06	January 1, 2026	$ 0.81	2%
Return Sales of Plot - Admin Fee			$ 112.55	$ 115.25	Y	$ 130.23	January 1, 2026	$ 2.70	2%

NOTES:

1. 30 (Thirty) year provision (persons who have resided in Wainfleet for over 30 years are eligible for the resident rate - a signed letter of confirmation submitted to the Township is required).
2. Size of new cremation plots are 2 feet x 3 feet each
3. 2 (Two) urns are allowed in each columbarium niche (totalling the maximum size of 10" x 10" x 10")

DRAINAGE

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. APPORTIONMENT									
Drainage Apportionment Section 65(2) (Per Property/Drain)	Per Parcel		$ 112.00	$ 115.00	N	$ 115.00	January 1, 2026	$ 3.00	3%
Drainage Apportionment Section 65 (2) (Multiple Property/Drain)	Per Parcel		$ 112.00	$ 115.00	N	$ 115.00	January 1, 2026	$ 3.00	3%
Drainage Apportionment - Section 65 (1) by Engineer (Per Property/Drain)	Per Parcel		Actual Costs				January 1, 2026	Varies	Varies
B. CULVERTS AND FARM CROSSINGS									
Inspection and Documentation of Existing, Non-Report Farm Crossings and Culverts	Per Request		No Charge					N/A	N/A
Providing Specifications and Inspection of New Farm Crossings and Culverts on a Municipal Drain (When Landowner Does Work) .	Per Request		No Charge					N/A	N/A
Providing Specifications, Installation and Inspection of New Farm Crossings and Culverts on a Municipal Drain (Township Does Work).	Per Request		Actual Costs					Varies	Varies
Temporary Culvert Agreements	Per Agreement		$ 396.00	$ 406.00	N	$ 406.00	January 1, 2026	$ 10.00	3%
C. OTHER RATES									
Drainage Lawyer Certificate	Flat Fee		$ 28.00	$ 29.00	N	$ 29.00	January 1, 2026	$ 1.00	4%
Formulation of a Mutual Agreement Drain as Per the Drainage Act	Per Agreement		$ 225.00	$ 230.00	N	$ 230.00	January 1, 2026	$ 5.00	2%
Billing/Maintenance Fee	Per Property		$ 5.60	$ 6.00	N	$ 6.00	January 1, 2026	$ 0.40	7%
Drainage Outlet Sign	Per Sign		$ 30.00	$ 31.00	N	$ 31.00	January 1, 2026	New	New

PLANNING APPLICATION FEES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. OFFICIAL PLAN AMENDMENTS									
Amendment to the Official Plan	Per Application	Fee and/or all charges incurred by (unless stated below) the Municipality from its Consultants.	$ 4,986.00	$ 5,106.00	N	$ 5,106.00	January 1, 2026	$ 120.00	2%
Aggregate Resource-Quarry/Pit Establishment or Expansion	Per Application		$ 65,564.00	$ 67,138.00	N	$ 67,138.00	January 1, 2026	$ 1,574.00	2%
Adjournment of an Official Plan Amendment (Applicable as determined by Council)	Per Request		$ 372.00	$ 381.00	N	$ 381.00	January 1, 2026	$ 9.00	2%
B. ZONING BYLAW AMENDMENTS									
Zoning Bylaw	Per Application	Fee and/or all charges incurred by (unless stated below) the Municipality from its Consultants.	$ 4,456.00	$ 4,563.00	N	$ 4,563.00	January 1, 2026	$ 107.00	2%
Removal of Holding Symbol	Per Application		$ 743.00	$ 761.00	N	$ 761.00	January 1, 2026	$ 18.00	2%
Temporary Use Bylaw (includes preparation of agreement)	Per Application		$ 4,456.00	$ 4,563.00	N	$ 4,563.00	January 1, 2026	$ 107.00	2%
Extension of a Temporary Use Agreement	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Adjournment (Applicable as Determined by Council)	Per Request		$ 372.00	$ 381.00	N	$ 381.00	January 1, 2026	$ 9.00	2%
APO Zoning Bylaw (Condition of Consent)	Per Application		$ 2,987.00	$ 3,059.00	N	$ 3,059.00	January 1, 2026	$ 72.00	2%
C. COMMITTEE OF ADJUSTMENT/MINOR VARIANCES & CONSENTS									
Minor Variances	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 1,342.00	$ 1,374.00	N	$ 1,374.00	January 1, 2026	$ 32.00	2%
Adjournment (Applicable if Requested by the Applicant)	Per Request		$ 318.00	$ 326.00	N	$ 326.00	January 1, 2026	$ 8.00	3%
New Lot Creation	Per Lot		$ 1,888.00	$ 1,933.00	N	$ 1,933.00	January 1, 2026	$ 45.00	2%
Right-of-Way and/or Easement and Boundary Adjustments	Per Lot		$ 1,342.00	$ 1,374.00	N	$ 1,374.00	January 1, 2026	$ 32.00	2%
Final Certification	Per Lot		$ 244.00	$ 250.00	N	$ 250.00	January 1, 2026	$ 6.00	2%
Changes to Conditions (Includes Administration and Mailing Fees Required to Process Requests for Change in Conditions, Under Section 53(23) of the Planning Act.)	Per Request		$ 610.00	$ 625.00	N	$ 625.00	January 1, 2026	$ 15.00	2%
Validation of Title/ Validation Order Bylaw	Per Application		$ 982.00	$ 1,006.00	N	$ 1,006.00	January 1, 2026	$ 24.00	2%
Certificate of Cancellation	Per Request		$ 244.00	$ 250.00	N	$ 250.00	January 1, 2026	$ 6.00	2%

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. DEVELOPMENT AGREEMENTS									
Agreement Preparation	Per Agreement	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 2,652.00	$ 2,716.00	N	$ 2,716.00	January 1, 2026	$ 64.00	2%
Agreement Amendment	Per Agreement		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Release or Partial Release Agreement	Per Agreement		$ 610.00	$ 625.00	N	$ 625.00	January 1, 2026	$ 15.00	2%
Agreement as a Condition of Consent	Per Agreement		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
E. SITE PLAN CONTROL APPROVAL									
Site Plan Control Agreement									
Level 1	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 4,244.00	$ 4,346.00	N	$ 4,346.00	January 1, 2026	$ 102.00	2%
Level 2	Per Application		$ 2,334.00	$ 2,390.00	N	$ 2,390.00	January 1, 2026	$ 56.00	2%
Level 3	Per Application		$ 1,167.00	$ 1,195.00	N	$ 1,195.00	January 1, 2026	$ 28.00	2%
Site Plan Agreement Amendment									
Level 1	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Level 2 and 3	Per Application		$ 584.00	$ 598.00	N	$ 598.00	January 1, 2026	$ 14.00	2%
Discharge of Site Plan Agreement	Per Application		$ 424.00	$ 434.00	N	$ 434.00	January 1, 2026	$ 10.00	2%
F. PLAN OF SUBDIVISION/CONDOMINIUM									
Draft Plan of Subdivision/Condominium	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants. Added to the cost is any required peer reviews.	$ 7,426.00	$ 7,604.00	N	$ 7,604.00	January 1, 2026	$ 178.00	2%
Modification to Draft Approval	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 1,910.00	$ 1,956.00	N	$ 1,956.00	January 1, 2026	$ 46.00	2%
Extension to Draft Approval	Per Application		$ 1,061.00	$ 1,086.00	N	$ 1,086.00	January 1, 2026	$ 25.00	2%
Subdivision or Condominium Agreement	Per Application		$ 3,925.00	$ 4,019.00	N	$ 4,019.00	January 1, 2026	$ 94.00	2%
Discharge of Subdivision or Condominium Agreement	Per Application		$ 610.00	$ 625.00	N	$ 625.00	January 1, 2026	$ 15.00	2%
Agreement Amendment	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Condominium Conversion	Per Application		$ 7,426.00	$ 7,604.00	N	$ 7,604.00	January 1, 2026	$ 178.00	2%
Final Approval	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 2,210.00	$ 2,263.00	N	$ 2,263.00	January 1, 2026	$ 53.00	2%
Remove Part Lot Control	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. COMBINED APPLICATIONS									
Official Plan and Zoning Bylaw Amendments	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 9,018.00	$ 9,234.00	N	$ 9,234.00	January 1, 2026	$ 216.00	2%
Consent and Minor Variance	Per Application		$ 2,971.00	$ 3,042.00	N	$ 3,042.00	January 1, 2026	$ 71.00	2%
H. PRE-CONSULTATION FEES (INCLUDE PRE-SUBMISSION REVIEW) *Not Credited to Application Fee. Non-Refundable.									
Committee of Adjustment: Minor Variance/ Consent Applications, Level 3 Site Plan Control	Per Application		$ 266.00	$ 272.00	N	$ 272.00	January 1, 2026	$ 6.00	2%
Minor Zoning Bylaw Amendments and Level 2 Site Plan Control	Per Application		$ 530.00	$ 543.00	N	$ 543.00	January 1, 2026	$ 13.00	2%
Major Zoning Bylaw Amendments, Level 1 Site Plan Control, Official Plan Amendments, Subdivision/ Condominium Applications	Per Application		$ 796.00	$ 815.00	N	$ 815.00	January 1, 2026	$ 19.00	2%
Second and Subsequent Submissions (1 Year + Inactive or Significant Changes to Original Submission Requires Resubmission)	Per Application		$ 530.00	$ 543.00	N	$ 543.00	January 1, 2026	$ 13.00	2%

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
I. MISCELLANEOUS FEES									
Permitted Use Letter (Liquor License Clearance, Other)	Per Letter	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 84.00	$ 86.00	N	$ 86.00	January 1, 2026	$ 2.00	2%
Compliance Letter (Zoning, Subdivision, Site Plan)	Per Letter		$ 212.00	$ 217.00	N	$ 217.00	January 1, 2026	$ 5.00	2%
Copy of Official Plan									
a. Electronic Copy on a USB	Per Copy	Administration Fee and Cost of USB	$ 27.00	$ 28.00	N	$ 28.00	January 1, 2026	$ 1.00	4%
b. Paper Copy	Per Copy	Administration Fee and Cost of Printing	$ 74.00	$ 76.00	N	$ 76.00	January 1, 2026	$ 2.00	3%
Copy of Zoning Bylaw									
a. Electronic Copy on a USB	Per Copy	Administration Fee and Cost of USB	$ 27.00	$ 28.00	N	$ 28.00	January 1, 2026	$ 1.00	4%
b. Paper Copy	Per Copy	Administration Fee and Cost of Printing	$ 54.00	$ 55.00	N	$ 55.00	January 1, 2026	$ 1.00	2%
Appeal to Ontario Land Tribunal Subpoena									
a. First Day	Per Day	1 Fee and/or all charges incurred by the Municipality from its Consultants.	$ 955.00	$ 978.00	N	$ 978.00	January 1, 2026	$ 23.00	2%
b. Second and each day thereafter	Per Day		$ 478.00	$ 489.00	N	$ 489.00	January 1, 2026	$ 11.00	2%
Deeming Bylaw	Per By-law	Fee and/or all charges incurred by the Municipality from its Consultants	$ 594.00	$ 608.00	N	$ 608.00	January 1, 2026	$ 14.00	2%
Encroachment Consent Letter	Per Letter		$ 150.00	$ 154.00		$ 154.00	January 1, 2026	$ 4.00	3%
Encroachment Agreement	Per Agreement		$ 500.00	$ 512.00		$ 512.00	January 1, 2026	$ 12.00	2%
Request to Lift 1 Foot (0.3m) Reserve	Per Request		$ 250.00	$ 256.00	N	$ 256.00	January 1, 2026	$ 6.00	2%
Telecommunications Tower Consultation	Per Request		$ 1,200.00	$ 1,229.00	N	$ 1,229.00	January 1, 2026	$ 29.00	2%
Telecommunications Tower Extension of Municipal Concurrence	Per Request		$ 200.00	$ 205.00	N	$ 205.00	January 1, 2026	$ 5.00	3%
Special Events/Filming Permit	Per Request		$ 500.00	$ 512.00	N	$ 512.00	January 1, 2026	$ 12.00	2%

NOTE 1 - Where a decision on a planning application is appealed to the Ontario Land Tribunal the Township will require payment by the applicant of all charges incurred by the Township and its Consultants. To secure such charges, the Township will require an initial deposit of $8,000, such amount to be increased by the Township in the event the nature of the application indicates the initial deposit may be inadequate to totally defray the costs incurred. Any deposit monies not required to pay municipal or consultant's costs incurred by the Township shall be refunded.

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
J. CONSULTING SERVICES									
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township				January 1, 2026	Varies	Varies

K. NOTES

1. Additional fees may be charged by the Region of Niagara and the Niagara Peninsula Conservation Authority. Applicants should always confirm fees with the appropriate agency.
2. Be advised that the Planning Act requires Notice of Public Hearing be given no later than twenty (20) days before a scheduled public meeting for Official Plan and Zoning Bylaw Amendments, fourteen (14) days for Consent Applications and ten (10) days for Minor Variance applications. In order to allow sufficient review time for an application, all applications should be submitted at least fourteen (14) days before the last day for giving Notice of Public Hearing under the Planning Act.
3. If an application is withdrawn before circulation to commenting agencies, ninety (90) percent of the fee less any consultant costs will be refunded; if withdrawn after circulation, but before notice of public meeting is given, fifty (50) percent of the fee less any consultant costs will be refunded and if withdrawn before any reports are prepared, twenty-five (25) percent of the fee less any consultant costs will be refunded.
4. Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

PRIVATE ON-SITE SEWAGE SYSTEMS

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. SEWAGE SYSTEM APPLICATIONS									
New System Class 4	Per Individual System		$ 1,312.00	$ 1,375.00	N	$ 1,375.00	January 1, 2026	$ 63.00	5%
New System Class 4 - Tertiary	Per Individual System		$ -	$ 1,575.00	N	$ 1,575.00	January 1, 2026	New	New
Holding Tank	Per Individual System		$ 1,312.00	$ 1,375.00	N	$ 1,375.00	January 1, 2026	$ 63.00	5%
Replacement Tank Only	Per Individual System		$ 750.00	$ 768.00	N	$ 768.00	January 1, 2026	$ 18.00	2%
Leaching Bed Repair Only	Per Individual System		$ 719.00	$ 736.00	N	$ 736.00	January 1, 2026	$ 17.00	2%
Other Minor Repair Not Listed Above (e.g. Baffles, Inlet, Outlet, Etc.)	Per Individual System		$ 376.00	$ 385.00	N	$ 385.00	January 1, 2026	$ 9.00	2%
B. PLANNING ACT APPLICATION SEPTIC REVIEW FEES									
Consent Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Minor Variance Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Site Plan Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Zoning By-law Amendment Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Official Plan Amendment Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Plan of Subdivision/Condominium Applications	Per Application	1	$ 750.00	$ 768.00	N	$ 750.00	January 1, 2026	$ 18.00	2%
C. SPECIAL REQUESTS, MISC									
Preliminary Site Inspections	Per Inspection	Related to proposed lot development where no other application has been made.	$ 393.00	$ 402.00	N	$ 402.00	January 1, 2026	$ 9.00	2%
File Searches	Per Half Hour or Part Thereof	Includes up to 10 pages of letter size copies or scan files	$ 43.00	$ 44.00	N	$ 44.00	January 1, 2026	$ 1.00	2%
Additional Letter Size Copies or Scan Files Not Cover in File Searches Above	Per Page		$ 0.60	$ 0.61	N	$ 0.61	January 1, 2026	$ 0.01	2%

NOTE 1 The above fees apply only to those lots serviced by private sewage systems

PRIVATE ON-SITE SEWAGE SYSTEMS (continued)

Description	Unit of Measure	Notes	2024 Base Fee	2025 Base Fee	HST Applicable (Y/N)	Total 2025 Fee	Effective Date	$ Change	% Change
D. REFUND OF PERMIT FEES									
		Refund Amount							
1.	Where only administrative functions have been completed (application received and cost analysis complete)	70%							
2.	Where administrative, initial site visit and/or plans review have been started, but permit has not been issued	60%							
3.	Where the permit has been issued and no field inspections have been performed subsequent to permit issuance	40%							
5.	No fees shall be refunded after twelve (12) months from the date the permit was approved for issue.								

E. CONSULTING SERVICES								
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township		January 1, 2026	Varies	Varies	

BUILDING PERMIT APPLICATION FEES

Note: Permit fees for construction of Buildings and structures, listed by classification of major occupancy, are calculated on the basis of the Gross Floor Area of the Building in square meters (square feet is provided for information only), multiplied by the corresponding figure shown below for each occupancy classification or class of permit unless shown Otherwise.

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
Permit Fee (Minimum of $275 Shall Apply Unless Otherwise Indicated)	Per Permit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
A. NEW CONSTRUCTION & ADDITIONS									
1 Assembly Occupancies - Group A									
School, Church, Restaurant, Theatre, Educational or Recreational Facility, and All Other Group A Buildings and Similar Occupancies	*Per* m^2		$ 20.79	$ 24.21	N	$ 24.21	January 1, 2026	$ 3.42	16%
2 Institutional Occupancies - Group B									
Hospital, Nursing Home, Reformatory, Prison and All Other Group B Buildings and Similar Occupancies	*Per* m^2		$ 22.86	$ 25.83	N	$ 25.83	January 1, 2026	$ 2.97	13%
3 Residential Occupancies - Group C									
a. Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling, Multiple Unit Dwelling, Apartment Dwelling, Townhouse Dwelling, Hotels, Motels, Other Residential Buildings or Parts Thereof	*Per* m^2		$ 16.81	$ 17.70	N	$ 17.70	January 1, 2026	$ 0.89	5%
b. Residential Additions Other Than as Noted in Section 7 (d) Below.	*Per* m^2		$ 16.81	$ 17.70	N	$ 17.70	January 1, 2026	$ 0.89	5%
4 Business/Personal Services Occupancies - Group D									
Office, Bank, Medical Office/Clinic, Fire Hall and Similar Occupancies	*Per* m^2		$ 19.02	$ 22.70	N	$ 22.70	January 1, 2026	$ 3.68	19%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. NEW CONSTRUCTION & ADDITIONS (continued)									
5 Mercantile Occupancies - Group E									
Store, Shopping Mall/Plaza, Shop, Market, Retail Outlet and Similar Occupancies	*Per* m^2		$ 17.46	$ 22.27	N	$ 22.27	January 1, 2026	$ 4.81	28%
6 Industrial Occupancies - Group F									
Industrial Mall/Plaza/Garage, Plant, Factory, Warehouse, Manufacturing Building and Similar Occupancies.	*Per* m^2		$ 16.76	$ 17.16	N	$ 17.16	January 1, 2026	$ 0.40	2%
7 Special Occupancies/Categories									
a. Farm Buildings									
i. New Farm Buildings (Except as Noted in ii.)	*Per* m^2		$ 2.58	$ 3.23	N	$ 3.23	January 1, 2026	$ 0.65	25%
ii. Additions or Alterations for Farm Buildings	*Per* m^2		$ 2.58	$ 3.23	N	$ 3.23	January 1, 2026	$ 0.65	25%
iii. New Silos and Grain Bins	Per Building		$ 300.96	$ 376.20	N	$ 376.20	January 1, 2026	$ 75.24	25%
iv. Greenhouses									
Per farm Greenhouse up to 463 m2 Gross Floor Area	*Per* m^2		$ 2.58	$ 3.23	N	$ 3.23	January 1, 2026	$ 0.65	25%
Additional (m2) Charge per Farm Greenhouse with Gross Floor Area Exceeding 463 m2	*Per* m^2		$ 1.49	$ 1.86	N	$ 1.86	January 1, 2026	$ 0.37	25%
b. Tents									
i) Not exceeding 225 sq m in aggregate area	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
ii) Exceeding 225 sq m in aggregate area.	Per Unit		$ 300.00	$ 350.00	N	$ 350.00	January 1, 2026	$ 50.00	17%
c. Park Model Trailer/Mobile Home and Similar Buildings	Per Unit		$ 395.00	$ 450.00	N	$ 450.00	January 1, 2026	$ 55.00	14%
d. Park Model Trailer/Mobile Home (Foundation Only)	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
e. Portable Classrooms	Per Unit		$ 395.00	$ 600.00	N	$ 600.00	January 1, 2026	$ 205.00	52%
f. Accessory Buildings/Structures: Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, Shed or Other Accessory Building	*Per* m^2		$ 7.00	$ 7.71	N	$ 7.71	January 1, 2026	$ 0.71	10%
g. Communication Tower, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and Similar Buildings/Structures	For each $1,000 of estimated value of construction with a minimum of $511		$ 18.61	$ 19.05	N	$ 19.05	January 1, 2026	$ 0.45	2%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
B. ALTERATIONS & REPAIRS:									
1 Interior Alterations/Repairs/Tenant Improvements									
a. Assembly Occupancies	*Per* m^2		$ 10.40	$ 11.62	N	$ 11.62	January 1, 2026	$ 1.22	12%
b. Institutional, Business/Personal Service and Mercantile Occupancies	*Per* m^2		$ 11.43	$ 11.89	N	$ 11.89	January 1, 2026	$ 0.46	4%
c. Residential Occupancies(including finished basements)	*Per* m^2		$ 8.40	$ 8.60	N	$ 8.60	January 1, 2026	$ 0.20	2%
d. Business/Personal Service Occupancies	*Per* m^2		$ 9.51	$ 11.47	N	$ 11.47	January 1, 2026	$ 1.96	21%
e. Mercantile Occupancies	*Per* m^2		$ 8.73	$ 10.98	N	$ 10.98	January 1, 2026	$ 2.25	26%
f. Industrial Occupancies	*Per* m^2		$ 8.38	$ 8.61	N	$ 8.61	January 1, 2026	$ 0.23	3%
2 Alter/replace Roof Structure	*Per* m^2		$ 3.17	$ 3.24	N	$ 3.24	January 1, 2026	$ 0.08	2%
3 Hot Surface Applications	*Per* m^2		$ 3.17	$ 3.24	N	$ 3.24	January 1, 2026	$ 0.08	2%
4 Fireplace, Woodstove, Insert, Chimney, or Similar	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
5 Construction of Barrier Free Accessibility Facilities for Existing Dwellings	*Per* m^2		$ 6.04	$ 6.19	N	$ 6.19	January 1, 2026	$ 0.15	2%
6 New Foundation (Dwelling)	*Per* m^2		$ 4.58	$ 4.69	N	$ 4.69	January 1, 2026	$ 0.11	2%

C. DEMOLITION:									
1 Buildings/Structures up to and Including 100 m2 in Building Area	Per Building or Structure		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
2 Buildings/Structures Greater Than 100 m2 in Building Area	Per 100 m^2 in Building Area or Part Thereof		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. MISCELLANEOUS:									
1 Permit For Partial Occupancy of a Building Prior to Being Fully Completed (Does Not Apply to Single Family Dwellings)	Per Suite/Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
2 Permit for the Change of Use of a Building or Part Thereof (no Construction Required)	Per Suite/Unit		$ 242.00	$ 300.00	N	$ 300.00	January 1, 2026	$ 58.00	24%
3 Transfer of a Permit to a New Owner	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
4 Request for Deferral of Permit Revocation	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
5 Permit to Move a Building/Structure	Per Building/Structure		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
6 Conditional Permit	Per Unit		$ 1,013.65	$ 1,037.97	N	$ 1,037.97	January 1, 2026	$ 24.33	2%
7 Non-Routine Inspections or Special Inspections	Per Hour	Min 1.5 hours	$ 87.42	$ 89.52	N	$ 89.52	January 1, 2026	$ 2.10	2%
8 Additional Plans Examination Fee (Once Permit is Issued)	Per Hour	Min 1.5 hours	$ 87.42	$ 89.52	N	$ 89.52	January 1, 2026	$ 2.10	2%
9 Re-Inspection Fee (Due to Improper Work, Not Ready or Similar) Flat Fee	Per Hour	Min 1.5 hours	$ 87.42	$ 89.52	N	$ 89.52	January 1, 2026	$ 2.10	2%
# Liquor Licence Inspection/Report	Per Unit		$ -	$ 135.00	N	$ 135.00	January 1, 2026	New	New
# Request of a Limiting Distance Agreement	Per Agreement		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
# Lot Grading Fee (for any permit on a property less than 1 hectare)	Per Application		$ 350.00	$ 358.40	N	$ 358.40	January 1, 2026	$ 8.40	2%
# Alternative Solution Review - Per Building Code	Town Reviewed Per Hour (4 Hour Minimum)	.3rd Party Review (Actual Cost).	$ -	$ 89.52	N	$ 89.52	January 1, 2026	New	New
# Compliance Letter (Building Permits and Orders)	Per Unit		$ 120.00	$ 122.88	N	$ 122.88	January 1, 2026	$ 2.88	2%
# Discharge of an Order Registered in the Land Registry Office (Includes original registration of Order)	Per Order		Actual Costs				January 1, 2026	Varies	Varies
E. PARTIAL PERMIT/STAGED CONSTRUCTION:									
1 Building Foundation - Complete to Grade Level (Plus Plumbing)			15% of applicable class above						
2 Building Shell			75% of applicable class above						
3 Building Completion			10% of applicable class above						

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
F. PLUMBING									
For Plumbing Work Not Included in Any of the Above Classes of Permit	First Six (6) Fixtures		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
For Plumbing Work Not Included in Any of the Above Classes of Permit	Per Additional Fixture		$ 12.13	$ 12.42	N	$ 12.42	January 1, 2026	$ 0.29	2%
Storm Building Sewer	First 15m		$ 106.09	$ 108.64	N	$ 108.64	January 1, 2026	$ 2.55	2%
Sanitary Building Sewer	First 15m		$ 106.09	$ 108.64	N	$ 108.64	January 1, 2026	$ 2.55	2%
Waterline/Service	First 15m		$ 106.09	$ 108.64	N	$ 108.64	January 1, 2026	$ 2.55	2%
Sewer & Water Main	Over 15m+ Per m		$ 3.18	$ 3.26	N	$ 3.26	January 1, 2026	$ 0.08	2%

G. REFUND OF PERMIT FEES	Refund Amount
1 Where only administrative functions have been completed (application received and cost analysis complete)	70%
2 Where administrative, zoning and plans examination functions have been performed	60%
3 Where the permit has been issued and no field inspections have been performed subsequent to permit issuance	40%
4 No fees shall be refunded after twelve (12) months from the date the permit was approved for issue	

H. CONSTRUCTION PRIOR TO PERMIT ISSUANCE:									
Where Construction Has Commenced Prior to the Issuance of a Permit for Any Class of Permit Described Herein.	Minimum fee per instance.	All applicable permit fees shall be doubled and the minimum permit fee.	$ 500.00	$ 550.00	N	$ 550.00	January 1, 2026	$ 50.00	10%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
I. EXPLANATORY NOTES									
1 m^2 is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted Otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)									
2 Major occupancy classifications are based on the Ontario Building Code.									
3 Plumbing fees are normally included with the permit fees for the applicable class of permit. Fees for plumbing work only are listed in "F" above.									
4 If, in the opinion of the Chief Building Official, the construction cannot be categorized or classed as described in the above schedule, the permit fee shall be ($18.61) for each $1,000 of estimated value of construction.									
5 Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.									
6 Notwithstanding the refund provision, no refund shall be made of any amount less than ($275.00)									
7 Permit Fee Increases are indexed based on the Consumer Price Index, Ontario Series, and are adjusted annually on the first of March.									

J. DEPOSITS
In addition to fees payable to the above, the following amounts shall be paid at the time of permit issue and shall be held as security by the Township of Wainfleet until completion of the work for which the permit was issued.
a. Residential Accessory Buildings to be removed as a condition of the issuance of the Building permit - $2,000 The existing structure must be demolished within (60) sixty days of Occupying the new structure.
b. All Other Buildings, including Dwellings and mobile homes, to be removed as a condition of the issuance of the Building permit - $10,000 The existing structure must be demolished within (60) sixty days of Occupying the new structure.
c. For All Other Building, demolition and private sewage system permits: (i) $500 deposit for Septic permits (ii) $500 deposit for permit fee up to $500 (iii) $1000 deposit for permit fee over $500 (iv) $2000 deposit, Per Dwelling The property owner shall be responsible for any damage to municipal property during construction and shall be further responsible to ensure construction is carried out and completed as required by the Ontario Building Code.
The deposit is collected by the Township to provide securities for the completion of all applicable lot grading as per the approved lot grading plan and any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and
Any payments outstanding to the Township shall be deducted from the deposit by the Treasurer, Prior to the refund being issued.

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
K. PHOTOCOPYING and/or PRINTING									

All documents required to be submitted as a condition of the permit application are the responsibility of the applicant. The following fees are required to be paid prior to the issuance of the permit should printing be required due to omission and/or electronic submission.

Description	Unit of Measure	B & W	Colour	HST Applicable (Y/N)
8 1/2" x 11"	Per Page	$0.30	$ 0.60	Y
8 1/2" x 14"	Per Page	$0.38	$ 0.76	Y
11" x 17"	Per Page	$0.53	$ 1.20	Y
Arch A	Per Page	$1.79	$ 2.51	Y
Arch B	Per Page	$2.24	$ 2.87	Y
Arch C	Per Page	$2.54	$ 3.47	Y
Arch D	Per Page	$5.09	$ 6.94	Y
Arch E1	Per Page	$7.49	$ 10.55	Y
Arch E	Per Page	$10.79	$ 14.03	Y

L. CONSULTING SERVICES						
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township	January 1, 2026	Varies	Varies

BY-LAW ENFORCEMENT

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. BYLAW COMPLIANCE									
Order of Non-compliance	Per Order		$ 168.83	$ 172.88	N	$ 172.88	January 1, 2026	$ 4.05	2%
Certificate of Compliance	Per Item		$ 112.55	$ 115.25	N	$ 115.25	January 1, 2026	$ 2.70	2%
Discharge of an Order Registered in the Land Registry Office (Includes Original Registration of Order)	Per Item	Fee and/or all charges incurred by the Municipality from its Solicitor	Actual Costs				January 1, 2026	Varies	Varies
File a Notice of Appeal	Per Item		$ 400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%
Re-inspection Fee (After Two Inspections)	Per Item		$ 112.55	$ 115.25	N	$ 115.25	January 1, 2026	$ 2.70	2%
Works Undertaken by Township	Per Item		Actual Costs + 20% Admin. Charge				January 1, 2026	Varies	Varies
Works Undertaken by Contractor	Per Item		Actual Costs + 20% Admin. Charge				January 1, 2026	Varies	Varies
Officer Hearing Attendance	Per Hour		$ 112.55	$ 115.25	N	$ 115.25	January 1, 2026	$ 2.70	2%
B. EXOTIC ANIMAL REGISTRATION AND CARE									
Exotic Animal Bylaw - Impounding	Per Instance		Actual Costs					Varies	Varies
Exotic Animal Bylaw - Care of Impounded or Seized animals	Per Instance		Actual Costs					Varies	Varies
C MEDICAL MARIHUANA FACILITY LICENSES									
New License Application	Per Licence	By-Law 057-17	$ 800.00	$ 819.00	N	$ 819.00	January 1, 2026	$ 19.00	2%
Renewal of License Application	Per Licence	By-Law 057-17	$ 530.00	$ 543.00	N	$ 543.00	January 1, 2026	$ 13.00	2%
Replacement of Lost or Destroyed License	Per Licence	By-Law 057-17	$ 54.00	$ 55.00	N	$ 55.00	January 1, 2026	$ 1.00	2%
Amendment To License	Per Licence	By-Law 057-17	$ 106.00	$ 109.00	N	$ 109.00	January 1, 2026	$ 3.00	3%
File a Notice of Appeal	Per Item	By-Law 057-17	$ 400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%
D SHORT TERM RENTALS									
New License Application/Renewal	Per STR Unit		$ 1,000.00	$ 1,024.00	N	$ 1,024.00	January 1, 2026	$ 24.00	2%
File a Notice of Appeal	Per Item		$ 400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%
E. ANIMAL CARE AND CONTROL FEES AND CHARGES									
Spayed/Neutered Dog	Per Tag		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
Fertile Dog	Per Tag		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
Voluntary Cat	Per Tag		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
Kennel Licence Fee	Per Kennel		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
File a Notice of Appeal	Per Item		400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%

LIBRARY

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. PHOTOCOPYING (Black and White)									
8 1/2 " X 11" (One-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.22	$ 0.22	Y	$ 0.25	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.18	$ 0.18	Y	$ 0.20	January 1, 2026	$ -	0%
8 1/2 " X 11" (Two-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.22	$ 0.22	Y	$ 0.25	January 1, 2026	$ -	0%
8 1/2 " X 14" (One-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.22	$ 0.22	Y	$ 0.25	January 1, 2026	$ -	0%
8 1/2 " X 14" (Two-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.35	$ 0.35	Y	$ 0.40	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
11" x 17" (One-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.40	$ 0.40	Y	$ 0.45	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.35	$ 0.35	Y	$ 0.40	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
11" x 17" (Two-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.49	$ 0.49	Y	$ 0.55	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.44	$ 0.44	Y	$ 0.50	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.35	$ 0.35	Y	$ 0.40	January 1, 2026	$ -	0%

NOTE 1 - Photocopying charges are reduced to .08 per copy if patron supplies their own paper

LIBRARY (continued)

Description	Unit of Measure	Notes	2024 Base Fee	2025 Base Fee	HST Applicable (Y/N)	Total 2025 Fee	Effective Date	$ Change	% Change
B. ADDITIONAL FEE-BASED SERVICES									
Laminating									
Credit Card Size	Per Item		$ 0.58	$ 0.58	Y	$ 0.65	January 1, 2026	$ -	0%
11" x 9"	Per Item		$ 1.46	$ 1.46	Y	$ 1.65	January 1, 2026	$ -	0%
9' x 14"	Per Item		$ 1.95	$ 1.95	Y	$ 2.20	January 1, 2026	$ -	0%
Printing									
Black and White	Per Page		$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
Colour (predominantly text, plus some graphics)	Per Page		$ 0.58	$ 0.58	Y	$ 0.65	January 1, 2026	$ -	0%
Full Colour - half a page	Per Page		$ 1.11	$ 1.11	Y	$ 1.25	January 1, 2026	$ -	0%
Full Colour - full page	Per Page		$ 1.11	$ 1.11	Y	$ 1.25	January 1, 2026	$ -	0%
Facsimiles									
Sending and Receiving		$2.50 plus applicable long distance charges					January 1, 2026	Varies	Varies
C. FACILITY AND EQUIPMENT RENTAL									
Meeting Room									
Non-Profit Groups									
Half - Day Rental (Up to Four Hours)	Per Rental		$ 18.58	$ 19.47	Y	$ 22.00	January 1, 2026	$ 0.88	5%
Full-Day Rental	Per Day		$ 27.43	$ 28.32	Y	$ 32.00	January 1, 2026	$ 0.88	3%
All Other Groups									
Half - Day Rental (Up to Four Hours)	Per Rental		$ 31.86	$ 32.74	Y	$ 37.00	January 1, 2026	$ 0.88	3%
Full-Day Rental	Per Day		$ 54.87	$ 55.75	Y	$ 63.00	January 1, 2026	$ 0.88	2%
Equipment									
d. LCD Projector	Per Day	2	$ 47.79	$ 48.67	Y	$ 55.00	January 1, 2026	$ 0.88	2%

NOTE 2: The Library will not be responsible for any loss or damages that may occur through the use of any piece of Library equipment

APPENDIX B

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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 0XX-2025

Being a by-law to establish and regulate payment of various fees and charges within the Township of Wainfleet

WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

AND WHEREAS the Planning Act, R.S.O. 1990, c.P13, Section 69 (1), as amended and the Building Code Act, S.O. 1992, c.23, as amended, and various other statutes provide municipalities with authority to impose various fees and charges;

AND WHEREAS the Council of the Township of Wainfleet has, from time to time, established various fees and charges for information, services, activities and use of Township property;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it expedient to enact a comprehensive by-law establishing and requiring the payment of fees for information, services, activities and use of Township property;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet

HEREBY ENACTS AS FOLLOWS:

1. The fees and charges as set out in Appendix ‘A’, attached hereto and forming part of this By-law, are hereby established and adopted by the Council of the Township of Wainfleet and shall be charged by the Township of Wainfleet for those services, activities or uses of property specified in the Appendix.

2. The fees and charges listed in Appendix ‘A’ to this By-law will be subject to Harmonized Sales Tax (HST) where applicable.

3. No request by any person for any information, service, activity or use of Township property described in Appendix ‘A’ will be processed or provided by any Township Official, unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee or charge in the prescribed amount as set out in Appendix ‘A’ to the Township.

4. In the event that any information, service, activity or use of Township property is requested by a person, and a fee or charge for such information, service, activity or use of Township property has not been specifically provided for in Appendix ‘A’, a fee or charge shall be calculated by Township staff using actual costs incurred to provide the service activity or facility, and such fee or charge shall be deemed to be

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a fee or charge otherwise established and adopted by Council and shall be deemed to be included in Appendix 'A'.

5. Unless otherwise prescribed, the fees and charges established by this By-law shall be payable to the Township of Wainfleet by cash, cheque or debit card when due.

6. Fees and charges that have been imposed in accordance with this By-law that remain unpaid after the date on which they are due shall be subject to such prescribed interest and penalty charges as provided for by this By-law.

7. In the event that any part of this By-law, including any part of Appendix 'A', is determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Appendix 'A', as applicable, shall continue to operate and to be in force and effect.

8. Any provision of any by-law of the Corporation of the Township of Wainfleet that is inconsistent with this By-law is hereby repealed.

9. Notwithstanding Section 8 of this By-law, in the event that another by-law of the Corporation of the Township of Wainfleet establishes a fee or charge that is not referenced by this By-law and that is not inconsistent with this By-law, the fee or charge established by that other by-law shall be deemed to be included in Appendix 'A'.

10. Where all or part of a fee or charge imposed by the By-law remains unpaid, such fee or charge may be added to the tax roll for the property for which all of the owners are responsible for payment of the fee or charge and collected in the same manner as municipal taxes.

11. Where a form or words or expression are prescribed in this By-law, deviations therefrom not affecting the substance or calculated to mislead do not vitiate them.

12. By-law No. 016-2025 is hereby repealed.

13. This By-law shall be known as the "General Fees and Charges By-law".

14. This By-law shall come into force and effect on the 1st day of January, 2026.

BY-LAW READ AND PASSED THIS 18th DAY OF NOVEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

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ADMINISTRATIVE STAFF REPORT **ASR-024/2025**

TO: Mayor Grant & Members of Council

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

DATE OF MEETING: November 18, 2025

SUBJECT: **2025 Q3 Projected Results Report**

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-024/2025 respecting 2025 Q3 Projected Results Report be received as information.

EXECUTIVE SUMMARY:

This report presents the projected year-end results for the Township of Wainfleet as of September 30, 2025, for the year ending December 31, 2025. The report shows an estimated operating surplus of $938,662, an estimated capital surplus of $247,525, estimated reserve and reserve fund balances of $5,842,426. These estimates are subject to change as the actual year-end results become available and as the audit of the Township financial report is completed.

BACKGROUND:

In order to give timely information and budgetary updates to Members of Council, the public, and the senior management team, this report was prepared to estimate the year-end operating and capital surplus/shortfall and to determine the anticipated balances of reserve and reserve funds.

Operating Surplus: The Township is estimating an operating surplus of $938,662:

Type	**(Surplus)/Shortfall**
Wages and Benefits	$ (321,142)
Drainage Recoveries	(219,222)
Taxation	(80,024)
WSIB Rebate	(68,624)
Legal and Professional Fees*	(64,687)
Sale of Asset	(62,068)
Other	(55,734)
User Fees and Charges	(34,718)
Utilities	(28,523)
Insurance	(22,277)
Repairs and Maintenance	(22,218)
Training and Development	(15,950)
Contracted Services and Materials	10,234
Interest Income	46,291
Total Projected Surplus	**$ (938,662)**

Capital Surplus: The Township is expecting a capital fund surplus of approximately $247,525. This surplus is the result of project R.2 – Ball Diamond Renovation being cancelled at an amount of $200,000. The project was cancelled due to an unsuccessful grant application. It is important to note that this surplus does not represent a levy surplus, as the funding for this project was budgeted through grants and reserve funding. All levy funds budgeted and received through taxation will be used during the fiscal year to fund capital projects.

Reserve Balances: The Township is projecting reserve fund balances of $5,842,426.

Overall, the Township is well-positioned to meet its budgetary targets as outlined in the 2025 budget, which was approved on December 3, 2024. The year-end report will be brought forward to Council in the new year, which will recommend the transferring of the final surplus into reserves.

OPTIONS/DISCUSSION:

N/A

FINANCIAL CONSIDERATIONS:

N/A

OTHERS CONSULTED:

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

ATTACHMENTS:

1) Appendix “A” – 2025 Q3 Projected Year-End Results

Respectfully submitted by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Approved by,

Mallory Luey
Chief Administrative Officer

APPENDIX A

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TOWNSHIP OF WAINFLEET

APPENDIX A 2025 Q3 PROJECTED RESULTS

NOVEMBER 18, 2025

TOWNSHIP OF WAINFLEET
2025 Q3 PROJECTED RESULTS

Department	Budget	Projected	(Surplus) / Shortfall	Explanation
General Revenue	(8,035,843)	(8,085,902)	(50,059)	Surplus in taxation offset by shortfall in interest revenue.
Council	104,860	92,494	(12,366)	Surpluses in legal and professional fees and training and development.
Election	12,750	12,750	-	
General Assistance	527,385	527,385	-	
Administration	1,476,015	1,256,085	(219,930)	Surpluses due to a WSIB refund, employee wages and benefits, and tax write-offs.
Fire	1,222,084	1,201,869	(20,215)	Surplus in insurance and telephones.
By-law	144,674	75,106	(69,568)	Surpluses in user fees and in contracted services.
Planning	392,840	325,088	(67,752)	Surpluses in legal and professional fees and employees wages and benefits.
Building & Septic	-	524	524	
Public Works	2,479,196	2,272,368	(206,828)	Surplus due to sale of asset and employee wages and benefits.
Facilities	982,764	1,001,347	18,583	Shortfall in general maintenance.
Cemetery	82,345	79,125	(3,220)	
Recreation	477,062	453,694	(23,368)	Surplus in user fees.
Drainage	133,868	(114,494)	(248,362)	Surpluses in drainage recoveries (not previously budgeted for) and in contracted services.
Library	-	(36,102)	(36,102)	Surplus in employee wages and benefits.
Total Operating	-	(938,662)	(938,662)	

TOWNSHIP OF WAINFLEET
2025 Q3 PROJECTED RESULTS BY OBJECT - BUDGET

Object	General Revenue	Council	Election	General Assistance	Admin	Fire	By-law	Planning	Building & Septic	Public Works	Facilities	Cemetery	Recreation	Drainage	Library	Total
Taxation	(10,054,759)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**(10,054,759)**
User Fees	(115,300)	-	-	-	-	(9,500)	(164,170)	(66,450)	(280,000)	(10,000)	(2,000)	(201,050)	(213,450)	(80)	(9,950)	**(1,071,950)**
Grants	(539,500)	-	-	-	-	-	-	-	-	(79,800)	-	-	(45,000)	(58,552)	(21,376)	**(744,228)**
Other	(249,114)	-	-	-	(50,000)	(19,500)	(4,000)	(6,000)	-	(11,000)	-	(18,000)	-	-	(490,803)	**(848,417)**
Reserve Transfers	-	-	-	-	(60,000)	(125,000)	(131,500)	(190,000)	(121,060)	-	(38,000)	-	-	-	(8,934)	**(674,494)**
Total Revenues	**(10,958,673)**	**-**	**-**	**-**	**(110,000)**	**(154,000)**	**(299,670)**	**(262,450)**	**(401,060)**	**(100,800)**	**(40,000)**	**(219,050)**	**(258,450)**	**(58,632)**	**(531,063)**	**(13,393,848)**
Wages & Benefits	-	79,560	-	-	1,075,950	678,670	232,770	404,140	312,860	1,280,670	-	258,780	539,170	123,450	436,090	**5,422,110**
Training & Development	-	4,000	-	-	20,700	39,500	5,500	8,000	1,500	10,000	-	-	6,500	3,650	1,000	**100,350**
Legal & Professional Fees	-	7,000	-	-	143,000	127,000	125,600	222,000	9,500	25,500	38,000	-	1,250	4,000	7,700	**710,550**
Utilities	-	1,700	-	-	20,000	12,000	2,000	1,000	2,000	28,000	200,600	1,700	11,100	1,800	1,750	**283,650**
Contracted Services & Materials	-	-	-	-	84,200	118,940	35,550	12,100	20,900	851,275	-	5,450	36,400	30,900	77,350	**1,273,065**
Repairs & Maintenance	-	-	-	-	-	74,100	3,250	-	2,250	156,800	177,000	29,500	65,350	12,500	1,050	**521,800**
Insurance	-	-	-	-	107,465	102,874	-	-	-	66,751	-	2,165	72,342	-	3,673	**355,270**
Debt Repayments	-	-	-	-	-	-	-	-	-	-	607,164	-	-	-	-	**607,164**
Other	-	12,600	-	527,385	134,700	23,000	39,674	8,050	52,050	11,000	-	3,800	3,400	5,700	2,450	**823,809**
Reserve Transfers	2,922,830	-	12,750	-	-	200,000	-	-	-	150,000	-	-	-	10,500	-	**3,296,080**
Total Expenses	**2,922,830**	**104,860**	**12,750**	**527,385**	**1,586,015**	**1,376,084**	**444,344**	**655,290**	**401,060**	**2,579,996**	**1,022,764**	**301,395**	**735,512**	**192,500**	**531,063**	**13,393,848**
Net Levy	**(8,035,843)**	**104,860**	**12,750**	**527,385**	**1,476,015**	**1,222,084**	**144,674**	**392,840**	**-**	**2,479,196**	**982,764**	**82,345**	**477,062**	**133,868**	**-**	**-**

TOWNSHIP OF WAINFLEET
2025 Q3 PROJECTED RESULTS BY OBJECT - ACTUAL

Object	General Revenue	Council	Election	General Assistance	Admin	Fire	By-Law	Planning	Building & Septic	Public Works	Facilities	Cemetery	Recreation	Drainage	Library	Total
Taxation	(10,135,456)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**(10,135,456)**
User Fees	(128,665)	-	-	-	-	(12,342)	(199,742)	(63,393)	(232,859)	(5,427)	(2,409)	(200,302)	(254,515)	(187)	(6,827)	**(1,106,668)**
Grants	(539,500)	-	-	-	-	-	-	-	-	(79,166)	-	-	(47,174)	(58,552)	(21,376)	**(745,768)**
Other	(205,111)	-	-	-	(118,624)	(16,209)	(533)	(4,855)	-	(74,099)	-	(18,000)	(2,343)	(226,176)	(492,004)	**(1,157,953)**
Reserve Transfers	-	-	-	-	(60,000)	(68,000)	(131,500)	-	(121,060)	-	(38,000)	-	-	-	-	**(418,560)**
Total Revenues	**(11,008,732)**	**-**	**-**	**-**	**(178,624)**	**(96,551)**	**(331,776)**	**(68,248)**	**(353,919)**	**(158,691)**	**(40,409)**	**(218,302)**	**(304,032)**	**(284,914)**	**(520,207)**	**(13,564,404)**
Wages & Benefits	-	79,396	-	-	982,406	665,140	221,070	372,153	295,502	1,160,075	-	256,738	554,948	119,891	393,649	**5,100,968**
Training & Development	-	1,207	-	-	18,770	36,963	3,085	5,161	389	10,801	-	-	4,390	3,362	271	**84,400**
Legal & Professional Fees	-	-	-	-	140,160	69,890	125,475	2,735	-	5,204	48,056	-	-	780	6,564	**398,863**
Utilities	-	1,306	-	-	18,457	5,924	1,536	620	1,547	23,013	192,915	1,575	4,615	638	2,982	**255,127**
Contracted Services & Materials	-	-	-	-	77,371	104,818	13,819	8,651	4,842	917,521	-	4,792	57,766	18,113	75,607	**1,283,299**
Repairs & Maintenance	-	-		-	-	105,297	3,589	-	1,609	95,264	193,602	23,237	62,293	14,168	524	**499,582**
Insurance	-	-	-	-	99,860	91,660	-	-	-	62,095	-	5,594	70,285	-	3,498	**332,993**
Debt Repayments	-	-	-	-	-	-	-	-	-	-	607,184	-	-	-	-	**607,184**
Other	-	10,586	-	527,385	97,684	18,728	38,308	4,016	50,555	7,086	-	5,490	3,429	2,970	1,010	**767,247**
Reserve Transfers	2,922,830	-	12,750	-	-	200,000	-	-	-	150,000	-	-	-	10,500	-	**3,296,080**
Total Expenses	**2,922,830**	**92,494**	**12,750**	**527,385**	**1,434,709**	**1,298,420**	**406,882**	**393,336**	**354,443**	**2,431,059**	**1,041,756**	**297,427**	**757,726**	**170,421**	**484,105**	**12,625,743**
Net Levy	**(8,085,902)**	**92,494**	**12,750**	**527,385**	**1,256,085**	**1,201,869**	**75,106**	**325,088**	**524**	**2,272,368**	**1,001,347**	**79,125**	**453,694**	**(114,494)**	**(36,102)**	**(938,662)**

TOWNSHIP OF WAINFLEET
2025 Q3 PROJECTED RESULTS BY OBJECT - (SURPLUS)/SHORTFALL

Object	General Revenue	Council	Election	General Assistance	Admin	Fire	By-Law	Planning	Building & Septic	Public Works	Facilities	Cemetery	Recreation	Drainage	Library	Total
Taxation	(80,697)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**(80,697)**
User Fees	(13,365)	-	-	-	-	(2,842)	(35,572)	3,057	47,141	4,573	(409)	748	(41,065)	(107)	3,123	**(34,718)**
Grants	-	-	-	-	-	-	-	-	-	634	-	-	(2,174)	-	-	**(1,540)**
Other	44,003	-	-	-	(68,624)	3,291	3,467	1,145	-	(63,099)	-	-	(2,343)	(226,176)	(1,201)	**(309,536)**
Reserve Transfers	-	-	-	-	-	57,000	-	190,000	-	-	-	-	-	-	8,934	**255,934**
Total Revenues	**(50,059)**	**-**	**-**	**-**	**(68,624)**	**57,449**	**(32,106)**	**194,202**	**47,141**	**(57,891)**	**(409)**	**748**	**(45,582)**	**(226,282)**	**10,856**	**(170,556)**
Wages & Benefits	-	(164)	-	-	(93,544)	(13,530)	(11,700)	(31,987)	(17,358)	(120,595)	-	(2,042)	15,778	(3,559)	(42,441)	**(321,142)**
Training & Development	-	(2,793)	-	-	(1,930)	(2,537)	(2,415)	(2,839)	(1,111)	801	-	-	(2,110)	(288)	(729)	**(15,950)**
Legal & Professional Fees	-	(7,000)	-	-	(2,840)	(57,110)	(125)	(219,265)	(9,500)	(20,296)	10,056	-	(1,250)	(3,220)	(1,136)	**(311,687)**
Utilities	-	(394)	-	-	(1,543)	(6,076)	(464)	(380)	(453)	(4,987)	(7,685)	(125)	(6,485)	(1,162)	1,232	**(28,523)**
Contracted Services & Materials	-	-	-	-	(6,829)	(14,122)	(21,731)	(3,449)	(16,058)	66,246	-	(658)	21,366	(12,787)	(1,743)	**10,234**
Repairs & Maintenance	-	-	-	-	-	31,197	339	-	(641)	(61,536)	16,602	(6,263)	(3,057)	1,668	(526)	**(22,218)**
Insurance	-	-	-	-	(7,605)	(11,214)	-	-	-	(4,656)	-	3,429	(2,057)	-	(175)	**(22,277)**
Debt Repayments	-	-	-	-	-	-	-	-	-	-	20	-	-	-	-	**20**
Other	-	(2,014)	-	-	(37,016)	(4,272)	(1,366)	(4,034)	(1,495)	(3,914)	-	1,690	29	(2,730)	(1,440)	**(56,562)**
Reserve Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Total Expenses	**-**	**(12,366)**	**-**	**-**	**(151,306)**	**(77,664)**	**(37,462)**	**(261,954)**	**(46,617)**	**(148,937)**	**18,992**	**(3,968)**	**22,214**	**(22,079)**	**(46,958)**	**(768,105)**
Net Levy	**(50,059)**	**(12,366)**	**-**	**-**	**(219,930)**	**(20,215)**	**(69,568)**	**(67,752)**	**524**	**(206,828)**	**18,583**	**(3,220)**	**(23,368)**	**(248,362)**	**(36,102)**	**(938,662)**

TOWNSHIP OF WAINFLEET
2025 Q3 PROJECTED CAPITAL REPORT

Item	Project Title	Project Status	Total Revised Budget	Actual Spend To Date	Projected Spend To Year-End	Total Expected Spend	Carried Forward	(Surplus)/ Shortfall
A.1	IT Improvements and Replacements	In-Progress	68,500	44,685	23,815	68,500	-	-
Total Administration			**68,500**	**44,685**	**23,815**	**68,500**	**-**	**-**
F.1	Firefighter Personal Protective Equipment	In-Progress	51,000	41,357	8,000	49,357	-	(1,643)
F.2	Fire and Rescue Equipment	Completed	55,000	55,626		55,626	-	626
F.4	Fire Station 3 and 4 Improvements	In-Progress	175,000	126,701	48,299	175,000	-	-
F.5	Fire Protection	Completed	33,004	32,690		32,690	-	(314)
Total Fire			**314,004**	**256,374**	**56,299**	**312,673**	**-**	**(1,331)**
PW.1	Large Culverts and Drain Works	In-Progress	1,262,100	71,533	1,061,854	1,133,387	128,713	-
PW.2	Road Rehabilitation	Completed	1,503,432	1,467,197		1,467,197	-	(36,235)
PW.3	Bridge Rehabilitation	In-Progress	383,500	53,488	330,012	383,500	-	-
PW.4	Annual Culvert Replacement	In-Progress	100,000	33,867	66,134	100,000	-	-
PW.5	Public Works Fleet and Equipment Replacement	In-Progress	1,257,500	488,888	768,612	1,257,500	-	-
PW.6	Annual Tree Planting	Completed	30,000	8,344		8,344	-	(21,656)
Total Public Works			**4,536,532**	**2,123,317**	**2,226,611**	**4,349,928**	**128,713**	**(57,891)**
BM.1	Building Maintenance	Completed	35,000	27,371		27,371	-	(7,629)
BM.2	Arena Parking Lot Expansion and Water Supply	Completed	190,000	146,072		146,072	-	(43,928)
BM.3	Recreation Complex Improvements	In-Progress	350,000	165,700		165,700	184,300	-
BM.4	Canada Post Renovation	In-Progress	70,000	145,976	4,500	150,476	-	80,476
Total Facilities			**645,000**	**485,119**	**4,500**	**489,619**	**184,300**	**28,919**
C.1	Storage Sheds	In-Progress	7,000	804	6,196	7,000	-	-
C.2	New Columbarium	In-Progress	123,000	97,532	25,468	123,000	-	-
C.3	Cemetery Fleet and Equipment Replacement	Completed	35,000	29,179		29,179	-	(5,821)
Total Cemetery			**165,000**	**127,516**	**31,664**	**159,179**	**-**	**(5,821)**
R.1	Recreation Fleet and Equipment Replacement	In-Progress	175,000	-	175,000	175,000	-	-
R.2	Ball Diamond Renovation	Cancelled	200,000	-		-	-	(200,000)
R.3	Arena Equipment Replacement	Completed	101,500	90,098		90,098	-	(11,402)
Total Recreation			**476,500**	**90,098**	**175,000**	**265,098**	**-**	**(211,402)**
Total Capital Requests			**6,205,536**	**3,127,109**	**2,517,888**	**5,644,998**	**313,013**	**(247,525)**

TOWNSHIP OF WAINFLEET

2025 Q3 PROJECTED RESERVE AND RESERVE FUNDS

Reserve	Balance December 31, 2024	2025 Projected Surplus Transfer	Transfer to Reserve	Transfer from Reserve	Receipts	Interest	Carried Forward Capital Commitments	Capital Commitments	Projected Balance December 31, 2025
Working Funds	800,000	-	-	-	-	-	-	-	800,000
Rate Stabilization	1,383,238	290,473	-	(204,500)	-	-	-	-	1,469,211
Municipal Modernization	133,021	-	-	-	-	-	-	-	133,021
Insurance	174,447	-	-	-	-	-	-	-	174,447
Infrastructure	1,895,729	-	1,621,985	-	-	-	-	(3,041,073)	476,641
Excavator	41,872	-	-	-	-	-	-	(37,500)	4,372
Drainage	53,100	248,362	10,500	-	-	-	-	-	311,962
Public Works (Equipment)	420,733	206,828	150,000	-	-	-	-	(550,000)	227,561
Public Works (Winter Control)	150,000	-	-	-	-	-	-	-	150,000
Emergency	100,000	-	-	-	-	-	-	-	100,000
Building Permit	(231,141)	-	-	(121,060)	-	-	-	-	(352,201)
Fire	229,066	20,215	200,000	(43,000)	-	-	-	(123,973)	282,308
Fire Points	80,685	-	-	-	-	-	-	-	80,685
Fire Donations	3,936	-	-	-	-	-	-	-	3,936
Library	179,109	36,102	-	-	-	-	-	-	215,211
Library Donations	8,717	-	-	-	-	-	-	-	8,717
Election	37,585	-	12,750	-	-	-	-	-	50,335
Planning	200,000	67,752	-	-	-	-	-	-	267,752
By-Law	177,637	33,197	-	-	-	-	-	-	210,834
Council	26,319	12,366	-	-	-	-	-	-	38,685
General Reserve	260,090	-	-	-	-	-	-	(98,148)	161,942
Recreation	74,344	23,368	-	-	-	-	-	-	97,712
Capital WIP	36,590	-	-	-	-	-	-	-	36,590
Environmental Sustainability	569,601	-	-	-	-	-	-	(8,344)	561,256
Airport	10,757	-	-	-	-	-	-	-	10,757
Total Reserves	6,815,436	938,662	1,995,235	(368,560)	-	-	-	(3,859,039)	5,521,733
Development Charges (All Funds)	188,485		-	-	100,000	3,000	-	(25,000)	266,485
Canada Community Building Fund	-		-	-	225,550		-	(225,550)	-
Parkland	52,508		-	-	-	1,700	-	-	54,208
Total Reserve Funds	240,993	-	-	-	325,550	4,700	-	(250,550)	320,693
Total Reserves and Reserve Funds	7,056,429	938,662	1,995,235	(368,560)	325,550	4,700	-	(4,109,589)	5,842,426

COMMUNITY & DEVELOPMENT SERVICES CDS-001/2025

TO: Mayor Grant & Members of Council

FROM: Lindsay Earl, Manager of Community & Development Services

DATE OF MEETING: November 18, 2025

SUBJECT: **Award of Request for Proposal RFP 2025-01-CDS Consulting Services for the Township of Wainfleet's Official Plan Conformity and 10-Year Update**

RECOMMENDATION(S):

THAT Report CDS-001-2025 respecting the Award for the Official Plan Conformity & 10-year Update be received; and

THAT Council direct the Manager of Community and Development Services to award the Request for Proposal RFP 2025-01-CDS Consulting Services for the Township of Wainfleet's Official Plan Conformity and 10-Year Update to GSP Group in the amount of $117,500.00 plus HST.

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with the results of the Request for Proposals ("RFP") RFP 2025-01-CDS Consulting Services for the Township's Official Plan Conformity and 10-Year Update and to provide a recommendation to retain GSP Group to complete the scope of work as described in their proposal dated October 17, 2025.

BACKGROUND:

Through budget cycles 2022-2025 Council allocated $200,000 to reserves for the Official Plan update work.

On September 19, 2025, the Request for Proposal RFP 2025-01-CDS seeking consulting services to complete the Township's Official Plan Conformity and 10-Year Update was issued in accordance with the Township's Procurement Policy.

The RFP requested the submission of proposals from consulting firms with experience in land use policy, natural heritage, housing, agriculture, infrastructure, and community engagement, to ensure the updated Plan aligns with the Provincial Planning Statement (PPS) and Regional policies while fulfilling the statutory 10-year review. More specifically, the RFP outlined that key components of the review include the following:

1. **Provide Review & Analysis**
    - Ensure accurate consolidation of the Official Plan text and mapping by incorporating previous Amendments OPA-1 to OPA-04 into the Township of Wainfleet's Official Plan.
    - Assess conformity of the current Wainfleet Official Plan with Provincial and Regional policies and schedules. This includes undertaking a detailed review of all policy documents and recent legislation changes and updates. Identify key policy updates as required.
    - Identify any additional policy documents or legislative changes to be included in the comprehensive review. This includes any new policy documents or legislative changes that may be proposed or come into effect in the duration of the project.
    - Review municipal strategies, and the need for master plans (e.g. Parks & Recreation Master Plan, CIP's etc.).
    - In addition to identifying key policy updates required through the analysis above, review and update additional policies regarding rural lot creation, additional dwelling units (ADU's), servicing, housing, climate change, renewable energy, delegated authority, natural heritage, site plan control, home industry/ home occupations, industrial/employment areas, cultural heritage and archaeology, and lakeshore access and ownership.
    - Review and identify any changes to the Township's Implementation Approach including pre-consultations and update or create definitions as required.
    - Identify gaps, policy conflicts, or other areas requiring updates.
    - Mapping and schedule updates as required. This includes undertaking desktop mapping exercise identifying required changes to the Township's Official Plan schedules/mapping based on the review above.

2. **Community Engagement & Consultation**
    - Create a comprehensive Consultation Strategy to engage and support Council, stakeholders, partner agencies, public interest groups and the public.

3. **Draft Policy Updates**
    - Prepare draft amendments and a consolidated Official Plan that addresses conformity requirements and community vision.
    - Coordinate with Township staff, Region of Niagara, and external agencies.

4. **Final Deliverables**
    - Final updated Official Plan document (policy text, schedules and mapping).
    - Public engagement summaries and Council presentation materials.
    - Recommendation report to Council addressing conformity and review findings.
    - Following adoption of the draft Official Plan by Township Council, the Proponent will, together with the Township, submit a comprehensive approval package to the Approval Authority and commit, as outlined in the Consultation Strategy, to provide any presentation and delegations in support of the adopted Official Plan with the Approval Authority (Minister of Municipal Affairs and Housing).

As Council may recall, public consultation by way of statutory public meetings and open houses are requirements of the Planning Act and are set out as minimum requirements. To ensure ongoing and meaningful public consultation throughout the Official Plan review process, the RFP noted the importance and value of public and stakeholder consultation and outlined a requirement for going above and beyond satisfying the minimum requirements of the Planning Act in this regard. The Proponent was expected to outline a communication strategy and consultation program with specific opportunities to deal with key policy issues as they arise. Consultation is also expected to include creative ways of consulting the public, such as through the Township's website, social media platforms and/or other media.

Submissions Received

Upon the RFP closing on October 17, 2025, staff received six (6) Bid Submissions from qualified planning firms in association with a variety of partners as follows:

1. WSP
2. GSP Group
3. Urban & Environmental Management Inc.
4. SGL Planning & Design Inc.
5. Landwise
6. Arcadis Professional Services (Canada) Inc.

Consultants were required to submit proposals outlining the technical and financial aspects of the project assignment. As identified in the RFP, the lowest or any Bid on this RFP may not necessarily be selected. The Selection Committee is responsible for recommending the Bid that provides the best potential value to the Township and for which the Committee is satisfied that the proponent is capable in all respects to fully perform the requirements of the project. Each submitted proposal was evaluated and scored by the Selection Committee, comprised of the CAO, the Manager of Community and Development Services and the Township's Planner, based on the following criteria:

Evaluation Criteria	Points
Firm's Qualifications and Similar Work Experience	15
Project Team Experience	20
Project Understanding and Methodology	25
Work Plan and Project Schedule	25
Fees	15
Total Points	100

Following Staff's review of the proposals, the three (3) highest-scoring proposals were selected for an interview which included:

Consultant	Bid Price (excluding HST)
Arcadis Professional Services (Canada) Inc.	$ 78,920
GSP Group	$117,500
SGL Planning & Design Inc.	$167,650

The interview process allowed the consultants an opportunity to present their proposals, work plans and answer questions from the Selection Committee which expanded to include members of Council including Mayor Grant and Councillor MacLellan. Based on the combined RFP scoring and interview process, GSP Group was the preferred consultant.

OPTIONS/DISCUSSION:

Under the Township's current Planning Service Level Agreement with the Region of Niagara, there was an option to engage Regional staff to complete the Official Plan update as a special project. However, Council previously confirmed that they were not interested in pursuing this option, recognizing that a qualified external planning firm with direct experience in preparing local Official Plans may be better suited to address the unique needs of Wainfleet's small, rural, and agricultural community. Nonetheless, in the interest of due diligence and transparency, staff felt it was important to demonstrate that all available options were explored before proceeding further.

GSP Group submitted a strong proposal with a qualified team of consultants that met the requirements of the RFP. In addition, GSP Group has completed similar work for several other municipalities. Staff verified the references provided within GSP's proposal and are confident that they are capable of completing the review in accordance with the requirements of the RFP and within their stated budget. As a result, Staff recommend that GSP Group be retained to complete the Township's Official Plan Conformity and 10-Year Update **(Recommended)**.

Council may choose to award the consulting services to an alternate bidder.

FINANCIAL CONSIDERATIONS:

Over the 2022-2025 budget years, Council allocated $200,000 in the Planning reserves for Consulting Services to complete the Official Plan review. This amount is considered adequate to cover the preferred bid of $117,500.00 plus HST as well as accommodate any additional contingencies that may result through the Official Plan review.

OTHERS CONSULTED:

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

ATTACHMENTS: N/A

Respectfully submitted by,

Lindsay Earl
Manager of Community/Dev. Services

Approved by,

Mallory Luey
Chief Administrative Officer

Memo

To: Mayor Grant & Members of Council

From: Lindsay Earl, Manager of Community & Development Services

Date: November 18, 2025

Re: Hearing and Screening Officer Appointment

Staff are bringing forward for Council's consideration a replacement of the Township's By-law No. 007-2022 that previously delegated authority to the Chief Administrative Officer to appoint a Screening and Hearing Officer for the Township.

As per O.Reg 333/07 of the *Municipal Act, 2001* the Township is required to provide a screening and hearing process for penalties issued under the Parking Administrative Monetary Penalty System (AMPS). Staff notes that it has been the Township's practice to extend the same appeal process of the *Municipal Act, 2001 Section 434.1* to Non-parking AMPS matters as well. This approach is beneficial to residents as it promotes fairness, transparency, and confidence in the Township's enforcement and administrative processes by ensuring that all matters are reviewed objectively by qualified officers.

By-law No. 007-2022 was created when the Township entered into a Shared Services Agreement among eight (8) of the local municipal partners which appointed a Shared Hearing Officer through a cost sharing initiative which commenced in February 2022. The agreement allowed the Township to partake in six (6) bi-monthly appeal hearing dates (with the option of up to 2 matters to be heard at each) for an annual cost of $750. However, the Township experienced issues with larger municipalities taking up the majority of the monthly schedules with multiple hearing requests which resulted in delays for our hearings. Staff notes that the number of hearings (both Parking and Non-Parking) required by the Township over this period increased (2022= 3 hearings, 2023= 2 hearings and 2024= 30 hearings with the inclusion of the new STR by-law and an increase in parking penalties which required additional full-day hearings).

On September 9, 2024, the Township's solicitor provided a *Notice of Intention to Conclude Shared Services Agreement* at the end of the 3-year term (being February 23, 2025). Since that time, the Township has operated independently holding our own hearings with the previously utilized Hearing Officer.

It was determined that the hearing process under the previous Officer was not aligning well with the Township's expectations. In seeking both improved outcomes and cost efficiencies, the Township explored the opportunity to share a Hearing Officer with the Town of Pelham. This shared arrangement is expected to better meet the Township's needs by providing greater flexibility, enhanced objectivity, and more timely and appropriate decisions.

Staff notes that the funding for both the Screening and Hearing Officers have been and continue to be included in the annual operating budget for the By-law department.

Continuing to grant the CAO delegated authority to appoint a Screening and Hearing Officer is a practical and efficient approach that supports continuity and consistency in service delivery. This delegation eliminates the need to return to Council each time there is turnover or a change in delegated work, streamlining administrative processes and reducing delays. It also allows for the appointment of additional officers as needed, creating a roster that ensures adequate coverage and responsiveness. By maintaining flexibility and operational efficiency in this way, the Township can continue to uphold its excellent standard of customer service and ensure timely, fair, and consistent handling of matters requiring screening or hearings.

Staff notes the draft by-law is only removing reference to the previous Shared Services Agreement between the eight (8) municipal partners as well as clarifying that the Screening and Hearing Officers are for both Parking and Non-Parking AMPS. Staff recommend that Council approve the attached draft by-law amendment for adoption.

Attachments:

- Draft By-law– to appoint a Screening and Hearing Officer for the Township

OTHERS CONSULTED:

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

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 0XX-2025

Being a by-law to delegate authority to the
Chief Administrative Officer to appoint a
Screening and Hearing Officer for the
Township of Wainfleet.

WHEREAS section 434.1 (1) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the *Municipal Act, 2001*) provides that, a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act; and

WHEREAS section 434.1 (2) of the *Municipal Act, 2001*, provides that the purpose of a system of administrative penalties established by a municipality under this section shall be to assist the municipality in promoting compliance with its by-laws; and

WHEREAS section 8 of Ontario Regulation 333/07 provides, among other things, that a person who receives a penalty notice shall have the right to request a review of the administrative penalty by a Screening Officer appointed by the municipality; and

WHEREAS the Council for the Township of Wainfleet considers it desirable and necessary to establish the position of a Screening Officer and a Hearing Officer as required for the operation of the Township's parking and non-parking administrative monetary penalty systems;

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

1. **THAT** the Chief Administrative Officer shall be delegated the authority to appoint a Screening Officer for the Township of Wainfleet from time-to-time as may be required.

2. **THAT** the Chief Administrative Officer shall be delegated the authority to appoint a Hearing Officer for the Township of Wainfleet from time-to-time as may be required.

3. **THAT** By-law No. 007-2022, and any other by-law inconsistent with this By-law, be and is hereby repealed.

4. **THAT** this By-law shall come into force on the day upon which it is passed.

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

_____
B. Grant, MAYOR

_____
A. Chrastina, CLERK

DRAFT

DRAINAGE STAFF REPORT **DSR-011/2025**

TO: Mayor Grant & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: November 18, 2025

SUBJECT: Award of Tender for Drain Reconstruction – Aldrey Drain

---

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-011/2025 respecting the Award of Tender for Drain Reconstruction – Aldrey Drain be received; and

THAT Council direct Staff to award the tender for the reconstruction of the Aldrey Drain to Wassink Excavating Ltd.

EXECUTIVE SUMMARY:

Township Staff and Spriet Associates Engineering prepared a tender for the reconstruction of Aldrey Drain in accordance with the Township's procurement policy. Various contractors and local associations were notified of the advertisement on the Township website.

The Township received 7 bids and staff recommend the award of the project to Wassink Excavating Ltd., at a cost of $238,099.33 + HST.

BACKGROUND:

The tender for the project was prepared by Spriet Associates' engineering staff and complies with the Township's procurement policy. The drain reconstruction project had been presented to Council through DSR-003-2024 & DSR-005-2025. The Township portion is included in the draft 2026 Capital Budget.

Upon the tender closing on November 6, 2025, staff received 7 bids. The bids have been reviewed and meet the basic requirements of the Township as detailed in the original tender documents.

Company	Tender Price
Wassink Excavating Ltd.	$238,099.33 + HST
County Line Construction Inc.	$313,268.00 + HST
CRL Campbell Construction & Drainage Ltd.	$344,900.00 + HST
Anthony's Excavating Central Inc.	$392,175.00 + HST
Silverline Group Inc.	$689,129.00 + HST
Alfred Beam Excavating Ltd.	$699,810.00 + HST
Geo Barnes & Sons Limited	$858,331.00 + HST

OPTIONS/DISCUSSION:

1. Award the tender to Wassink Excavating Ltd. for $ 238,099.33 + HST, **(Recommended).**

2. Do not move forward with the Project and updated Engineer's Report (Not recommended).

FINANCIAL CONSIDERATIONS:

The Township portion of the project cost is established at $85,000 and includes two crossings under Perry Road and the surface water drainage contributions of Perry Road part of Concession 6. The Township project costs have been included in the draft 2026 Capital Budget.

Final actual costs to the Township will only be those assessed to the roads and lands of the Township identified in the report for any maintenance or improvements completed on the drain as outlined in the report. A Section 78 drain project is 100% billable and eligible for a grant from OMAFA. Final costs to the Township would only be those assessed to the roads and lands of the Township, which are identified in the report, as per the Drainage Act R.S.O. 1990.

OTHERS CONSULTED:

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

ATTACHMENTS:

Appendix A – Engineer Recommendation Letter

Respectfully submitted by,

Mark Jemison
Drainage Superintendent

Approved by,

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

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November 14, 2025

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

Mark Jemison
Drainage Superintendent
Township of Wainfleet
31940 Highway #3, PO Box 40
Wainfleet, Ontario
L0S 1V0

Re: Aldrey Drain
Our Reference No. 224188

Tenders were closed on the Aldrey Drain on November 6, 2025, the results of which are summarized below:

Vendor	Contract Value (including HST)
Wassink Excavating Ltd.	$269,052.24
County Line	$353,992.84
CRL Campbell	$389,737.00
Anthony's Excavating	$443,157.75
Silver Line	$778,715.77
Bean Excavating	$790,785.30
Geo. Barnes and Sons	$969,914.03

Accordingly, the low tender is Wassink Excavating in the amount of $269,052.24.

We have reviewed the bids and found them to be in order. We have no concerns with the lowest bidder.

I trust the above is sufficient for your needs, however, please do not hesitate to contact the undersigned if you have any questions.

Yours truly,
SPRIET ASSOCIATES LONDON LIMITED

J.M. Spriet, P. Eng.

JMS:kj

DRAINAGE STAFF REPORT **DSR-012/2025**

TO: Mayor Grant & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: November 18, 2025

SUBJECT: Swayze Drain Management Options

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-012/2025 regarding the future management of the Swayze Drain be received; and

THAT Council authorize staff to prepare and distribute the necessary notices in accordance with Section 78(1) *Drainage Act;* and

THAT Council appoint Spriet Associates Ltd. Engineering under the *Drainage Act* to improve the Swayze Drain.

EXECUTIVE SUMMARY:

The Swayze Drain serves the area of Marr Road near Willford Road. Due to the challenges of managing the drain using to the existing engineer's report, the Township's maintenance opportunities are limited. Safety concerns have been identified due to entrance culverts that need to be remedied through an improvement project.

BACKGROUND:

Most recently updated under the engineer's report of C. J. Clarke in 1961, the Swayze drain is approximately 1500m long with a watershed of approximately 200 acres. The drain starts on Marr Road, just north of Willford Road, flows southerly mainly adjacent to Marr Road flowing into the Big Forks Drain.

Township completed maintenance as per the engineer's report in 2017, and returned in 2024 to repair emergency bank slides. Based on discussions with property owners, the Township returned in 2025 and ditched the drain north of the former rail property.

Based on discussions with property owners, the needs of the drain cannot be met utilizing the 1961 engineer's report. There have been a number of severances in the watershed, changes to land use with the closure and disposal of the CN rail transition to residential and agriculture.

OPTIONS/DISCUSSION:

1) Council appoint Spriet Associates Ltd. and authorize staff to prepare the necessary notices in accordance with the *Drainage Act* (Recommended).

2) Do not support the Request for Improvement (Not recommended).

FINANCIAL CONSIDERATIONS:

If approved by Council, the Township will be required to carry the costs of the project until the report is completed and the costs are allocated to the appropriate property owners in accordance with the engineer's report prepared pursuant to the *Drainage Act, R.S.O. 1990*.

As per the *Drainage Act, R.S.O. 1990,* final actual costs to the Township will only be those assessed to the roads and lands of the Township identified in the engineer's report for any maintenance or improvements completed on the drain as outlined in the Section 78 report. A Section 78 engineering report is 100% billable and eligible for grant from OMAFA.

OTHERS CONSULTED:

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

ATTACHMENTS:

None.

Respectfully submitted by,

Mark Jemison
Drainage Superintendent

Approved by,

Mallory Luey
Chief Administrative Office

PUBLIC WORKS STAFF REPORT PWSR-021/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: November 18, 2025

SUBJECT: Building Condition Assessments

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-021/2025 respecting Building Condition Assessments be received for information.

EXECUTIVE SUMMARY:

During 2025 budget deliberations, Council approved the Building Conditional Assessment to be performed on our Facilities. The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township with critical information that guide the Township's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). Staff worked with Englobe to assist in performing the investigations as well as the preparation of the final report attached.

BACKGROUND:

The 2025 budget included funds to provide the Township with a Building Condition Assessment for it's facilities. The Township retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet.

The inspection of the properties were executed in general compliance with ASTM E-2018-15 requirements and consisted of a "walk-through" type visual evaluation and was limited to the elements that were visible from ground height or accessible floors; no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone. The inspection required professionals in the following fields: architecture, roofing, structural, building, electrical, and mechanical. As part of the scope of work, a Building Condition Assessment Report and Metrics were provided for each facility. Observations, deficiencies, and recommendations are organized into the seven sections of the report. The sections correspond to the UniFormatTM Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and the conditions, photographs of components and deficiencies, and the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township, and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety and

security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned. Additionally, the report identifies a 10-year capital expenditure table which includes the building condition findings.

Staff have already included the findings in the asset management plan that was previously presented to Council on October 21st 2025.

OPTIONS/DISCUSSION:

N/A

FINANCIAL CONSIDERATIONS:

Staff will utilize the findings presented in the report and will include the recommendations for future budget considerations as well as utilizing current operating budgets to implement some of the improvements.

OTHERS CONSULTED:

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

ATTACHMENTS:

Appendix ‘A’ Building Condition Assessment for all facilities
Appendix ‘B’ Consolidated Assessments and Summary

Respectfully submitted by,

Richard Nan
Manager of Operations

Approved by,

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

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Wainfleet Town Hall & Council Chambers

31940 Highway 3, Wainfleet, ON

Township of Wainfleet

Final Report

Building Condition Assessment

August 21, 2025

21-02409682.000-0500-BS-R-0501-00

T 416 213 1060 – info@englobecorp.com
20 Carlson Court, Suite 300. Etobicoke, ON – Canada M9W 7K6

englobecorp.com

Township of Wainfleet
Wainfleet Town Hall & Council Chambers

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Reviewed by:

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Project Manager
Building Science

Production team

The Regional Municipality of Niagara

Manager of Operations	Richard Nan

Englobe Corp.

Project Manager	Marcela Sarmiento
Administrative Assistant	Hélène Joly

Revisions and publications log

REVISION No.	DATE	DESCRIPTION
0A	June 30, 2025	Draft Report
00	August 21, 2025	Final Report

Distribution

1 PDF copy and 1 Excel file	Richard Nan rnan@wainfleet.ca Cameron Hart chart@wainfleet.ca

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APPENDICES

Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building and auxiliary buildings identified as Wainfleet Town Hall & Council Chambers.

1.2 Building Description

Image from: Niagara Region Navigator System

The Town Hall and Council Chambers building, located at 31940 Highway 3, Wainfleet, ON, is situated south of the intersection of Highway 3 and Park Street. The original building was constructed in 1880, with an addition built on the south elevation circa 1986. The building has a gross area of approximately 13482 sf.

The original building is constructed with structural brick masonry walls supported by a poured concrete reinforced stone foundation. The south addition is constructed with insulated block foundations. The roof is constructed with prefabricated wood trusses supporting the sloped composite shingle-clad roof. Windows are generally constructed with wood or vinyl-framed, divided glass insulation glazing units. The north entrance is a solid wood decorative panelled double door. There is a glazed entrance vestibule on the east side of the building. The remaining doors are modern hollow metal service doors set in metal frames, some with inset glazing.

North Elevation

East Elevation

South Elevation

West Elevation

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10 Year Life Cycle combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2.2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	-	$12,000	$13,000	$5,000	-	-	-	$30,000
2026	$20,440	$25,550	$10,220	$12,264	-	-	$45,990	$114,464
2027	-	$10,445	-	$8,355	-	$5,222	$47,002	$71,024
2028	-	-	-	$2,669	-	-	$48,036	$50,705
2029	-	$10,910	-	$17,456	-	-	$49,093	$77,459
2030	-	$22,299	$14,494	$21,742	-	-	$50,173	$108,708
2031	$11,395	$56,974	$28,487	$9,115	-	-	$51,276	$157,247
2032	-	$17,468	-	-	-	-	$52,405	$69,873
2033	-	-	-	$18,447	-	-	$53,557	$72,004
2034	-	$6,082	-	-	-	-	$54,736	$60,818
2035	-	$6,216	$16,160	$9,945	$7,459	-	$55,940	$95,720

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 7, 2025 Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors; no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure, or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.

The Current Replacement Value of the **Wainfleet Town Hall & Council Chambers** was determined as **$6,673,590.**

2.2 Facility Condition Index (FCI)

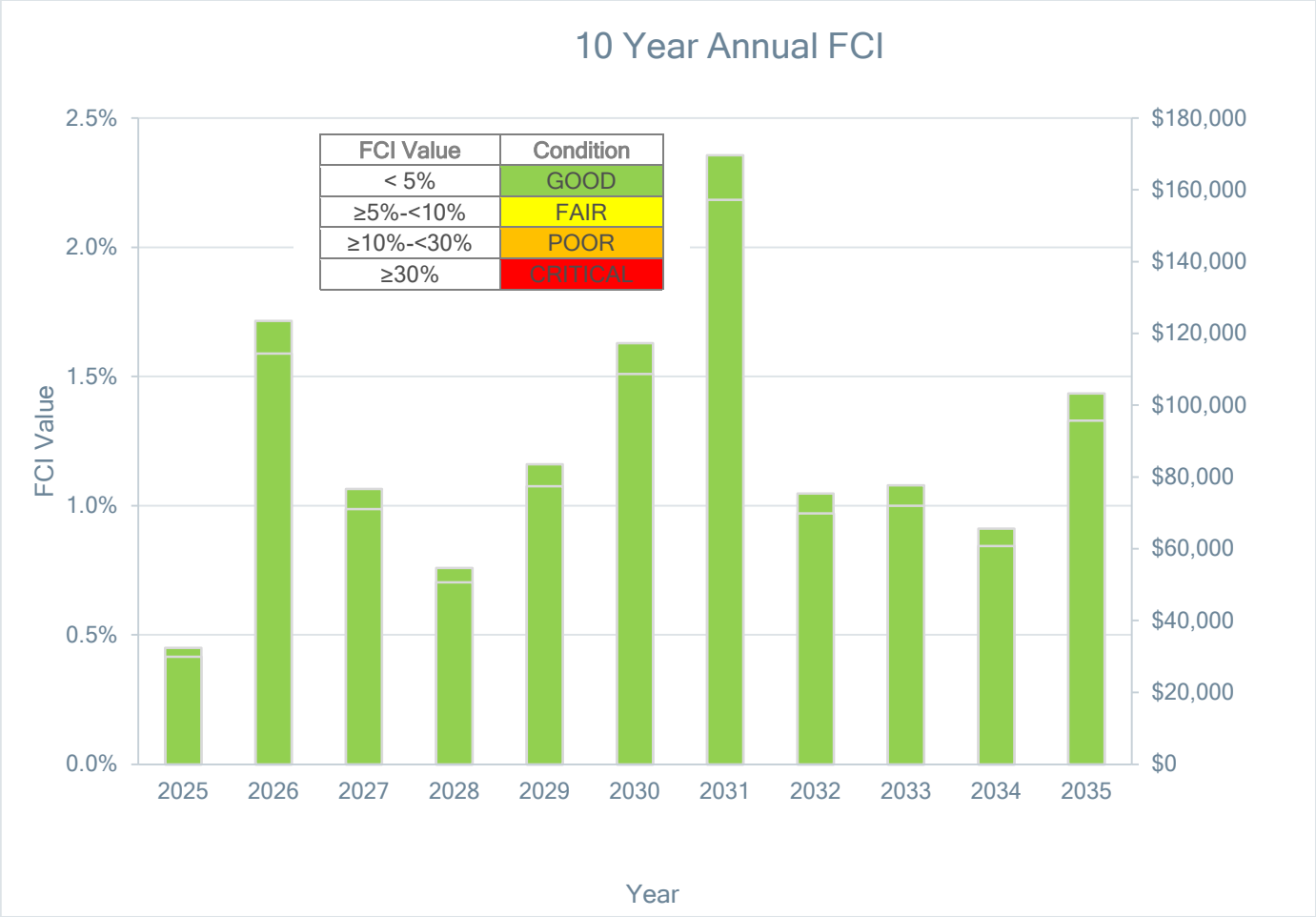
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

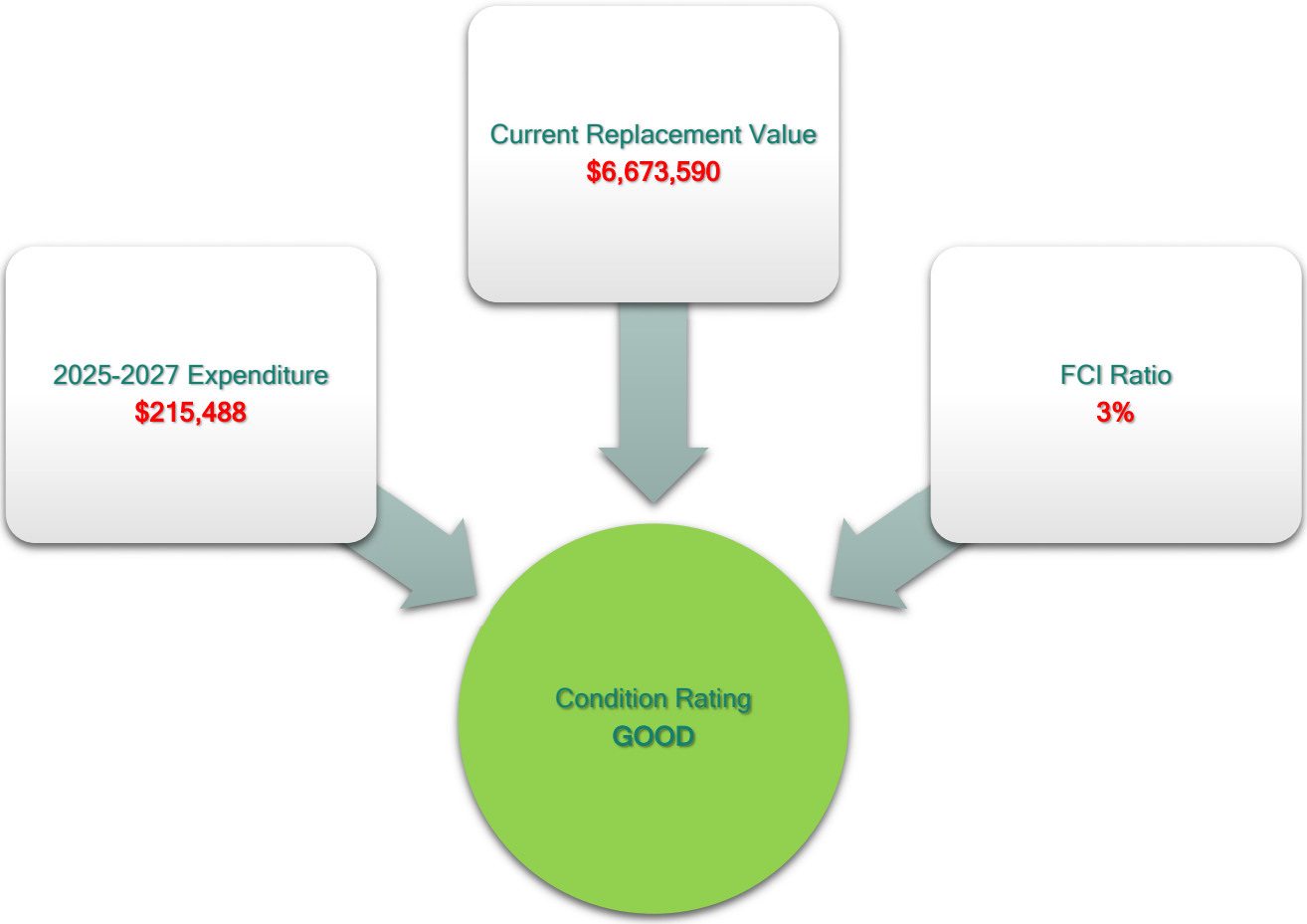
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
EXPENDITURE	$30,000	$114,464	$71,024	$50,705	$77,459	$108,708	$157,247	$69,873	$72,004	$60,818	$95,720
FCI	0.4%	1.6%	1.0%	0.7%	1.0%	1.4%	2.0%	0.9%	0.9%	0.7%	1.1%
CRV (Inflated) x $1,000	$6,674	$6,820	$6,971	$7,124	$7,281	$7,441	$7,604	$7,772	$7,943	$8,117	$8,296

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **GOOD** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The original building is constructed with a stone foundation with a precast concrete sill supporting the structural brick masonry. As revealed on the basement level, the original stone foundation appears to have been reinforced with poured concrete.

The foundations of the addition are constructed with concrete block foundations, which appear to be insulated and parged, with some of the block visible along the east elevation. Both sections of the buildings are constructed with a poured concrete slab on grade floor in generally good condition at the basement level.

Erosion of the concrete block foundation and damaged parging were observed on the east elevation. There is an exposed weathered wood sill over the foundation wall adjacent to the south entrance.

The baseboards at the basement level have been removed, revealing moisture wicking on the basement walls.

Full replacement of the foundation walls or slab on grade is not anticipated within the timeframe of this report. We recommend implementing the following corrective work:

— A budgetary allowance is included every five (5) years for the general maintenance of the foundation walls, including but not limited to localized repairs or partial replacement of the parging, concrete repairs, etc. It is also recommended that the foundation walls, where exposed above grade, be treated with a silane sealer to prevent deterioration due to moisture and de-icing salts. The application of the sealer should also extend to the first few brick courses of brick. The first allowance is carried in the short term to address the deficiencies identified as part of this assessment.

— An allowance is included to investigate and mitigate the presence of moisture inside the basement slab-on-grade and walls.

Concrete sill visible above grade and structural brick masonry on the north elevation.

General view of the stone foundation of the original building.

Concrete block foundation of the addition.

Foundation erosion adjacent to the downspout on the east elevation.

Exposed wood sill and delaminated parging at the block foundation wall.

Moisture staining on the basement floor slab.

Slab-on-grade floor in the basement.

4 B Shell

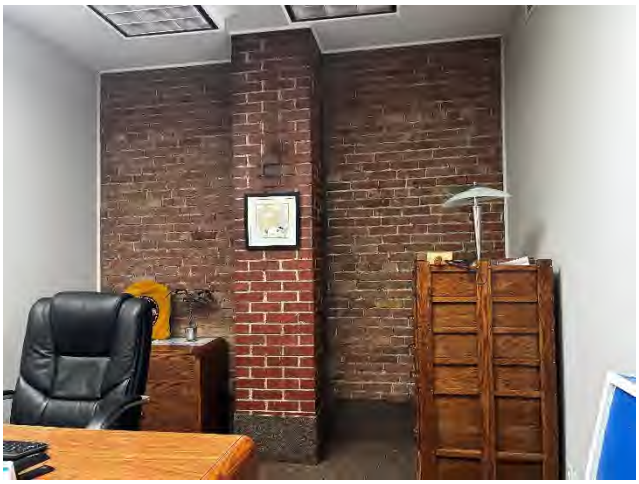
4.1 Building Superstructure

The original building appears to be constructed with structural brick masonry, evident by the full headers observed at routine course spacing, which indicates the wall is at least two (2) wythes thick. Localized areas of deteriorated mortar joints, step cracking, minor spalling, and through brick cracking were observed. Deficiencies were largely observed within the first few feet of the walls above grade on the north and west elevations along walkways. Previous repairs were observed on the chimney and above the main entrance on the north elevation. The building addition, south of the original Town Hall, is constructed with wood framing and brick veneer, matching the original brick similar bonding pattern.

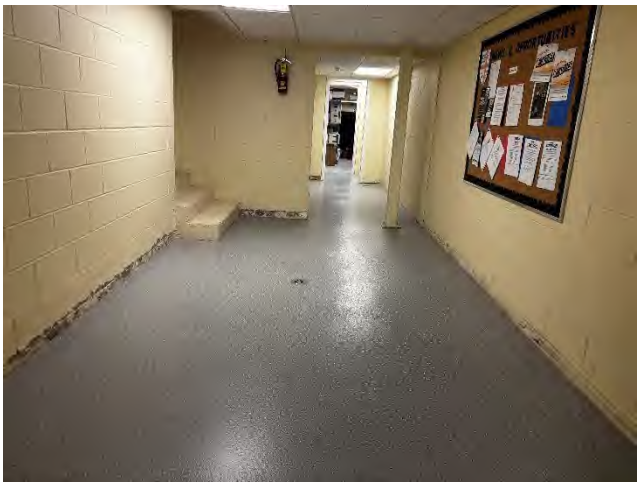
The wood-framed suspended floors are constructed with joists and bracing and are supported by a combination of steel and wood columns as well as concrete block interior partition walls.

Repairs to the structural brick are carried out under Exterior Walls, Section 4.2 of this Report. No capital work is expected within the study period.

Overview of structural masonry walls of the original building



Exposed structural brick exterior wall on the interior of the building



Concrete block partition walls and structural columns at the basement level

Overview of typical floor structure

Overview of roof structural framing

Overview of roof structural framing

Overview of roof structural framing

Overview of roof structural framing

4.2 Exterior Walls

The building is primarily clad in brick masonry. The original structure appears to be constructed of structural brick, while the addition features a brick veneer laid in a running bond pattern with lightly tooled mortar joints. A stone sill is provided at the bottom of the brick, over the foundation wall. Segmental wedge-shaped arches with natural stone and a prominent central key form the arched window opening of the original Town Hall. These windows are also provided with stone windowsills. Board and batten metal siding are present at the gable ends and above the south entrance. Wood transom panels are installed above some service doors.

Localized areas of deteriorated mortar joints, brick cracking and brick and stone surface delamination were observed typically on the walls of the original building. Brick deficiencies were largely present within the first few feet of the walls above grade on the north and west elevations along walkways. Previous repairs were observed on the chimney and above the main entrance on the north elevation. The masonry walls of the addition were found in generally good condition.

The wood spandrel panels were found to be weathered, with flaking paint noted.

— Budget is included for repairs to the masonry walls every 10 years. Most of the masonry deficiencies are likely due to excessive use of de-icing salts along the walkways. It is recommended that de-icing salts be used carefully to minimize the impacts on the masonry. Budget to apply silane sealer is already included as part of the foundation wall repair allowance.

— Budget is included every 5 years starting in 2027 for the as-needed repairs of the exterior cladding. The repairs may include general maintenance of the metal siding, sealant replacement, and refurbishing/repainting the wood transom panels, etc.

Overview of the masonry cladding

Structural masonry walls – north elevation

Mortar deterioration and minor spalling below the windows on the north elevation

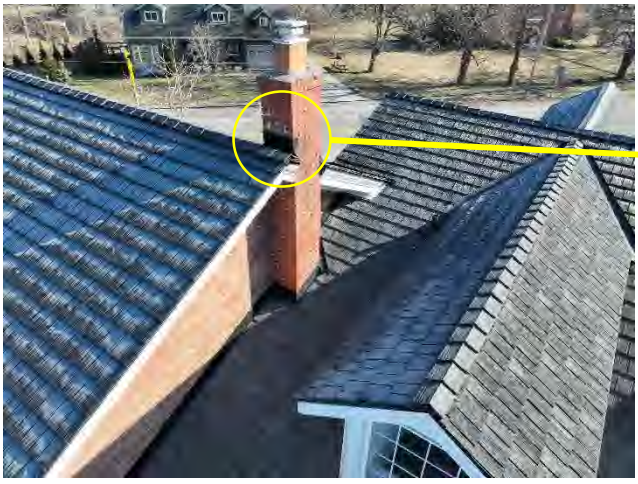
Mortar deterioration and minor spalling below the windows on the north elevation

Previous mortar repair between the north entrance and the date plaque.

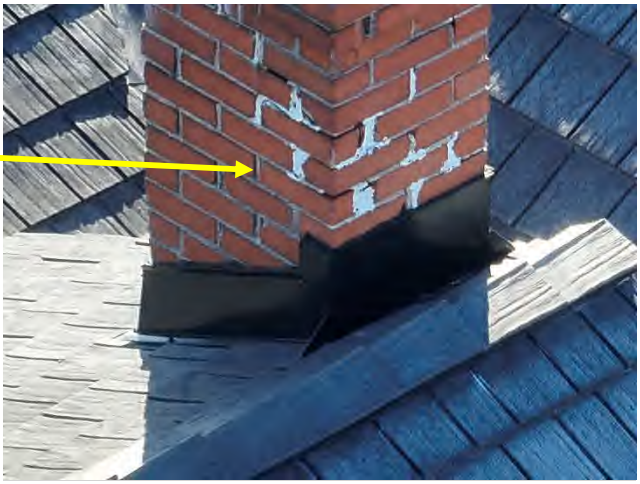
Crack below the decorative window above the north entrance doors.

Mortar deterioration and minor spalling adjacent to the west service entrance

Cracked brick and localized spalling at corner of the building



Previous masonry repairs on the main chimney



Previous masonry repairs on the main chimney

Board and batten metal siding at dormers.

Masonry on the west elevation of the addition

Board and batten metal siding at gable ends.

Weathered wood spandrel panel above service door

4.3 Windows and Doors

The main entrance door on the north elevation is a decorative panelled wood double-hinged door set within a decorative wood frame with an architectural transom. The age of the door is unknown. No deficiencies were observed or reported.

The main entrance doors on the east elevation are full lite doors set within a glazed vestibule. The exterior door is set within an anodized aluminum frame, while the interior door is set within a stainless-steel frame. No issues were observed or reported.

The remaining doors are hollow metal service doors set within the metal frames. Some doors are equipped with inset glazing. No issues were observed or reported.

The windows also vary in age and configuration. The windows of the original building are oversized, single-hung, decorative, divided glass insulated glazing units set within wood framing with prefinished metal caping. The windows have been restored and partially replaced over the years. The windows of the addition appear to be vinyl-divided, insulated glazing units within wood framing. Some windows include painted wood transom panels. Based on a review of a representative number of windows, the units were manufactured between 1986 and 1998. Partial refurbishment of the windows was reportedly completed in 2005 for the dormer windows and in 2021 for the first-floor windows around both the original building and the building addition. The offices along the west elevation were reported to be cold with air drafts around the trims.

Water damage was observed on the ceiling below the dormer windows. Peeling paint was also observed at the window located above the west service door. Perimeter sealants were found intact; however, they are rigid with surface crazing, which indicates the sealants are nearing the end of their effective service life.

— Budget for the as-needed restoration of the original components and partial replacement of the overside heritage windows is included.

— The replacement of the first-floor windows around the building addition is not anticipated within the timeframe of this report.

— A leak investigation is recommended to assess the cause of the water intrusion above the west service door and the dormer windows. An allowance has been carried for the assessment and replacement of the windows, as required. Corrective action should be reviewed based on the findings of the assessment.

— Budget is included to investigate and correct the air leakage around the first-floor west window trims. The work may include removing the trims, insulating the space between the window frames and wall openings, and restoring trims and finishes. This budget has been combined with the leak investigation above.

— Bulk replacement of the doors is not anticipated; instead, an allowance for the as-needed repairs is included. We recommend that the first allowance be used to repaint the north entrance door and framing, and localized replacement of perimeter sealants.

Main entrance on north elevation

Decorative transom above north entrance

Wood frame decorative window above the north entrance

Wood-framed divided glass with aluminum capping windows on the east elevation

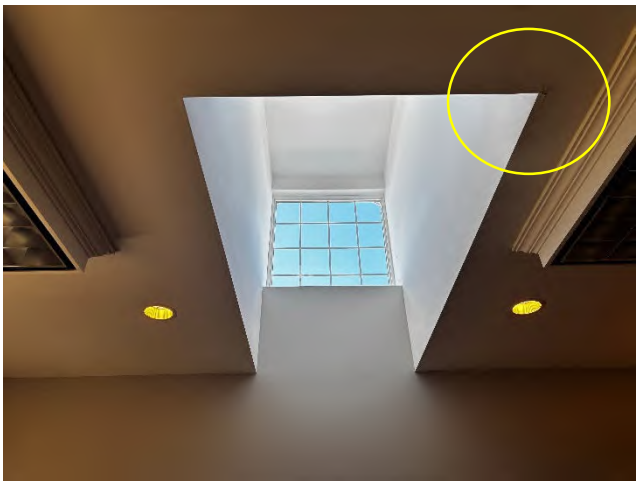
Vinyl-framed window with wood transom - Addition

Typical vinyl IGU within wood frame and transom panels - Addition

Weather wood spandrel panel between windows - Addition

Rigid sealants with surface crazing

Dormer windows



Water-damaged gypsum ceiling near dormer window

Overview of the east elevation

Glazed aluminum door on the east elevation

Typical metal service door with wood transom.

Weathered transom panel above service entrance door

Peeling paint on the interior sill of the window above the west service door

West service entrance door with overside window right below

4.4 Roof

The original building and the addition are both open gable sloped roofs clad with what appears to be composite shingles. There are eight (8) dormer windows with cross gable roofs that are also clad with the same shingles. There is a metal-clad sloped roof over the east entrance and a short sloped metal ledge roof adjacent to it. The sloped roofs are drained via prefinished metal eavestroughs and downspouts at the building perimeter. The downspouts discharge below grade via corrugated piping. The roof overhang is clad with prefinished metal soffit panels.

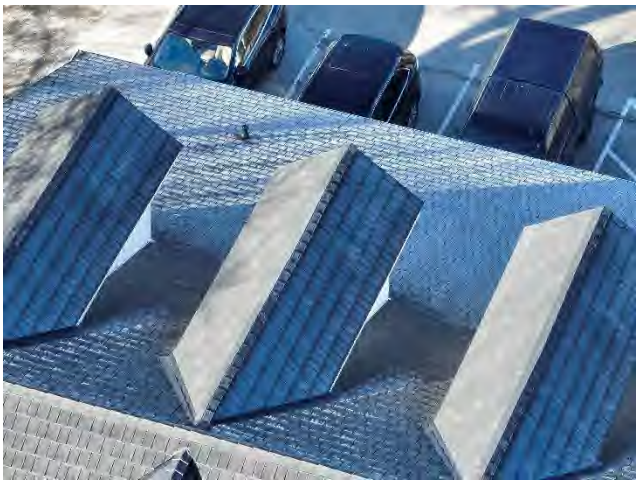
Based on a review of the available Google Earth imagery and discussions with site staff, the roof was replaced in 2021. The shingles were found in good condition; however, an improper cricket detail was observed adjacent to the chimney. The short metal ledge roof was found to have dirt accumulation along the length of the roof.

The cupola at the north end of the original building is clad with what is assumed to be a copper roof, evident by the green patina, which is typically observed with aged copper roofs. The copper was found to have dirt accumulation, and the wood framing of the cupola is weathered, with peeling paint noted.

The shingles, metal roofing and cupola roof are expected to remain serviceable beyond the term of this assessment. Minor repair work, such as the localized replacement of sealants, cleaning and repainting the wood cupola, can be expected. A routine maintenance allowance has been carried out with the first allowance in Year 1 to refurbish the cupola.

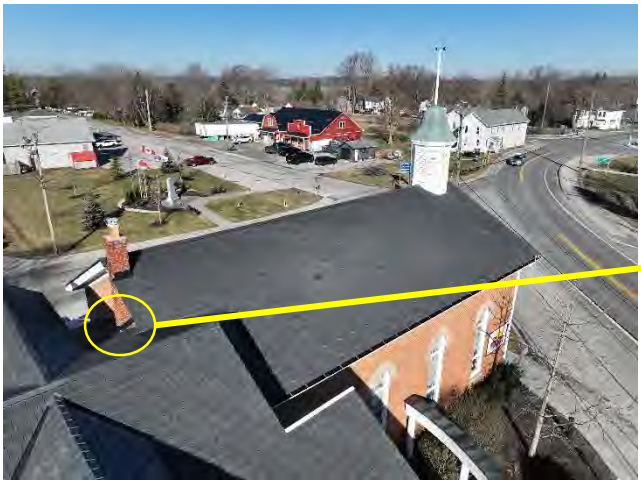
Overview of the sloped composite shingle-clad roofs

Shingle-clad roof of the addition with view of dormers



Overview of the shingles over the dormer

Snow, ice and debris stops at the edge of the roof



Overview of the roof over the original building

Improper cricket detail around the base of the chimney

Roof overview with copper-clad cupola roof

Weathered wood siding on the cupola

Weathered wood siding on the cupola

Green patina, localized corrosion and debris

Location of the lower sloped metal ledge roof

Short sloped metal ledge roof

Sloped metal roof over main entrance doors

Typical condition of sealants at metal sloped roof

Typical downspout discharge point below grade

Typical prefinished metal soffit panels

5 C Interiors

5.1 Interior Constructions

The construction of partition walls was largely concealed by interior finishes; however, concrete block walls are visible at the basement level. The gypsum board-clad walls are assumed to be of wood or metal stud walls. There is a glazed partition wall at the service desk and interior single-pane windows at some offices. No issues were observed or reported.

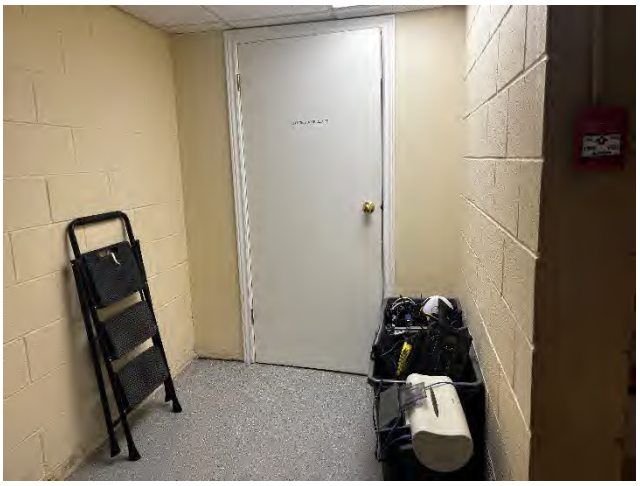
There are numerous sets of stairs throughout the building. These are typically of wood or poured concrete construction. There is a set of stairs in the basement with three (3) risers that is not equipped with a handrail.

Interior doors throughout the building are typically metal doors in metal frames with/without glass inserts, as well as solid wood veneered doors set in metal frames. The doors were generally found to be functional and in good condition. Fire-rated doors were also observed. Refer to Section 6.3 Fire & Life System.

— General allowance is included every 5 years for as-needed replacements or maintenance of the interior doors and handrails. The first allowance is carried in the immediate term to include the installation of a handrail at the basement stairs.

Interior wall partition.

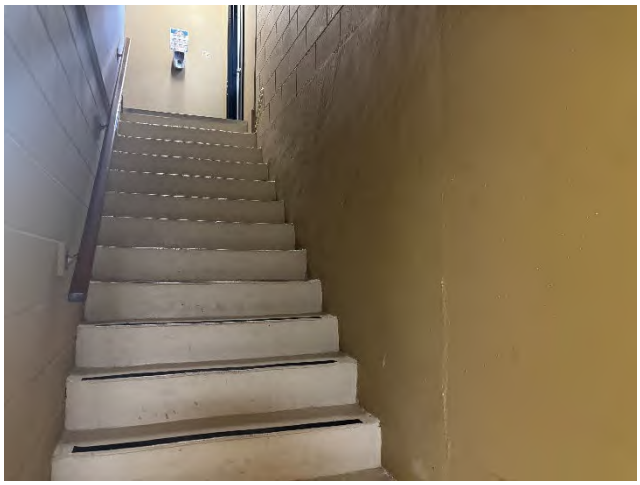
Glazed service counter partitions



Typical hollow metal interior door

Wood veneered door and interior steel-framed window

Basement steps – general view



Base stairs – one side railing

5.2 Interior Finishes

The interior finishes vary throughout the building. Floor finishes include hardwood flooring, carpet/carpet tile, ceramic tiles, rolled vinyl flooring, vinyl floor tile, and epoxy concrete coating. The carpet in the offices has shifted, forming ridges in the flooring that may pose a trip hazard. Further, the vinyl floor tiles in the vault may contain asbestos.

Walls and ceilings are generally painted. Acoustic ceiling tiles were also observed throughout the offices. Water-stained ceiling tiles were observed at isolated locations.

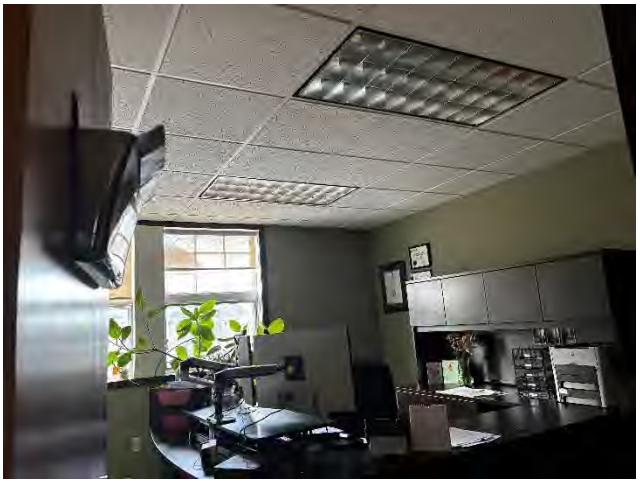
— Allowances have been carried out every 5 years for the maintenance and partial replacement of the interior finishes.

— A flooring allowance has been carried to address the potential trip hazard posed by the ridges in the office carpeting.

— Ceiling tile replacement can be done as part of the operational budget.

Typical council chamber finishes.

Typical council chamber finishes.



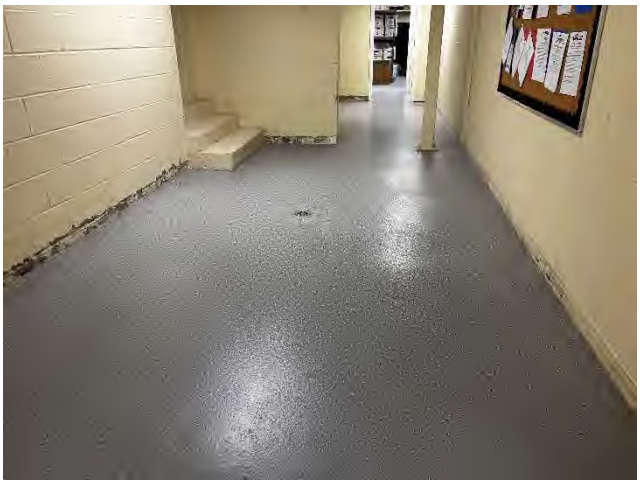
Typical office finishes

Water-stained ceiling tile

Typical office finishes

Ridges in carpet – Potential trip hazard

Ridges in carpet – Potential trip hazard



Concrete coating in basement

Potential asbestos-containing vinyl floor tiles in the former vault

Vinyl flooring

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Domestic water is drawn from the 10 K-gal site underground cistern, which is pumped to a UV system installed in 2023. Domestic water is distributed to the plumbing fixtures, water hoses and equipment through a copper piping network.

Domestic hot water is provided by a John Wood electric water heater with a capacity of 48 US Gal (182 L). Based on the date code embedded within the serial number, the unit was manufactured in 2023. No issues were reported. It is our understanding that the unit is in working condition and is expected to remain serviceable for the duration of the study period.

Branch distribution and point-of-use plumbing including stainless steel/porcelain sinks, porcelain toilets and urinals, and fibreglass laundry tub. The fixtures are in working condition. The budget for full replacement and renovation has not been included.

— An allowance every other year has been included starting in the medium term to replace/repair distribution piping and for the as-needed repairs of the plumbing fixtures.

UV purification system equipment.

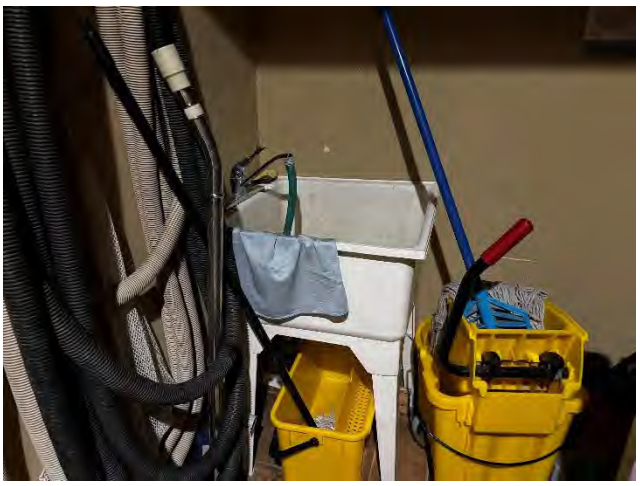
Electric water heater - Basement

Typical toilet – men's washroom.

SS double bowl sink in the kitchenette.

Counter-mounted sinks – Washrooms.

Wall-mounted urinals.



Fibreglass utility sink.

6.1.3 Sanitary Sewage and Storm Sewage System

The sanitary system consists of a network of sanitary piping. The underground sanitary waste system connects to the septic tank and transports the wastewater through the septic line to the septic bed south of the property. The septic system is shared with all the buildings in the complex. We were informed that the septic tank is regularly maintained.

There are three (3) sump pumps located throughout the basement level to draw stormwater away from the foundation walls. The age of the pumps is unknown. No issues were observed or reported.

— A routine allowance has been carried for as-needed maintenance to the sanitary and storm water drainage systems, including as-needed repairs and replacement of the piping network and sump pumps. The first allowance is carried in the mid term.

Septic tank

Typical drainage piping

Typical drainage piping

Typical sump pump

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

Heating is provided by a series of four (4) domestic natural-gas-fired high-efficiency furnaces, three (3) of which are manufactured by American Standard and were installed circa 2022. The fourth is a high-efficiency furnace manufactured by Goodman, which was installed circa 2009. It is noted that the American standard furnace adjacent to the water heater obtains fresh intake air from the interior. Supplemental heating is provided by wall-mounted electric heaters. No issues were observed or reported. The first-floor boardroom was reported to be disproportionately cold compared to other regions of the building.

Cooling is provided by three (3) domestic air conditioning units located on the south side of the building. Two (2) are manufactured by American Standard and installed circa 2022. The third is manufactured by Rheem in 2018. There is a Daikin heat pump that provides cooling for the IT Room, which is believed to be of a similar age.

Ventilation is provided by a Fantech Ventilation System and localized propeller fans. Based on the equipment plate, the Fantech Ventilation System was installed circa 2009. No issues were observed or reported.

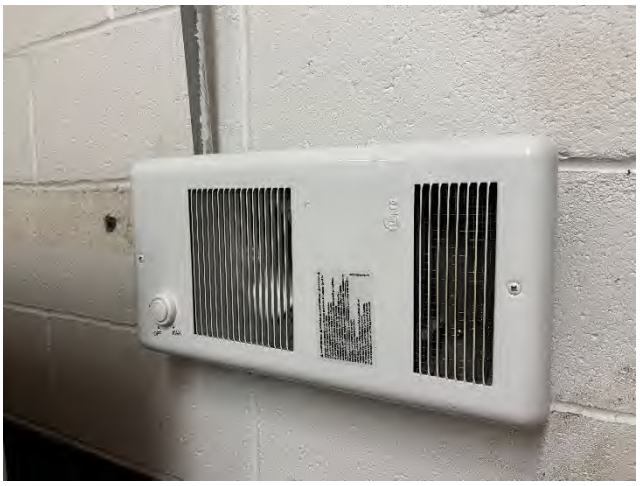
There are exhaust fans located in the washrooms. No issues were reported. It is recommended that an exhaust fan be installed in the kitchen.

- It is recommended that an additional heat pump be installed to serve the first-floor boardroom. The allowance carried includes minor construction work to install the service through the exterior walls.
- Budget is included for the installation of an exhaust fan in the kitchen in Year 1.
- Budget is also included for the future replacement of Fantech Ventilation System and the Goodman furnace at the end of their effective service lives.
- The American Standard furnaces, air conditioners and existing heat pump are expected to remain serviceable beyond the term of this report. However, general biennial allowances for as-needed repair of the HVAC components and localized replacement of electric heaters and propeller fans have been included.

Gas-fired furnace by American Standard

Gas-fired furnaces by American Standard

Gas-fired furnace by Goodman



Supplemental electric heater

Ceiling mounted propeller fans

Fantech ventilation system

Heat Pump for IT room.

Indoor blower for heat pump.

Domestic air conditioning unit by American Standard - 2022

Domestic air conditioning unit by American Standard - 2022

Air conditioner - 2018

6.1.5 Fire Protection System

The building is not equipped with a sprinkler system; however, fire extinguishers were observed throughout. By the tag attached to each extinguisher, regular maintenance and inspection are provided. Utility/mechanical room doors in the basement were observed to be fire rated. Refer to Section 5.1 of this report for interior doors.

— Replacement of extinguishers is included in the study to occur every 10 years.

Typical Fire extinguisher

Typical fire-rated door equipment label

6.2 Electrical

6.2.1 Distribution System and Equipment

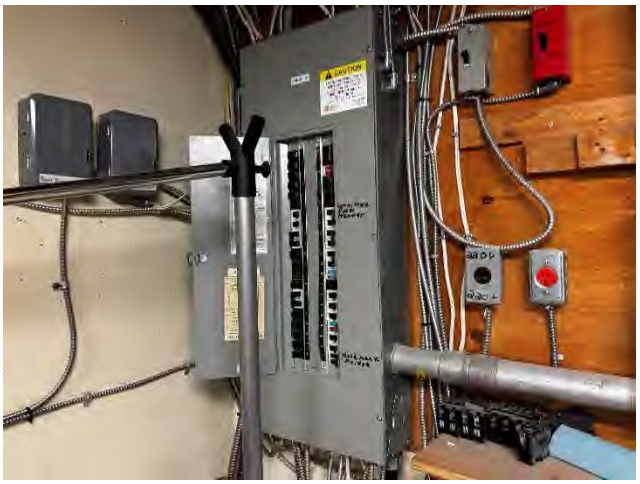
The electrical service enters the building in the basement to a main meter cabinet and disconnect switch manufactured by Eaton. An automatic transfer switch is fed from the complex emergency generator in case of a power outage. There are several secondary breaker panels, switches, etc., located throughout the basement, as needed. Inside the basement, a breaker panel and related equipment control the heat trace system for the main walkways on the east side of the building.

Although the actual service life of electrical equipment can vary, and equipment can remain serviceable for some time, BOMA recommends a typical service life for safety disconnect switches of 30 years. The age of the equipment varies, with some newer equipment such as the breaker panel for the snow melting system.

The main electrical equipment is expected to remain serviceable beyond the term of this assessment. A routine allowance is included for the as-needed repairs and localized replacement of secondary electrical components.

Main disconnect switch and meter cabinet

Transfer switch and main distribution panel



Typical breaker panel

General view of the electrical and communication panels

Heat trace snow and ice melting system

Secondary electrical panel for the snow melting system

6.2.2 Lighting

Multiple types of lighting fixtures throughout the building, including troffers, ceiling-mounted linear fixtures, recessed pot lighting, wall sconces and pendant fixtures. The lighting fixtures vary in age; however, no issues were reported.

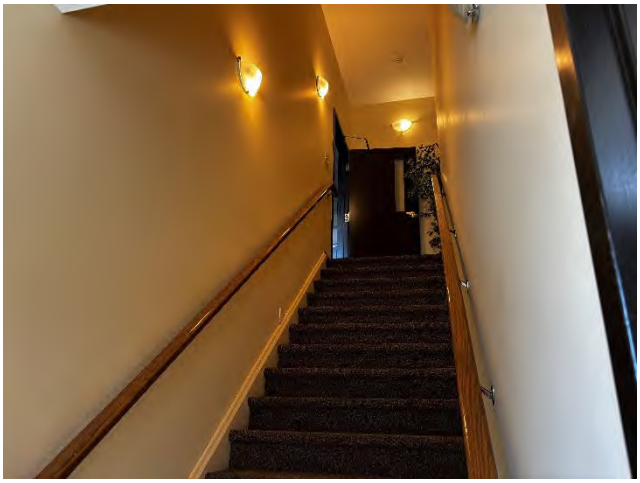
Exterior lighting is provided by soffit-mounted fixtures, illuminated bollards and flood lighting. Full replacement of exterior lighting is not expected within 10 years.

— Allowances for as-needed localized repairs/replacements are included for interior and exterior lighting. The first allowance is carried in the short term, and it is recommended that it is used for the replacement of the exterior flood lights.

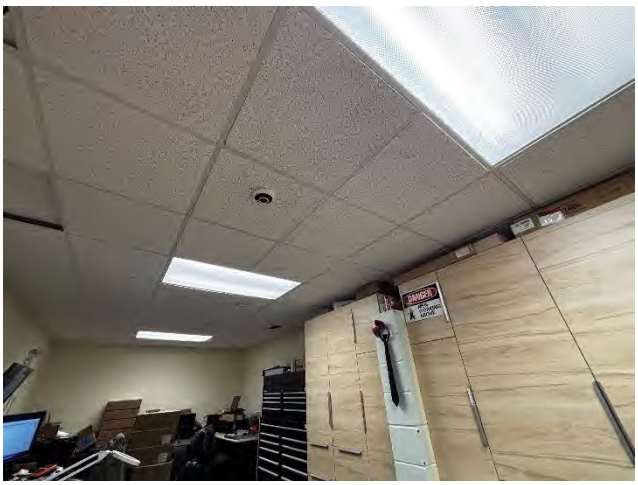
Pendant light fixtures – Main council chambers

Pendant light fixtures – Main council chambers

Recessed lighting



Incandescent wall sconces



Troffer lighting – Office storage

Troffer lighting – office space

Soffit-mounted exterior lighting.

Illuminated bollard lighting.

Exterior flood lighting

Exterior flood lighting

Emergency lighting is provided by a combination of exit/evacuation signs, headlights, and battery power packs. The emergency lighting is inspected regularly. General repairs and replacement of failed units are considered an operating expense.

— Replace/upgrade the emergency lighting fixtures in the mid-term.

Typical battery pack emergency lighting

Typical illuminated evacuation/exit sign

6.3 Electronic Safety and Security

6.3.1 Access Control and Security

The Main building is provided with an intrusion alarm system, including a DSC access control panel, window and door sensors. The site is monitored by a security company. Some interior doors are access-controlled by electronic fingerprint recognition panels. No issues were observed or reported. As-needed replacement of components is considered an operational expense.

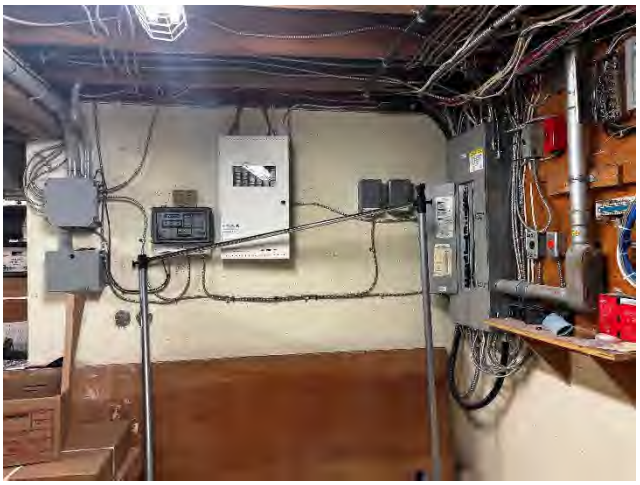
DSC Security control system

Digital fingerprint door access handle

6.3.2 Fire Detection and Alarm System

The building is equipped with a Mircom Fire Alarm panel with an annunciator panel located at the main entrance on the east elevation. Smoke/heat detectors were generally observed, as well as audio and visual alarm devices. Fire-rated doors are installed within wall assemblies that appear not to be fire-rated. Some doors are equipped with maglocks/hold-open devices. Wall and floor penetrations within the same wall assembly were partially sealed with fire-rated joints.

— The hold open devices and central fire alarm panel are expected to remain serviceable beyond the term of this assessment. An allowance has been carried for the replacement of detection and alarm devices at the end of their effective service lives.



Fire alarm panel – Mircom Series 1000

Exterior camera – Main building.

Wall-mounted vehicle exhaust sensors.

Digital gas monitoring panel.

Security system DSC control panel.

Typical maglock/hold open device

6.4 Integrated Automation

No building automation system was present.

7 E Equipment

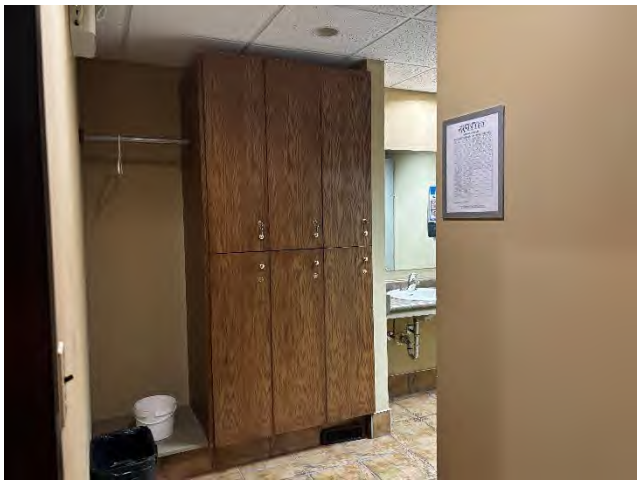
7.1 Fixed Furniture

Laminated particle board cabinets, laminated countertops were observed within the kitchen and washrooms. There are prefinished metal toilet stall partitions and stained wood lockers located within the washrooms. The fixed furniture was found in generally good condition with no evident deficiencies. The furniture is expected to remain serviceable beyond the term of this assessment. No allowances have been carried.

View of wood cabinets and laminate countertop in the kitchen

Typical metal toilet partitions

Laminated wall-mounted countertop in washroom.



Wood locker located within the washroom

7.2 Built-in and Free-standing Appliances

Stainless steel refrigerator and dishwasher were observed in the kitchen. A bar sized domestic refrigerator was observed in the break area. The date of installation of the fridge was not confirmed. As per the equipment tags, the dishwasher was manufactured circa 2017, and the refrigerator is likely similar in age. The appliances are in working condition.

— Replace appliances upon failure. Allowances have been included.

Main refrigerator by Whirlpool

Dishwasher

Bar-sized refrigerator

8 F Special Construction & Demolition

8.1 Special Structures

There is a decorative sign across the east walkway leading to the main entrance. The signage consists of a curved banner supported by columns on concrete pedestals. The top of the sign is clad with prefinished metal coping with a drip edge. Ponded water was observed on the surface of the coping. The painted finish is faded and weathered. Localized cracks were observed near the base of some columns.

— A refurbishment allowance has been carried in the short term. This allowance is for the as-needed localized replacement of components and repainting.

Township of Wainfleet decorative structure

Faded paint along the top of the structure

Metal coping/flashing

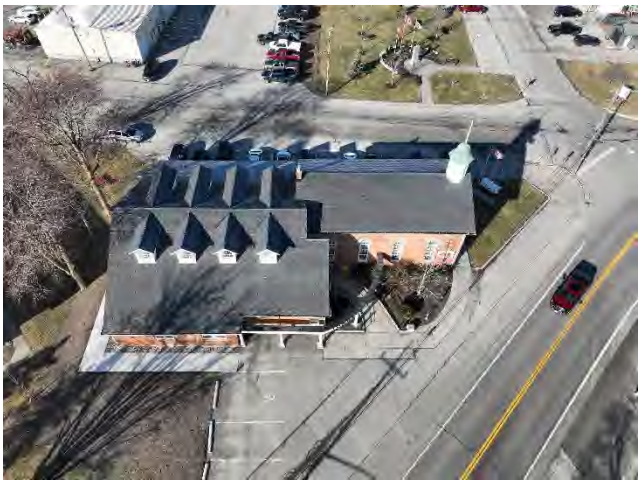
Cracked column

9 G Sitework

9.1 Site Development

Site finishes include paved parking areas with precast curbs, concrete sidewalks, tubular metal railing, digital signage with a masonry base and landscaping.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the site finishes on an annual basis.



General view of the site.

Digital signage at the north end of the site

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance by **January 2025**.

As per our review, the Town Hall and Council Chamber Building do not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the Town Hall and Council Chamber buildings are generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the next 10 years has been established in the Capital Expenditure Table, Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Leak investigation and dormer window replacement	5. Very Poor	2025	$9,000.00
Interior doors, windows and stairs - As-Needed Refurbishment & Replacement - Install handrails	5. Very Poor	2025	$3,000.00
Floors - General Allowance for As-Needed Refurbishment	5. Very Poor	2025	$10,000.00
Fantech Ventilation System - Replace	5. Very Poor	2025	$5,000.00
Foundation walls - Repairs - Silane Sealer	4. Poor	2026	$10,220.00
Concrete slab-on-grade - Moisture Assessment	4. Poor	2026	$10,220.00
Allowance for the as-needed repairs of the masonry (Brick, Stone, Mortar)	4. Poor	2026	$20,440.00
Exterior Doors - General Allowance for As-Needed Repairs	4. Poor	2026	$5,110.00
Ceiling Tiles & Painted Ceilings - Maintenance	4. Poor	2026	$10,220.00
Heat Pump for Boardroom - Install	4. Poor	2026	$10,220.00
Kitchen Exhaust - Install	4. Poor	2026	$2,044.00
Landscaping & Site Development - General	4. Poor	2026	$92,992.00
Wood transom and metal siding- General Allowance - As-Needed Repairs	4. Poor	2027	$10,445.00
Electrical - General Allowance for As-Needed Repairs/Replacements	4. Poor	2027	$3,133.00
Interior and Exterior Lights - As needed replacement	4. Poor	2027	$5,222.00
Decorative Signage - Repair & Repaint	4. Poor	2027	$5,222.00

Item* Critical Item - High Priority

12 Limitations of the Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Client: Wainfleet Township
Site: Townhall and Council Chambers

Uniformat	Asset Description	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure				$ -	$ 20,440	$ -	$ -	$ -	$ -	$ 11,395	$ -	$ -	$ -	$ -
A10 - Foundations				$ -	$ 10,220	$ -	$ -	$ -	$ -	$ 11,395	$ -	$ -	$ -	$ -
A1010 - Standard Foundations	Foundation walls - Repairs - Silane Sealer	Maintenance	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ 11,395	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade				$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A4010 - Standard Slab-on-Grade	Concrete slab-on-grade - Moisture Assessment	Maintenance	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell				$ 12,000	$ 25,550	$ 10,445	$ -	$ 10,910	$ 22,299	$ 56,974	$ 17,468	$ -	$ 6,082	$ 6,216
B10 - Superstructure				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure				$ 12,000	$ 25,550	$ 10,445	$ -	$ 5,455	$ 22,299	$ 56,974	$ 17,468	$ -	$ -	$ 6,216
B2010 - Exterior Walls	Allowance for the as-needed repairs of the masonry (Brick, Stone, Mortar)	Maintenance	2026	$ -	$ 20,440	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2010 - Exterior Walls	Wood transom and metal siding- General Allowance - As-Needed Repairs	Maintenance	2027	$ -	$ -	$ 10,445	$ -	$ -	$ -	$ -	$ 11,645	$ -	$ -	$ -
B2020 - Exterior Windows	Overside heritage windows - Restoration/replacement	Capital	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 56,974	$ -	$ -	$ -	$ -
B2020 - Exterior Windows	Firs floor windows - Restoration/replacement	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 22,299	$ -	$ -	$ -	$ -	$ -
B2020 - Exterior Windows	Water and air leak investigation for first floor west offices and dormer window. Repairs as needed.	Maintenance	2025	$ 12,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	Exterior Doors - General Allowance for As-Needed Repairs	Maintenance	2026	$ -	$ 5,110	$ -	$ -	$ 5,455	$ -	$ -	$ 5,823	$ -	$ -	$ 6,216
B30 - Exterior Horizontal Enclosure				$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ 6,082	$ -
B3010 - Roofing	Sloped Roofing - General Allowance for As-Needed Repairs	Maintenance	2029	$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ 6,082	$ -
B3080 - Overhead Exterior Enclosures	Prefinished Metal Soffit and Fascia	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C - Interiors				$ 13,000	$ 10,220	$ -	$ -	$ -	$ 14,494	$ 28,487	$ -	$ -	$ -	$ 16,160
C10 - Interior Construction				$ 3,000	$ -	$ -	$ -	$ -	$ 3,345	$ -	$ -	$ -	$ -	$ 3,729
C1010 - Interior Partitions	Interior Block Partition walls	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1030 - Interior Doors	Interior glazing	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1090 - Interior Specialties	Interior doors, windows and stairs - As-Needed Refurbishment & Replacement - Install handrailings	Maintenance	2025	$ 3,000	$ -	$ -	$ -	$ -	$ 3,345	$ -	$ -	$ -	$ -	$ 3,729
C1090 - Interior Specialties	Toilet stall partitions - Replace	Capital	2036	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1090 - Interior Specialties	Cabinetry	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1090 - Interior Specialties	Lockers	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C20 - Interior Finishes				$ 10,000	$ 10,220	$ -	$ -	$ -	$ 11,149	$ 28,487	$ -	$ -	$ -	$ 12,431
C2010 - Wall Finishes	Painted Walls - Maintenance	Maintenance	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,092	$ -	$ -	$ -	$ -
C2030 - Flooring	Floors - General Allowance for As-Needed Refurbishment	Maintenance	2025	$ 10,000	$ -	$ -	$ -	$ -	$ 11,149	$ -	$ -	$ -	$ -	$ 12,431
C2050 - Ceiling Finishes	Ceiling Tiles & Painted Ceilings - Maintenance	Maintenance	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ 11,395	$ -	$ -	$ -	$ -
D - Services				$ 5,000	$ 12,264	$ 8,355	$ 2,669	$ 17,456	$ 21,742	$ 9,115	$ -	$ 18,447	$ -	$ 9,945
D10 - Conveying				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing				$ -	$ -	$ -	$ -	$ 5,455	$ -	$ 5,697	$ -	$ 5,951	$ -	$ 6,216
D2010 - Domestic Water Distribution	Water distribution - General Allowance for As-Needed Repairs and Localized Replacements	Maintenance	2029	$ -	$ -	$ -	$ -	$ 5,455	$ -	$ 5,697	$ -	$ 5,951	$ -	$ 6,216
D2020 - Sanitary Drainage	Drainage Systems - General Allowance for As-Needed Repairs and Localized Replacement	Maintenance	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D30 - HVAC				$ 5,000	$ 12,264	$ -	$ 2,669	$ 8,728	$ -	$ -	$ -	$ 2,975	$ -	$ -
D3020 - Heating Systems	Gas-fired Furnace (Goodman) - Replacement	Capital	2029	$ -	$ -	$ -	$ -	$ 8,728	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	Heat Pump for Boardroom - Install	Capital	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	General Allowance for As-Needed Repairs	Maintenance	2028	$ -	$ -	$ -	$ 2,669	$ -	$ -	$ -	$ -	$ 2,975	$ -	$ -
D3060 - Ventilation	Kitchen Exhaust - Install	Capital	2026	$ -	$ 2,044	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3060 - Ventilation	Fantech Ventilation System - Replace	Capital	2025	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection				$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ -	$ -	$ -	$ -
D4030 - Fire Protection Specialties	Fire Extinguishers - Replace	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ -	$ -	$ -	$ -
D50 - Electrical				$ -	$ -	$ 8,355	$ -	$ 3,273	$ 13,937	$ 3,418	$ -	$ 9,521	$ -	$ 3,729
D5010 - Facility Power Generation	Emergency Generator	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5010 - Facility Power Generation	Emergency Transfer Switch	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5020 - Electrical Service and Distribution	Electrical - General Allowance for As-Needed Repairs/Replacements	Maintenance	2027	$ -	$ -	$ 3,133	$ -	$ 3,273	$ -	$ 3,418	$ -	$ 3,570	$ -	$ 3,729
D5020 - Electrical Service and Distribution	Transformer	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5080 - Miscellaneous Electrical Systems	Panels, Switches, and Enclosures	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5040 - Lighting	Interior and Exterior Lights - As needed replacement	Maintenance	2027	$ -	$ -	$ 5,222	$ -	$ -	$ 5,575	$ -	$ -	$ 5,951	$ -	$ -
D5040 - Lighting	Emergency Lighting and Exit Signage	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 8,362	$ -	$ -	$ -	$ -	$ -
D60 - Communications				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D6020 - Voice Communications	0	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security				$ -	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ -	$ -	$ -	$ -
D7050 - Detection and Alarm	Detection & Alarm Devices	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ -	$ -	$ -	$ -
D80 - Integrated Automation				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D8010 - Integrated Automation Facility Controls	Building Automation System	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Capital & Maintenance Expenditure Forecast

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Client: Wainfleet Township
Site: Townhall and Council Chambers

Uniformat	Asset Description	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
E - Equipment & Furnishings				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,459
E10 - Equipment				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,459
E1060 - Residential Equipment	Residential Kitchen Appliances	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,459
E20 - Furnishings				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E2010 - Fixed Furnishings	0	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F - Special Construction				$ -	$ -	$ 5,222	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction				$ -	$ -	$ 5,222	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F1020 - Special Structures	Decorative Signage - Repair & Repaint	Maintenance	2027	$ -	$ -	$ 5,222	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework				$ -	$ 45,990	$ 47,002	$ 48,036	$ 49,093	$ 50,173	$ 51,276	$ 52,405	$ 53,557	$ 54,736	$ 55,940
G20 - Site Improvements				$ -	$ 45,990	$ 47,002	$ 48,036	$ 49,093	$ 50,173	$ 51,276	$ 52,405	$ 53,557	$ 54,736	$ 55,940
G2080 - Landscaping	Landscaping & Site Development - General	Maintenance	2026	$ -	$ 45,990	$ 47,002	$ 48,036	$ 49,093	$ 50,173	$ 51,276	$ 52,405	$ 53,557	$ 54,736	$ 55,940
G30 - Liquid and Gas Site Utilities				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G3010 - Water Utilities	Water Supply Well	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G3010 - Water Utilities	Private Fire Hydrants	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G40 - Electrical Site Utilities				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G4050 - Site Lighting	Light Standards	Capital	2050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Annual Subtotals				**$ 30,000**	**$ 114,464**	**$ 71,024**	**$ 50,705**	**$ 77,459**	**$ 108,708**	**$ 157,247**	**$ 69,873**	**$ 72,004**	**$ 60,818**	**$ 95,720**

englobecorp.com

Wainfleet Public Works

31976 Sugarloaf Street, Wainfleet, ON

Township of Wainfleet

Final Report

Building Condition Assessment

August 21, 2025

21-02409682.000-0500-BS-R-0504-00

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Township of Wainfleet
Wainfleet Public Works

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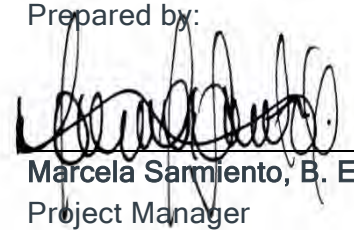

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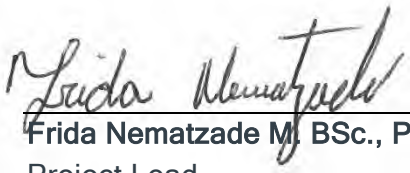

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APPENDICES

Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building and auxiliary buildings identified as Wainfleet Public Works and auxiliary buildings.

1.2 Building Description

The Public Works Facility, located at 31976 Sugarloaf Street, Wainfleet, ON, is part of the Wainfleet Community Complex, including the Wainfleet arena, the Wainfleet Township Public Library, the Firefighters' Community Hall, the EMS station (formerly Fire Station 2), the Diamond Field and Washrooms and the multiple buildings part of the Marshville Heritage Village. For the purpose of this report, only the following buildings are included.

— Public Works Main Building

— Generator Building

— Salt Storage Building

— Cemetery Building

The age of construction of the buildings is unknown. We have assumed that the buildings were built circa 1994 as found on the labels of some of the oldest components.

The Public Works Main building is a pre-engineered steel building with a footprint area of approximately 10,300 sf. The building includes office space with a reception area, a kitchenette, an eating area, washrooms, the Roads' operations shop, the vehicle service bay and the mechanical bay. The building is clad and roofed with corrugated metal panels.

The Generator Room is a small, one-story, stand-alone concrete block building with a wood-framed hip roof. The building footprint area is approximately 70 sf. The building contains a diesel tank and a backup generator serving the entire complex.

The salt storage building, with a footprint of approximately 5,085 sf, consists of a cast-in-place concrete foundation wall with counterforts, extending about 12 ft above grade and supporting the wood-framed walls clad with corrugated metal panels. The footprint area includes a partial building addition on the east elevation consisting of a wood-framed shed roof supported with pressure-treated wood columns on individually formed SonoTube concrete footing.

The 1,100 sf rectangular building with wood-framed walls and roof shelters tools and equipment for the Cemetery Operations. The Cemetery storage barn is clad with corrugated metal panels and partially erected on a concrete slab and pressure-treated wood.

Public Works Main Building

Generator Building

Salt Storage Building

Cemetery Storage Barn

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10 Year Life Cycle combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$0	$10,600	$168,500	$53,500	$0	$0	$5,000	**$237,600**
2026	$0	$10,220	$0	$0	$0	$0	$5,110	**$15,330**
2027	$0	$0	$0	$3,656	$0	$0	$5,222	**$8,878**
2028	$0	$0	$0	$0	$0	$0	$5,337	**$5,337**
2029	$0	$0	$0	$3,818	$0	$0	$5,455	**$9,273**
2030	$0	$0	$11,149	$11,706	$0	$0	$5,575	**$28,430**
2031	$0	$0	$0	$19,371	$0	$0	$5,697	**$25,068**
2032	$0	$0	$0	$12,227	$0	$0	$5,823	**$18,050**
2033	$0	$13,687	$0	$25,589	$20,828	$0	$5,951	**$66,055**
2034	$0	$0	$0	$12,772	$0	$0	$6,082	**$18,854**

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 6, 2025 Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors, no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the asset within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

BUILDING	GROSS FLOOR AREA (SF)	AREA %	CRV/SF	CRV
Main Building	10,350	62%	480	$4,968,000
Generator room	70	0%	300	$21,000
Salt storage	5,085	31%	425	$2,161,125
Cemetery Storage Barn	1,100	7%	400	$440,000
Total	**16,605**	**100%**	**457.1**	**$7,590,125**

The Current Replacement Value of the **Wainfleet Public Works** was determined as **$7,590,125.**

2.2 Facility Condition Index (FCI)

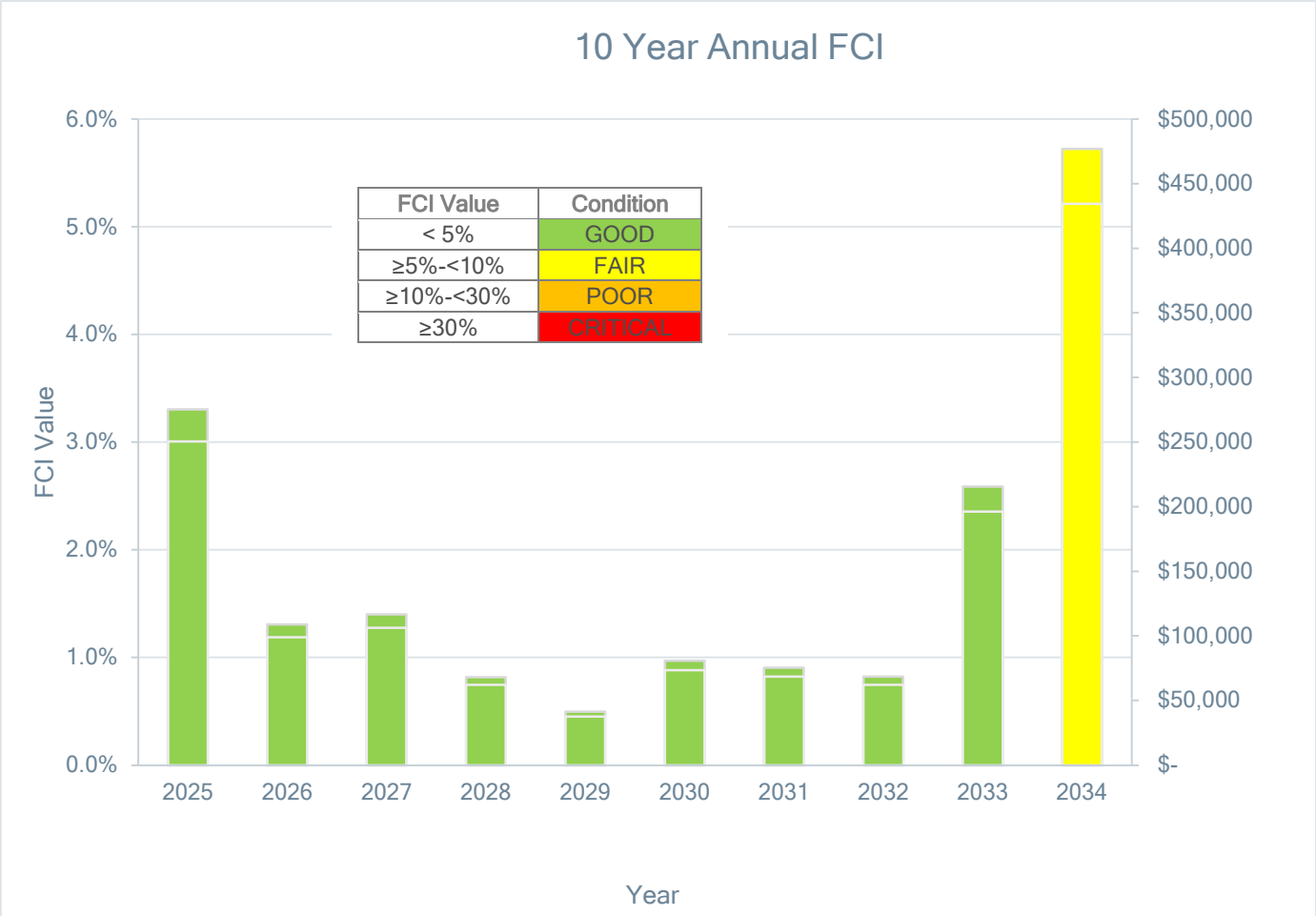
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

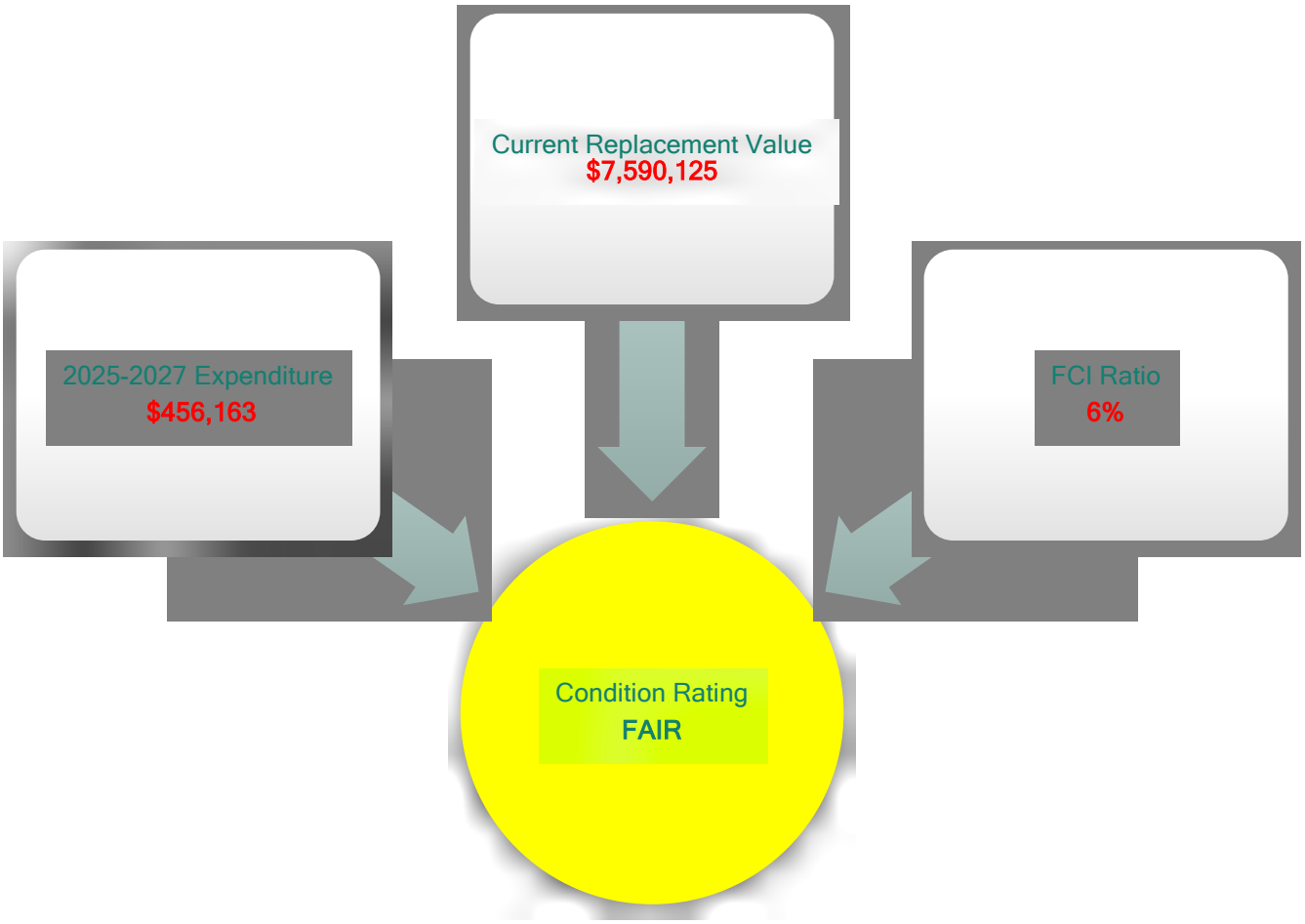
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXPENDITURE	$250,700	$99,134	$106,329	$62,127	$37,637	$73,587	$68,596	$62,303	$196,375	$434,481
FCI	3.3%	1.3%	1.4%	0.8%	0.5%	1.0%	0.9%	0.8%	2.6%	5.7%
CRV (Inflated)	$7,590,125	$7,757,108	$7,927,764	$8,102,175	$ 8,280,423	$8,462,592	$8,648,769	$8,839,042	$9,033,501	$9,232,238

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **FAIR** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The main building foundation walls are generally below grade and, therefore, could not be fully assessed. Where exposed, the foundation wall appears to be a combination of cast-in-place concrete and concrete block. On the east bay, the foundation is partially exposed along the east and south elevations and extends above ground as a partial exterior wall with a protective coating.

The generator building is a small, stand-alone room originally not included as part of this assessment. A general description of its components and conditions will be included in Section 8 - F Special Structures of this report.

The cemetery storage barn framing appears to be partially supported by an unconventional combination of concrete foundation walls and pressure-treated lumber on the inside. Multiple cracks on the concrete walls and gaps between lumber pieces were observed. Without as-built structural drawings, it is not possible to understand the type of construction and how the building is supported. Despite foundation deficiencies, the building does not show signs of structural distress.

The cast-in-place concrete foundation wall forming of the Salt Storage building extends about 12 ft above grade and supports the wood-framed walls. Cast-in-place counterforts are part of the foundation walls on the west, south, and partially east elevations. No major deficiencies were observed.

Full replacement of the foundation walls is not anticipated within the timeframe of this report. We recommend implementing the following corrective work:

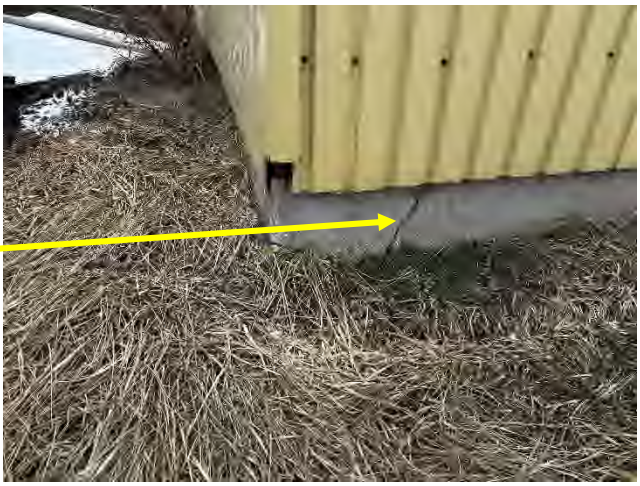
— A structural assessment is recommended to identify the type of construction and assess the structural capacity of the cemetery storage shed foundation walls. The recommended budgetary allowance includes professional fees and a tentative budget to reinforce the existing foundation structure.

— A budgetary allowance is included every five (5) years for the general maintenance of the foundation walls of the Public Works buildings, including but not limited to localized repairs or partial replacement of the protective coating, parging, crack repairs, etc.

Main Building - Partial view of the East and Main building, East bay.

General view of the foundation wall along the south elevation.

Cemetery Storage - Concrete foundation wall.



Cracks on the concrete foundation wall.

Wall framing supported on timber on the inside.

Cladding partially supported on the concrete foundation.

Salt Storage - Foundation wall with counterforts.

Localized damage to the foundation wall.

The main building is constructed with cast-in-place concrete slab-on-grade. The slab is partially covered with finishes inside the office area and kitchenette. The slab was also obstructed for full view by vehicles and equipment. Where exposed, inside the road operations shop, the wash bay and the garage bay, the slab on grade appears to be in good to fair condition with signs of localized deterioration in the form of cracks, oil stains, pitting, routing and abrasion.

Inside the salt storage building, the concrete slab on grade is partially covered with salt and fine aggregates. Where exposed, the slab appears to be in generally good condition with some signs of abrasion.

— Full replacement of the concrete slabs is not expected within the study period.

— An allowance has been included to repair the damaged concrete slab when the deterioration creates potholes, tripping hazards or becomes problematic otherwise. We have assumed that the first allowance will be bundled with the replacement of the floor drains and the construction of the oil and solid separator in 2025.

Main building - Slab-on-grade pitted and routed – Vehicle service bay.

General view of the slab-on-grade between the welding area and the vehicle service bay.

General view of the slab-on-grade - Wash/service bay.

Pitted/damaged concrete near door entrances.

Slab-on-grade – Road operations Shop.

Salt Storage – Slab on grade, partially visible.

Slab-on-grade – Storage room - office area.

Slab-on-grade - Corridor – office area.

4 B Shell

4.1 Building Superstructure

The main Public Works building has three (3) different sections. The east section is a pre-engineered steel building containing the Road Operations shop, storage mezzanines, the IT room and the kitchenette/lunchroom. Interior finishes cover the superstructure in this section. An unheated alleyway divides the east building from the centre section occupied with the reception, offices, washrooms, vehicle service bay and a storage/mechanical mezzanine. The superstructure of the centre building, visible in the wash bay, includes Open Web Joist (OWJ) rafters and “I” steel columns from the frames supporting the roof purlins. We were not able to determine the age of these two sections; however, some components date to 1994. The west section, containing the vehicle shop, is also a pre-engineered building with solid sections of rafters and columns supporting the roof deck on steel purlins. As per the Niagara Navigator tool, the west section appears to have been built between 2006 and 2010. At the same time, the alleyway between the first two sections was enclosed. The alleyway was left unheated.

— No capital intervention is anticipated within the next 10 years for replacements or retrofits of the main structural components.

A combination of wood and steel framing forms the mezzanines inside the east and centre sections of the building. The mezzanine inside the center section is accessed from the car service bay. The steps of the wooden stairs appear to be uneven/unlevel, and the walls closing the fall along the stairs have questionable framing. The open mezzanine inside the Road Operations Shop is accessed from a mobile access platform ladder. To enter the mezzanine, the user needs to step over or under the ladder railing. A space over the IT room was converted into a storage mezzanine. A hollow wood door opens to the inside. The mezzanine has no permanent ladder or platform for access. Closing the door is the only fall protection while inside.

— A budget is included to review and improve the access stairs/ladders and the fall protection systems of the mezzanines.

The Cemetery Storage roof framing consists of wood roof trusses supporting the wood deck. The trusses appear to be supported on wood-framed walls. Isolated water stains are present. We were informed that the roof leaks have already been corrected. The Salt storage building roof framing is configured with wood trusses supported on wood-framed walls. Localized damage in the form of checking and snapped members was observed.

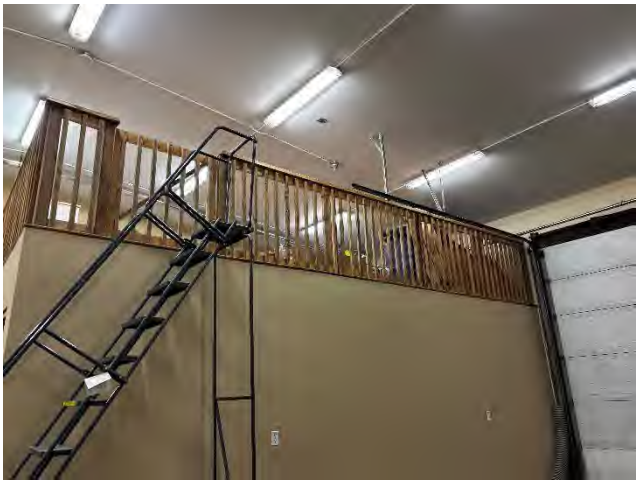
— A maintenance allowance is included for the localized repairs of the wood-framing structures.

Main Building - Vehicle storage bay – Pre-engineered building steel framing.

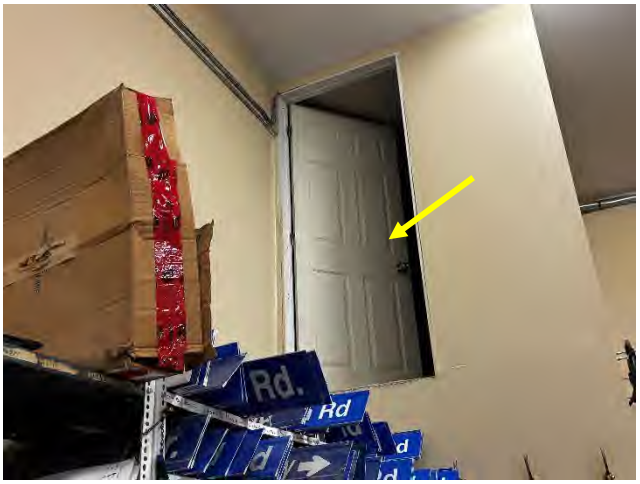
Wash bay – Pre-engineered building with OWJ rafters.

Unheated corridor between building sections.

Storage and mechanical mezzanine – service bay. Review wall framing and stairs.



Storage mezzanine – Road Operations shop – Review access ladder.



Storage mezzanine – Road Operations shop – Review fall hazard.

Cemetery Storage – roof and walls, wood framing.

Roof wood framing.

Salt storage – Wood roof structure.

Isolated damage on wood trusses.

4.2 Exterior Walls

The public works buildings are clad with prefinished vertical metal panels. Translucent fibreglass panels are installed along the south elevation to provide the vehicle storage and wash bay with natural light. The metal panels on the Salt Storage Building and the Cemetery Storage are generally in good condition, with minor localized impact damage or damaged corner trims. The Cladding on the Main building is in fair to poor condition with unsealed perforations and wall penetrations, rust, peeling paint, mildew, and wrongly installed caulking blocking the drainage system along the north elevation. Two layers of different types of spray foam insulation were installed. It appears that the second layer has no bonding compatibility with the first one, and it is peeling off at multiple locations.

- Budget is included for the replacement of the corrugated metal panels around the service bay and the vehicle storage bay with insulated panels.
- An additional budget is included to repair the rest of the Main Building's corrugated panel by providing proper drain flashing over windows, doors, and along the base of the walls. The budget will also cover cleaning and recoating the metal panels to match the new metal panels.

— A general maintenance allowance is included every 5 years starting in 2027 for the as-needed repairs of the Public Works buildings' corrugated metal panels. Repairs may include localized patching, replacement of corroded fasteners, sealant replacement, proper decommissioning of wall penetrations, etc.

Main building – General view - North elevation.

Wrongly caulked drain flashing.

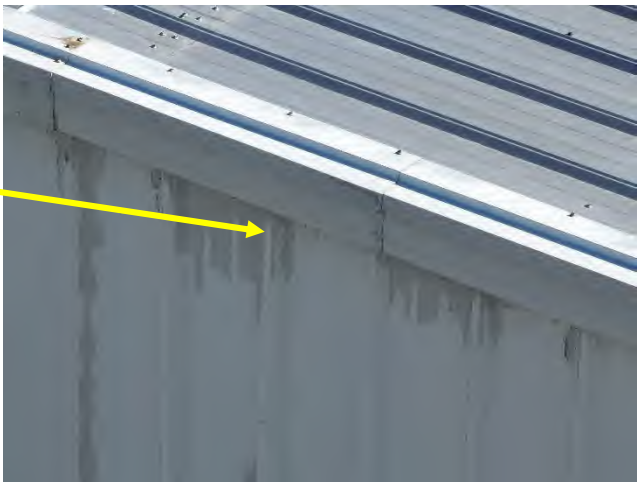
Main building - Peeling paint on the metal panels – West elevation.

Main building – Mildew on metal panels. North elevation.

Drain issues over the window. Moss growing and corrosion on the metal panel.

Unsealed perforations, missing/peeling paint.

Peeling paint – west elevation.



Peeling paint – west elevation.

Unsealed decommissioned wall penetration – Corrosion stains.

Cut on metal panel, unsealed wall perforations.

South elevation – Cladding unsealed perforations.

South elevation – Cladding unsealed perforations.

Storage vehicle bay – Two layers of incompatible spray foam insulation.

Service bay mezzanine – Two layers of incompatible spray foam insulation.

Cemetery Storage - General view of metal panels.

Patch repair over the new overhead door.

Short corner trim. Missing base flashing.

Damaged corner trim. Missing base flashing.

Salt Storage – General view of metal panels.

Minor impact damage on the metal panel.

4.3 Windows and Doors

Operable sliding and sash vinyl windows with prefinished aluminum capping are installed on the north and south elevations of the Main building on the centre bay. The windows are generally in good condition. The caulking around the windows appears to have been recently applied. The Sand Storage building and the Cemetery Storage do not have windows.

Steel metal service doors in steel frames are provided on the north and south elevations of the Main building and the north elevations of the Cemetery Storage, and the Sand Storage buildings. The doors and frames vary in condition. Maintenance, including replacement of the weather stripping, removal of corrosion on the blades and frames, painting, caulking, etc., is required. The south door of the Road Operations shop opens to the grass without a threshold at the same level. The grading does not slope away from the building. Water penetration was reported. There is a large gap between the door frame and the concrete wall.

The office entrance door is located on the north elevation and consists of a full glass aluminum door and frames completed with a sidelight and a metal striped awning. The door appears in good condition.

Vehicle and equipment access to the shop and bays in the Main building and the Cemetery Storage is provided by sectional overhead doors. Two roll-up doors are installed in the Salt Storage building. The doors are generally in good to fair condition. Localized corrosion was observed typically on the bottom panels and at the base of the door frames. The doors are tested and maintained as needed. There is a sticker at most doors showing maintenance/test records by Yarnell, being the last record in 2021.

— We recommend the replacement of the windows along with the metal cladding repairs. Budget is included.

— Bulk replacement of the service doors is not anticipated; instead, an allowance for the as-needed repairs is included. We recommend that the first allowance be used to improve the threshold and correct the gap in the Road Operations shop service door.

— A budgetary allowance for the as-needed maintenance and partial replacement of door panels, motors, and hardware of the overhead and roll-up doors is included every 3 years.

Main Building - General view of the slide windows.

Caulking appears to have been recently applied.

General view of office entrance door and window.

General view of overhead doors – Main building.

Typical overhead sectional door – North elevation.

Storage vehicle bay, overhead door with fogged glass inserts.

Typical serve door – South elevation.

Typical service door – South elevation.

Roads Operations shop door – Gap along the concrete wall. No proper threshold.

Cemetery Storage – New service and sectional overhead doors.

Sand Storage - Building roll-up door.

Service door - North elevation.

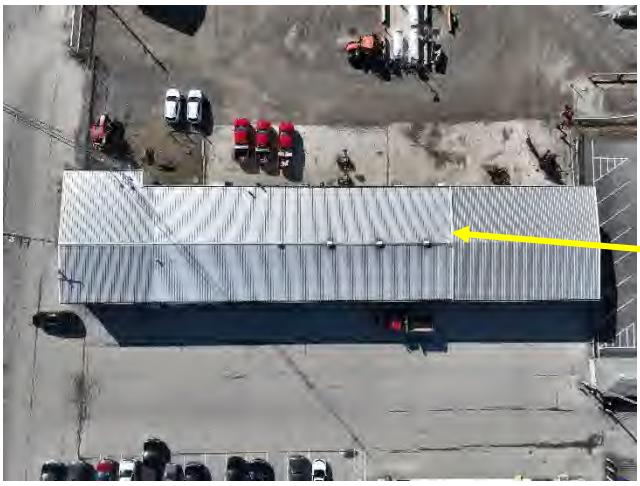
4.4 Roof

Roofing throughout the Main building consists of corrugated metal panels. Each building roof section appears to have been installed/replaced at different times. The roof over the Road Operations bay was replaced between 2010 and 2013; the vehicle storage bay roof between 2006 and 2010; and the age of the office/wash bay roof is unknown. However, we were informed that the roof was recoated recently. No leaks were reported. We were informed that the roof was recently maintained with a protective coating. Multiple deficiencies were captured, including localized corroded fasteners, poor workmanship on the installation of the roof ridge and at building transitions, and patch repairs. The roof closure foams are displaced or missing along the ridge and eaves. Discolouration and chalking on the metal roof's surface, dents and signs of corrosion, especially along the eaves, are present. Cracking and uneven colour were noticed which may indicate improper surface preparation before the application of the coating which will result in protective coating failure. The sealants around roof penetrations, patch repairs and seams are failing and/or poorly tooled.

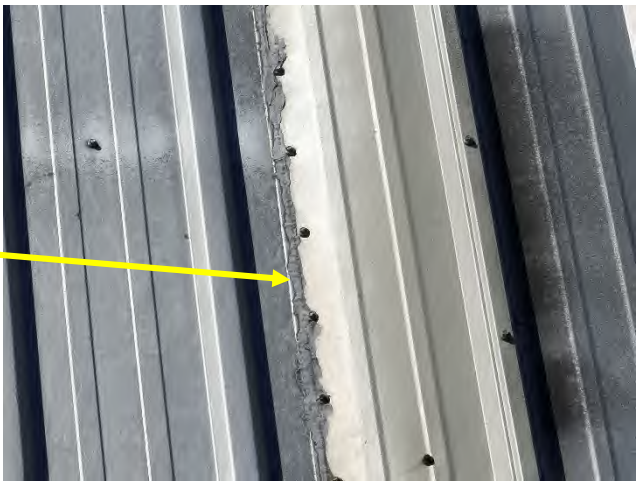
The Cemetery Storage roof is clad with architectural asphalt shingles. The roof was replaced circa 2018. The roof is generally in good condition with some shingle units showing tears, crack splits and misaligned. The rake trim flashing is poorly terminated with backward overlapping of joints allowing water to travel behind the rake and potentially damaging the fascia. The roof does not have eavestroughs or downspouts.

The Salt Storage building roof is clad with corrugated metal panels. The age of the roof is unknown. The roof shows signs of deterioration in the form of chalking and discolouration, localized corrosion, especially along the eaves, unsealed penetrations and displacement of the ridge closure gaskets.

- Full replacement of most of the roofs is not anticipated within the timeframe of this report. However, an allowance to evaluate the condition of the roof and tentative replacement of the roof sections over the office and vehicle service bay is included at the end of the study. The allowance may be deferred depending on the evaluated condition.
- A general allowance for the as-needed repairs of the roofs is included every 3 years. It is recommended to use the 2025 allowance to remediate the deficiencies listed above.

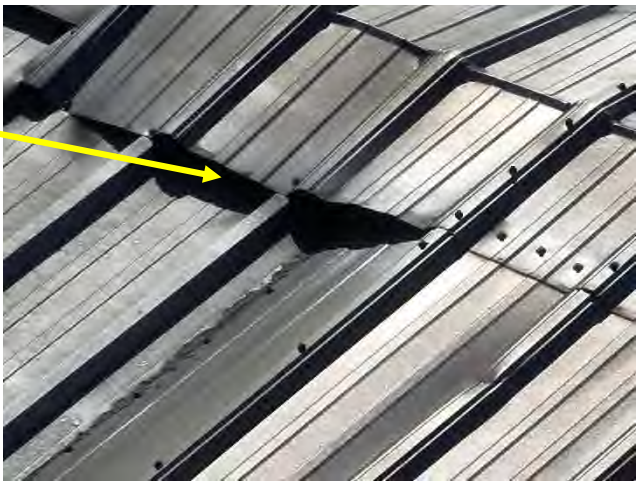


Main building – General view of metal roof.

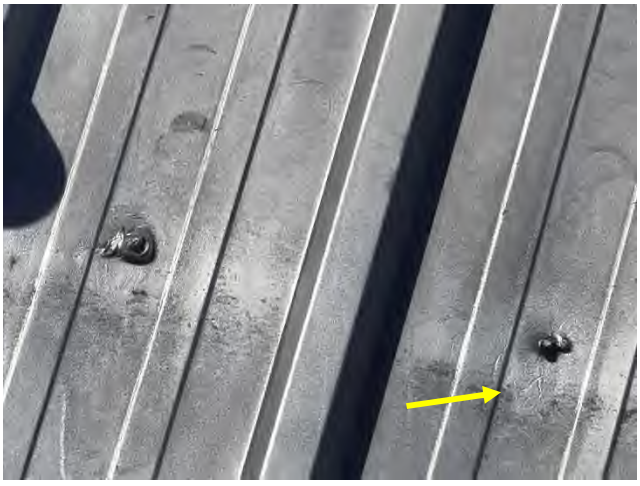


Poorly tooled caulking bead at the building joint.

Roof transition between the west and centre sections along the vehicle service bay.



Improper detailing and gaps under the ridge closure.



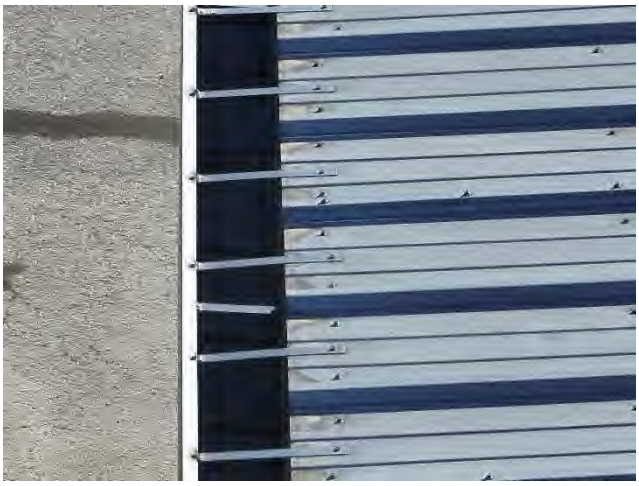
Cracking and uneven colour may indicate protective coating failure. Office building.

Poor workmanship and failed sealant around patch repair.

Cracking and uneven colour may indicate protective coating failure. Office building.

Discolouration and rust along the eaves and patch repairs.

Poorly tooled, damaged caulking around patch repair/vent flashing.



Discolouration and chalking on the surface of the metal roof, along the eaves.

General view of the roof – East and centre bays.

Poor workmanship on the transition between the east and the center bays.

Poor workmanship, poorly tooled/failing caulking around roof penetration, at patch repair and between panels.

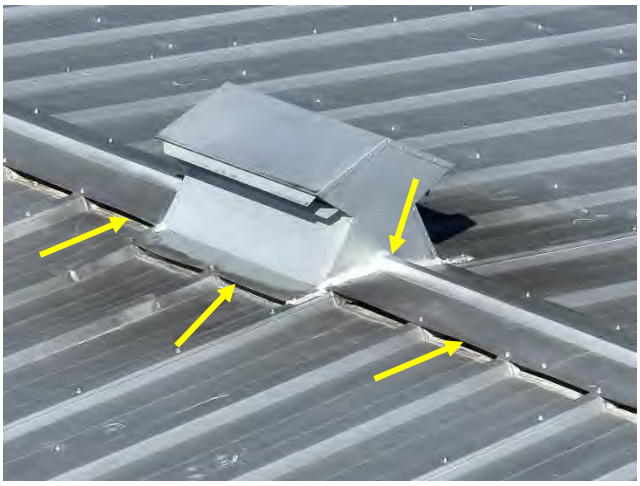
Failing caulked joint. Poor detail transition between the metal panel and rake trim flashing.

Failing seal around electrical penetration.
Eavestrough brace detached.
Displaced/missing eave foam closure.

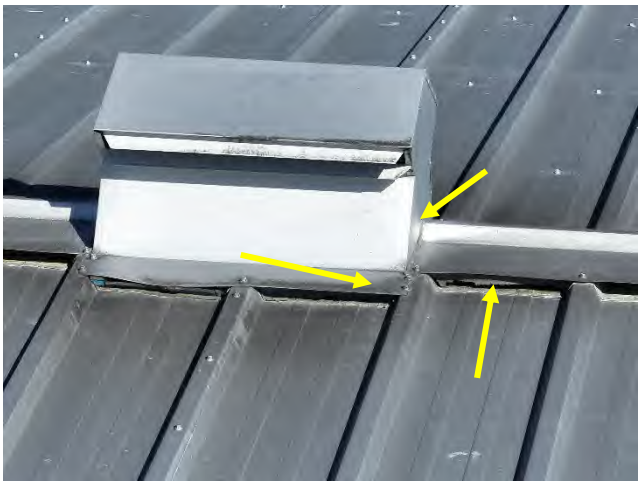
Failed patch repair.
Failed sealant around roof penetration.

Multiple corroded fasteners.

Corrosion on prefinished rake trim.



Deteriorated caulking around vent. Gaps in ridge closures. Discolouration on the vent flashing.



Deteriorated caulking around vent. Gaps in ridge closures. Discolouration on the vent flashing.

Cemetery Storage - General view.

Exposed fasteners.

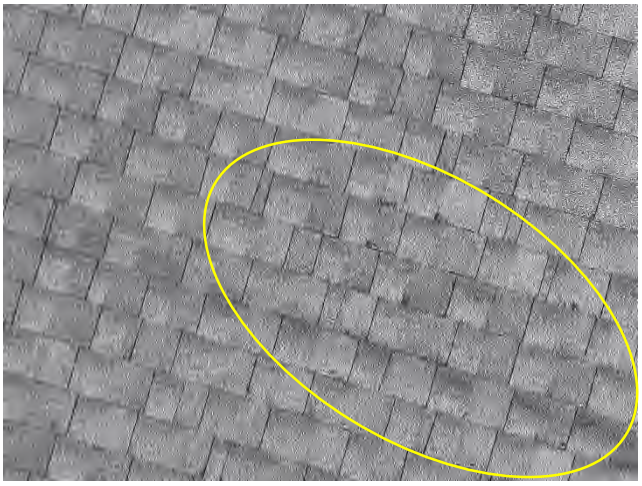
Cracked, tears on shingles.

Premature curling, grain loss and cracked units.

Incorrect overlap on rake flashing. (Upper piece should shingle lower section).

Incorrect overlap on rake flashing. (Upper piece should shingle lower section).

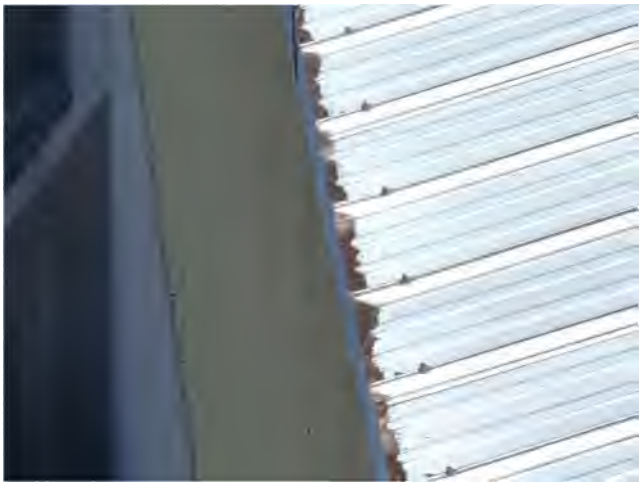
Poor detail with an incorrect overlap.



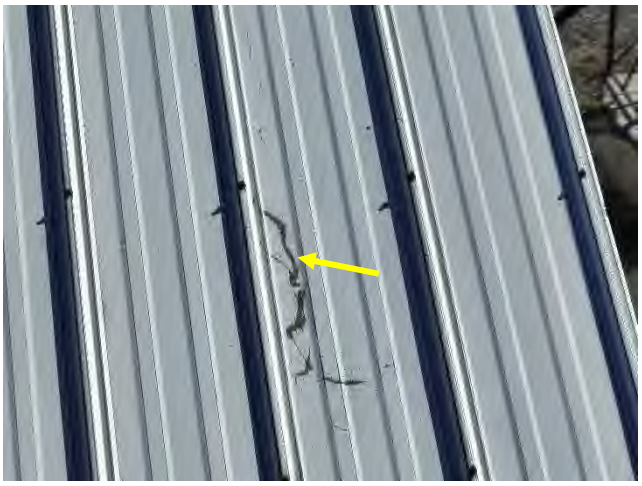
Premature granular loss.

Salt Storage – General view.

Corrosion of fasteners and scratches.



Corrosion of panels along the eaves.

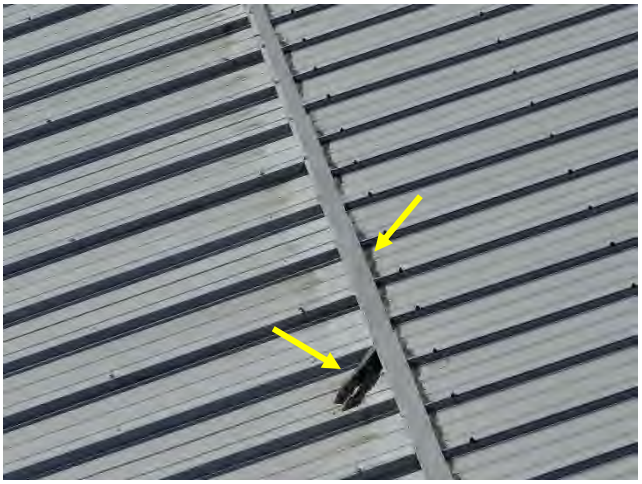


Scratch of metal panel finish with corrosion.

Unsealed ridge joint – Panel discolouration.

Discolouration/corrosion along the eave – Addition shed roof.

Displaced/damaged closure joint – Localized corrosion - Top of shed roof.



Displaced/damaged closure joint – Corrosion along the eave.

5 C Interiors

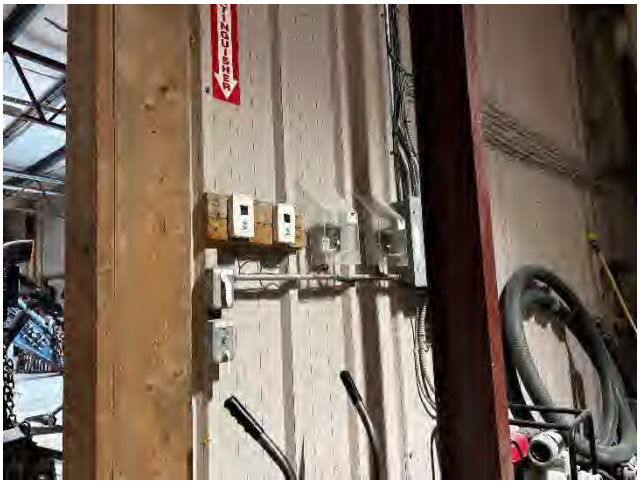
5.1 Interior Constructions

The Cemetery Storage and the Salt Storage building do not have interior fixed or operable partitions. Inside the Main building, interior walls are comprised of a combination of concrete block walls, gypsum board or plywood on wood-framed walls, and metal panels on steel framing at the intersection of each building section. Partition walls are expected to last the life of the building.

Interior doors throughout the building are typically metal doors in metal frames with/without glass inserts and are generally found to be functional and in good condition. The men's washrooms are provided with prefinished metal partitions. Fire doors are installed between buildings, however, the wall assemblies are not necessarily fire-rated. Refer to Section 6.3 Fire & Life System.

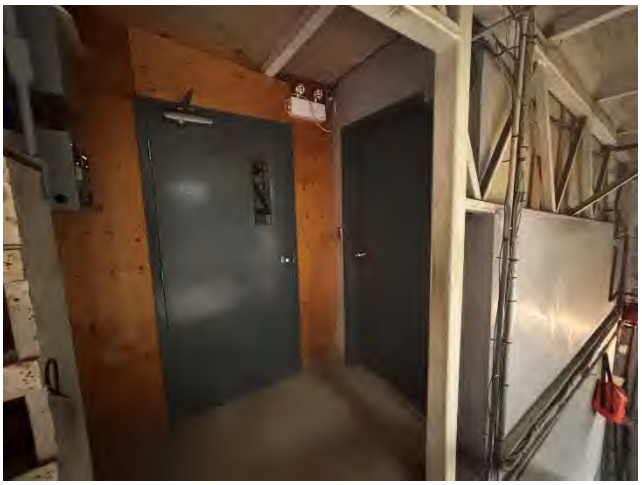
— General allowance is included every 5 years for single replacements or maintenance of the interior doors and washroom partitions starting in 2028.

Concrete block wall partition.

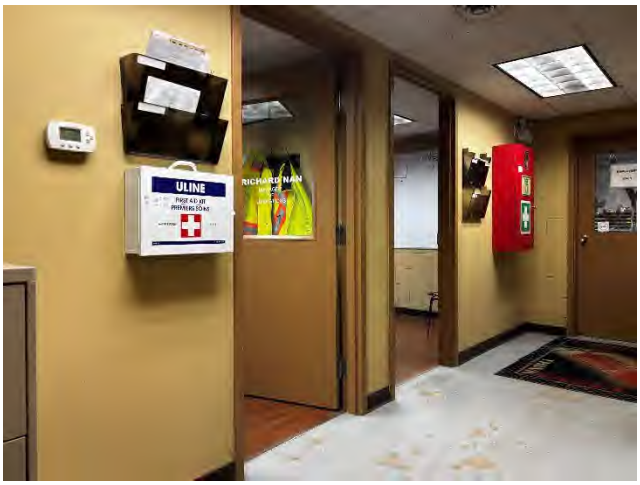


Metal panel between building sections.

Plywood partition.

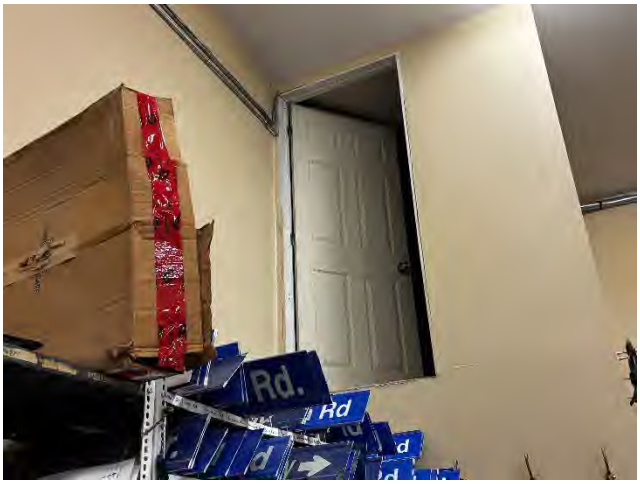


Plywood partition – mezzanine.

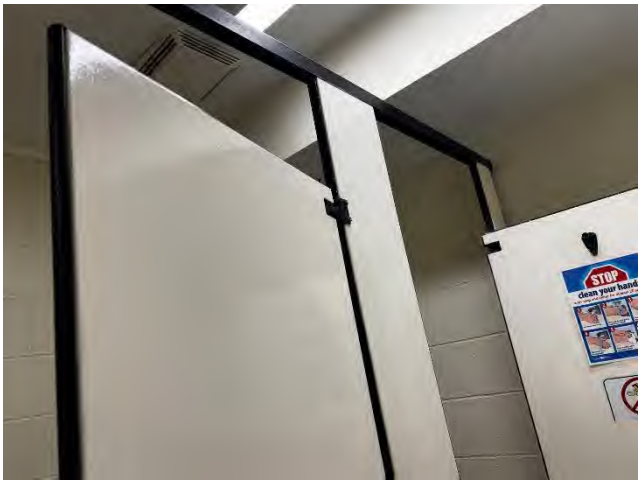


Interior doors with glass inserts.

IT room door with keypad code lock.



Storage mezzanine wood door.



Prefinished metal toilet partitions.

5.2 Interior Finishes

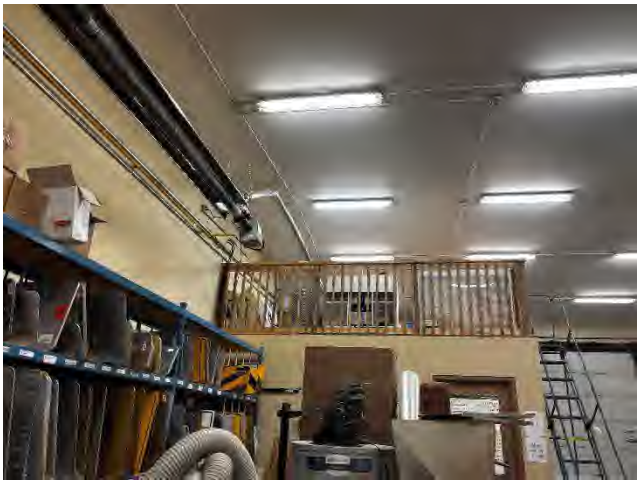
The Cemetery Storage and the Salt Storage building are not finished inside.

The interior walls throughout the office spaces and the service bays of the Main building are either unfinished or painted.

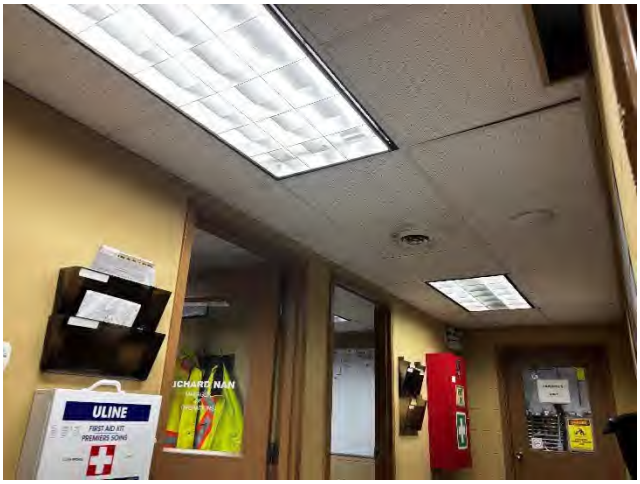
The floors in the office area, kitchenette, corridors, and service rooms are finished with a combination of vinyl planks and protective traffic coating. The traffic coating is generally in good to fair condition with signs of wear in high-traffic areas.

Ceiling tiles and painted drywall are installed inside the office area, lunchroom and the Road Operations shop. Spray foam insulation and insulation board with foil liner insulation are installed under the metal roof inside the wash and vehicle storage bays. The ceiling finishes are generally in good condition. Water stains were observed along the office corridors on the ceiling tiles. We were informed that the water comes from ductwork condensation. Localized deterioration of the board insulation and the spray foam insulation was noted. We assumed that the spray insulation would be replaced along with the metal wall and roof panels. Localized repairs can be done as part of the operational budget.

— A general annual allowance is included for the maintenance and partial replacement of the interior finishes.

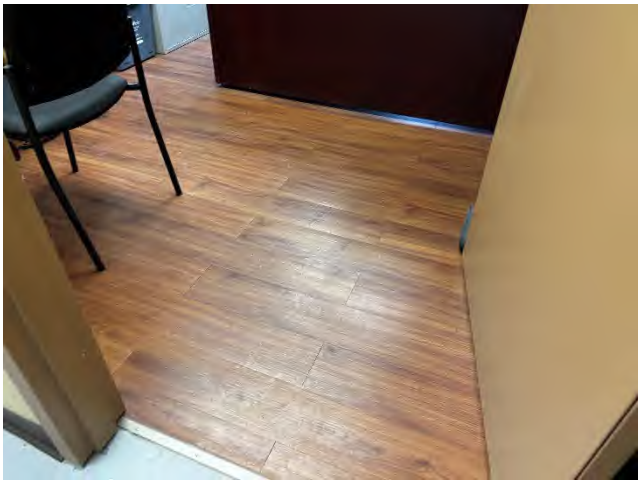


Painted walls and ceiling – Road Operations.

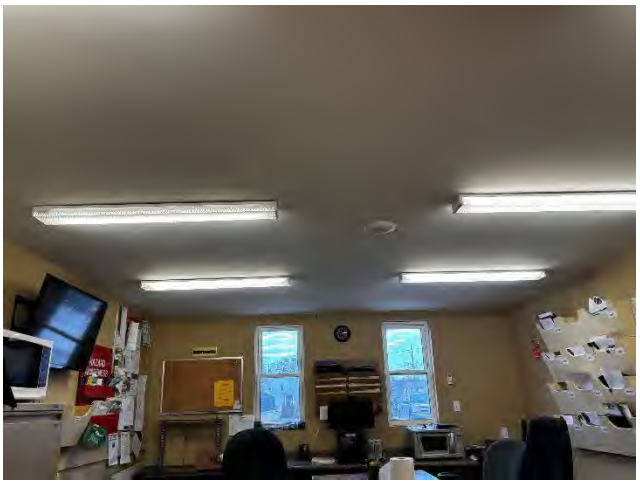


Acoustic ceiling tiles – Office area.

Worn-out traffic coating. Corridor office area.



Vinyl Plank flooring inside the offices.



Painted drywall ceiling inside the lunchroom.

Unfinished plywood inside the mezzanine.

Damaged insulation inside – mezzanine ceiling.

Insulation board with foil liner.

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

The Salt Storage and the Cemetery Storage do not have water service.

Domestic water is supplied to the entire complex by a 10 K-gal underground cistern located at the southwest of the Main building. The water is pumped inside the mezzanine to a UV purification system and distributed to the plumbing fixtures, water hoses and equipment through a copper piping network. We were informed that a major renovation to the distribution system was done in 2023. The scope included piping, distribution pumps and UV systems replacement. The replacement of the UV lamp, the quartz sleeve and ballasts can be done as part of the operating budget.

Domestic Hot Water (DHW) is provided by a 151 L gas-fired water heater located in the mezzanine mechanical room and installed in 2007. Replace at the end of its life service.

Plumbing fixtures in the washrooms consist of handle flush floor-mounted toilets, counter-mounted and wall-mounted lavatories, wall-mounted urinals with handle flushometer and a fibreglass sink next to the washing machine. The fixtures are in working condition. Budget for full replacement and renovation has not been included, as the Accessibility Study project may recommend and fund this project. Refer to Section 10 of this report.

— Budget is included to replace the water heater at the end of its service life.

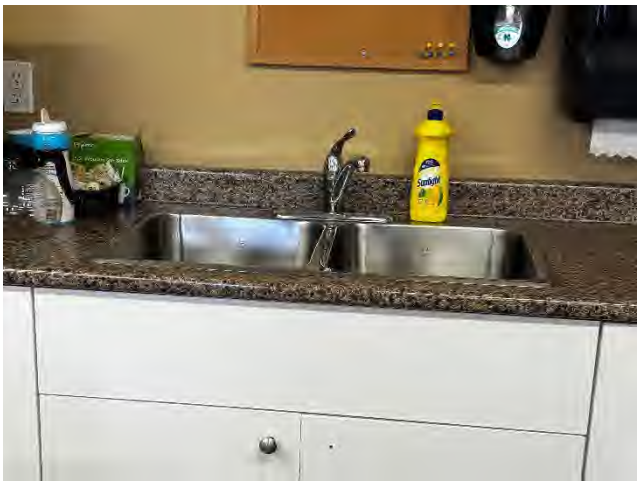
— Budget is included to replace the UV purification system at the end of its useful life.

— An allowance every other year has been included starting in 2030 to replace/repair distribution piping and for the as-needed repairs of the plumbing fixtures.

Service/entrance riser to underground cistern.

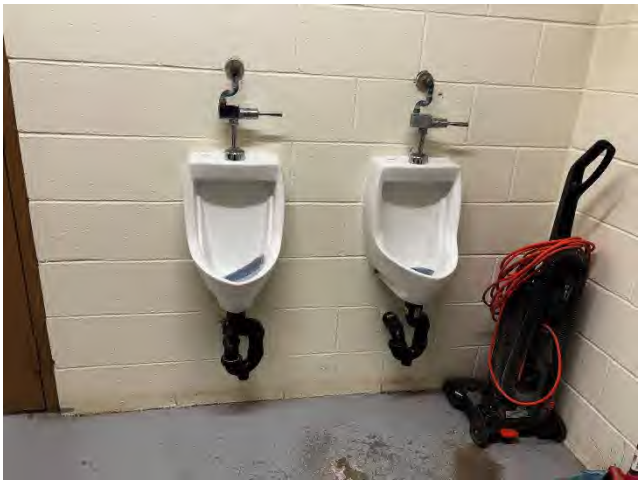
UV purification system equipment.

Gas-fired water heater - Mechanical room.

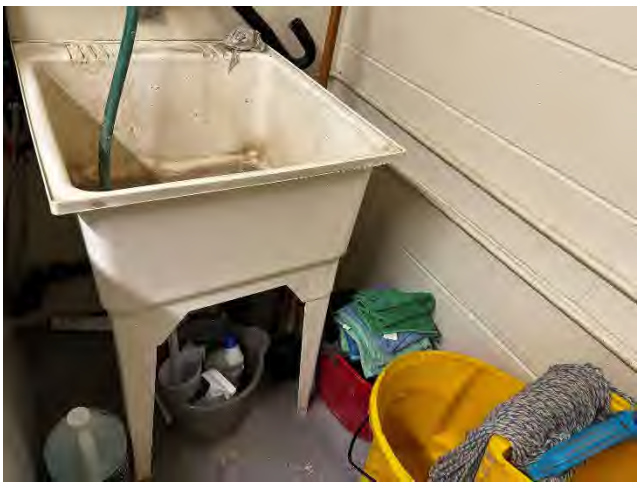


SS double bowl sink in the kitchenette.

Counter-mounted sinks – Washrooms.



Wall-mounted urinals.



Fibreglass laundry sink.

Typical toilet – men's washroom.

6.1.3 Sanitary Sewage and Storm Sewage System

The Cemetery Storage and Salt Storage buildings do not have a sewage or storm sewage system except for an eavestrough and downspout installed at the eave of the salt storage addition shelter, draining directly to the ground.

The Main building sanitary system consists of a network of sanitary piping and floor drains. The underground sanitary waste system connects to the septic tank and transports the wastewater through the septic line to the septic bed in the south of the property. The septic system is shared by all the buildings in the complex. We were informed that the septic tank is regularly maintained. The storm sewage system consists of prefinished metal gutters installed along the eaves and downspouts connecting to the storm system or discharging directly to ground level at the south of the building. The downspouts and eavestrough will be maintained as part of the roof allowance. The trench drains in the service bays are currently connected to the storm system and do not have an oil/solid separator. The drain grates are in poor condition.

— Budget is included in the short term to replace the trench drains and grates, excavate and build an oil and solid separator, build a new trench drain inside the vehicle service bay, connect the new drains to the storm system and restore the concrete slabs.

Trench grate inside the vehicle storage bay.

Floor drain – Vehicle service bay.

Eavestroughs end between two building sections.

Prefinished metal eavestroughs and downspouts.

General view of downspouts draining to the ground.

Downspout draining underground.

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

The Salt Storage and the Cemetery Storage are unheated buildings. Ridge vent provides air circulation to the Salt Storage building.

Heating and cooling inside the Main building, office area, are provided by a 26,000- 120,000 BTUh capacity gas-fired forced-air furnace installed inside the mezzanine and a 2-ton, 24,000 BTUh cooling capacity air conditioner installed outside the building on the south elevation. The lunchroom is provided with conditioned air by a split ductless system including a condensing unit using R-410A refrigerant and an evaporator installed over the kitchenette sink. As seen in the equipment tag, the AC was installed in 2015. The service bays and the Road Operations shop are heated with gas-fired tube heaters. We were informed that the heaters are donated and maintained by the manufacturer and thus, no budget is allocated.

An automotive exhaust extraction system, including flexible hoses connected to ducting leading to an upblast high-velocity centrifugal laboratory exhaust fan, safely removes vehicles and welding exhaust fumes. We were informed that the exhaust system was installed in 2016. The laboratory fan motor casing and fan housings show signs of corrosion.

— Replace HVAC components at the end of their useful service life; allowances have been included.

— An allowance for the replacement of the laboratory exhaust fan has been included. Review other system components regularly for perforations or malfunctions.

— General annual allowances for as-needed repair of the HVAC components have been included.
— General allowance for the as-needed repairs of the donated radiant tube heaters is included.

Gas-fired furnace 120,000 BTUh- Mezzanine.

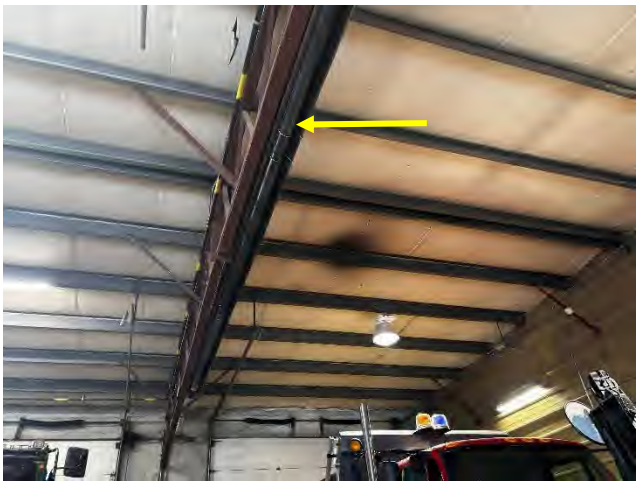
AC Unit - 2-ton air conditioner with a cooling capacity of 24,000 BTU.

Exhaust fan hoses – Vehicle service bay.

Laboratory exhaust fan.

Direct-driven exhaust fan with hooded vent outside.

Radiant tube heater – Road operations shop.



Radiant tube heater – Road operations shop.

Unheated space between buildings.

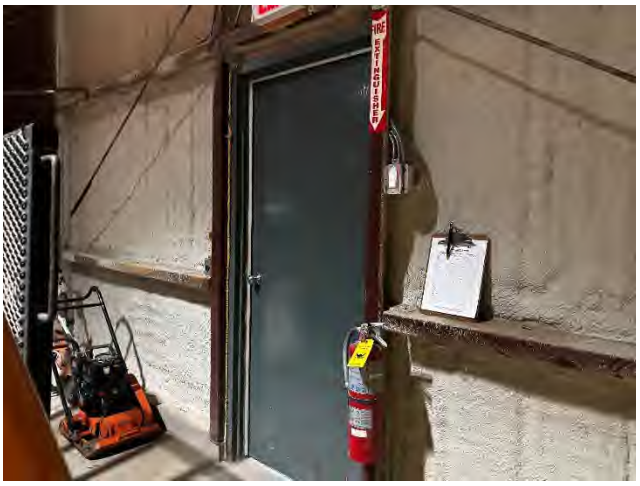
AC split system condenser unit.

Split system – Evaporator unit.

6.1.5 Fire Protection System

The buildings are protected with fire extinguishers. By the tag attached to each extinguisher, regular maintenance and inspection are provided regularly.

— Replacement of extinguishers is included in the study to occur every 10 years.



Fire extinguisher – Vehicle storage bay.

Fire extinguisher – Mezzanine.

Fire extinguisher – Salt storage building.

Fire extinguisher – Cemetery Storage.

6.2 Electrical

6.2.1 Distribution System and Equipment

Electrical service drop from the utility pole accesses the Main building on the east elevation, passing the hydrometer. A 200A main disconnect and main distribution panel are wall-mounted inside the Road Operations shop. Underground service is used to feed the Cemetery Storage and the Salt Storage buildings. A 105 kW diesel generator installed in 2008 provides service to the public works buildings, the arena and the fire hall. The generator is located inside the generator room. The diesel tank sits on a concrete slab on grade without a visible spill collection system. Inside the Main Building mezzanine, the generator transfer switch, a 200A main disconnect, and a 100A heavy-duty safety switch provide backup electricity to the buildings in case of a power outage. Various safety disconnect switches and distribution panels control the different equipment throughout the building.

We were informed that the main disconnect switch trips when the pressure washer runs.

— An allowance is included to determine the compliance of the diesel tank with the environmental regulations. A tentative budget is also included to provide a spill containment for the fuel tank per the Environmental Protection Act (EPA), the Ontario Building Code (OBC) and the Technical Standards Safety Authority (TSSA).

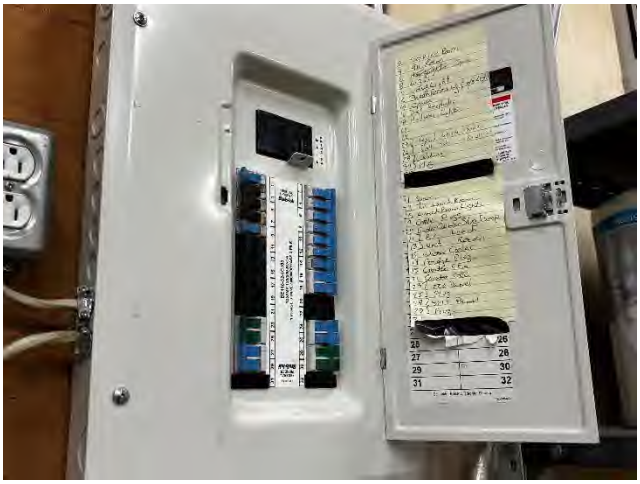
— Budget to replace the generator at the end of its service life is included in 2033

— An allowance is included to retain an electrical engineer to assess the building's electrical loads and perform as-needed power quality testing to provide recommendations on how to upgrade the electrical system by adding new circuits and/or replacing electrical panels with more amperage. A tentative budget to implement the Electrical Engineer's recommendations is also included.

Service drop from the utility pole.

200A service to the hydro meter.

200A – Main Disconnect.



Main electrical panel.

Exterior distribution Panel – Salt Storage shelter – Review connections.

Cemetery distribution panel.

Generator transfer switch. Mezzanine.

General view of the 105KW generator.

floor-mounted diesel tank – no spill tray under.

Generator 200A safety switches for Public Works, Arena and Firehall buildings.

6.2.2 Lighting

Multiple types of lighting fixtures throughout Public Works the building include troffers, ceiling and wall-mounted linear fixtures, wall packs LED and high bay lights are present. The lighting fixtures were found in generally good condition. The lighting inside the service bays of the main building was replaced in 2021. Some fixtures and luminaries are not energy efficient.

Exterior lighting is provided by wall-mounted fixtures. Recessed soffit light fixtures are noted at the front canopy. Bulbs are to be replaced by operations. Full replacement of exterior lighting is not expected within 10 years.

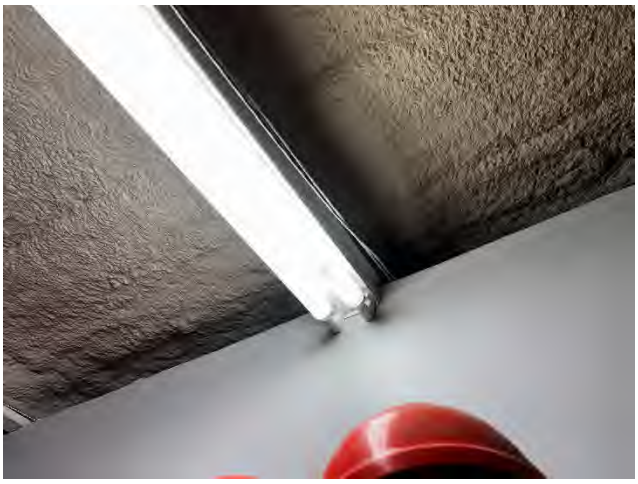
— Allowances for as-needed localized repairs/replacements are included for interior and exterior lighting.

Linear fixture with fluorescent luminaries - Generator room.

LED wall pack fixtures – Cemetery Storage.

LED wall pack fixtures – Salt Storage Building.

High bay lighting - Storage vehicle bay.



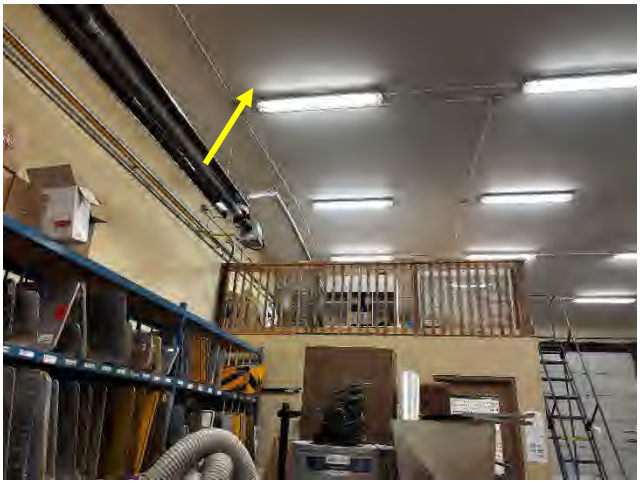
Linear fixture with LED luminaries – Mezzanine.

Linear fixture with fluorescent luminaries – Mezzanine.

High bay lighting – Service vehicle bay.

Linear LED fixture – Office washroom.

Troffer lighting – office area.



Linear LED fixture – Road Operations shop.

LED Wall pack exterior lighting – Main building.

Wall pack exterior lighting – Salt Storage.

Emergency lighting is provided by a combination of exit/evacuation signs, headlights, and battery power packs. The emergency lighting is inspected regularly. General repairs and unit replacements are considered an operating expense.

— Replace/upgrade the emergency lighting fixtures in the midterm.

Typical battery pack emergency lighting.

Typical illuminated evacuation/exit sign.

6.3 Fire & Life System

6.3.1 Electronic Safety and Security

The Main building is provided with an intrusion alarm system including a DSC access control panel, window and door sensors and an arming keypad. The site is monitored by a security company.

A video surveillance system includes multiple indoor and outdoor cameras installed inside the main building and throughout the site.

A digital gas monitoring system equipped with an addressable transmitter and sensors is installed inside the wash service bay. We were informed that the gas monitoring equipment was installed in 2021.

— An allowance for the as-needed repairs or replacement of the components of the safety and security system is included every 5 years starting in 2028.

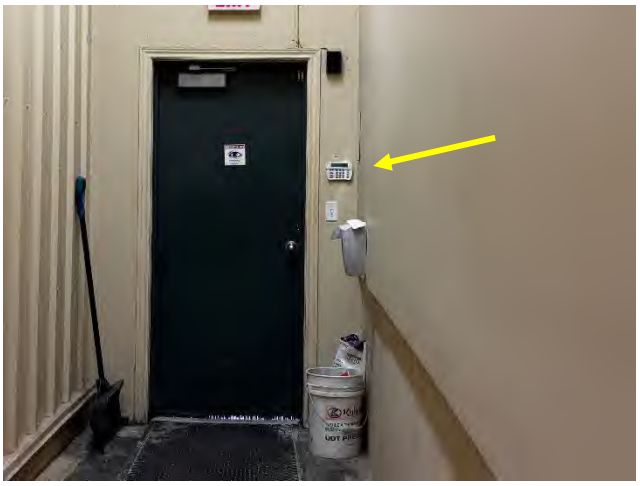
Interior surveillance camera - Roads Operations shop.

Exterior camera - Main building.

Wall-mounted vehicle exhaust sensors.

Digital gas monitoring panel.

Security system DSC control panel.



Intrusion alarm arming keypad.

6.3.2 Fire Detection and Alarm System

The building does not have a fire alarm system. Fire-rated doors are installed within wall assemblies that appear not to be fire-rated. Wall and floor penetrations within the same wall assembly were partially sealed with fire-rated joints. The floor assembly between the office area and the mezzanine appear not to have adequate fire separation.

— We strongly recommend undertaking a fire code review of the main building to evaluate the need for a fire alarm system and confirm the adequacy of the fire separation between the different building areas. The budgetary allowance includes the study and a tentative budget to implement the recommendations of the study.

6.4 Integrated Automation

No building automation system was present.

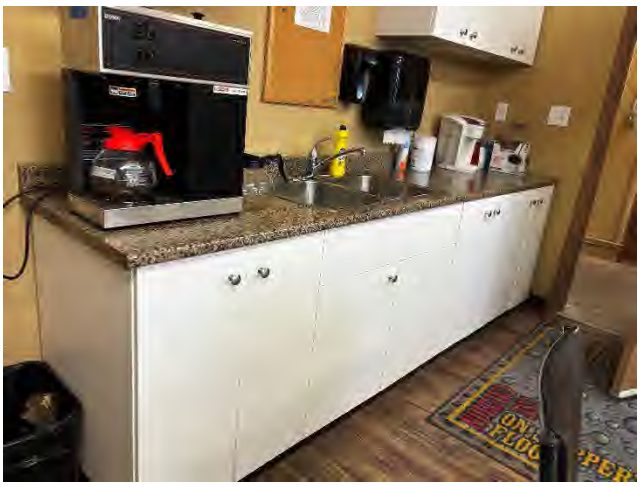
7 E Equipment

7.1 Fixed Furniture

Wooden cabinets, laminate countertops and laminated workstation counters are noted in the lunchroom and the men's washrooms. Wall-mounted cabinetry is installed over the kitchenette counter and inside the office storage room. The washrooms may be retrofitted as part of the accessibility program. No budget is needed.

— Budget is included for the replacement or maintenance of the interior doors and washroom partitions.

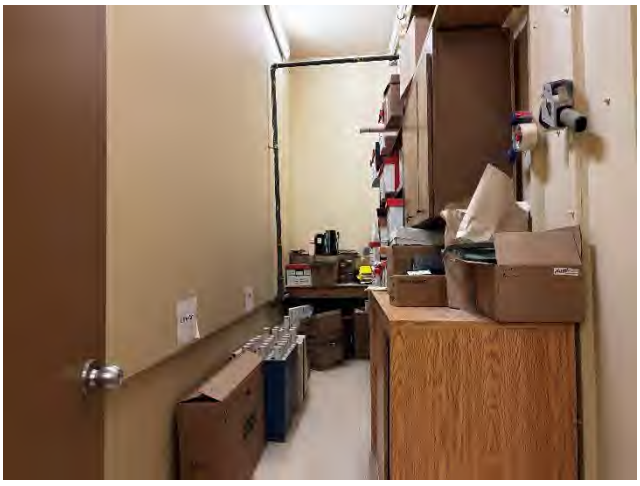
— Renovation of the kitchen counters and cabinets is scheduled at the end of the service life.



View of wood cabinets and laminate countertop in the lunchroom.

Wall-mounted cabinets in the office storage room.

Laminated workstation countertop.



Cabinetry inside office storage.

7.2 Built-in and Free-standing Appliances

A Maytag washing machine is installed inside the men's washroom and appears to have been installed in 2010. There is a Kenmore fridge is installed inside the lunchroom. The date of installation of the fridge was not confirmed. As per the name tag, the fridge could have been installed either in 2005 or 2015. Both appliances are in working condition.

— Replace appliances upon failure. Allowances have been included.

Washing machine – Main building- men's washroom.

Lunchroom fridge – Main building.

8 F Special Construction & Demolition

8.1 Special Structures

The generator room includes concrete block walls, a steel man door on a steel frame, intake and exhaust louvres, and a wood-framed roof finished with plywood ceiling and protected with shingles over the sloped hip roof. The room is in generally good condition.

— Repairs and maintenance of the generator room building can be done as part of the operating budget.

General view of the Generator building.

Concrete slab inside the generator building.

Painted concrete block walls, and plywood ceiling - Generator building.

9 G Sitework

9.1 Site Development

Site finishes included roadways, driveways, parking areas, fences, bollards, barriers and landscaping.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the Public Works buildings and site finishes.

General view of the Public Works site.

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance before **January 2025**.

As per our review, the Public Works Main Building does not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the Public Works buildings are generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the 10 years has been established in the Capital Expenditure Table Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Cemetery Storage Buildings - Structural Assessment and tentative repairs	Maintenance	2025	$85,000.00
All Buildings - Foundation walls - As needed repairs	Maintenance	2025	$5,000.00
Concrete slab-on-grade - Repair as needed	Maintenance	2025	$5,500.00
Salt storage and Cemetery shed - As-needed wood framing repairs	Maintenance	2025	$9,000.00
Main Building - Stairs and railings to mezzanines - Repairs	Maintenance	2025	$8,700.00
Metal Service Doors - As-needed repairs	Maintenance	2025	$4,135.00
Corrugated metal roof - All buildings' general maintenance	Maintenance	2025	$22,152.00
General annual allowance for all interior finishes	Maintenance	2025	$8,268.00
Oil Interceptors - Install a new oil separator and sand trap	Capital	2025	$14,000.00
Diesel tank environmental study - Install containment tray	Maintenance	2025	$9,500.00
Budget to review the compliance with the fire code and implementation of the study recommendations	Capital	2025	$95,000.00
Septic system - Maintenance	Maintenance	2026	$4,179.00
General maintenance allowance for any repairs of the HVAC system	Maintenance	2026	$7,835.00
Recalculate electrical loads and upgrade capacity, including thermographic assessment	Capital	2026	$61,831.00
Landscaping - General	Maintenance	2026	$94,019.00
Metal Panels - Service Bay and Vehicle Storage Bay - Main Building - Replacement	Capital	2027	$142,154.00

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Metal Panels - East Bay and Office - Main Building - Repair and recoat	Capital	2027	$50,971.00
Metal Panels - All buildings - As needed maintenance	Maintenance	2027	$3,133.00
Windows - Replacement	Capital	2027	$4,178.00
Overhead and roll-up doors - As-needed repairs	Maintenance	2027	$6,267.00
Water Heater	Capital	2027	$3,656.00
Radiant tube heaters - general maintenance	Capital	2027	$2,089.00

Item* Critical Item – High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Public Works Buildings

Inspection Date: March 6, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Remaining service life (years)	Expenditure (Current $)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure							$ 95,500	$ -	$ -	$ -	$ -	$ 11,707	$ -	$ -	$ -	$ -	$ 13,053
A10 - Foundations							$ 90,000	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ -	$ -	$ -	$ 6,216
A1010 - Standard Foundations	A1010.10 Wall Foundations	Cemetery Storage Buildings - Structural Assessment and tentative repairs	19	$ 85,000.00	Maintenance	2025	$ 85,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A1010 - Standard Foundations	A1010.10 Wall Foundations	All Buildings - Foundation walls - As needed repairs	19	$ 5,000.00	Maintenance	2025	$ 5,000	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ -	$ -	$ -	$ 6,216
A40 - Standard Slabs-on-Grade							$ 5,500	$ -	$ -	$ -	$ -	$ 6,132	$ -	$ -	$ -	$ -	$ 6,837
A4010 - Standard Slab-on-Grade	Cast in Place Concrete Slab	Concrete slab-on-grade - Repair as needed	19	$ 5,500.00	Maintenance	2025	$ 5,500	$ -	$ -	$ -	$ -	$ 6,132	$ -	$ -	$ -	$ -	$ 6,837
B - Shell							$ 34,700	$ -	$ 64,549	$ 9,287	$ -	$ 6,690	$ 9,913	$ 3,494	$ 7,141	$ 385,218	$ 11,188
B10 - Superstructure							$ 17,700	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,188
B1020 - Roof Construction	B1020.10 Roof Structural Frame	Salt storage and Cemetery shed - As needed wood framing repairs	19	$ 9,000.00	Maintenance	2025	$ 9,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,188
B1080 - Stairs	B1080.50 Stair Railing	Main Building - Stairs and railings to mezzanines - Repairs	19	$ 8,700.00	Maintenance	2025	$ 8,700	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure							$ 2,000	$ -	$ 64,549	$ 2,135	$ -	$ 6,690	$ 2,279	$ 3,494	$ 7,141	$ 2,433	$ -
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Metal Panels - Service Bay and Vehicle Storage Bay - Main Building - Replacement	0	$ 136,100.00	Capital	2027	$ -	$ -	$ 142,154	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Metal Panels - East Bay and Office - Main Building - Repair and recoat	0	$ 48,800.00	Capital	2027	$ -	$ -	$ 50,971	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Metal Panels - All buildings - As needed maintenance	0	$ 3,000.00	Maintenance	2027	$ -	$ -	$ 3,133	$ -	$ -	$ -	$ -	$ 3,494	$ -	$ -	$ -
B2020 - Exterior Windows	B2020.10 Exterior Operating Windows	Windows - Replacement	6	$ 4,000.00	Capital	2027	$ -	$ -	$ 4,178	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Main Building - Office Entrance Doors	11	$ 7,000.00	Capital	2036	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.20 Exterior Service Doors	Metal Service Doors - As needed repairs	0	$ 2,000.00	Maintenance	2025	$ 2,000	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
B2050 - Exterior Doors and Grilles	B2050.30 Exterior Oversize Doors	Overhead and roll-up doors - As needed repairs	0	$ 6,000.00	Maintenance	2027	$ -	$ -	$ 6,267	$ -	$ -	$ 6,690	$ -	$ -	$ 7,141	$ -	$ -
B30 - Exterior Horizontal Enclosure							$ 15,000	$ -	$ -	$ 7,152	$ -	$ -	$ 7,634	$ -	$ -	$ 382,785	$ -
B3010 - Roofing	B3010.50 Low-Slope Roofing	Corrugated metal roof - Office & vehicle wash bay section	0	$ 308,000.00	Capital	2034	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 374,635	$ -
B3010 - Roofing	B3010.50 Low-Slope Roofing	Corrugated metal roof - All buildings general maintenance	0	$ 6,700.00	Maintenance	2025	$ 15,000	$ -	$ -	$ 7,152	$ -	$ -	$ 7,634	$ -	$ -	$ 8,150	$ -
C - Interiors							$ 2,000	$ 2,044	$ 2,089	$ 4,270	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 4,760	$ 2,433	$ 2,486
C10 - Interior Construction							$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
C1010 - Interior Partitions	C1010.10 Interior Fixed Partitions	Wall partitions - Capital replacement is not anticipated.	19	$ -	Capital	2036	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1010 - Interior Partitions	C1010.50 Interior Operable Partitions	Interior door and toilet partitions - Maintenance	0	$ 2,000.00	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
C20 - Interior Finishes							$ 2,000	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	General annual allowance for all interior finishes	0	$ 2,000.00	Maintenance	2025	$ 2,000	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
C2030 - Flooring	C2030.10 Flooring Treatment	Traffic coating and laminated floors	0	$ -	Capital	2036	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C2050 - Ceiling Finishes	C2050.80 Acoustical Ceiling Treatment	Ceiling Tiles	0	$ -	Capital	2036	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D - Services							$ 118,500	$ 66,430	$ 8,356	$ 13,344	$ 2,727	$ 15,052	$ 22,220	$ 21,544	$ 148,769	$ 10,340	$ 7,459
D10 - Conveying							$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing							$ 14,000	$ 2,044	$ 3,656	$ 2,135	$ -	$ 4,460	$ -	$ 4,658	$ 5,356	$ 4,866	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Water Heater	2	$ 3,500.00	Capital	2027	$ -	$ -	$ 3,656	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	UV filtration system	8	$ 4,500.00	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,356	$ -	$ -
D2010 - Domestic Water Distribution	D2010.60 Plumbing Fixtures	As-needed maintenance of the DW distribution system, including piping and fixtures repairs	0	$ 2,000.00	Maintenance	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Oil Interceptors - Install new oil separator and sand trap	0	$ 14,000	Capital	2025	$ 14,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Septic system - Maintenance	9	$ 2,000	Maintenance	2026	$ -	$ 2,044	$ -	$ 2,135	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D30 - HVAC							$ -	$ 2,555	$ 4,700	$ 2,669	$ 2,727	$ 5,017	$ 10,825	$ 16,886	$ 11,306	$ 3,041	$ 7,459
D3020 - Heating Systems	D3020.10 Heat Generation	Gas-fired Furnace - 26,000-120,000 BTUh Replacement	12	$ 8,000	Capital	2037	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.70 Decentralized Heating Equipmen	Radiant tube heaters - general maintenance	12	$ 2,000	Capital	2027	$ -	$ -	$ 2,089	$ -	$ -	$ 2,230	$ -	$ -	$ 2,380	$ -	$ -
D3030 - Cooling Systems	D3030.10 Central Cooling	A/C Condensing unit - Replacement 2Ton - 24,000BTU	8	$ 5,000	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
D3030 - Cooling Systems	D3030.70 Decentralized Cooling	A/C split system condenser and evaporator	10	$ 3,500	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,351
D3060 - Ventilation	D3060.30 Exhaust Air	Laboratory exhaust fan system - replace	6	$ 7,000	Capital	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,976	$ -	$ -	$ -	$ -
D3060 - Ventilation	D3060.30 Exhaust Air	Direct-driven exhaust fans with hooded vent	6	$ 12,000	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,975	$ -	$ -	$ -
D3050 - Facility HVAC Distribution Systems	D3050.50 HVAC Air Distribution	General maintenance allowance for any repairs of the HVAC system	0	$ 2,500	Maintenance	2026	$ -	$ 2,555	$ 2,611	$ 2,669	$ 2,727	$ 2,787	$ 2,849	$ 2,911	$ 2,975	$ 3,041	$ 3,108
D40 - Fire Protection							$ -	$ -	$ -	$ -	$ -	$ -	$ 9,116	$ -	$ -	$ -	$ -
D4010 - Fire Suppression	D4010.50 Fire-Extinguishing	Extinguishers - Replace	6	$ 8,000	Capital	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,116	$ -	$ -	$ -	$ -
D50 - Electrical							$ 9,500	$ 61,831	$ -	$ 2,135	$ -	$ 5,575	$ 2,279	$ -	$ 124,967	$ 2,433	$ -
D5010 - Facility Power Generation	D5010.10 Packaged Generator Assemblies	Diesel tank environmental study - Install containment tray	8	$ 9,500	Maintenance	2025	$ 9,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5010 - Facility Power Generation	D5010.10 Packaged Generator Assemblies	Replace diesel backup generator	8	$ 105,000	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 124,967	$ -	$ -
D5020 - Electrical Service and Distribution	D5020.10 Electrical Service	Recalculate electrical loads and upgrade capacity includes thermographic assessment	9	$ 60,500	Capital	2026	$ -	$ 61,831	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Interior and exterior lighting	0	$ 2,000	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Emergency Lighting and Exit Signage	0	$ 5,000	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ -	$ -	$ -	$ -
D60 - Communications							$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D6020 - Voice Communications	D6010.10 Data Communications Network Equipment	N/A	19	$ -	Capital	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security							$ 95,000	$ -	$ -	$ 6,405	$ -	$ -	$ -	$ -	$ 7,140	$ -	$ -
D7010 - Access Control and Intrusion Detection	D7010.50 Intrusion Detection	Intrusion Alarm	0	$ 2,000	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
D7030 - Electronic Surveillance	D7030.10 Video Surveillance	CCTV Surveillance System	0	$ 2,000	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
D7030 - Electronic Surveillance	D7050.10 Fire Detection and Alarm	Budget for the as-needed repairs or replacement of the components of the safety and security system	21	$ 2,000	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Budget to review the compliance with the fire code and implementation of the study recommendations	0	$ 95,000	Capital	2025	$ 95,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Public Works Buildings

Inspection Date: March 6, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Remaining service life (years)	Expenditure (Current $)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
D80 - Integrated Automation							$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D8010 - Integrated Automation Facility Controls	D8010.10 Integrated Automation Control of Equipment	N/A	0	$ -	Capital	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings							$ -	$ -	$ -	$ 3,202	$ -	$ 4,460	$ -	$ -	$ -	$ -	$ 15,912
E10 - Equipment							$ -	$ -	$ -	$ 3,202	$ -	$ 4,460	$ -	$ -	$ -	$ -	$ 15,912
E1060 - Residential Equipment	E1060.10 Residential Appliances	Refrigerator	0	$ 4,000	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 4,460	$ -	$ -	$ -	$ -	$ -
E1060 - Residential Equipment	E1060.10 Residential Appliances	Washing machine	0	$ 3,000	Capital	2028	$ -	$ -	$ -	$ 3,202	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E2010 - Fixed Furnishings	E2010.30 Casework	Countertops and cabinetry - Main building	0	$ 12,800	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,912
F - Special Construction							$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction							$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F1020 - Special Structures	F1020.40 Manufacturer-Engineered Structures	Emergency Generator Building - Replace	39	$ -	Maintenance	2064	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework							$ -	$ 30,660	$ 31,335	$ 32,024	$ 32,728	$ 33,448	$ 34,184	$ 34,936	$ 35,705	$ 36,490	$ 37,293
G20 - Site Improvements							$ -	$ 30,660	$ 31,335	$ 32,024	$ 32,728	$ 33,448	$ 34,184	$ 34,936	$ 35,705	$ 36,490	$ 37,293
G2060 - Site Development	-	Site development - General Maintenance	9	$ 30,000	Maintenance	2026	$ -	$ 30,660	$ 31,335	$ 32,024	$ 32,728	$ 33,448	$ 34,184	$ 34,936	$ 35,705	$ 36,490	$ 37,293
						Annual Subtotals	**$ 250,700**	**$ 99,134**	**$ 106,329**	**$ 62,127**	**$ 37,637**	**$ 73,587**	**$ 68,596**	**$ 62,303**	**$ 196,375**	**$ 434,481**	**$ 87,391**

Wainfleet Arena

31976 Sugarloaf Street, Wainfleet, ON

Township of Wainfleet
Final Report
Building Condition Assessment

August 19, 2025
21-02409682.000-0500-BS-R-0502-00

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Wainfleet Arena

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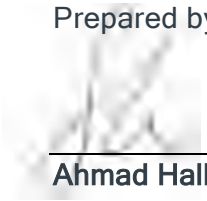

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APPENDICES

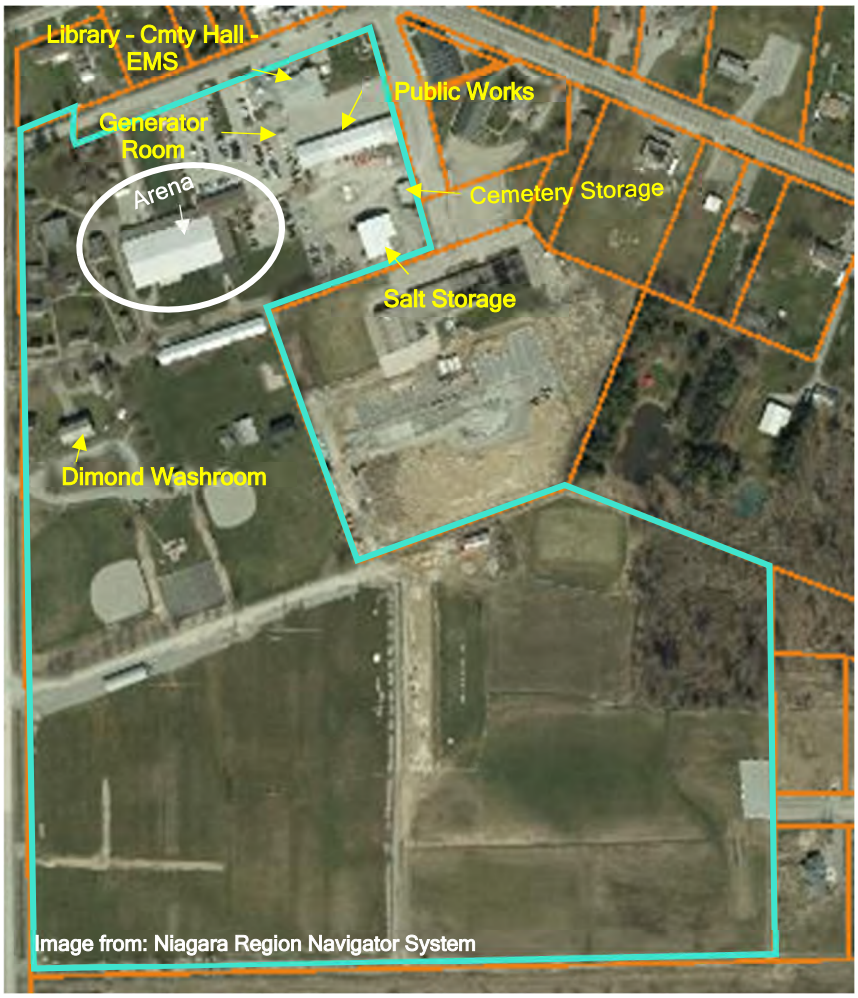
Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building and auxiliary buildings identified as Wainfleet Arena and auxiliary buildings.

1.2 Building Description



The Arena Facility, located at 31976 Sugarloaf Street, Wainfleet, ON, is part of the Wainfleet Community Complex, including the Public Works, the Wainfleet Township Public Library, the Firefighters' Community Hall, the EMS station (formerly Fire Station 2), the Diamond Field and Washrooms and the multiple buildings part of the Marshville Heritage Village. For the purpose of this report, only the Arena building is included.

The age of construction of the building is unknown. We have assumed that the building was built circa 1973, with some renovations over the years, and the latest additions made in 2015-2017.

The Arena is a steel structure building with a footprint area of approximately 33,000 sf. The facility houses an NHL-sized ice rink with perimeter-tiered spectator bleacher seating, dressing rooms, accessible washrooms, a Zamboni service bay, mechanical/refrigeration plant rooms, a party room equipped with a kitchen area, a Seniors' Centre community area and a concession stand. The building is clad with a combination of brick veneer, concrete block and pre-finished vertical, ribbed metal panels. The sloped roofs are covered with a combination of pre-finished corrugated metal panels and asphalt shingles.

General view of the north elevation (main entrance)

General view of the north elevation

General view of the east elevation

General view of the east elevation – Senior Centre

General view of the south elevation

General view of the west elevation

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10-Year Life Cycle, combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$0	$7,500	$0	$38,017	$0	$0	$25,000	$70,517
2026	$0	$8,176	$0	$18,396	$0	$0	$25,550	$52,122
2027	$0	$0	$0	$28,756	$0	$0	$26,112	$54,868
2028	$0	$10,675	$16,012	$8,540	$21,349	$0	$26,687	$83,263
2029	$10,909	$27,273	$0	$6,546	$0	$0	$27,274	$72,002
2030	$0	$0	$0	$6,691	$0	$0	$27,874	$34,565
2031	$0	$16,523	$0	$6,558	$5,697	$0	$28,487	$57,265
2032	$0	$0	$17,853	$7,140	$60,698	$0	$29,754	$115,445
2033	$12,163	$24,327	$0	$9,732	$6,082	$0	$30,409	$82,713
2034	$0	$0	$0	$13,674	$0	$0	$31,078	$44,752
2035	$0	$7,500	$0	$38,017	$0	$0	$25,000	$70,517

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 6, 2025 Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors, no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating - 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms, but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

GROSS FLOOR AREA (SF)	CRV/SF $/SF	CRV
33,000	400	$13,200,000

The Current Replacement Value of the **Wainfleet Arena** was determined as **$13,200,000.**

2.2 Facility Condition Index (FCI)

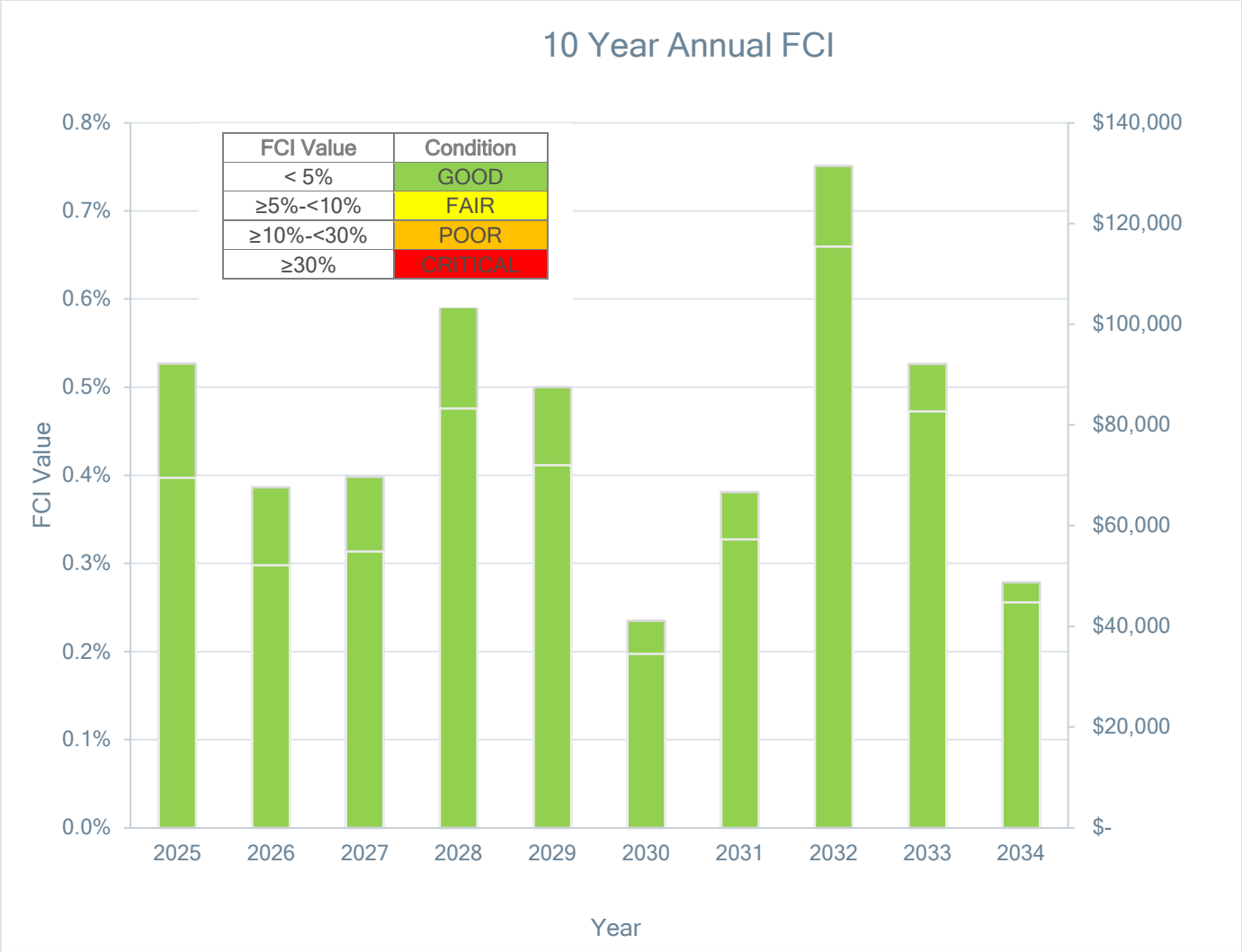
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$FCI = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

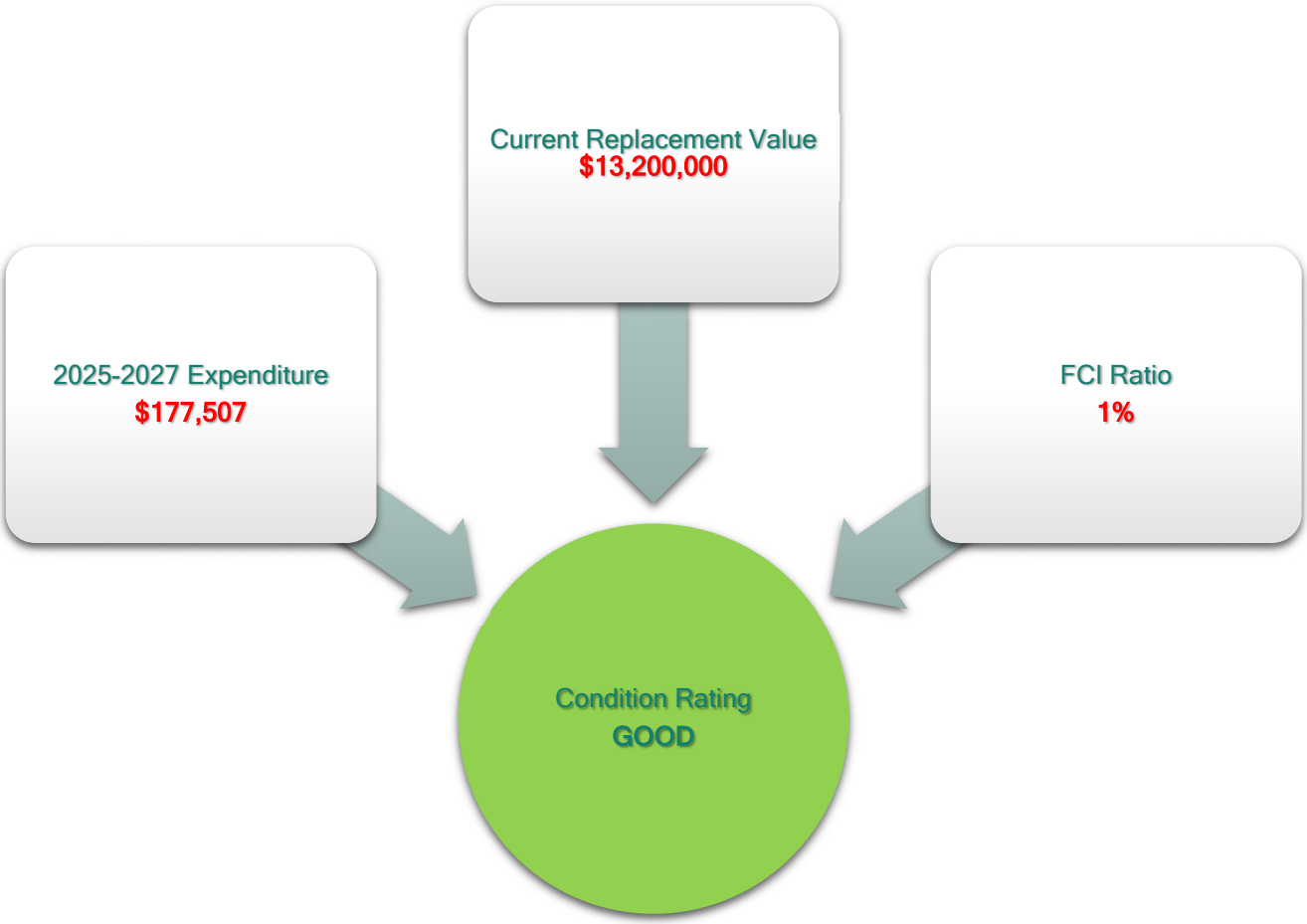
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXPENDITURE	$70,517	$52,122	$54,868	$83,263	$72,002	$34,565	$57,265	$115,445	$82,713	$44,752
FCI	0.5%	0.4%	0.4%	0.6%	0.5%	0.2%	0.4%	0.8%	0.5%	0.3%
CRV (Inflated) $K	$13,200	$13,490	$13,787	$14,090	$14,400	$14,717	$15,041	$15,372	$15,710	$16,055

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **GOOD** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The building foundation is generally below grade and, therefore, could not be fully assessed. Where exposed, the foundation appears to be a combination of cast-in-place concrete and concrete block.

On the north elevation, the partially exposed foundation wall is parged. The parging is generally in good condition with localized minor cracking and spalling. Along the east, west and south elevations, the foundation is partially protected with a cementitious board. The foundation drainage layer is partially visible along the east elevation. On the northwest corner of the building, the grading is eroded, exposing the foundation wall. Wood pieces have been placed to cover the hole.

The slab-on-grade was mostly covered with interior finishes and only exposed in the mechanical and service rooms. The slab under the ice is not part of this assessment. Where exposed, no major deficiencies were observed or reported.

— A budgetary allowance is included every five (5) years for the general maintenance of the foundation walls of the Arena.

Exposed slab-on-grade in the mechanical room

Foundation wall exposed around the main entrance vestibules

Minor delamination of the parging – Main entrance vestibule

Parging deterioration along the north elevation

Insulation in front of the foundation wall. West elevation

Foundation and drainage layer partially visible - East elevation

General view of cementitious board in front of foundation wall. East-south elevations

Grading erosion is exposing the foundation wall. East south corner

4 B Shell

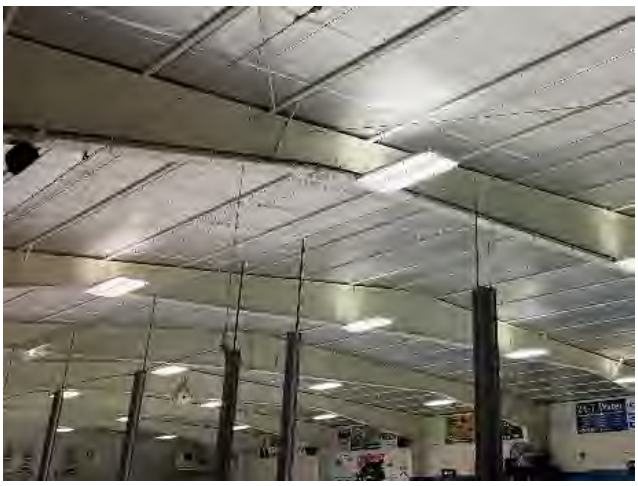
4.1 Building Superstructure

The Arena superstructure supporting the gable roof over the ice rink consists of a pre-engineered steel structure, including rigid-framed columns and rafters supporting cold-formed roof purlins. Insulation over the purlins covers the roof deck. A wood-framed mezzanine is located on north northeast corner of the ice rink. Wood stairs with rubber flooring provide access to the scorekeeper's room and to the attic on the second floor of the mezzanine.

The building framing structures supporting the roof of the public areas outside the ice rink are covered with finishes or cladding and are not available for review. The exterior walls do not show any indications of structural concerns.

The hip roof framing over the lobby, public washrooms, concession stand, and Seniors' Centre was visible inside the attic, accessed on the mezzanine second floor. The roof framing is described as wood trusses supported on wood-framed exterior walls terminated with plywood roof sheathing. A redundant roof structure noted inside the attic space under the actual roof structure implies that this section was not part of the original building structure. The roof trusses and framing are generally in good condition. However, the attic insulation is unevenly or partially installed, missing, contaminated or displaced. We were not able to confirm the presence of an air barrier under the insulation. The general messiness of the insulation can affect performance, cause condensation, promote moisture damage, mould growth, and eventually structural damage.

— Budget is included to remove and replace any contaminated or compacted insulation and properly insulate the roof attic to meet or exceed the requirements of the Ontario Building Code. The scope may include removing sections of the redundant roof structure. This project can be bundled with the installation of insulation on mechanical ductwork. Refer to Section 6.1.4 of this report.



Pre-engineered steel framing rafters and steel purlins over the ice rink

General view of rigid frame column connection with rafters

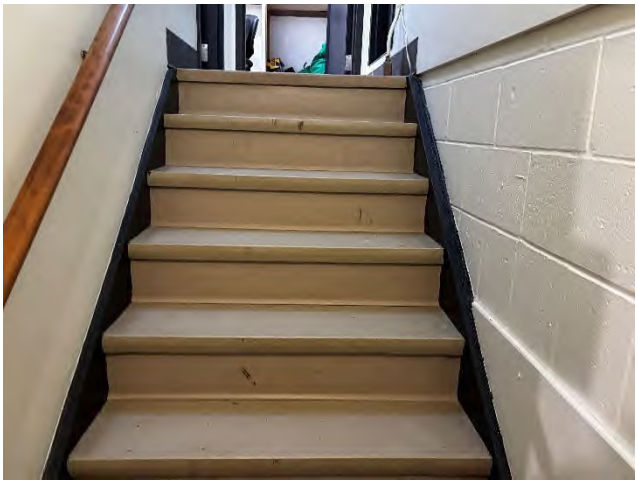
General view of wood roof trusses inside the attic

Redundant roof structure under existing hip roof framing

General view of insulation not fully installed inside the attic

General view of uneven insulation thickness and bald spots

General view of plywood installed as attic walkway



General view of the interior stair construction

4.2 Exterior Walls

The Arena perimeter walls are clad with a combination of masonry veneer, exposed concrete blocks, and different colours and ages of vertical ribbed metal panels.

The masonry brick and concrete block exterior walls are generally in good condition. Full replacement of capital investment is not anticipated. An allowance is included every 5 years to repair the following deficiencies and to perform general maintenance of the masonry walls.

— The concrete block on the north elevation forming the Zamboni overhead door opening is spalled/cracked. The concrete block on the Tool room overhead door jambs appears to have been replaced but was not painted.

— The brick veneer along the north elevation has localized damage in the form of cracks and missing mortar, typically at the bottom of the wall near the foundation wall/ground.

— The concrete block on the south elevation outside of the Senior's centre and the north elevation outside the refrigeration room behind the cooling towers is in contact with the ground. The concrete block shows peeling paint and splashbacks from rain. Behind the cooling tower, peeling paint and moisture stains are noted. No spalled concrete surface or cracks were observed.

The ribbed metal panels are generally in good condition. The brown metal panels above the brick veneer and on the gable end of the main entrance and the Senior's Centre vestibules were installed in 2017. The colour metal panels on the north elevation along the Moore Room, the lunch/tool room the Zamboni rooms, and outside the dressing rooms on the east and south elevations were also installed in 2017. The panels at these locations are in good condition with no major deficiencies noted. The age of the metal panels around the ice rink is unknown and appears to be in good to fair condition. An allowance is included to address the following deficiencies:

— The drip flashing is bent or missing at various locations.

— Mechanical damage in the form of dents and cuts was observed at multiple locations.

Cracking/spalling of the concrete block. Zamboni overhead door jamb. North elevation

Unpainted new concrete block units. Tool room overhead door jamb. North elevation

Peeling paint along the south elevation. Senior Centre exterior wall

Water stains and peeling paint. North elevation refrigeration room

Missing/cracked mortar near a concrete pad wall. North elevation

Missing/cracked mortar near the foundation wall. North elevation

Existing and new metal panels. Picture right side: new addition – Back wall: ice rink

General view of new ribbed metal panels

Tears in the metal panel – South elevation

Damaged/missing drip edge and corner trim – Southwest corner

Stains on metal panels and damaged drip flashing. West elevation

Damaged drip edge. West elevation

Missing metal cladding flashing at the bottom of the cladding panels on the east elevation

Multiple sections of metal cladding with dents on the east elevation

4.3 Windows and Doors

Operable horizontal-sliding, vinyl-framed windows with translucent privacy film on the inside and bug mesh on the outside are provided on the north elevation. The glazing and frames are generally in good condition, but the privacy film on one operable sash is torn and debonding. Discolouration and moss growth were observed on the perimeter sealant, window cap and perimeter flashing. The age of these windows is unknown.

— Replace the vinyl windows in the mid-term.

— Replace the film in-house from the operational budget.

Aluminum storefront-type windows and entrance aluminum doors with glass inserts are installed on the north main entrance and Senior's Centre vestibules. The doors are provided with automatic door openers. The storefronts cladding the vestibules were installed in 2016 when the vestibules were added to the buildings. Fixed punch windows are also installed between vestibules on the exterior brick veneer walls. The aluminum windows and doors are in good condition. No budget is anticipated within the timeframe of this report.

There are overhead sectional doors located on the north, south and west elevations. The north and south overhead doors had staining along the sectional panels, while the north overhead door exhibits multiple impact dents across its interior face. The doors are regularly inspected and repaired as needed. Service doors around the building consist of single/double-leaf prefinished metal doors in matching steel frames. These doors show surface scratches, worn paint, and minor hinge-side corrosion. Maintenance, including removal of corrosion, painting, caulking replacement, etc., is required. A budgetary allowance for the as-needed maintenance and partial replacement of door panels, motors, and hardware of the service doors and overhead doors is included every 3 years.

Vinyl-framed horizontal slider window with translucent privacy film – peeling film

Vinyl window perimeter sealant, capping and flashing with moss growth

Fix aluminum punch windows. North elevation

Fix aluminum punch windows. North elevation

Aluminum storefront window – entrance vestibule

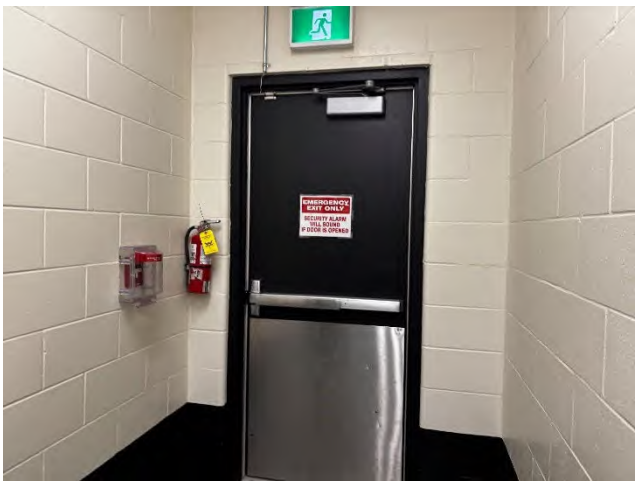
Aluminum storefront vestibule

Damaged paint on the service door

Overhead door with multiple signs of impact damage - north elevation

Service door – East elevation

Service metal door – Senior's Centre



Single-swing metal-framed exterior emergency exit door on the south elevation

Exterior service door with damaged paint and signs of corrosion on the hinges

Double metal service door. West elevation

Service door – north elevation

4.4 Roof

The skating rink roof consists of corrugated metal panels. The age of the roof is unknown. There are two lower shed roofs along the east side over the dressing rooms and along the north side over the Moore Room and the lunch/too, Zamboni, and refrigeration rooms. There are 2017 sloped metal roof additions, including the main entrance, the Senior's Centre entrance on the north elevation the referee's dressing room, and the junior league storage roof on the south. The metal panels on the older roof sections show localized corrosion, staining around exposed fasteners and along the north and south eaves. Irregular spray foam (likely where older snow guards used to be) and missing sealant were observed between panel seams. Snow guards along the sloped north roof are bent or missing. Insect nesting was noted beneath metal laps. Debris accumulation inside the gutters of the 2017 addition is observed. A metal bracket providing support to a wall-mounted PVC pipe was observed to be detached from the roof surface.

There is also a sloped asphalt shingle roof on the north section of the building, over the Senior's Centre and public areas, re-shingled in 2013. The roof joint/valley between the sloped shingled roof and the metal roof is sealed with a modified bituminous cap sheet. The joint has deteriorated and could be a potential leak. The roof overhang is provided with perforated soffit panels in generally good condition. The asphalt shingle along the ridge was installed with an excessive number of exposed fasteners. No active leaks were observed.

The roofs are provided with eavestroughs and downspouts draining directly at ground level or connected to underground piping. Some downspout extensions are missing, allowing water to discharge near the foundation wall.

Full replacement of the metal roofs is not anticipated within the timeframe of this report. An allowance for the as-needed repairs of the roofs is included every 3 years. We recommend that the first allowance be used to replace all the caulked joints between roof transitions and to properly joint the shingle roof with the metal roof at the northeast of the building.

— An allowance for the partial application of a high-performance roof coating over the corroded and deteriorated areas of the ice rink roof is included. This recommendation intends to extend the roof service life.

— Full replacement of the asphalt shingles is not anticipated; a budgetary allowance is included for the general repairs of the asphalt shingles.

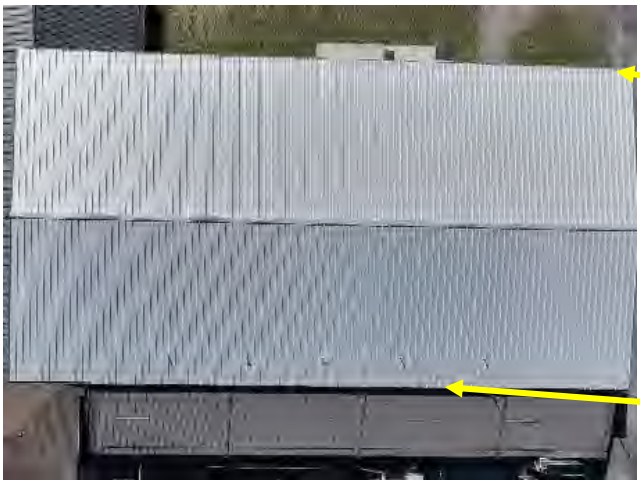
— A one-time allowance for the replacement and maintenance of the roof downspouts, eavestroughs, snow guards, and other roof apparatus is included.

General view of the hip shingle roof

General view of the referee's dressing room addition, metal roof

Asphalt shingle ridge cap installed with an excessive number of exposed fasteners

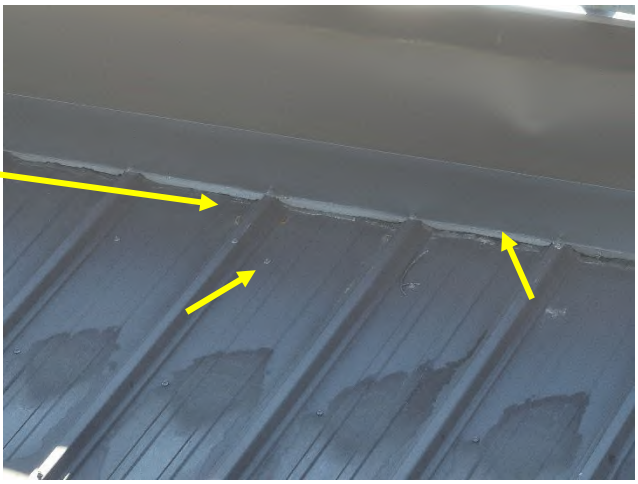
Missing downspout extension



General view of the roof over the ice rink

Corrosion stains along the north and south edges of the roof

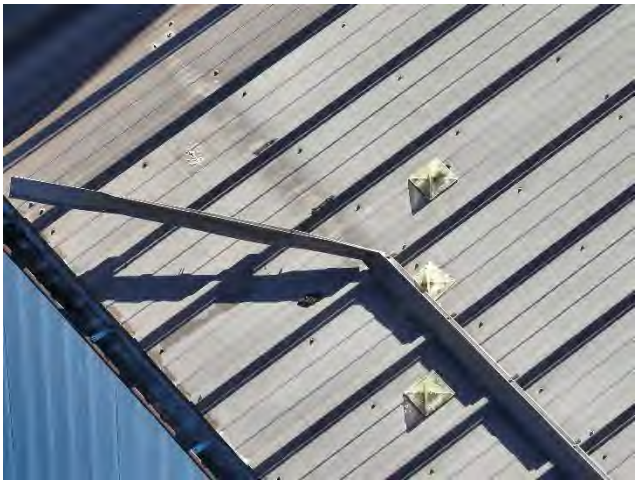
General view of the northern roof section



Corrosion stains on the exposed fasteners. Deteriorated sealant

Roof surface with irregular spray foam or sealant on panels

Close-up view of the irregular spray foam or sealant



Damaged snow guards along the north edge of the sloped roof

Roof drainage via perimeter eavestrough and embedded downspouts

Downspout extension showing surface deterioration and potential asbestos fibers

General view of the perforated soffit panels

General view of the perforated soffit panels

Missing/deteriorated sealant bead on the ridge cap

Accumulation of debris in the east section of the gutters adjacent to the 2017 south-east roof addition

Several missing vent caps

Detached support bracket

Close up view of the detached fastener of the support bracket

Accumulation of debris in the gutters

General view of the 2017 roof additions on the north elevation

Mod bit sheet transition between shingles and metal roof

Deteriorated mod bit sheet transition to be replaced. Improve transition at the time of replacement

5 C Interiors

5.1 Interior Constructions

Interior doors throughout the building are typically metal doors in metal frames with/without glass inserts and are generally found to be functional and in good condition. Automatic, push-button operators were added to a fire-rated door in 2017 for the accessible washrooms.

There is also an overhead roll-up service door to mechanical bays.

Toilet and shower stalls are provided with pre-finished metal partitions. Interior glazing includes single-pane wired safety glass set in metal frames present in the mezzanine and in the sound control room.

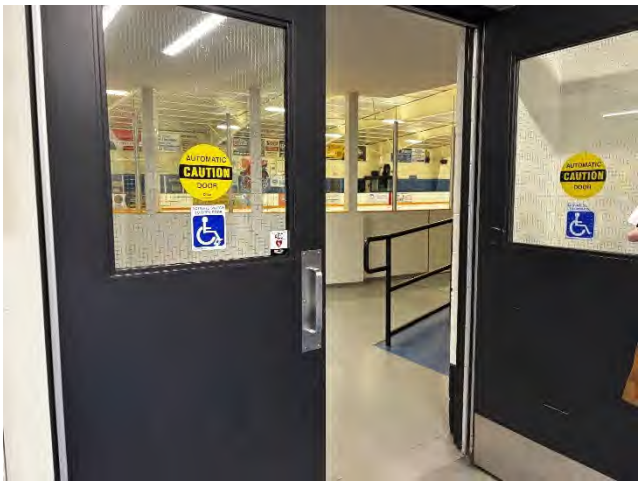
Overall the doors, operators, partitions and glazing are functional and in good condition.

— A maintenance allowance is included every five years for the replacement of specialty door hardware, automatic operators, overhead doors and washroom partitions, beginning in 2028.

Automatic door push button for the accessible washroom

Interior fire-rated door for the accessible washroom

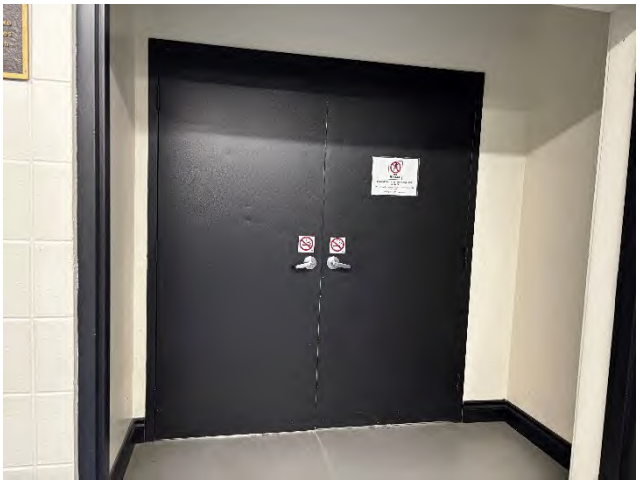
Toilet stalls in the women’s washroom



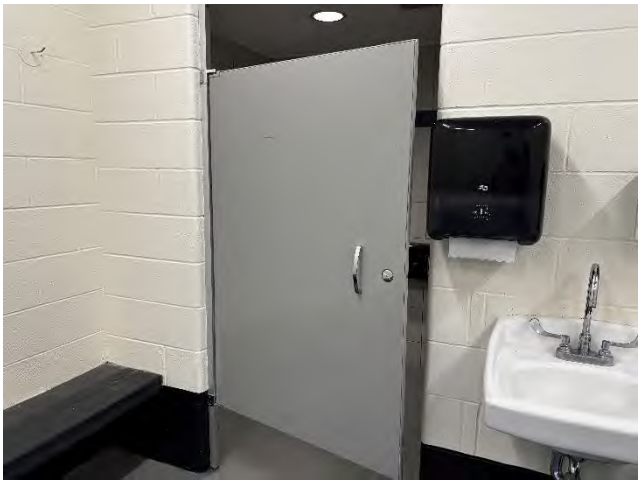
Double-swing interior door with glazing insert and automatic door openers

Interior single-pane wired safety glass set in a metal frame

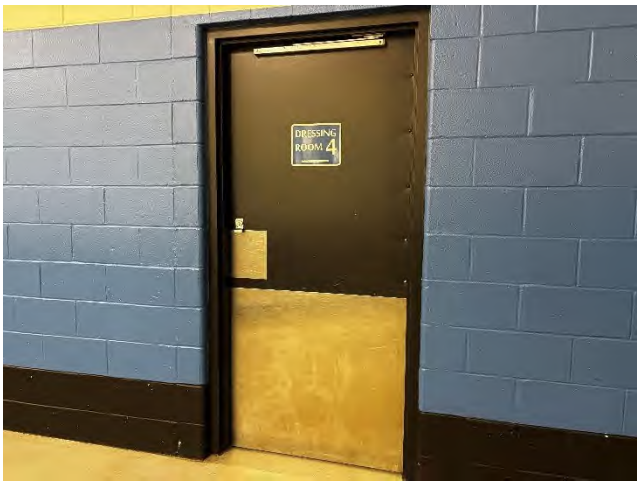
Interior overhead door between the Zamboni Room and the ice rink



Double door to Moore Room



Typical toilet stall door – Dressing rooms



Typical dressing room door

Washroom door with bottom louvre

5.2 Interior Finishes

Interior finishes throughout the Main building consist of rubberized flooring, painted walls, and ceiling tiles. Inside dressing rooms, rubberized flooring and ceramic tile walls are generally in good condition. The ceiling finishes inside public washrooms exhibit isolated moisture staining reportedly from HVAC pipe condensate. The accessible washroom features new rubberized flooring (installed in 2017), and the Senior Centre mezzanine and lobby received matching vinyl tile and acoustic ceiling tiles.

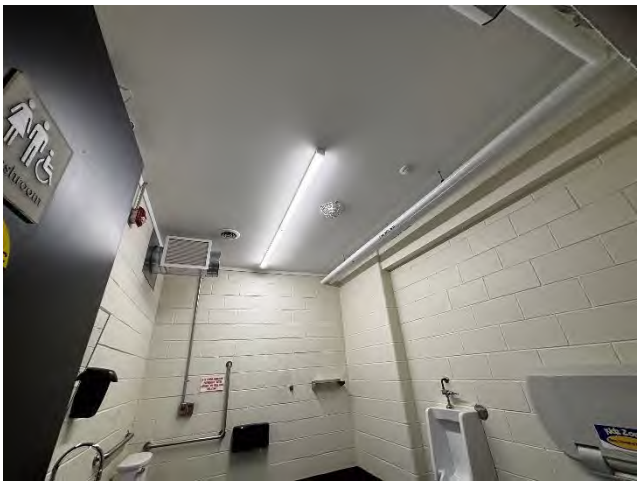
The interior stairs to the mezzanine are finished with rubber treads, painted strikers, and a varnished wood handrail. Service bays and the Moore Room have vinyl tile floors; a few cracked tiles and a missing tile in the Moore Room kitchen were noted. The Moore Room walls are provided with wainscoting painted panelling in good condition.

Inside the refrigeration plant room, the concrete floor traffic coating is worn, peeling, and stained by adjacent equipment.

— A general annual allowance is included for the maintenance and partial replacement of the interior finishes starting in 2027 with repairs to the storage rooms inside the Senior Centre.

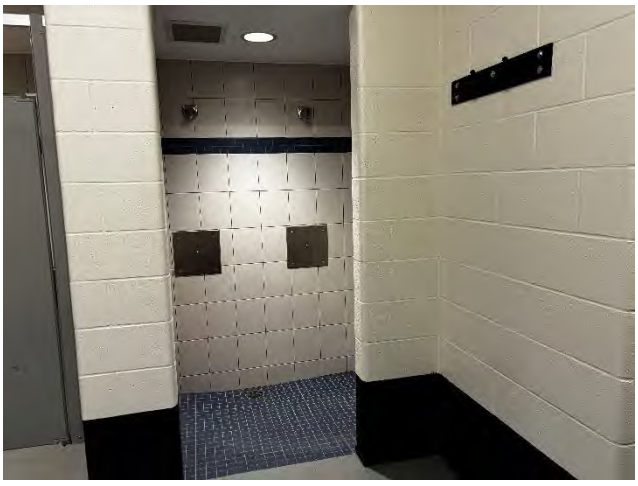
— Isolated replacement of ceiling tiles is considered part of the operational budget.

Rubberized flooring in the accessible washroom

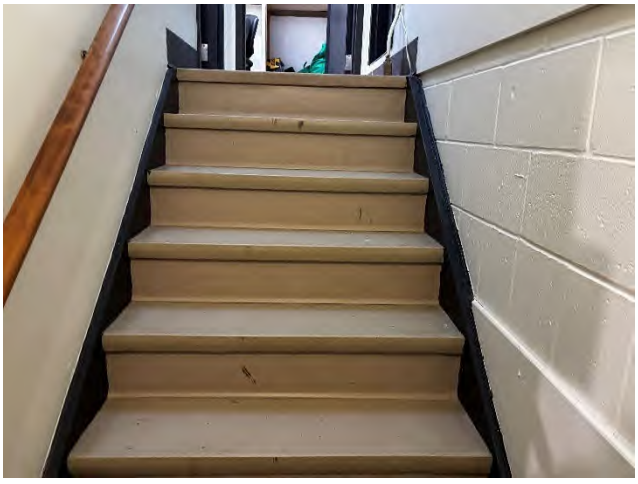


Painted concrete masonry walls and ceiling

Moisture stains on the ceiling in the women's washroom



Typical shower finish with ceramic tile flooring and walls



Interior stairs with rubber tread and risers

Vinyl tile floor finish, and painted walls- Scorekeeper's booth (mezzanine level).

Missing vinyl tile in the Moore Room Kitchen

Vinyl tile floor finishes in the Moore Room. Isolated surface cracking of the tiles was observed

Traffic coating on the concrete of the Refrigeration Plant Room

Vinyl tile and wainscoting inside Moore Room

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Potable water is drawn from the 10 K-gal site underground cistern located in the southwest of the Main Public Works building and pumped to the mechanical room to a UV system installed in 2023. A new UV system is scheduled to be installed for the seniors' drop-in centre in 2025. Domestic water is distributed to the plumbing fixtures, water hoses and equipment through a copper piping network. A project to replace the copper piping for the public washrooms and the girls' dressing room is also scheduled for 2025.

Domestic hot water is provided by a 2016, 100-gal, gas-fired unit inside the dressing room's mechanical room and an electric water tank inside the Seniors Centre's mechanical room. The Zamboni water tank and boiler are not part of the scope of work of this report.

The accessible, all-gender public bathroom features a wall-mounted porcelain urinal with a flush handle, a floor-mounted toilet equipped with a flush handle, and a single-bowl counter-mounted porcelain sink for wheelchair access. Women's and Men's public washrooms include floor-mounted toilets, counter-mounted stainless steel sinks and wall-mounted urinals.

The referee dressing room and dressing rooms 1 to 6 are typically provided with tiled communal showers, a wall-mounted lavatory, and a toilet stall with a floor-mounted toilet. We were informed that the area containing the Referee dressing rooms, dressing rooms 5 and 6 and the Minor Hockey equipment room was added to the building in 2017, along with the retrofit of all other existing men's dressing rooms. We noticed some of the shower handle levers are missing in dressing rooms #1 and 2. The girls' dressing room was not part of the 2017 renovation. The shower has a concrete pad and an updated showerhead.

The Moore Room and the Senior's Centre are equipped with double bowl stainless steel sinks in generally good condition. A metal enamel mop sink is installed inside the dressing room mechanical room. The sink is in poor condition. A metal enamel wall-mounted lavatory serves the Zamboni room and is in fair condition, showing enamel deterioration and rust. An eyewash station inside the Zamboni room is disconnected and out of service.

Budget has been included as part of the 10-year plan as follows:

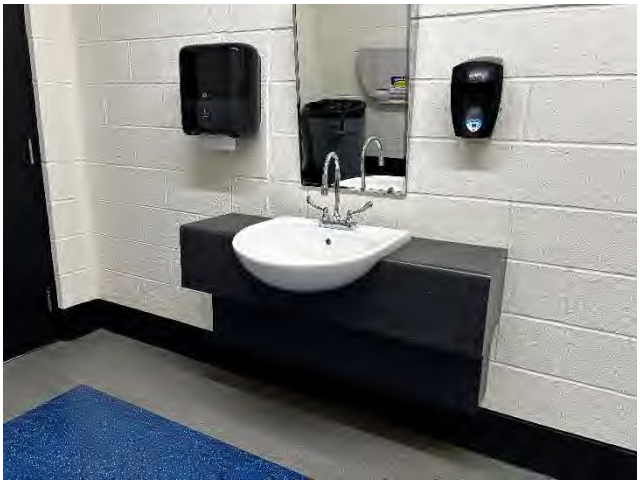
— Allowance in 2025 for the already scheduled work, including the replacement of the copper piping serving the public washrooms and the girls' dressing rooms, as well as the Installation of a new UV purification unit inside the Senior Centre mechanical room.

— General allowance for the as-needed repairs or replacement of the plumbing fixtures or piping leak repairs every 3 years. We recommend the first allowance be used to replace the janitor sink and the lavatory inside the Zamboni room, to repair shower levers and to test and replace if needed, the eyewash station.

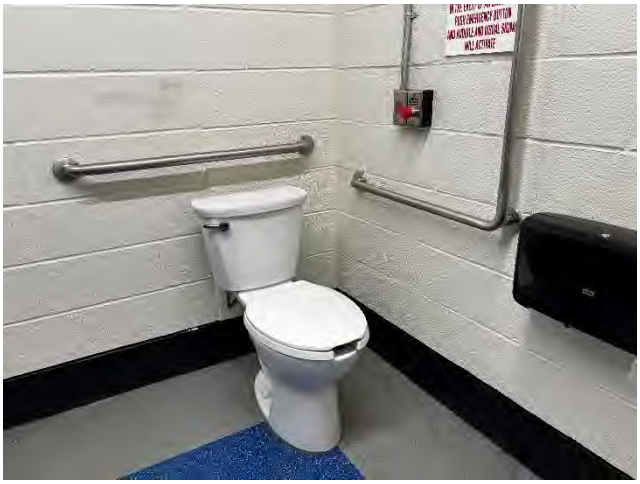
— Replacement of the water heaters upon failure. Budget is included at the end of its service life.

— We strongly recommend reconnecting the eyewash station.

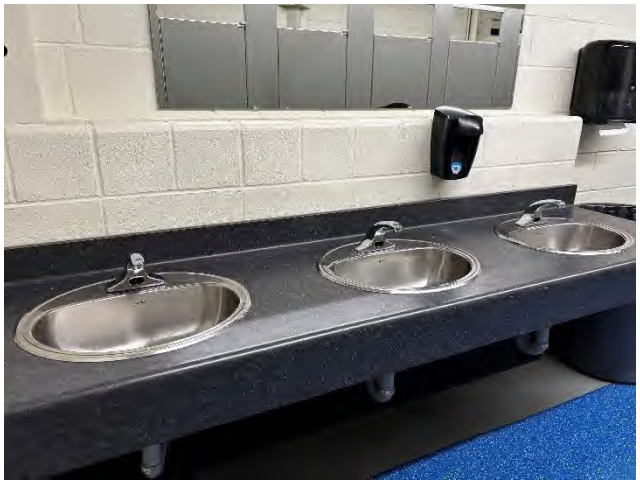
Typical urinal - Men washrooms



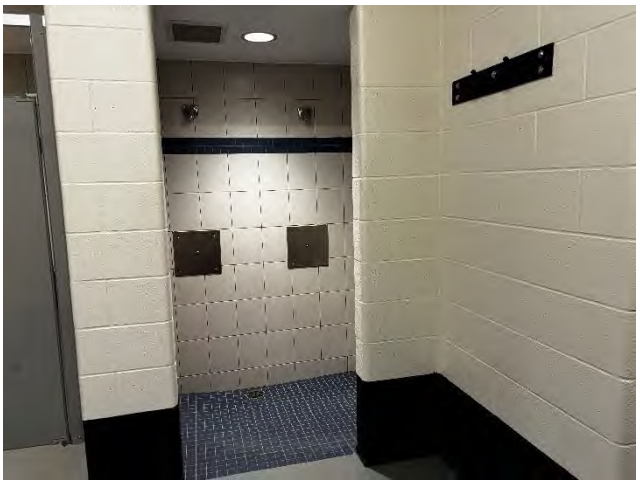
Porcelain sink – Accessible washroom



Typical porcelain – Accessible washroom



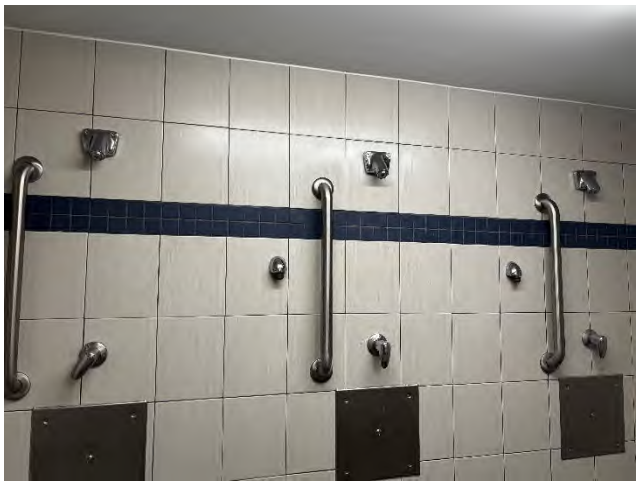
Typical counter-mounted stainless-steel sinks



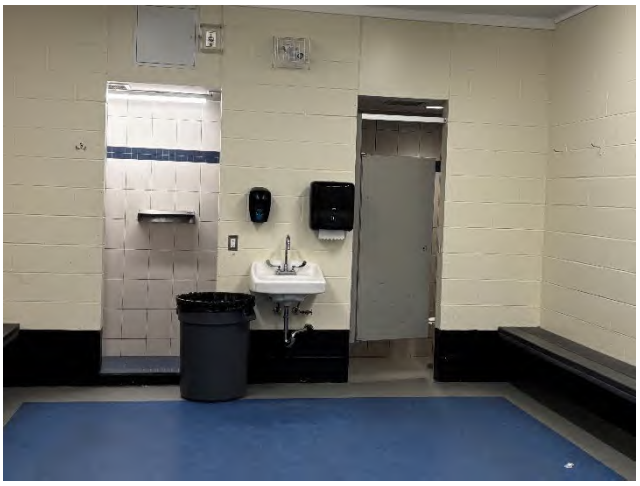
Communal tiled shower – Referee room

Floor-mounted toilet – Referee room

Typical wall-mounted sink inside dressing rooms

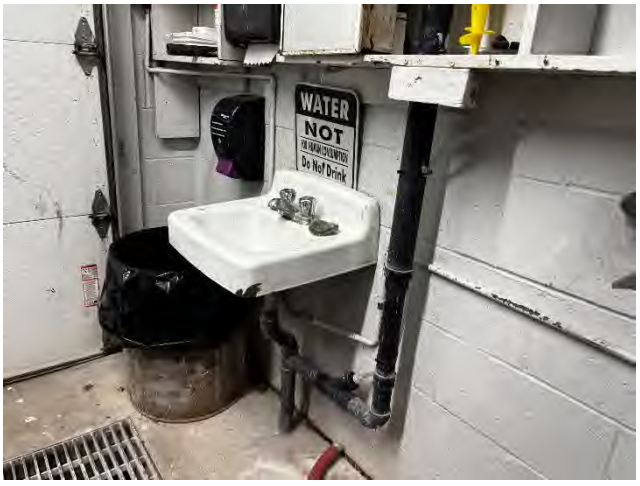


Typical communal shower inside dressing rooms

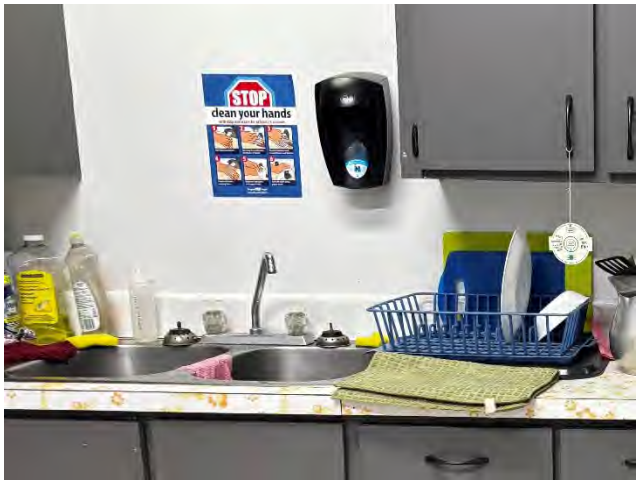


Typical dressing room layout with communal showers, toilet stall and wall-mounted sink

The shower operating handle/lever missing. Dressing Room #2



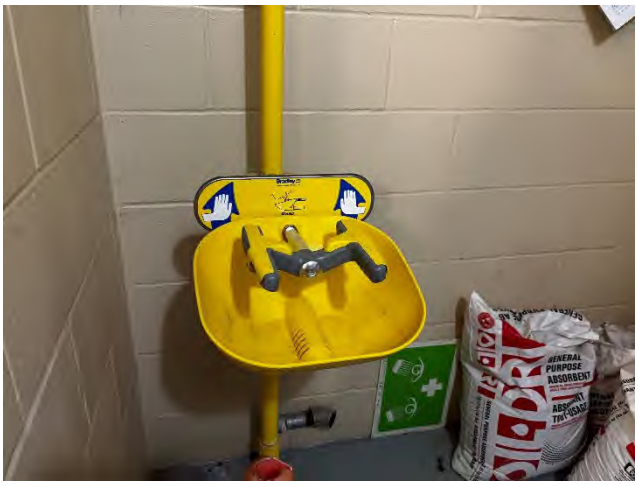
Wall-mounted enamel finish lavatory – Zamboni room



Typical kitchen sink

Janitorial mop/utility sink – Damaged enamel coating

Floor-mounted toilet – Lunch/tool room



Eyewash station – Not in service

Domestic gas-fired water heater/storage tank

6.1.3 Sanitary Sewage and Storm Sewage System

The Arena's sanitary system consists of a network of sanitary piping, floor drains, and a trench drain with a steel grate in the Zamboni room by the overhead door. A sump pump pit is present inside the employee washroom, collects excess water and ties into the building's main sanitary line.

The underground sanitary waste system connects to the septic tank and transports the wastewater through the septic line to the septic bed in the south of the property. The septic system is shared with all the buildings in the complex. We were informed that the septic tank is regularly maintained. No capital allowance is included for the septic system.

Stormwater is collected by perimeter eavestroughs and downspouts, discharging at grade level or underground. Refer to section 4.4 Roof of this report, for maintenance and replacement.

— No capital allowance is carried out within the period of the study.
— Budget is included for maintenance.

Sump pump pit – Lunch/tool room washroom

General view of the septic tank access risers

Trench drain in at the overhead door in the Zamboni Room.

Downspouts discharging at grade level.

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

Conditioned air for the dressing rooms is provided by a packaged gas-fired unit located in the mechanical room near the girls' dressing room. The unit was manufactured by Engineered Air. The data label was not available for review.

Two forced-air gas furnaces with outdoor air conditioning condensing units provide heating and cooling to the Senior's Centre, public washrooms, and the Moore Room. The units are in generally good condition. It appears that the installation of the equipment was done between 2013 and 2016.

The bleacher area inside the skating rink and the lunch/tool room are heated by ceiling-suspended gas-fired radiant tube heaters. We were informed that a local manufacturer donates and maintains the unit heaters. No budget is needed.

A gas-fired radiant heater unit is installed inside the Zamboni Room near the door. The unit was reported as not in service. There's also a Ruud "Ultra" high-efficiency condensing gas furnace on a raised platform in the Zamboni Room, providing forced-air heat to the adjacent Senior Centre.

Moisture condensation on ceilings and walls adjacent to uninsulated supply ducts was observed. We recommend investigating and insulating the ductwork inside the ceiling and the attic space. This work can be bundled to be done at the same time as the installation of the insulation inside the attic space.

Multiple exhaust fans are provided throughout the building to get rid of unwanted air and odours. One exhaust fan inside the Moore Room kitchen is missing its interior cover.

— Replace HVAC components at the end of their useful life, allowances have been included.

— Investigate and fully insulate exposed ductwork to eliminate condensation and prevent water damage to adjacent finishes.

— Exhaust fans can be replaced and maintained from the operational budget.

— Replacement of the missing exhaust grill is considered part of the operational budget.

Ruud “Ultra” high-efficiency condensing gas furnace - Serves the Moore room

Packaged, gas-fired indoor unit – Dressing rooms

Rheem central air condenser is located north of the property. Serves the Moore room

Rheem wall-mounted central air conditioning condenser – Serves the senior’s Centre

Ceiling-hung gas-fired unit heater.

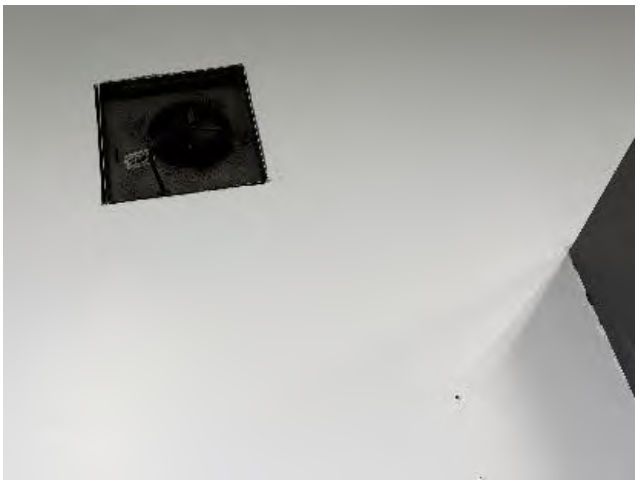
Ceiling-mounted gas-fired unit heater - Zamboni Room - Disconnected

Ceiling-hung gas-fired tube unit heater. Zamboni room

Ceiling-hung gas-fired tube unit heat. Lunch/tool room

Wall-mounted exhaust fan - Zamboni Room

Centrifugal exhaust fan providing localized ventilation within the attic space



Missing exhaust cover - Moore Room - Kitchen

Typical ceiling-mounted gas-fired infrared tube heater

6.1.5 Fire Protection System

The building is provided with protected with fire extinguishers. By the tag attached to each extinguisher, regular maintenance and inspection are provided regularly.

— Replacement of extinguishers is included in the study to occur every 10 years.

Typical fire extinguisher – Rink

Typical fire extinguisher – Rink

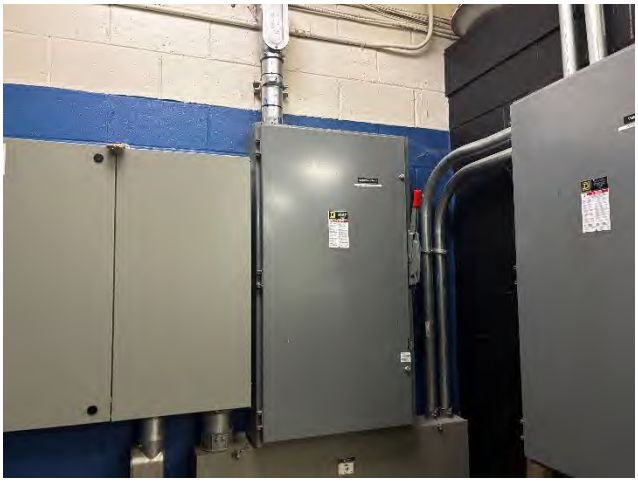
6.2 Electrical

6.2.1 Distribution System and Equipment

Electrical 200 Amp service is fed underground to the Arena. The hydrometer was observed wall-mounted on the west elevation. A main disconnect was noted inside the dressing room mechanical room. Multiple distribution panes and designated distribution panels control the different electrical circuits of the building and specialized Arena equipment. The majority of panels were dated 2017 except for an older panel observed on the mezzanine level.

— Bulk replacement of the electrical panels falls beyond the term of the study. A28n allowance for isolated replacement of the electrical component has been included every 5 years.

Exterior wall-mounted hydro meter and underground service to the Arena



Disconnect switch, main distribution panel and meter cabinet. Mechanical room Dressing rooms area

Typical electrical distribution panel

Older electrical panel in the scorekeeper's room on the mezzanine level

6.2.2 Lighting

Multiple types of lighting fixtures throughout the Arena, ceiling and wall-mounted linear fixtures, wall packs, LED and high bay lights are present. The lighting fixtures were found in generally good condition. Most of the fixtures were reportedly replaced in 2017. Some fixtures and luminaries are not energy efficient.

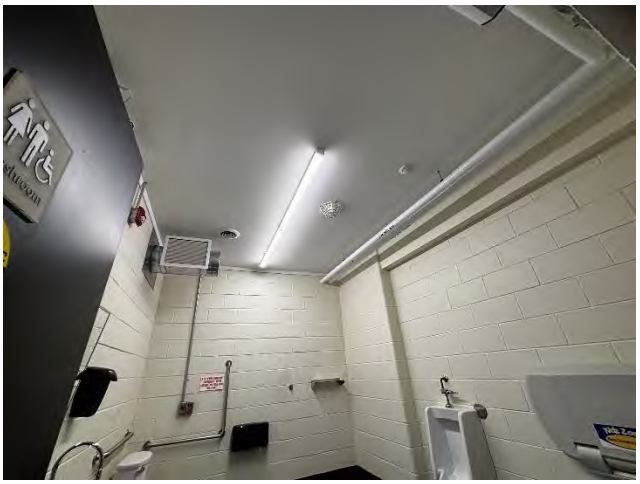
Exterior lighting is provided by wall-mounted fixtures. Recessed soffit light fixtures are noted at the front canopy. Bulbs are to be replaced by operations. Full replacement of exterior lighting is not expected within 10 years.

— Allowances for as-needed localized replacements to upgrade older fixtures to LEDs are included for interior lighting.

Typical ceiling-mounted LED fixtures in the Moore Room.

Ceiling-mounted light chandelier in the Zamboni Room.

High bay lighting over the ice rink



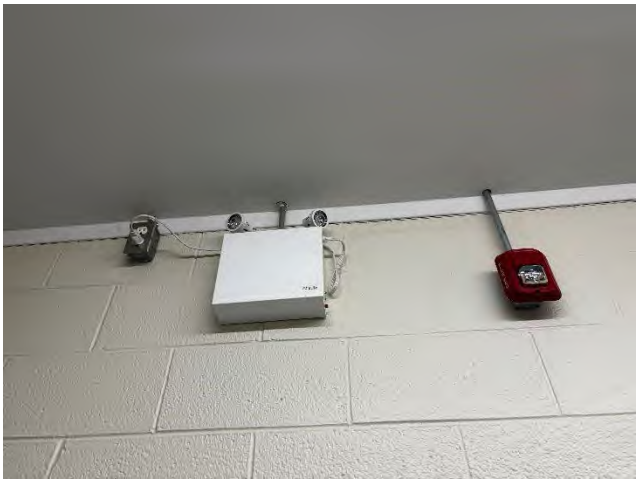
Typical ceiling-mounted linear light fixture

Recessed exterior soffit lights – North elevation

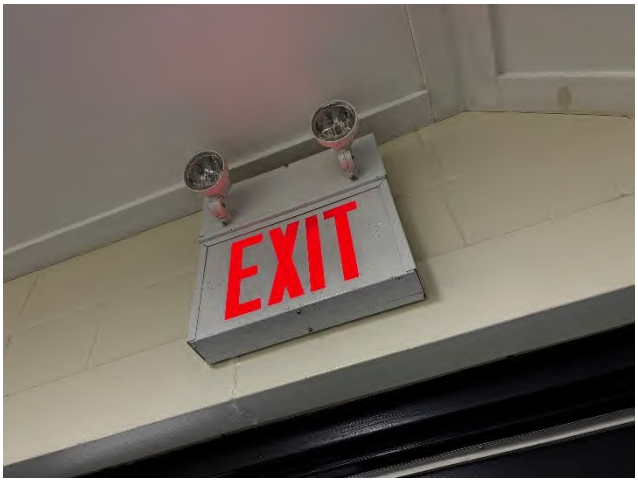
Wall-pack exterior light fixtures

Emergency lighting is provided by a combination of exit/evacuation signs, headlights, and battery power packs. The emergency lighting is inspected regularly.

— Replace/upgrade the emergency lighting in the midterm.

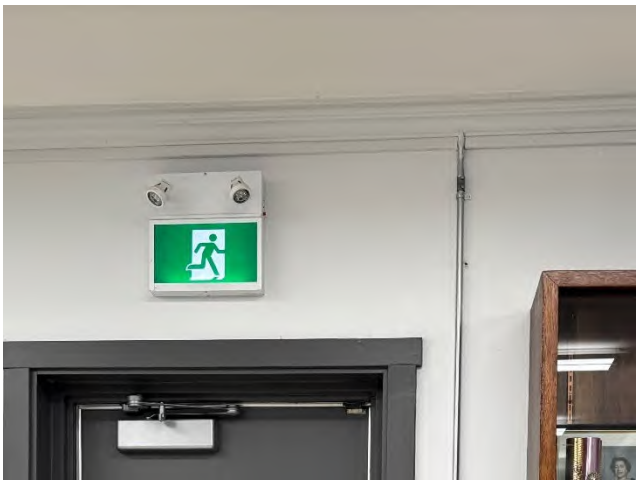


Typical battery pack emergency lighting.



Typical illuminated evacuation/exit sign.

Typical battery pack emergency lighting and exit sign.



New illuminated evacuation/exit sign.

6.3 Fire & Life System

6.3.1 Electronic Safety and Security

A video surveillance system includes 7 interior and 3 exterior cameras installed throughout the site. The cameras are monitored and controlled from the Town Hall. No budget is needed.

The Arena is provided with an intrusion alarm system including a DSC access control panel, window and door sensors, and an arming keypad. The site is monitored by a security company.

A gas monitor system is installed inside the Zamboni room and includes an FCS controller that monitors ammonia.

There is a dedicated speaker system, currently owned and managed by the Figure Skating Club. The system is often left locked and cannot be used.

— An annual allowance for the as-needed repairs or replacement of the components of the safety and security system is included.

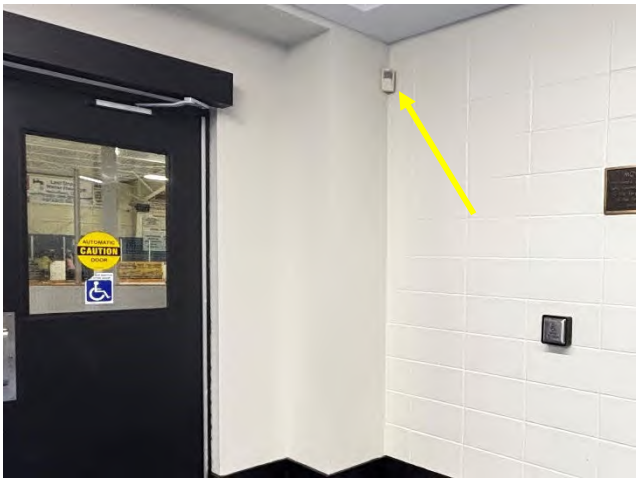
— Replace smoke detectors, pull stations, and other alarm devices at the end of their service life.

— Budget for a new public address sound system is included.

Employee entrance fob system

Typical indoor camera

Security system control panel



Motion sensor

Public addressing sound system equipment

Public addressing sound system equipment

6.3.2 Fire Detection and Alarm System

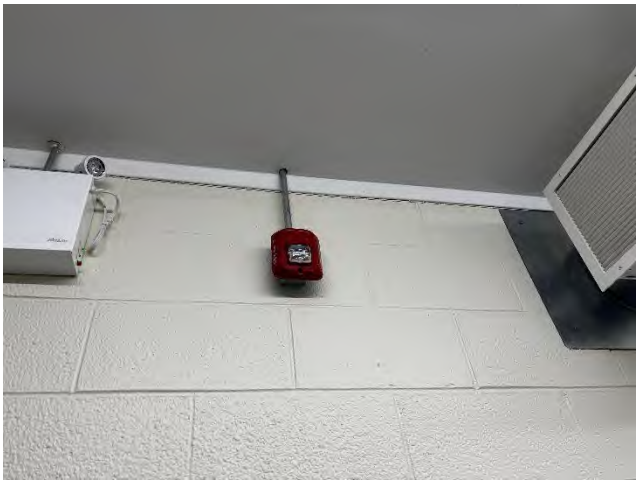
The Arena is protected by a conventional fire alarm system, including a central control panel, annunciator inside the main public entrance vestibule, wall and ceiling-mounted smoke detectors, horn strobes and manual pull-stations located at all primary egress points (see photos).

— Annual functional testing and inspection of the fire alarm devices and notification appliances.

— Verification and enhancement of fire-rated seals at door frames and service penetrations to ensure continuous fire separation.

Fire alarm panel

DSC fire monitoring system panel



Wall-mounted horn/strobe fire alarm appliance

Horn/strobe with protective casing

Smoke - CO2 detector with a protective cage

Typical smoke detector

FCS controller for combustible, refrigerant and gases

Gas monitor system

CO2 sensor - Corridor near the referee dress room

Pull station, public area

6.4

6.4 Integrated Automation

No building automation system was present.

7 E Equipment

7.1 Fixed Furniture

Fixed interior benches and fixed, tiered wooden bleachers line the spectator side of the rink. The dressing rooms are provided with

painted wood kitchen cabinets with laminate countertops serve the senior-centre kitchenette and Moore Room, while heavy-gauge steel storage cabinets house tools and supplies in the Zamboni room.

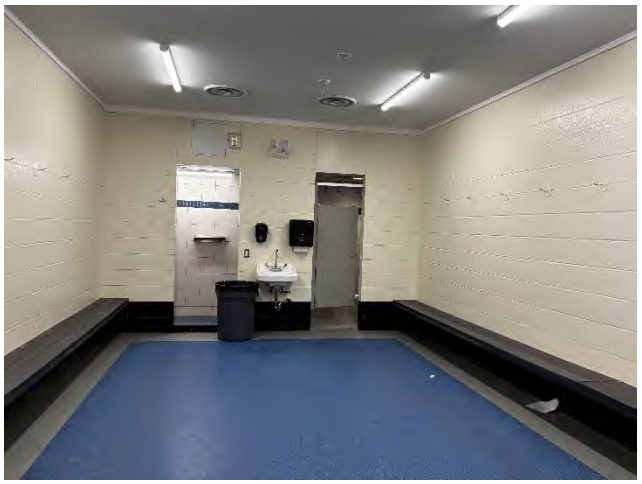
— An allowance is included for periodic refurbishment of bench and bleacher components, including plank replacement, frame repainting, and hardware renewal.

— A renovation budget is scheduled for the full replacement of the kitchenette cabinets and laminate countertops at the end of their service life.

Typical player's bench

Fixed tiered bleacher seating along the spectator side of the arena

Dressing room wooden benches



Dressing room wooden benches

Wooden kitchen cabinets and laminated countertops

Steel storage cabinets in the Lunch/Tool room

7.2 Built-in and Free-standing Appliances

Each kitchen is equipped with an electric stove and a fridge. A Whirlpool electric range serves the senior-centre kitchenette; a Kenmore refrigerator in the lunchroom (serial tag indicates a 2005 manufacture date); and an Inglis refrigerator in the Zamboni room (manufactured 2011) provides auxiliary cold storage. All appliances were operational at the time of inspection.

— Replace appliances upon failure. Allowances have been included.

Typical Whirlpool stove

Typical Kenmore refrigerator manufactured in 2005

General staining of an Inglis refrigerator in the Zamboni room manufactured in 2011

8 F Special Construction & Demolition

8.1 Special Structures

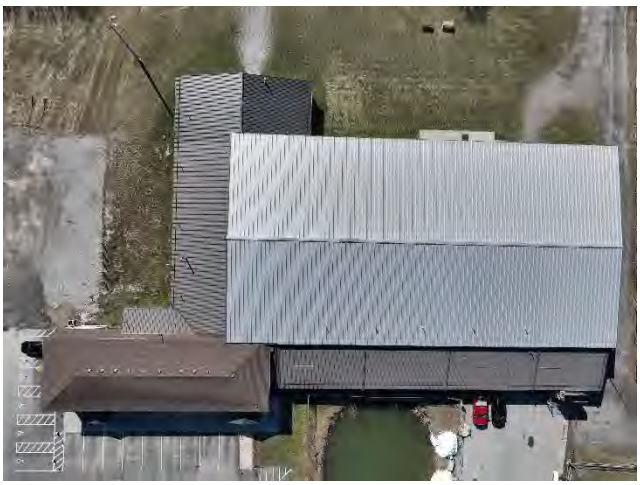
No special structures were present.

9 G Sitework

9.1 Site Development

Site finishes included cast-in-place concrete sidewalk/ramp with painted handrailing, from the parking lot to the main entrance and reportedly with an embedded snow melting system. Asphalted parking and driveways are located on the north side of the property. Landscaping includes sodded areas maintained around the building. Bollards are installed on the south and protect the septic tank from heavy traffic. The grading along the back exit of the Senior's Centre on the south is too high and it is not slopping away from the foundation. A project is scheduled to address this issue.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the Arena site finishes.



General view of the Arena site

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance before **January 2025**.

As per our review, the Wainfleet Arena does not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the Arena is generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the 10 years has been established in the Capital Expenditure Table Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Remove and replace damaged insulation. Meet OBC	Capital	2025	$7,500.00
Copper Pipe - Public Washrooms - Scheduled piping Replacement	Capital	2025	$5,000.00
UV Purification Unit - For Senior Centre - Scheduled Installation	Capital	2025	$5,000.00
Gas fire water heater - Replacement	Capital	2025	$4,000.00
Electric water heater - Replacement	Capital	2025	$2,000.00
Eyewash station reconnection	Maintenance	2025	$3,000.00
Gas Unit Heaters Zamboni - Replacement	Capital	2025	$3,000.00
Investigate and fully insulate exposed ductwork	Capital	2025	$12,000.00
Intrusion alarm system including a DSC access control panel, motion sensors and keypad	Capital	2025	$6,150.00
Intrusion alarm system including a DSC access control panel, motion sensors and keypad	Capital	2025	$6,133.00
Landscaping - General	Capital	2025	$76,662.00
Prefinished Metal Eavestroughs and Downspouts	Capital	2026	$8,176.00
General repair/replacement allowance	Maintenance	2026	$2,044.00
Septic System - Maintenance	Capital	2026	$2,044.00
Copper Pipe - Public Washrooms - Scheduled piping Replacement	Capital	2025	$5,000.00
UV Purification Unit - For Senior Centre - Scheduled Installation	Capital	2025	$5,000.00
Septic System - Maintenance	Capital	2026	$2,044.00
Public Address System - Installation	Capital	2026	$10,220.00
Fire Extinguishers	Capital	2027	$10,027.00
Panels, Switches, and Enclosures	Capital	2027	$10,445.00
Interior Lights	Capital	2027	$2,089.00
Intrusion alarm system including a DSC access control panel, motion sensors and keypad	Capital	2027	$2,017.00

Item* Critical Item - High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Arena

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Remaining service life (years)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure						**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,909**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,163**	**$ -**
A10 - Foundations						**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,909**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,163**	**$ -**
A1010 - Standard Foundations	A1010.10 Wall Foundations	Foundation walls	48	Maintenance	2029	$ -	$ -	$ -	$ -	$ 10,909	$ -	$ -	$ -	$ -	$ 12,163	$ -
A40 - Standard Slabs-on-Grade						**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
A4010 - Standard Slab-on-Grade	-	Concrete slab-on-grade - No capital needed	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell						**$ 7,500**	**$ 8,176**	**$ -**	**$ 10,675**	**$ 27,273**	**$ -**	**$ 16,523**	**$ -**	**$ -**	**$ 24,327**	**$ -**
B10 - Superstructure						**$ 7,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
B1020 - Roof Construction	B1020.10 Roof Structural Frame	Remove and replace damaged insulation. Meet OBC	0	Capital	2025	$ 7,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure						**$ -**	**$ -**	**$ -**	**$ 10,675**	**$ 27,273**	**$ -**	**$ 16,523**	**$ -**	**$ -**	**$ 24,327**	**$ -**
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Ribbed Metal Panels - General repairs	0	Maintenance	2029	$ -	$ -	$ -	$ -	$ 16,364	$ -	$ -	$ -	$ -	$ -	$ -
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Concrete block and brick veneer - General repairs	0	Capital	2029	$ -	$ -	$ -	$ -	$ 10,909	$ -	$ -	$ -	$ -	$ 12,163	$ -
B2020 - Exterior Windows	B2020.10 Exterior Operating Windows	Vinyl Windows - Replace	0	Capital	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,128	$ -	$ -	$ -	$ -
B2020 - Exterior Windows	B2020.20 Exterior Fixed Windows	Aluminum Storefront Windows - No budget needed	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Vestibule Entrance Store Front - No budget needed	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.20 Exterior Utility Doors	Metal service doors - Maintenance	0	Capital	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
B2050 - Exterior Doors and Grilles	B2050.30 Exterior Oversize Doors	Overhead Sectional Doors	0	Maintenance	2028	$ -	$ -	$ -	$ 8,540	$ -	$ -	$ 9,116	$ -	$ -	$ 9,731	$ -
B30 - Exterior Horizontal Enclosure						**$ -**	**$ 8,176**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
B3010 - Roofing	B3010.10 Steep Slope Roofing	Metal roof over the ice rink - High-performance roof coatir	0	Capital	2034	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,789	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	All metal roofs - General repair allowance	0	Capital	2026	$ -	$ 10,220	$ -	$ -	$ 10,909	$ -	$ -	$ 11,645	$ -	$ -	$ 12,431
B3010 - Roofing	B3010.10 Steep Slope Roofing	Shingle repairs or replacement	13	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ 5,697	$ -	$ -	$ 6,082	$ -
B3020 - Roof Appurtenances	B3020.70 Rainwater Management	Prefinished Metal Eavestroughs and Downspouts	18	Capital	2026	$ -	$ 8,176	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C - Interiors						**$ -**	**$ -**	**$ -**	**$ 16,012**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 17,853**	**$ -**	**$ -**
C10 - Interior Construction						**$ -**	**$ -**	**$ -**	**$ 5,337**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,951**	**$ -**	**$ -**
C1030 - Interior Doors	C1030.10 Swinging Doors	Interior doors - General all doors	32	Maintenance	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
C20 - Interior Finishes						**$ -**	**$ -**	**$ -**	**$ 10,675**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 11,902**	**$ -**	**$ -**
C2010 - Wall Finishes	C2030.10 Flooring Treatment	General allowance for floor, walls and ceiling finishes	0	Capital	2028	$ -	$ -	$ -	$ 10,675	$ -	$ -	$ -	$ -	$ 11,902	$ -	$ -
D - Services						**$ 38,017**	**$ 18,396**	**$ 28,756**	**$ 8,540**	**$ 6,546**	**$ 6,691**	**$ 6,558**	**$ 22,978**	**$ 7,140**	**$ 9,732**	**$ 13,674**
D10 - Conveying						**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D1010 - Vertical Conveying Systems	D1010.10 Elevators	N/A	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing						**$ 19,000**	**$ 4,088**	**$ -**	**$ 4,270**	**$ 2,182**	**$ 4,460**	**$ 2,279**	**$ 4,658**	**$ 2,380**	**$ 4,866**	**$ 8,702**
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Copper Pipe - Public Washrooms - Scheduled piping Rep	0	Capital	2025	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	UV Purification Unit - For Senior Centre - Scheduled Insta	0	Capital	2025	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,216
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Gas fire water heater - Replacement	11	Capital	2025	$ 4,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Electric water heater - Replacement	11	Capital	2025	$ 2,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.60 Plumbing Fixtures	Eyewash station reconnection	0	Maintenance	2025	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.60 Plumbing Fixtures	General repair/replacement allowance	17	Maintenance	2026	$ -	$ 2,044	$ -	$ 2,135	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	General repair/replacement allowance	0	Maintenance	2029	$ -	$ -	$ -	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Septic System - Maintenance	0	Capital	2026	$ -	$ 2,044	$ -	$ 2,135	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D30 - HVAC						**$ 15,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D3020 - Heating Systems	D3020.10 Heat Generation	Packaged indoor unit - Dressing rooms	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Gas-fired Furness - Senior's Centre and Moore Room	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Gas-fired Furness - Moore Room	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.70 Decentralized Heating Equipment	Gas Unit Heaters Zamboni - Replacement	0	Capital	2025	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3030.10 Central Cooling	A/C Condensing unit - Replacement	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Investigate and fully insulate exposed ductwork	0	Capital	2025	$ 12,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3060.30 Exhaust Air	Single replacement of exhaust fans from the operational b	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection						**$ -**	**$ -**	**$ 10,027**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D4030 - Fire Protection Specialties	D4030.30 Fire Extinguishers	Fire Extinguishers	2	Capital	2027	$ -	$ -	$ 10,027	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D50 - Electrical						**$ -**	**$ -**	**$ 12,534**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 13,662**	**$ -**	**$ -**	**$ -**
D5020 - Electrical Service and Distribution	D5020.30 Power Distribution	Panels, Switches, and Enclosures	0	Capital	2027	$ -	$ -	$ 10,445	$ -	$ -	$ -	$ -	$ 11,645	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Interior Lights	0	Capital	2027	$ -	$ -	$ 2,089	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Emergency Lighting and Exit Signage	7	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,017	$ -	$ -	$ -
D60 - Communications						**$ -**	**$ 10,220**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D6020 - Voice Communications	D6020.20 Voice Communications Terminal Equipment	Public Address System - Installation	0	Capital	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security						**$ 4,017**	**$ 4,088**	**$ 6,195**	**$ 4,270**	**$ 4,364**	**$ 2,231**	**$ 4,279**	**$ 4,658**	**$ 4,760**	**$ 4,866**	**$ 4,972**
D7010 - Access Control and Intrusion Detection	D7010.50 Intrusion Detection	Intrusion alarm system including a DSC access control pa	12	Capital	2025	$ 2,017	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
D7030 - Electronic Surveillance	D7030.10 Video Surveillance	Intrusion alarm system including a DSC access control pa	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D7050 - Detection and Alarm	D7050.50 Refrigeration/Amonia Detection and Alarm	D7050.50 Refrigeration/Ammonia Detection and Alarm	13	Capital	2025	$ 2,000	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 1	$ 2,000	$ 2,329	$ 2,380	$ 2,433	$ 2,486
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Intrusion alarm system including a DSC access control pa	2	Capital	2027	$ -	$ -	$ 2,017	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D80 - Integrated Automation						**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D8010 - Integrated Automation Facility Controls	D8010.10 Integrated Automation Control of Equipment	N/A	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Arena

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Remaining service life (years)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
E - Equipment & Furnishings						**$ -**	**$ -**	**$ -**	**$ 21,349**	**$ -**	**$ -**	**$ 5,697**	**$ -**	**$ 60,698**	**$ 6,082**	**$ -**
E10 - Equipment						**$ -**	**$ -**	**$ -**	**$ 16,012**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 17,852**	**$ -**	**$ -**
E1060 - Residential Equipment	E1060.10 Residential Appliances	Residential Kitchen Appliances	0	Capital	2028	$ -	$ -	$ -	$ 16,012	$ -	$ -	$ -	$ -	$ 17,852	$ -	$ -
E20 - Furnishings						**$ -**	**$ -**	**$ -**	**$ 5,337**	**$ -**	**$ -**	**$ 5,697**	**$ -**	**$ 42,846**	**$ 6,082**	**$ -**
E2010 - Fixed Furnishings	E2010.30 Casework	Senior's Centre kitchen renovation	0	Capital	2034	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 24,327	$ -
E2010 - Fixed Furnishings	E2010.30 Casework	Moore Room kitchen renovation	0	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,846	$ -	$ -
E2010 - Fixed Furnishings	E2010.70 Fixed Multiple Seating	As needed refurbishment of benches and bleachers	12	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ 5,697	$ -	$ -	$ 6,082	$ -
F - Special Construction						**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
F10 - Special Construction						**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
F1020 - Special Structures	0	N/A	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework						**$ 25,000**	**$ 25,550**	**$ 26,112**	**$ 26,687**	**$ 27,274**	**$ 27,874**	**$ 28,487**	**$ 29,114**	**$ 29,754**	**$ 30,409**	**$ 31,078**
G20 - Site Improvements						**$ 25,000**	**$ 25,550**	**$ 26,112**	**$ 26,687**	**$ 27,274**	**$ 27,874**	**$ 28,487**	**$ 29,114**	**$ 29,754**	**$ 30,409**	**$ 31,078**
G2080 - Landscaping	-	Landscaping - General	0	Capital	2025	$ 25,000	$ 25,550	$ 26,112	$ 26,687	$ 27,274	$ 27,874	$ 28,487	$ 29,114	$ 29,754	$ 30,409	$ 31,078
					Annual Subtotals	**$ 70,517**	**$ 52,122**	**$ 54,868**	**$ 83,263**	**$ 72,002**	**$ 34,565**	**$ 57,265**	**$ 52,092**	**$ 115,445**	**$ 82,713**	**$ 44,752**

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Wainfleet Ball Diamond Washroom

32073 Side Road 20, Wainfleet, ON

Township of Wainfleet
Final Report
Building Condition Assessment

August 22, 2025
21-02409682.000-0500-BS-R-0507-00

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Township of Wainfleet
Wainfleet Ball Diamond Washroom

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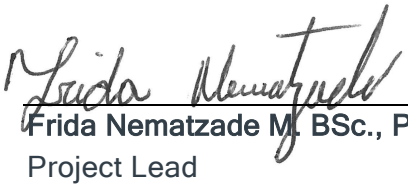
Building Science

Reviewed by:



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APPENDICES

Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building identified as Wainfleet Ball Diamond Washroom.

1.2 Building Description

The Ball Diamond Washroom, located at 32073 Side Road 20, Wainfleet, ON, and is part of the Wainfleet Community Complex, including the Wainfleet arena, the Wainfleet Township Public Library, the Firefighters' Community Hall, the EMS station (formerly Fire Station 2), the Public Works Buildings and the multiple buildings part of the Marshville Heritage Village. For the purpose of this report, only the washroom building serving the baseball field is included.

The age of construction of the building is unknown. We have assumed that the building was built circa 1994, along with other additions to the recreational complex and some components found.

The baseball field washroom structure, supported on a concrete slab-on-grade/shallow foundation, is described as a rectangular-shaped building with exterior concrete block load-bearing walls supporting the sloped gable roof structure. The building has an approximate footprint area of 1,075 sf and includes women's and men's washrooms, a concession stand with a kitchen and storage rooms.

General view - East and north elevations

General view - East and south elevations

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10 Year Life Cycle, combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$0	$0	$0	$2,000	$0	$0	$0	$2,000
2026	$0	$2,555	$0	$2,044	$0	$0	$3,066	$7,665
2027	$0	$0	$0	$2,089	$0	$0	$3,133	$5,222
2028	$0	$0	$0	$7,472	$0	$0	$3,202	$10,674
2029	$0	$2,182	$0	$2,182	$18,001	$0	$3,273	$25,638
2030	$0	$0	$0	$4,460	$0	$0	$3,345	$7,805
2031	$0	$2,849	$0	$2,279	$0	$0	$3,418	$8,546
2032	$0	$0	$3,843	$2,329	$0	$0	$3,494	$9,666
2033	$0	$0	$3,928	$8,331	$0	$0	$3,570	$15,829
2034	$0	$2,433	$4,014	$2,433	$0	$0	$3,649	$12,529
2035	$0	$0	$9,074	$6,215	$2,486	$0	$3,729	$21,504

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 6, 2025. Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors, no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating - 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms, but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure, or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement for this building was calculated as follows:

GROSS FLOOR AREA (SF)	CRV/SF	CRV
1,075	$310	$333,250

The Current Replacement Value of the **Wainfleet Ball Diamond Washroom** was determined as **333,250.**

2.2 Facility Condition Index (FCI)

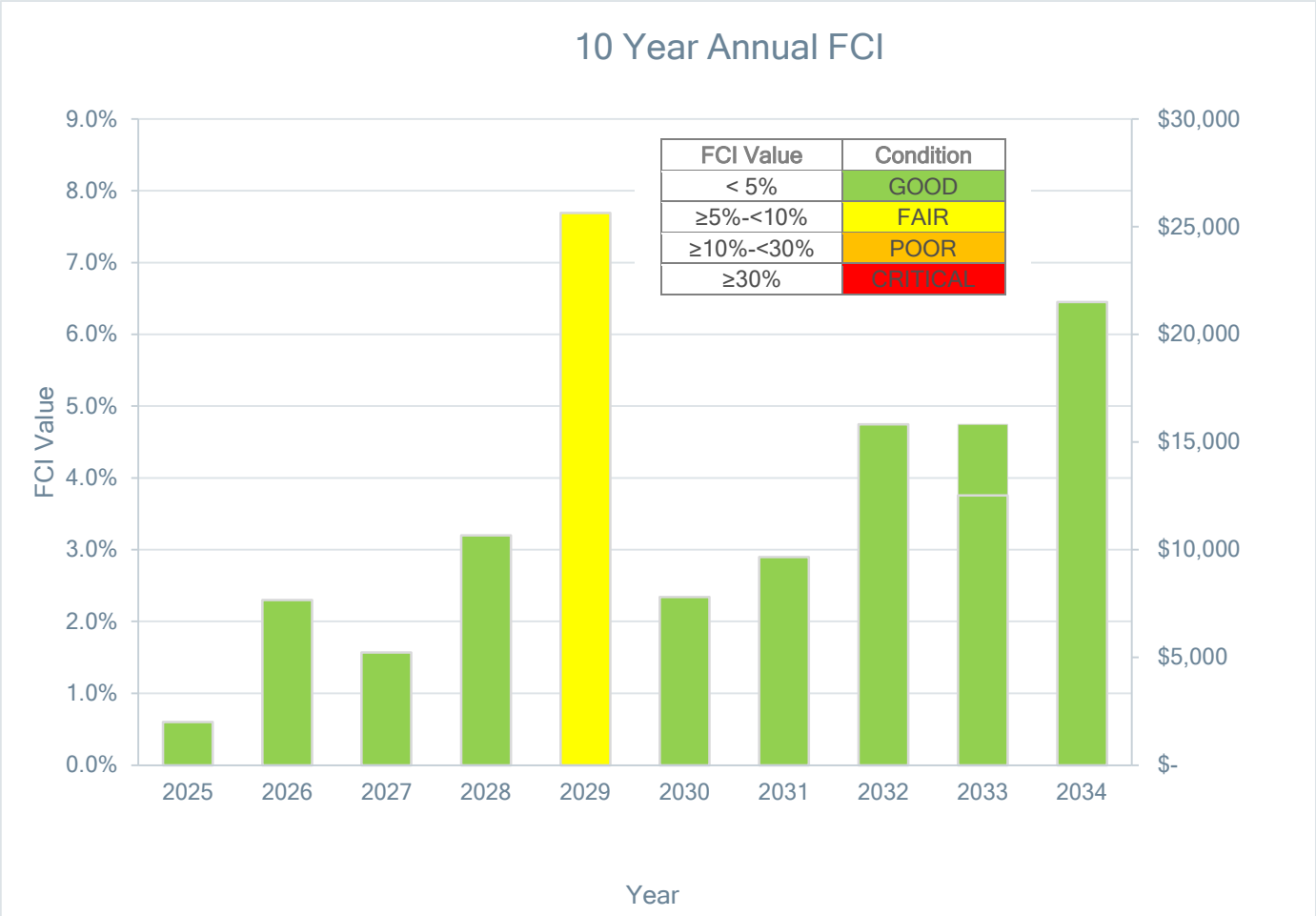
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

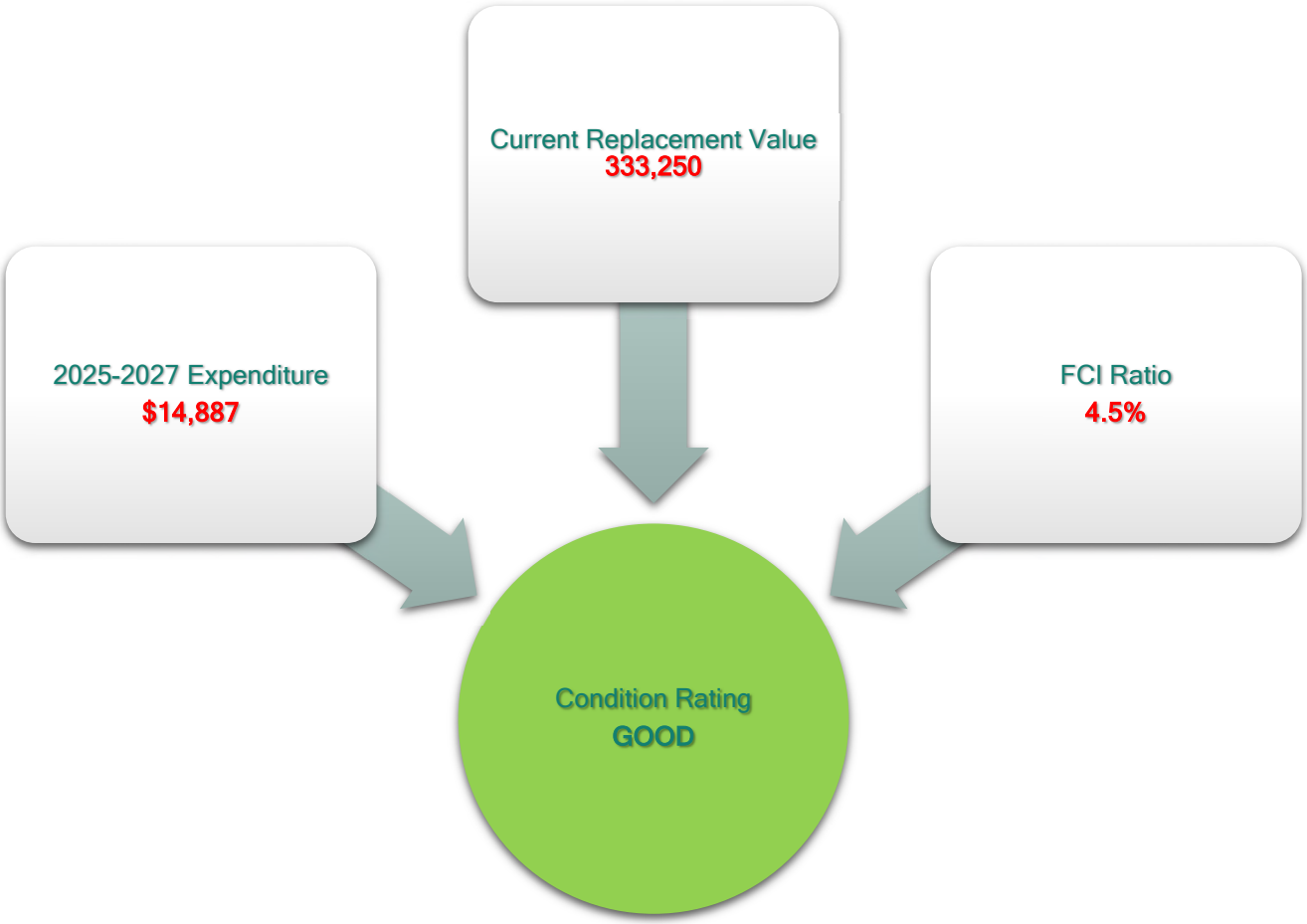
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV is inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXPENDITURE	$2,000	$7,665	$5,222	$10,674	$25,638	$7,805	$9,666	$15,829	$12,529	$21,504
FCI	0.6%	2.3%	1.6%	3.2%	7.7%	2.3%	2.6%	2.9%	4.7%	3.8%
CRV (Inflated)	$333,250	$340,582	$348,074	$355,732	$363,558	$371,556	$379,731	$388,085	$396,622	$405,348

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **GOOD** condition.



3 A Substructure

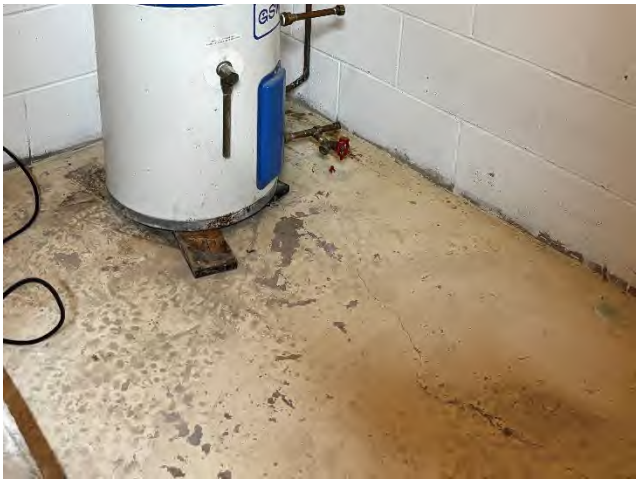
3.1 Foundations and Slabs on-Grade

Drawings of the Diamond ball washrooms are not available for review and confirmation of the components. The diamond field washrooms appear to be built on a cast-in-place, slab-on-grade with a turndown edge forming a shallow foundation. Sidewalk slabs are provided around the building.

The slab on grade is visible inside the washrooms, mechanical/storage room and concession stand kitchenette. Hairline cracks with no differential settlement or other signs of movement were noted at the entrance of the women's washrooms. There are no signs of structural deficiencies.

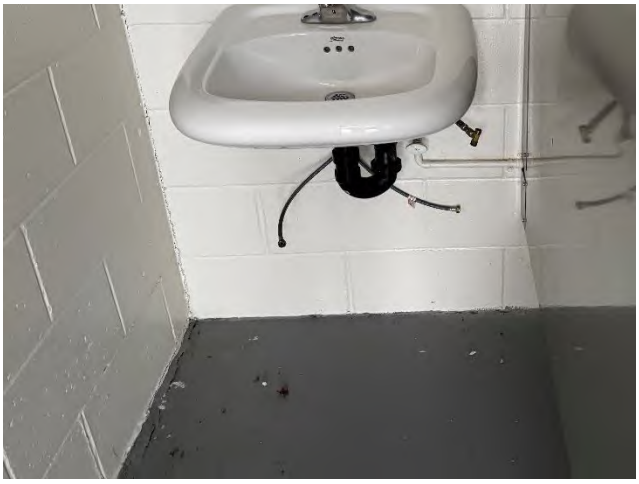
No capital investment is anticipated within the timeframe of this report. Refer to interior finishes for the maintenance and/or replacement of the slab on grade traffic coating.

Concession stand – Slab on grade



Mechanical/storage room – Slab on grade

Women's washroom – Cracks on slab on grade



Men's washroom – General view of slab on grade

4 B Shell

4.1 Building Superstructure

The building is provided with a sloped gable roof protected with asphalt shingles. The roof superstructure is covered with finishes and is not visible for review. We were informed that the roof structural frame consists of wood trusses supported on the exterior concrete block walls. There are no signs of structural distress. No capital expenditure is anticipated within the timeframe of this report. Refer to section 4.4 Roof of this report for shingle conditions.

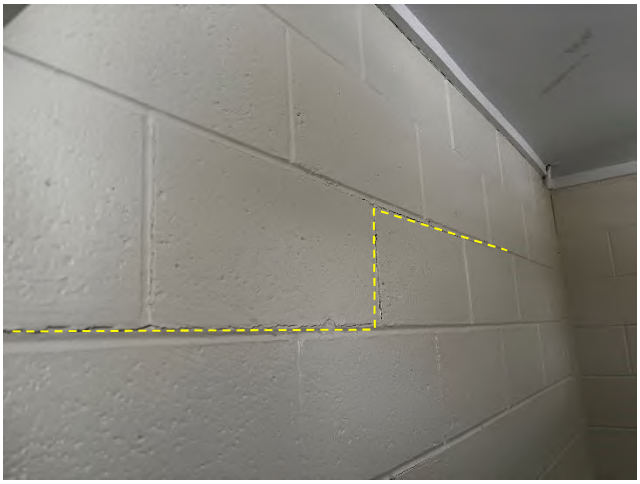
4.2 Exterior Walls

Single-wythe load-bearing concrete walls are provided around the perimeter of the ball diamond washroom building. The walls are painted with acrylic latex on the outside and oil-based paint on the inside.

Localized paint damage, localized step cracking and deterioration of the concrete block were observed on the outside perimeter. Localized step cracking without signs of movement on the adjacent floor or ceiling planes was observed inside the women's and men's washroom east wall and partition. The step cracking does not represent a structural concern.

A budget allowance has been included for localized exterior paint touch-ups, repairs to damaged concrete blocks at the base of the walls, and repointing of mortar along interior step cracks. Additionally, we recommend applying a water-repellent breathable treatment to the exterior surfaces to help prevent future moisture damage.

Step cracks – Men’s washroom



Step cracks – Men’s washroom

Step cracks – Women's washroom

Localized paint and concrete block damage

Localized exterior paint and concrete block damage

Localized exterior step cracks

Localized exterior paint deterioration

General view of the exterior wall west elevation

4.3 Windows and Doors

The concession stand has a steel roll-up window over the service counter. A second window on the east elevation has been decommissioned and boarded up with painted plywood to match the roll-up window and doors' colour.

Steel doors on steel frames are provided to access the washrooms, storage room and concession stand on the west and east elevations. A security cage door on the south elevation restricts access to electrical equipment.

The age of the window and doors is unknown. We estimated that they were replaced circa 2016 along with the other building improvements.

— A budgetary allowance is included for the as-needed repairs of the roll-up window and doors.

General view of electrical cage door

Concession stand rollup window - Interior

West elevation windows and door

East elevation doors

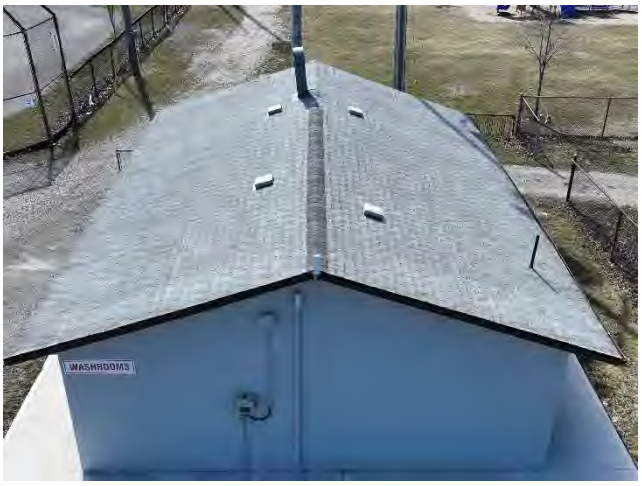
4.4 Roof

The sloped gable roof is protected with asphalt shingles. We were informed that the roof was replaced in 2016. The roof overhang is provided with prefinished aluminum ventilated soffit. The shingles were in generally good condition, however, some deficiencies were noted:

— The eavestroughs and downspouts along the west elevation are missing.
— The eavestroughs along the east elevation are in poor condition, and the downspouts are missing.
— The shingles are starting to curl, and localized granule loss was observed.
— The drip edge flashing profile is not standard along the rake.
— Localized damage was observed on the fascia flashing
— Localized damage was observed on the prefinished aluminum soffit.

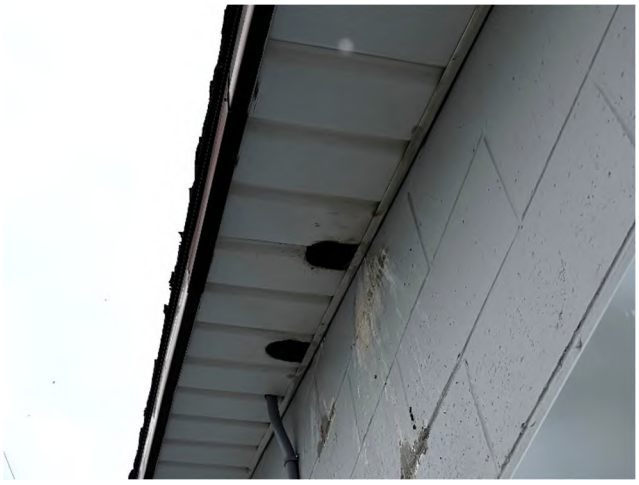
Full replacement of the roof is not anticipated. An allowance to address the existing roof deficiencies is included in the short term and every five years.

General view of asphalt shingle roof



General view of asphalt shingle roof

Localized soffit damage



Decommissioned soffit penetrations left open

Damaged prefinished metal fascia flashing

Different drip edge flashing on both rake sides

Shingles corners are starting to curl

Sealed decommissioned roof penetrations

Corroded, damaged roof exhaust vent flashing

Damaged eavestrough joint

General view of roof vent and flashing

The localized granule loss.

5 C Interiors

5.1 Interior Constructions

Partition walls separating the women's, men's washrooms, storage/mechanical room and concession stand are described as painted concrete block walls. The walls are generally in good condition. Some concrete wall partitions show step cracking along the mortar joints. Repairs of step cracks are included as part of section 4.2 Exterior Walls. No capital or maintenance expenditures are anticipated within the timeframe of this report.

The washrooms are equipped with prefinished metal stall partitions with stainless steel hardware and shoe plates. The stall partitions are generally in good condition. Repairs or partial replacements can be done as part of the operations budget.

General view of toilet stall partition – women's washrooms

General view of stainless-steel pilaster shoes. Men's washroom

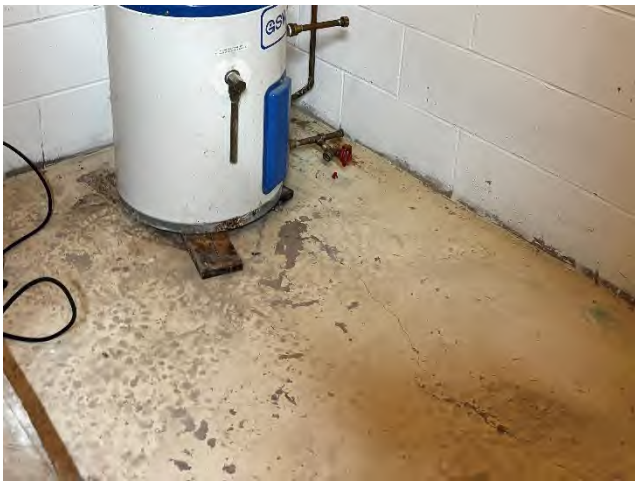
5.2 Interior Finishes

Interior walls and ceiling are finished with oil-based paint. Painted wood trim is installed between walls and the ceiling and along ceiling board joints. The painting finishes are generally in good condition, with minor localized deterioration/water damage. An allowance to repaint the interior walls and ceilings is included at the end of the study. Touch-ups to be done as part of the operating budget.

The slab on grade is provided with a traffic coating throughout the building. The traffic coating inside the washrooms appears to be newer than the coating inside the concession stands and the mechanical/storage rooms. Generally, the floor treatment appears to be in good condition, with localized damage typically along areas with more foot traffic. The localized damage can be done as part of the operational budget, as the repair cost will not reach the threshold of this report. We recommend applying a new traffic coating system in the long term. The project has been divided in four phases.

Traffic coating – Concession stand

Traffic coating – Concession stand



Traffic coating - Storage /mechanical room

Traffic coating - Men’s washroom

Traffic coating - Women’s washroom

Localized ceiling finish damage

General view of painted ceiling and attic hatch

General view of wood trim along joints

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

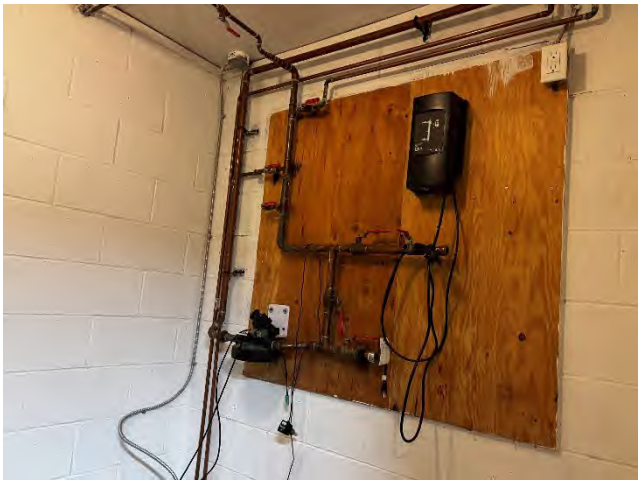
6.1.2 Domestic Water Distribution

Domestic water is supplied to the entire complex by a 10 K-gal underground cistern located at the southwest of the Main Public Works Building. The water is pumped to the mechanical/storage room and distributed to a UV purification system and the plumbing fixtures through a copper piping network. Most plumbing fixtures were winterized and disconnected because the washroom building is not fully heated. We were informed that a major renovation to the water distribution system was done in 2023. The scope included piping, distribution pumps and UV systems replacement. The replacement of the UV lamp, the quartz sleeve and ballasts can be done as part of the operating budget. The replacement of the system is scheduled at the end of the study period; however, as the water service is disconnected and winterized for the off-season, full replacement can be deferred.

Domestic Hot Water (DHW) is provided by a 12-gallon, electric water heater located at the back of the concession stand, inside the storage/mechanical room. As per the serial number, the water heater appears to have been installed since 1996. Replace the water heater upon failure from the operational budget.

Plumbing fixtures in the washrooms consist of handle flush floor-mounted toilets, wall-mounted lavatories, and a wall-mounted urinal with a flushometer. The concession stand is equipped with single and double-bowl stainless steel kitchen sinks. At the time of the inspection, the plumbing fixtures were disconnected. Repairs in full or replacement of the plumbing fixtures are not expected. A possible renovation of the public washrooms may take place, and the fixtures may be replaced as part of this project. Refer to Section 10 of this report.

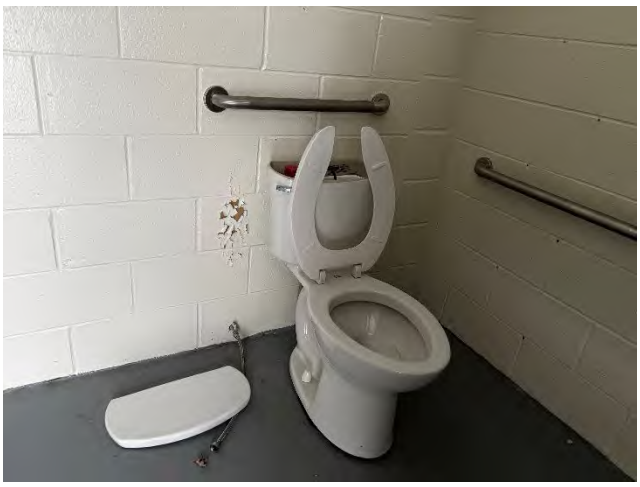
Service/entrance riser to underground cistern



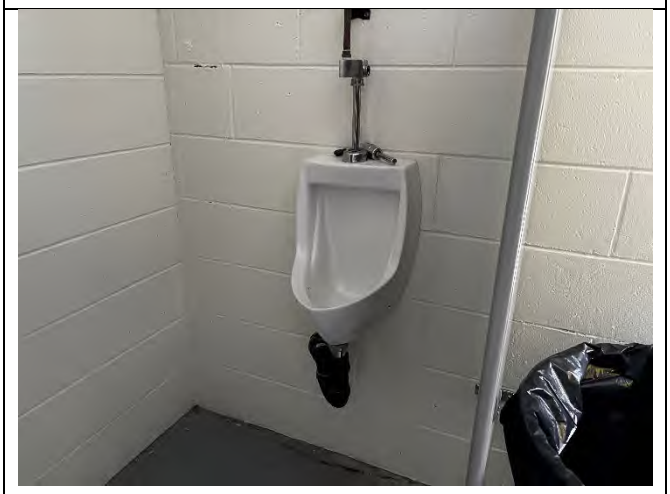
Disconnected/winterized UV purification system equipment

Disconnected 12-gal Electrical water heater - Mechanical room

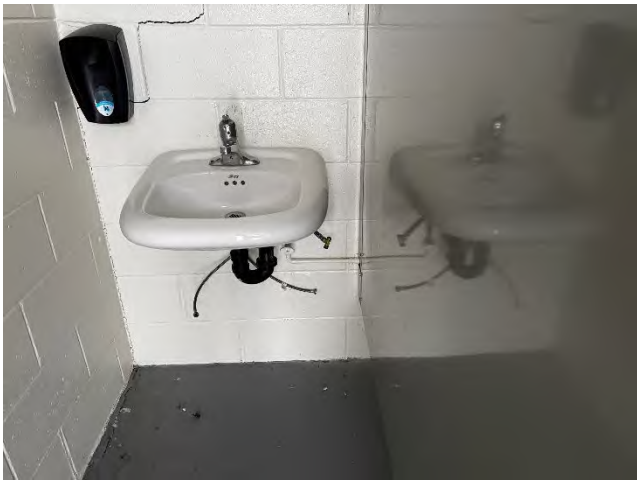
Single and double bowl stainless steel sink



Disconnected toilet – Men's washroom



Disconnected wall-mounted urinals



Disconnected wall-mounted sink - Men's washroom

Disconnected floor-mounted toilet – women's washroom

6.1.3 Sanitary Sewage and Storm Sewage System

The sanitary system consists of a network of sanitary piping connecting to the septic tank and transports the wastewater through the septic line to the septic bed in the south of the property. The septic system is shared with all the buildings in the complex. We were informed that the septic tank is regularly maintained. No budget is anticipated within the study period.

No storm system was noted. Eavestroughs and downspouts are missing from the roof. Refer to section 4.4 Roof.

— Budget is included in the short term to replace the trench drains and grates, excavate and build an oil and solid separator, build a new trench drain inside the vehicle service bay, connect the new drains to the septic system and restore the concrete slabs.

Single-phase pump control panel – for domestic water

General view of the septic system riser

General view of the kitchen sink drains

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

The building is unheated except for electrical radiant baseboard heaters installed inside the concession stand, kitchen and washrooms. The cost to maintain and replace the units is less than the threshold of this report. The baseboard heaters can be replaced upon failure from the operational budget.

The roof attic ventilation is provided by passive vents on both sides of the sloped roof and perforated soffits on the roof overhang. The bathrooms do not have vented exhaust fans. The concession stand is equipped with an exhaust fan complete with a gooseneck roof vent. We were not able to confirm the operation of the exhaust fan. The roof vent should be repaired or replaced as part of the roof maintenance budget.

Any partial repair or replacement of the ventilation system can be done as part of the operational budget.

General view of the electrical heater – Concession stand

General view of the electrical heater – Men's washroom

Gooseneck exhaust fan vent with signs of corrosion and deteriorated paint

General view of passive attic exhaust vents and drain stack vent

6.1.5 Fire Protection System

The concession stand stove is provided with a rangehood suppression system equipped with an automatic dry chemical fire extinguisher connected to the sprinkler heads over the stove. We were informed that the equipment will be inspected at the beginning of the ball season. An allowance is included for the regular inspection and maintenance of the suppression system.

General view of sprinklers under the kitchen rangehood

Automatic dry chemical system

6.2 Electrical

6.2.1 Distribution System and Equipment

200A underground service from the utility pole enters the hydrometer on the north elevation. A main disconnect, electrical hydro cabinet, splitters and service panels are also mounted on the north elevation. We were informed that the electrical system serves the diamond ball washroom building as well as the baseball field exterior lighting. By the date of the hydrometer and cabinets, the system appears to have been retrofitted in 2022. Electrical equipment installed outdoors must be certified and rated for outdoor use with Nema 3R seal. We strongly recommend verification of the compliance of these requirements. No budget is included.

Utility pole and decommissioned service drop roof penetrations

General view of the electrical components mounted on the north elevation

6.2.2 Lighting

Typical lighting consists of linear fixtures with LED luminaries. The lighting fixtures are generally in good condition. An allowance is included for the replacement of the fixtures in the mid term.

Emergency lighting is provided by a double-head fixture equipped with a backup battery. Single replacement to be done by operations.

Typical linear fixture with LED luminaries

Typical emergency lighting with backup battery

6.3 Electronic Safety and Security

6.3.1 Access Control and Security

The Main building is provided with an intrusion alarm system including a DSC access control panel, window and door sensors and an arming keypad. The site is monitored by a security company.

A video surveillance system includes multiple indoor and outdoor cameras installed inside the main building and throughout the site.

A digital gas monitoring system equipped with an addressable transmitter and sensors is installed inside the wash service bay. We were informed that the gas monitoring equipment was installed in 2021.

— An allowance for the as-needed repairs or replacement of the components of the safety and security system is included every 5 years starting in 2028.

Interior surveillance camera - Roads Operations shop

Exterior camera - Main building

Wall-mounted vehicle exhaust sensors

Digital gas monitoring panel

Security system DSC control panel

Intrusion alarm arming keypad

6.3.2 Fire Detection and Alarm System

The building is not provided with smoke/heat detectors inside any area. As per the Ontario Building Code, the building would not need a detector if unheated or unpowered. As mentioned, the building is partially unheated and is provided with electricity to serve the concession stand and the interior lighting. Furthermore, the Ontario Building Code requires carbon monoxide detectors when fuel-burning appliances are installed.

We recommend retaining a fire and safety consultant to confirm the need for heat/smoke and/or carbon monoxide detectors. Budget is included for the investigation and tentative installation of smoke/heat and CO detectors.

6.4 Integrated Automation

No building automation system was present.

7 E Equipment

7.1 Built-in and Free-standing Appliances

The concession stand is equipped with an industrial gas stove and range hood and a 17 cu.ft Electrolux refrigerator. By the tag, the fridge was installed circa 2017. Both appliances are reported to be in working condition. A tentative allowance is included to replace the fridge upon failure in the long term. The stove and range hood are expected to remain in service beyond the report period.

17 cu.ft Electrolux fridge

Range hood for industrial gas stove.

7.2 Fixed Furniture

Wood shelves, cabinets and laminated counters are installed inside the concession stand and the storage room. The kitchen furniture and shelving are showing significant wear with warped or crooked doors, misaligned drawers, and old hardware affecting overall functionality.

We recommend retrofitting the storage room shelving, the kitchen cabinets and the countertop. Budget is included.

General view of storage shelving

General view of storage shelving

General view of the kitchen countertop and lower shelving

General view of countertop and cabinetry

8 F Special Construction & Demolition

8.1 Special Structures

The Ball Diamond Washroom building does not have special structures

9 G Sitework

9.1 Site Development

Site finishes included gravel roadways, driveways, parking areas, fences, and landscaping.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the Ball Diamond Washroom building and site finishes.

General view of the Public Works site

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance by **January 2025**.

As per our review, the Ball Diamond Washroom building does not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the Ball Diamond Washroom building is generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the following 10 years has been established in the Capital Expenditure Table, Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
200A service - Confirm Nema 3R seal for the equipment installed outdoors	Maintenance	2025	$0
Inspections and partial repairs of the suppression system.	Capital	2025	$8,268.00
Asphalt shingle and roof components - Repairs	Maintenance	2026	$2,555.00
Landscaping - General	Maintenance	2026	$9,401.00

Item* Critical Item – High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Ball Diamond Washroom

Inspection Date: March 6, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Remaining service life (years)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A10 - Foundations						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A1020 - Special Foundations	A1010.10 Wall Foundations	Concrete foundation wall -Capital investment is not anticipated	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A4010 - Standard Slab-on-Grade	Cast in Place Concrete Slab	Concrete slab-on-grade - Shallow Foundation	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell						$ -	$ 2,555	$ -	$ -	$ 2,182	$ -	$ 2,849	$ -	$ -	$ 2,433	$ -
B10 - Superstructure						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B1020 - Roof Construction	B1020.10 Roof Structural Frame	Sloped gable roof - Wood trusses	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure						$ -	$ -	$ -	$ -	$ 2,182	$ -	$ -	$ -	$ -	$ 2,433	$ -
B2010 - Exterior Walls	B2010.20 Exterior Wall Construction	Concrete block exterior walls - Localized repairs	19	Maintenance	2028	$ -	$ -	$ -	$ 7,579	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2020 - Exterior Windows	B2020.10 Exterior Operating Windows	Rollup window - Concession stand - Replace	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.20 Exterior Service Doors	Metal Doors - As needed repairs of doors and rollup window	21	Maintenance	2029	$ -	$ -	$ -	$ -	$ 2,182	$ -	$ -	$ -	$ -	$ 2,433	$ -
B30 - Exterior Horizontal Enclosure						$ -	$ 2,555	$ -	$ -	$ -	$ -	$ 2,849	$ -	$ -	$ -	$ -
B3010 - Roofing	B3010.50 Low-Slope Roofing	Asphalt shingle and roof components - Repairs	11	Maintenance	2026	$ -	$ 2,555	$ -	$ -	$ -	$ -	$ 2,849	$ -	$ -	$ -	$ -
C - Interiors						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,843	$ 3,928	$ 4,014	$ 9,074
C10 - Interior Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1010 - Interior Partitions	C1010.10 Interior Fixed Partitions	Wall partitions - Capital investment is not anticipated.	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C1010 - Interior Partitions	C1010.50 Interior Operable Partitions	Toilet partitions - Capital investment is not anticipated.	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C20 - Interior Finishes						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,843	$ 3,928	$ 4,014	$ 9,074
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	Walls and ceiling - Recoat	1	Maintenance	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,972
C2030 - Flooring	C2030.10 Flooring Treatment	Traffic coating - Replace	0	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,843	$ 3,928	$ 4,014	$ 4,102
D - Services						$ 2,000	$ 2,044	$ 2,089	$ 7,472	$ 2,182	$ 4,460	$ 2,279	$ 2,329	$ 8,331	$ 2,433	$ 6,215
D10 - Conveying						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D1010 - Vertical Conveying Systems	0	N/A	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,729
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Water Heater - Replace from operational budget	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	UV filtration system	8	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,729
D2010 - Domestic Water Distribution	D2010.60 Plumbing Fixtures	No capital investment is needed	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	No capital investment is needed	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D30 - HVAC						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Replace Baseboard heaters as part of operations	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3060 - Ventilation	D3060.30 Exhaust Air	Exhaust fan over rangehood - Replace from operations	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection						$ 2,000	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
D4010 - Fire Suppression	D4010.50 Fire-Extinguishing	Inspections and partial repairs of the suppression system.	0	Capital	2025	$ 2,000	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
D50 - Electrical						$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ -	$ -	$ -	$ -
D5020 - Electrical Service and Distribution	D5020.10 Electrical Service	200A service - Confirm Nema 3R seal for the equipment installed outdoors	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Interior and exterior lighting	0	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ -	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Emergency Lighting - Replace as needed from operational budget	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D60 - Communications						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D6020 - Voice Communications	D6010.10 Data Communications Network Equipment	N/A	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security						$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Investigation and installation of heat/smoke and CO detectors	0	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
D80 - Integrated Automation						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings						$ -	$ -	$ -	$ -	$ 18,001	$ -	$ -	$ -	$ -	$ -	$ 2,486
E10 - Equipment						$ -	$ -	$ -	$ -	$ 18,001	$ -	$ -	$ -	$ -	$ -	$ 2,486
E1060 - Residential Equipment	E1060.10 Residential Appliances	Refrigerator - Replace	7	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,486
E1060 - Residential Equipment	E1060.10 Residential Appliances	Gas stove and range hood	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E2010 - Fixed Furnishings	E2010.30 Casework	Shelvings and kitchen retrofit	0	Capital	2029	$ -	$ -	$ -	$ -	$ 18,001	$ -	$ -	$ -	$ -	$ -	$ -
F - Special Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F1020 - Special Structures	F1020.40 Manufacturer-Engineered Structures	N/A	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework						$ -	$ 3,066	$ 3,133	$ 3,202	$ 3,273	$ 3,345	$ 3,418	$ 3,494	$ 3,570	$ 3,649	$ 3,729
G20 - Site Improvements						$ -	$ 3,066	$ 3,133	$ 3,202	$ 3,273	$ 3,345	$ 3,418	$ 3,494	$ 3,570	$ 3,649	$ 3,729
G2060 - Site Development	-	Site development - General Maintenance	9	Maintenance	2026	$ -	$ 3,066	$ 3,133	$ 3,202	$ 3,273	$ 3,345	$ 3,418	$ 3,494	$ 3,570	$ 3,649	$ 3,729
					Annual Subtotals	**$ 2,000**	**$ 7,665**	**$ 5,222**	**$ 10,674**	**$ 25,638**	**$ 7,805**	**$ 8,546**	**$ 9,666**	**$ 15,829**	**$ 12,529**	**$ 21,504**

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Wainfleet Library

31976 Sugarloaf Street, Wainfleet, ON

Township of Wainfleet
Final Report
Building Condition Assessment

August 21, 2025
21-02409682.000-0500-BS-R-0503A-00

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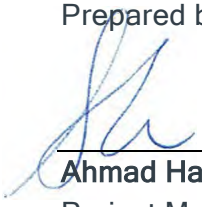

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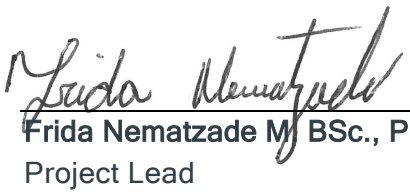

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Revisions and publications log

REVISION No.	DATE	DESCRIPTION
00	August 21, 2025	Final Report
0A	June 23, 2025	Draft Report

Distribution

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APPENDICES

Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building and auxiliary buildings identified as Wainfleet Library and auxiliary buildings.

1.2 Building Description

The Library Facility, located at 31976 Sugarloaf Street, Wainfleet, ON, is part of the Wainfleet Community Complex, including the Public Works, the Arena, the Firefighters' Community Hall, the EMS station (formerly Fire Station 2), the Diamond Field and Washrooms and the multiple buildings part of the Marshville Heritage Village. For the purpose of this report, only the Library building is included.

The age of construction of the buildings is unknown. We have assumed that the buildings were built circa 1994 as found on the labels of some of the oldest components.

The building complex is a cumulative 10,600 sf. The Library is a single-storey, slab-on-grade structure central standing-seam metal roof surrounded by architectural-shingle pyramid hip roofs and a flat roof section. The interior houses the public stacks and reading areas, a meeting room, staff offices, washrooms, a kitchenette, and ancillary storage, all within an estimated 4,600 sf gross floor area. The façade is clad in masonry brick in a running bond pattern with soldier course beneath the soffit and at grade.

General view of the north elevation

General view of the north elevation

General view of the west elevation

General view of the south elevation

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10-Year Life Cycle, combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	-	-	-	$20,000	-	-	-	$20,000
2026	$2,044	$99,645	-	-	$2,044	-	$15,330	$119,063
2027	-	$2,089	-	-	$2,089	-	$15,667	$19,845
2028	-	-	$10,674	-	$4,804	-	$16,012	$31,490
2029	-	$3,273	$2,182	-	$2,182	-	$16,364	$24,001
2030	-	-	-	$10,035	$15,609	-	$16,724	$42,368
2031	$2,279	-	-	-	$2,279	-	$17,092	$21,650
2032	-	$5,823	-	$11,646	$2,329	-	$17,468	$37,266
2033	-	$66,649	$11,902	-	$2,380	-	$17,852	$98,783
2034	-	-	$2,433	$6,082	$2,433	-	$18,245	$29,193

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 6, 2025 Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors; no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms, but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

BUILDING	GROSS FLOOR AREA (SF)	AREA %	CRV/SF	CRV
Wainfleet Library	4,600	100%	380	$1,748,000

The Current Replacement Value of the **Wainfleet Library** was determined as **$1,748,000.**

2.2 Facility Condition Index (FCI)

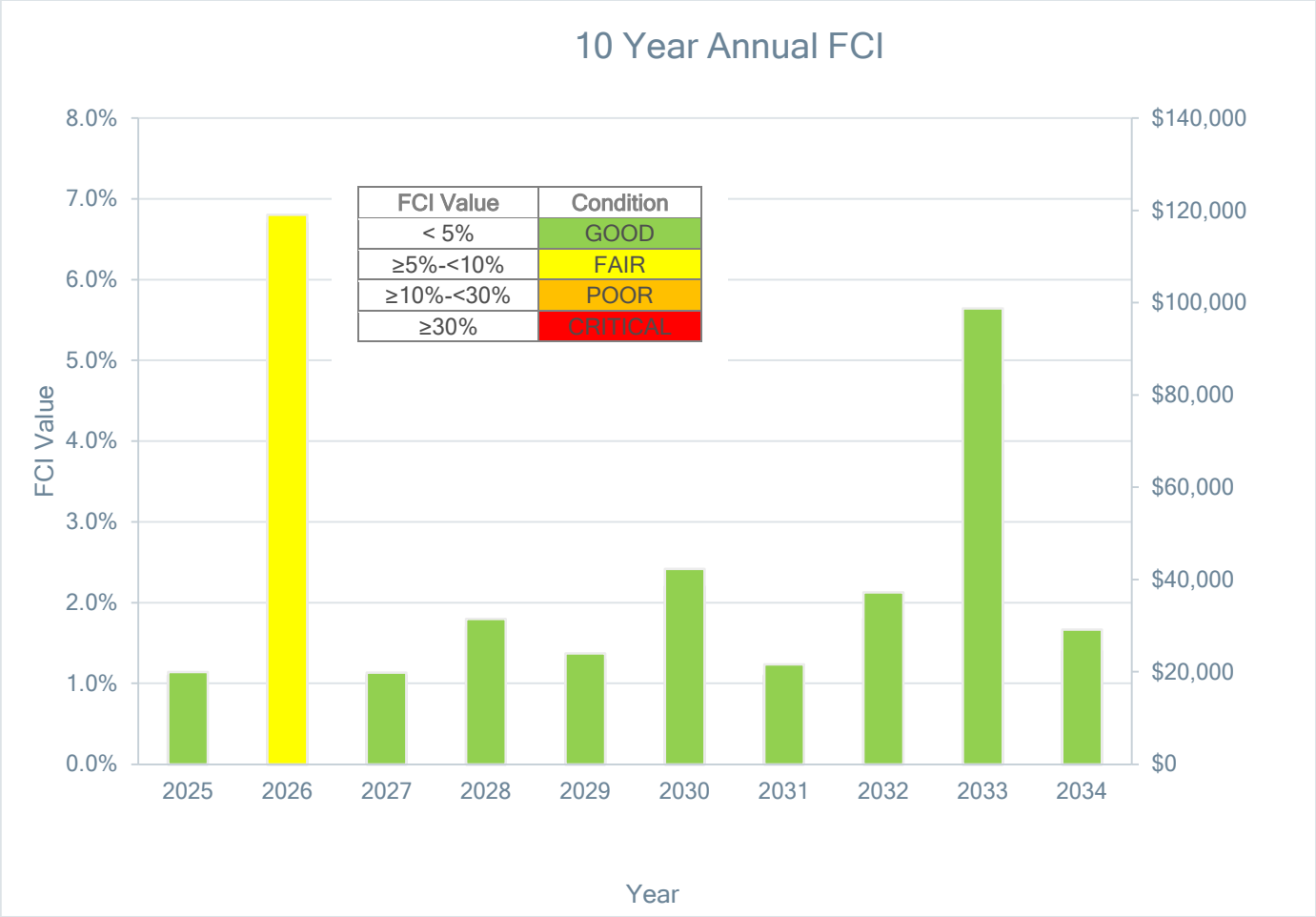
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

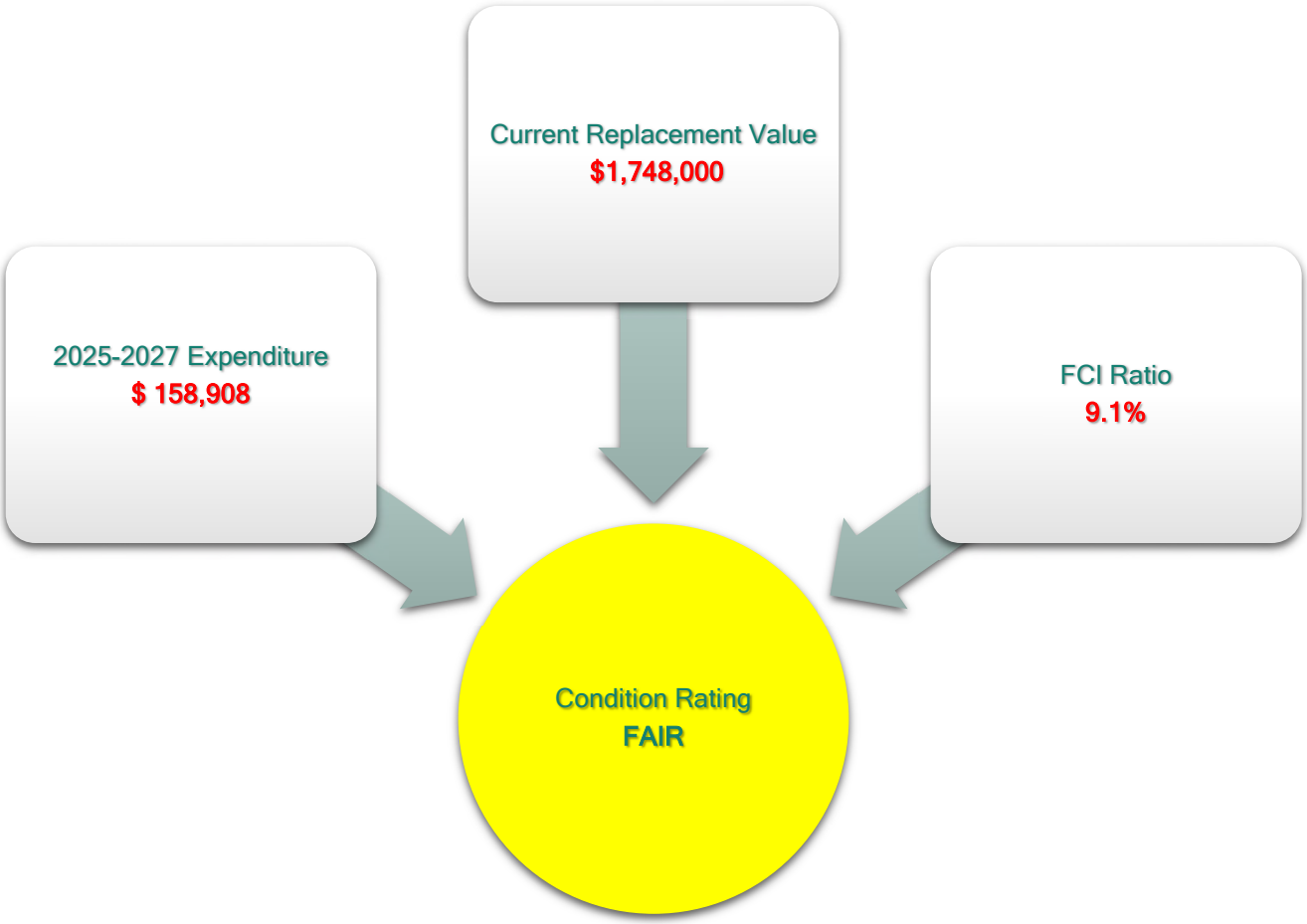
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXPENDITURE	$20,000	$119,063	$19,845	$31,490	$24,001	$42,368	$21,650	$37,266	$98,783	$29,193
FCI	1.1%	6.7%	1.1%	1.7%	1.3%	2.2%	1.1%	1.8%	4.7%	1.4%
CRV (Inflated) $	$1,748,000	$1,786,456	$1,825,758	$1,865,925	$1,906,975	$1,948,929	$1,991,805	$2,035,625	$2,080,408	$2,126,177

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **FAIR** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The main building foundation walls are generally below grade and, therefore, could not be fully assessed. Where exposed a few inches on the south elevation, the foundation wall appears to be cast-in-place concrete with a layer of parging on the exposed section.

Full replacement of the foundation walls is not anticipated within the timeframe of this report. We recommend implementing the following corrective work:

— A budgetary allowance is included every five (5) years for the general maintenance of the foundation walls of the Library buildings, including but not limited to localized repairs or partial replacement of the parging.

The floor construction was generally concealed by interior finishes but is typically consistent of a concrete slab-on-grade based on building type and date of construction. No issues were reported or identified.

— Full replacement of the concrete slabs is not expected within the study period.

Foundation wall generally below grade.

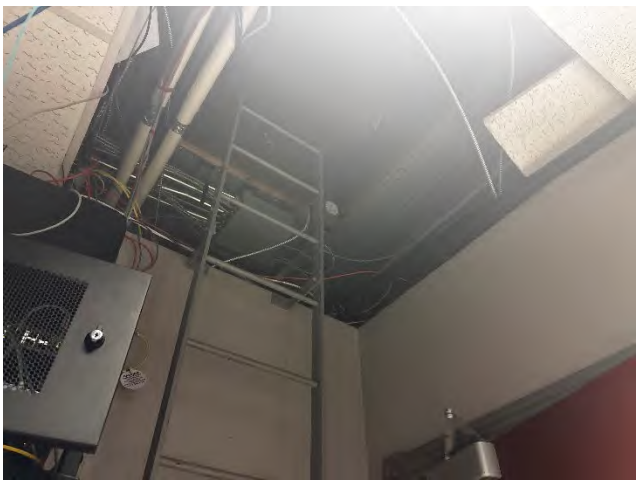
General view of the exposed foundation wall along the south elevation. Localized parging delamination observed.

4 B Shell

4.1 Building Superstructure

The building superstructure is largely concealed by interior finishes; only accessible view above the suspended ceilings reveals a corrugated metal roof deck at the flat roof section. No signs of structural distress were observed or reported.

— Full replacement/repair of the superstructure is not expected within the study period.



General view of the exposed section showing metal roof deck.

4.2 Exterior Walls

The Library is clad with a face-sealed masonry brick wall laid in a running bond pattern with soldier course beneath the soffit and at grade, accented by darker masonry bricks at the corners. The wall is generally in good condition.

Painted wood fascia and cornice trim were installed immediately below the eaves, which exhibit minor peeling and flaking paint, particularly along the north and east elevations.

— Budget is included to scrape, prime, and repaint the wood fascia/cornice trim.

— Full replacement of the masonry brick is not expected within the study period. A general maintenance allowance is included every 5 years, starting in the medium term for the as-needed repairs of the brick masonry walls. Repairs may include localized mortar repointing or brick replacement.

Painted wood fascia and cornice trim above the masonry brick exhibit widespread peeling and flaking paint.

General view of the masonry brick wall with a soldier-course at the top and bottom of the wall.

4.3 Windows and Doors

The library is fitted with prefinished vinyl windows consisting of operable casements with insulated glazing units (IGUs). The windows also incorporate arched vinyl-framed transoms. The windows were generally found in fair condition, with reported drafts around the windows. Surface crazing of the perimeter sealant was generally observed.

The main entrance to the building is provided by an aluminum-framed door on the west elevation beneath an arched transom and equipped with surface closers, a powered operator, and barrier-free push plates. Secondary entrances are provided by single-leaf painted hollow-metal doors (north and south elevations). The north elevation secondary entrance door exhibits localized surface corrosion at the bottom frame and door slab on both the exterior and interior sides. There is a hollow metal-framed service door with a transom window on the south elevation with minor paint chipping, hinge corrosion, torn screen and crazing perimeter sealant.

— An allowance to investigate the reported window draft is included to assess the source air leakage. A tentative repair allowance is also included for air sealing and caulking replacement. This allowance will be accurately calculated after the results of the investigation. The allowance also includes further investigation of the moisture intrusion within the north elevation entrance door.

— An allowance for the replacement of the windows has been included in the long term.

— A budgetary allowance for the as-needed maintenance and partial replacement of door panels, hinges, and motors, included every 3 years starting in the short term, for the repair of the north and south elevation doors.

West-facing main entrance: double-swing aluminum doors c/w IGP an arched transom and automatic door opener.

Main entrance accessible door push plate.

General view of the exterior hollow-metal service door and frame on the north elevation.

Localized corrosion at the bottom corner of the door - north elevation.

North-facing vinyl window assembly with arched transom head.

Close-up of perimeter silicone sealant exhibiting surface crazing.

General view of a fixed metal-framed window on the south elevation.

Close-up view of the window showing patch repair of the frame and crazing sealant.

General view of the west-facing exterior windows.

Exterior vinyl window and service door on the south elevation.

General view of the metal service door with a transom window on the south elevation.

Close-up view of the roof with chipped paint, minor corrosion on the hinge, and crazing sealant.

4.4 Roof

The Library's sloped roof system was reviewed via drone technology and comprises two assemblies in a pyramid hip roof configuration.

The first section is architectural asphalt shingles installed over plywood sheathing, accompanied by ridge-cap shingles and plastic box vents for attic ventilation. Overall, the roof was found in good condition, with minor granular loss on the shingle ridge cap, moisture staining, discolouration, and minor moss growth were observed on the north section of the roof. The age of the roof is unknown, but it is estimated to have been installed sometime between 2006 and 2010 based on the condition of the roof and review of the historical aerials. Drainage is provided by perimeter eavestroughs that discharge to downspouts tied into an underground drainage system. One downspout on the south elevation shows minor impact damage at grade.

— A general allowance for asphalt shingle replacement has been included in the long term. The as-needed repairs of the asphalt shingle roof should be completed in the short term.

The other roof system comprises pre-finished standing-seam metal panels installed circa 2017 in place of skylights as per review of the historical aerials. No issues were reported or identified.

— Full replacement of the metal roof is not anticipated within the timeframe of this report.

— A general allowance for the as-needed repairs of the asphalt shingle roof is included every 3 years.

The eastern portion of the library includes a flat roof section with a modified bitumen membrane. The age of the membrane is unknown; however, based on the membrane's general condition and review of the historical aerials, installation is estimated prior to 2006. Drainage is provided by area drains with internal rainwater leaders.

The following deficiencies were observed:

— Ponding water in a localized depression of the membrane indicates possible compressed or wet insulation.

— Moss growth and debris accumulation on concrete paver units.

— Cracked and lifting membrane flashing at an RTU curb.

— Paint delamination and surface corrosion on the roof hatch cover.

— Paint delamination and flaking on the roof exhaust vent stack.

The following is recommended:

— Conduct an infrared thermographic survey and core sampling to confirm if moisture is present in the insulation layer. An allowance for the assessment has been included with a tentative allowance for full replacement, dependent on the findings of the assessment. The allowance includes removal of moss/debris off the roof surface and recoating the roof hatch and exhaust vent.

General view of the perforated soffit on the north elevation.

Downspout terminating at grade into an underground drain. Minor impact damage of the downspout on the south elevation.

Sloped architectural shingles and standing steel metal pyramid hip roofs.

Typical roof exhaust vent with exposed fasteners.

Metal flashing joint with fastener penetrations sealed with sealant; minor staining evident.

Minor granule loss of the ridge cap shingles.

Moisture stains and minor moss growth along the top edge of the roof and discolouration around the exhaust vents.

Close-up view of the moisture stains, minor moss growth, and exhaust vent discolouration.

General view of the heating cables.

General view of the flat modified bitumen roof membrane.

Ponding of water on the roof surface and localized depression of the roof assembly may indicate wet insulation.

Moss growth on several paver units.

Moss growth on the roof surface.

General discolouration of the metal flashing coping with isolated corrosion stains along the edge.

Moss growth and accumulation of debris on the roof surface.

Isolated membrane crack on the RTU flashing.

The modified-bitumen flashing at the RTU curb interface is failing, with the membrane having cracked and lifted away.

The modified-bitumen flashing at the RTU curb interface is failing, with the membrane having cracked and lifted away.

Roof hatch assembly, showing widespread paint delamination and surface corrosion.

Roof exhaust vent stack exhibiting extensive paint delamination.

5 C Interiors

5.1 Interior Constructions

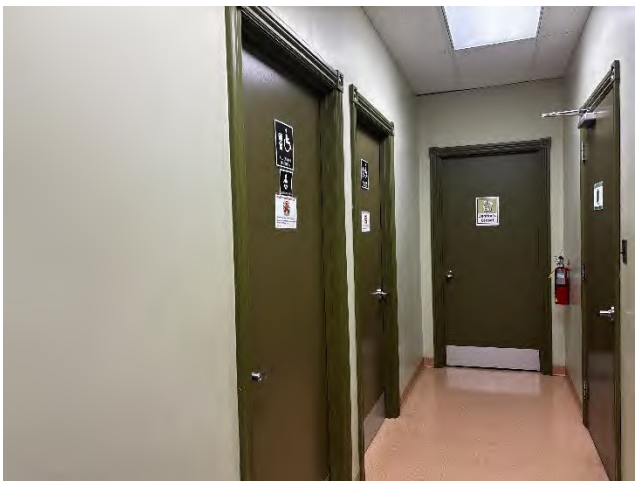
Interior partitioning throughout the Library is comprised of gypsum board walls. Partition walls are expected to last the life of the building.

Interior doors are painted hollow wood doors with wood frames. Door hardware includes lever sets, door closers, and a metal kick plate. The vestibule between the main entrance and the lobby is enclosed with a double-swing aluminum-framed door with inset glazing. The doors were generally found in good condition.

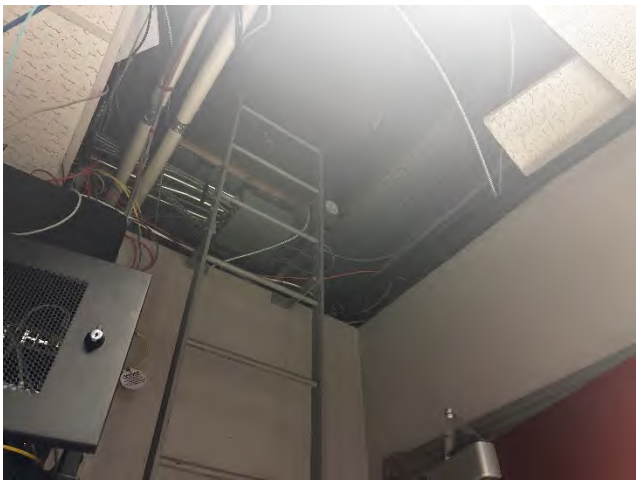
There is a fixed steel ladder anchored within the Janitorial Room that provides access to the roof section and was found in good condition.

— General allowance is included every 5 years for partial replacements or maintenance of the interior doors, starting in the medium term.

Entrance vestibule aluminum door



General view of interior hollow wood doors.



Roof hatch fixed steel ladder - Janitor Room

5.2 Interior Finishes

Ceilings throughout the building are predominantly a suspended ceiling system and painted gypsum board. Wall surfaces are finished with smooth painted gypsum board. Flooring is a mix of carpet in the library stacks and seating areas, and vinyl tiles in the meeting room, corridors, washrooms, kitchenette and janitorial closet. The finishes were generally found in good condition and was reportedly refurbished in the staff office area in 2016.

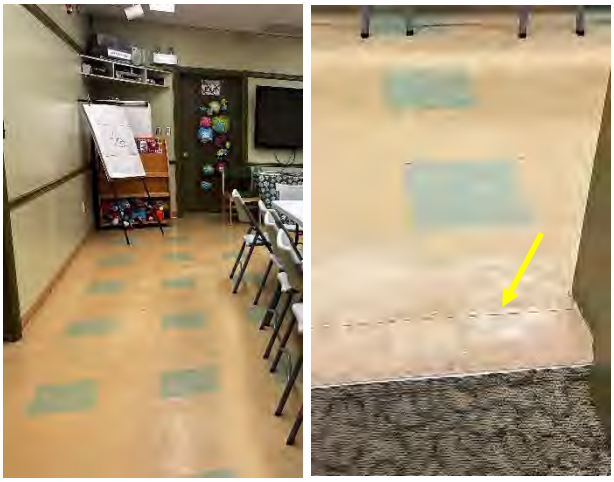
The meeting room vinyl tiles exhibited light surface scuffing and isolated tile crack at the room entrance. Localized repairs can be done as part of the operational budget.

— A general allowance every 3 years is included for the partial replacement of the interior finishes or painting.

General view of the suspended ceiling in the vestibule.

General view of the library interior finishes with painted walls/ceiling sections, suspended ceiling tiles and a carpet finish.

General view of the painted gypsum board bulkhead and suspended ceiling tiles in the library.



Vinyl tile flooring in the meeting room with moderate scuffing and minor vinyl cracking particularly at the room entrance.

General view of the carpet flooring in the library.

General view of the vinyl tile flooring in the Janitorial Room.

General view of the painted gypsum board wall and vinyl tile flooring in the restroom.

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Potable water is drawn from the 10 K-gal site underground cistern located in the southwest of the Main Public Works building and pumped to the mechanical room to a UV system installed in 2023. Domestic water is distributed to the plumbing fixtures, water hoses and equipment through a copper piping network.

Branch distribution and point-of-use plumbing, including stainless steel/porcelain sinks, porcelain toilets, and floor-mounted janitorial mop sink. The kitchenette also includes a small under-sink drain pump. The fixtures are in working condition. Bulk replacement of the plumbing fixtures of distribution piping is not anticipated.

— An allowance every other year for the as-needed replacement/repair of the system is included.

Under-sink drain pump in the kitchenette.

Stainless steel sink in the kitchenette.

Wall-mounted counter and porcelain sink

Typical toilet in the restroom.

Floor-mounted janitorial mop sink.

6.1.3 Sanitary Sewage and Storm Sewage System

The Library's sanitary system consists of a network of sanitary piping. The underground sanitary waste system connects to the septic tank and transports the wastewater through the septic line to the septic bed south of the property. The septic system is shared with all the buildings in the complex. We were informed that the septic tank is regularly maintained. The Library, Community Hall and EMS share the same septic tank.

Stormwater is collected by perimeter eavestroughs and downspouts, typically discharging at grade level. Refer to section 4.4 Roof of this report, for maintenance and replacement.

— No capital allowance has been carried.

Eavestroughs end between two building sections.

Prefinished metal eavestroughs and downspouts.

Downspout draining underground.

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

Primary space-conditioning for the Library is supplied by two rooftop units (RTUs) manufactured by KeepRite with a capacity of 60,000 Btu/H (5 tons) and includes R-410 refrigerant, which will be phased out by 2036. Serial tags indicated a manufacturing date in 2019.

Supplementary heating is provided by electric baseboard heaters in the staff office spaces.

— Allowances have been included for the replacement of the RTUs with equipment that does not utilize R-410 refrigerant prior to the 2036 deadline. An allowance for the replacement of the electric baseboards has also been included.

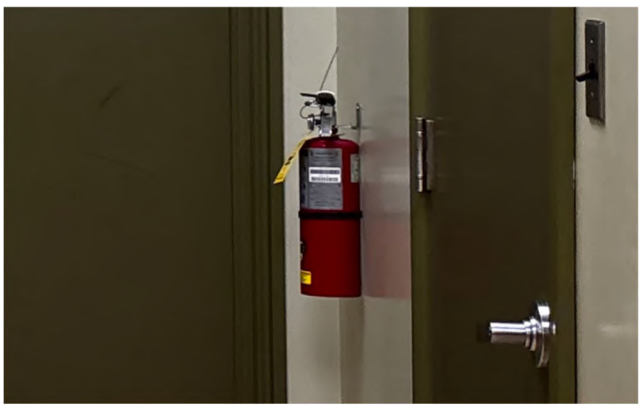
2019 – KeepRite RTUs, at 60,000 BTU/h (5 tons) cooling capacity, R-410A refrigerant.

Electric baseboard heater in the office.

6.1.5 Fire Protection System

The buildings are protected with fire extinguishers. By the tag attached to each extinguisher, regular maintenance and inspection are provided.

— Replacement of extinguishers is considered as part of the operational budget.



Typical fire extinguisher.

6.2 Electrical

6.2.1 Distribution System and Equipment

The underground building's electrical service enters the electrical closet inside the Community Hall. Refer to the Wainfleet Community Hall for the shared electrical equipment and distribution system budget.

The main distribution Panel A, made by Federal Pioneer (Stab-Lok) inside the Janitorial Room, and a breaker panel in the washroom corridor, control all the Library electrical circuits. The panels are reported to be in generally good condition. No capital budget is anticipated within the timeframe of this report. The panels are approaching the end of their service life; however, they remain in serviceable condition. An allowance is included as part of the Community Hall Budget to retain an electrical engineer to assess the building's electrical loads and perform as-needed power quality testing and thermography scans to provide recommendations on needed maintenance.

ITE 225A secondary electrical panel – Washroom corridor.

Federal Pioneer (Stab-Lok), main electrical Panel A - Janitor's room.

6.2.2 Lighting

Interior areas are lit mainly by recessed T5 LED light fixtures supplemented by LED puck downlights in the vestibule and LED track heads in the meeting room; all fixtures were operating at the time of review. Exterior illumination is provided by wall-mounted wall-packs and two recessed soffit lights at the main entrance.

— An allowance for as-needed replacements of older fixtures is included.

— Full replacement of the exterior lighting is not expected within the study period.

Wall-mounted exterior light fixture.

General view of the ceiling-mounted recessed LED lights.

General view of the T5 linear LED lamps installed recessed in the suspended ceiling.

General view of the T5 LED lamps in the meeting room.

Emergency lighting is provided by a combination of exit/evacuation signs, headlights, and battery power packs. The emergency lighting is inspected regularly. General repairs and unit replacements are considered an operating expense.

Typical illuminated evacuation/exit sign and battery pack emergency lighting.

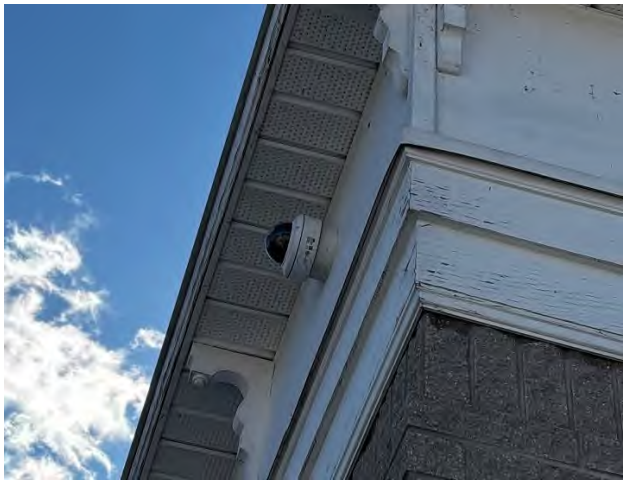
6.3 Electronic Safety and Security

6.3.1 Access Control and Security

A video surveillance system includes 7 interior and 3 exterior cameras installed throughout the site. The cameras are monitored and controlled from the Town Hall. No allowance is allocated.

The Library is protected by a DSC intrusion-alarm system comprising door/window contacts, motion sensors, and a wall-mounted keypad linked to an off-site monitoring service.

No capital investment is anticipated within the timeframe of this report.



Exterior surveillance camera on the north elevation.

Wall-mounted alarm keypad.

6.3.2 Fire Detection and Alarm System

The Library is protected by a fire-alarm system centred on an Edwards EST “FireShield” control panel located in the vestibule. The system includes ceiling-mounted smoke detectors and wall-mounted horn/strobe notification devices distributed throughout the public and staff areas. An annual inspection tag dated 2024 was affixed to the panel, and no issues were indicated at the time of review.

Fire separation was concealed behind interior finishes and was not accessible for review.

— We strongly recommend undertaking a fire code review to confirm the adequacy of the fire separation between the different building areas. The study cost and implementation will be shared between the building section. The budgetary allowance includes the investigation study and a tentative budget to implement its recommendations.

Edwards EST “FireShield” fire-alarm control panel mounted in the vestibule.

Typical smoke detector.

Typical wall-mounted fire-alarm horn/strobe notification device.

6.4 Integrated Automation

No building automation system was present.

7 E Equipment

7.1 Fixed Furniture

Built-in furniture mainly consists of clear-finished wood cabinetry and laminate countertops in the staff kitchenette and washrooms, a custom administration counter at the main desk, and extensive perimeter. Freestanding wood bookshelves in the stacks area. Cabinet frames and countertops remain serviceable; however, one kitchenette base-cabinet door displays edge banding delamination. We were informed that constant repairs are being made to the bookshelves.

— Isolated repair of the cabinets falls below the capital threshold and is considered part of the operational budget. Modernization of the kitchen counters and cabinets is scheduled at the end of the service life.

— An allowance for refurbishment or as-needed replacement for the shelving has been included every year.

View of wood cabinets and laminate countertop in the lunchroom.

Kitchenette base-cabinet door exhibiting veneer delamination.

Perimeter wood-framed shelving

Staff administration counter and computer workstation.

7.2 Built-in and Free-standing Appliances

A single Kenmore refrigerator manufactured in 2005 is installed in the staff kitchenette. The unit shows only cosmetic dents on the door skin. No issues were reported or identified.

— Replace appliances upon failure. Allowances have been included.

Lunchroom Kenmore fridge, manufactured in 2005, installed in the kitchenette.

8 F Special Construction & Demolition

8.1 Special Structures

No special structure was present.

9 G Sitework

9.1 Site Development

Site finishes included a cenotaph, three flagpoles, decorative light standards, wood benches, utility vault access hatch, driveways, parking and landscaping areas.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the Library building site finishes.

General view of the cenotaph and flagpoles located in the landscaped forecourt of the Library - Community Hall - EMS complex.

Decorative triple-head light standard in prefinished aluminum post anchored to a square precast concrete pedestal.

Fixed concrete bench with wood slats on the south elevation.

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance before **January 2025**.

As per our review, the Wainfleet Library does not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the Library is generally in good to fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the next 10 years has been established in the Capital Expenditure Table, Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Fire Code Review	Capital	2025	$20,000.00
Foundation walls	Maintenance	2026	$2,044.00
Window draft investigation, air sealing and sealant replacement	Maintenance	2026	$12,775.00
Exterior Entrance Doors	Capital	2026	$3,066.00
Asphalt Shingles - Repair	Maintenance	2026	$5,110.00
Flat Modbit Roofing	Capital	2026	$78,694.00
Wood Shelving	Capital	2026	$4,133.00
Landscaping - General	Capital	2026	$30,997.00
Masonry brick wall with Painted Wood Fascia	Capital	2027	$2,089.00

Item* Critical Item – High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Wainfleet Library

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Remaining service life (years)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure						$ -	$ 2,044	$ -	$ -	$ -	$ -	$ 2,279	$ -	$ -	$ -	$ -
A10 - Foundations						$ -	$ 2,044	$ -	$ -	$ -	$ -	$ 2,279	$ -	$ -	$ -	$ -
A1010 - Standard Foundations	A1010.10 Wall Foundations	Foundation walls	19	Maintenance	2026	$ -	$ 2,044	$ -	$ -	$ -	$ -	$ 2,279	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell						$ -	$ 99,645	$ 2,089	$ -	$ 3,273	$ -	$ -	$ 5,823	$ 66,649	$ -	$ 3,729
B10 - Superstructure						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure						$ -	$ 15,841	$ 2,089	$ -	$ 3,273	$ -	$ -	$ 5,823	$ 23,803	$ -	$ 3,729
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Masonry brick wall with Painted Wood Fascia	19	Capital	2027	$ -	$ -	$ 2,089	$ -	$ -	$ -	$ -	$ 2,329	$ -	$ -	$ -
B2020 - Exterior Windows	B2020.10 Exterior Operating Windows	Window draft investigation, air sealing and sealant replac	0	Maintenance	2026	$ -	$ 12,775	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2020 - Exterior Windows	B2020.10 Exterior Operating Windows	Window Replacement	0	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 23,803	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Exterior Entrance Doors	0	Capital	2026	$ -	$ 3,066	$ -	$ -	$ 3,273	$ -	$ -	$ 3,494	$ -	$ -	$ 3,729
B30 - Exterior Horizontal Enclosure						$ -	$ 83,804	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,846	$ -	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	Asphalt Shingles - Repair	10	Maintenance	2026	$ -	$ 5,110	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	Asphalt Shingles - Replacement	0	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,846	$ -	$ -
B3010 - Roofing	B3010.50 Low-Slope Roofing	Flat Modbit Roofing	1	Capital	2026	$ -	$ 78,694	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C - Interiors						$ -	$ -	$ -	$ 10,674	$ 2,182	$ -	$ -	$ -	$ 11,902	$ 2,433	$ -
C10 - Interior Construction						$ -	$ -	$ -	$ -	$ 2,182	$ -	$ -	$ -	$ -	$ 2,433	$ -
C1090 - Interior Specialties	C1030.80 Interior Access Doors and Panels	Interior doors	9	Capital	2029	$ -	$ -	$ -	$ -	$ 2,182	$ -	$ -	$ -	$ -	$ 2,433	$ -
C20 - Interior Finishes						$ -	$ -	$ -	$ 10,674	$ -	$ -	$ -	$ -	$ 11,902	$ -	$ -
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	Painted walls - Maintenance	0	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
C2030 - Flooring	C2030.20 Tile Flooring	Vinyl Tile and Carpet Flooring	0	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
D - Services						$ 20,000	$ -	$ -	$ -	$ -	$ 10,035	$ -	$ 11,646	$ -	$ 6,082	$ 49,724
D10 - Conveying						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing						$ -	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ 5,823	$ -	$ 6,082	$ -
D2010 - Domestic Water Distribution	D2010.60 Plumbing Fixtures	Toilets, Sinks, and Urinals	0	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 5,575	$ -	$ 5,823	$ -	$ 6,082	$ -
D30 - HVAC						$ -	$ -	$ -	$ -	$ -	$ 4,460	$ -	$ -	$ -	$ -	$ 49,724
D3020 - Heating Systems	D3020.70 Decentralized Heating Equipment	Electric baseboard heater - Replacement	0	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 4,460	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3030.10 Central Cooling	RTUs - Replacement	19	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,724
D40 - Fire Protection						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D50 - Electrical						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,823	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Interior Lights	0	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,823	$ -	$ -	$ -
D60 - Communications						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security						$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Fire Code Review	0	Capital	2025	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D80 - Integrated Automation						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings						$ -	$ 2,044	$ 2,089	$ 4,804	$ 2,182	$ 15,609	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
E10 - Equipment						$ -	$ -	$ -	$ 2,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E1060 - Residential Equipment	E1060.10 Residential Appliances	Kitchentte Refrigerator	0	Capital	2028	$ -	$ -	$ -	$ 2,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E20 - Furnishings						$ -	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 15,609	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
E2010 - Fixed Furnishings	E2010.30 Casework	Cabinetry & Countertops	0	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 13,379	$ -	$ -	$ -	$ -	$ -
E2010 - Fixed Furnishings	E2010.90 Other Fixed Furnishings	Wood Shelving	0	Capital	2026	$ -	$ 2,044	$ 2,089	$ 2,135	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
F - Special Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework						$ -	$ 15,330	$ 15,667	$ 16,012	$ 16,364	$ 16,724	$ 17,092	$ 17,468	$ 17,852	$ 18,245	$ 18,647
G20 - Site Improvements						$ -	$ 15,330	$ 15,667	$ 16,012	$ 16,364	$ 16,724	$ 17,092	$ 17,468	$ 17,852	$ 18,245	$ 18,647
G2080 - Landscaping	-	Landscaping - General	9	Capital	2026	$ -	$ 15,330	$ 15,667	$ 16,012	$ 16,364	$ 16,724	$ 17,092	$ 17,468	$ 17,852	$ 18,245	$ 18,647
G30 - Liquid and Gas Site Utilities						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G40 - Electrical Site Utilities						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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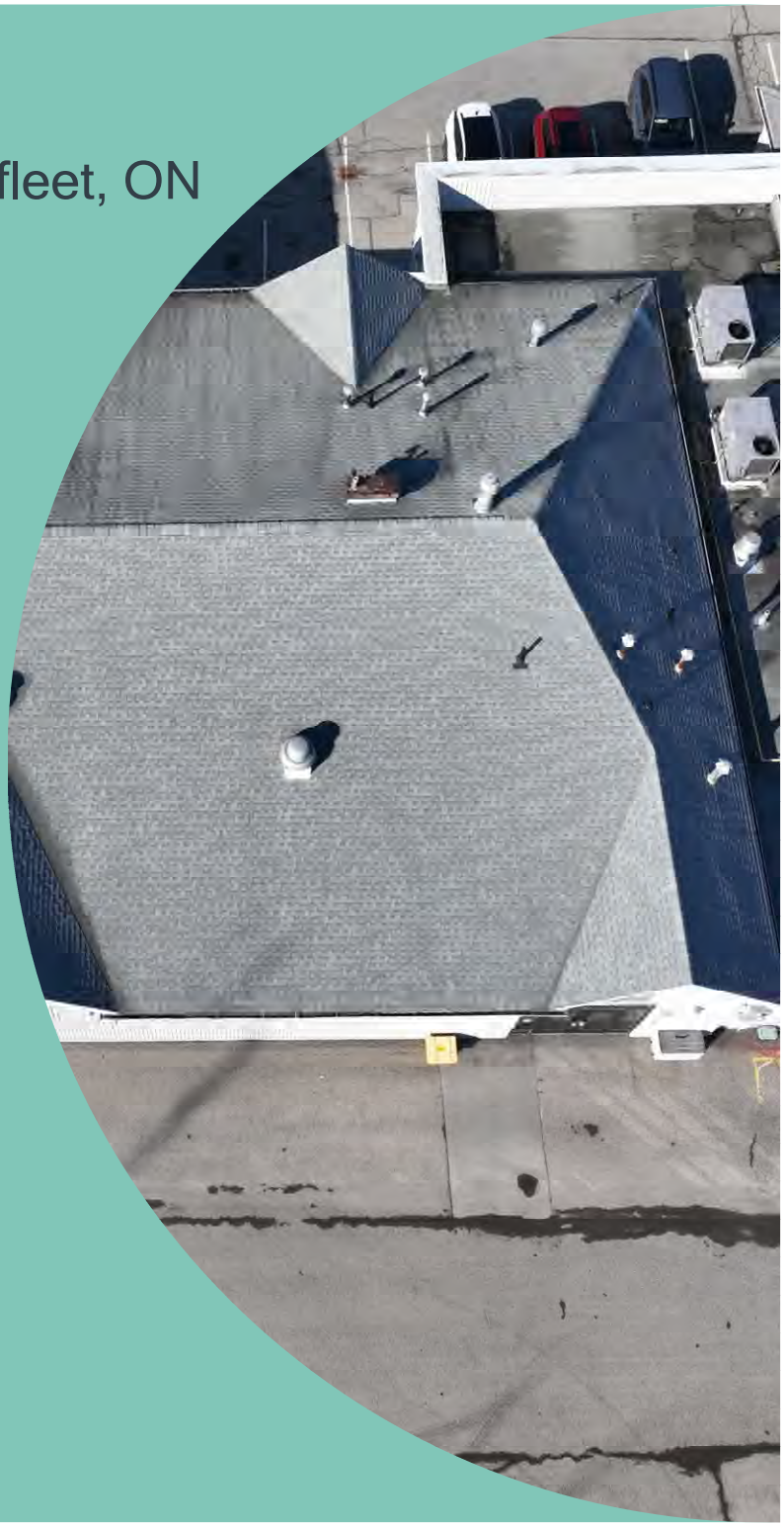
Wainfleet Community Hall

31976 Sugarloaf Street, Wainfleet, ON



Township of Wainfleet
Final Report
Building Condition Assessment

August 21, 2025
21-02409682.000-0500-BS-R-0503B-00

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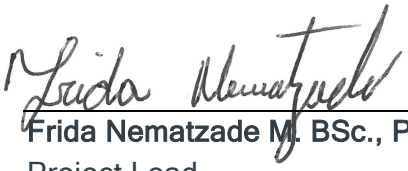

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Revisions and publications log

REVISION No.	DATE	DESCRIPTION
00	August 21, 2025	Final Report
0B	June 27, 2025	Revised Draft Report
0A	June 25, 2025	Draft Report

Distribution

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APPENDICES

Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessments for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance, and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building and auxiliary buildings identified as Wainfleet Community Hall and auxiliary buildings.

1.2 Building Description

The Community Hall, located at 31976 Sugarloaf Street, Wainfleet, ON, occupies the central section of the Wainfleet Community Complex, including the Library and the EMS station (formerly Fire Station 2). Each facility has its own building-condition report; this document addresses only the components that lie within the Community Hall physical boundaries. Elements that are common to the complex—such as the incoming water service and main electrical feed—are evaluated in the appropriate companion reports.

The age of construction of the buildings is unknown. We have assumed that the buildings were built circa 1994, along with other buildings part of the site Complex.

The building complex is a cumulative 10,600 sf. The Community Hall is a single-storey, slab-on-grade structure of load-bearing concrete-block construction with an asphalt shingle roof that is shared with the EMS building. The interior houses a meeting hall, a commercial kitchen, auxiliary storage, and washrooms, all within an estimated **3,000 sf** gross floor area. The electrical system for all building sections is considered part of this report.

General view of the east elevation.

General view of the south elevation.

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10-Year Life Cycle, combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$0	$0	$0	$30,000	$0	$0	$0	**$30,000**
2026	$0	$5,110	$0	$35,770	$0	$0	$7,665	**$48,545**
2027	$0	$53,268	$0	$2,089	$0	$0	$7,834	**$63,191**
2028	$0	$0	$9,607	$0	$0	$0	$8,006	**$17,613**
2029	$0	$0	$2,182	$2,182	$0	$0	$8,182	**$12,546**
2030	$0	$0	$0	$36,793	$47,942	$0	$8,362	**$93,097**
2031	$0	$5,697	$0	$2,279	$0	$0	$8,546	**$16,522**
2032	$0	$5,823	$0	$0	$0	$0	$8,734	**$14,557**
2033	$0	$0	$10,711	$5,950	$29,754	$0	$8,926	**$55,341**
2034	$0	$0	$2,433	$0	$0	$0	$9,123	**$11,556**
2035	$0	$0	$0	$21,133	$0	$0	$9,323	**$30,456**

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 6, 2025. Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors; no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township, and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost, and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials, and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

BUILDING	GROSS FLOOR AREA (SF)	AREA %	CRV/SF	CRV
Community Hall	3,000	100%	380	$1,140,000

The Current Replacement Value of the **Wainfleet Community Hall** was determined as **$1,140,000.**

2.2 Facility Condition Index (FCI)

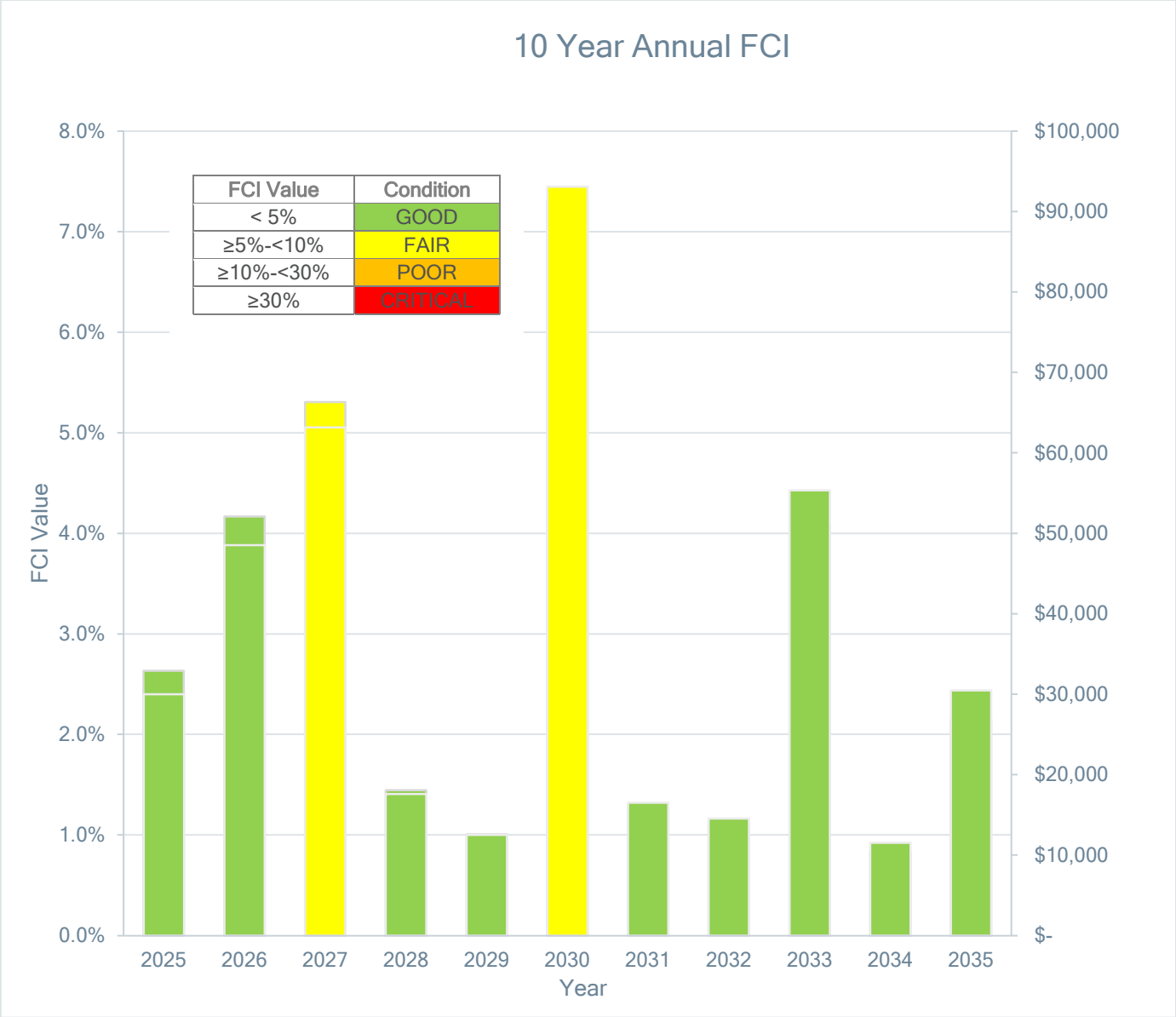
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

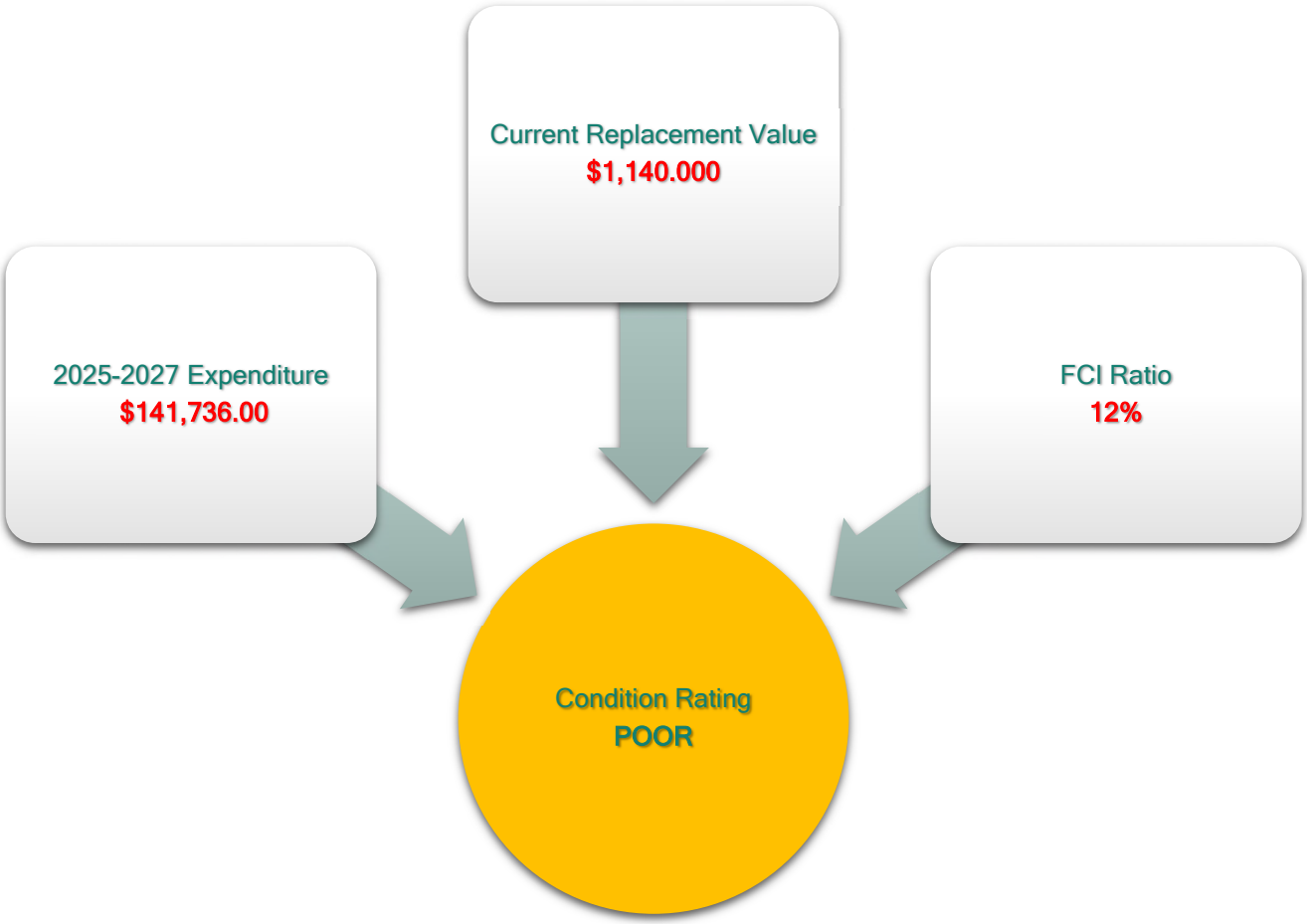
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
EXPENDITURE	$30,000	$48,545	$63,191	$17,613	$12,546	$93,097	$16,522	$14,557	$55,341	$11,556	$30,456
FCI	2.6%	4.2%	5.3%	1.4%	1.0%	7.3%	1.3%	1.1%	4.1%	0.8%	2.1%
CRV (Inflated)	$1.1M	$1.2M	$1.2M	$1.2M	$1.2M	$1.3M	$1.3M	$1.3M	$1.4M	$1.4M	$1.4M

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **POOR** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The main building foundation walls are generally below grade and, therefore, could not be assessed.

— Full replacement of the foundation walls is not anticipated within the timeframe of this report.

The floors consist of a concrete slab-on-grade, generally concealed by interior finishes. No issues were reported or identified.

— Full replacement of the concrete slabs is not expected within the study period.

Foundation wall on the south elevation generally below grade.

Foundation wall on the south elevation generally below grade.

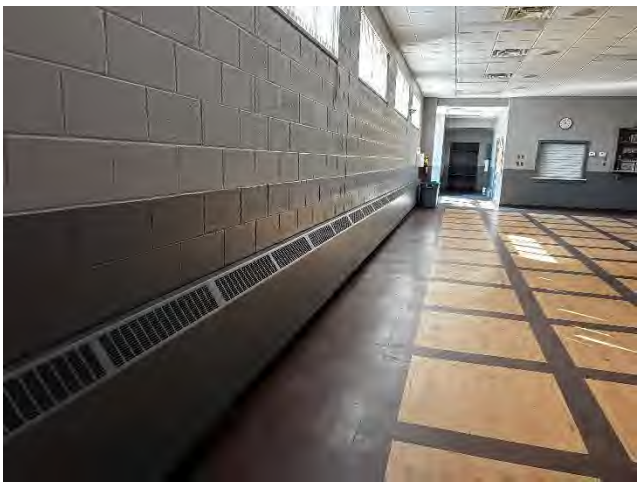
4 B Shell

4.1 Building Superstructure

The building superstructure is largely concealed by interior finishes. Where visible, it's constructed of load-bearing perimeter concrete masonry unit (CMU) walls. No signs of structural distress were observed or reported.

— Full replacement/repair of the superstructure is not expected within the study period.

General view of the roof construction.



General view of the perimeter CMU wall.

4.2 Exterior Walls

The Community Centre is clad in pre-finished metal panels, vertically oriented on a steel frame. Exposed washer-head fasteners secure each panel to the underlying girts. Overall, the metal siding is in fair condition. Minor corrosion staining is present around the exposed fasteners, and minor surface scratches and discolouration were located on the south elevation.

Facility staff reported that vermiculite insulation is present within the wall cavities. The material is considered non-friable and may remain within the walls provided it is left undisturbed and completely sealed within the assembly (O. Reg. 278/05). Disturbance will be limited to the planned replacement of the south entrance doors and adjacent framing. A Designated Substance Survey (DSS) and provisional abatement allowance have therefore been carried in Section 4.3 – Windows & Doors to cover testing, containment, and removal. No separate exterior-wall allowance is required unless future projects involve intrusive wall penetrations or cladding replacement.

— Full replacement of the metal cladding is not expected within the study period. A general maintenance allowance is included every 5 years, starting in the medium term, for the as-needed repairs and fastener replacement.

Prefinished corrugated-metal wall cladding with exposed fasteners and metal gable ends.

Prefinished corrugated-metal wall cladding with exposed fasteners and metal gable ends.

Corrosion stains of the metal cladding fasteners and minor scuffing.

Metal cladding with multiple dents and localized surface discolouration.

4.3 Windows and Doors

The Community Hall is fitted with aluminum-frame operable windows with insulated glazing units (IGUs). The windows were generally found in fair condition with several window frame joints show open gaps and localized discolouration of the coating. The date of installation of the windows is unknown, but it is assumed to be original to the date of construction.

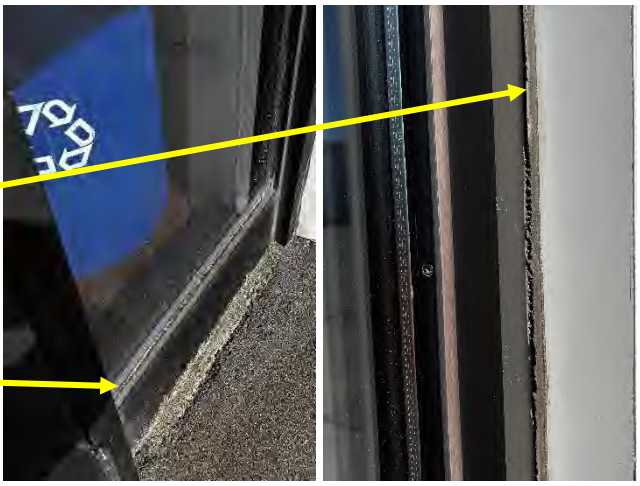
Primary access is provided by a double-swing, glazed aluminum-framed door on the south elevation, complete with surface-mounted closers, a powered barrier-free operator, and panic hardware. Based on the IGU date stamp, the doors were manufactured in 1994. The perimeter sealant was observed to be cracked. Secondary entrance to Community Hall is also provided with a double-swing aluminum-framed door on the south elevation.

It has been reported that vermiculite insulation is present within the wall assembly adjacent to the entrance doors. Disturbance of this material during door replacement should be completed by a qualified environmental consultant to confirm asbestos content and establish appropriate control measures.

— Based on the age of the windows and doors, the assemblies are approximately 31 years old; hence it has exceeded the typical service life for windows and doors. Allowances for the replacement of the doors and windows have been included in the short term.

— The capital budget for door replacement includes a provisional sum covering a designated substance assessment, as needed hazardous-materials abatement, waste disposal, and post-abatement verification.

South-facing main entrance: double-swing aluminum-framed doors with insulated glazing inserts.



Close up of the main entrance door showing crazing and cracked perimeter sealant.

South facing secondary entrance; double-swing aluminum framed door with insulated glazing inserts.

South facing secondary entrance; double-swing aluminum framed door with insulated glazing inserts.

General view of the south-facing operable windows.

Close-up of the metal window frame showing gaps and surface discolouration.

4.4 Roof

The Community Hall sloped roof system was reviewed via drone technology. The roof is a ventilated sloped roof clad with asphalt shingles installed between 2015 and 2018 (confirmed by historical aerial imagery) and was generally found in good condition. Drainage is provided by perimeter eavestroughs and cladding-embedded downspouts that discharge via extensions to below grade.

The following deficiencies were observed:

— Staining and an open butt joint at the gable fascia.

— A couple of valley intersections lack a formed metal flashing.

— Abandoned metal curb with missing cap, leaving deteriorated plywood exposed to the weather.

— The roof appurtenances have exposed fasteners with some missing sealant.

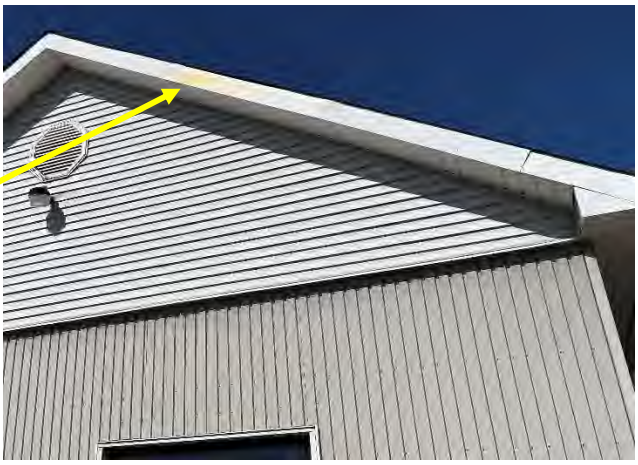
— Cracked sealant at metal pipe collars and surface corrosion on multiple galvanized vent stacks were noted; one collar boot shows splitting at the vertical pipe joint.

— Minor debris accumulation observed in eavestroughs.

Full replacement of the roof is not anticipated within the timeframe of this report.

A general allowance for the as-needed repairs of the roofs is included every 5 years.

General view of the roof structure over the community hall section.

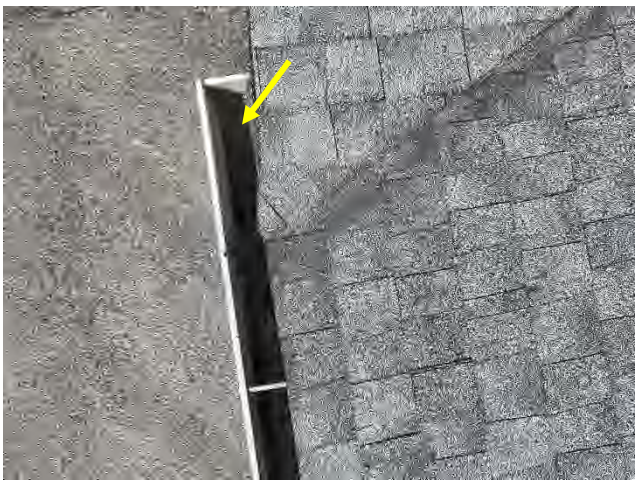


Discoloured roof fascia exhibiting staining and a gap at the seam.

Improper roofing detail with missing metal valleys.

Redundant roof penetration on the asphalt-shingle roof with a missing cap.

Improper roofing detail with exposed fasteners and missing sealant.



Minor accumulation of debris in the gutters.

Cracked/crazed sealant at pipe collar.

Surface corrosion on a couple of vent stacks.

5 C Interiors

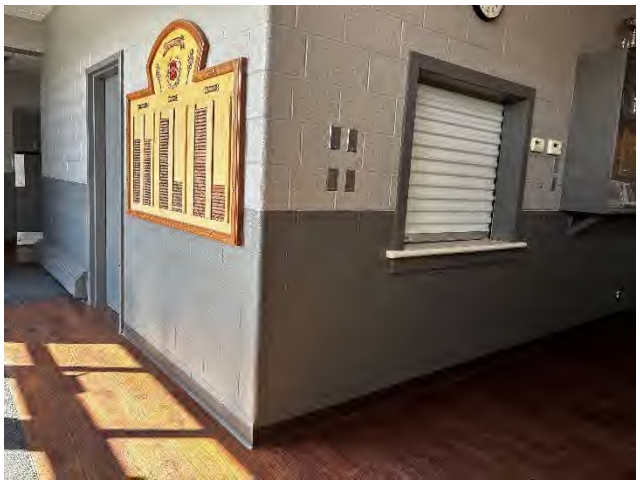
5.1 Interior Constructions

Interior partitioning observed in the Community Hall consists of painted concrete-masonry unit (CMU) walls along the main corridor and service rooms.

Interior doors are painted wood doors with wood frames. The washroom doors also fitted with through-door metal louvres. The doors were generally found in good condition. Minor scuffing of the washroom door and missing lever handle on kitchen closet door observed.

— General allowance is included every 5 years for partial replacements or maintenance of the interior doors starting in the medium term.

Painted solid-core door fitted with a metal louvre. Minor scuff marks evident.



Painted interior CMU walls.

Interior wood door providing access to the kitchen closet with missing lever handle.

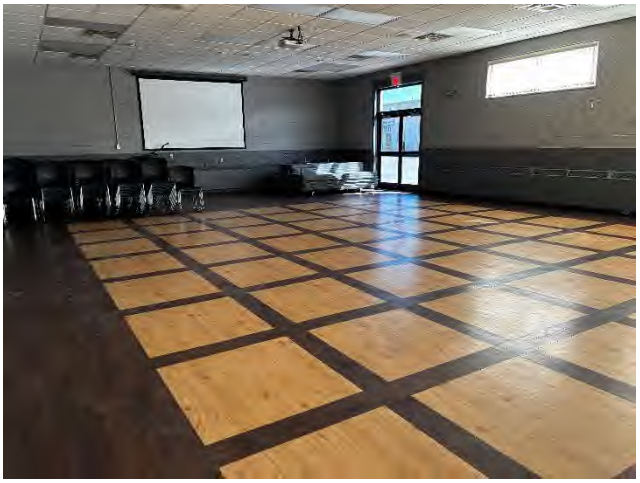
5.2 Interior Finishes

Ceilings throughout the building are predominantly a suspended ceiling system with the exception of the washrooms which are finished with painted gypsum board. Isolated discolouration of a tile in the community hall and signs of patch repair of the gypsum board ceiling in the men's washroom was observed. Wall surfaces are finished with painted concrete masonry units (CMUs). The ceiling and wall finishes were generally found in good condition.

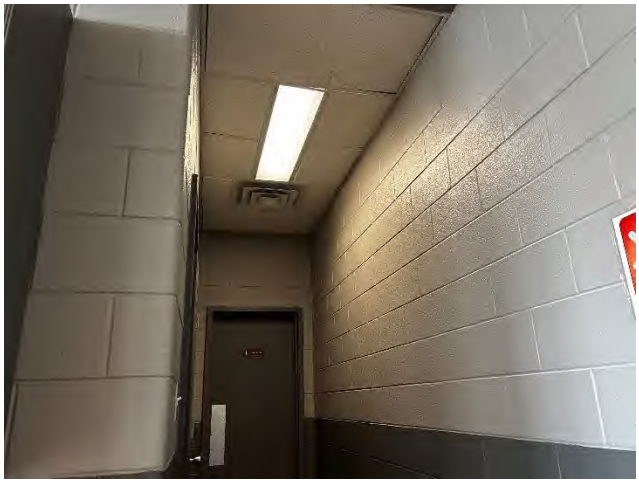
Flooring in the community hall is surfaced with vinyl plank flooring laid in a contrasting two-tone pattern. Service spaces–including the kitchen, washrooms, and storage rooms are comprised of vinyl tiles. The flooring was generally found in fair condition, with minor scuff marks in the kitchen and washroom.

Overall, the interior finishes are serviceable and do not warrant capital replacement within the assessment horizon; localized tile repairs and routine cleaning/recoating can be accommodated within the operating budget.

— A general allowance every 3 years is included for the partial replacement of the interior finishes.



General view of the vinyl plank flooring in the community hall.



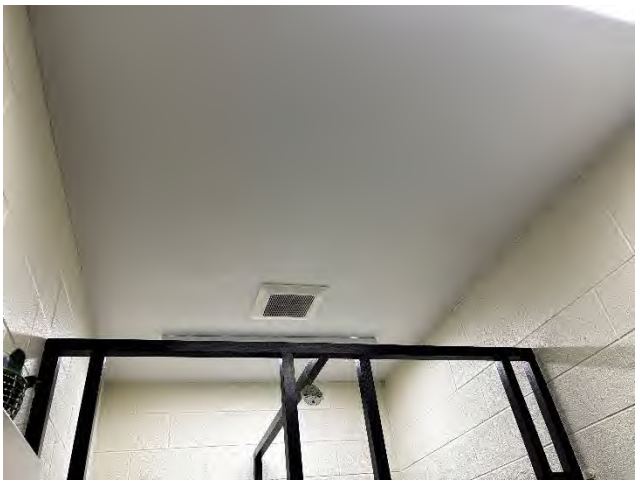
Painted concrete-block interior wall.

General view of the vinyl tiles in the washroom. Minor scattered scuffs and duct tape were observed.

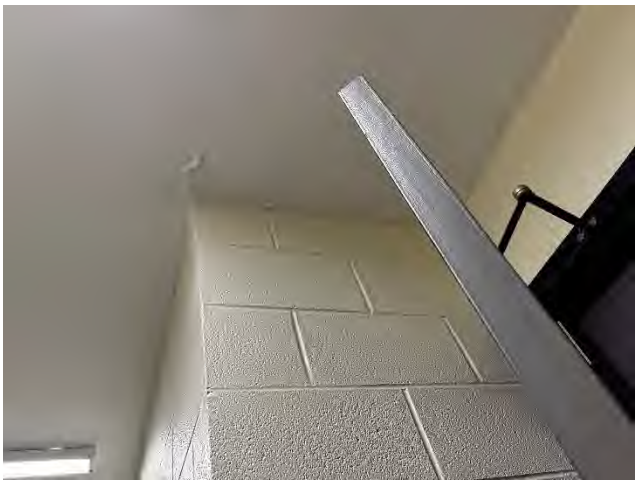
General view of the vinyl tile flooring in the kitchen.

General view of the suspended ceiling tiles in the community hall.

Isolated staining on the suspended ceiling tiles.



General view of the painted gypsum board ceiling in the women's washroom.



Isolated patch repair and signs of paint peeling on the gypsum board ceiling in the men's washroom.

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Domestic water is supplied to the entire complex by a 10 K-gal underground cistern located at the southwest of the Public Works building and pumped to the EMS mechanical room to a UV system installed in 2023. Domestic water is distributed to the washrooms and kitchen plumbing fixtures and equipment through a copper piping network.

Domestic hot water is generated using a high-efficiency Lochinvar gas-fired condensing boiler, which supplies heat to the plumbing loop. Supplementary components include an expansion tank, a 27 gal storage tank and a UV filtration system. These components are located within the boundary of the EMS building and have been included in its respective report.

Within the Community Hall, we observed only the branch distribution piping and point-of-use fixtures:

— Men's washroom – porcelain wall-hung urinal and floor-mounted toilet, each fitted with manual flush valves; laminate vanity with drop-in porcelain sink and single-lever faucet.

— Women's washroom – two floor-mounted porcelain toilets and a double-sink laminate vanity with drop-in porcelain basins and single-lever faucets.

— Kitchen – triple-compartment stainless-steel sink.

— Janitorial closet – cast-in-place concrete mop sink.

All fixtures were operational; no active leaks or water damage were noted.

— An allowance every other year has been included starting in the medium term to replace/repair distribution piping and for the as-needed repairs of the plumbing fixtures.

Laminate counter vanity with porcelain sink in the men's washroom.

Typical porcelain urinal in the men's washroom.

Typical toilet in the men’s washroom.

Laminate counter vanity with porcelain sink in the women’s washroom.

Typical toilet in the women’s washroom.

Stainless steel sink in the kitchen.

Janitorial mop sink.

6.1.3 Sanitary Sewage and Storm Sewage System

The Community Hall's plumbing fixtures drain through a network of interior piping that discharges to the site-wide septic tank. Staff advised that the septic system is pumped and inspected on a routine basis; however, grease accumulation from kitchen operations has accelerated sludge/scum build-up after large events, reportedly requiring an additional clean-out per occurrence.

Storm runoff from the Hall roof is managed by prefinished metal perimeter eavestroughs and cladding-embedded downspouts that discharge via extensions to below grade. Maintenance of the gutters/downspouts is addressed under the roof repair allowance.

— A budgetary allowance is included to design and install a grease trap in the kitchen drainage to avoid clogging inlets, premature pump failure and/or reduced capacity.

General view of the kitchen sink connected to sanitary piping.

General view of the septic tank.

Downspout connected to eavestrough and embedded within the wall cladding.

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

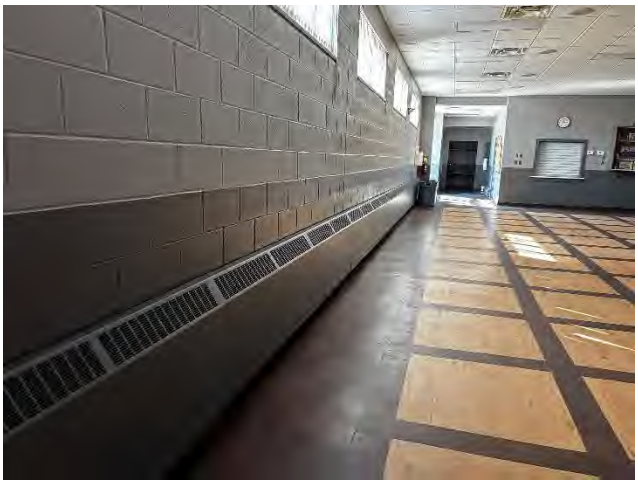
Primary cooling and heating are provided by two self-contained York packaged rooftop-style units set on grade along the east elevation of the EMS building. Each unit delivers roughly 5 Tons of cooling and 125 000 BTU/h of heating and was installed in 2002 and 2007, respectively. Although the packaged units are capable of heating, gas piping was not provided at the time of installation, hence; the units are providing cooling only to the Community Hall.

Primary heating is provided by hydronic fin-tube radiators mounted along the perimeter walls in the main hall. Secondary heating is provided by a ceiling-mounted hydronic unit heater in the kitchen and hydronic baseboard heaters in the washrooms. The age of the heating systems is unknown, but it is assumed to be original to the date of construction. These emitters are fed by the central hot-water boiler in the shared mechanical room in the EMS wing (boiler condition, age and replacement/repair allowance are addressed in the EMS report).

The roof attic ventilation is provided by passive vents on the gable ends and perforated soffits on the roof overhang. The bathrooms also include vented exhaust fans. No issues were reported or identified.

— An allowance to design a new heating solution, including the installation of a gas line and distribution system to use the heating capability of the existing packaged units located on the east elevation of the EMS building. The allowance will cover the feasibility study, design and implementation.

— Repair/replacement of the exhaust fans falls below the capital threshold and is considered part of the operational budget.



Hydronic heaters along the perimeter wall.

Damage cover - hydronic baseboard heater

Ceiling-mounted hydronic unit heater manufactured by Aerotherme.

General view of the ceiling-mounted exhaust fan in the women's washroom.

Gable-end louvre providing attic ventilation.

Continuous prefinished perforated soffit

6.1.5 Fire Protection System

The kitchen is provided with a rangehood suppression system equipped with an automatic chemical fire suppression system connected to the sprinkler heads over the stove.

Additional portable fire extinguishers are provided in the corridor and kitchen. By the tag attached to each extinguisher, regular maintenance and inspection are provided.

— An allowance is included for the regular inspection and maintenance of the suppression system.

— Replacement of extinguishers is considered part of the operational budget.

General view of the sprinklers under the kitchen rangehood.

Wall-mounted ProTex fire-suppression system with up-to-date inspection tags.

Wall-mounted fire extinguisher in the corridor.

Amerex portable fire extinguisher in the kitchen; inspection tag dated June 2025.

6.2 Electrical

6.2.1 Distribution System and Equipment

200A underground service accesses the building, inside the electrical closet from the electrical meter on the south elevation, to a 400A main disconnect switch and serves the main distribution panel controlling the electrical service for the Community Hall, the Library and the EMS. The main distribution panel is equipped with 200A breakers for each building section. A transfer switch connects the entire building to the Complex backup generator located near the Public Works building. The age of the system is unknown; however, we were informed that inspections and upgrades to the electrical system throughout the complex have been implemented.

The Community Hall circuits are controlled by multiple distribution panels installed throughout. Malfunctions of the electrical services were not reported.

An outdoor cabinet on the south elevation shelters a breaker panel and 125/250V outlets. Rust was observed around and inside the cabinet and breaker panel. The breakers and outlets are not outdoor rated.

— Budget is included for the immediate replacement of the outdoor cabinet and components. The replacement components are to be rated for outdoor use.
— An allowance is included to retain an electrical engineer to assess the building's electrical loads and perform as-needed power quality testing and thermography scans to provide recommendations on needed maintenance, replacements, or upgrades. This allowance includes the Library and the EMS sections of the building.

General view of the main electrical closet

400 amp main panel manufactured by ITE. Including Library and EMS breakers

General view of 400A main switch and backup generator transfer switch.

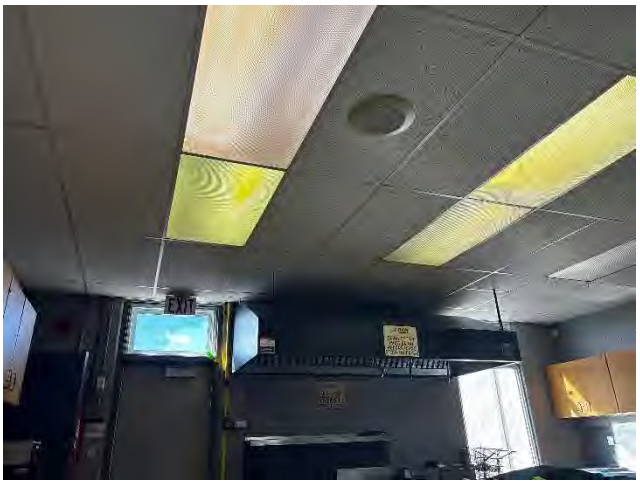
Outdoor electrical panel – Corrosion of the cabinets. Outlets are not rated for outdoor use.

6.2.2 Lighting

Interior areas are lit mainly by troffer lighting fixtures. A combination of fluorescent and LED luminaires was observed. Exterior illumination is provided by wall-mounted light fixtures. The lights were generally operational, with some of the interior acrylic lenses in the kitchen beginning to turn yellow.

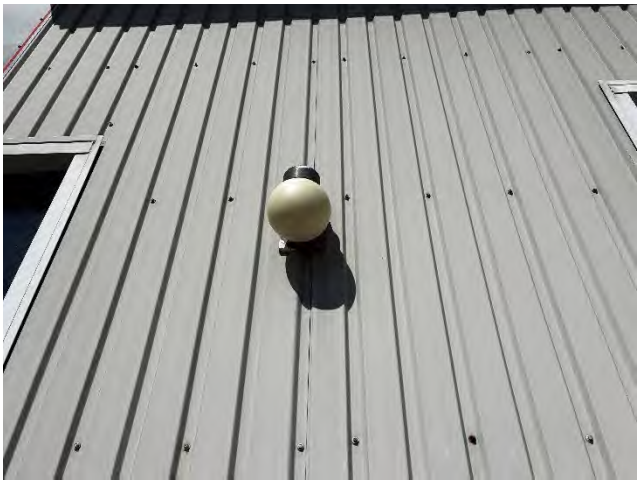
— An allowance for a retrofit of the interior fixtures is included in the long term. We recommend replacing the fluorescent luminaires with LED-compatible low-consumption type and replacing the deteriorated/yellow acrylic lenses as part of the operational budget.

— Full replacement of the exterior lighting falls below the capital threshold and is considered an operational expense.



General view of the troffer fixtures with acrylic lens installed, as part of the acoustic drop ceiling - Kitchen.

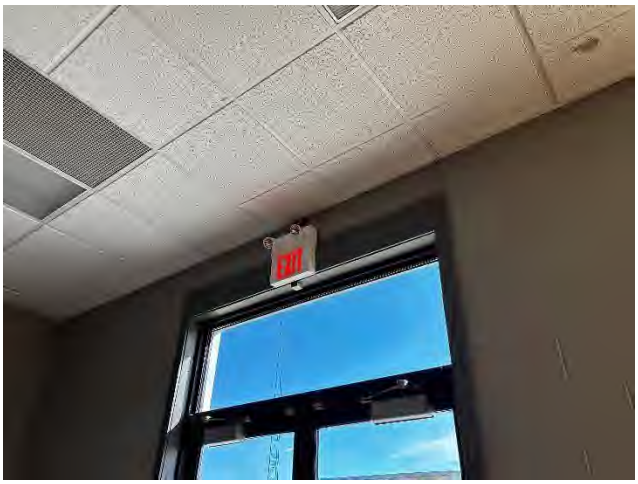
General view of the troffer fixtures with acrylic lens installed, as part of the acoustic drop ceiling – Community Hall.



Wall-mounted exterior light fixture.

Wall-mounted exterior light fixture.

Emergency lighting is provided by a combination of exit/evacuation signs, headlights, and battery power packs. The emergency lighting is inspected regularly. General repairs and unit replacements are considered an operating expense.



Typical illuminated evacuation/exit sign and battery pack emergency lighting.

6.3 Electronic Safety and Security

6.3.1 Access Control and Security

The Community Hall is protected by a DSC intrusion-alarm system comprising door/window contacts, motion sensors, and a wall-mounted keypad linked to an off-site monitoring service. Supplementary surveillance cameras cover building entrances and the parking lot; no deficiencies were reported, and all devices appear secure and operational.

— An allowance for the as-needed repairs or replacement of the components of the safety and security system falls below the capital threshold and is considered an operational expense.

Wall-mounted alarm keypad

6.3.2 Fire Detection and Alarm System

The Community Hall is protected by a conventional/addressable fire-alarm system that includes ceiling-mounted smoke detectors and speakers that provide audible evacuation signals.

Fire separation was concealed behind interior finishes and was not accessible for review.

— We strongly recommend undertaking a fire code review to confirm the adequacy of the fire separation between the different building areas. The budgetary allowance includes the study and a tentative budget to implement the recommendations of the study.

Typical smoke detector.

Ceiling-mounted speaker in the community hall.

6.4 Integrated Automation

No building automation system was present.

7 E Equipment

7.1 Fixed Furniture

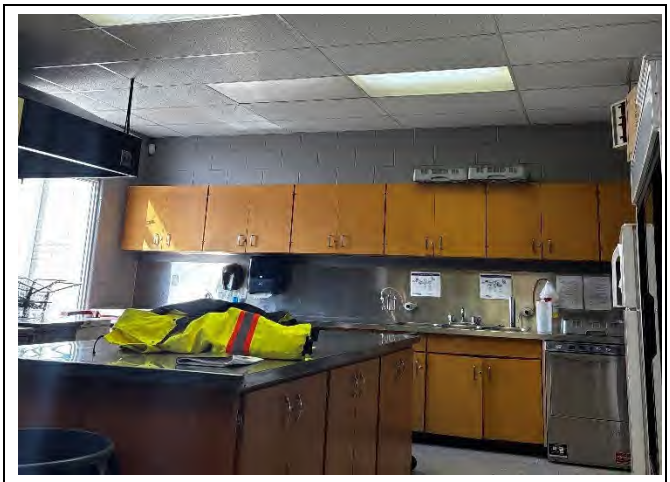
The kitchen is fitted with built-in, site-finished wood base and wall cabinets. Counter surfaces and full-height backsplash are stainless-steel sheets. Some of the cabinet doors do not fit properly.

Men's and women's washrooms contain painted steel partitions. Surfaces display multiple scuffs, abrasion lines and scattered paint chips, though panels remain plumb and operational.

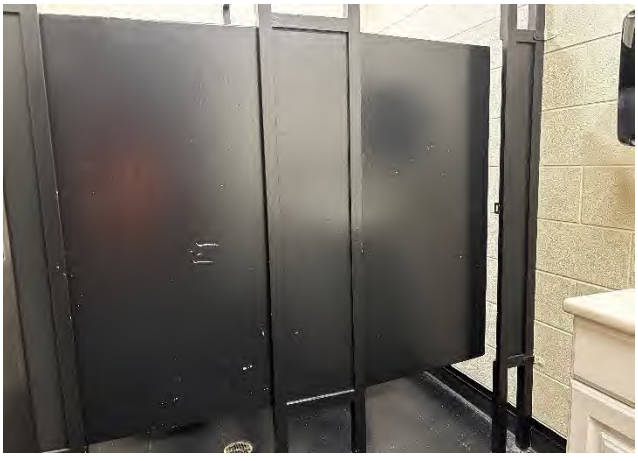
— Isolated repair of the cabinets falls below the capital threshold and is considered part of the operational budget. Renovation of the kitchen counters and cabinets is scheduled at the end of the service life.

— An allowance for refurbishment or as-needed replacement for the washroom partitions has been included in the long term.

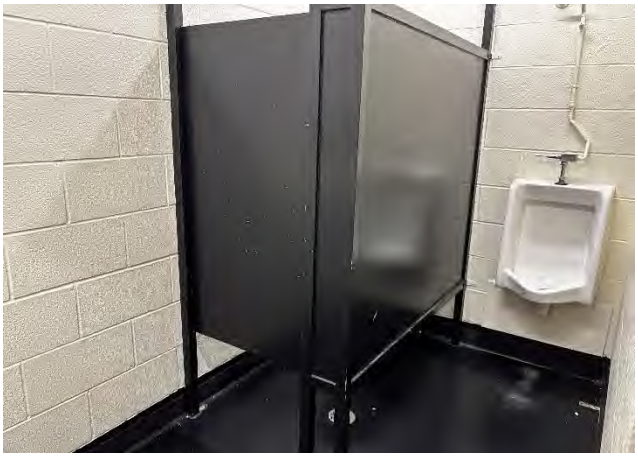
General view of the stainless-steel countertops and backsplash in the kitchen.



General view of the kitchen cabinetry.



Toilet partition with multiple scuffs and paint chips in the women's washroom.



Toilet partition with multiple scuffs and paint chips in the men's washroom.

7.2 Built-in and Free-standing Appliances

The kitchen is outfitted with a mix of commercial- and residential-grade appliances:

- Cooking line : one Garland six-burner gas range with oven and double Quest deep fryers set beneath a wall-mounted grease exhaust hood equipped with a wet-chemical suppression system. Hood baffle filters are in place; minor paint peeling is visible on the hood shroud.
- Refrigeration :
  - True three-door refrigerator (glass sliders) – interior wire shelves show surface corrosion; date of manufacture not located.
  - Maytag upright freezer (2005) – exhibits small door dents.
  - Chest freezer – lid handle damaged.
- Dishwasher : Moyer Diebel under-counter commercial dishwasher - no issues reported.
- As-needed repairs of the appliances are considered part of the operational budget.
- Replace appliances upon failure. Allowances have been included.

General view of the commercial kitchen appliances including a stove, rangehood and fryers.

Genera view of the rangehood with a sprinkler system. Minor paint chipping of the frame was observed.

Commercial grade fryer manufactured by Quest.

Commercial grade stove manufactured by Garland.

Chest-style freezer in the kitchen with moderate wear and a damaged lid/handle.

Commercial dishwasher manufactured by Moyer Diebel.

Three-door refrigerator manufactured by True; minor corrosion of the interior shelves noted.

Upright Maytag freezer manufactured in 2005; minor door dents noted.

8 F Special Construction & Demolition

8.1 Special Structures

No special structure was present.

9 G Sitework

9.1 Site Development

Site finishes included a cenotaph, three flagpoles, wood benches, driveways, parking areas, landscaping areas and wood fencing.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the Community Hall building site finishes.

General view of the cenotaph and flagpoles located in the landscaped forecourt of the Library - Community Hall - EMS complex.

Wood fencing showing weathered boards.

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance by **January 2025**.

As per our review, the Wainfleet Community Hall does not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the Community Hall building is generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the next 10 years has been established in the Capital Expenditure Table, Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Fire Code Audit	5. Very Poor	2025	$20,000.00
Panels, Switches, and Enclosures	5. Very Poor	2025	$10,000.00
Asphalt Shingle Roof	4. Poor	2026	$5,110.00
Septic Tank	4. Poor	2026	$10,220.00
Design of new heating system and gas-line installation.	4. Poor	2026	$25,550.00
Landscaping - General	4. Poor	2026	$15,499.00
Metal Cladding	4. Poor	2027	$5,222.00
Windows	4. Poor	2027	$6,267.00
Exterior Entrance Doors	4. Poor	2027	$41,779.00
Toilets, Sinks, and Urinals	4. Poor	2027	$2,089.00

Item* Critical Item – High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Community Hall

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A10 - Foundations					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell					$ -	$ 5,110	$ 53,268	$ -	$ -	$ -	$ 5,697	$ 5,823	$ -	$ -	$ -
B10 - Superstructure					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure					$ -	$ -	$ 53,268	$ -	$ -	$ -	$ -	$ 5,823	$ -	$ -	$ -
B2010 - Exterior Walls	B2010.40 Fabricated Exterior Wall Assemblies	Metal Cladding	Maintenance	2027	$ -	$ -	$ 5,222	$ -	$ -	$ -	$ -	$ 5,823	$ -	$ -	$ -
B2020 - Exterior Windows	B2020.20 Exterior Fixed Windows	Windows	Capital	2027	$ -	$ -	$ 6,267	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Exterior Entrance Doors	Capital	2027	$ -	$ -	$ 41,779	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B30 - Exterior Horizontal Enclosure					$ -	$ 5,110	$ -	$ -	$ -	$ -	$ 5,697	$ -	$ -	$ -	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	Asphalt Shingle Roof	Maintenance	2026	$ -	$ 5,110	$ -	$ -	$ -	$ -	$ 5,697	$ -	$ -	$ -	$ -
C - Interiors					$ -	$ -	$ -	$ 9,607	$ 2,182	$ -	$ -	$ -	$ 10,711	$ 2,433	$ -
C10 - Interior Construction					$ -	$ -	$ -	$ -	$ 2,182	$ -	$ -	$ -	$ -	$ 2,433	$ -
C1090 - Interior Specialties	C1030.80 Interior Access Doors and Panels	Interior doors	Capital	2029	$ -	$ -	$ -	$ -	$ 2,182	$ -	$ -	$ -	$ -	$ 2,433	$ -
C20 - Interior Finishes					$ -	$ -	$ -	$ 9,607	$ -	$ -	$ -	$ -	$ 10,711	$ -	$ -
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	Painted walls - Maintenance	Capital	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
C2030 - Flooring	C2030.20 Tile Flooring	Vinyl Planks and Tiles	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
C2050 - Ceiling Finishes	C2050.80 Acoustical Ceiling Treatment	Ceiling Tiles - Maintenance	Capital	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
D - Services					$ 30,000	$ 35,770	$ 2,089	$ -	$ 2,182	$ 36,793	$ 2,279	$ -	$ 5,950	$ -	$ 21,133
D10 - Conveying					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing					$ -	$ 10,220	$ 2,089	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
D2010 - Domestic Water Distribution	D2010.60 Plumbing Fixtures	Toilets, Sinks, and Urinals	Capital	2027	$ -	$ -	$ 2,089	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Septic Tank	Capital	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D30 - HVAC					$ -	$ 25,550	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Design of new heating system and gas-line installation.	Capital	2026	$ -	$ 25,550	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection					$ 20,000	$ -	$ -	$ -	$ -	$ 3,345	$ -	$ -	$ 3,570	$ -	$ -
D4010 - Fire Suppression	D4010.50 Fire-Extinguishing	Rangehood Sprinkler System	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 3,345	$ -	$ -	$ 3,570	$ -	$ -
D4030 - Fire Protection Specialties	D4030.30 Fire Extinguishers	Fire Code Audit	Capital	2025	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D50 - Electrical					$ 10,000	$ -	$ -	$ -	$ -	$ 33,448	$ -	$ -	$ -	$ -	$ 18,647
D5080 - Miscellaneous Electrical Systems	D5020.30 Power Distribution	Panels, Switches, and Enclosures	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 33,448	$ -	$ -	$ -	$ -	$ -
D5080 - Miscellaneous Electrical Systems	D5020.30 Power Distribution	Panels, Switches, and Enclosures	Capital	2025	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5040 - Lighting	D5040.50 Lighting Fixtures	Interior Lights - Upgrade	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,647
D60 - Communications					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D80 - Integrated Automation					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings					$ -	$ -	$ -	$ -	$ -	$ 47,942	$ -	$ -	$ 29,754	$ -	$ -
E10 - Equipment					$ -	$ -	$ -	$ -	$ -	$ 47,942	$ -	$ -	$ -	$ -	$ -
E1030 - Commercial Equipment	E1030.80 Foodservice Equipment	Commercial Cooking Line	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 16,724	$ -	$ -	$ -	$ -	$ -
E1030 - Commercial Equipment	E1030.80 Foodservice Equipment	Refrigeration	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 20,069	$ -	$ -	$ -	$ -	$ -
E1030 - Commercial Equipment	E1030.80 Foodservice Equipment	Dishwasher	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 11,149	$ -	$ -	$ -	$ -	$ -
E20 - Furnishings					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 29,754	$ -	$ -
E2010 - Fixed Furnishings	E2010.30 Casework	Cabinetry & Countertops	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,852	$ -	$ -
E2010 - Fixed Furnishings	E2010.90 Other Fixed Furnishings	Washroom Stall Partitions	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,902	$ -	$ -
F - Special Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework					$ -	$ 7,665	$ 7,834	$ 8,006	$ 8,182	$ 8,362	$ 8,546	$ 8,734	$ 8,926	$ 9,123	$ 9,323
G20 - Site Improvements					$ -	$ 7,665	$ 7,834	$ 8,006	$ 8,182	$ 8,362	$ 8,546	$ 8,734	$ 8,926	$ 9,123	$ 9,323
G2080 - Landscaping	-	Landscaping - General	Capital	2026	$ -	$ 7,665	$ 7,834	$ 8,006	$ 8,182	$ 8,362	$ 8,546	$ 8,734	$ 8,926	$ 9,123	$ 9,323
G30 - Liquid and Gas Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G40 - Electrical Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Annual Subtotals	**$ 30,000**	**$ 48,545**	**$ 63,191**	**$ 17,613**	**$ 12,546**	**$ 93,097**	**$ 16,522**	**$ 14,557**	**$ 55,341**	**$ 11,556**	**$ 30,456**

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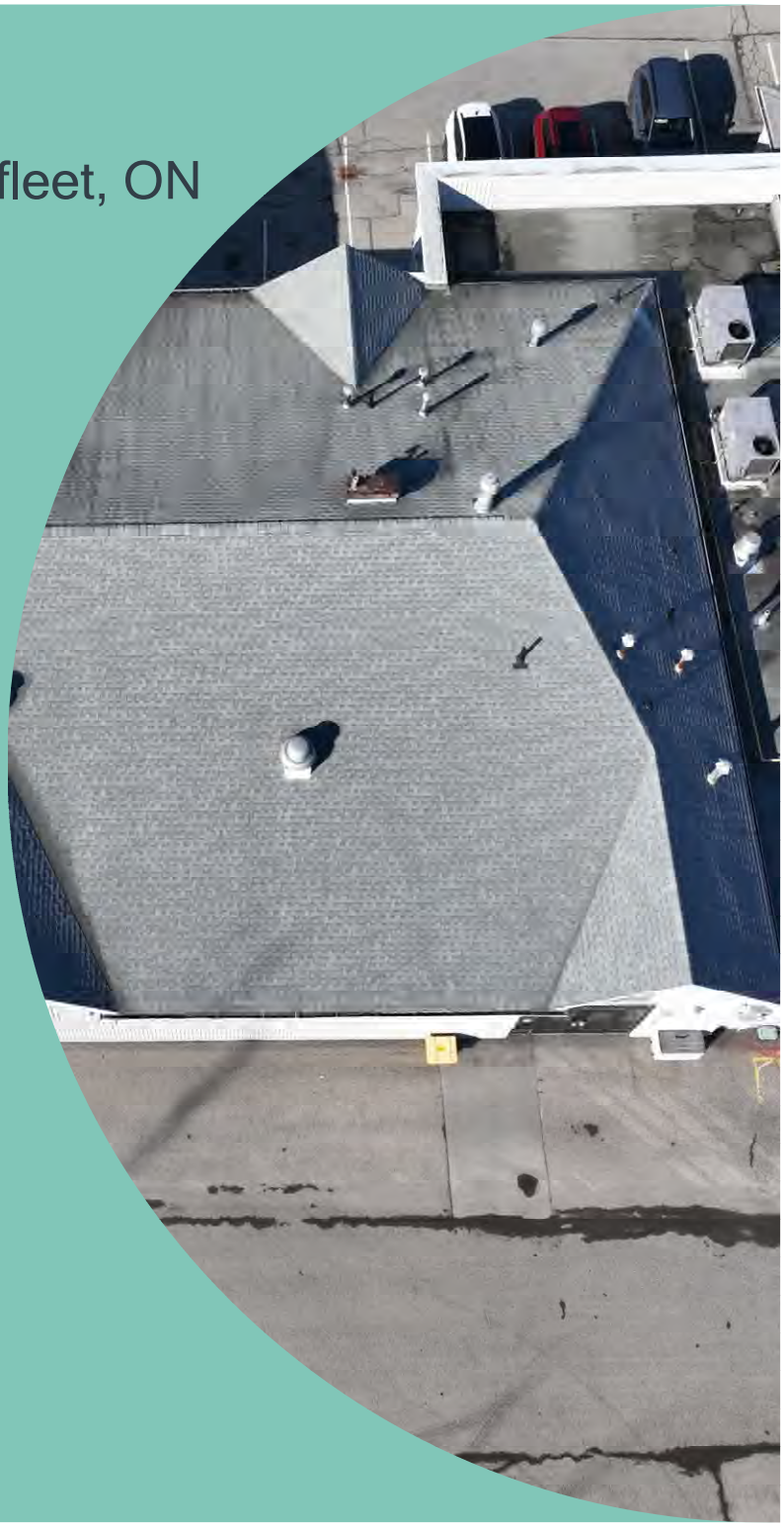
Wainfleet EMS

31976 Sugarloaf Street, Wainfleet, ON



Township of Wainfleet
Final Report
Building Condition Assessment

August 21, 2025
21-02409682.000-0500-BS-R-0503C-00

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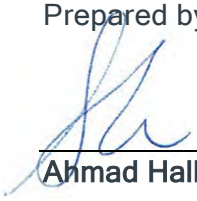

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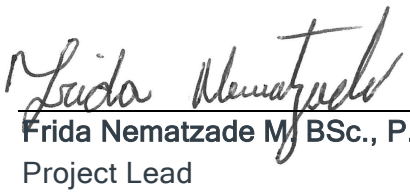

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Revisions and publications log

REVISION No.	DATE	DESCRIPTION
00	August 21, 2025	Final Report
0A	June 27, 2025	Draft Report

Distribution

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APPENDICES

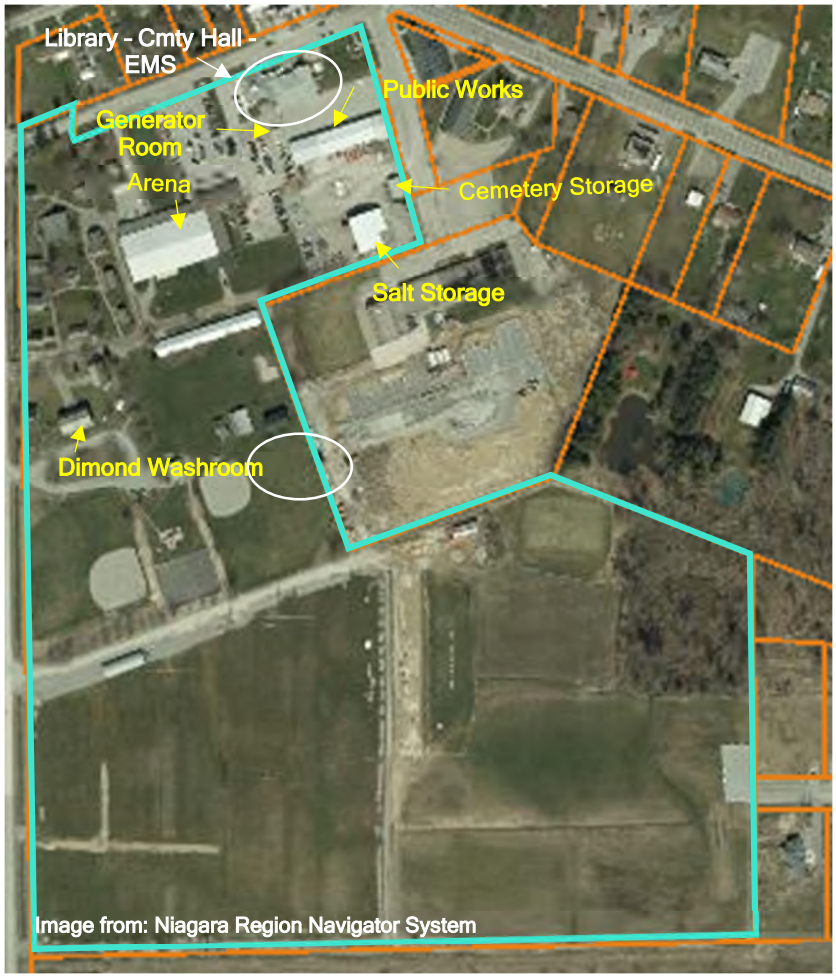
Appendix A Capital Expenditure - 10-year plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessment for 8 sites, including 10 buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building identified as Wainfleet EMS, formerly known as Wainfleet Fire Station 2.

1.2 Building Description



The EMS, located at 31976 Sugarloaf Street, Wainfleet, ON., shares the floor plan with the Wainfleet Library and the Community Hall. The age of construction of the buildings is unknown. We have assumed that the building was built circa 1994. The single-storey building with slab-on-grade, load-bearing concrete-block construction with asphalt shingles on a pitch roof has a total area of 10,600 sf.

Each facility inside the building has its own building-condition report; this document addresses only the components that lie within the EMS physical boundaries. Elements that are common to the entire building, such as the incoming water service and main electrical feed, are evaluated in the appropriate companion reports.

The east end of the building has been recently occupied by Emergency Services as a permanent tenant. The area assigned to this new facility is estimated to be about 3,000 sf. The EMS includes the ambulance bay area, washrooms, mechanical and storage rooms, and the lounge/stay area.

We understand that as part of the lease agreement, the EMS is responsible for all the interior finishes and renovations, and the exterior door and windows.

General view of the north elevation.

General view of the east elevation.

1.3 10-Year Expenditure Summary

The table below has been organized by UniFormat components classification Level 1 and includes the Summary of the 10-Year Life Cycle, combining the capital and maintenance expenditure within the next 10 years.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$0	$0	$0	$20,000	$0	$0	$0	$20,000
2026	$0	$12,264	$0	$0	$0	$0	$3,066	$15,330
2027	$0	$15,667	$0	$20,890	$0	$0	$3,133	$39,690
2028	$0	$0	$0	$0	$0	$2,135	$3,202	$5,337
2029	$0	$0	$0	$0	$0	$0	$3,273	$3,273
2030	$0	$0	$0	$0	$0	$0	$3,345	$3,345
2031	$0	$13,674	$0	$0	$0	$2,279	$3,418	$19,371
2032	$0	$0	$0	$34,936	$0	$0	$3,494	$38,430
2033	$0	$0	$0	$5,951	$0	$0	$3,570	$9,521
2034	$0	$0	$0	$0	$0	$2,433	$3,649	$6,082
2035	$0	$0	$0	$37,294	$0	$0	$3,729	$41,023

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 7, 2025. Marcela Sarmiento of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors; no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms, but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure, or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

BUILDING	GROSS FLOOR AREA (SF)	AREA %	CRV/SF	CRV
EMS Station	3.000	100%	380	$1,140,000

The Current Replacement Value of the **Wainfleet EMS** was determined as **$1,140,000.**

2.2 Facility Condition Index (FCI)

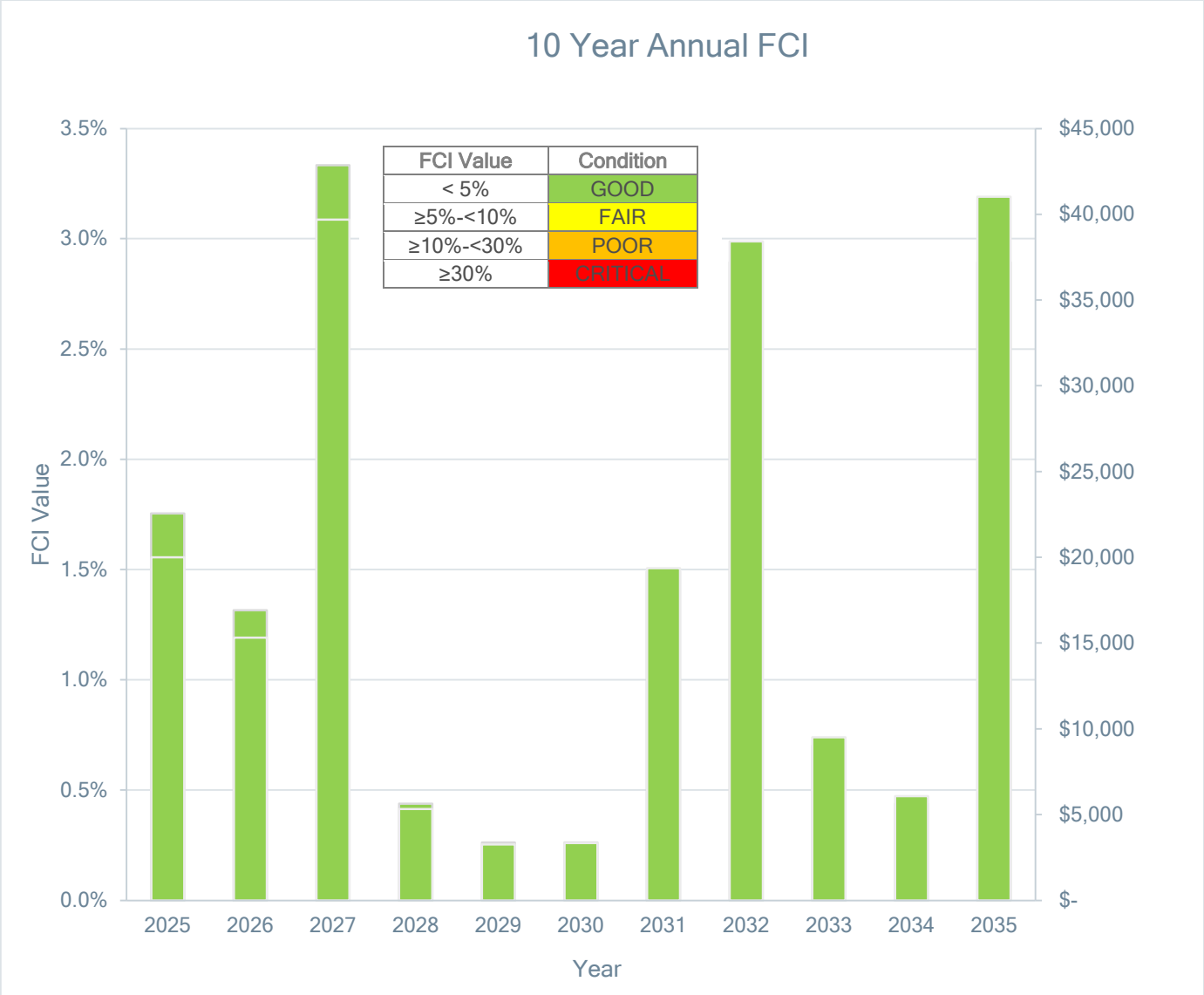
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

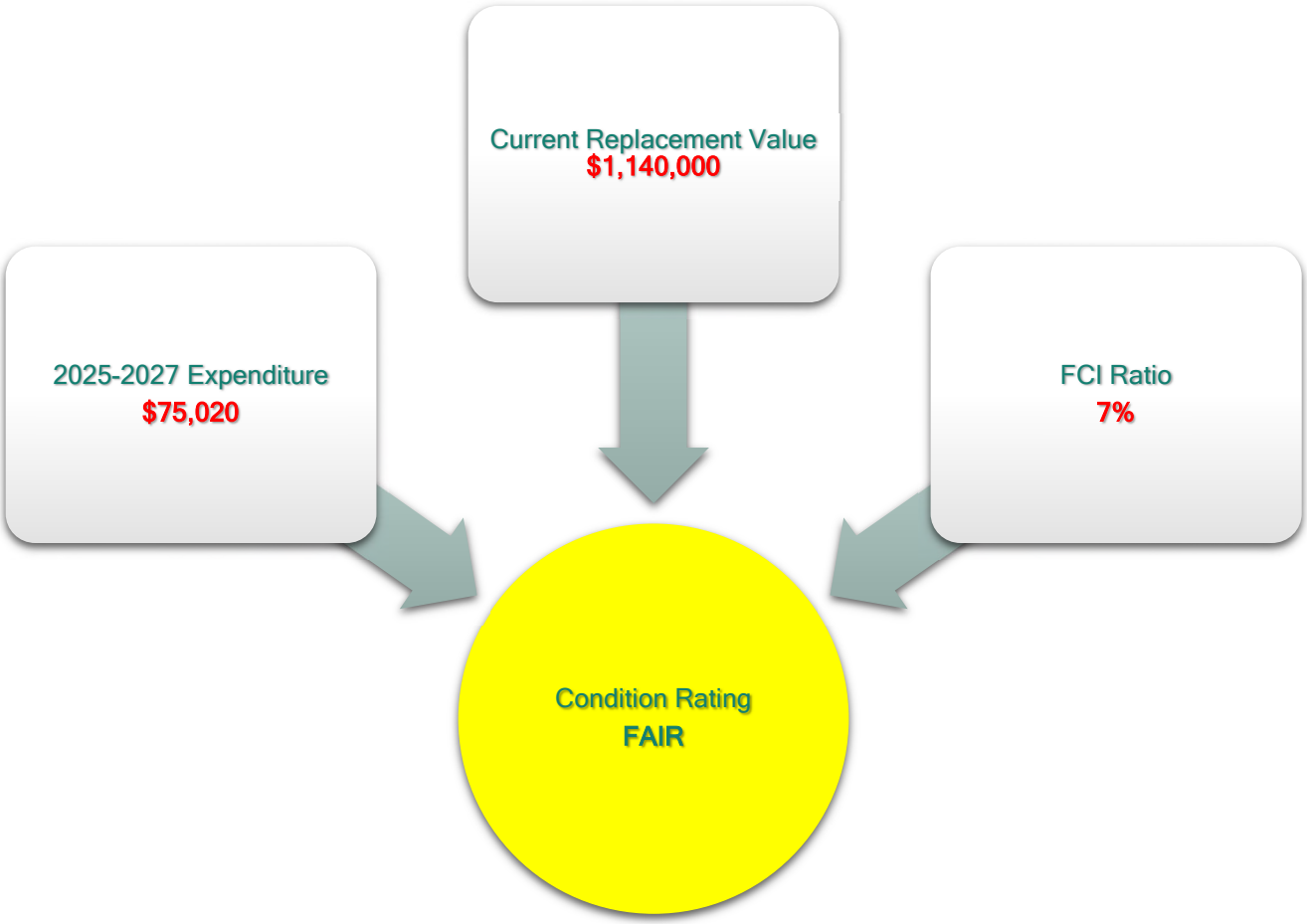
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
EXPENDITURE	$20,000	$15,330	$39,690	$5,337	$3,273	$3,345	$19,371	$38,430	$9,521	$6,082	$41,023
FCI	1.8%	1.3%	3.3%	0.4%	0.3%	0.3%	1.5%	2.9%	0.7%	0.4%	3.0%
CRV (Inflated) x $1,000	$1,140	$1,165	$1,191	$1,217	$1,244	$1,271	$1,299	$1.328	$1,328	$1,357	$1,387

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **FAIR** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The building concrete foundation walls are generally below grade and are only exposed a couple of inches inside the boiler room. Where exposed, the foundation wall is in good condition.

— Full replacement of the foundation walls is not anticipated within the timeframe of this report.

The floor construction is generally concealed by interior finishes and exposed inside the ambulance bay area. No issues were reported or identified.

— Full replacement of the concrete slabs is not expected within the study period. Any repairs or partial replacement will be the EMS tenant's responsibility.

Partially exposed concrete foundation wall in the boiler room.

General view of the exposed slab on grade.

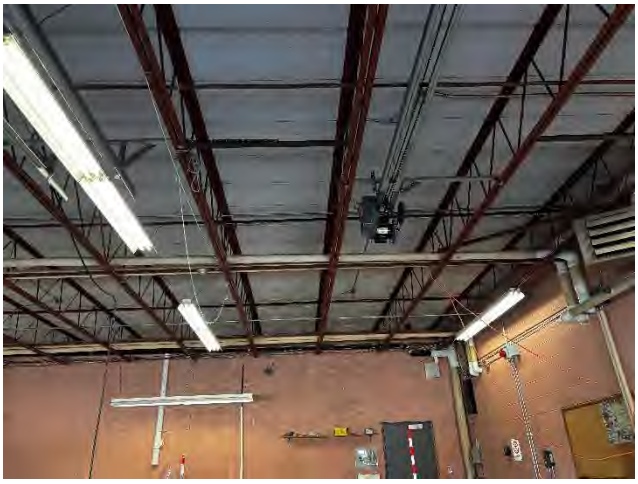
4 B Shell

4.1 Building Superstructure

Where visible, the superstructure consists of load-bearing perimeter concrete masonry (CMU) walls that support the roof open-web steel joists spanning the bay width, bearing on the CMU and supporting the insulated metal panels and the roof structure. The structure of the pitched roof is not visible.

No deflection or displacement of the masonry or steel members was noted during the review. Overall, the structural elements are performing as intended. A localized vertical crack was observed in the north-east CMU corner, next to the north louvre.

— We recommend repairing the vertical crack as part of the operating budget and monitoring the crack for any further movement.



Open-web steel joists supporting insulated metal panels garage bay.

Moderate vertical crack of the CMU block on the northeast corner.

4.2 Exterior Walls

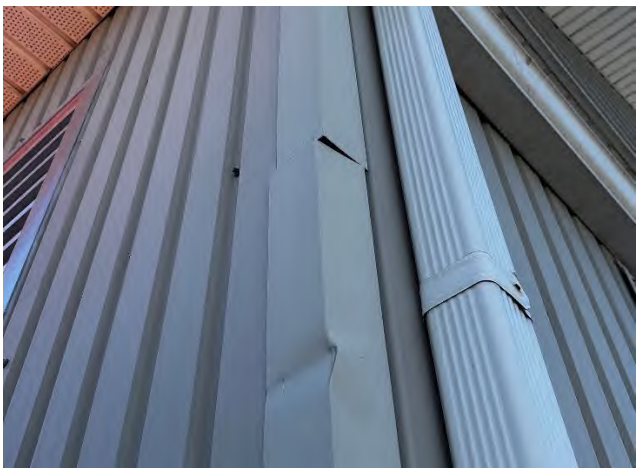
The EMS is clad in pre-finished metal panels, vertically oriented. Exposed washer-head fasteners secure each panel to the backup wall. The panels are terminated at grade with a drip flashing. The gable ends are clad with horizontal metal siding. While the cladding still provides adequate weather protection and is generally in good condition, several localized issues were observed:

— On the north-east corner, the trim is dented and partially pulled away from the wall.
— Scattered dents, including a puncture between the overhead doors, and impact damage at various locations are visible.
— Many of the washer-head fasteners display surface corrosion.
— Along the lower metal panel and the drip flashing, the cladding shows corrosion and measurable section loss, conditions most likely driven by exposure to de-icing salt.

Full replacement of the metal cladding is not expected within the study period. A general maintenance allowance is included every 5 years, starting in the short term, for the as-needed repairs/ replacement of the corroded/ damaged panels and flashing, as well as fastener replacement.

General view of the metal cladding wall and vinyl cladding gable end on the north elevation.

General view of the vinyl cladding at the north elevation gable end.



Metal corner trim is dented and partially detached.

Isolated dent of the metal cladding on the north elevation.

Isolated panel penetration and corrosion of the panel and drip flashing at grade.

Isolated dents of the metal cladding on the north elevation. Corrosion of the fasteners.

Significant corrosion of the metal cladding panels at grade with visible section loss.

Faded coating and localized surface corrosion of the gable end horizontal metal siding.

4.3 Windows and Doors

There are no functional windows on the EMS section. A window opening on the north elevation is covered with an AC unit and bordered around it.

The main entrance consists of a painted hollow-metal door with a glazed sidelight and transom set in a metal frame. The gasket at the sidelight is damaged along the head, while corrosion was observed on the base, where road salt run-off collects. It has been reported that vermiculite insulation is present within the wall brick veneer wall assembly perpendicular to the main entrance. Disturbance of this material during door replacement should be coordinated by a qualified environmental consultant to confirm asbestos content and establish appropriate control measures.

Pedestrian access to the garage bay is provided by a painted metal door on a metal frame. The door appears to be either new or newly refurbished. The door includes a new kick plate, threshold, and weatherstripping. No capital investment is anticipated within the timeframe of this report.

Vehicle access to the garage bay is provided by two sectional motorized overhead doors with IGU inserts. Although the panels remain structurally sound, isolated coating delamination and surface corrosion at corner brackets, door frame and panels at grade were observed. We were informed that the overhead doors will be part of the EMS operations. As part of the leasing agreement, the tenant is responsible for the inspection and maintenance of the overhead doors and hardware, including the door motors. No budget is included.

— Based on the condition of the main entrance door and framing, a budgetary allowance is included for replacement. The budget considered a provision for designated substance assessment, hazardous-materials abatement, waste disposal, and post-abatement verification.

Main door entrance with glazed sidelight and transom. North elevation.

Close-up view of the door metal frame with significant corrosion and coating delamination.

Failed sidelite butyl tape/gasket

Painted metal door entrance to the bay area.

New kick plate, threshold and weatherstripping on the service bay door.

General view of the overhead doors. EMS responsibility.

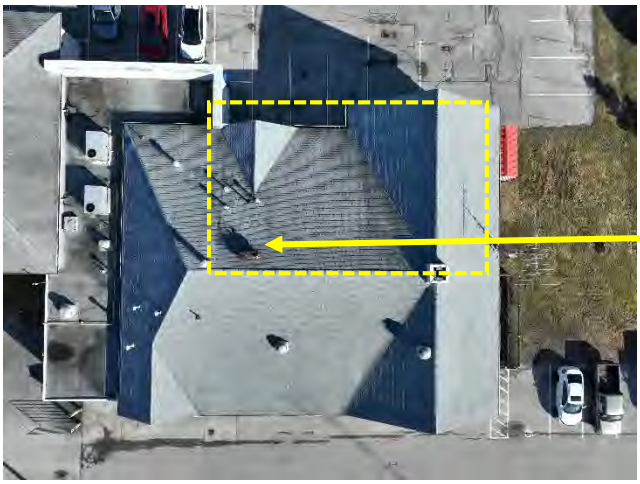
4.4 Roof

The EMS sloped roof system was reviewed via drone technology. The EMS roof is a ventilated sloped roof clad with architectural asphalt shingles installed between 2015 and 2018 (estimated by historical aerial imagery). The sloped roofs are terminated with a closed cut valley. Drainage is provided by perimeter eavestroughs and partially cladding-embedded and wall-mounted downspouts. The roof was found in generally good condition. No leaks were observed or reported. The following deficiencies were noted:

- Corrosion of the metal vent curb.
- The valleys are terminated with closed-cut shingles instead of open-valley type with metal flashing.
- The roof ridge ends and appurtenances, such as pipes and vent collars, have exposed unsealed fasteners.
- Cracked, missing or debonded sealants were observed around seams and flashings.
- Surface corrosion is present on multiple galvanized vent stacks.
- Minor debris accumulation observed in eavestroughs
- The weather cupola was decommissioned, and a curb was left installed. The shingles inside appear to be deteriorated.

— Full replacement of the roof is not anticipated within the timeframe of this report.

— A general allowance for the as-needed repairs of the roofs is included every 3 years.



General view of the roof structure over the EMS section.

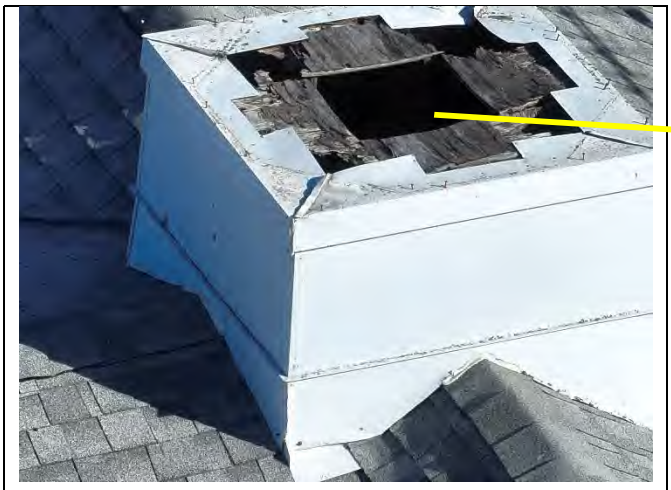
Corrosion of the metal vent curb cap.

Close-valley roofing detail with missing metal valleys.

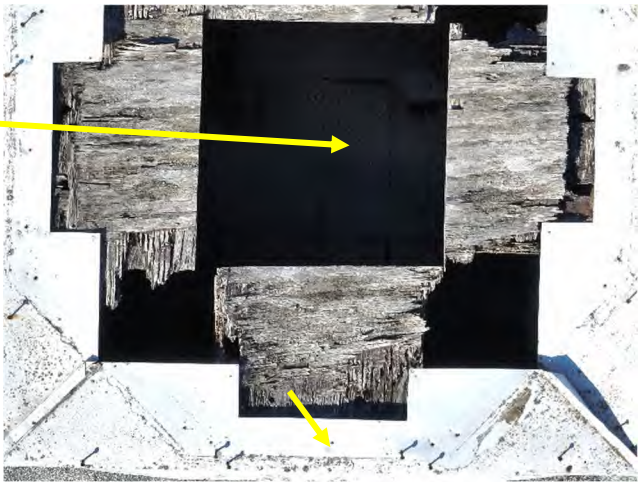
Minor granule loss of the asphalt shingles.

Improper roofing detail with exposed fasteners.

Surface corrosion, crazed sealant and unsealed fasteners on vent stack.



Decommissioned weather cupola curb not removed.



Inside shingles appear to be in poor condition.

Minor accumulation of debris in the eastern gutters.

Downspout connected to eavestrough and embedded within the wall cladding.

5 C Interiors

5.1 Interior Constructions

Interior partitioning observed in the EMS consists of partially painted concrete-masonry unit (CMU) walls separating the bay area from the main staff and service rooms. The interior rooms are finished with painted gypsum board and/or wood panels concealing the interior construction.

The interior doors are a combination of hollow-metal doors with metal frames, one of which includes a wired glass insert. Hollow wood doors are provided inside the lounge area for the washrooms.

We were informed that as part of the leasing agreement, the interior partitions and doors are the responsibility of the EMS.

— The interior door separating the EMS bay area from the Community Hall should be fire rated. Review of the fire door and/or replacement allowance has been included under Section 6.1.5 Fire Protection Systems.

Interior CMU wall partially painted.

Gypsum board and wood panelling walls.

Interior door separating the Community Hall and the EMS.

Interior metal door with wired glass insert between the lounge and bay areas.

Interior wood door of the washroom.

Interior metal door - toilet separation

5.2 Interior Finishes

Inside the garage bay, the bottom of the walls is partially painted to protect the concrete block from traffic areas. The interior wall finishes are a combination of painted CMU or gypsum board and wood cladding.

The bay floor is coated with a traffic coating on the concrete slab that shows extensive delamination, oil spots and general wear. Within the staff room, grey resilient vinyl sheet flooring is provided. Both washrooms are finished with vinyl tile; tiles are intact but discoloured from long-term use.

The staff room is equipped with suspended ceiling tiles. The ceiling inside the garage bay has exposed insulated metal panels supported on steel open-web joists. The washroom ceilings are provided with painted gypsum board. Inside the universal washroom, the ceiling paint is peeling. An unsealed service penetration is noted next to the exhaust-fan grille.

We were informed that as part of the leasing agreement, the EMS is responsible to replace and maintain the interior finishes. No budget is included.

General view of the painted CMU walls inside the bay area.

Painted gypsum-board upper walls with wood-grain wall panelling.

General view of the wood-grain wall panels.

General view of the resilient floor in the staff room.

General view of the vinyl tile flooring in the universal washroom with minor discolouration.

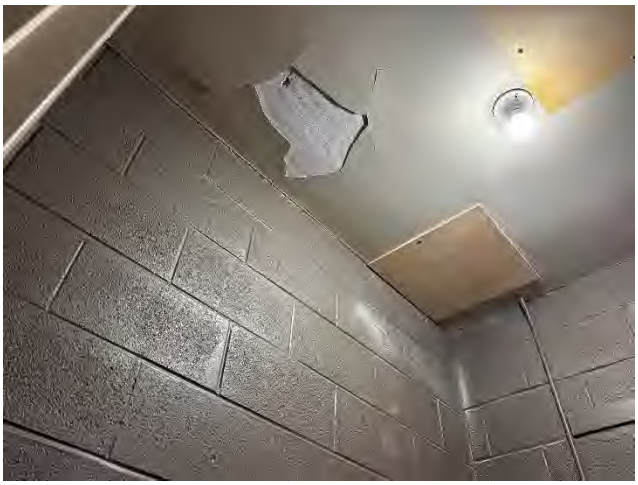
General view of the vinyl tile flooring in the universal washroom.

Peeling traffic coating inside the garage bay.

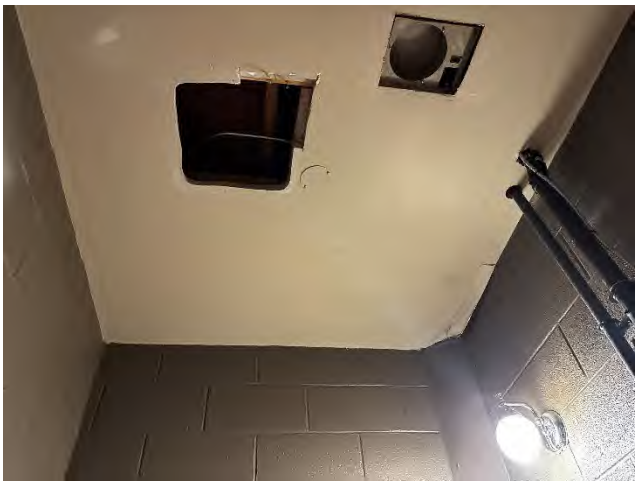
Extensive delamination of the traffic coating in the garage bay area.

General view of the suspended ceiling tiles.

Painted gypsum board ceiling in the washroom.



Ceiling finish delamination and temporary plywood panels installed.



Universal washroom ceiling. Unsealed opening.

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Domestic water is supplied to the entire complex by a 10 K-gal underground cistern located at the southwest of the Public Works building and pumped to the EMS mechanical room to a UV system installed in 2023.

Domestic hot water is generated using a 183 US-gal, indirect water heater installed inside the mechanical room. The water heater was installed circa 2017.

The EMS supply domestic hot and cold water to the Community Hall.

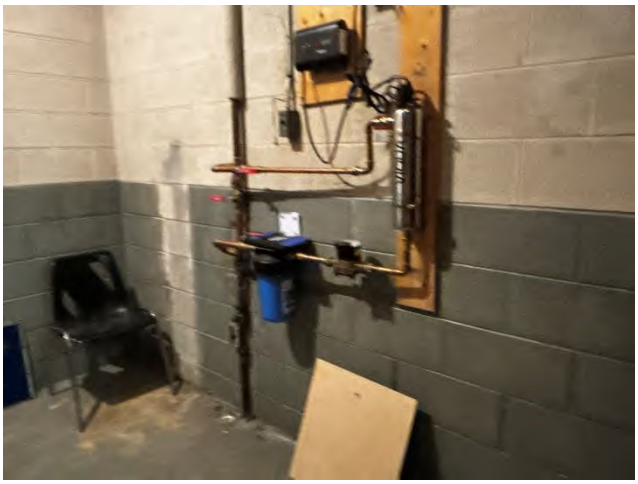
Inside the EMS, the domestic water is distributed to the washrooms and garage bay hose connection through a copper piping network. We were informed that repairs, replacements and upgrades to the domestic water service distribution and plumbing fixtures are the EMS's responsibility as part of the lease agreement.

— Replacement of the water heater is included at the end of its service life.

— Budget is included to replace the UV purification system at the end of its useful service life.

Indirect 183 US-gal water heater.

Typical floor-mounted toilet



UV filtration system installed in 2023.

General view of the water meter.

6.1.3 Sanitary Sewage and Storm Sewage System

The EMS plumbing fixtures drain through a network of sanitary piping. Two floor drains with steel grates are present inside the garage bay area. The underground sanitary waste system connects to the septic tank and transports the wastewater through the septic line to the septic bed in the south of the property. The septic system is shared with all the buildings in the complex. We were informed that the septic tank is regularly maintained.

The storm sewage system consists of prefinished metal gutters installed along the eaves and downspouts connecting to the septic system or discharging directly to the ground. On the north elevation, an additional wall-mounted gutter assembly has been fixed above the overhead door heads to intercept flow from the main roof and discharge it to the same downspout network.

— Maintenance of the gutters/downspouts is addressed under the roof repair allowance.

Interior catch basin of the EMS bay area.

Roof leader draining the east elevation eavestroughs.

Downspout connected to eavestrough to the cast iron water leader inside the EMS garage bay.

Wall-mounted rain gutter assembly on the north elevation.

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

Primary central cooling of the EMS and Community Hall is provided by two 5-ton York single-package rooftop units, set on steel curbs along the east elevation at ground level. Each unit is capable of delivering 60BTUs of heating; however, gas lines to feed the units have not been installed, and therefore, the units are only used as air conditioners for cooling. The units were installed in 2002 and 2007 as per the serial numbers. Supply and return air are ducted vertically through sheet-metal risers that penetrate the exterior wall just below the eaves. The ductwork is not insulated.

Secondary cooling for the EMS is provided by two AC self-contained units mounted on a window and a wall penetration on the north elevation.

— An allowance for the replacement of both packaged HVAC units has been included in the study.

— We were informed that the AC units are maintained by the EMS as part of the leasing agreement.

Primary heating to the EMS and Community Hall is delivered by a hydronic system, including a Lochinvar water boiler, an expansion tank to manage the variation of water volume, and multiple circulation pumps inside the boiler roof of the EMS building section.

A network of insulated piping leaves the boiler room and distributes throughout the EMS and the Community Hall buildings. The insulated piping inside the garage bay has multiple sections with no terminal heaters connected.

Inside the EMS, the terminal heaters include several wall-mounted fin-tube baseboard heaters in the staff room, a small cabinet convector by the main entrance, and a ceiling-mounted hydronic unit heater inside the bay area. Spot surface rust and paint scratches were noted on the convector grille, but the hydronic terminals remain functional.

— An allowance for a feasibility study, design and implementation for a new heating solution, including the installation of a gas line and distribution system to use the heating capability of the existing packaged units, is included as part of the Community Hall budget.

— The replacement of the hydronic system, including the Lochinvar water boiler, heat pumps and expansion tank, is scheduled by the end of the study period.

— The repairs of the heating distribution system and single replacement of terminal heaters are the responsibility of the EMS as part of the leasing agreement.

— An allowance for the installation of insulation around the ducts has been included in the short term.

Ventilation is handled by two wall-mounted exhaust fans inside the garage bay. The exhaust fans are interlocked with the CO2 gas-detection controller and the motorized louvre on the east elevation. The attic is ventilated by gable-end louvres and continuous perforated soffits along the roof overhang.

Dedicated washroom exhaust fans remove unwanted air. One of the washroom's exhaust fans was removed.

— No capital or major maintenance investment is anticipated within the study period to address the repairs or replacement of the ventilation system components.

East elevation - 5-ton packaged HVAC units.

Uninsulated exterior ductwork.

Ceiling-mounted hydronic unit heater in the bay area.

Wall-mounted hydronic baseboard heater.

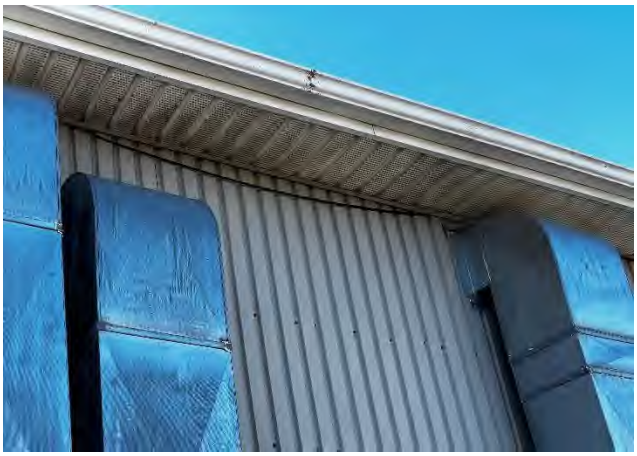
Wall-mounted hydronic baseboard heater.

Wall-mounted hydronic convector heater; paint scratched and base showing surface corrosion.

Wall-mounted A/C unit with surface corrosion stains on the metal frame, streaking on the cladding below.

General view of the wall-mounted A/C unit manufactured by Kenmore.

Gable-end louvre providing attic ventilation.



Continuous perforated vinyl soffit panels with localized discolouration above the HVAC ducts on the east elevation.

Wall-mounted steel exhaust fan within the wall assembly.

Wall-mounted steel exhaust louvre within the wall assembly.

Wall-mounted gas-detection controller connected to the exhaust-fan system.

Missing exhaust cover in the universal washroom.

6.1.5 Fire Protection System

The EMS bay area is provided with a single portable fire extinguisher with a “For Recharging Service” tag attached to it. Fire protection within the EMS wing is minimal; no additional portable units, hose cabinets, sprinklers or standpipes were located.

— Replacement of extinguishers is considered part of the operational budget.

Wall-mounted fire extinguisher in the bay area.

6.2 Electrical

6.2.1 Distribution System and Equipment

200A underground service accesses the Community Hall building, inside the electrical closet from the electrical meter on the south elevation, to a 400A main disconnect switch and serves the main distribution panel controlling the electrical service for the Community Hall, the Library and the EMS. The main distribution panel is equipped with 200A breakers for each building section. A transfer switch connects the entire building to the Complex backup generator located near the Public Works building. The age of the system is unknown; however, we were informed that inspections and upgrades to the electrical system throughout the complex have been implemented. The EMS bay is fed from the Community Hall’s service to the 225Amp distribution Panel B, controlling all the circuits inside the EMS and the outside lighting.

— We were informed that the EMS will be responsible for repairs, replacements and upgrades of the Electrical distribution system and equipment. No budget is included.

General view of the 225 Amp electrical panel manufactured by Square D.

Exterior electrical outlet on the east elevation.

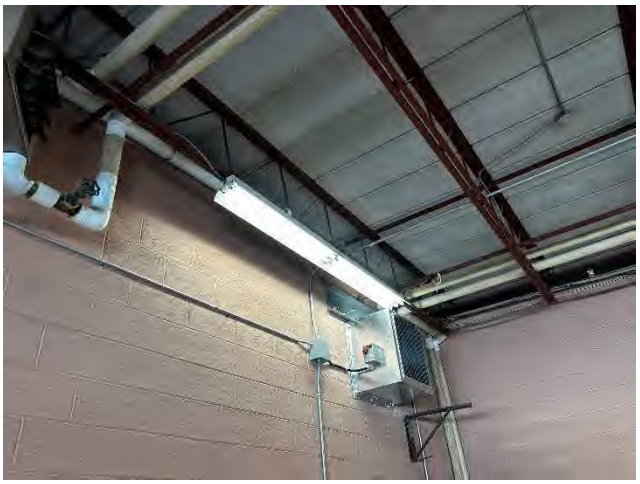
Exterior outlet fitted with a metal hood. North elevation

6.2.2 Lighting

Interior areas are lit mainly by troffer lighting fixtures, linear suspended fixtures inside the garage bay, and decorative wall-mounted fixtures. A combination of fluorescent and LED luminaires was noted. Exterior illumination is provided by LED wall-pack units and recessed can fixtures on the roof overhang.

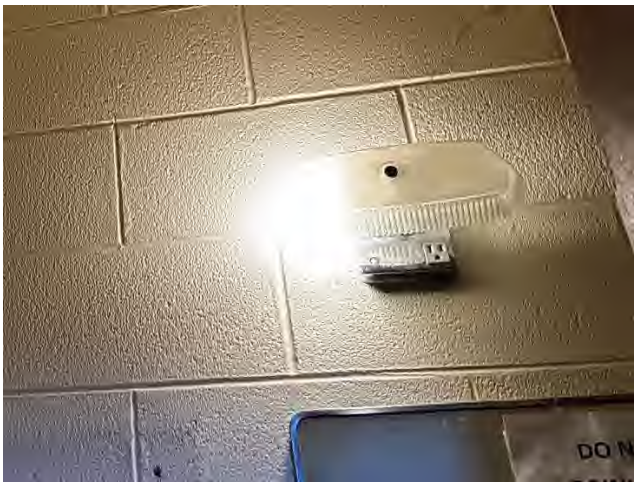
No dedicated emergency lighting units or illuminated exit signs were observed in either the bay or staff areas of the EMS wing. Their absence raises uncertainty about egress visibility and signage compliance under the current Ontario Fire Code. The adequacy, number and placement of these life-safety fixtures will therefore be reviewed as part of the fire code audit recommended in Section 6.3.2 Fire Detection and Alarm System.

— Replacement of the lighting fixtures is considered part of the tenant's responsibility. Hence, no allowance carried forward.



General view of the linear light fixture in the garage bay area.

General view of troffer fluorescent fixtures with minor yellowing and missing lenses.



Wall-mounted light fixture with one bulb not functioning.

General view of the exterior LED Wall-pack and can lighting on the soffit.

6.3 Electronic Safety and Security

6.3.1 Access Control and Security

Entry to the EMS wing is controlled by a proximity-key fob reader mounted on the jamb of the north-facing staff entrance. Once inside, staff arm or disarm the premises via a wall-mounted security-alarm keypad located in the office area.

Supplementary surveillance cameras cover building entrances and the parking lot; no deficiencies were reported, and all devices appear secure and operational.

— Repairs or replacement of the safety and security system is part of the EMS operation as per the leasing agreement.

Key-fob access installed on door jamb. Main entrance on the north elevation.

Security alarm keypad.

6.3.2 Fire Detection and Alarm System

The conventional/addressable fire-alarm system for the EMS includes ceiling-mounted smoke detectors and a gas monitor capable of detecting toxic and combustible gases, installed inside the garage and coordinated with the bay exhaust fans and louvres. No fire panel was found. The fire separation between the EMS and the Community is questionable.

No central fire-alarm control panel, pull stations, bells, or horns were observed.

— We strongly recommend undertaking a fire code review to confirm the adequacy of the fire separation between the different building areas. The budgetary allowance includes the study and a tentative budget to implement the recommendations of the study. The fire code audit will also review and confirm the required number, location and type and placement of smoke detectors, the need for interconnected signalling, and whether a dedicated fire-alarm panel is required.

— Repairs and replacement of the smoke detectors are the EMS responsibility.

Typical smoke detector.

Carbon dioxide detector and strobe light.

6.4 Integrated Automation

No building automation system was present.

7 E Equipment

7.1 Fixed Furniture

There are base cabinets with a laminate countertop and a stainless-steel sink in the universal washroom and the staff kitchenette, which were generally found in fair condition.

— Repair/replacement of any fixed furniture is the responsibility of the tenant. No allowance is carried.

Under the sink cabinets inside the universal washroom.

General view of the cabinets for the kitchenette. Front drawer covers are missing.

7.2 Built-in and Free-standing Appliances

No appliances were present.

8 F Special Construction & Demolition

8.1 Special Structures

There is a small storage shed clad in pre-finished metal panels located at the east-north corner of the EMS building. The shed was found in generally good condition.

— Repairs or replacement of the storage shed are part of the tenant's (EMS) responsibility.

Small exterior storage shed with metal siding and roof adjacent to the EMS bay.

Small exterior storage shed with metal siding and roof adjacent to the EMS bay.

9 G Sitework

9.1 Site Development

Site finishes included a cenotaph, three flagpoles, wood benches, driveways, parking areas, landscaping areas and wood fencing.

— A general budgetary allowance is included for the as-needed repairs and general maintenance of the EMS building site finishes.

General view of the cenotaph and flagpoles located in the landscaped forecourt of the Library - Community Hall - EMS complex.

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance by **January 2025**.

As per our review, the EMS Building does not comply with all the requirements of Bill 118-AODA. We understand that an accessibility study has been scheduled. The budget to implement its recommendations will not be part of this assessment.

11 Conclusion & Recommendations

Following our inspection, we determined that the EMS Building is generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the next 10 years has been established in the Capital Expenditure Table, Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Ductwork Insulation Installation	5. Very Poor	2025	$5,000.00
Fire Code Audit	5. Very Poor	2025	$15,000.00
Metal Cladding	4. Poor	2026	$10,220.00
Sloped Roofing - Maintenance	4. Poor	2026	$2,044.00
Landscaping - General	4. Poor	2026	$6,199.00
Exterior Main Entrance Door Sidelight	4. Poor	2027	$15,667.00
Packaged HVAC Units (2002)	4. Poor	2027	$20,890.00

Item* Critical Item - High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: EMS Station

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Uniformat	Unitformat Level 4	Asset Description	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A10 - Foundations					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell					$ -	$ 12,264	$ 15,667	$ -	$ -	$ -	$ 13,674	$ -	$ -	$ -	$ -
B10 - Superstructure					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure					$ -	$ 10,220	$ 15,667	$ -	$ -	$ -	$ 11,395	$ -	$ -	$ -	$ -
B2010 - Exterior Walls	B2010.40 Fabricated Exterior Wall Assemblies	Metal Cladding	Maintenance	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ 11,395	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Exterior Main Entrance Door Sidelight	Capital	2027	$ -	$ -	$ 15,667	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B30 - Exterior Horizontal Enclosure					$ -	$ 2,044	$ -	$ -	$ -	$ -	$ 2,279	$ -	$ -	$ -	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	Sloped Roofing - Maintenance	Capital	2026	$ -	$ 2,044	$ -	$ -	$ -	$ -	$ 2,279	$ -	$ -	$ -	$ -
C - Interiors					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C10 - Interior Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C20 - Interior Finishes					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D - Services					$ 20,000	$ -	$ 20,890	$ -	$ -	$ -	$ -	$ 34,936	$ 5,951	$ -	$ 37,294
D10 - Conveying					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,645	$ 5,951	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Indirect water heater Storage tank replacement	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,645	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	UV filtration system	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,951	$ -	$ -
D30 - HVAC					$ 5,000	$ -	$ 20,890	$ -	$ -	$ -	$ -	$ 23,291	$ -	$ -	$ 18,647
D3030 - Cooling Systems	D3030.10 Central Cooling	Packaged HVAC Units (2002)	Capital	2027	$ -	$ -	$ 20,890	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3030 - Cooling Systems	D3030.10 Central Cooling	Packaged HVAC Units (2007)	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 23,291	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Hydronic system boiler and main components replaceme	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,647
D3050 - Facility HVAC Distribution Systems	D3050.50 HVAC Air Distribution	Ductwork Insulation installation	Maintenance	2025	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection					$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,647
D4030 - Fire Protection Specialties	D4030.30 Fire Extinguishers	Fire Code Audit	Capital	2025	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,647
D50 - Electrical					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D60 - Communications					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D80 - Integrated Automation					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E10 - Equipment					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E20 - Furnishings					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F - Special Construction					$ -	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
F10 - Special Construction					$ -	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
F1020 - Special Structures	F1020.40 Manufacturer-Engineered Structures	Metal Shed	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
G - Sitework					$ -	$ 3,066	$ 3,133	$ 3,202	$ 3,273	$ 3,345	$ 3,418	$ 3,494	$ 3,570	$ 3,649	$ 3,729
G20 - Site Improvements					$ -	$ 3,066	$ 3,133	$ 3,202	$ 3,273	$ 3,345	$ 3,418	$ 3,494	$ 3,570	$ 3,649	$ 3,729
G2080 - Landscaping	-	Landscaping - General	Capital	2026	$ -	$ 3,066	$ 3,133	$ 3,202	$ 3,273	$ 3,345	$ 3,418	$ 3,494	$ 3,570	$ 3,649	$ 3,729
G30 - Liquid and Gas Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G40 - Electrical Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

englobecorp.com

Wainfleet Fire Station #3

11603 Lakeshore Road, Wainfleet, ON

Township of Wainfleet
Final Report
Building Condition Assessment

August 21, 2025
21-02409682.000-0500-BS-R-0505-00

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Township of Wainfleet
Wainfleet Fire Station #3

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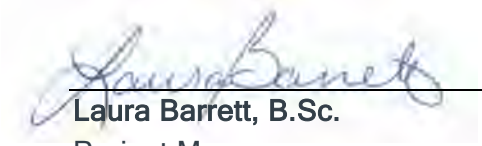

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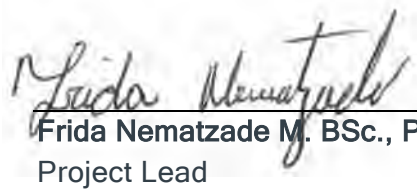

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Revisions and publications log

REVISION No.	DATE	DESCRIPTION
00	August 21, 2025	Final Report
0A	May 30, 2025	Draft Report

Distribution

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APPENDICES

Appendix A Capital Expenditure 10-Year Plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessments for 8 sites, including 10 Buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building identified as Wainfleet Fire Station #3.

1.2 Building Description

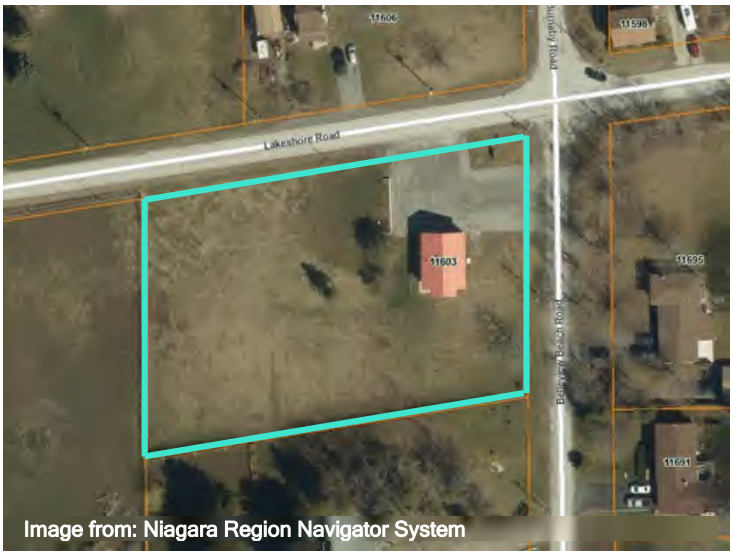


Image from: Niagara Region Navigator System

The Wainfleet Fire Station #3 is located at 11603 Lakeshore Road, Wainfleet, ON. The building was constructed circa 1968 and as such is now 57 years old. The building has a footprint of approximately 1,600 SF and was constructed with concrete block foundation walls supporting the load bearing concrete block walls with embedded masonry columns and open web steel joists. The original flat roof assembly was removed and a metal sloped roof installed at an unknown date. The roof structure was concealed by interior finishes but likely consists of wood framing supporting the metal roof panels. The building is clad with corrugated metal wall panels.

North elevation

West elevation

South elevation

East elevation

1.3 10-Year Expenditure Summary

The table below includes the building components in need of capital or maintenance investment within the next 10 years. The table has been sorted by year.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2.2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

LEVEL 1 / YEAR	A SUBSTRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL BY YEAR
2025	$100,000	$12,500	$0	$27,000	$0	$0	$0	$139,500
2026	$0	$275,940	$40,880	$2,044	$0	$0	$5,110	$323,974
2027	$0	$0	$3,133	$2,611	$0	$0	$5,222	$10,966
2028	$0	$0	$0	$2,135	$2,669	$0	$5,337	$10,141
2029	$0	$0	$5,455	$10,364	$0	$0	$5,455	$21,274
2030	$0	$8,362	$0	$6,690	$0	$0	$5,575	$20,627
2031	$0	$0	$0	$5,128	$0	$0	$5,697	$10,825
2032	$0	$0	$3,494	$22,709	$0	$0	$5,823	$32,026
2033	$0	$0	$0	$5,355	$0	$0	$5,951	$11,306
2034	$0	$0	$6,082	$4,866	$0	$0	$6,082	$17,030

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 7, 2025. Laura Barrett of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors, no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the asset within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

The Current Replacement Value of the **Wainfleet Fire Station #3** was determined as **$1,176,000.**

2.2 Facility Condition Index (FCI)

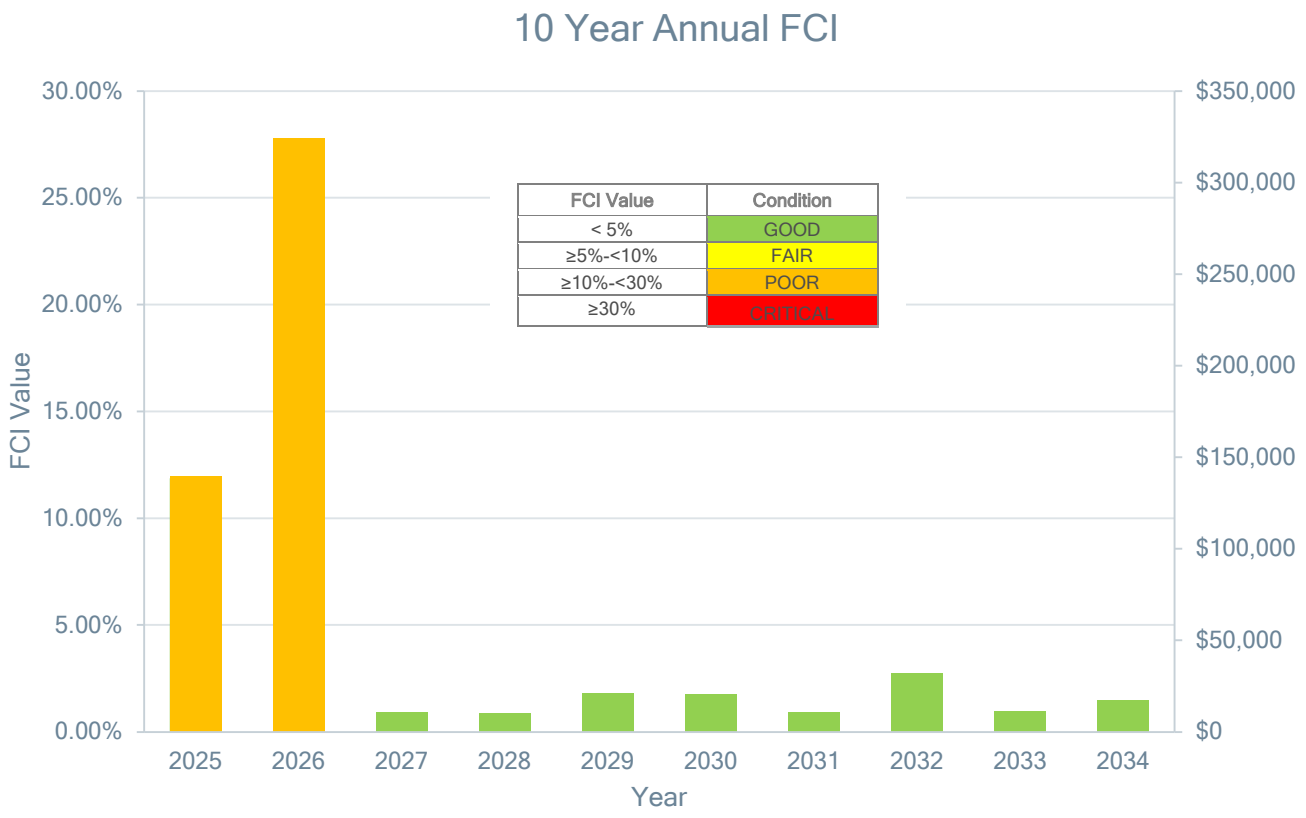
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

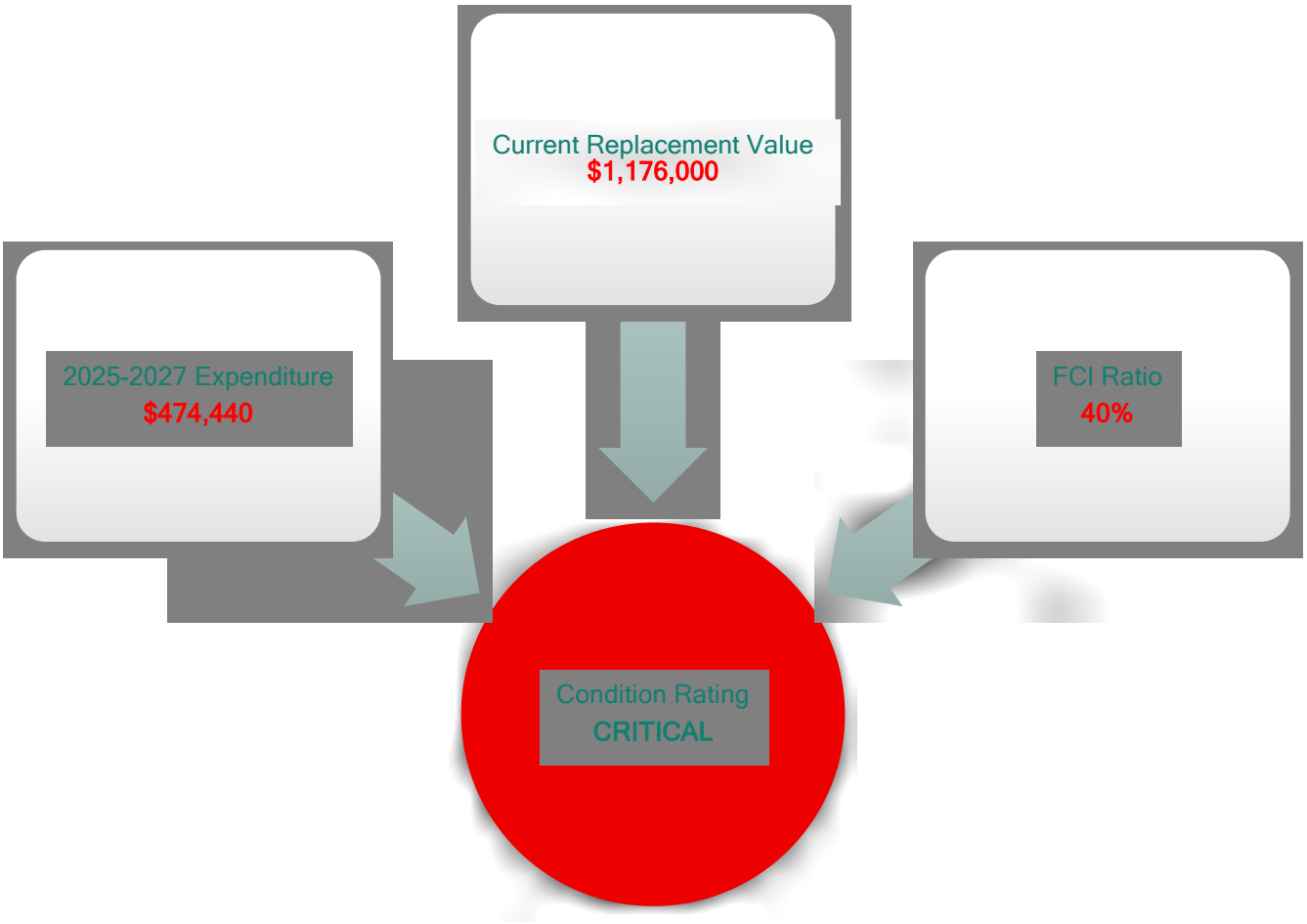
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
DEFERRED MAINTENANCE	$139,500	$323,974	$10,966	$10,141	$21,274	$20,627	$10,825	$32,026	$11,306	$17,030
FCI	11.9%	27.5%	0.9%	0.9%	1.8%	1.8%	0.9%	2.7%	1.0%	1.4%
CRV (Inflated) $K	$1,176	$1,202	$1,228	$1,255	$1,283	$1,311	$1,340	$1,370	$1,400	$1,430

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **CRITICAL** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The main building foundation walls are generally below grade and, therefore, could not be fully assessed. Where exposed above grade on portions of the north and west elevations, the foundation wall appears to be constructed with parged concrete block foundations. The floor structure is constructed with poured slab on grade concrete.

The following was noted at the time of our review:

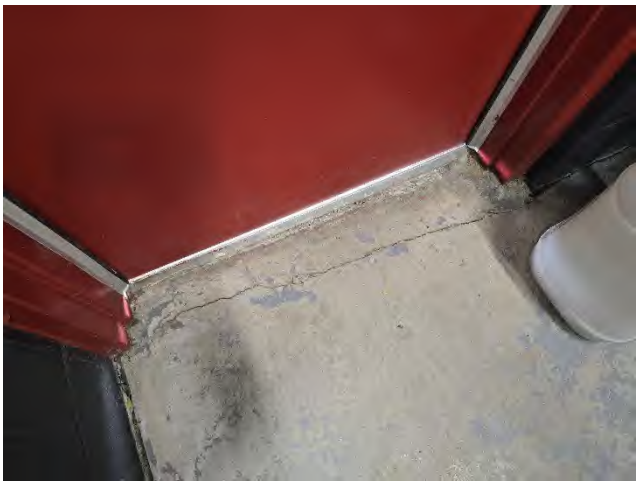
- Localized cracking with efflorescence was observed on the parging.
- Sections of delaminated parging revealed pitting and erosion of the underlying concrete block foundations.
- Minor to moderate cracking was observed throughout the slab-on-grade floor. Cracking is prevalent at door thresholds and emanating from the corners of the structural masonry columns. The rear door threshold was reportedly repaired in 2022, which may indicate the cracking has occurred since.
- The relatively wide joint between the masonry walls and floor slab is unsealed.
- Spalled concrete was observed on the slab-on-grade adjacent to a column on the east elevation and building corners.

The building was reportedly constructed circa 1968 and as such is now 57 years old. Typically, the foundation walls are expected to remain serviceable for the life of the building with as needed repairs and maintenance. Repairs are recommended to address the various cracks and concrete deficiencies noted during our review. An allowance for a bundled project, which also includes allowances for the superstructure, has been carried in the short term under slab on grade line item. Refer to Section 4.1, below.

Localized cracking with efflorescence along parged foundations above grade

Delaminated parging and exposed pitted and eroded concrete block foundation wall

Overview of the slab-on-grade concrete floor



Moderate crack in slab-on-grade floor at exterior service door

Moderate crack in slab-on-grade floor at door threshold to the washroom

Moderate cracking in slab-on-grade floor adjacent to the west wall

Moderate crack in the floor slab emanating from the corner of a structural column

Cracking emanating from corner between service entrance and washroom

Unsealed joint between slab-on-grade floor and block foundation walls

Spalled concrete adjacent to block column adjacent to the west wall

4 B Shell

4.1 Building Superstructure

The building superstructure is composed of load bearing concrete block columns and walls that support open web steel joists. According to site staff, the building was originally constructed with a flat roofing system, which was replaced with a sloped metal roof. Although concealed by interior finishes, it is our understanding that prefabricated roof trusses were installed to support the sloped roof.

Although, no previous reports were provided for our review as part of this assessment, based on interviews with site staff, a previous BCA report prepared by others recommended the removal of the exterior metal cladding to conduct a structural review. It is our understanding this work was not completed. The interior face of the structural masonry has since been painted (2022); however, localized vertical hairline to minor cracking was observed on the interior face of the concrete block walls. There is one section of wall near the south side of the east elevation where a small number of concrete blocks are slightly proud of the wall. No cracking was observed in this area so it is possible that; however, this could not be confirmed. Localized spalled concrete was noted on one of the columns located on the east wall.

The mezzanine is located over the rear office and washroom on the north side of the building. The mezzanine is accessed via a fixed access ladder through a hatch in the ceiling of the office. The ladder appears to be sawed off and only extends above the hatch a few inches. The floor of the mezzanine is a poured concrete floor supported by the concrete block exterior and interior partition walls.

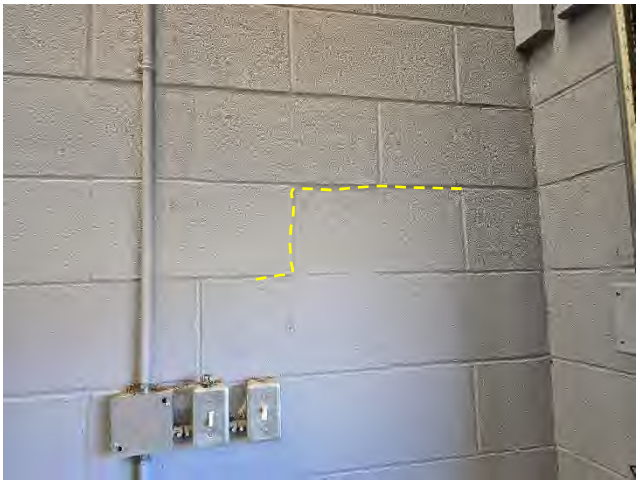
A wide through block crack that spanned several courses of block was observed on the south wall of the mezzanine. The crack transitions to a minor to moderate step crack at the base of the wall. Further, impact damage was observed on the north wall of the mezzanine that appears to extend the full width of the wall and was visible from the vehicle bays.

The following recommendations are provided:

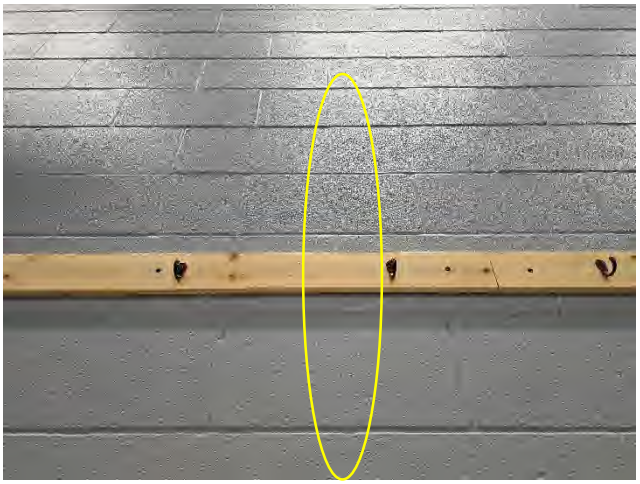
- An allowance has been carried for a structural review of the load bearing concrete walls of the building, including the walls of the mezzanine. This may require removal of the exterior cladding. Given the extent of cracking on the floor slab, the allowance has been bundled with a review of the substructure under Concrete Slab-on-Grade. Allowance includes the cost estimates for the structural review, and repairs including the cost to remove the exterior siding. The repairs allowance is subject to the findings of the structural review and should be reviewed and revised as necessary upon completion of the assessment.
- The mezzanine access is considered a safety hazard. The desk should be removed from beneath the ladder should be extended above the mezzanine floor. An allowance has been carried for the replacement of this ladder and any needed modifications to the access hatch.

Overview of superstructure

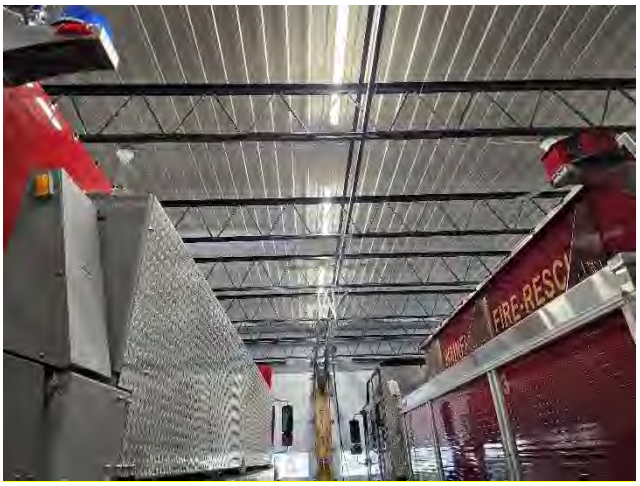
Overview of superstructure



Section of blocks are proud of the remaining wall



Hairline to minor cracking visible through painted finish on the west wall

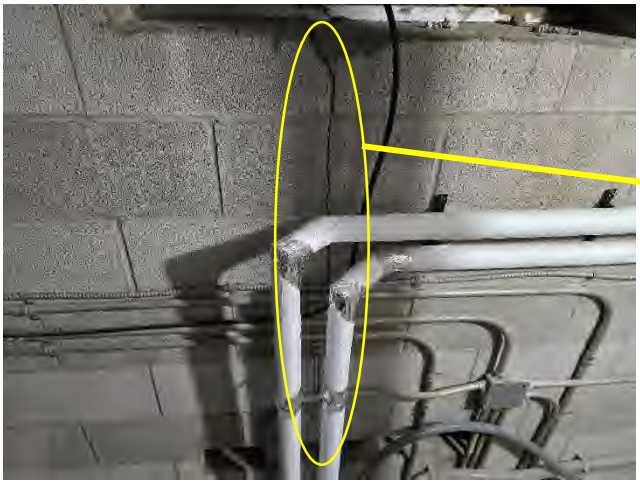


View of open web steel joints

Isolated spalled concrete on masonry column on the east wall

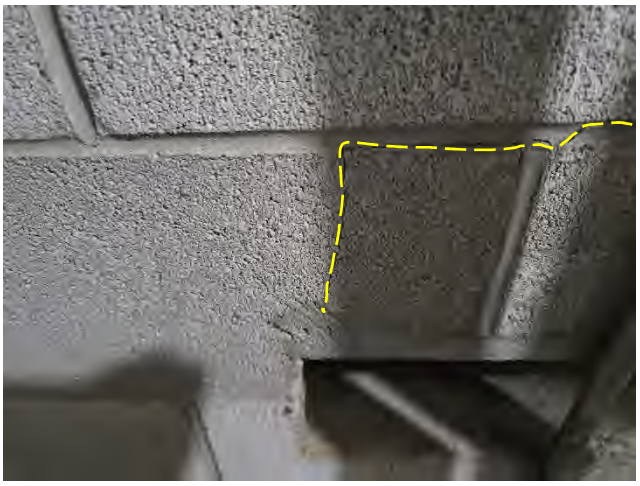
Overview of the mezzanine

Modifications to walls to install sloped roof



Wide through block cracking on the south wall of the mezzanine

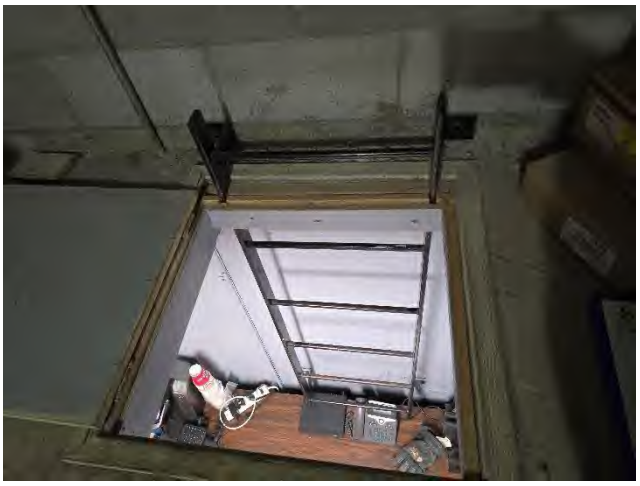
Wide through block cracking on the south wall of the mezzanine



Step cracking at the base of the south mezzanine wall

Impact damage at the base of the north mezzanine wall

Mezzanine access ladder



Mezzanine access ladder

4.2 Exterior Walls

The exterior walls of the building were originally clad with brick masonry. Vertical metal siding has been installed over the original brick which is fastened via wood strapping anchored to the underlying masonry.

The following was noted at the time of our review:

- The metal siding does not fully enclosure the masonry walls. Due to missing edge flashing there is exposed brick masonry and wood strapping is visible on the north elevation. The strapping was found to be weathered but secure.
- Localized impact damage including dents and punctures were noted on the northeast and southwest corners of the building.
- Details for service penetrations and termination adjacent to door frames and inner corners are poorly installed or not installed at all. Rough exposed edges of the metal siding are exposed, particularly are service penetrations.

The following recommendations are provided:

Given the extent of the workmanship deficiencies identified during our review, full replacement of the metal siding is recommended. The cost to remove the siding is included under Section 4.1, building superstructure above, to facilitate the structural review. It is recommended that the exterior cladding replaced after the completion of any structural work. An allowance has been carried in Year 1 for full replacement, however, at the time of design, consideration may be given to refurbishing components that are deemed reusable. The scope of work for this project should include the following:

- Properly detailing and sealing service penetrations;
- Replacement of the exterior sealants;
- Installing edge flashings to protect against moisture, rodent and insect intrusions; and,
- Refurbish the wall structure and cladding of the former service entrance ensuring it is watertight.

Overview of the cladding systems on the west elevation

Overview of the cladding systems on the east elevation

Exposed masonry and wood strapping

Previous service entrance on south elevation that has been removed and boarded over

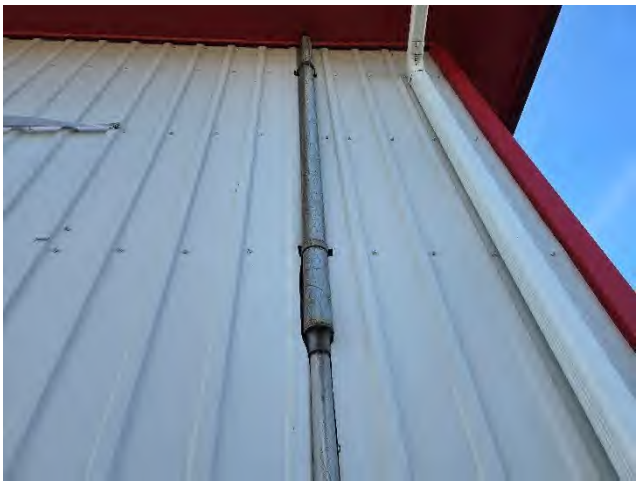
Former transom lite that has been removed and plywood installed

Deteriorated caulking and missing edge flashing

Deteriorated perimeter sealants and loose board at former service entrance

Poorly detailed service penetration at hose bib connection

Poorly detailed service penetration at electrical meter



Poorly detailed service penetration at electrical mast

Impact damage to siding at the northeast corner of the building

Punctures in the siding at the southeast corner of the building

4.3 Windows and Doors

There are no windows at the building.

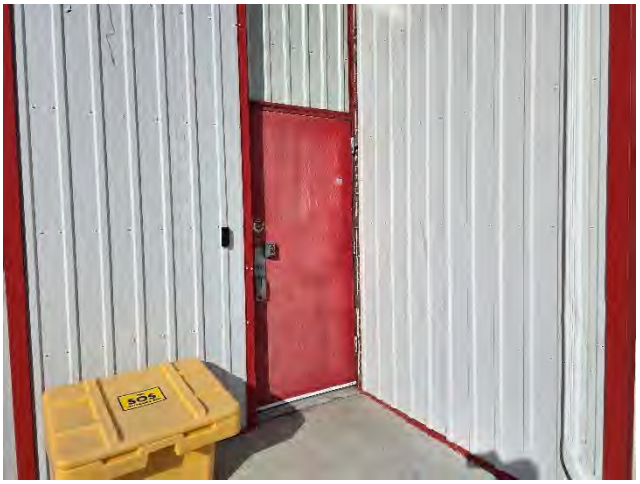
The main entrance door is a single leaf hinged metal service door set in a metal frame located on the south elevation near the northeast corner. The door is equipped with brushed metal handle and lockset. The age of the door is unknown; however, the finish was found to be faded, and the perimeter sealants are cracked and largely failed.

It appears that there used to be a second service entrance on the east side of the south elevation; however, this has been removed and the wall opening boarded (refer to Section 4.2, Exterior Walls, above).

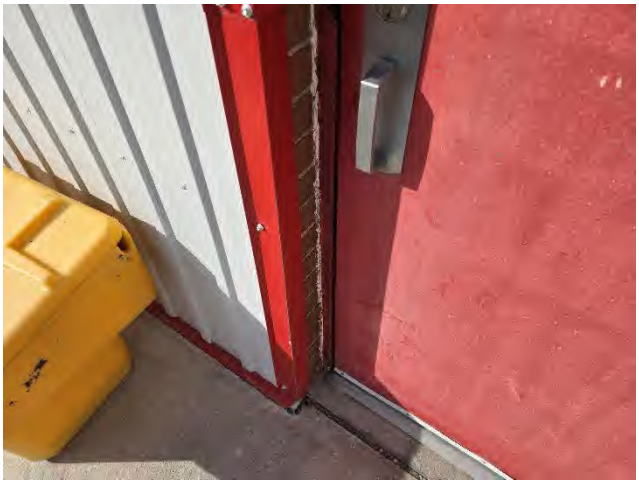
Vehicle and equipment access to the apparatus bays is provided by overhead sectional doors with inset glazing. The doors are operated by electric door openers. The doors were reportedly refurbished in 2024, which included new glazing panels and openers. The overhead doors were found in good condition with no evident deficiencies noted.

The following recommendations are provided:

- The overhead doors are expected to remain service beyond the term of this assessment. The main entrance door is recommended for replacement in the medium term. In the interim, replacement of perimeter caulking and painting of the door is considered under the operations budget. Alternatively, this work can be completed as part of the exterior walls project.



Main entrance door



Cracked and deteriorated perimeter sealant

Interior view of overhead vehicular doors

Exterior view of overhead vehicular doors

Typical door opener

4.4 Roof

The roof over the vehicle bays is constructed with an open gable design. The roof is clad with prefinished metal sloped roof panels with prefinished metal flashing at the ridgeline and fascia and eavestroughs at the perimeter. There are no snow and ice guard installed. Eavestroughs are equipped with leaf guards and drain to a single downspout located at the northeast corner of the building. The soffit is clad with prefinished metal vented soffit panels.

The roof was reviewed via drone technology. Overall, the roof was found in good condition with localized deficiencies encountered during our review. The following deficiencies were observed:

- Poorly detailed and unsealed skirt flashings was observed at vents.
- Deteriorated caulking was observed at the service penetration for the electrical mast and the hot water heater exhaust vent.
- Corroded fasteners were observed near the electrical mast.

— Debris and staining were observed at the south gable end and on the lower roof over the vehicle doors on the north elevation.

— Deteriorated finish was observed on the roof panels over the vehicle doors.

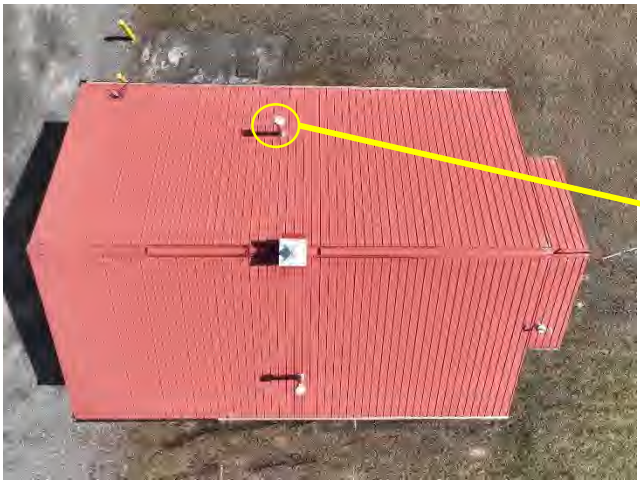
— Maintenance records provided for review indicate that downspout extensions were installed in 2020, however, at the time of our review, no such downspout extensions were installed. Downspouts for the lower roof on the south elevation discharge in close proximity to the foundations.

— Strapping for the downspout for the main roof on the northeast corner of the building does not fully extend the circumference of the downspout.

— Loose soffit panels were observed on the northwest corner of the building.

Full replacement of the roof and drainage systems are not anticipated within the timeframe of this report. However, the following has been carried:

— An allowance has been carried in the immediate term to address the observed deficiencies. This allowance reoccurs every 5 years to address future maintenance concerns.



General view of metal roofing system

Unsealed skirt flashing

Overview of main metal roof

Overview of main metal roof

Overview of main metal roof

Failed sealant at service penetration for electrical mast and corroded fasteners

Perimeter eavestroughs are equipped with leaf guards

Debris on eavestrough leaf guards

Debris on and near the main ridgeline

Debris at the lower roof over the vehicular doors

Deteriorated finish on lower roof over doors

Deteriorated finish on lower roof over doors

View of exhaust vent for gas-fired water heater

Failed sealants and displaced vent skirt

Overview of perimeter eavestroughs and perforated metal soffit panels

Loose/poorly fastened soffit panel at northwest corner

Prefinished metal fascia

Downspout discharge point for the lower rear roof level is at foundations

The downspout for the main roof discharges below grade to the fire water cistern

Strapping does not full extend the circumference of the downspout

5 C Interiors

5.1 Interior Constructions

The partitions with the building form part of the loading bearing structure of the building and are discussed in Section 4.1 of this Report. There is a metal framed glazed partition wall located between the rear office and the main vehicle bays.

Interior doors throughout the building are typically solid wood veneered doors set in metal frames. The doors are generally found to be functional and in fair condition. Peeling paint and possible water damage was noted at the base of the washroom door.

— The interior partitions are expected to remain serviceable beyond the term of this assessment. An allowance has been carried for the future replacement/refurbishment of the interior doors every five years, beginning in year 2.

Typical interior door

Water damage at the base of the washroom door

Typical interior door

Interior glazed partition wall

5.2 Interior Finishes

The interior walls throughout the office, washroom and the service bays of the building are painted. The office ceiling is also painted. Painting was reportedly last completed in 2022. No issues were observed or reported.

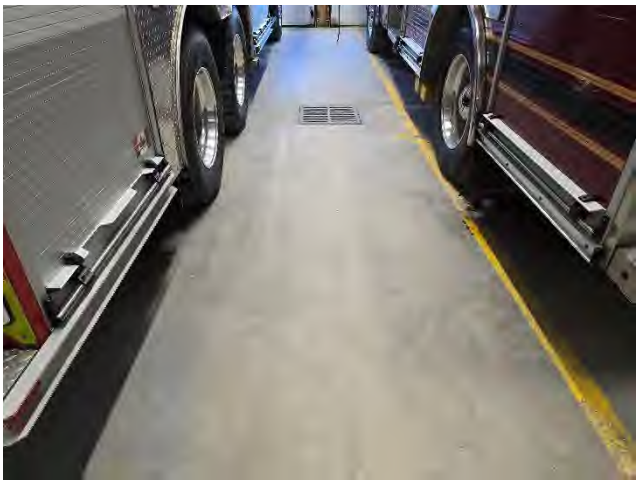
The slab-on-grade concrete floor is finished with a concrete coating. The coating was observed to be worn in several areas.

The ceiling of the vehicle bays is clad with prefinished metal panels. No issues were observed or reported.

- A refurbishment allowance has been carried for as-needed painting every 5 years starting in year 2.
- An allowance has been carried in the short term for the application of a concrete coating throughout the building.

Overview of interior finishes

Overview of interior finishes



Deteriorated floor coating

Deteriorated floor coating

Metal ceiling panels in the vehicle bays

Painted office ceiling

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Domestic water is supplied by a 3 K-gal underground precast concrete cistern located near the northwest corner of the building. The water is pumped to the mechanical room located on the mezzanine to a Pentair water purification/filter system and is then distributed to plumbing fixtures via a copper piping network. The water cistern and water purification system were reportedly installed circa 2021, and as such are now 4 years old. The cistern is equipped with a submersible pump, which was not readily accessible for review. The service lines for the cistern were replaced in 2021. The original interior galvanized water distribution piping was also reportedly replaced in 2021 with copper and insulated, as required. No issues were reported.

Domestic Hot Water (DHW) is provided by a 40-US gal (151 L) gas-fired water heater located in the mezzanine mechanical room. The unit is rated for 38,000 BTU/Hr. Based on a review of the serial number date code, the unit was manufactured in 2017 and as such is now 8 years old.

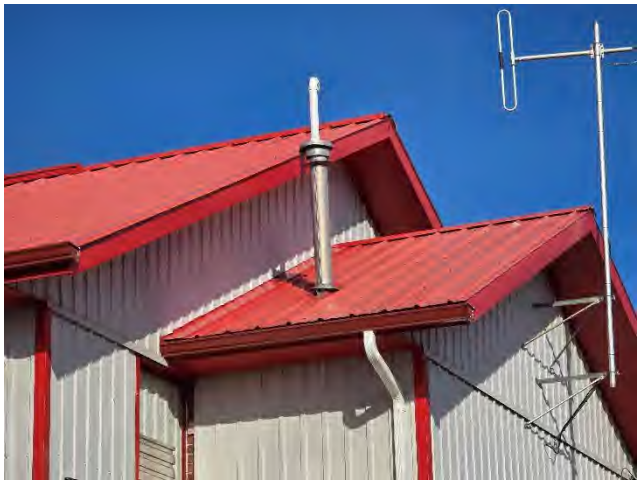
The building is equipped with a single washroom with stainless steel sink and pedestal mounted ceramic toilet. There are interior and exterior hose bib connections. The age of the plumbing fixtures is unknown; however, the sink appears to be newer. The fixtures are in working condition. The majority of the domestic water assets and components are expected to remain serviceable beyond the term of this assessment; however, the following can be expected within the study period:

- Budget is included to replace the hot water heater at the end of its useful life;
- The vent for the hot water heater is recommended to be reviewed, and possibly replaced, as the new vent is fed through the old chimney; and,
- As needed replacement of the plumbing fixtures, particularly the toilet, can be expected. An as needed maintenance allowance for the domestic water distribution system, including plumbing fixtures has been carried. Given the recent work on the water distribution system, the allowance is first allocated in the medium term and reoccurs every 2 years thereafter.

Potable water cistern and retaining wall

Potable water cistern and retaining wall

Natural gas fired hot water heater



Vent for water heater

Pentair water treatment system

Pentair filter for water purification system

Stainless steel in the washroom

Pedestal mounted ceramic toilet

Copper piping and interior hose bib connection

Exterior hose bib connection

6.1.3 Sanitary Sewage and Storm Sewage System

The building is provided with a sanitary system consisting of a network of sanitary piping, and floor drains. The underground sanitary waste system connects to a 3 K-US gal septic tank located south of the building. The septic tank is reportedly cleaned out by a third-party contractor on a routine basis. The access cap for the tank is equipped with a float mechanism so site staff know when the tank is full. The tank was reportedly installed in 2020 at which time, the septic bed located in the field south of the building was decommissioned.

It is unclear to Englobe where the interior catch-basin in the vehicular bays discharges to. No drawings were provided for review as part of this assessment. It is reported that there is no oil/water separator at the site.

- It is recommended to install an oil interceptor to comply with the Ontario Building Code. Assuming the catch-basin in the vehicle bay discharges to the septic tank, the cost allowance includes the cost to install the oil and sand interceptor, including demolition and refurbishment of the concrete floor slab.

— An allowance is carried for as needed maintenance for the sanitary sewage and storm sewage system in the medium term, which reoccurs every 2 years thereafter.

Interior catch-basin in the vehicular bays

Interior catch-basin in the vehicular bays

General view of the septic tank located in the south of the building

Access cap and float indicator for septic tank

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

The building is heated via a natural gas fired Reznor suspended unit heater that reportedly has a capacity of 150,000 BTUs. The unit heater, located in the vehicle bays, was reportedly replaced in 2021 and as such is now 4 years old. Supplement heater is provided by electric baseboard heaters. The mezzanine is not heated. No air conditioning is present at the building.

There is an exhaust fan with actuator and fresh air intake installed on the north wall. The vehicle bay ventilation system was reportedly installed in 2020 and as such is now 5 years old. The location of the exhaust fan and fresh air intake, both being installed on the north wall, is not ideal for proper ventilation. The bays are equipped with a gas monitoring system and ceiling mounted propeller fans; however, there are no vehicle exhaust scrubbers. Should issues occur with CO or NO_2 gas levels, it is recommended that the placement/design of the exhaust system be reviewed. No issues were reported.

— The suspended unit heater, propeller and exhaust fans are expected to remain serviceable beyond the term of this assessment. An allowance has been carried for replacement of the electric baseboard heaters in the medium-term.

Suspended unit heater by Reznor

Supplemental baseboard heater

Exhaust fan with actuator

Exhaust fan enclosure

Fresh air intake louvers

Typical propeller fan

6.1.5 Fire Protection System

There is a dual sided 3K-gallon cast-in-place fire cistern located east of the building. The tank is reportedly original and as such is approximately 57-year-old. The tank is flush with grade and has a metal diamond grate access hatch. The hatch was observed to have extensive surface corrosion. It is equipped with a pump of unknown capacity and age. The fire cistern is filled via a rainwater harvesting system that collects rainwater run-off from the sloped roof via the eavestroughs. There is a fire hose connection in the main vehicle bay.

The building is protected with a fire extinguisher. By the tag attached to each extinguisher, regular maintenance and inspection are provided regularly. Inspection and replacement of the fire extinguishers is considered an operational expense.

- Although, the age of the fire pump is unknown, for budgetary purposes, an allowance has been carried for replacement of the fire pump in the medium term. The cost estimate carried is based on pressure and flow rates provided by site staff.
- It is recommended that the corrosion on the hatch be removed and an anti-corrosion coating applied. This is considered an operational expense.

Typical fire extinguisher

Fire hose connection for fire cistern

Overview of fire cistern

Access hatch for fire cistern

6.2 Electrical

6.2.1 Distribution System and Equipment

Electrical service is provided to the site by an aerial service that enters the building at the northeast corner from a pole mounted transformer to an electrical mast on the roof. From here, the service enters to the main vehicle bay to a breaker panel by Square D. The service is a 100A, 120V service. The electrical panel was replaced in 2021 and as such is now 4 years old. There are no step-down transformers or secondary electrical centres. There is a 100A Taylor Electric disconnect switch located adjacent to the main panel. The switch is older, possibly even original.

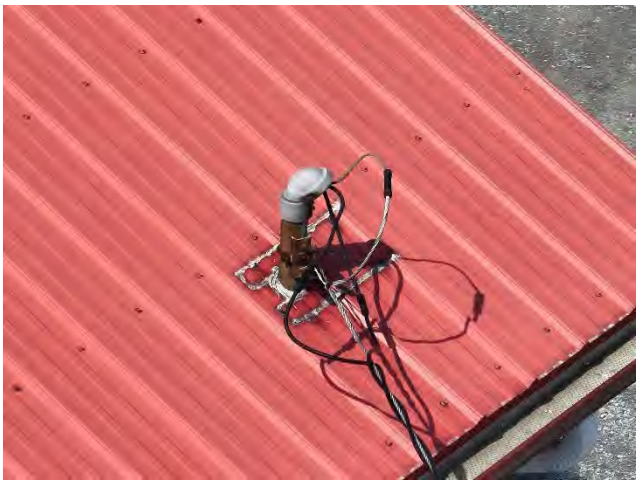
There is an 8kW pad mounted generator with a transfer switch by Generac. The age of the generator is unknown. No issues were reported.

Surface corrosion was observed on the electrical mast. Further, an open electrical box with temporary wiring serving the water treatment centre was observed on the mezzanine. With the temporary wiring in place, the box cannot be closed.

Although the actual service life of electrical equipment can vary and remain serviceable for some time, BOMA recommends a typical service life for safety disconnect switches of 30 years. Generators have a typical service life of 20 years. Based on a review of available Google Earth aerial images, the generator appears to be at least 10 years old.

The following allowances have been carried:

- Replacement of the generator and transfer switch in the long term.
- Replacement allowance for the Taylor Electric disconnect switch in the short-term medium.
- A general maintenance allowance that re-occurs every other year for as needed repairs and maintenance. The first allowance is varied in the immediate term. It is recommended that the corrosion be removed from the electrical mast and an anti-corrosion coating be applied. Further, the electrical wiring to the water treatment system should be rewired such that the electrical box can be closed. Replacement of the Taylor Electric switch at the end of its service life is considered under this allowance.

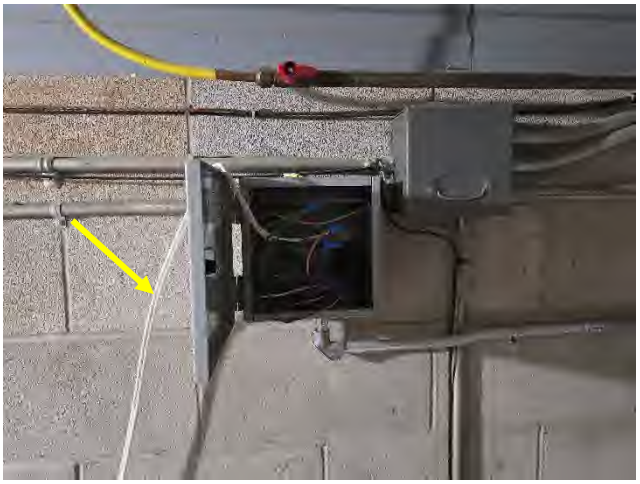


Electrical mast on roof

Electrical meter located on the east elevation

Main breaker panel

Main disconnect switch



Open electrical panel and temporary wiring

Temporary wiring to water treatment system

Manual transfer switch for generator

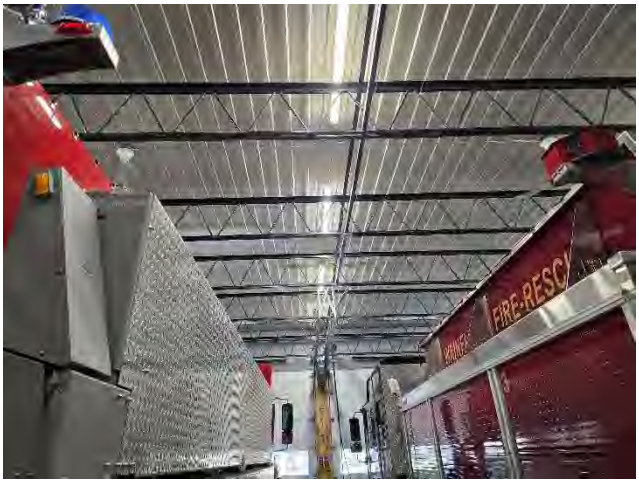
Generac 8kW generator

6.2.2 Lighting

The interior lighting was upgraded to linear LED ceiling mounted fixtures in 2021. An incandescent fixture is located on the mezzanine. Similarly, the exterior lighting was updated the same year with LED wall packs and adjustable angle flood lighting. The lighting systems are equipped with a photocell. No issues were reported.

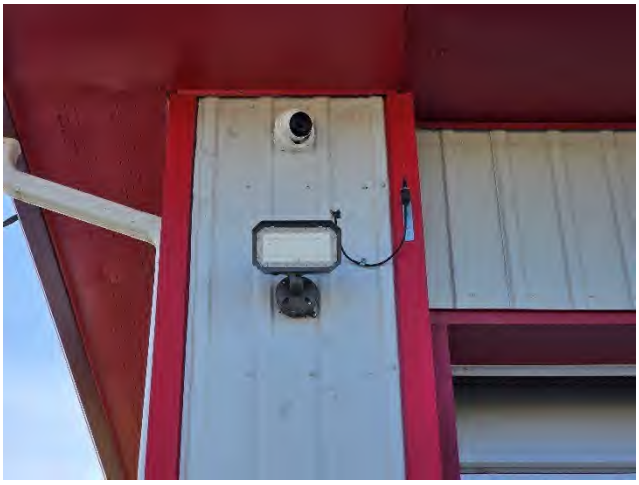
The lighting fixtures were found in good condition. Bulk replacement of the interior and exterior lighting is not expected within 10 years. As needed replacement of failed fixtures as well as bulbs are to be handled under the operations budget.

Typical LED ceiling mounted linear fixtures



Typical LED ceiling mounted linear fixtures

Typical incandescent fixture - Mezzanine



Typical exterior wall mounted adjustable flood light fixture

Typical exterior wall pack

Typical exterior wall pack

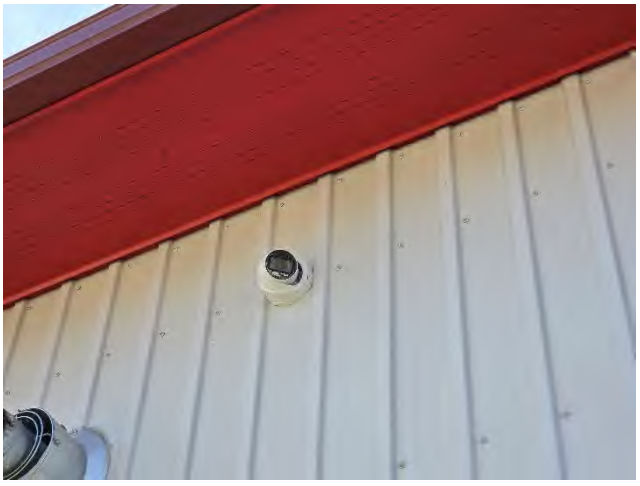
No emergency lighting or exit signage was observed. It is assumed that the interior lighting is powered by the generator for emergency purposes, although this could not be confirmed. It is recommended that the emergency lighting and exit signage requirements be reviewed and installed, as required. An allowance has been carried.

6.3 Electronic Safety and Security

6.3.1 Access control and Security

A video surveillance system includes multiple indoor and outdoor cameras installed inside the building and on exterior walls. As needed replacement of the security cameras is considered an operational expense. No capital allowances have been carried.

Typical interior security camera



Typical exterior security camera

6.3.2 Fire Detection and Alarm System

The building is not equipped with a central fire alarm system; however, detection/alarm devices include heat/smoke detectors, and vehicle exhaust detectors (for CO as well as NO_2).

— A bi-annual maintenance allowance, starting in the short term, is included for the as-needed repairs or replacement of the components of the fire and life safety system.

Vehicle exhaust monitoring/alarm panel

Typical heat/smoke detector

6.4 Integrated Automation – N/A

Not applicable.

7 E Equipment

7.1 Fixed Furniture

Laminated particle board cabinetry is installed in the washroom. There are wood benches, shelving and gear hooks installed on the east wall of the building. No issues were observed or reported.

The fixed furniture is expected to remain serviceable beyond the term of this assessment. No capital work has been carried.

Wall mounted gear racks

Washroom cabinetry

7.2 Built-in and Free-standing Appliances

There is a consumer grade washing machine located in the office. No other appliances were observed at the time of our review. The age of the washing machine is unknown; however, no issues were observed or reported.

- It is reasonable to expected replacement within the study period. Allowances have been included in the medium term.

Consumer grade washing machine

8 F Special Construction & Demolition – N/A

8.1 Special Structures – N/A

Not applicable.

9 G Sitework

9.1 Site Development

Site finishes included roadways, driveways, parking area, concrete sidewalks, bollards, and landscaping. The site appears to be adequately graded away from the building.

- An annual budgetary allowance is included for the as-needed repairs and general maintenance of the site finishes.

General view of the site

General view of landscaping

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance before **January 2025**.

Although, this is not a code compliance review, based on a visual walk through of the facility there were several barriers observed. The entrance is not equipped with an automatic door opener or accessible width door. Although, no measurements were taken at the time of our review, the washroom is not adequately sized or equipped with accessible fixtures.

11 Conclusion & Recommendations

Following our inspection, we determined that the building is generally in fair to poor condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the 10 years has been established in the Capital Expenditure Table Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Concrete slab-on-grade - Structural Review and Repairs	Maintenance	2025	$100,000
Mezzanine Ladder - Replace	Capital	2025	$8,000
Sloped Metal Roofing - Repairs	Maintenance	2025	$4,500
Water Heater Exhaust Vent - Review and replace venting	Maintenance	2025	$2,000
Oil Interceptor - Install	Capital	2025	$15,000
Electrical Maintenance Allowance - Replace disconnect switch, rewire service for water treatment system	Maintenance	2025	$5,111
Emergency Lighting and Exit Signage - Review Code Compliance	Maintenance	2025	$7,500
Detection & Alarm Devices - As needed repairs/localized replacements	Maintenance	2026	$2,044
Landscaping - General	Capital	2026	$10,332
Metal Siding - Replace	Maintenance	2026	$275,940
Concrete Floor Coating - Replace	Capital	2026	$40,880
Interior doors - Replace	Maintenance	2027	$3,133

Item* Critical Item – High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Client: Wainfleet Township
Site: Fire Station #3

Uniformat	Unitformat Level 4	Asset Description	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure					$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A10 - Foundations					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade					$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A4010 - Standard Slab-on-Grade	-	Concrete slab-on-grade - Structural Review and Repairs	Maintenance	2025	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell					$ 12,500	$ 275,940	$ -	$ -	$ -	$ 8,362	$ -	$ -	$ -	$ -	$ 5,594
B10 - Superstructure					$ 8,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B1080 - Stairs	B1080.10 Stair Construction	Mezzanine Ladder - Replace	Capital	2025	$ 8,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure					$ -	$ 275,940	$ -	$ -	$ -	$ 3,345	$ -	$ -	$ -	$ -	$ -
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Metal Siding - Replace	Maintenance	2026	$ -	$ 275,940	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Main Entrance Door - Replace	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 3,345	$ -	$ -	$ -	$ -	$ -
B30 - Exterior Horizontal Enclosure					$ 4,500	$ -	$ -	$ -	$ -	$ 5,017	$ -	$ -	$ -	$ -	$ 5,594
B3010 - Roofing	B3010.10 Steep Slope Roofing	Sloped Metal Roofing - Repairs	Maintenance	2025	$ 4,500	$ -	$ -	$ -	$ -	$ 5,017	$ -	$ -	$ -	$ -	$ 5,594
C - Interiors					$ -	$ 40,880	$ 3,133	$ -	$ 5,455	$ -	$ -	$ 3,494	$ -	$ 6,082	$ -
C10 - Interior Construction					$ -	$ -	$ 3,133	$ -	$ -	$ -	$ -	$ 3,494	$ -	$ -	$ -
C1030 - Interior Doors	C1030.80 Interior Access Doors and Panels	Interior doors - Replace	Maintenance	2027	$ -	$ -	$ 3,133	$ -	$ -	$ -	$ -	$ 3,494	$ -	$ -	$ -
C20 - Interior Finishes					$ -	$ 40,880	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ 6,082	$ -
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	Painted walls - Maintenance	Maintenance	2029	$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ 6,082	$ -
C2030 - Flooring	C2030.70 Fluid-Applied Flooring	Concrete Floor Coating - Replace	Capital	2026	$ -	$ 40,880	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D - Services					$ 27,000	$ 2,044	$ 2,611	$ 2,135	$ 10,364	$ 6,690	$ 5,128	$ 22,709	$ 5,355	$ 4,866	$ 5,594
D10 - Conveying					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing					$ 17,000	$ -	$ -	$ -	$ 2,182	$ 2,230	$ 2,279	$ 6,405	$ 2,380	$ 2,433	$ 2,486
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Water Heater - Replace	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,076	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Water Heater Exhaust Vent - Review and replace venting	Maintenance	2025	$ 2,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Domestic water distribution system and plumbing fixtures - Replace as needed	Maintenance	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Oil Interceptor - Install	Capital	2025	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Septic system - As needed Maintenance	Maintenance	2029	$ -	$ -	$ -	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
D30 - HVAC					$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Baseboard heaters - Replacement	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection					$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ -	$ -
D4010 - Fire Suppression	D4010.10 Water-Based Fire-Suppression	Fire Cistern Pump - Replace	Capital	2029	$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ -	$ -
D50 - Electrical					$ 10,000	$ -	$ 2,611	$ -	$ 2,727	$ -	$ 2,849	$ 13,975	$ 2,975	$ -	$ 3,108
D5010 - Facility Power Generation	D5010.10 Packaged Generator Assemblies	8 kW Emergency Generator & Transfer Switch	Capital	2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,975	$ -	$ -	$ -
D5020 - Electrical Service and Distribution	D5020.10 Electrical Service	Electrical Maintenance Allowance - Replace disconnect switch, rewire service for water treatment system	Maintenance	2025	$ 2,500	$ -	$ 2,611	$ -	$ 2,727	$ -	$ 2,849	$ -	$ 2,975	$ -	$ 3,108
D5040 - Lighting	D5040.50 Lighting Fixtures	Emergency Lighting and Exit Signage - Review Code Compliance	Maintenance	2025	$ 7,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D60 - Communications					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security					$ -	$ 2,044	$ -	$ 2,135	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Detection & Alarm Devices - As needed repairs/localized replacements	Maintenance	2026	$ -	$ 2,044	$ -	$ 2,135	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D80 - Integrated Automation					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings					$ -	$ -	$ -	$ 2,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E10 - Equipment					$ -	$ -	$ -	$ 2,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E1060 - Residential Equipment	E1060.10 Residential Appliances	Laundry Appliances	Capital	2028	$ -	$ -	$ -	$ 2,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E20 - Furnishings					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F - Special Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework					$ -	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G20 - Site Improvements					$ -	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G2080 - Landscaping	-	Landscaping - General	Capital	2026	$ -	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G30 - Liquid and Gas Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G40 - Electrical Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Annual Subtotals	**$ 139,500**	**$ 323,974**	**$ 10,966**	**$ 10,141**	**$ 21,274**	**$ 20,627**	**$ 10,825**	**$ 32,026**	**$ 11,306**	**$ 17,030**	**$ 17,404**

Wainfleet Fire Station #4

63959 Concession 6 Road,
Wainfleet, ON

Township of Wainfleet

Final Report
Building Condition Assessments

August 22, 2025
21-02409682.000-0500-BS-R-0506-00

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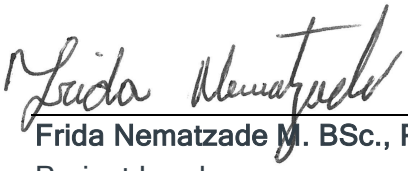

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Revisions and publications log

REVISION No.	DATE	DESCRIPTION
00	August 22, 2025	Final Report
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Distribution

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APPENDICES

Appendix A Capital Expenditure 10-Year Plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessments for 8 sites, including 10 Buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building identified as Wainfleet Fire Station #4.

1.2 Building Description

Image from: Niagara Region Navigator System

The Wainfleet Fire Station #4 is located at 63959 Concession 6 Road, Wainfleet, ON in the lot of approximately 40,600 SF in size. The building was constructed circa 1984 and as such is now 41 years old. The building has a footprint of approximately 1,300 SF. It was constructed with concrete block foundations supporting HSS steel columns, beams and open web steel joists. There is a cast-in-place concrete floor. The building is clad with corrugated metal wall panels and sloped metal roof.

North elevation

West elevation

South elevation

East elevation

1.3 10-Year Expenditure Summary

The table below includes the building components in need of capital or maintenance investment within the next 10 years. The table has been sorted by year.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2.2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

Level 1 / Year	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$30,000	$0	$0	$27,000	$0	$0	$0	$57,000
2026	$0	$0	$33,215	$9,198	$0	$0	$5,110	$47,523

Level 1 / Year	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2027	$0	$0	$0	$4,700	$0	$0	$5,222	$9,922
2028	$0	$4,804	$2,135	$4,270	$5,337	$0	$5,337	$21,883
2029	$0	$8,728	$5,455	$7,091	$0	$0	$5,455	$26,729
2030	$0	$0	$0	$4,460	$0	$0	$5,575	$10,035
2031	$0	$0	$0	$15,383	$0	$0	$5,697	$21,080
2032	$0	$0	$0	$4,658	$0	$0	$5,823	$10,481
2033	$0	$5,356	$2,380	$7,735	$0	$0	$5,951	$21,422
2034	$0	$9,731	$0	$7,299	$0	$0	$6,082	$23,112

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 7, 2025. Laura Barrett of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors, no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the asset within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

The Current Replacement Value of the **Wainfleet Fire Station #4** was determined as **$955,500.**

2.2 Facility Condition Index (FCI)

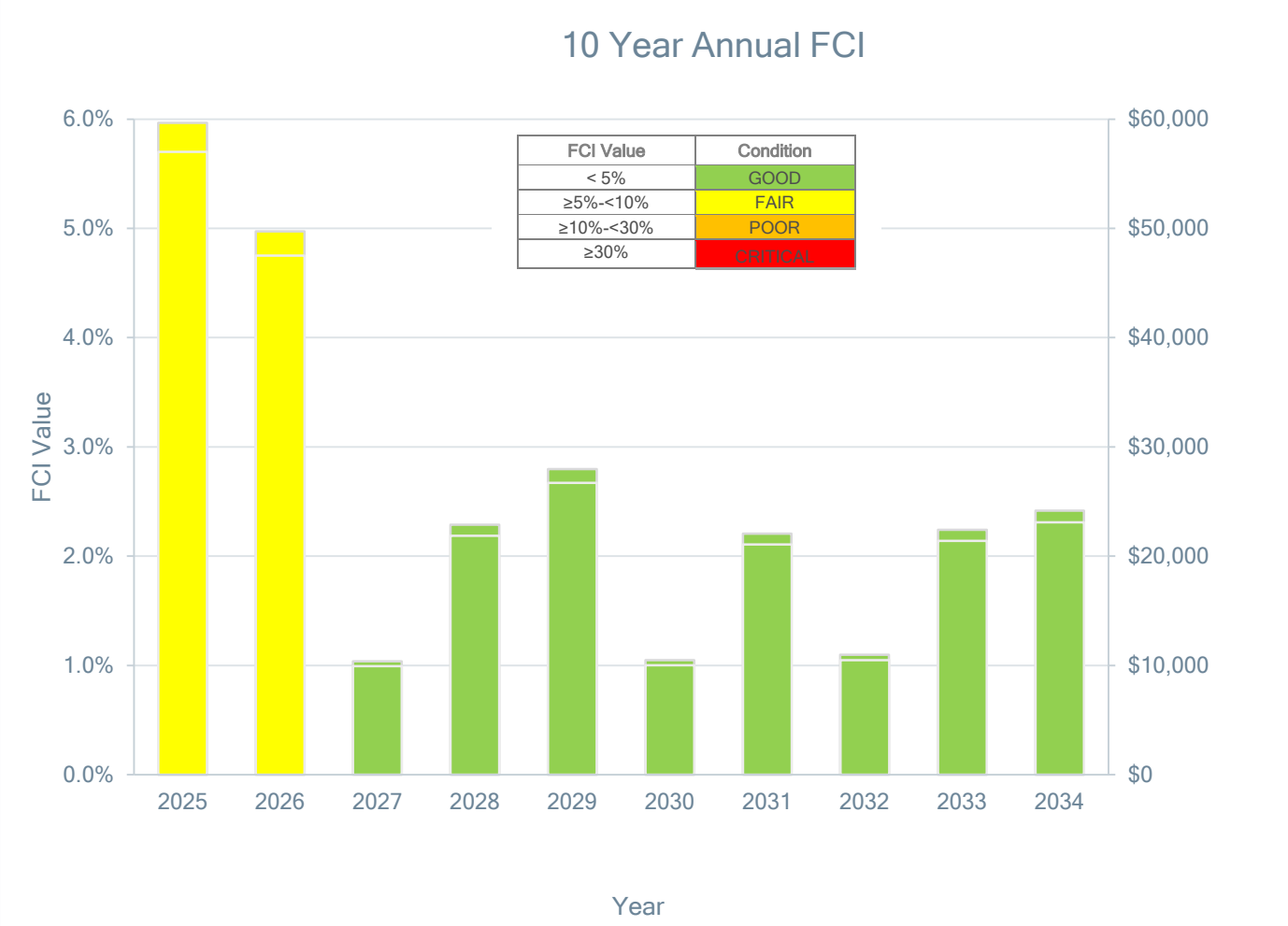
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

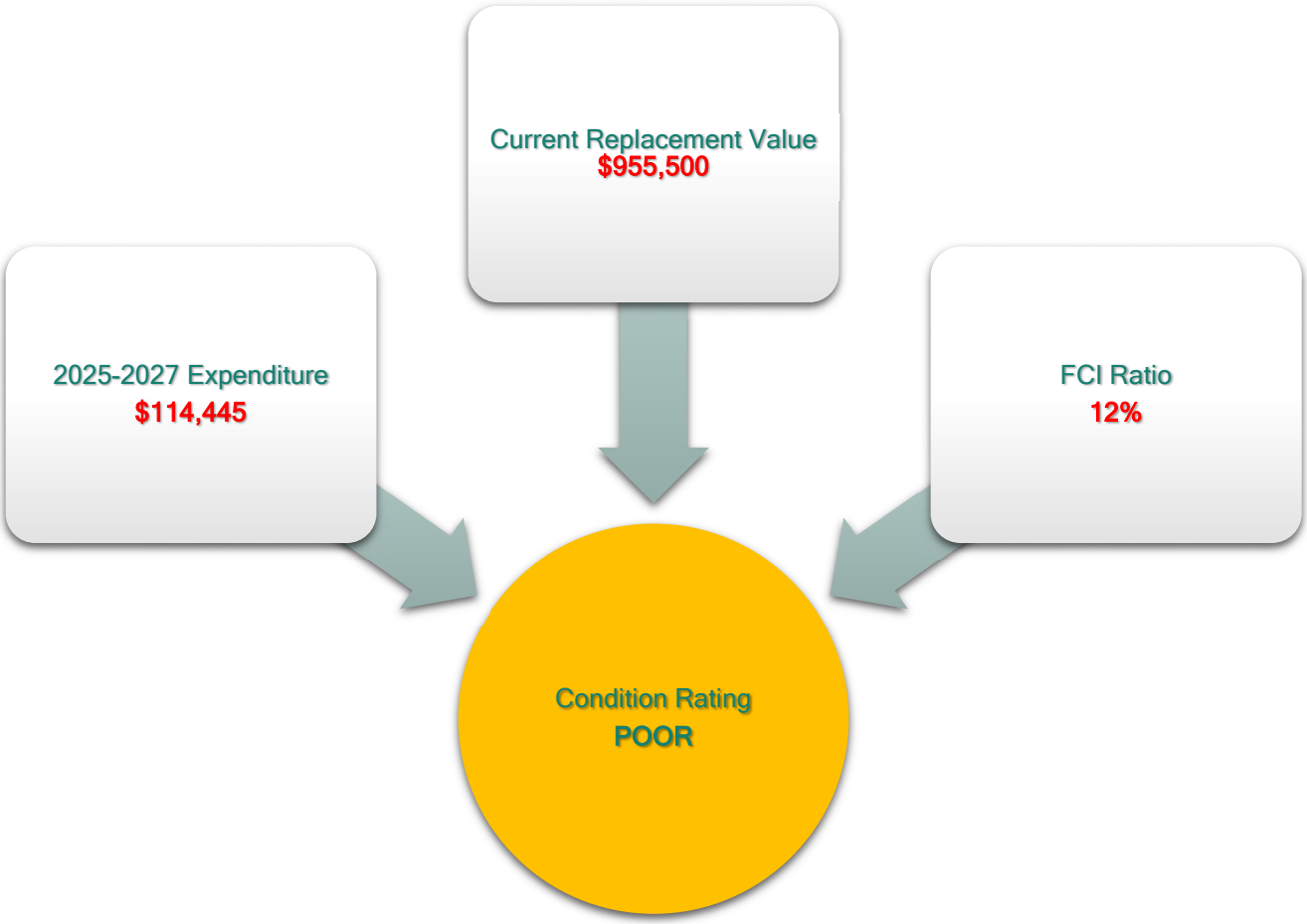
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
DEFERRED MAINTENANCE	$57,000	$47,523	$9,922	$21,883	$26,729	$10,035	$21,080	$10,481	$21,422	$23,112
FCI	6.0%	5.0%	1.0%	2.3%	2.8%	1.1%	2.2%	1.1%	2.2%	2.4%
CRV (Inflated) $K	$955,5	$976,5	$998,0	$1,020.0	$1,042,4	$1,065,3	$1,088,8	$1,112,7	$1,137,2	$1,162,2

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **POOR** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

Sections of foundation wall are generally visible above grade at the building's perimeter. The foundation walls appear to be constructed with parged concrete block foundations. There are poured concrete pedestals visible in the vehicle bays. The floor structure is constructed with poured slab on grade concrete.

It was reported at the time of our review that a foundation refurbishment project had been completed in 2022. This work included the excavation, repair and waterproofing of the block foundation walls. Dimple board was visible above grade on the northwest corner of the building. It was reported to Englobe, that this work revealed that the block foundation walls are sitting directly on underlying soils without support from a footing. This condition could not be confirmed based on information and photographs provided by the Client as part of this assessment.

The following was noted at the time of our review:

- Localized delaminated concrete was observed at the thresholds to the overhead doors on the north elevation.
- Several moderate to wide cracks were observed on the slab-on-grade floor adjacent to the concrete pedestals, exterior walls and near the overhead doors.

The building was reportedly constructed circa 1984 and as such is now 41 years old. Typically, the foundation walls are expected to remain serviceable for the life of the building with as needed repairs and maintenance. Further investigation is warranted to confirm the presence and condition of a footing. Repairs are recommended to address the various cracks and concrete deficiencies noted during our review. An allowance has been carried in the short-term under A4010 – Standard Slab-On-Grade. The allowance includes a structural assessment including 2-3 test pits to review the foundation walls and a repair allowance to address the deficiencies observed during our review.

Spalled concrete covered by metal panel adjacent to the east overhead door

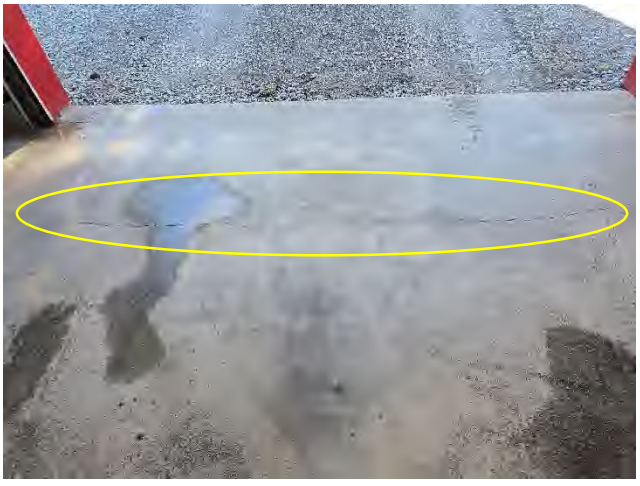
Exposed dimple board at the northwest corner of the building

Overview of the slab-on-grade concrete floor

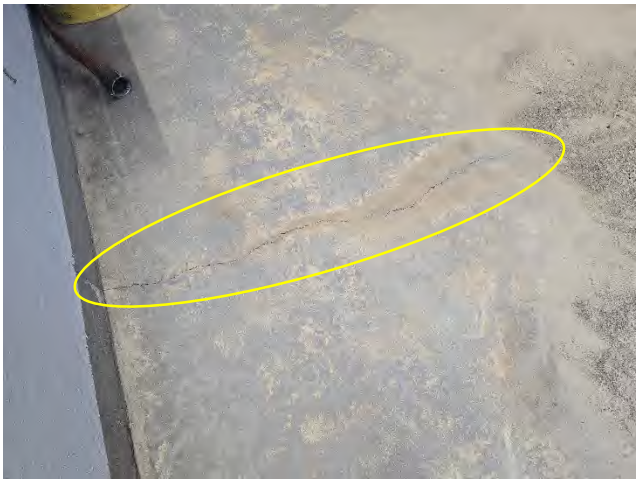
Delaminated concrete on the west overhead door threshold

Typical concrete pedestal

Moderate to wide cracking in slab-on-grade floor adjacent to the west wall



Moderate to wide cracking in slab-on-grade floor adjacent overhead door



Moderate to wide cracking in the slab-on-grade floor.

4 B Shell

4.1 Building Superstructure

The building superstructure is composed of structural steel columns supported by the poured concrete pedestals visible from within the vehicle bays. The columns support structural steel beams with open web steel joists that supports the low sloped roof.

No issues were observed or reported at the time of our review. No capital work is expected within the study period.

Overview of superstructure

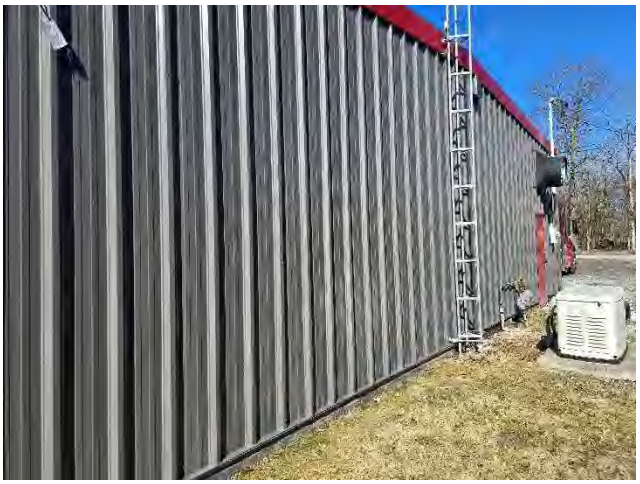
Overview of superstructure

4.2 Exterior Walls

The exterior walls are clad with insulated vertical metal siding. The age of the siding is unknown; however, localized repairs were reportedly last conducted approximately 4 years ago in 2021.

The metal siding was found in good condition with minor deficiencies noted. Rough terminations of the edge flashings adjacent to the overhead doors were noted. It is recommended that this be properly detailed and sealed. Minor corrosion was noted on the galvanized metal drip edge near the overhead doors. It is recommended that the surface corrosion be removed and a galvanized metal treatment applied to prevent future corrosion.

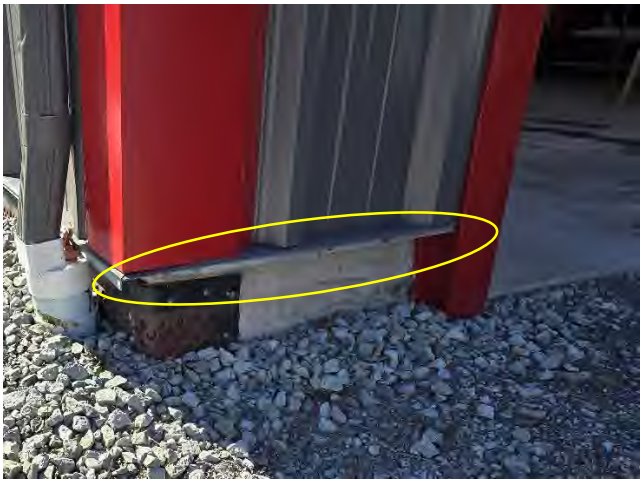
- The metal siding is expected to remain in service beyond the term of this assessment. An allowance has been carried every 5 years for minor as-needed repairs. The first allowance is allocated in the short term.



Overview of the cladding systems on the east elevation

Overview of the cladding systems on the west elevation

Rough termination of edge flashing adjacent to the overhead doors.



Minor corrosion on the drip edge adjacent to the overhead doors.

4.3 Windows and Doors

There are no windows at the building. The main entrance door and secondary entrance doors are single leaf hinged hollow metal service doors set in metal frames. The doors are equipped with brushed metal handle and deadbolts. The age of the doors is unknown; however, the doors were found in good condition with no evident deficiencies noted at the time of our review.

Vehicle and equipment access to the apparatus bays is provided by overhead sectional doors with inset glazing. The doors are operated by electric door openers. The doors were reportedly refurbished in 2024, which included new glazing panels and openers. The overhead doors were found in good condition with minor deficiencies. Deteriorated sealants were observed at the service entrance at the northeast corner of the building.

— The hollow metal doors and overhead doors are expected to remain serviceable beyond the term of this assessment. An allowance has been carried every 5 years for as-need repairs and refurbishment of the doors including painting, and localized replacement of hardware, weatherstripping and perimeter sealants. Given the current condition of the doors, the first allowance is allocated in the medium term.

— Localized sealant replacement is required in the short term and can be covered under the maintenance budget.

Main entrance door

Interior view of overhead vehicular doors

Cracked and deteriorated perimeter sealants at the northeast service door

Overhead doors

Electric door operators

4.4 Roof

The roof is constructed with a low slope open gable design. The roof is clad with galvanized metal sloped roof panels with prefinished metal flashing at the ridgeline and at the perimeter. Drainage is via prefinished metal eavestroughs and downspouts that discharge below grade. The base of sloped roof panels, eavestroughs and downspouts are equipped with heat trace wires to prevent blockages due to ice. There is a snow and ice stop install on the south side of the roof to prevent snow and ice accumulation from affecting the exhaust vent on the south wall.

The roof was reviewed via drone technology. Overall, the roof was found in good condition with localized deficiencies encountered during our review. The following deficiencies were observed:

- The heat trace wires are partially adhered to the roof panels with caulking. Isolated failures of the sealant have resulted in loose wiring.
- The majority of the fasteners were found in good condition and no leaks were observed or reported at the time of our review. However, localized fasteners have been sealed with caulking which is typically down to remedy localized leakage due to failed gaskets or loose/damaged fasteners and a few unsealed penetrations were found on the roof.

Full replacement of the roof and drainage systems are not anticipated within the timeframe of this report. However, the following has been carried:

- An allowance has been carried in the medium term to address as-needed localized roof repairs. This allowance reoccurs every 5 years to address future maintenance concerns. In the interim, the minor deficiencies noted can be rectified under the operations budget.

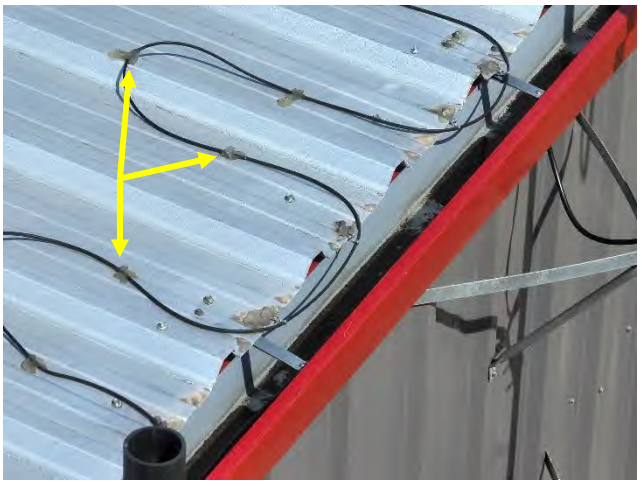
General view of metal roofing system

General view of metal roofing system

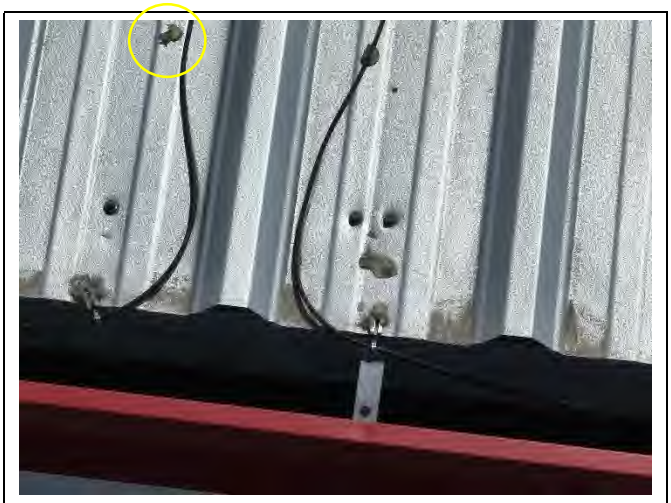
Snow and ice guard protecting exhaust vent

Heat tracing wires installed at the edge of the roofing system

Close up view of heat trace wiring and debris at the base of the roof



Heat trace wiring fastened via sealants to the roof panels

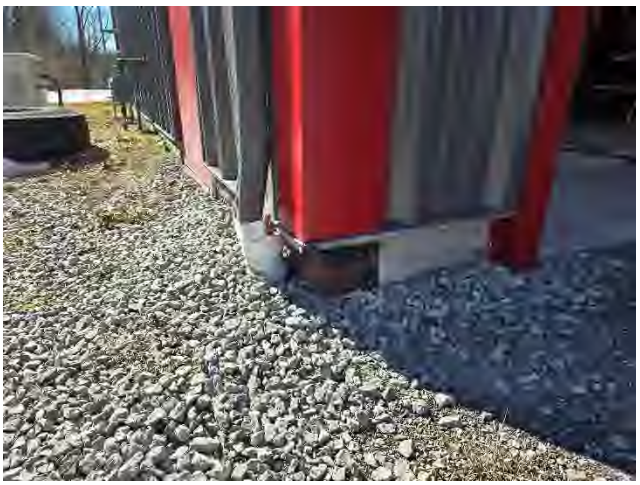


Loose heat trace wiring

Typical condition of fasteners

Localized fasteners are sealed with caulking

Localized fasteners are sealed with caulking and an unsealed perforation



Typical downspout discharge below grade

Typical downspout discharge below grade

5 C Interiors

5.1 Interior Constructions

The framing for the interior partitions was concealed by gypsum wall board; however, they are likely wood or metal stud framed walls. Above the small office and washroom is a mezzanine with no fixed access. The floor structure of the mezzanine is concealed; however, interlocking subfloor panels were visible. The interior face of the exterior walls is clad with painted OSB boards. Where visible above the OSB boards, there is vinyl wrapped insulation on the walls and ceiling.

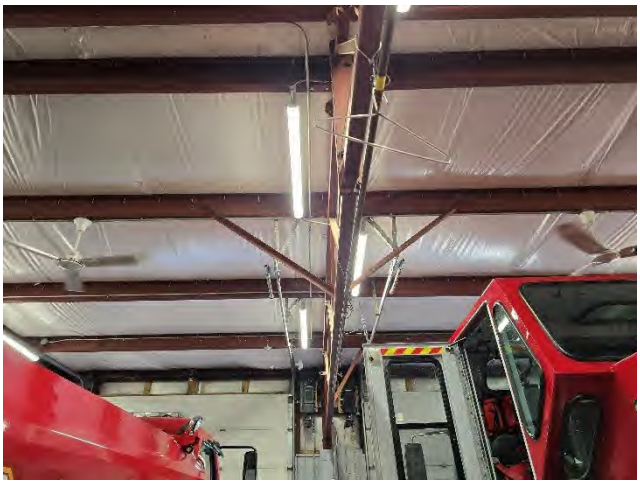
Interior doors throughout the building are typically solid wood doors set in metal frames. The doors are generally found to be functional with no discernible issues.

— The interior partitions are expected to remain serviceable beyond the term of this assessment. No capital work is expected. A routine allowance for minor as-needed repairs and maintenance to the interior construction is carried every 5 years.

Typical interior doors and partitions with mezzanine above

View of mezzanine with no fixed access

Typical OSB board wall construction



Unfinished vinyl wrapped insulation

5.2 Interior Finishes

The interior walls and ceilings throughout the office and washroom are painted. The office and washroom ceilings are also painted. Painting was reportedly last completed in 2022. No issues were observed or reported.

The slab-on-grade concrete floor is finished with a concrete coating. The coating was observed to be worn in several areas.

The ceiling of the vehicle bays is unfinished.

- A refurbishment allowance has been carried for as-needed painting in the medium term.
- An allowance has been carried in the short term for the application of a concrete coating throughout the building.

Overview of interior finishes

Painted OSB board

Deteriorated floor coating

Typical painted ceiling (washroom)

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Domestic water is supplied by an underground precast concrete cistern located near the northwest corner of the building. The water is pumped to the mezzanine to a Pentair water purification/filter system and is then distributed to plumbing fixtures via a copper piping network. The water cistern and water purification system were reportedly installed circa 2021, and as such are now 4 years old. The cistern is equipped with a submersible pump, which was not readily accessible for review. The original interior galvanized water distribution piping was also reportedly replaced in 2021 with copper and insulated, as required. No issues were reported.

Domestic Hot Water (DHW) is provided by a GSW Space Saver 6-US gal (23 L) electric water heater located on the mezzanine. Based on a review of the serial number date code, the unit was manufactured in 2021 and as such is now 4 years old.

The building is equipped with a single washroom with ceramic wall mounted sink and pedestal mounted ceramic toilet. The age of the plumbing fixtures is unknown; however, the fixtures are in working condition. The majority of the domestic water assets and components are expected to remain serviceable beyond the term of this assessment; however, the following can be expected within the study period:

- As needed replacement of the plumbing fixtures may be required within the study period. An as-needed maintenance allowance for the domestic water distribution system, including plumbing fixtures has been carried. Given the recent work on the water distribution system, the allowance is first allocated in the medium term and reoccurs every 2 years thereafter.

Potable water cistern and bollards

Potable water cistern access cover

Electric hot water heater

Pentair filter for water purification system

Pentair water treatment system

Pedestal mounted ceramic toilet

Wall mounted ceramic sink in the washroom

Copper piping and interior hose bib connection

6.1.3 Sanitary Sewage and Storm Sewage System

The building is provided with a sanitary system consisting of a network of sanitary piping, and floor drains. The underground sanitary waste system connects to a septic tank located south of the building. The septic tank is reportedly cleaned out by a third-party contractor on a routine basis. The access cap for the tank is equipped with a float mechanism so site staff know when the tank is full. Upon receiving the findings of a septic bed assessment, it was determined that the septic bed had failed to meet the requirements of the assessment. The tank was reportedly installed in 2020 at which time, the septic bed located in the field south of the building was decommissioned.

The float level mechanism is equipped with a sensor that feeds the tank level to a cloud-based monitoring service. It is our understanding that this sensor was not functioning at the time of our review. Refer to Section 6.4, Integrated Automation.

It is unclear to Englobe where the interior catch basins in the vehicle bays discharge to. No drawings were provided for review as part of this assessment. It is reported that there is no oil/water separator at the site.

- It is recommended to install an oil interceptor to comply with the Ontario Building Code. Assuming the catch basin in the vehicle bay discharges to the septic tank, the cost allowance includes the cost to install the oil and sand interceptor, including demolition and refurbishment of the concrete floor slab.
- An allowance is carried for as needed maintenance for the sanitary sewage and storm sewage system in the medium term, which reoccurs every 2 years thereafter.

Interior area drain in the vehicle bay

Interior area drain in the vehicle bay

General view of the decommissioned septic bed located in the south of the building

Access cap and float indicator for septic tank

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

The building is heated via a natural gas fired Reznor suspended unit heater that reportedly has a capacity of 150,000 BTUs. The unit heater, located in the vehicle bays, was reportedly replaced in 2021 and as such is now 4 years old. Although, the original thermostat is still present, a new programmable thermostat and timer were also installed at that time. Supplemental heat is provided by electric baseboard heaters. The baseboard heater in the washroom is missing a portion of the housing revealing the element. No air conditioning is present at the building.

There is an exhaust fan and fresh air intake that provide ventilation of the vehicle bays. The vehicle bay ventilation system was reportedly installed in 2020 and as such is now 5 years old. The bays are equipped with a gas monitoring system and ceiling mounted propeller fans. No issues were reported.

- The suspended unit heater, propeller and exhaust fans are expected to remain serviceable beyond the term of this assessment. An allowance has been carried for replacement of the electric baseboard heaters in the short-term.

Suspended unit heater by Reznor

Supplemental baseboard heater

Fresh air intake louvers

Exhaust fan enclosure

Typical propeller fan

6.1.5 Fire Protection System

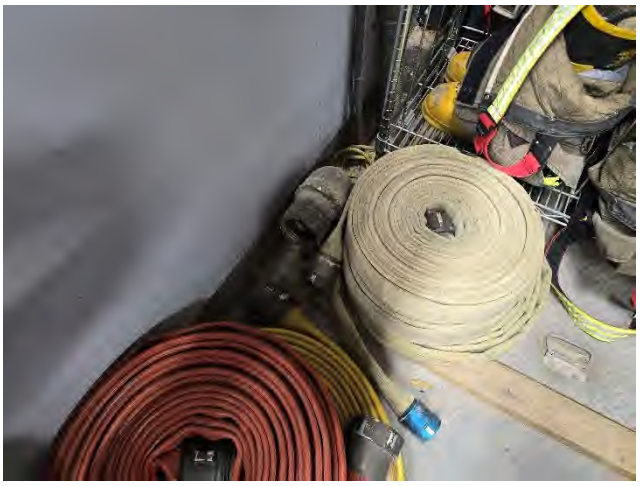
There is a cast-in-place fire cistern that is partially located beneath the southeast corner of the building. The age of the tank is unknown; however, it is likely original to the 1984 construction of the building and as such is assumed to be approximately 41 years old. The metal diamond grate access hatch is located in the southeast corner of the vehicle bays. It is equipped with a pump of unknown capacity and age. The fire cistern is filled via a rainwater harvesting system that collects rainwater run-off from the sloped roof via the eavestroughs. There is a fire hose connection adjacent to the access hatch.

The building is protected with a fire extinguisher. By the tag attached to each extinguisher, maintenance and inspection are provided regularly. Inspection and replacement of the fire extinguishers is considered an operational expense.

- Although, the age of the fire pump is unknown, for budgetary purposes, an allowance has been carried for replacement of the fire pump in the medium to long term. The cost estimate carried is based on pressure and flow rates provided by site staff.

Typical fire extinguisher

Fire cistern access hatch in the southeast corner of the vehicle bays



Fire hose connection

6.2 Electrical

6.2.1 Distribution System and Equipment

Electrical service is provided to the site by an aerial service that enters the building at the northeast corner from a pole mounted transformer to an electrical mast on the roof. From here, the service enters to the main vehicle bay to an electrical closet located in the northeast corner of the vehicle bays. The main electrical panel does not have an equipment plate and is reported to be original. The service is a 200A, 120V service. There are no step-down transformers. There is a secondary breaker panel by Siemens that is rated for 100A, 120/240VV service. An open junction box was observed within the electrical closet.

There is an 18kW pad mounted generator with a transfer switch by Generac. The age of the generator is unknown; however, the provided maintenance records indicate the service lines to the generator were completed in 2020. Based on the physical condition of the generator it is reasonable to assume the generator was installed at this time. No issues were reported.

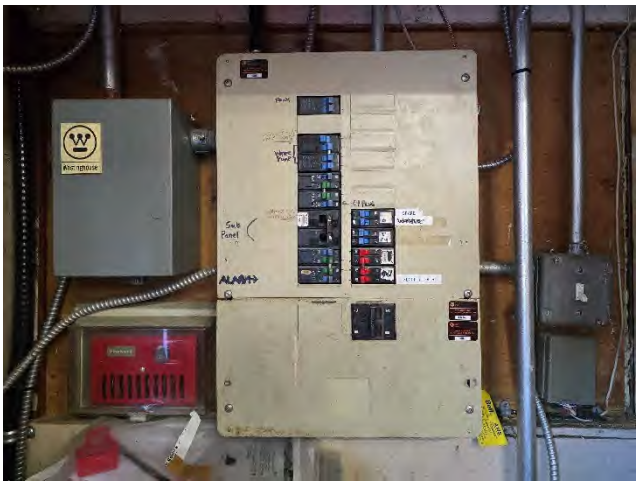
Although the actual service life of electrical equipment can vary and remain serviceable for some time, BOMA recommends a typical service life for safety disconnect switches of 30 years. Generators have a typical service life of 20 years.

The following allowances have been carried:

- An allowance is carried for the replacement of the main electrical panel and disconnect switch.
- A general maintenance allowance that reoccurs every other year for as needed repairs and maintenance. The first allowance is carried in the short-term. It is recommended that the electrical box be reviewed and covered to ensure it meets the applicable code requirements. This is considered an operational expense.

Electrical mast on roof

Electrical meter located on the east elevation



Main breaker panel and main disconnect switch

Secondary breaker panel

Open electrical box

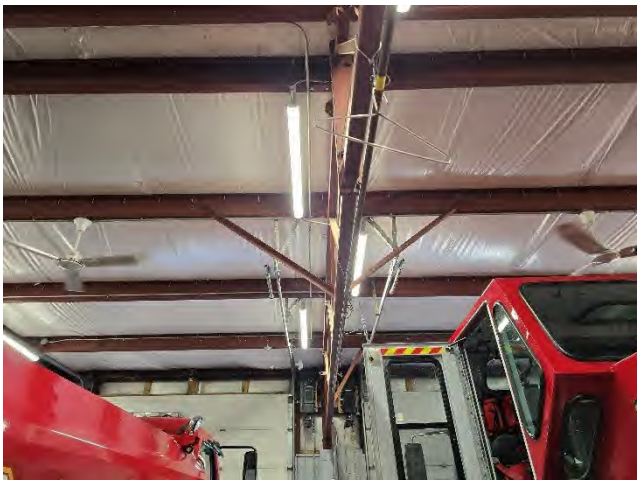
Generac 18kW generator

Transfer switch for generator

6.2.2 Lighting

The interior lighting was upgraded to linear LED fixtures in 2021. The fixtures are mounted to the roof structural elements. Incandescent fixtures are located in the office and washroom. Similarly, the exterior lighting was updated the same year with LED wall packs. The lighting systems are equipped with a photocell. No issues were reported.

The lighting fixtures were found in good condition. Bulk replacement of the interior and exterior lighting is not expected within 10 years. As needed replacement of failed fixtures as well as bulbs are to be handled under the operations budget.



Typical LED ceiling mounted linear fixtures

Typical incandescent fixture - Office

Typical exterior wall pack

No emergency lighting or exit signage was observed. It is assumed that the interior lighting is powered by the generator for emergency purposes, although this could not be confirmed. It is recommended that the emergency lighting and exit signage requirements be reviewed and installed, as required. An allowance has been carried.

6.3 Electronic Safety and Security

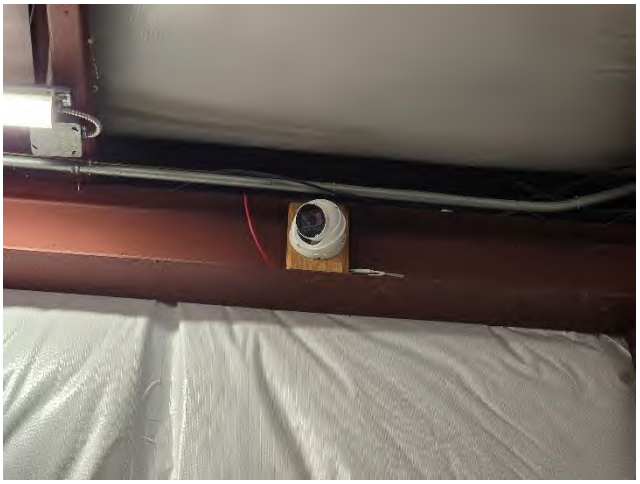
6.3.1 Access control and Security

The building is equipped with a key fob door access panel at the main entrance door. The door is also equipped with a door ajar sensor. A video surveillance system includes multiple indoor and outdoor cameras installed inside the building and on exterior walls.

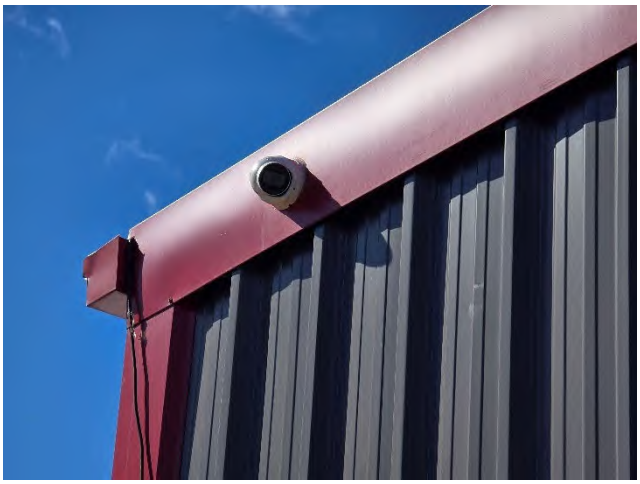
— An allowance has been carried every 3 years for the as-needed replacement of access control and security components (cameras, sensors, etc.). Given, the current condition of the components, the first allowance is carried in Year 3.

Key fob access panel at the main door

Door ajar sensor at the main door



Typical interior security camera



Typical exterior security camera

6.3.2 Fire Detection and Alarm System

The building is not equipped with a central fire alarm system; however, detection/alarm devices include heat/smoke detectors, and vehicle exhaust detectors (for CO as well as NO_2). The vehicle exhaust detection system was reportedly installed in 2020 and as such is now 5 years old.

- A biennial maintenance allowance, starting in the short term, is included for the as-needed repairs or replacement of the components of the fire and life safety system.

Vehicle exhaust monitoring/alarm panel

Typical heat/smoke detector

6.4 Integrated Automation

Numerous building systems are equipped with sensors that are connected to a cloud-based monitoring and alarm system. It is our understanding that the monitoring system does not automate the building systems; however, it provides operations staff with information so that interventions can be conducted as needed. We further understand that the sensor for the float level indicator for the septic tank is not operational.

- A biennial allowance has been carried for as-needed replacement of sensors. The first allowance is allocated in the immediate term to address the septic tank level sensor. The cost of the cloud-based monitoring service is considered an operational expense.

7 E Equipment

7.1 Fixed Furniture – N/A

Not applicable.

7.2 Built-in and Free-standing Appliances

There is a consumer grade washing machine located in the washroom and a bar sized consumer grade refrigerator/freezer in the main vehicle bay. No other appliances were observed at the time of our review. The age of the appliances is unknown; however, no issues were observed or reported.

- It is reasonable to expected replacement within the study period. Allowances have been included in the medium term.

Consumer grade washing machine

Bar sized consumer grade fridge/freezer

8 F Special Construction & Demolition – N/A

8.1 Special Structures – N/A

Not applicable.

9 G Sitework

9.1 Site Development

Site finishes included gravel paved roadways, parking area, bollards, and landscaping. The site appears to be adequately graded away from the building.

- An annual budgetary allowance is included for the as-needed repairs and general maintenance of the site finishes.

General view of the site

General view of landscaping

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance before **January 2025**.

Although, this is not a code compliance review, based on a visual walk through of the facility there were several barriers observed. The entrance is not equipped with an automatic door opener or accessible width door. Although, no measurements were taken at the time of our review, the washroom is not adequately sized or equipped with accessible fixtures.

11 Conclusion & Recommendations

Following our inspection, we determined that the building is generally in fair condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the 10 years has been established in the Capital Expenditure Table Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Concrete slab-on-grade - Structural Review and Repairs	5. Very Poor	2025	$30,000.00
Oil Interceptor - Install	5. Very Poor	2025	$15,000.00
Electrical Maintenance Allowance - As needed repairs and maintenance	5. Very Poor	2025	$5,111.00
Emergency Lighting and Exit Signage - Review Code Compliance	5. Very Poor	2025	$7,500.00
Sensors for Cloud-based Monitoring Service - As-needed replacement	5. Very Poor	2025	$4,089.00
Concrete Floor Coating - Replace	4. Poor	2026	$33,215.00
Baseboard heaters - Replacement	4. Poor	2026	$2,044.00
Main breaker panel and disconnect switch - Replace	4. Poor	2026	$5,110.00
Detection & Alarm Devices - As-needed repairs/localized replacements	4. Poor	2026	$2,044.00
Landscaping - General	4. Poor	2026	$10,332.00

Item* Critical Item – High Priority

12 Limitations of The Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Client: Wainfleet Township
Site: Fire Station #4

Uniformat	Unitformat Level 4	Asset Description	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure					$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A10 - Foundations					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade					$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A4010 - Standard Slab-on-Grade	-	Concrete slab-on-grade - Strucutral Review and Repairs	Maintenance	2025	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell					$ -	$ -	$ -	$ 4,804	$ 8,728	$ -	$ -	$ -	$ 5,356	$ 9,731	$ -
B10 - Superstructure					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure					$ -	$ -	$ -	$ 4,804	$ 3,273	$ -	$ -	$ -	$ 5,356	$ 3,649	$ -
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Metal Siding - As needed repairs	Maintenance	2028	$ -	$ -	$ -	$ 4,804	$ -	$ -	$ -	$ -	$ 5,356	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.10 Exterior Entrance Doors	Main Entrance Door - Refurbish as needed	Maintenance	2029	$ -	$ -	$ -	$ -	$ 3,273	$ -	$ -	$ -	$ -	$ 3,649	$ -
B30 - Exterior Horizontal Enclosure					$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ 6,082	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	Sloped Metal Roofing - Repair, as needed	Maintenance	2029	$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ 6,082	$ -
C - Interiors					$ -	$ 33,215	$ -	$ 2,135	$ 5,455	$ -	$ -	$ -	$ 2,380	$ -	$ -
C10 - Interior Construction					$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
C1030 - Interior Doors	C1030.80 Interior Access Doors and Panels	Interior doors - Refurbish, as needed	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ -	$ -	$ 2,380	$ -	$ -
C20 - Interior Finishes					$ -	$ 33,215	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ -	$ -
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	Painted walls - Maintenance	Maintenance	2029	$ -	$ -	$ -	$ -	$ 5,455	$ -	$ -	$ -	$ -	$ -	$ -
C2030 - Flooring	C2030.70 Fluid-Applied Flooring	Concrete Floor Coating - Replace	Capital	2026	$ -	$ 33,215	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D - Services					$ 27,000	$ 9,198	$ 4,700	$ 4,270	$ 7,091	$ 4,460	$ 15,383	$ 4,658	$ 7,735	$ 7,299	$ 8,080
D10 - Conveying					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing					$ 15,000	$ -	$ -	$ -	$ 2,182	$ 2,230	$ 2,279	$ 2,329	$ 2,380	$ 2,433	$ 2,486
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	Domestic water distribution system and plumbing fixtures - Replace/repair as nee	Maintenance	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Oil Interceptor - Install	Capital	2025	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	Septic system - As needed Maintenance	Maintenance	2029	$ -	$ -	$ -	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
D30 - HVAC					$ -	$ 2,044	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D3020 - Heating Systems	D3020.10 Heat Generation	Baseboard heaters - Replacement	Capital	2026	$ -	$ 2,044	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection					$ -	$ -	$ -	$ -	$ -	$ -	$ 5,697	$ -	$ -	$ -	$ -
D4010 - Fire Suppression	D4010.10 Water-Based Fire-Suppression	Fire Cistern Pump - Replace	Capital	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,697	$ -	$ -	$ -	$ -
D50 - Electrical					$ 10,000	$ 5,110	$ 2,611	$ -	$ 2,727	$ -	$ 2,849	$ -	$ 2,975	$ -	$ 3,108
D5020 - Electrical Service and Distribution	D5020.10 Electrical Service	Main breaker panel and disconnect switch - Replace	Capital	2026	$ -	$ 5,110	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D5020 - Electrical Service and Distribution	D5020.10 Electrical Service	Electrical Maintenance Allowance - As needed repairs and maintenance	Maintenance	2025	$ 2,500	$ -	$ 2,611	$ -	$ 2,727	$ -	$ 2,849	$ -	$ 2,975	$ -	$ 3,108
D5040 - Lighting	D5040.50 Lighting Fixtures	Emergency Lighting and Exit Signage - Review Code Compliance	Maintenance	2025	$ 7,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D60 - Communications					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security					$ -	$ 2,044	$ -	$ 4,270	$ -	$ 2,230	$ 2,279	$ 2,329	$ -	$ 4,866	$ -
D7010 - Access Control and Intrusion Detection	D7010.10 Access Control	Access Control and Security Systems - Localized replacement as required.	Maintenance	2028	$ -	$ -	$ -	$ 2,135	$ -	$ -	$ 2,279	$ -	$ -	$ 2,433	$ -
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Detection & Alarm Devices - As needed repairs/localized replacements	Maintenance	2026	$ -	$ 2,044	$ -	$ 2,135	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D80 - Integrated Automation					$ 2,000	$ -	$ 2,089	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
D8010 - Integrated Automation Facility Controls	D8010.10 Integrated Automation Control of Equipment	Sensors for Cloud-based Monitoring Service - As needed replacement	Maintenance	2025	$ 2,000	$ -	$ 2,089	$ -	$ 2,182	$ -	$ 2,279	$ -	$ 2,380	$ -	$ 2,486
E - Equipment & Furnishings					$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E10 - Equipment					$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E1060 - Residential Equipment	E1060.10 Residential Appliances	Laundry Appliance and Refrigerator - Replace	Capital	2028	$ -	$ -	$ -	$ 5,337	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E20 - Furnishings					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F - Special Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework					$ -	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G20 - Site Improvements					$ -	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G2080 - Landscaping	-	Landscaping - General	Maintenance	2026	$ -	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G30 - Liquid and Gas Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G40 - Electrical Site Utilities					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Annual Subtotals	**$ 57,000**	**$ 47,523**	**$ 9,922**	**$ 21,883**	**$ 26,729**	**$ 10,035**	**$ 21,080**	**$ 10,481**	**$ 21,422**	**$ 23,112**	**$ 14,296**

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Wainfleet Central Fire Station

42143 Ontario 3, Wainfleet, ON

Township of Wainfleet

Final Report

Building Condition Assessments

August 22, 2025

21-02409682.000-0500-BS-R-0508-00

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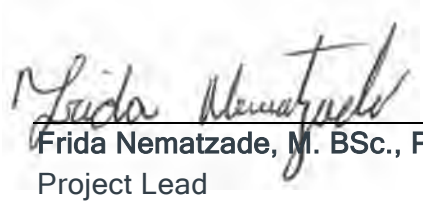

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APPENDICES

Appendix A Capital Expenditure 10-Year Plan

1 General Summary

1.1 Assignment Description

The Township of Wainfleet retained the services of Englobe Corp. to perform Building Condition Assessments for 8 sites, including 10 Buildings, totalling approximately 88,400 square feet. These inspections aim to provide the Township of Wainfleet with critical information that will guide the Town's Asset Management Plan, preventative maintenance and capital renewal programs to keep each facility in a State of Good Repair (SOGR). This report is limited to the building and auxiliary buildings identified as Wainfleet Central Fire Station and auxiliary buildings.

1.2 Building Description

The Wainfleet Central Fire Station, located at 42143 Ontario 3, Wainfleet, ON., is situated on the south side of Ontario #3 highway, west of the intersection of Ontario #3 and highway #24 in Wainfleet, Ontario.

Image from: Niagara Region Navigator System

The building was constructed circa 2022-2023 and was reportedly occupied in December 2023. The building has a footprint of approximately 13,375 sf, and was constructed with insulated and parged concrete foundation wall supporting the loading-bearing concrete block walls and wood-framed roof. The building is clad with corrugated metal wall panels and sloped standing seam metal roof.

North elevation

West elevation

South elevation

East elevation

1.3 10-Year Expenditure Summary

The table below includes the building components in need of capital or maintenance investment within the next 10 years. The table has been sorted by year.

The cost estimate for the recommended intervention associated with each building component has been inflated by 2,2% per year after 2025, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

Level 1 / Year	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2025	$0	$10,600	$168,500	$53,500	$0	$0	$5,000	**$237,600**
2026	$0	$10,220	$0	$0	$0	$0	$5,110	**$15,330**
2027	$0	$0	$0	$3,656	$0	$0	$5,222	**$8,878**
2028	$0	$0	$0	$0	$0	$0	$5,337	**$5,337**
2029	$0	$0	$0	$3,818	$0	$0	$5,455	**$9,273**

Level 1 / Year	A SUB-STRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK	TOTAL PER YEAR
2030	$0	$0	$11,149	$11,706	$0	$0	$5,575	**$28,430**
2031	$0	$0	$0	$19,371	$0	$0	$5,697	**$25,068**
2032	$0	$0	$0	$12,227	$0	$0	$5,823	**$18,050**
2033	$0	$13,687	$0	$25,589	$20,828	$0	$5,951	**$66,055**
2034	$0	$0	$0	$12,772	$0	$0	$6,082	**$18,854**

1.4 Methodology of Inspection

A visit to the property was carried out by Englobe on March 7, 2025. Laura Barrett of Englobe performed the inspection related to all building components. She was accompanied by Mr. Richard Nan, Manager of Operations. Ahmad Hallak of Englobe conducted a second site visit to inspect the roofs using drone technology on March 27, 2025.

The inspection of the property was executed in general compliance with ASTM E-2018-15 requirements and consisted of a “walk-through” type visual evaluation and was limited to the elements that were visible from ground height or accessible floors, no lifting equipment was used. The roofs were inspected using a DJI Mavic 3E drone.

The inspection required the expertise of the following fields: architecture, roofing, structural, building, electrical, and mechanical. The inspection of the sitework elements is outside the scope of work of this assessment. Only a general allowance and description of the site components are mentioned.

It should be noted that assessments carried out within the scope of this inspection have been performed by qualified personnel from Englobe, which has both the required expertise and experience.

1.5 Building Condition Assessment Report and Metrics

Observations, deficiencies, and recommendations are organized into the seven sections of this report (3 through 9). The sections correspond to the UniFormat™ Classification system used in the construction industry to organize building elements based on their function, rather than their materials or methods of construction. Each section contains a description of the building components and their conditions, photographs of components and deficiencies, the recommendations for maintenance and/or capital work based on the data captured as part of the site visual inspection and the information provided by the Township and a budgetary allowance to implement such recommendations. As applicable, comments on the impact on safety & security, code/standard issues, impact on operation/utility cost and any opportunity for savings have also been mentioned.

Appendix A – 10-Year Capital Expenditure Table includes the complete BCA findings. The Capital Plan is a useful tool for long-term financial planning, which gives an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during our investigations. The cost estimates and recommendations are not to be considered as a project estimate or specification scope of work for tender. The cost estimates are also subject to change and are dependent upon factors out of Englobe's control, such as market conditions, contractor availability, methods and bidding practices, and the cost of labour, materials and equipment. The threshold of this report is $2,000. Components and deficiencies lower than this value have not been considered unless they represent a health and safety concern.

1.5.1 Condition Rating – 1 to 5

The condition of the buildings and the building components have been assessed and scored using the Condition Assessment Score table as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.
2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms but are increasing. Typically, the asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-late stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing at a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the asset within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2 Capital Planning Metrics

2.1 Current Replacement Valuation (CRV)

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It is determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot is calculated using the "RSMeans-sf-Model" based on replacement buildings of a similar size, construction type and occupancy.
The construction replacement value in this particular report amalgamates the cost of the four (4) different buildings as follows:

The Current Replacement Value of the **Wainfleet Central Fire Station** was determined as **$9,849,000.**

2.2 Facility Condition Index (FCI)

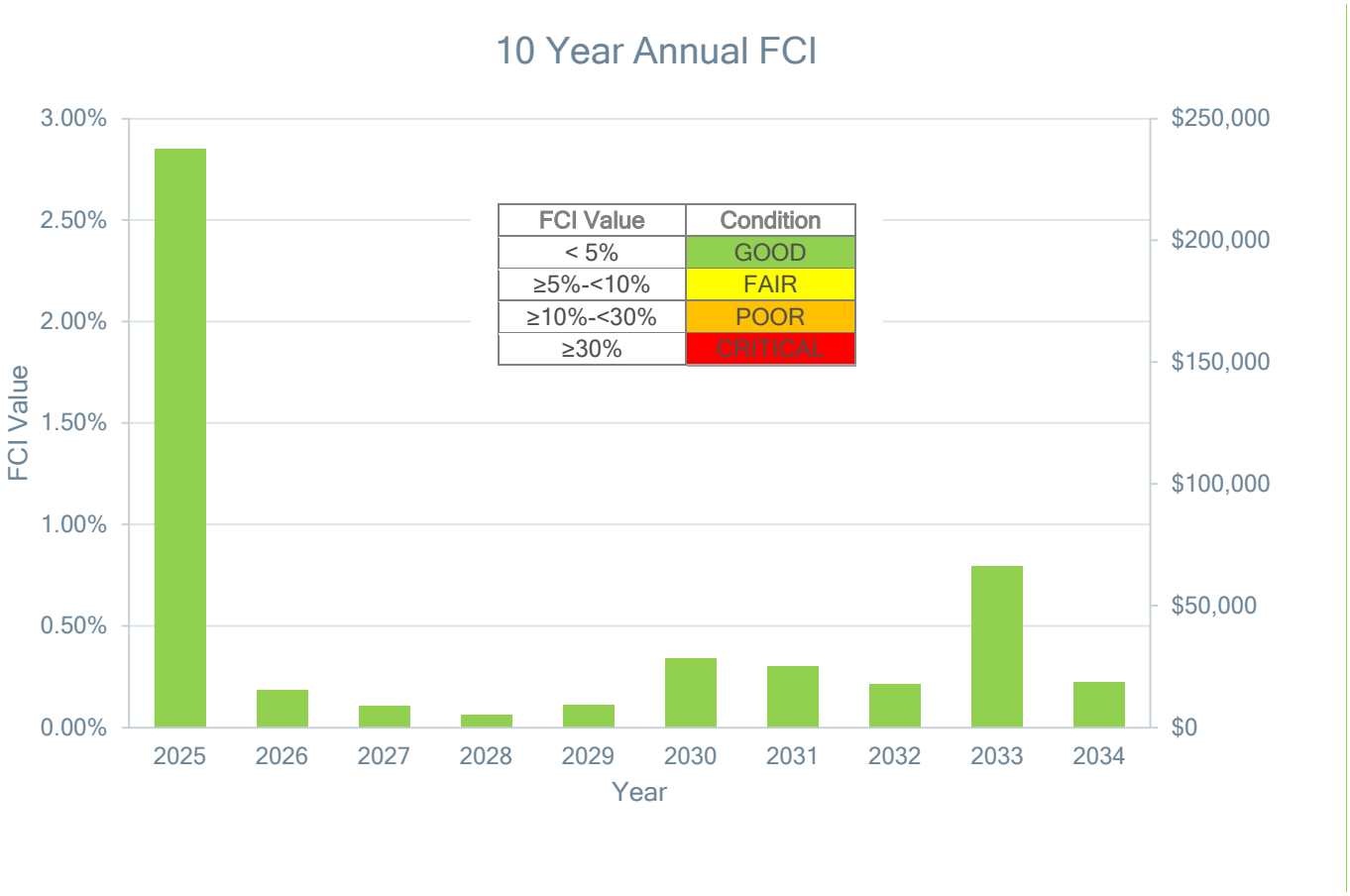
The Facility Condition Index (FCI) is a high-level asset management tool used to assess the relative condition of a facility. The Current Replacement Value of the building (CRV) used in this calculation is an estimated benchmark for comparison purposes only and does not reflect a detailed construction budget, tender estimate, or actual market pricing. The CRV of each building does not include demolition, building permit, profits, or consulting, and does not necessarily include energy performance or code upgrades. For the purpose of this report, the formula below has been used.

$$\text{FCI} = \frac{\text{Outstanding + Deferred + Scheduled Repair, Replacement \& Maintenance Costs}}{\text{Current Replacement Value*}}$$

**Calculated using published construction data, based on the gross floor area of the building (e.g. bldg. sq ft x $ per square foot = CRV). The gross floor area considers the areas of the basement that are fully finished, heated and occupied. The rates used are based on constructing a replacement building of a similar size, type, and construction.*

2.2.1 Facility Condition Index Over 10-Year – Annual Value

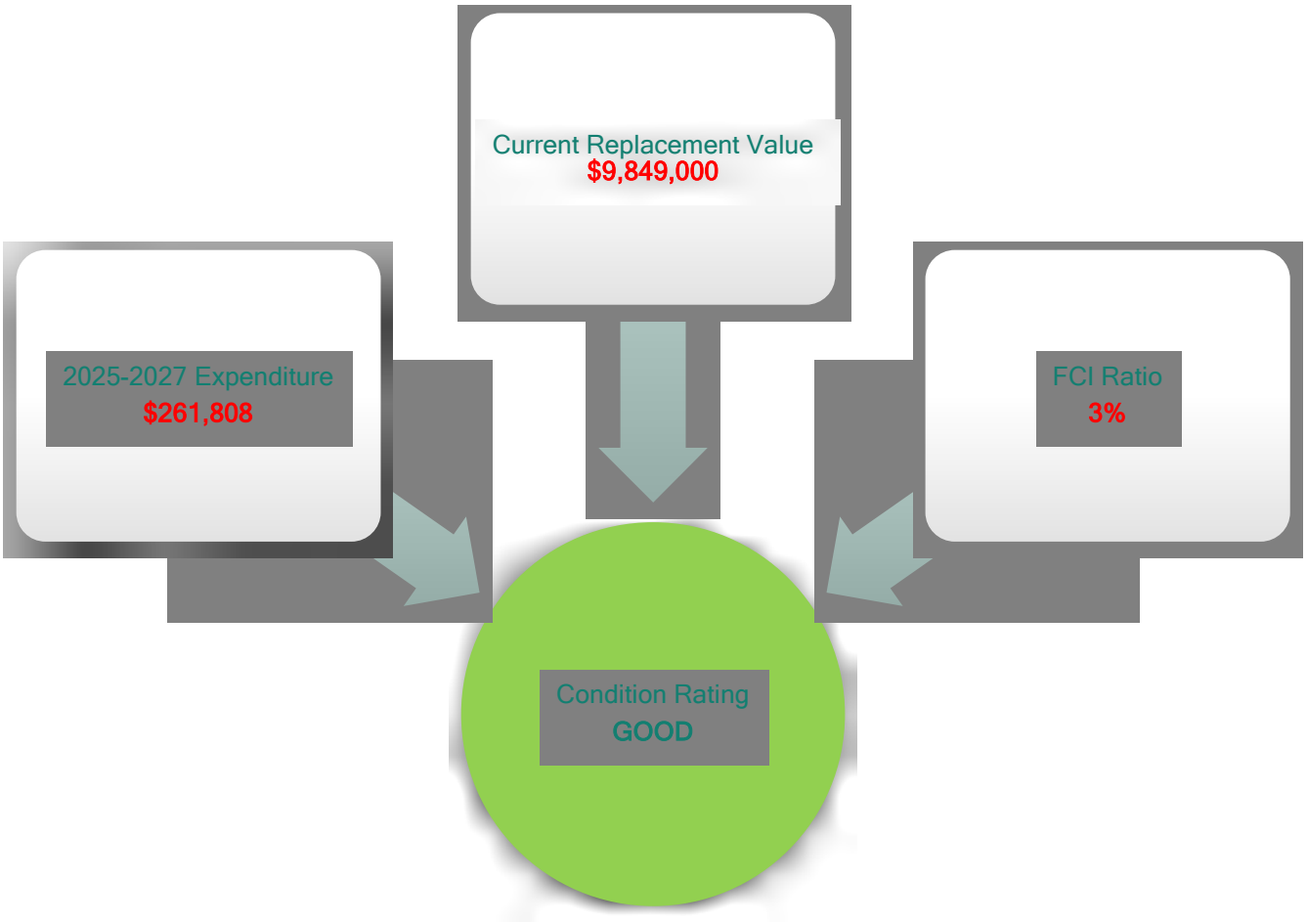
The Facility Condition Index in this section is calculated by dividing the annual budgetary combined capital and maintenance cost estimate over a 10-year period by the CRV as seen in Section 2.1 above for the year 2025, and the CRV inflated by 2.2% thereafter.



YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXPENDITURE	$237,600	$15,330	$8,878	$5,337	$9,273	$28,430	$25,068	$18,050	$66,055	$18,854
FCI	2.4%	0.2%	0.1%	0.1%	0.1%	0.3%	0.3%	0.2%	0.7%	0.2%
CRV (Inflated) $K	$9,849	$10,066	$10,287	$10,513	$10,745	$10,981	$11,223	$11,470	$11,722	$11,980

2.2.2 Facility Condition Index Over 3 years – Cumulative

The Facility Condition Index in this section was calculated by dividing the budgetary combined capital and maintenance cost estimate for the first three-year period (current year + years 2 and 3). This ratio indicates that the facility is in overall **GOOD** condition.



3 A Substructure

3.1 Foundations and Slabs on-Grade

The main building foundation walls are generally below grade and, therefore, cannot be fully assessed. Where exposed, the foundation walls appear to be cast-in-place concrete, insulated and parged above grade. No structural drawings were provided at the time of our review; however, the foundations are likely either poured concrete or concrete block. The floor structure is constructed with poured slab on grade concrete. There are recessed floor mats at the service doors within the apparatus bays.

Although no structural testing or analysis was completed as part of this assessment, no obvious structural distress was observed that would indicate an underlying issue with the foundations. A portion of exposed insulation was observed adjacent to the east service door. Hairline to minor cracking was observed on the slab on grade near door threshold and drains within the apparatus bays. The grout between sections of floor slab is deteriorating in some locations of the apparatus bays.

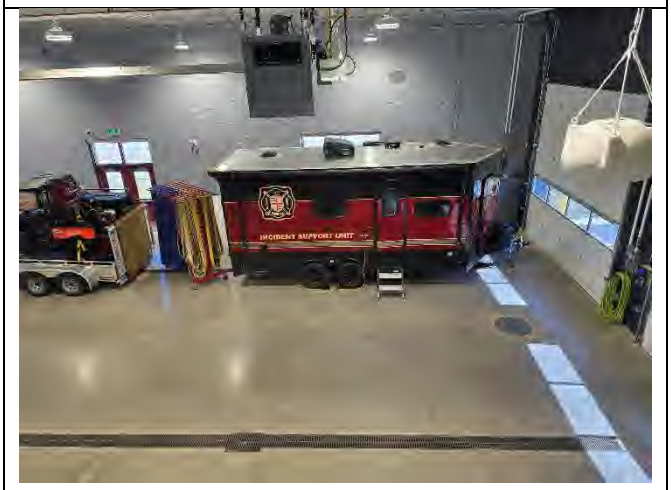
Typically, the foundation walls are expected to remain serviceable for the life of the building with as needed repairs and maintenance. The insulation will deteriorate with exposure to UV light and the elements. It is recommended that this be repaired to prevent deterioration of the insulation. This is considered an operational expense. No capital work allowances have been carried.

Partially exposed foundation wall on the east elevation

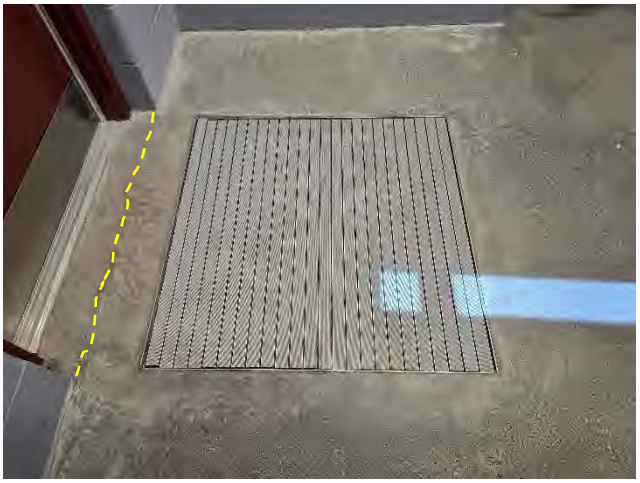
Exposed foundation insulation adjacent to the east service door

Minor cracking at door threshold of the small overhead door

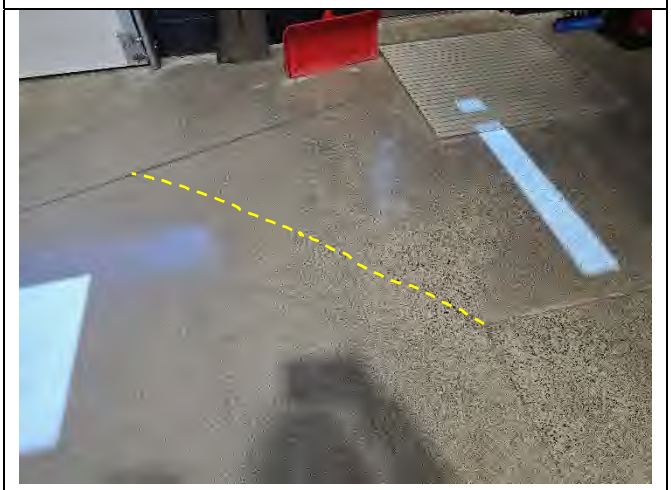
Minor erosion of the concrete at door threshold of front porch



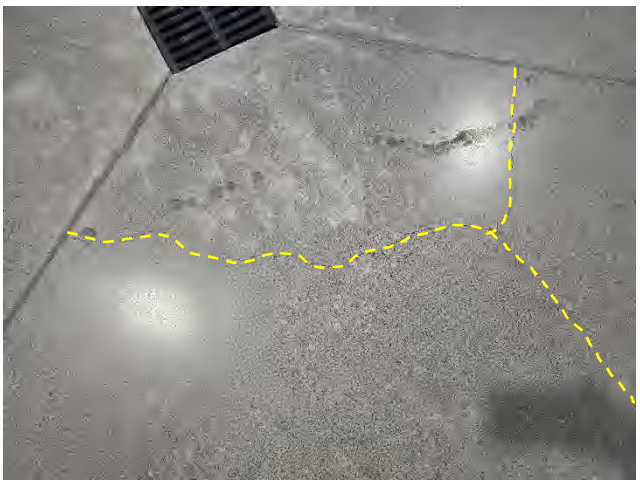
Overview of the slab on grade concrete floor in the apparatus bays



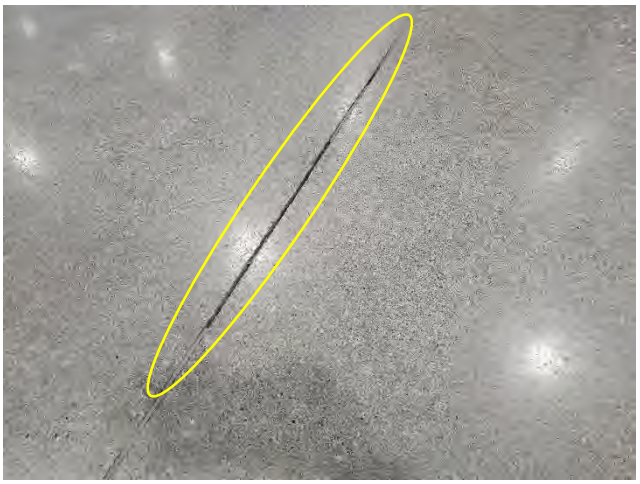
Hairline cracking at the rear service door threshold to the apparatus bays



Hairline cracking near the rear service door to the apparatus bays



Hairline cracking near the trench drains within the apparatus bays



Deteriorated grout/sealant at the joint between floor slabs in the apparatus bay

4 B Shell

4.1 Building Superstructure

The building superstructure is composed of load bearing concrete block walls that support the prefabricated roof trusses supporting the roof assembly. No issues were observed or reported.

- No capital intervention is anticipated within the next 10 years for major replacements or retrofits of the main structural components.

The mezzanine located in the apparatus bays is constructed with supporting concrete block walls and a composite steel and concrete floor. The stairs providing access to the mezzanine level are steel framed. The treads are concealed beneath vinyl stair tread covers; however, they are likely steel pan with concrete fill treads. The following deficiencies were observed at the time of our review.

- There is a crack located along the top of the concrete wall between the IT room and the mechanical room.
- There is a second crack located along the top of the concrete wall on the north side of the mechanical room.
- Minor cracking was observed on the concrete floor of the IT room.

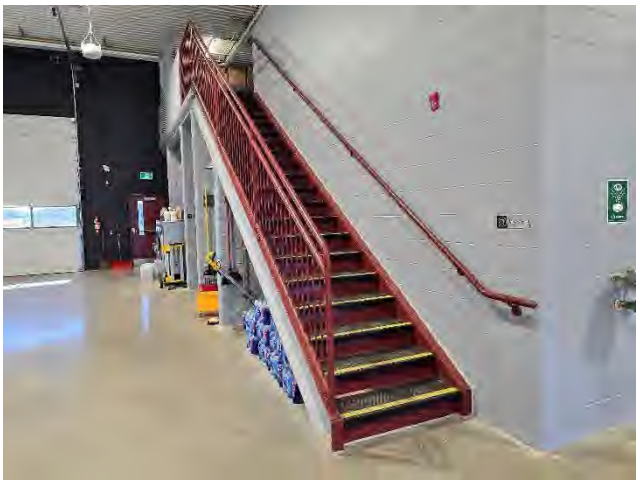
No capital work is anticipated within the study period. The following recommendations are provided:

- A maintenance allowance is included for the localized repairs of the cracking observed on the load bearing walls of the mezzanine level.

Overview of superstructure from the mezzanine level

Interior load bearing concrete block walls

Operable gate for loading to mezzanine level



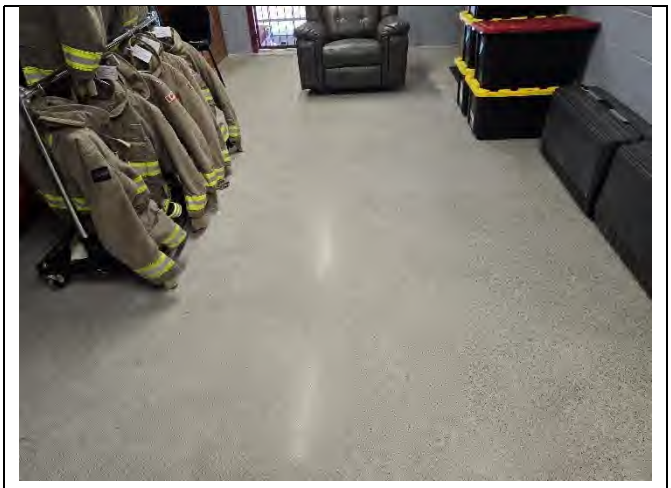
Mezzanine stairs

Deteriorated caulking at the top of the north wall of the mechanical room

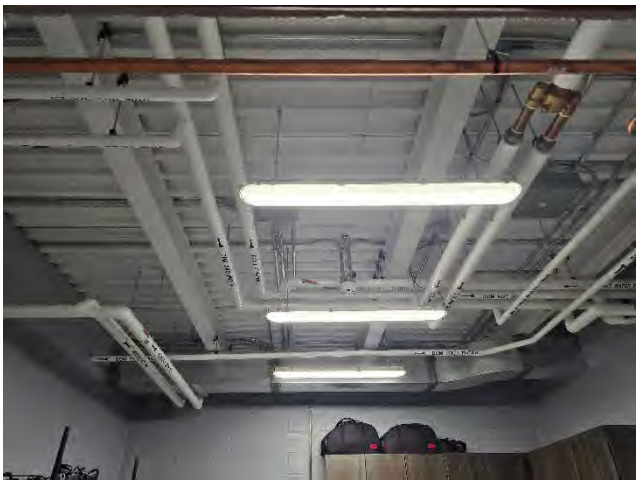
Crack in concrete block wall separating the IT room from the mechanical room (view from mechanical room)

Crack in concrete block wall separating the IT room from the mechanical room (view from IT room)

Minor cracking on the floor of the mezzanine IT room



Overview of the mezzanine floor



The underside of the composite steel and concrete mezzanine floor structure

4.2 Exterior Walls

The exterior walls of the building are a combination of stone masonry veneer and vertical prefinished R panel metal siding. The stone veneer is equipped with weepers for drainage purposes. There are expansion joints strategically located along the masonry veneer and there is a precast concrete sill / capstone.

Overall, the cladding and sealants were found in good condition with localized deficiencies:

— Minor mortar deterioration was observed at the corner joint of the precast sill near the front office windows.

— Minor corrosion staining was observed on the metal siding adjacent to the front service entrance.

— There is an unfinished edge with exposed building paper located adjacent to the main entrance door.

— There are rough edges to the metal siding and missing caulking located adjacent to the east service door.

— Further, there are pressure fit foam gaskets that close the area between the flutes of the metal siding and the adjacent soffit in order to reduce intrusion from insects, rodents, and other pests. These gaskets are reportedly installed with a strip of caulking holding the gaskets in place. Several gaskets are dislodged, loose or missing. This is reported to be an ongoing issue at the site.

The following recommendations are provided:

— Budget is included to replace the wall gaskets with a more secure alternative.

— A general maintenance allowance is included for the as-needed repairs to cladding materials and sealants in the long term. This work may include localized repairs to mortar joints, removal of corrosion and application of an anti-corrosion coating on the wall panels, and as needed replacement of sealants. In the interim, as needed repairs are considered an operational expense.

— Full replacement of the exterior sealants has been carried in the long term at the end of their effective service. It is recommended that wall exterior cladding work be conducted concurrently for cost efficiency purposes.

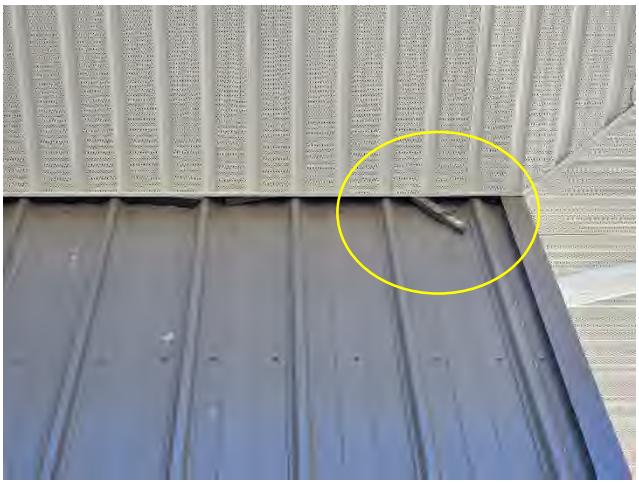
Overview of the cladding systems on the south elevation

Overview of the cladding systems on the north elevation

Overview of the cladding systems on the east elevation

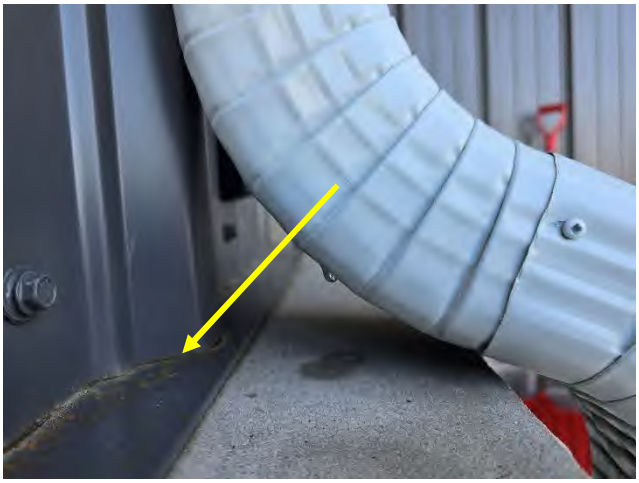
Overview of the cladding systems on the west elevation

Dislodged gaskets at intersection between the metal siding and soffit



Dislodged gaskets at intersection between the metal siding and soffit

Exposed building paper located at end seam of metal siding



Corrosion at base of metal siding – south elevation adjacent to the service entrance

Poorly installed sealant at cladding joint adjacent to the east service door

Missing sealant at cladding joint adjacent to the east service door

Typical condition of sealants at service penetrations

Overview of stone veneer – east elevation

Overview of stone veneer adjacent to main entrance – south elevation

Typical expansion joint at stone veneer – east elevation

Southeast corner of offices on the south elevation – deteriorated mortar joint

4.3 Windows and Doors

The windows of the building are aluminum framed insulated glazing units (IGUs) with both fixed and operable panes. Operable units have casement style sashes.

The main entrance doors are aluminum framed full lite single swing doors; one exterior and one interior door to form the entrance vestibule. The doors are set within a window wall system with transom and side lites. Both the interior and exterior doors are each equipped with a push button activated automatic door opener.

Steel metal service doors in steel frames are provided on the north, east and south elevations of the building to provide access to the apparatus bays. All service doors are equipped with inset glazing and the east service door is a double door with transom lites. Overall, the service doors were found in good condition.

Vehicle and equipment access to the apparatus bays is provided by overhead sectional doors with inset glazing. There are six (6) full height overhead doors for fire engines and one (1) smaller overhead door that provides access to the rear storage area. The overhead doors were found in good condition with no evident deficiencies noted.

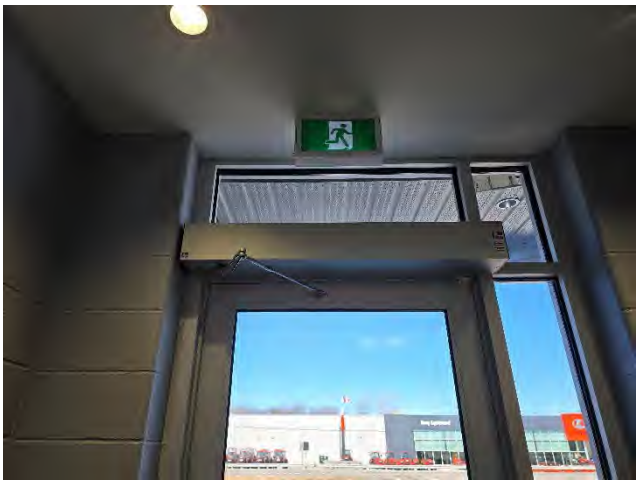
— The doors are expected to remain serviceable beyond the term of this assessment.

— However, as the service doors age, maintenance, including the as-needed replacement of damaged hardware, weather striping and sealants, as well as the removal of any corrosion, and application of paint, etc., can be expected. A general allowance has been carried in the long term for the maintenance of the service doors.

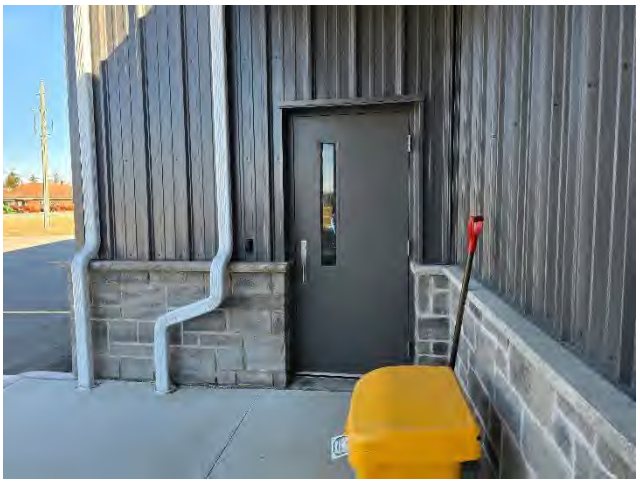
Typical window assembly with operable casement unit

Typical fixed window assembly at apparatus bays

Main entrance exterior vestibule door



Automatic door opener at main entrance vestibule



Front service entrance door

Rear service entrance door

East service entrance door

Typical overhead bay doors at front elevation

Typical overhead bay doors at rear elevation

Overhead door to storage area

4.4 Roof

The roof over the apparatus bays is constructed with a gable design; whereas the roof over the main building is composed of a hipped roof design with cross gable over the front offices. The roof is clad with a batten standing seam sloped metal roof with prefinished metal flashings along the ridgelines and open prefinished metal drainage valleys. There are snow and ice stops located at the base of the slopes to prevent snow and ice build up and sheeting off the roof's surface. Drainage is provided by prefinished metal eavestroughs and downspouts strategically located along the perimeter of the roofing system. The roof is also equipped with a lightning protection system. The soffit is clad with prefinished metal vented soffit panels.

The roof was reviewed via drone technology. Overall, the roof was found in good condition with localized deficiencies encountered during our review. The following deficiencies were observed:

— Poorly tooled caulking was noted at the joinery between the lower roof and the wall of the apparatus bay as well as at vent and gooseneck flashings. The poor workmanship may result in the premature deterioration of the sealant.

— Isolated impact damage to a roofing panel over the north elevation of the lower roof was noted. This is considered to be a cosmetic issue that won't likely contribute to further issues or deterioration.

— The drainage valley detail at the intersection between roof sections is an improper detail resulting in a gap between the lower roof section and the drainage valley flashing where water may enter.

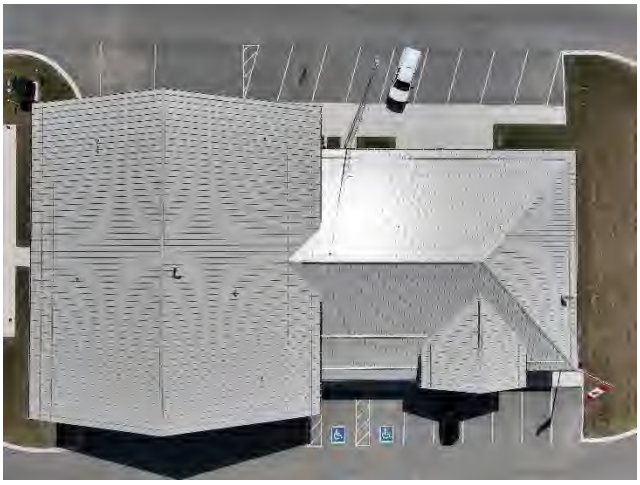
— A damaged vent stack was observed on the east slope of the apparatus bays.

— Poor workmanship/roof detail was observed at the transition between the hip flashing and eavestrough at the corners of the lower roof. This may affect drainage into the eavestrough.

Full replacement of the roof and drainage systems are not anticipated within the timeframe of this report. However, the following has been carried:

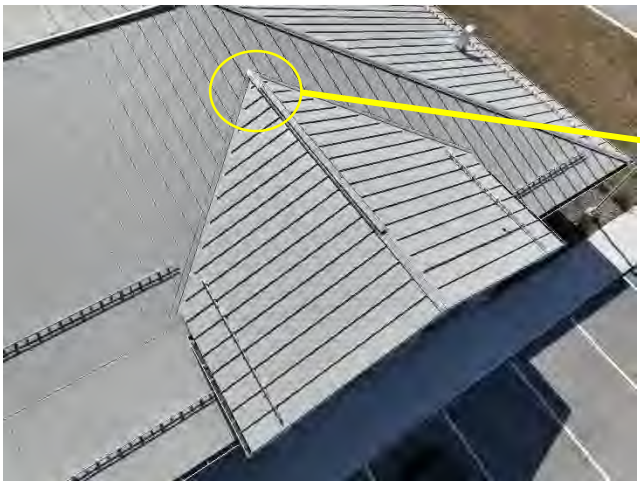
— An allowance has been carried in the immediate term to repair the damaged roof vent and clean the eavestroughs. When the repairs are conducted, it is considered prudent to review the improper roofing details identified as part of this assessment and implement modifications to improve the performance of the roof.

— Due to the poorly tooled caulking and the potential for premature deterioration/failure, a general allowance for the as-needed repairs of the roofs is included. The first allowance is carried in the medium term as the sealant continues to age and once in the long term to address future maintenance requirements.

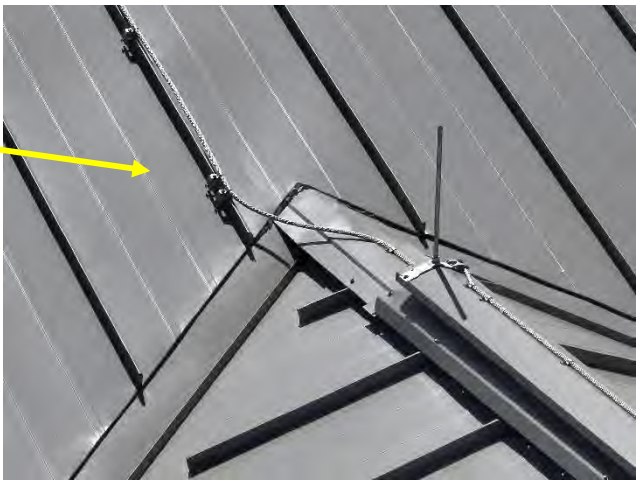


General view of metal roofing system

Roof over the main entrance and the snow and ice stops installed along the base of the slope



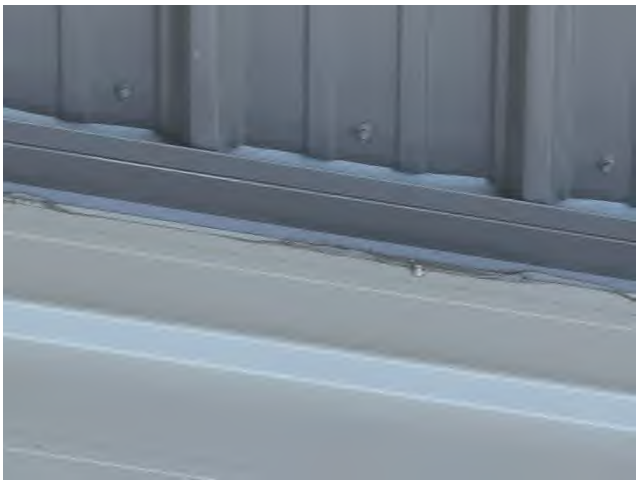
Roof cross gable over front offices



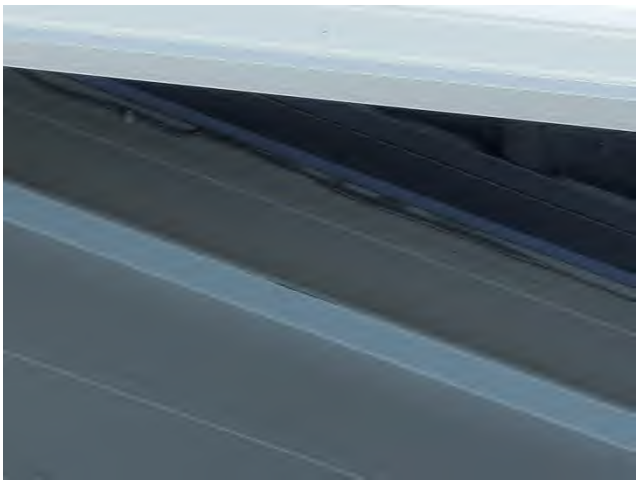
Lightning protection system

Overview of the northwest corner of the building

Poorly tooled caulking at gooseneck flashing



Poorly tooled caulking at joinery between roof and adjacent apparatus bay wall flashing

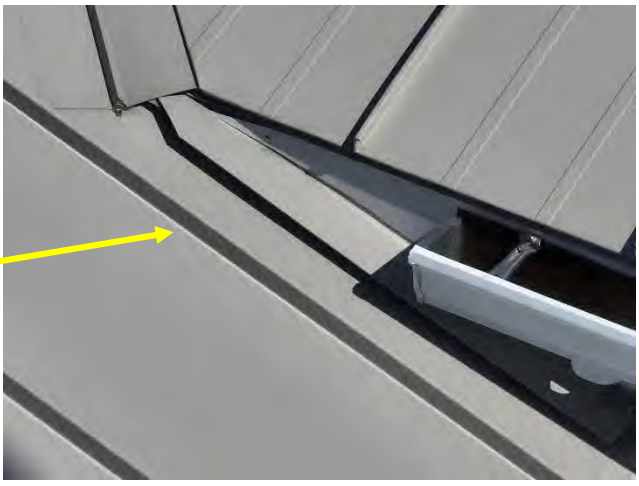


Poorly tooled caulking at joinery between roof and adjacent apparatus bay wall flashing

View of the north elevation of the roofing system

Isolated impact damage near ridgeline of main roof

Overview of the intersection of the east and west portions of the roof

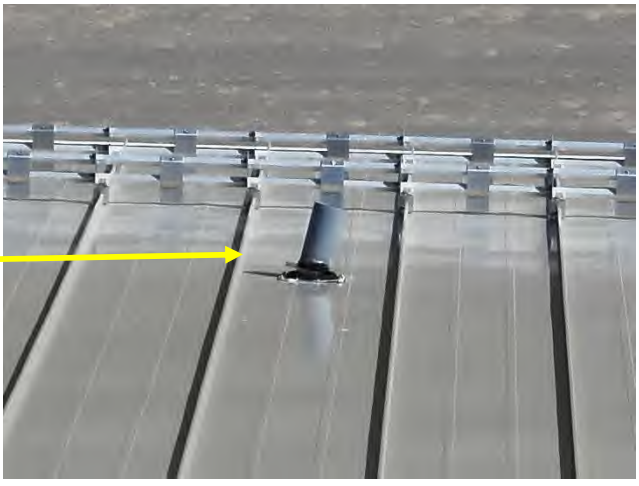


Drainage valley is not flush with the surface of the roof

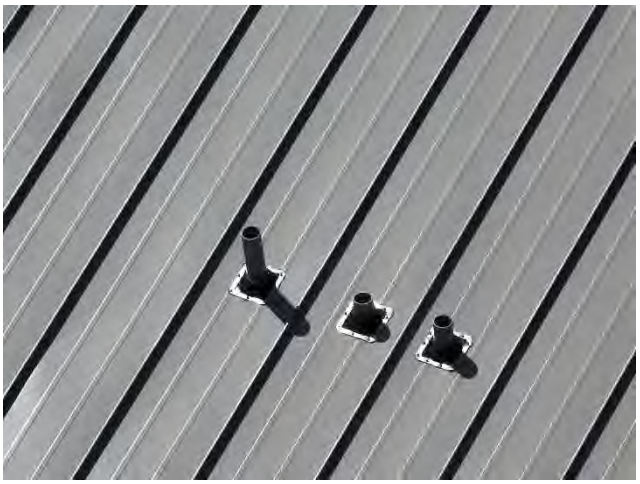
Overview of the cross gable over the front offices

Drainage valley is not flush with the surface of the roof

Overview of the east sloped of the apparatus bay roof



Damaged vent stack



Typical vent stack detail

Typical perforated/vented prefinished metal soffit panels

General view of the perimeter eavestrough and downspout

Poor workmanship at transition between hip flashing and eavestrough

Debris in eavestrough

Gap between fascia and eavestrough - Reported leak located over front entrance

5 C Interiors

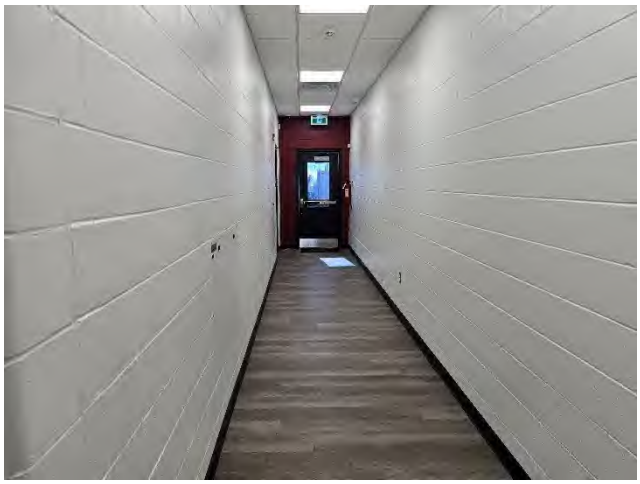
5.1 Interior Constructions

The partitions with the building form part of the loading bearing structure of the building and are discussed in Section 4.1 of this Report. There are metal framed interior windows located between the front office areas and the entrance vestibule.

The interior door of the main entrance vestibule is an anodized aluminum full lite door set in an aluminum frame with side and transom lites. Interior doors throughout the building are typically hollow metal or solid wood veneered doors set in metal frames with/without glass inserts. The doors are generally found to be functional and in good condition. A loose kick plate was observed at the base of the door to the men's changing room. There are toilet stall partitions and dividers located in the men's and women's washrooms. No issues were observed or reported.

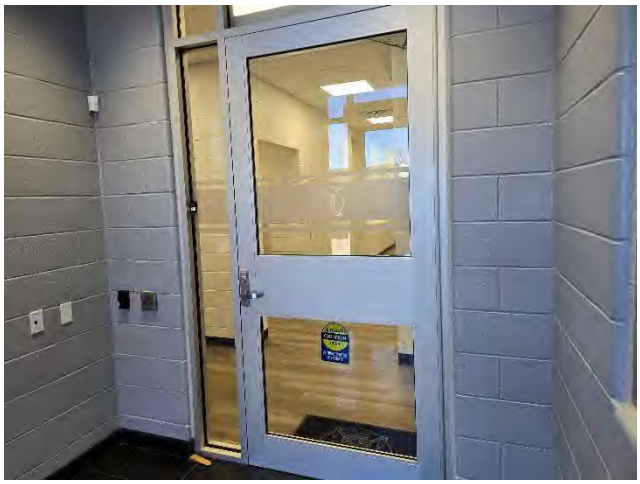
No capital maintenance or replacement work is anticipated within the study period. Reattachment of the kick plate at the men's change room door is considered an operational expense. No capital allowances have been carried.

Concrete block wall partition

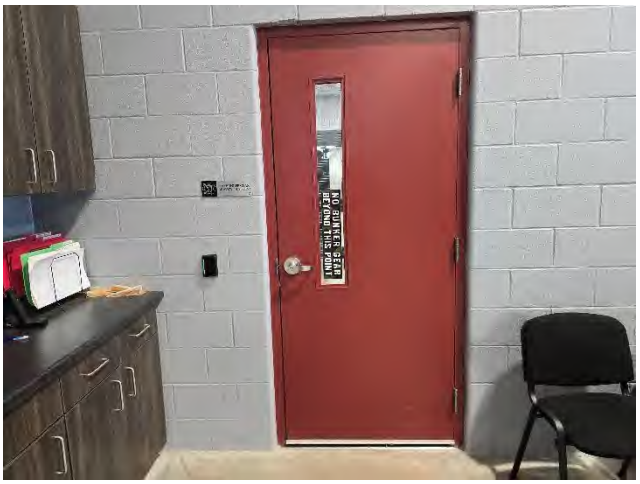


Concrete block wall partition

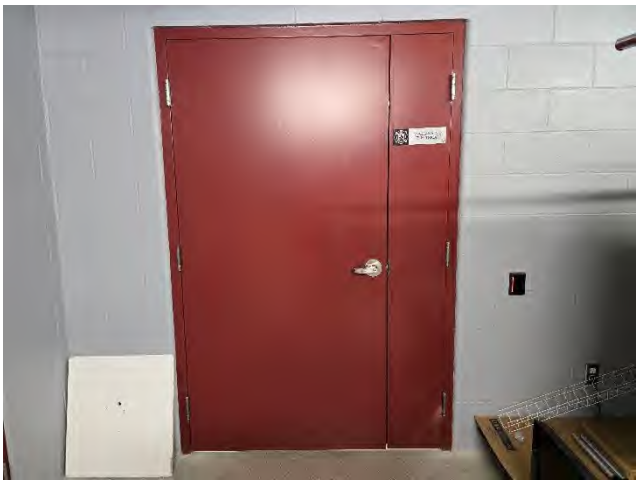
Interior glazing in the entrance vestibule



Interior door of the entrance vestibule



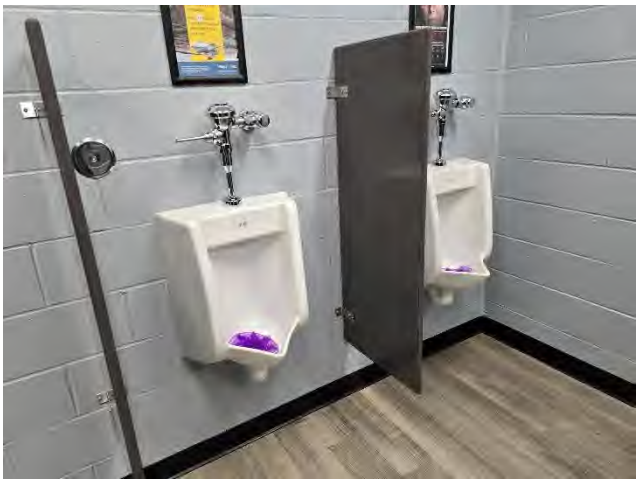
Typical interior door



Mechanical room door

Interior metal roll-up door between the kitchen and training rooms

Loose kick plate at the base of the male change room door



Urinal partition in the men’s washroom

5.2 Interior Finishes

The interior walls throughout the office spaces and the service bays of the Main building are painted.

Flooring finished is a combination of ceramic tiles, vinyl plank flooring and anti-fatigue rubberized flooring in the wellness / physical activity room. The apparatus bays are finished with polished concrete. Overall, the flooring finishes were found in good condition; however, it was reported at the time of our review that the polished concrete in the apparatus bays poses a health and safety issue. Several slips and fall instances have occurred when fire fighters enter the apparatus bays in wet gear and boots.

The ceiling finishes include acoustic drop ceiling tiles and painted gypsum board in the main offices, corridors and washrooms. The apparatus bay ceiling is clad with prefinished metal panels. Water staining and damaged gypsum board ceiling were observed on the ceiling of the bunker gear storage room.

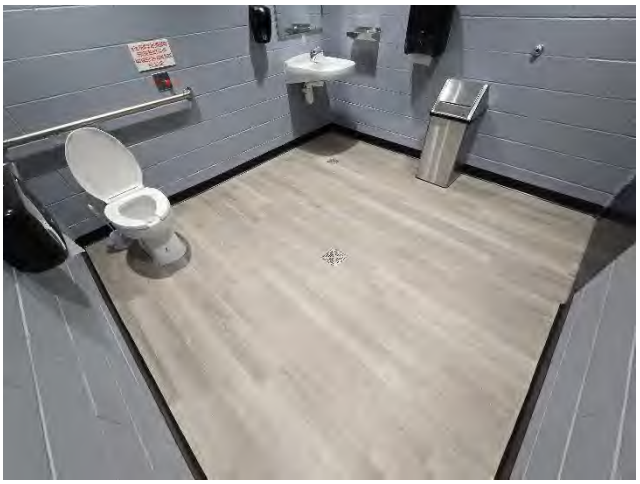
— It is recommended that the polished finished in the apparatus bays, bunker gear storage, maintenance, S.C.B.A. and storage areas be refinished with an anti-slip coating to reduce the number of health and safety related instances. An allowance has been carried in the immediate term for replacement of the floor finish.

— The bunker gear storage room is located directly below the mechanical room on the mezzanine level where a leaking pressure relief valve was observed. This may be the cause of the water intrusion; however, this could not be confirmed. An allowance has been carried to investigate the source of the water intrusion and repair the ceiling finishes.

— A general annual allowance is included for the maintenance and partial replacement of the interior finishes in the long term.

Ceramic tiles in the main entrance vestibule

Typical painted walls, drop ceiling and vinyl plank flooring – Training room

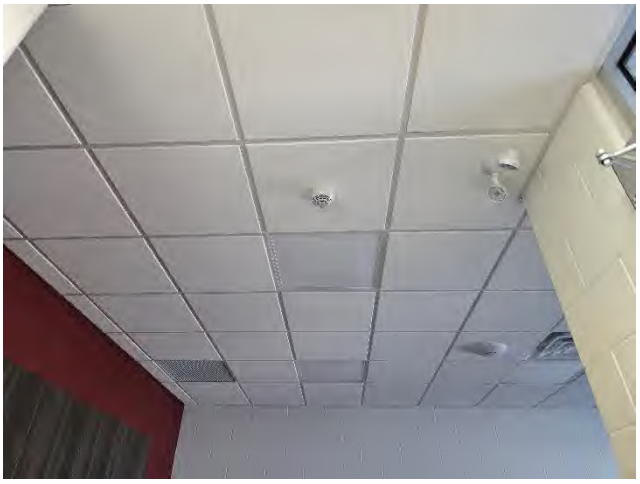


Typical painted walls and vinyl plank flooring – Accessible washroom

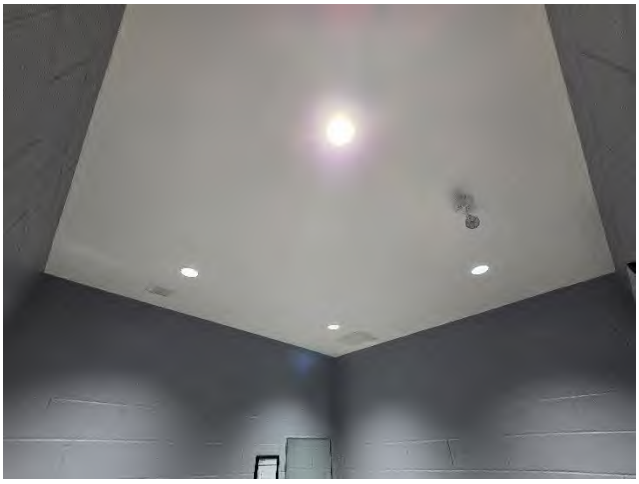
Anti-fatigue rubber flooring in the Physical Wellness Centre

Polish concrete floor, painted block walls and prefinished metal ceiling panels – Apparatus Bays

Typical polish concrete floor – Bunk Gear Storage



Typical acoustic drop ceiling tiles – Office area



Painted drywall ceiling in accessible washroom

Water staining on the ceiling of the bunker storage room

Water staining and damaged gypsum board on the ceiling of the bunker storage room

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present at this facility.

6.1.2 Domestic Water Distribution

Domestic water is supplied by a 5 K-gal underground precast concrete cistern located near the northeast corner of the building. The water is pumped to the mechanical room located on the mezzanine to a UV purification system and is then distributed to plumbing fixtures via a copper piping network. The distribution system is equipped with an Amtrol thermal expansion tank.

Domestic Hot Water (DHW) is provided by a 100-gal (379 L) gas-fired water heater located in the mezzanine mechanical room. The distribution system includes Grundfos circulation pumps and various valves and fittings. There is a pressure relief valve located adjacent to the water heater that is leaking. Localized corrosion was noted on the valve itself and the top of the valve below it. Moisture and historical water staining were noted on the floor below the leaking valve.

The building is equipped with male and female washrooms and changing facilities with showers as well as a universal/accessible washroom. Plumbing fixtures in the washrooms consist of handle flush floor-mounted toilets, counter-mounted and wall-mounted sinks, wall-mounted urinals with handle flushometer and a stainless-steel mop sink in the janitorial room. The showers are constructed with ceramic tiles basins and surrounds with chrome fixtures.

The domestic water systems and fixtures are largely original. It was reported that isolated replacements of toilets have occurred since the building was occupied in December 2023. The fixtures are in working condition. The majority of the domestic water assets and components are expected to remain serviceable beyond the term of this assessment; however, the following can be expected within the study period:

— Budget is included to replace the UV purification system at the end of its useful life; and,

— A routine allowance has been included every two years to replace/repair distribution system (valves, piping, circulation pumps, etc.) and for the as-needed repairs of the plumbing fixtures. The first allowance is carried in year 0 to address the leaking pressure relief valve.

Access hatch for domestic water cistern

AO Smith natural gas fired automatic circulating water heater

Expansion tank for domestic cold water system

Filter media housings for water purification system

UV purification system equipment

Typical Grundfos circulation pump

Pressure relief valve for domestic water system - valve is leaking

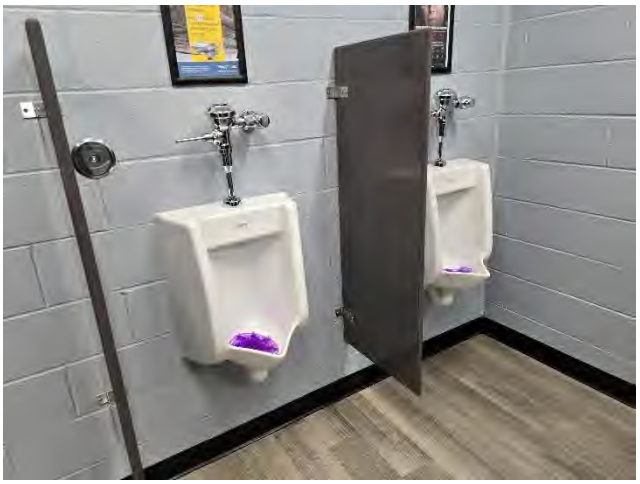
Water and historical water staining below pressure relief valve

Typical stainless steel triple basin kitchen sink

Stainless steel single basin sink in training room

Stainless steel mop sink in janitorial room

Typical ceramic sink in washrooms



Typical wall mounted ceramic urinals

Typical pedestal mounted low flush ceramic toilet

Typical stall with ceramic surround and basin and chrome fixtures

Emergency eye was system in the main garage

6.1.3 Sanitary Sewage and Storm Sewage System

The building is provided with a sanitary system consisting of a network of sanitary piping and floor drains. The underground sanitary waste system connects to a septic tank and transports the wastewater through the septic line to the septic bed located east of the buildings. There is a manhole located in the landscaped area east of the building, that is equipped with a Grundfos Grinder Pump with floats, alarm panels and lifting chains. We were informed that the septic tank is regularly maintained. No capital budget is anticipated.

The trench drains in the apparatus bays are connected to a separate drainage system that discharges to fibreglass heavy-duty basin with anti-floatation collar located south of the building. From here the wastewater is discharged to a concrete pad located in the field south of the building. It is our understanding that there is no oil/solid separator. The concrete pad and discharge point were buried in snow at the time of our review.

— No capital work is recommended at this time; however, an allowance is carried for as needed maintenance for the sanitary sewage and storm sewage system in the medium term, which reoccurs every 2 years thereafter.

Manhole for sanitary sewer system located near the northeast corner of the building

General view of the septic tank located in the southwest corner of the property

General view of the septic tank located in the northeast corner of the property

Manual motor start switch for sanitary tank

Typical trench drain located in the apparatus bays

Discharge area for garage drainage system (concrete pad buried below snow)

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

The building is heated via a closed loop hydronic heating system. There are two loops, one that services the east wing of the building, which includes the offices, training room, boardroom, kitchen, physical wellness room and washrooms/change rooms, and the second which services the apparatus bays. The apparatus bay loop is a glycol system to protect against freezing. The boiler servicing this system is manufactured by Lochivar and is located in the mechanical room on the mezzanine level. The system is supported by a Grundfos heat exchanger with a design rating of 150°F. The distribution system includes multiple expansion tanks, circulation pumps and a glycol make up tank. The heating liquid is then circulated to several manifolds located throughout the building one for every in-floor heating zone. There are two glycol zones located within the garage and eleven water heating zones throughout the remainder of the building.

It is our understanding that there have been historical issues with temperature balancing between the apparatus bays and the east wing of the building; however, with adjustments, these issues are reported to have been resolved.

The apparatus bays are heated by natural gas fired ceiling mounted radiant tube heaters. Supplemental heating in the entrance vestibule is provided by an electric heater by Ouellet.

The bunker gear room is equipped with an air handling unit located in the mechanical rooms on the mezzanine, directly above the bunker gear storage room. The unit is manufactured by Engineered Air and rated for 900 CFM and has dehumidification functionality.

Cooling is provided by two (2) units both manufactured by Mitsubishi Electric and use R410A refrigerant. CU-1 is the main cooling unit for the east wing of the building which is connected to nine (9) fan coil units located within the plenum space or suspended from the ceiling such is FC-9 located in the maintenance room off the apparatus bays. CU-2 provides localized cooling to the mezzanine via a tenth fan coil unit located in the mezzanine IT room. This system is supported by a Systemair ERV that provides preheat. It is noted that refrigerant R410a is in the process of being banned in Canada, starting with the 2025 ban of its use in new residential and light commercial air conditioning systems and heat pumps. A complete phase out in all new equipment by 2036; however, the use and service of R410a in existing equipment is still permitted.

An automotive exhaust purification system includes several AirVac vehicle exhaust scrubbers, one over each of the six (6) apparatus bays. The units purify and recirculate the air within the garage. Additional ventilation in the apparatus bays is provided by a series of propeller fans. There are two exhaust fans located in the rear storage room off the apparatus bays.

Upon entering the facility, a prominent howling / whistling noise was evident in the main reception area and central corridors of the east wing. The noise is particularly evident directly below the diffusers in the main corridor. This was reported to be an ongoing issue since the occupation of the facility in December 2023. The mechanical design engineer was consulted and reported that the HVAC systems are “working as intended”. Based on a preliminary auditory assessment, Englobe is of the opinion that the noise is related to a fan or motor associated with ERV that is reverberating through the ductwork to the various diffusers; however, this could not be confirmed. Based on a review of the available as-built drawings, there does not appear to be any acoustic lining installed within the ductwork.

— An allowance has been carried to investigate the noise emanating from the mechanical systems at the site. If our preliminary assessment is confirmed, acoustic lining would need to be installed within the ductwork in order to dampen the fan/motor noise. The allowance also includes a preliminary budgetary repair allowance; however, it is recommended that this allowance be reviewed and revised upon completion of the investigation as the extent and locations of acoustic lining would need to be evaluated.

— General annual allowances for as needed repair of the hydronic heating system components have been included. The first allowance is carried in the medium term as the system continues to age and every 2 years thereafter to address any as needed maintenance requirements.

Lochinvar hydronic boiler

Hydronic heating system components

Hydronic supply and return lines and heat exchanger

Typical hydronic system circulation pump

Glycol reservoir and by-pass feeder

Typical expansion tanks for hydronic heating system

Water treatment for hydronic heating

ERV-1

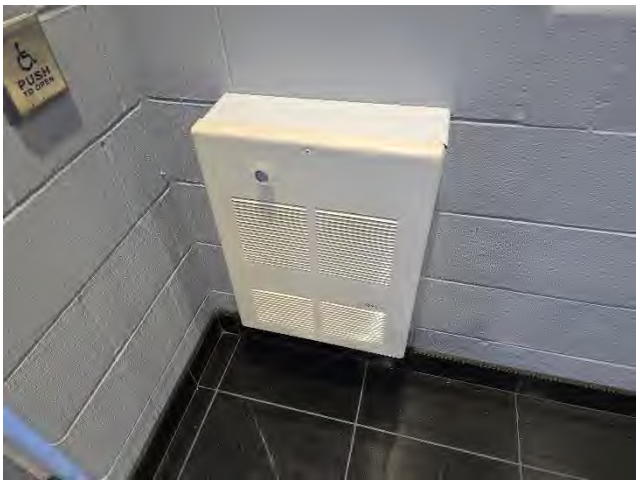
Heating Coil - HC-1

Air handling unit and dehumidifier for the bunker gear storage room

Typical manifold for in-floor heating system

Typical fan coil

Natural gas fired radiant tube heater in garage



Typical supplemental electric heater

IT room AC blower

Air conditioning units

Exhaust fan located in the storage area adjacent to the apparatus bays

Airvac vehicle exhaust system in apparatus bays

Propeller fan for air circulation in the apparatus bays

6.1.5 Fire Protection System

There is a dual sided 50,000-gallon cast-in-place fire cistern located south of the building. The tank is equipped with a fire hose connection for fire trucks, as well as a submersible pump. There is an overflow gooseneck that discharges overflow to the drainage swale located in the field south of the building. In addition, there is a refill funnel that can be used to fill the tank from the fire trucks. It is our understanding that the submersible pump malfunctioned and is on order for replacement. Currently, the fire cistern can be used with fire trucks, if needed. No allowances have been carried, as it is our understanding funds have already been allocated for the replacement of the pump.

The building is protected with fire extinguishers. By the tag attached to each extinguisher, regular maintenance and inspection are provided regularly.

Typical fire extinguisher

Control panel for fire cistern equipment

Eastern access hatch for fire cistern

Western access hatch for fire cistern

Blow back refill funnel

Overflow gooseneck

6.2 Electrical

6.2.1 Distribution System and Equipment

Electrical service is provided to the site by a buried service that enters the building from the pad mounted transformer located at the southeast corner. From here, the service enters to the mechanical room located on the mezzanine to the main switchgear unit manufactured by Square D. The switchgear is rated for 600/347-V, 400-A, 3-phase, 4-wire service. There are two step-down transformers located in the mechanical room; both manufactured by Rex Power Magnetics. One is rated at 112.5kVA, while the other is 75kVA. Various safety disconnect switches and distribution panels control the different equipment throughout the building.

Although, emergency lighting is provided by battery packs, there is a natural gas fired Kohler generator located south of the rear-drive lane. There is a manual transfer switch, as well as a portable generator hub, that can be used to provide back-up power to the operations at the facility.

No issues were observed or reported with regards to the electrical equipment. However, an unsealed service penetration was observed on the floor of the mezzanine mechanical room. It is recommended that this penetration be sealed with fire rated sealant. This is considered an operational expense – Refer to Section 6.3.2, below. No capital allowances have been carried.

Transformer owned by local hydro authority

Main switchgear unit

Manual transfer switch for generator

Kohler generator

Portable generator hub

Typical step down transformer

Main distribution panels

Unsealed penetration in the mechanical room floor

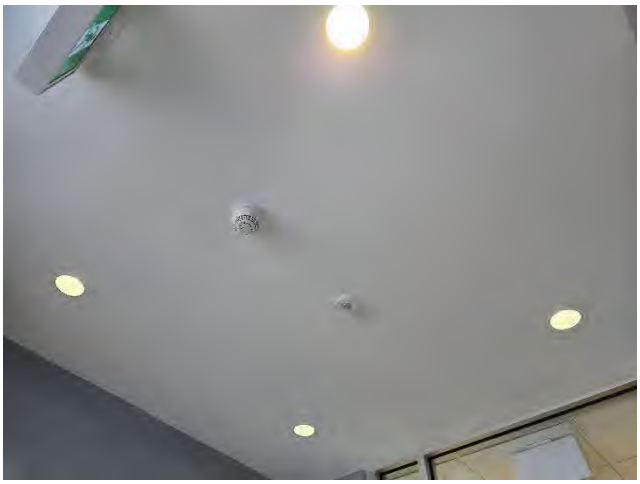
6.2.2 Lighting

Multiple types of lighting fixtures throughout the central fire station building including LED troffers, recessed fixtures, ceiling mounted linear fixtures, and high bay lights. The lighting systems are equipped with motion sensor activation.

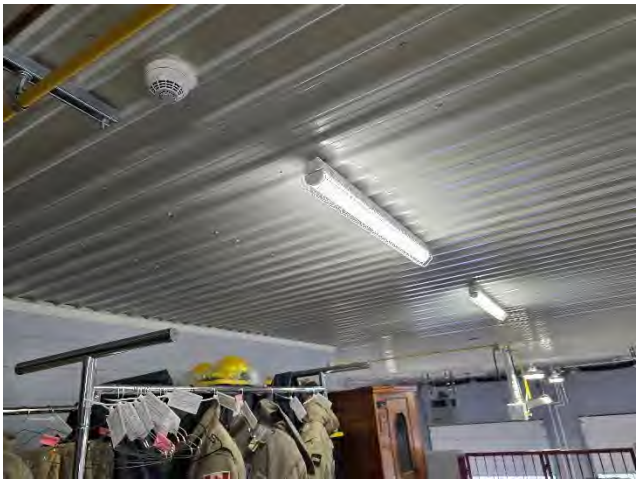
Exterior lighting is provided by wall-mounted fixtures. Recessed soffit light fixtures are noted at the front canopy.

The lighting fixtures were found in good condition. Bulk replacement of the interior and exterior lighting is not expected within 10 years. As needed replacement of failed fixtures as well as bulbs are to be handled under the operations budget.

Typical LED troffers



Recessed lighting with motion activation



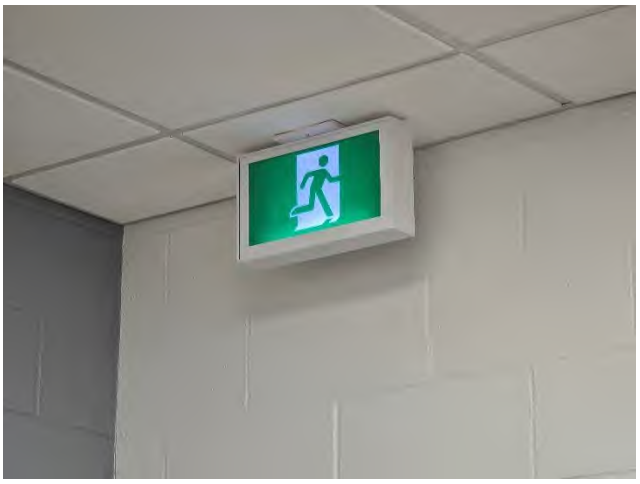
Typical linear fixture - Mezzanine

High bay lighting - Apparatus bays

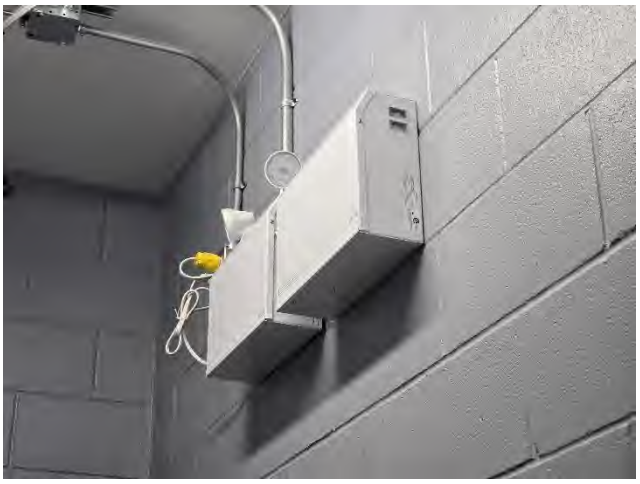
Typical exterior wall pack

Exterior recessed soffit fixture

Emergency lighting is provided by a combination of exit/evacuation signs, headlights, and battery power packs. The emergency lighting is inspected regularly. General repairs and unit replacements are considered an operating expense. No capital allowances are anticipated within the study period.



Typical exit signage



Battery back-up emergency lighting

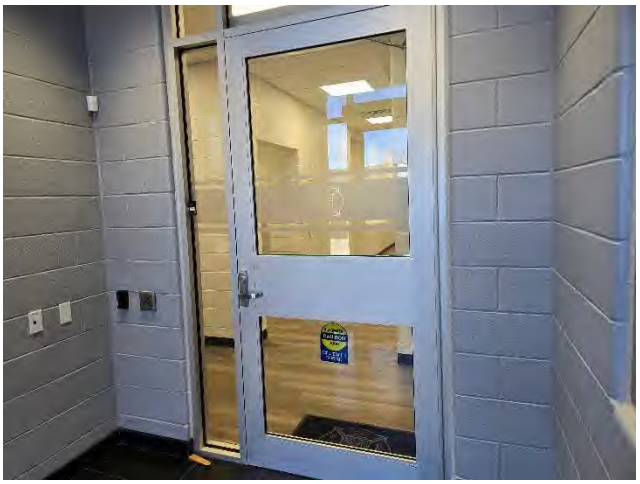
Typical dual head emergency light fixture

6.3 Electronic Safety and Security

6.3.1 Access Control and Security

The main building is equipped with a security access system including key fob door access panels and motion sensors. A video surveillance system includes multiple indoor and outdoor cameras installed inside the main building and throughout the site.

— An annual maintenance allowance for the as-needed repairs or replacement of the components of the safety and security system is included. Given the age of the components, the first allowance is carried in the medium term.



Door with fob access control panel

Typical interior security camera

6.3.2 Fire Detection and Alarm System

The building is equipped with a central fire alarm system including an annunciator panel located in the main entrance vestibule. Detection devices include integrated wired smoke detectors, vehicle exhaust detectors (for CO as well as NO_2), and pull stations. There are audiovisual alarm devices located strategically throughout the building.

Fire-rated doors are installed within the fire separation between the offices, training room, kitchen, etc. of the east wing and the apparatus bays. Generally, service penetrations throughout the fire separation were found to be sealed with fire-rated caulking; however, one service penetration in the floor of the mezzanine mechanical room was noted as not properly sealed. Sealing the service penetration in the mechanical room is considered an operational expense.

— An annual maintenance allowance, starting in the medium term as the system continues to age, is included for the as-needed repairs or replacement of the components of the fire and life safety system.

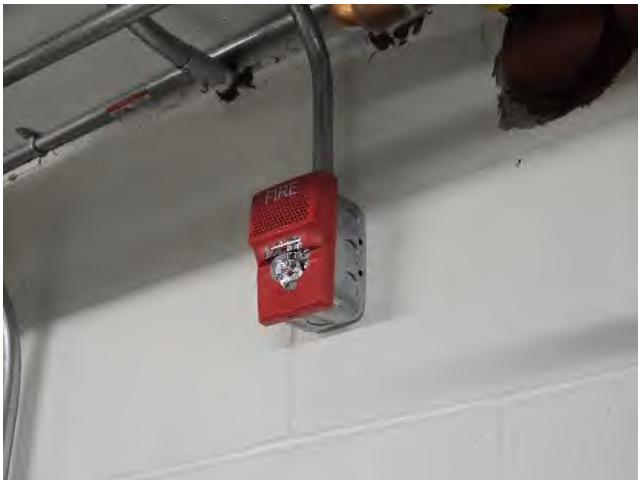
Main fire alarm panel

Annunciator panel

Wall mounted vehicle exhaust sensors

Typical integrated smoke detector

Typical pull station



Typical audiovisual fire alarm

6.4 Integrated Automation

Building systems, including the HVAC systems, cistern levels, etc., are monitored by an Automated Logic control panel located in the mezzanine mechanical room. There are various sensors located throughout the building for monitoring various systems. It is our understanding that the system is a cloud based system that reports back various conditions; however, intervention based on the monitoring feedback is manually implemented. No issues were observed or reported.

Automated Logic central monitoring panel

Automated Logic outside air temperature sensor

7 E Equipment

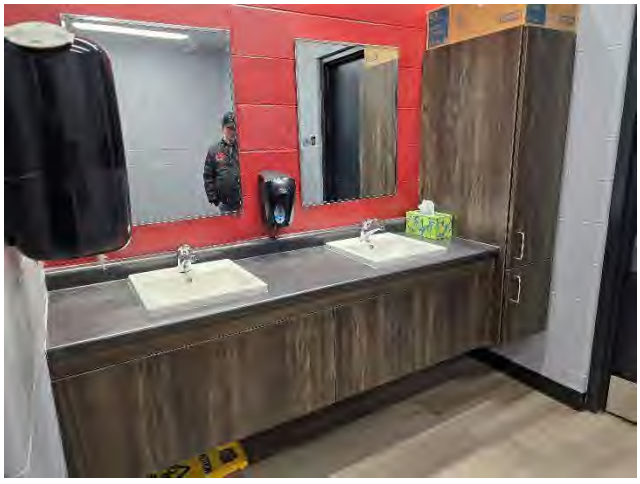
7.1 Fixed Furniture

Cabinetry constructed with laminated particle board doors, draw fronts and countertops are located in the kitchen, training room, washrooms, maintenance area and S.C.B.A. room. In addition, there are metal lockers located in the change rooms and wall mounted metal gear racks located in the bunker gear storage room. Based on the air of the cabinetry, lockers and gear racks, they are expected to remain serviceable beyond the term of this assessment. As need repairs are considered under the operations budget.

Overview of kitchen cabinetry and countertops

Wall-mounted cabinets in the training room

Equipment cleaning room cabinetry and countertops



Typical washroom cabinetry and countertops

Typical metal lockers

Typical metal lockers

7.2 Built-in and Free-standing Appliances

The stainless-steel kitchen appliances include consumer grade range, refrigerator, upright freezer, dishwasher and microwave. All kitchen appliances are manufactured by Whirlpool and are approximately 2 years old.

There are pedestal mounted consumer grade laundry appliances, a washer and dryer, both manufactured by LG as well as a commercial sanitizing unit by Rescue Intellitech located in the S.C.B.A. room. There are commercial extractor units located in the main apparatus bay adjacent to the S.C.B.A. room. No issues were observed or reported at the time of our review.

— Consumer grade equipment is expected to require replacement within the study period. Allowances have been included in the long term.

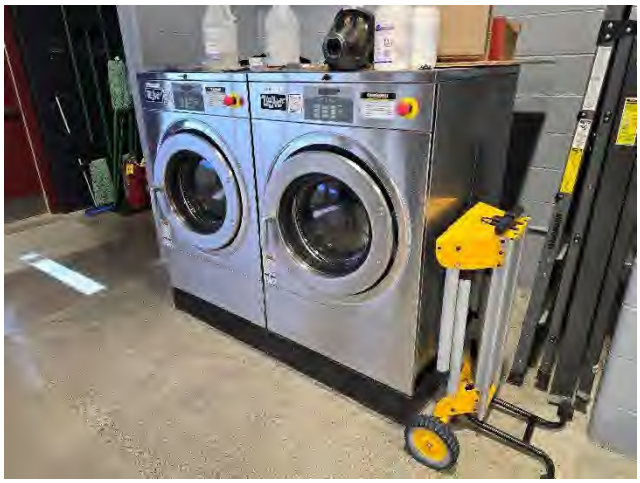
Consumer grade refrigerator and upright freezer

Consumer grade ceramic top range

Consumer grade dishwasher

Maintenance area consumer grade refrigerator

Consumer grade laundry appliances



Commercial grade extractor units

Commercial grade sanitizing unit

8 F Special Construction & Demolition – N/A

8.1 Special Structures – N/A

Not applicable.

9 G Sitework

9.1 Site Development

Site finishes included roadways, driveways, parking area, concrete sidewalks, fences, bollards, a flagpole and landscaping. The site appears to be adequately graded away from the building.

— An annual budgetary allowance is included for the as-needed repairs and general maintenance of the Public Works buildings and site finishes.

General view of the site

10 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to be in compliance before **January 2025**.

Although, this is not a code compliance review, based on a visual walk through of the facility there are numerous accessibility measures in place which includes level thresholds and push button activated door openers at the main entrance vestibule, as well as wave operated barrier free access to an accessible washroom. No measurements were taken to confirm code compliance. The universal washroom is not equipped with a tilt mirror.

11 Conclusion & Recommendations

Following our inspection, we determined that the building is generally in Very Good condition.

The following table summarizes the conditions and recommendations to be undertaken in the short term. The highlighted item(s) are considered high priority. Ignoring a building component issue may pose a code violation or a safety concern and may lead to potential hazards, legal liabilities, financial losses, and compromised occupant well-being.

A list of all recommended remedial work within the 10 years has been established in the Capital Expenditure Table Appendix A of this report.

Asset Description - Recommendation	Expenditure Type	First Recommended Intervention Year	Expenditure (Inflated)
Wall Gaskets	5. Very Poor	2025	$4,600
Sloped Metal Roofing - Immediate Repairs	5. Very Poor	2025	$4,000
Repair leaking eaves trough over main entrance	5. Very Poor	2025	$2,000
Non-Slip Traffic Coating for Apparatus Bays	5. Very Poor	2025	$162,500
Leak Investigation and Repairs to Bunker Gear Storage Room Ceiling	5. Very Poor	2025	$6,000
As needed allowance for repairs to the DW distribution system and plumbing fixtures – Repair leaking PR valve	5. Very Poor	2025	$7,156
Investigate fan/motor noise and repair, as required	5. Very Poor	2025	$50,000
Landscaping - General	5. Very Poor	2025	$15,332
Mezzanine Walls - Crack Repair Allowance	4. Poor	2026	$10,220

Item* Critical Item – High Priority

12 Limitations of the Assessment

The following defines the specific technical limitations of this assessment.

— Non-destructive or destructive testing, openings of roofing systems, wall assemblies or other enclosures, or testing of mechanical, electrical or life-safety systems were not part of this investigation.

— Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous and safe visual observation of a system or item will render the item Out-of-Scope.

— The assignment did not include verification or engineering calculations of the building structural or building envelope component design.

— This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, neither any provincial codes nor by-laws. However, any obvious non-compliance to a Code or regulation article might have been reported in this report, as an informative purpose only.

— The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems such as building mechanical, fire protection, HVAC, electrical systems and lighting, as well as vertical transportation system. The professionals conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields.

— No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

— Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed to all building elements at the facility. No cost allowance was provided for regular maintenance.

— The observations, findings, and recommendations included in this BCA report were developed in accordance with generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions. The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. Englobe will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended to.

Appendix A
CAPITAL EXPENDITURE 10-YEAR PLAN

ENGLOBE

Capital & Maintenance Expenditure Forecast

Client: Wainfleet Township
Site: Central Fire Station

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Uniformat	Uniformat Level 4	Asset Description	Remaining service life (years)	Expenditure Type	First Planned Intervention Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
A - Substructure						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A10 - Foundations						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
A40 - Standard Slabs-on-Grade						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B - Shell						$ 10,600	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,687	$ -	$ 31,576
B10 - Superstructure						$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B1010 - Floor Construction	B1010.40 Mezzanine Floor Construction	Mezzanine Walls - Crack Repair Allowance	48	Maintenance	2026	$ -	$ 10,220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B20 - Exterior Vertical Enclosure						$ 4,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,926	$ -	$ 31,576
B2010 - Exterior Walls	B2010.10 Exterior Wall Veneer	Stone Masonry Veneer with Precast Sill - Future Repairs	48	Maintenance	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,216
B2010 - Exterior Walls	B2010.40 Fabricated Exterior Wall Assemblies	Vertical Metal Siding - Future Repairs	48	Maintenance	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,216
B2010 - Exterior Walls	B2010.90 Exterior Wall Opening Supplementary Components	Joint Sealants - Replace	10	Capital	2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 19,144
B2010 - Exterior Walls	B2010.90 Exterior Wall Opening Supplementary Components	Wall Gaskets - Replace	13	Maintenance	2025	$ 4,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B2050 - Exterior Doors and Grilles	B2050.20 Exterior Utility Doors	Hollow Metal Service Doors - Refurbish, as needed	28	Maintenance	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,926	$ -	$ -
B30 - Exterior Horizontal Enclosure						$ 6,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,761	$ -	$ -
B3010 - Roofing	B3010.10 Steep Slope Roofing	Sloped Metal Roofing - Repair Allowance	48	Maintenance	2025	$ 4,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,761	$ -	$ -
B3020 - Roof Appurtenances	B3020.70 Rainwater Management	Repair leaking evestrough over main entrance	23	Maintenance	2025	$ 2,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C - Interiors						$ 168,500	$ -	$ -	$ -	$ -	$ 11,149	$ -	$ -	$ -	$ -	$ -
C10 - Interior Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C20 - Interior Finishes						$ 168,500	$ -	$ -	$ -	$ -	$ 11,149	$ -	$ -	$ -	$ -	$ -
C2010 - Wall Finishes	C2010.70 Wall Painting and Coating	Painted Walls and Ceilings - Refurbish, as needed	8	Maintenance	2030	$ -	$ -	$ -	$ -	$ -	$ 11,149	$ -	$ -	$ -	$ -	$ -
C2030 - Flooring	C2030.70 Fluid-Applied Flooring	Non-Slip Traffic Coating for Apparatus Bays	18	Capital	2025	$ 162,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C2050 - Ceiling Finishes	C2050.70 Ceiling Painting and Coating	Leak Investigation and Repairs to Bunker Gear Storage Room Ceiling	18	Maintenance	2025	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D - Services						$ 53,500	$ -	$ 3,656	$ -	$ 3,818	$ 11,706	$ 19,371	$ 12,227	$ 25,589	$ 12,772	$ 21,134
D10 - Conveying						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D20 - Plumbing						$ 3,500	$ -	$ 3,656	$ -	$ 3,818	$ 2,230	$ 3,988	$ 2,329	$ 9,522	$ 2,433	$ 4,351
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	UV Water Purification System - Replace	8	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,356	$ -	$ -
D2010 - Domestic Water Distribution	D2010.20 Domestic Water Equipment	As needed allowance for repairs to the DW distribution system and plumbing fixtures	48	Capital	2025	$ 3,500	$ -	$ 3,656	$ -	$ 3,818	$ -	$ 3,988	$ -	$ 4,166	$ -	$ 4,351
D2020 - Sanitary Drainage	D2020.10 Sanitary Sewerage Equipment	As needed allowance for repairs to septic and storm system	23	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 2,230	$ -	$ 2,329	$ -	$ 2,433	$ -
D30 - HVAC						$ 50,000	$ -	$ -	$ -	$ -	$ -	$ 5,697	$ -	$ 5,951	$ -	$ 6,216
D3050 - Facility HVAC Distribution Systems	D3050.10 Facility Hydronic Distribution	General repair allowance for hydronic distrubition system	23	Maintenance	2031	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,697	$ -	$ 5,951	$ -	$ 6,216
D3050 - Facility HVAC Distribution Systems	D3050.50 HVAC Air Distribution	Investigate fan/motor noise and repair, as required	18	Capital	2025	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D40 - Fire Protection						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D50 - Electrical						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D60 - Communications						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D70 - Electronic Safety and Security						$ -	$ -	$ -	$ -	$ -	$ 9,476	$ 9,686	$ 9,898	$ 10,116	$ 10,339	$ 10,567
D7010 - Access Control and Intrusion Detection	D7010.10 Access Control	Door Fobs & Keypads - Localized replacement, as needed	18	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 2,787	$ 2,849	$ 2,911	$ 2,975	$ 3,041	$ 3,108
D7030 - Electronic Surveillance	D7030.10 Video Surveillance	CCTV Surveillance System - Localized replacement, as needed	18	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 2,787	$ 2,849	$ 2,911	$ 2,975	$ 3,041	$ 3,108
D7050 - Detection and Alarm	D7050.10 Fire Detection and Alarm	Detectors, Alarm Devices & Pull Stations - Localized replacement, as needed	23	Capital	2030	$ -	$ -	$ -	$ -	$ -	$ 3,902	$ 3,988	$ 4,076	$ 4,166	$ 4,257	$ 4,351
D80 - Integrated Automation						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E - Equipment & Furnishings						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,828	$ -	$ -
E10 - Equipment						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,828	$ -	$ -
E1060 - Residential Equipment	E1060.10 Residential Appliances	Residential Kitchen and Laundry Appliances	8	Capital	2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,828	$ -	$ -
E20 - Furnishings						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F - Special Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F10 - Special Construction						$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G - Sitework						$ 5,000	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G20 - Site Improvements						$ 5,000	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
G2080 - Landscaping		Landscaping - General	38	Maintenance	2025	$ 5,000	$ 5,110	$ 5,222	$ 5,337	$ 5,455	$ 5,575	$ 5,697	$ 5,823	$ 5,951	$ 6,082	$ 6,216
					Annual Subtotals	**$ 237,600**	**$ 15,330**	**$ 8,878**	**$ 5,337**	**$ 9,273**	**$ 28,430**	**$ 25,068**	**$ 18,050**	**$ 66,055**	**$ 18,854**	**$ 58,926**

APPENDIX “B”

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Appendix B
Building Assessment Summary

Inspection Date: March 7, 2025
Inflation Rate: 2.20%

Wainfleet Township

Building	Current Replacement Value	Condition	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Town Hall	$ 6,673,590	Good	$ 30,000	$ 114,464	$ 71,024	$ 50,705	$ 77,459	$ 108,708	$ 157,247	$ 69,873	$ 72,004	$ 60,818	$ 95,720
EMS	$ 1,140,000	Fair	$ 20,000	$ 15,330	$ 39,690	$ 5,337	$ 3,273	$ 3,345	$ 19,371	$ 38,430	$ 9,521	$ 6,082	$ 41,023
Total Administration	**$ 7,813,590**		**$ 50,000**	**$ 129,794**	**$ 110,714**	**$ 56,042**	**$ 80,732**	**$ 112,053**	**$ 176,618**	**$ 108,303**	**$ 81,525**	**$ 66,900**	**$ 136,743**
Central Fire Hall	$ 9,849,000	Very Good	$ 237,600	$ 15,330	$ 8,878	$ 5,337	$ 9,273	$ 28,430	$ 25,068	$ 18,050	$ 66,055	$ 18,854	$ 58,926
Fire Hall #3	$ 1,176,000	Critical	$ 139,500	$ 323,974	$ 10,966	$ 10,141	$ 21,274	$ 20,627	$ 10,825	$ 32,026	$ 11,306	$ 17,030	$ 17,404
Fire Hall #4	$ 955,500	Poor	$ 57,000	$ 47,523	$ 9,922	$ 21,883	$ 26,729	$ 10,035	$ 21,080	$ 10,481	$ 21,422	$ 23,112	$ 14,296
Total Fire	**$ 11,980,500**		**$ 434,100**	**$ 386,827**	**$ 29,766**	**$ 37,361**	**$ 57,276**	**$ 59,092**	**$ 56,973**	**$ 60,557**	**$ 98,783**	**$ 58,996**	**$ 90,626**
Public Works	$ 7,590,125	Fair	$ 250,700	$ 99,134	$ 106,329	$ 62,127	$ 37,637	$ 73,587	$ 68,596	$ 62,303	$ 196,375	$ 434,481	$ 87,391
Total Public Works	**$ 7,590,125**		**$ 250,700**	**$ 99,134**	**$ 106,329**	**$ 62,127**	**$ 37,637**	**$ 73,587**	**$ 68,596**	**$ 62,303**	**$ 196,375**	**$ 434,481**	**$ 87,391**
Arena	$ 13,200,000	Good	$ 70,517	$ 52,122	$ 54,868	$ 83,263	$ 72,002	$ 34,565	$ 57,265	$ 52,092	$ 115,445	$ 82,713	$ 44,752
Ball Diamond Washroom	$ 333,250	Good	$ 2,000	$ 7,665	$ 5,222	$ 10,674	$ 25,638	$ 7,805	$ 8,546	$ 9,666	$ 15,829	$ 12,529	$ 21,504
Library	$ 1,748,000	Fair	$ 20,000	$ 119,063	$ 19,845	$ 31,490	$ 24,001	$ 42,368	$ 21,650	$ 37,266	$ 98,783	$ 29,193	$ 74,586
Community Hall	$ 1,140,000	Poor	$ 30,000	$ 48,545	$ 63,191	$ 17,613	$ 12,546	$ 93,097	$ 16,522	$ 14,557	$ 55,341	$ 11,556	$ 30,456
Total Recreation and Culture	**$ 16,421,250**		**$ 122,517**	**$ 227,395**	**$ 143,126**	**$ 143,040**	**$ 134,187**	**$ 177,835**	**$ 103,983**	**$ 113,581**	**$ 285,398**	**$ 135,991**	**$ 171,298**
Total	**$ 43,805,465**		**$ 857,317**	**$ 843,150**	**$ 389,935**	**$ 298,570**	**$ 309,832**	**$ 422,567**	**$ 406,170**	**$ 344,744**	**$ 662,081**	**$ 696,368**	**$ 486,058**

PUBLIC WORKS STAFF REPORT **PWSR-022/2025**

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: November 18, 2025

SUBJECT: Speed Limit Reductions

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-022/2025 respecting Speed Limit Reductions be received; and

THAT Council direct staff to implement the preferred option as identified below.

EXECUTIVE SUMMARY:

At its regular meeting dated September 30, 2025, Council received correspondence regarding speeding concerns on Hewitt Road. Council subsequently passed a resolution directing the Manager of Operations to prepare a report with recommendations on lowering the speed limit on all municipal roads for consideration at the November 18, 2025, regular meeting.

Staff have reviewed relevant provincial and municipal legislation, including:

- Ontario Regulation 8/03 – Local Municipalities Where 80 Kilometres Per Hour Speed Limit Applies
- Ontario Regulation 239/02 – Minimum Maintenance Standards for Municipal Highways
- Ontario Regulation 316/03 – Operation of Off-Road Vehicles on Highways
- The Highway Traffic Act (HTA)
- Township By-laws, including those regulating traffic and levels of service.

This report outlines the legislative framework, potential operational impacts, and options available to Council regarding speed limit reductions.

BACKGROUND:

At the September 30, 2025 regular meeting, Council directed staff to assess the feasibility of reducing speed limits on Township roads as a result of correspondence regarding speeding concerns on Hewitt Road.

The Township's road network is classified as follows:

Rural: 255.6 km
Semi-Urban: 15.5 km

Urban: 0.7 km
Total: 271.8 km

Of this network, 163.6 km are surface treated, 12.2 km are hot-mix asphalt, and 96.0 km are gravel.

A review of Ontario Regulation 8/03: Local Municipalities Where 80 Kilometres Per Hour Speed Limit Applies confirms that the Township's road network is designated under the regulation as having an 80 km/h default speed limit, except where a different speed has been established and approved by Municipal By-law.

Subsection 128(1) of the *Highway Traffic Act* (*HTA*) sets the following speed limits:

(a) 50 km/h for roads "*within a local municipality*"

(b) 80 km/h for roads within a municipality that is listed in O. Reg. 8/03 provided that the roads are not within a built-up area.

As Wainfleet is listed in O. Reg. 8/03, the Township's rural roads have a default speed limit of 80 km/h. However, Section 128(2) allows Council to set lower speed limits by by-law without requiring changes to the provincial regulation

Off-Road Vehicle Considerations

Council may recall a staff report, received from information on February 16, 2021, regarding off-road vehicles as well as a subsequent memo, indicating changes to the Ontario Regulation 8/03 that, when amended, allow off-road vehicles to be driven on those highways under the jurisdiction of municipalities with a general speed limit of 80 km/h.

The relevant regulation is O. Reg. 316/03. Section 2 says that off-road vehicles cannot be driven on highways except (a) as specified in Part II of the regulation; (b) as permitted by Part IV of the regulation; or (c) as permitted by clause 2(2)(a) of the *Off-Road Vehicles Act* (which pertains to crossing a highway).

Part II of the regulation consists of sections 2 to 5. Sections 3 and 4 of O. Reg. 316/03 state that off-road vehicles cannot be driven on the roads listed in Schedule A (parts of various King's Highways) and Schedule B (secondary and tertiary King's Highways) unless certain requirements are met. That does not affect us, as Township roads are not listed in Schedule A or Schedule B.

Subsection 4.1(1) of O. Reg. 316/03 says off-road vehicles cannot be driven on municipal roads unless there is a by-law to permit it and the requirements of Part III of the regulation. Subsection 4.1(2) removes the requirement for a by-law where the municipality is listed in O. Reg. 8/03 but still requires compliance with Part III. However, subsection 4.1(3) says that an off-road vehicle driven on a road in accordance with subsection 4.1(2) "*is subject to any applicable prohibition or limitation set out in a by-law*" made by Council under section 198.1(3) of the *HTA*. In other words, Council can still pass a by-law

prohibiting or limiting off-road vehicles on Township roads even though the Township is listed in O. Reg. 8/03.

Part III consists of sections 6 to 24. Sections 7 to 15 address weight, width, tires, equipment standards, safety equipment, braking systems, etc. Sections 16 to 24 address operation requirements, including permits, insurance, helmets, seatbelts, etc., and set maximum speeds of 20 km/h for roads with a speed limit of 50 km/h or less, and 50 km/h for roads with higher speed limits. Part IV sets out exemptions for farmers, trappers, public work functions, etc.

If Council chooses to allow off-road vehicles on Township roads, then no action is required. If the Township does not want to allow off-road vehicles on Township roads, then Council must pass a by-law under subsection 198.1(3) of the *HTA* to prohibit or limit off-road vehicles on Township roads.

Maintenance Standard Implications

Staff additionally considered the implications the reduction of speed would affect the current Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways and the road classifications for our road network.

The Minimum Maintenance Standards set out the minimum standards for repair for highways under municipal jurisdiction. For purposes of the regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it.

Classification of Highways
Average Annual Daily Traffic

Average Daily Traffic	91-100 Km/Hr Speed Limit	81-90 Km/Hr Speed Limit	71-80 Km/Hr Speed Limit	61-70 Km/Hr Speed Limit	51-60 Km/Hr Speed Limit	41-50 Km/Hr Speed Limit	1-40 Km/Hr Speed Limit
53,000 or More	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 – 22,999	1	1	2	2	2	3	3
12,000 – 14,999	1	1	2	2	2	3	3
10,000 – 11,999	1	1	2	2	3	3	3
8,000 – 9,999	1	1	2	3	3	3	3
6,000 – 7,999	1	2	2	3	3	4	4
5,000 – 5,999	1	2	2	3	3	4	4
4,000 – 4,999	1	2	3	3	3	4	4
3,000 – 3,999	1	2	3	3	3	4	4
2,000 – 2,999	1	2	3	3	4	5	5
1,000 – 1,999	1	3	3	3	4	5	5
500 – 999	1	3	4	4	4	5	5
200 – 499	1	3	4	4	5	5	6
50 – 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

The various classifications are utilized in determining the frequency of patrolling, and identifying specifics in required timelines for repairing and maintenance, including:

- Weather Monitoring
- Snow Accumulation on Roadways and Bicycle Lanes
- Icy formation on roadways and icy roads
- Potholes
- Shoulder Drop-Offs
- Cracks
- Debris
- Luminaires
- Signs
- Traffic Control Signal Systems
- Bridge Deck Spalls
- Roadway surface discontinuities
- Sidewalk surface discontinuities, encroachments, snow and ice accumulation
- Closure of a highway
- Declaration of significant weather event

When the above classifications are applied to the traffic volumes and speed limits of the Township's roads, the distribution of Maintenance Classes is as follows.

Maintenance Class	Centreline Kilometers	Percentage of Network
Class 3	17.9	6.6%
Class 4	171.1	62.9%
Class 5	20.9	7.7%
Class 6	61.9	22.8%

Reducing the speed may affect the road classifications and the potential requirements for the levels of service.

Signage Considerations

Seventeen (17) potential entry-point signage locations have been identified to notify motorists of the Township-wide speed limits. Installation would require permits from the Ministry of Transportation (MTO) and Regional Roads.

Permit Type	Cost per Location
MTO Permit	$520
Regional Permit	$570
Sign & Post Installation	$275

The estimated cost for entry-point signage and permitting is approximately $11,315. Additional signage (e.g., for high-traffic or problem areas) would cost approximately $250 per location.

The Township's current Traffic and Parking By-law, specifically Schedule H - Speed Limits on Bridges and Highways, would also require amendment if new limits are adopted.

Enforcement Considerations

While Council may implement reduced speed limits through by-law, achieving meaningful compliance would require increased enforcement in coordination with Niagara Regional Police Service or other agencies.

OPTIONS/DISCUSSION:

1. Council may choose to remain in the current rural status and add certain roads to the list in the current traffic By-law with a reduced speed limit. Staff would then prepare an amending By-law to be brought forward at a future Council meeting.

2. Council may choose to remain in the current rural status and add certain roads to the list in the current traffic By-law with a reduced speed limit and direct the Manager of Operations to prepare a complete list of recommended roads and sign locations for the full implementation of reduced speed throughout the Township utilizing **60** km/h as the base speed limit for presentation at a future meeting.

3. Council may choose to remain in the current rural status and add certain roads to the list in the current traffic By-law with a reduced speed limit and direct the Manager of Operations to prepare a complete list of recommended roads and sign locations for the full implementation of reduced speed throughout the Township utilizing **50** km/h as the base speed limit for presentation at a future meeting.

4. Council may choose to direct the Manager of Operations to implement the reduction of speed limits throughout the Township to **50 or 60** km/h and if Council chooses to restrict the use of off-road vehicles, staff will prepare an Off-Road Vehicle By-law for consideration at a future meeting.

FINANCIAL CONSIDERATIONS:

Depending on which option is chosen, various factors will determine the full costing of implementation. For example, the installation at the entry points only, with permitting, will cost approximately $11,315. Any additional signage added will be $250 per location. A full budget figure will be available at a future date when the final tally of locations is determined.

OTHERS CONSULTED:

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

ATTACHMENTS:

None

Respectfully submitted by,

Richard Nan
Manager of Operations

Approved by,

Mallory Luey
Chief Administrative Officer

PUBLIC WORKS STAFF REPORT PWSR-023/2025

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: November 18, 2025

SUBJECT: Assumption of the Marshville Estates Subdivision (Memme Court)

RECOMMENDATION(S):

THAT PWSR 023/2025 respecting the request for Assumption of the Marshville Estates Subdivision (Memme Court) be received; and

THAT Council enact a By-law to approve full acceptance and assumption of the Marshville Estates Subdivision (Memme Court); and

THAT Council direct the Manager of Operations to issue the Final Certificate of Completion of Services.

EXECUTIVE SUMMARY:

The Township entered into a subdivision agreement for the Marshville Estates Subdivision, which is commonly known as Memme Court, on October 15th, 2012. After several visits and site inspections over the past several years, staff from various Township departments have reviewed all of the final submissions and final certificates provided by the Developer's various consultants. Staff are now satisfied that the Developer has completed all the conditions and terms outlined in the subdivision agreement and recommend that the subdivision be assumed by the Township.

BACKGROUND:

Marshville Estates is a project that began in the early days of 2005, and a subdivision agreement was entered into between the Township and the Developer (Mem-Ros Ltd.) in October of 2012. Staff have been working with the Developer since 2017, when the first request for assumption of the subdivision was received. Staff have reviewed all of the primary and secondary services and have performed numerous site visits to ensure the conditions outlined in the subdivision agreement have been met. Various deficiencies were identified during the maintenance period, and the Developer has now completed the necessary repairs to the satisfaction of staff.

Now that the maintenance period has expired, staff received an official request from the Developer on October 28, 2025, for assumption of the subdivision and to release the Letter of Credit being held by the Township.

Staff are satisfied that the Developer has completed all the conditions and terms set forth in the subdivision agreement and have prepared a draft assumption By-law for Council's consideration (attached as Appendix "A").

OPTIONS/DISCUSSION:

1) THAT Council enact a By-law to approve full acceptance and assumption of the Marshville Estates Subdivision (Memme Court) and direct the Manager of Operations to issue the Final Certificate of Completion of Services (Recommended).

2) THAT Council choose not to accept the submission and request for assumption of the Marshville Estates Subdivision (Memme Court) and provide direction to staff.

FINANCIAL CONSIDERATIONS:

The assumption of the subdivision and all maintenance moving forward will be encompassed within the operating/capital budget of the Township, and Memme Court will be added to the Township's asset management plan and staff patrol list for regular inspections.

OTHERS CONSULTED:

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

ATTACHMENTS:

1) Appendix A - Draft By-law for the Assumption of Marshville Estates Subdivision (Memme Court)

2) Appendix B – Registered Plan 59R-M396

Respectfully submitted by,

Richard Nan
Manager of Operations

Approved by,

Mallory Luey
Chief Administrative Officer

APPENDIX "A"

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 0XX-2025

Being a by-law to assume municipal works in respect of Registered Plan 59-M396, being the subdivision known as Marshville Estates.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS sections 11 and 31 of the *Municipal Act, 2001* authorize a municipality to pass by-laws to establish and assume highways for public use;

AND WHEREAS by By-law No. 046-2012, the Council of the Corporation of the Township of Wainfleet entered into a subdivision agreement with Mem-Ros Ltd. with respect to the lands and development known as the Marshville Estates Subdivision ("Subdivision Agreement");

AND WHEREAS the Subdivision Agreement provides for the construction and installation of certain roads and municipal services in the Marshville Estates Subdivision, which is situated in the Township of Wainfleet;

AND WHEREAS all terms and conditions of the Subdivision Agreement have been met;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it to be desirable to assume roads and municipal services provided for in the Subdivision Agreement;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it to be necessary and desirable to designate as public highways lands as shown on Registered Plan 59R-M396,

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

1. **THAT** roads and municipal services constructed and installed in the Marshville Estates Subdivision in accordance with the Subdivision Agreement are accepted and assumed by the Corporation of the Township of Wainfleet for municipal purposes.

2. **THAT** the roads and/or streets as shown on Registered Plan 59R-M396 be dedicated and assumed for use as public highways and be named "Memme Court".

DRAFT

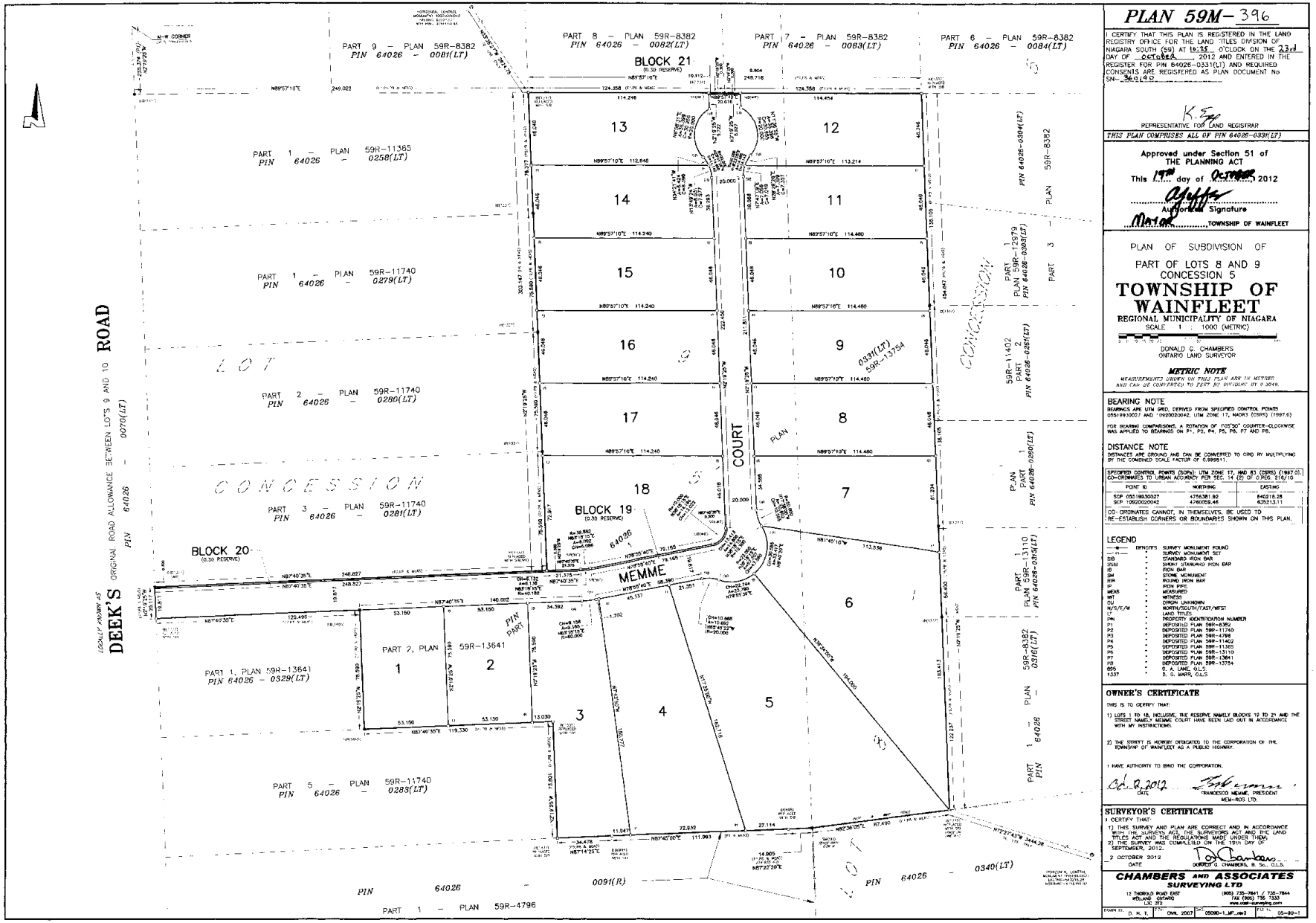
3. **THAT** this By-law comes into full force and effect on the date on which it is passed.

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

B. Grant, MAYOR

A. Chrastina, CLERK

APPENDIX "B"


PLAN 59M-396
I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF NIAGARA SOUTH (59) AT 10:55 O'CLOCK ON THE 23rd DAY OF October 2012 AND ENTERED IN THE REGISTER FOR PIN 64026-0331(LT) AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No SN-360190
REPRESENTATIVE FOR LAND REGISTRAR
THIS PLAN COMPRISES ALL OF PIN 64026-0331(LT)
Approved under Section 51 of THE PLANNING ACT
This 19th day of October 2012
Authorized Signature
Mayor TOWNSHIP OF WAINFLEET
PLAN OF SUBDIVISION OF
PART OF LOTS 8 AND 9
CONCESSION 5
TOWNSHIP OF WAINFLEET
REGIONAL MUNICIPALITY OF NIAGARA
SCALE 1 : 1000 (METRIC)
DONALD G. CHAMBERS
ONTARIO LAND SURVEYOR
METRIC NOTE
MEASUREMENTS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048
BEARING NOTE
BEARINGS ARE UTM GRID, DERIVED FROM SPECIFIED CONTROL POINTS 0551993027 AND 0992003042, UTM ZONE 17, NAD83 (CSRS) (1997.0)
FOR BEARING COMPARISONS, A ROTATION OF 1°25'30" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON P1, P2, P4, P5, P6, P7 AND P8.
DISTANCE NOTE
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999611.
SPECIFIED CONTROL POINTS (SCPs): UTM ZONE 17, NAD 83 (CSRS) (1997.0). CO-ORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10
POINT ID | NORTHING | EASTING
SCP 0551993027 | 4756381.92 | 640216.26
SCP 0992003042 | 4760059.46 | 635213.11
CO-ORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
LEGEND
DENOTES SURVEY MONUMENT FOUND
SURVEY MONUMENT SET
SIB STANDARD IRON BAR
SSIB SHORT STANDARD IRON BAR
IB IRON BAR
SM STONE MONUMENT
RIB ROUND IRON BAR
IP IRON PIPE
MEAS MEASURED
WIT WITNESS
OU ORIGIN UNKNOWN
N/S/E/W NORTH/SOUTH/EAST/WEST
LT LAND TITLES
PIN PROPERTY IDENTIFICATION NUMBER
P1 DEPOSITED PLAN 59R-8382
P2 DEPOSITED PLAN 59R-11740
P3 DEPOSITED PLAN 59R-4796
P4 DEPOSITED PLAN 59R-11402
P5 DEPOSITED PLAN 59R-11385
P6 DEPOSITED PLAN 59R-13110
P7 DEPOSITED PLAN 59R-13641
P8 DEPOSITED PLAN 59R-13754
BBS O. A. LANE, O.L.S.
1337 D. G. MARR, O.L.S.
OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1) LOTS 1 TO 18, INCLUSIVE, THE RESERVE NAMELY BLOCKS 19 TO 21 AND THE STREET NAMELY MEMME COURT HAVE BEEN LAID OUT IN ACCORDANCE WITH MY INSTRUCTIONS.
2) THE STREET IS HEREBY DEDICATED TO THE CORPORATION OF THE TOWNSHIP OF WAINFLEET AS A PUBLIC HIGHWAY.
I HAVE AUTHORITY TO BIND THE CORPORATION.
Oct 9, 2012 DATE
FRANCESCO MEMME, PRESIDENT
MEM-ROS LTD.
SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS REAL PROPERTY ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2) THE SURVEY WAS COMPLETED ON THE 19th DAY OF SEPTEMBER, 2012.
2 OCTOBER 2012 DATE
DONALD G. CHAMBERS, B. Sc., O.L.S.
CHAMBERS AND ASSOCIATES SURVEYING LTD
12 THOROLD ROAD EAST WELLAND, ONTARIO L3C 3T2
(905) 735-7841 / 735-7844 FAX (905) 735-7333
www.cal-surveying.com
DRAWN BY: D. M. T. CHK: DGC DWG: 05090-1.MF.dwg FILE No: 05-90-1
ROAD
ORIGINAL ROAD ALLOWANCE BETWEEN LOTS 9 AND 10
LOCALLY KNOWN AS
DEEK'S
PIN 64026 - 0070(LT)
PART 9 - PLAN 59R-8382 PIN 64026 - 0081(LT)
PART 8 - PLAN 59R-8382 PIN 64026 - 0082(LT)
PART 7 - PLAN 59R-8382 PIN 64026 - 0083(LT)
PART 6 - PLAN 59R-8382 PIN 64026 - 0084(LT)
BLOCK 21 (0.30 RESERVE)
PART 1 - PLAN 59R-11385 PIN 64026 - 0258(LT)
PART 1 - PLAN 59R-11740 PIN 64026 - 0279(LT)
PART 2 - PLAN 59R-11740 PIN 64026 - 0280(LT)
PART 3 - PLAN 59R-11740 PIN 64026 - 0281(LT)
LOT
CONCESSION
BLOCK 20 (0.30 RESERVE)
BLOCK 19 (0.30 RESERVE)
COURT
MEMME
PART 2, PLAN 59R-13641 1 2
PART 1, PLAN 59R-13641 PIN 64026 - 0329(LT)
PART 5 - PLAN 59R-11740 PIN 64026 - 0283(LT)
PART 1 - PLAN 59R-4796
PIN 64026
0091(R)
0340(LT)
0331(LT) 59R-13754
PART 1 PLAN 59R-12979 PIN 64026-0303(LT)
PART 1 PLAN 59R-11402 PIN 64026-0351(LT)
PART 1 PLAN 59R-13110 PIN 64026-0315(LT)
PART 1 PLAN 59R-8382 PIN 64026-0316(LT)
PART 1 PLAN 59R-8382 PIN 64026-0304(LT)
PART 3 PLAN 59R-8382
PART 1 PLAN 59R-8382 PIN 64026-0260(LT)

Received November 3, 2025
C-2025-201

AORS
PROMOTING **KNOWLEDGE.** PURSUING **EXCELLENCE.**

September 26, 2025

Township of Wainfleet
Attn: Mayor Brian Grant
31940 Hwy. 3 , PO Box 40
Wainfleet, ON L0S 1V0

Attention: Mayor Brian Grant and Council

Re: Brett Leggett Assoc. R.S.

Dear Mayor and Council Members:

On behalf of the Association of Ontario Road Supervisors (AORS), I would like to congratulate your employee, **Brett Leggett** for their recent **Associate Road Supervisor** certification. As well, thank you for supporting your employee and we encourage you to publicly acknowledge this achievement.

AORS has been serving public works professionals since 1961. In 1996 AORS was granted – by Provincial Legislation – the exclusive right to use the designation 'Certified Road Supervisor' (CRS). The four levels of Certification – Associate, CRS, Intermediate and Senior – have mandatory experience and education criteria established by the AORS Education Committee and Certification Board. Certified individuals may publicize their credential by using initials after their names and we would certainly encourage your employee to do so.

Certification is important for your Municipality because it increases corporate 'professionalism', accountability and morale. Certified Road Supervisors use their broad base of knowledge to make confident decisions and therefore serve Council and public more effectively.

AORS is committed to the training and development of experienced, reliable and efficient personnel for the construction and maintenance of public roads in rural and urban municipalities across Ontario.

Thank you again for supporting AORS and for helping us meet our objectives.

Yours truly,

John Maheu, M.A.Sc., P.Eng.
Executive Director

cc. Brett Leggett Assoc. R.S.

268 Maiden Lane, Suite 206, P.O. Box 2669, St. Marys, ON N4X 1A4
Tel: 226.661.2002 • Fax: 226.661.2003 • admin@aors.on.ca • www.aors.on.ca

Received October 31, 2025
C-2025-204

October 31, 2025

Premier Doug Ford

Sent via email: premier@ontario.ca

Dear Premier Doug Ford:

Please be advised that Brantford City Council at its meeting held October 28, 2025 adopted the following:

12.1.1 Provincial Support of the Ontario Airport Capital Assistance Program

WHEREAS small and regional airports in Ontario serve as critical infrastructure—facilitating essential public services including air ambulance operations, forest firefighting, search & rescue, and law enforcement activities, while also driving local and regional economic development; and

WHEREAS many of these airports are ineligible for the federal Airports Capital Assistance Program (ACAP) due to eligibility constraints such as lacking year round scheduled service, yet still require capital funding for safety-related infrastructure; and

WHEREAS the Airport Management Council of Ontario (AMCO) has identified a persistent funding gap for non ACAP eligible community airports, estimating that approximately 85 such airports need $5.5 million annually to address critical airside infrastructure needs; and

WHEREAS provinces including British Columbia, Alberta, and Saskatchewan have successfully managed permanent provincial capital-assistance programs—offering clear models for cost-sharing frameworks, eligible project criteria, and annual funding envelopes; and

WHEREAS AMCO's proposed Ontario Airport Capital Assistance Program (OACAP) envisions an annual operational budget of $8.5–10 million, with a 75% provincial / 25% owner cost-share, a $2 million per applicant cap, and bonuses for key community-benefiting projects; and

WHEREAS the 2025 Ontario Budget has already acknowledged "airports as cross country infrastructure" and signaled intent to include them in upcoming capital investments; and

WHEREAS the City of Brantford and the County of Brant benefit directly from airport-enabled services, and ensuring its continued operation is in the public interest of resident safety, economic resilience, and efficient connectivity.

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the City of Brantford formally urges the Government of Ontario to:

i. Implement the Ontario Airport Capital Assistance Program (OACAP) managed by the Ministry of Transportation.
ii. Adopt the recommended cost-sharing structure (75% provincial / 25% municipal or operator), and cap funds at $2 million per project per applicant.
iii. Expand eligibility to include public-use registered aerodromes and certified airports not currently eligible for ACAP.
iv. Reinstate the Ontario Air Advisory Panel to advise on airport infrastructure and policy priorities.
v. Designate community and regional airports as critical infrastructure under provincial policy.
vi. Investigate stable funding mechanisms—such as a dedicated stream from the aviation fuel tax—to support OACAP sustainably.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, Minister of Transportation, local MPPs, Brant County, AMCO, and all Ontario municipalities operating public airports calling for provincial commitment to OACAP.

I trust this information is of assistance.
Yours truly,

Chris Gauthier City Clerk,
cgauthier@brantford.ca

CC Minister Of Transportation minister.mto@ontario.ca
Member of Parliament Larry Brock larry.brock@parl.gc.ca
Member of Provincial Parliament Will Bouma will.bouma@pc.ola.org
Brant County clerks@brant.ca
AMCO amco@amco.on.ca
All Ontario municipalities operating public airports

Received October 31, 2025
C-2025-205

Subject: request from the Wainfleet Historical Society

From: Wainfleet Historical Society <wainfleethistoricalsociety@gmail.com>
Date: October 31, 2025 at 3:46:25 PM EDT
To: Sherri Van Vliet <SVanVliet@wainfleet.ca>, Terry Gilmore <TGilmore@wainfleet.ca>, Joan Anderson <JAnderson@wainfleet.ca>, Brian Grant <BGrant@wainfleet.ca>, John Maclellan <JMaclellan@wainfleet.ca>
Subject: request from the Wainfleet Historical Society

WAINFLEET HISTORICAL SOCIETY

82616 Boyle Road,
Fenwick, ON L0S 1C0
October 30, 2025

Mayor Brian Grant and Wainfleet Township Council,
31940 Highway 3, Wainfleet, ON L0S 1V0

Dear Mayor Grant and Council,

The members of the Wainfleet Historical Society respectfully request the Wainfleet Township Council to consider installing a Veterans' Crosswalk in Wainfleet village. The Royal Canadian Legion offers stencil templates and step-by-step instructions to create a meaningful commemorative crosswalk. See https://portal.legion.ca/branch-and-command-resources/poppy-and-remembrance/commemorative-crosswalk

Many other Niagara municipalities already have these commemorative crosswalks which are a lasting tribute to the men and women who have served and continue to serve in the Canadian Armed Forces. Often the crosswalks are near a Legion or a Cenotaph. In Wainfleet a suitable location would be near or in the Cenotaph Park.

The Wainfleet Historical Society would be willing to contribute $1500 towards the cost of installation.

We trust that Wainfleet council will give our suggestion its careful consideration.

Yours sincerely,
Janet Hodgkins
President, Wainfleet Historical Society

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 041-2025

Being a by-law to delegate authority to the
Chief Administrative Officer to appoint a
Screening and Hearing Officer for the
Township of Wainfleet.

WHEREAS section 434.1 (1) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the *Municipal Act, 2001*) provides that, a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act; and

WHEREAS section 434.1 (2) of the *Municipal Act, 2001*, provides that the purpose of a system of administrative penalties established by a municipality under this section shall be to assist the municipality in promoting compliance with its by-laws; and

WHEREAS section 8 of Ontario Regulation 333/07 provides, among other things, that a person who receives a penalty notice shall have the right to request a review of the administrative penalty by a Screening Officer appointed by the municipality; and

WHEREAS the Council for the Township of Wainfleet considers it desirable and necessary to establish the position of a Screening Officer and a Hearing Officer as required for the operation of the Township's parking and non-parking administrative monetary penalty systems;

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

1. **THAT** the Chief Administrative Officer shall be delegated the authority to appoint a Screening Officer for the Township of Wainfleet from time-to-time as may be required.

2. **THAT** the Chief Administrative Officer shall be delegated the authority to appoint a Hearing Officer for the Township of Wainfleet from time-to-time as may be required.

3. **THAT** By-law No. 007-2022, and any other by-law inconsistent with this By-law, be and is hereby repealed.

4. **THAT** this By-law shall come into force on the day upon which it is passed.

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

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET

BY-LAW NO.042-2025

Being a by-law to assume municipal works in respect of Registered Plan 59-M396, being the subdivision known as Marshville Estates.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS sections 11 and 31 of the *Municipal Act, 2001* authorize a municipality to pass by-laws to establish and assume highways for public use;

AND WHEREAS by By-law No. 046-2012, the Council of the Corporation of the Township of Wainfleet entered into a subdivision agreement with Mem-Ros Ltd. with respect to the lands and development known as the Marshville Estates Subdivision ("Subdivision Agreement");

AND WHEREAS the Subdivision Agreement provides for the construction and installation of certain roads and municipal services in the Marshville Estates Subdivision, which is situated in the Township of Wainfleet;

AND WHEREAS all terms and conditions of the Subdivision Agreement have been met;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it to be desirable to assume roads and municipal services provided for in the Subdivision Agreement;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it to be necessary and desirable to designate as public highways lands as shown on Registered Plan 59R-M396,

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

1. **THAT** roads and municipal services constructed and installed in the Marshville Estates Subdivision in accordance with the Subdivision Agreement are accepted and assumed by the Corporation of the Township of Wainfleet for municipal purposes.

2. **THAT** the roads and/or streets as shown on Registered Plan 59R-M396 be dedicated and assumed for use as public highways and be named "Memme Court".

3. **THAT** this By-law comes into full force and effect on the date on which it is passed.

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

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 043-2025

Being a by-law to provide for interim tax levies for the year 2026 for the Township of Wainfleet.

WHEREAS section 317 of the *Municipal Act*, S.O. 2001, c. 25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. The amounts levied shall be as follows:

   1.1. For the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim levy of:

      (a) the percentage prescribed by the Minister under section 317(10) of the *Municipal Act;* or,

      (b) 50%, if no percentage is prescribed,

   of the total taxes for municipal and school purposes levied on in the year 2025.

   1.2. For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:

      (a) the percentage prescribed by the Minister under section 317(10) of the *Municipal Act;* or,

      (b) 50% if no percentage is prescribed,

   of the total taxes for municipal and school purposes levied on in the year 2025.

2. All taxes levied under this by-law shall be payable into the hands of the Collector in accordance with the provisions of this by-law.

3. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues.

4. The interim tax levy imposed by this by-law shall be paid in two installments due on the following dates:

   4.1. One-half (1/2) thereof on the 27th day of February of 2026.

   4.2. One-half (1/2) thereof on the 30th day of April of 2026.

5. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable.

6. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under section 340 of the *Municipal Act*.

7. The subsequent levy for the year 2026 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.

8. The provisions of s.317 of the *Municipal Act*, as amended apply to this by-law with necessary modifications.

9. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 3 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.

10. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.

12. This By-law shall come into force as of the 1st day of January, 2026.

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

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 044-2025

Being a by-law to establish and regulate payment of various fees and charges within the Township of Wainfleet

WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

AND WHEREAS the Planning Act, R.S.O. 1990, c.P13, Section 69 (1), as amended and the Building Code Act, S.O. 1992, c.23, as amended, and various other statutes provide municipalities with authority to impose various fees and charges;

AND WHEREAS the Council of the Township of Wainfleet has, from time to time, established various fees and charges for information, services, activities and use of Township property;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it expedient to enact a comprehensive by-law establishing and requiring the payment of fees for information, services, activities and use of Township property;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet

HEREBY ENACTS AS FOLLOWS:

1. The fees and charges as set out in Appendix ‘A’, attached hereto and forming part of this By-law, are hereby established and adopted by the Council of the Township of Wainfleet and shall be charged by the Township of Wainfleet for those services, activities or uses of property specified in the Appendix.

2. The fees and charges listed in Appendix ‘A’ to this By-law will be subject to Harmonized Sales Tax (HST) where applicable.

3. No request by any person for any information, service, activity or use of Township property described in Appendix ‘A’ will be processed or provided by any Township Official, unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee or charge in the prescribed amount as set out in Appendix ‘A’ to the Township.

4. In the event that any information, service, activity or use of Township property is requested by a person, and a fee or charge for such information, service, activity or use of Township property has not been specifically provided for in Appendix ‘A’, a fee or charge shall be calculated by Township staff using actual costs incurred to provide the service activity or facility, and such fee or charge shall be deemed to be

a fee or charge otherwise established and adopted by Council and shall be deemed to be included in Appendix 'A'.

5. Unless otherwise prescribed, the fees and charges established by this By-law shall be payable to the Township of Wainfleet by cash, cheque or debit card when due.

6. Fees and charges that have been imposed in accordance with this By-law that remain unpaid after the date on which they are due shall be subject to such prescribed interest and penalty charges as provided for by this By-law.

7. In the event that any part of this By-law, including any part of Appendix 'A', is determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Appendix 'A', as applicable, shall continue to operate and to be in force and effect.

8. Any provision of any by-law of the Corporation of the Township of Wainfleet that is inconsistent with this By-law is hereby repealed.

9. Notwithstanding Section 8 of this By-law, in the event that another by-law of the Corporation of the Township of Wainfleet establishes a fee or charge that is not referenced by this By-law and that is not inconsistent with this By-law, the fee or charge established by that other by-law shall be deemed to be included in Appendix 'A'.

10. Where all or part of a fee or charge imposed by the By-law remains unpaid, such fee or charge may be added to the tax roll for the property for which all of the owners are responsible for payment of the fee or charge and collected in the same manner as municipal taxes.

11. Where a form or words or expression are prescribed in this By-law, deviations therefrom not affecting the substance or calculated to mislead do not vitiate them.

12. By-law No. 016-2025 is hereby repealed.

13. This By-law shall be known as the "General Fees and Charges By-law".

14. This By-law shall come into force and effect on the 1st day of January, 2026.

BY-LAW READ AND PASSED THIS 18th DAY OF NOVEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

ADMINISTRATION

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. LOTTERY LICENCES									
Raffle or Bingo (prize less than $250.00)	Per Licence		$ 5.71	$ 5.85	N	$ 5.85	January 1, 2026	$ 0.14	2%
Raffle or Bingo (prize exceeding $250.00)	Per Licence	3% of prize value per AGCO						N/A	N/A
B. COMMISSIONING OF DOCUMENTS									
Commissioner Fee - Resident	Per Document (up to max of 3 copies), fee waived for pension documents		$ 27.00	$ 27.50	N	$ 27.50	January 1, 2026	$ 0.50	2%
Commissioner Fee - Non-Resident	Per Document (up to max of 3 copies), fee waived for pension documents		$ 37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
C. TOWNSHIP DOCUMENTS, PHOTOCOPIES, BY-LAWS and AGREEMENTS									
Reinspections	Per Page		$ 1.27	$ 1.30	Y	$ 1.47	January 1, 2026	$ 0.03	2%
Extracts of Council, Committee Minutes or Reports, Miscellaneous Bylaws, deed agreements, etc. (certified by the Clerk)	Per Page		$ 2.58	$ 2.64	Y	$ 2.99	January 1, 2026	$ 0.06	2%
Maps									
a. 8.5" x 11"	Per Map		$ 1.08	$ 1.11	Y	$ 1.26	January 1, 2026	$ 0.03	2%
b. 11" x 17"	Per Map		$ 2.12	$ 2.17	Y	$ 2.46	January 1, 2026	$ 0.05	2%
Assembley	Per Map		$ 3.19	$ 3.27	Y	$ 3.70	January 1, 2026	$ 0.08	2%
d. E Scale	Per Map		$ 5.30	$ 5.43	Y	$ 6.14	January 1, 2026	$ 0.13	2%
Photocopies/Printing									
Black and White	Per Page		$ 0.28	$ 0.29	Y	$ 0.32	January 1, 2026	$ 0.01	2%
Colour	Per Page		$ 0.55	$ 0.56	Y	$ 0.63	January 1, 2026	$ 0.01	2%
Preparation of Agreements	Per Incident	Recoveries of all costs with a minimum charge of $275							

ADMINISTRATION (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. MISCELLANEOUS ITEMS									
Municipal Memorabilia									
a. Municipal Pin	Per Pin		$ 4.65	$ 4.76	Y	$ 5.38	January 1, 2026	$ 0.11	2%
b. Municipal Flag	Per Flag		$ 94.69	$ 96.96	Y	$ 109.57	January 1, 2026	$ 2.27	2%
E. PROPERTY TAXES									
Tax Statement of Account	Per Roll/Property		$ 13.00	$ 13.25	N	$ 13.25	January 1, 2026	$ 0.25	2%
Tax Certificate	Per Roll/Property		$ 60.00	$ 61.00	N	$ 61.00	January 1, 2026	$ 1.00	2%
Reprint of Tax Bill	Per Bill/Request		$ 17.00	$ 17.50	N	$ 17.50	January 1, 2026	$ 0.50	3%
Reprint of Receipts	Per Page		$ 2.20	$ 2.25	N	$ 2.25	January 1, 2026	$ 0.05	2%
Tax Registration Administration (plus disbursements)	Per Property Plus Actual Costs		$ 740.00	$ 755.00	N	$ 755.00	January 1, 2026	$ 15.00	2%
Interest on Accounts Receivable	Per Account	1 and 1/4% per month of unpaid balance, non compounding, applied 1st day of month							
Penalty on Unpaid Tax Installments	Per Roll/Account	1 and 1/4% per month of unpaid balance, non compounding, applied 1st day of month							
Interest on Outstanding Property Taxes	Per Roll/Account	1 and 1/4% per month of unpaid balance, non compounding, applied 1st day of month							
Taxes - Additions to the Roll			37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
Accounts Receivable	Per Addition		37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
Property Tax Account/Assessment Research	Per Hour		43.00	$ 44.00	N	$ 44.00	January 1, 2026	$ 1.00	2%
Application for Tax Relief (S. 357/358)	Per Roll/Property		37.00	$ 38.00	N	$ 38.00	January 1, 2026	$ 1.00	3%
F. OTHER RATES									
Non-Sufficient Funds (Cheque or EFT)	Per Payment		42.00	$ 43.00	N	$ 43.00	January 1, 2026	$ 1.00	2%
Cheque Conversion - Foreign Funds	Per Cheque		22.00	$ 22.50	N	$ 22.50	January 1, 2026	$ 0.50	2%
Administration Charge - Incorrect account used	Per Account		22.00	$ 22.50	N	$ 22.50	January 1, 2026	$ 0.50	2%
Application for Purchase of Municipal Lands (Including Road Allowances)	Per Incident	$1,250 application fee							

FIRE EMERGENCY SERVICES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. FILE SEARCH									
Letters of Compliance	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
Insurance Company Reports	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
LLBO Letters of Compliance	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
File Search/File Reports - Information	Per Report		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
B. FIRE SAFETY & CODE INSPECTIONS									
Residential									
Residential - Single Dwelling Units	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Residential - Duplex	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Multi-units (Apartments, 3-5 Units)	Per Hour	4 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Each Unit After 5 Units	Per Additional Unit	1 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Commercial and Industrial									
First 5,000 Sq Feet or any part thereof	Flat Fee		$ 240.00	$ 240.00	N	$ 240.00	January 1, 2026	$ -	0%
Each additional 5,000 Sq Ft or part thereof	Fee = $150 for each additional 5,000 Sq Ft or part thereof		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
Plus inspect each suite in addition to base building	Flat Fee		$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Multi-Units (Hotel/Motel)									
1 - 10 units	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Over 10 units	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Assembly & Institutional						$ -		$ -	
First 5,000 Sq Feet or any part thereof	Flat Fee		$ 240.00	$ 240.00	N	$ 240.00	January 1, 2026	$ -	0%
Each additional 5,000 Sq Ft or part thereof	Fee = $180 for each additional 5,000 Sq Ft or part thereof		$ 180.00	$ 180.00	N	$ 180.00	January 1, 2026	$ -	0%
Other									
Refreshment/Mobile Food Service Vehicle	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Reinspection (Follow up on a violation)	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
C. ACCREDITATION INSPECTIONS									
Day Care: Home Day Care with less than 5 children	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Day Care: Licenced Day Cares with occupant load of 40 or less	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Day Care: Licenced Day Cares with occupant load of more than 40	Per Hour	4 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Nursing/Rest/Old Age Homes	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%

NOTE 1: The above Accreditation Inspection Fees are not applicable to inspections required pursuant to Business Licensing By-laws.

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. MISCELLANEOUS INSPECTIONS									
Occupant Load Inspections and Approvals LLBO		2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fire Route Approvals and Letters		2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Public Hall Inspections and Occupant Loads		2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fireworks Inspections and Approval									
a. Site Inspection Sale and Storage	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Bingo Hall Issuance of Licence Inspections	Per Hour/ Required annually	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Storage Tank Inspections	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Propane Licence Application Review (Basic)	Per Hour	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Propane Licence Application Review (Complex)	Per Hour	3 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Request for LLBO Licence Inspections									
a. Premises	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
b. Patios	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
c. Special Occasion	Per Inspection	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%

E. FIRE SUPPRESSION									
Fire Watch (Alarm system issues, or post	Per Hour		Current MTO rate per hour per truck + staff costs + 10 %				January 1, 2026	Varies	Varies
Clean up After a Fire (Not Overhaul)	Per Hour (4 man crew)		Full material cost recovery + Current MTO rate per hour				January 1, 2026	Varies	Varies

F. SECURE BUILDINGS									
Secure Building	Per Building		Full material cost recovery + current MTO rate per hour				January 1, 2026	Varies	Varies

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. EMERGENCY RESPONSES AND STANDBY (Emergency and NON-Emergency)									
COST RECOVERY- EMERGENCY RESPONSE - Fire, Rescue, Hazardous Materials response, emergency standby, debris clean up, vehicle or scene stabilization, or other incident.	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
EMERGENCY RESPONSE ON MUNICIPAL AND REGIONAL ROADS to NON-RESIDENTS- Fire, Rescue, Hazardous Materials response, emergency standby, debris clean up, vehicle or scene stabilization, or other incident	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
EMERGENCY RESPONSE ON REGIONAL & CONSERVATION AUTHORITY LANDS - to NIAGARA REGION or NPCA - Fire, Rescue, Hazardous Materials response, emergency standby, debris clean up, vehicle or scene stabilization, or other incident	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
PROHIBITED/UNAUTHORIZED OPEN AIR BURNING- Charges to be billed to the Property Owner	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
OUT OF CONTROL FIRES- Charges to be billed to the Permit Holder or the Property Owner	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
GAS LINE LEAKS AND STRIKES- Charges to be billed to the Utility Provider for Infrastructure failures (Leaks and spills). Charges to a property owner for strikes to a Distribution Line, where due diligence has not been taken causing an Emergency Response. (O.Reg.210/01)	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2025 Fee	Effective Date	$ Change	% Change
G. EMERGENCY RESPONSES AND STANDBY (Emergency and NON-Emergency)									
ELECTRICAL UTILITIES- (Power Lines down/arcing NO-FIRE creating a Public Hazard) Charges are for excessively long fire department "stand-bys" for "wires down" incidents - responses lasting in excess of one hour to be billed to the utility provider for any time past the first hour (no charge for first hour of service)	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
HAZARDOUS MATERIALS & MARIJUANA GROW-OPS/ CLANDESTINE DRUG LABS.- Chagres may be billed to the Property owner or Carrier for The containment, elimination or amelioration of a spill or a pollutant. The containment, inspection and any services that may be required due to a Marijuana Grow-Op/ or Illicit Drug Lab operation.	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
STANDBY for Public Safety Purposes (Filming, Community and Social Events, Emergency Standby for Public Safety)	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + materials costs + 10 % administration costs				January 1, 2026	Varies	Varies
STANDBY for Fire Watch for Suspicious Fires or Occupancies requiring fire alarms	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + 10 % administration costs				January 1, 2026	Varies	Varies
COST RECOVERY- for materials, supplies, services or equipment (including personnel costs) not normally supplied by the Fire Dept. but deemed necessary for Emergency response, Fire control measures, or for Fire Investigation purposes (including costs to rent, contract, demolish, shore up, or to otherwise make the property/premises secure and/or safe)			Full Cost Recovery + 10% administration costs				January 1, 2026	Varies	Varies

FIRE EMERGENCY SERVICES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. EMERGENCY RESPONSES AND STANDBY (Emergency and NON-Emergency)									
INDEMNIFICATION TECHNOLOGY- Recovery of costs related to emergency response (including damage or loss of equipment, consumables) from insurance carriers. Limits of policy coverage reflects partial cost recovery.	1 Hour Minimum, time accrued rounded up the nearest 1/4 hour		Current MTO rate per hour per truck + staff costs + 10 % administration costs				January 1, 2026	Varies	Varies
H. PERMITS									
Open Air Burning									
Residential	Per Permit		$ 14.00	$ 14.00	N	$ 14.00	January 1, 2026	$ -	0%
Non-Recreational/Agricultural Permit	Per Permit		No Charge	No Charge			January 1, 2026	N/A	N/A
Commercial, Industrial, Institution	Annual		$ 200.00	$ 200.00	N	$ 200.00	January 1, 2026	$ -	0%
Special Events	Per Permit		$ 14.00	$ 14.00	N	$ 14.00	January 1, 2026	$ -	0%
Firework Permit	Per Permit		$ 150.00	$ 150.00	N	$ 150.00	January 1, 2026	$ -	0%
I. MISCELLANEOUS									
Fire Safety Plan Review & Approval	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Development & Site Plans Reviews	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fire Prevention Assistance	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Training Officers Assistance	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
Fire Safety Training	Per Hour plus 10% Admin Fee	2 Hour Minimum	$ 60.00	$ 60.00	N	$ 60.00	January 1, 2026	$ -	0%
False Fire Alarms - 1st Offence	Per Offence		Notice of By-Law Letter				January 1, 2026	N/A	N/A
False Fire Alarms - 2nd Offence	Per Offence		Warning Letter via- Registered Mail				January 1, 2026	N/A	N/A
False Fire Alarms - 3rd Offence or Subsequent within 12 month period	Per Offence		Current MTO rate per hour per truck + staff costs + 10 % administration costs				January 1, 2026	Varies	Varies
Provide and install Smoke and/or Carbon Monoxide and/or combination Smoke/Carbon Monoxide alarm	Per Incident		Alarm costs + 10% administration costs				January 1, 2026	Varies	Varies

PUBLIC WORKS DEPARTMENT

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. PERMITS									
Entrance Permit	Per Permit		$ 169.03	$ 173.45	Y	$ 196.00	January 1, 2026	$ 4.42	3%
Inspection Fee	Per Hour	Regular hours	Actual Costs				January 1, 2026	$ -	0%
	Per Hour	Overtime hours	Actual Costs				January 1, 2026	$ -	0%
Oversize/Overweight Load Permits									
Single Day Trip Permit	Per Permit		$ 58.00	$ 59.00	N	$ 59.00	January 1, 2026	$ 1.00	2%
Three-Month Period Permit	Per Permit		$ 118.00	$ 121.00	N	$ 121.00	January 1, 2026	$ 3.00	3%
One Year Period Permit	Per Permit		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%
Municipal Consent	Per Permit		$ 118.00	$ 121.00	N	$ 121.00	January 1, 2026	$ 3.00	3%
Road Occupancy Permit	Per Permit		$ 42.00	$ 43.00	N	$ 43.00	January 1, 2026	$ 1.00	2%
Site Alteration Permit	Less than 500m3	By-Law 025-2022	$ 525.00	$ 538.00	N	$ 538.00	January 1, 2026	$ 13.00	2%
Site Alteration Permit	500m3-1000m3	By-Law 025-2022	$ 1,061.00	$ 1,086.00	N	$ 1,086.00	January 1, 2026	$ 25.00	2%
Site Alteration Permit	1000m3+	By-Law 025-2022	$ 1,591.00	$ 1,629.00	N	$ 1,629.00	January 1, 2026	$ 38.00	2%
Site Alteration Road Damage Deposit	Per Permit		$ 10,609.00	$ 10,864.00	N	$ 10,864.00	January 1, 2026	$ 255.00	2%
Road Closing Recoveries	Per Incident	$750 application fee plus recovery of all costs							
Recreational Trapping	Per Permit		$ 100.00	$ 102.00	N	$ 102.00	January 1, 2026	$ 2.00	2%
B. CULVERT INSTALLATIONS									
New Culvert Installations or Alterations	Per Culvert	Prepaid estimate based on site conditions. If the actual cost exceeds the estimate, the property owner will be invoiced for the excess, and if it's less, they will receive a refund	Actual Costs					Varies	Varies
C. EXCAVATING FEES									
Excavating	Per Request		Actual Costs					Varies	Varies
D. ADDRESSING									
New Address/911 sign	Per Change/Sign		$ 159.00	$ 163.00	N	$ 163.00	January 1, 2026	$ 4.00	3%
Change Address	Per Change		$ 159.00	$ 163.00	N	$ 163.00	January 1, 2026	$ 4.00	3%
E. TILE DRAINAGE									
Tile Drainage Loan Application Fee	Per Request		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%
Tile Drainage Township Inspection Fee	Per Request		$ 227.00	$ 232.00	N	$ 232.00	January 1, 2026	$ 5.00	2%

PUBLIC WORKS DEPARTMENT (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
F. TREES									
Removal of Hazardous Privately Owned Tree/Limbs That Are Encroaching Onto Road Allowances Or Public Walkways	Per Incident		Actual Costs				January 1, 2026	Varies	Varies
Removal or Trimming of Township Owned Trees/Limbs to Accommodate Personal Requests (Eg. Satellite Services, Etc)	Per Hour		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%
G. SIGNS									
Re-install Various Township Owned Signs Due to Accidents / Farm Machinery									
Regulatory Signs									
During Regular Business Hours	Per Sign		$ 278.00	$ 285.00	N	$ 285.00	January 1, 2026	$ 7.00	3%
After Regular Business Hours	Per Sign		$ 397.00	$ 407.00	N	$ 407.00	January 1, 2026	$ 10.00	3%
Warning Signs									
During Regular Business Hours	Per Sign		$ 278.00	$ 285.00	N	$ 285.00	January 1, 2026	$ 7.00	3%
After Regular Business Hours	Per Sign		$ 397.00	$ 407.00	N	$ 407.00	January 1, 2026	$ 10.00	3%
911 Signs									
During Regular Business Hours	Per Sign		$ 170.00	$ 174.00	N	$ 174.00	January 1, 2026	$ 4.00	2%

H. MISCELLANEOUS REPLACEMENTS									
Replacements due to accidents, farm machinery or construction equipment									
Guard Rails	Per Meter		$ 201.00	$ 206.00	N	$ 206.00	January 1, 2026	$ 5.00	2%
Road Damage									
Asphalt repairs	Per Sq M		Actual Costs				January 1, 2026	Varies	Varies
Surface treatment repairs	Per Sq M		Actual Costs				January 1, 2026	Varies	Varies
Sidewalk Damage	Per Sq M		Actual Costs				January 1, 2026	Varies	Varies
Street Sweeping			Actual Costs				January 1, 2026	Varies	Varies
Ditches									
Reinstating Ditches to Original Condition After Damage	Per Hour		$ 206.00	$ 211.00	N	$ 211.00	January 1, 2026	$ 5.00	2%
Street Lights	Per Light		Actual Costs				January 1, 2026	Varies	Varies

PUBLIC WORKS DEPARTMENT (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
I. WEED REMOVAL									
Up to 600 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $175	Actual Costs				January 1, 2026	Varies	Varies
600 to 1,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $185	Actual Costs				January 1, 2026	Varies	Varies
1,000 to 1,1400 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $215	Actual Costs				January 1, 2026	Varies	Varies
1,400 to 2,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $225	Actual Costs				January 1, 2026	Varies	Varies
2,000 to 4,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $235	Actual Costs				January 1, 2026	Varies	Varies
Over 4,000 Sq Meters	Per Roll Number/Per Cut	Minimum Charge $245	Actual Costs				January 1, 2026	Varies	Varies
J. CONSULTING SERVICES									
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township				January 1, 2026	Varies	Varies

PARKS AND FACILITIES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. ARENA									
Arena Ice Rental									
a. Weekdays Prime (5 pm to 11 pm)	Per Hour	2/3	$ 177.74	$ 182.30	Y	$ 206.00	September 1, 2026	$ 4.56	3%
b. Weekdays Prime (5 pm to 11 pm)	Per 1.5 hours	2/3	$ 243.37	$ 249.56	Y	$ 282.00	September 1, 2026	$ 6.19	3%
c. Weekends	Per Hour	2/3	$ 177.74	$ 182.30	Y	$ 206.00	September 1, 2026	$ 4.56	3%
d. Weekends	Per 1.5 hours	2/3	$ 243.37	$ 249.56	Y	$ 282.00	September 1, 2026	$ 6.19	3%
e. Weekdays Non Prime	Per Hour	2/3	$ 150.40	$ 153.98	Y	$ 174.00	September 1, 2026	$ 3.58	2%
f. Weekdays Prior to 8 am	Per Hour	2/3/4	$ 201.44	$ 206.19	Y	$ 233.00	September 1, 2026	$ 4.75	2%
g. Casual Ice (8 am to 5 pm)	Per Hour	2/3	$ 70.19	$ 71.68	Y	$ 81.00	September 1, 2026	$ 1.50	2%
h. Minor Hockey and Figure Skating	Per Hour	2/3/4	$ 126.70	$ 130.09	Y	$ 147.00	September 1, 2026	$ 3.39	3%
i. Spring School	Per Hour	2/3	$ 126.70	$ 130.09	Y	$ 147.00	September 1, 2026	$ 3.39	3%
j. Elementary Schools	Per Hour	2/3	$ 34.64	$ 35.40	Y	$ 40.00	September 1, 2026	$ 0.76	2%
k. Secondary Schools and Church	Per Hour	2/3	$ 70.19	$ 71.68	Y	$ 81.00	September 1, 2026	$ 1.50	2%
l. Tournaments - External Minor	Per Hour	2/3/4/5	$ 150.40	$ 153.98	Y	$ 174.00	September 1, 2026	$ 3.58	2%
m. Tournaments - Adult	Per Hour	2/3	$ 160.95	$ 164.60	Y	$ 186.00	September 1, 2026	$ 3.65	2%
n. Church Groups	Per Hour	2/3	$ 150.40	$ 153.98	Y	$ 174.00	September 1, 2026	$ 3.58	2%
Arena Floor Rental									
a. First or One-Day Event	Per Day	2/3	$ 774.78	$ 793.81	Y	$ 897.00	January 1, 2026	$ 19.03	2%
b. Second Additional Day	Per Day	1/2/3	$ 765.66	$ 784.07	Y	$ 886.00	January 1, 2026	$ 18.41	2%
c. Third and Subsequent Days	Per Day	1/2/3	$ 647.17	$ 662.83	Y	$ 749.00	January 1, 2026	$ 15.66	2%
d. Use of Canteen Facility in Arena	Per Day	2/3	$ 107.56	$ 109.73	Y	$ 124.00	January 1, 2026	$ 2.18	2%
f. Moore Room	Per Hour	2/3	$ 42.84	$ 44.25	Y	$ 50.00	January 1, 2026	$ 1.41	3%
	Per Day (more than 4 hours)	2/3	$ 120.32	$ 123.01	Y	$ 139.00	January 1, 2026	$ 2.69	2%
Public Skating	Per Person		$ 3.65	$ 3.98	Y	$ 4.50	September 1, 2026	$ 0.34	9%

NOTE 1 - Multi-day events will be subject to a water and hydro usage surcharge based on metered water and hydro consumption. Usage will be charged on recovery basis.

NOTE 2 - All Rentals must provide proof of insurance. Insurance can be purchased through Township's Insurance Broker.

NOTE 3 - All short-term and individual rentals must be paid in full before using the Township of Wainfleet facilities.

NOTE 4 - The Minor hockey and Figure Skating rate is for the Wainfleet Wild and the Wainfleet Skating Club only.

NOTE 5 - "External" is defined as any minor hockey group not affiliated with Wainfleet Minor Hockey or the Wainfleet Skating Club.

PARKS AND FACILITIES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
B. FIREFIGHTERS MEMORIAL COMMUNITY HALL									
Hall Rental	Per Hour	1/2	$ 51.04	$ 52.21	Y	$ 59.00	January 1, 2026	$ 1.17	2%
Hall Rental	Per Day	1/2	$ 319.03	$ 326.55	Y	$ 369.00	January 1, 2026	$ 7.52	2%
For Funeral Luncheons, Wainfleet Church Groups, Wainfleet Minor Sports Functions & Wainfleet School Groups	Per Day	1/2	$ 159.51	$ 163.72	Y	$ 185.00	January 1, 2026	$ 4.20	3%
C. BALL DIAMONDS									
Ball Diamonds									
a. Minor Ball	Per Player/Per Year	1/2	$ 10.48	$ 10.62	Y	$ 12.00	January 1, 2026	$ 0.14	1%
b. Adult	Per Game/Per Diamond	1/2	$ 47.40	$ 48.67	Y	$ 55.00	January 1, 2026	$ 1.27	3%
Tournament Rates									
a. Evenings 6 p.m. To 11 p.m.	Per Diamond	1/2	$ 103.00	$ 105.31	Y	$ 119.00	January 1, 2026	$ 2.31	2%
b. Saturdays and Sundays	Per Day/Per Diamond	1/2	$ 247.93	$ 253.98	Y	$ 287.00	January 1, 2026	$ 6.05	2%
D. SOCCER FIELDS									
Minor League	Per Player/Per Year	1/2	$ 10.48	$ 10.62	Y	$ 12.00	January 1, 2026	$ 0.14	1%
Field Rental	Per Field for Day	1/2	$ 20.96	$ 21.24	Y	$ 24.00	January 1, 2026	$ 0.27	1%
E. PARK PAVILION									
Family events (Non Licensed events)	Per Day	1/2	$ 164.07	$ 168.14	Y	$ 190.00	January 1, 2026	$ 4.07	2%
Large events including licensed events	Per Day	1/2	$ 387.39	$ 396.46	Y	$ 448.00	January 1, 2026	$ 9.07	2%

NOTE 1 - All Rentals must provide proof of insurance. Insurance can be purchased through Township's Insurance Broker.

NOTE 2 - All short-term and individual rentals must be paid in full before using the Township of Wainfleet facilities.

PARKS AND FACILITIES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
F. ADVERTISING									
Arena									
a. 4 x 4 Sign	Per Year		$ 141.28	$ 144.25	Y	$ 163.00	September 1, 2026	$ 2.96	2%
b. 4 x 8 Sign	Per Year		$ 229.70	$ 235.40	Y	$ 266.00	September 1, 2026	$ 5.70	2%
c. Board Space	Per Year		$ 571.21	$ 584.96	Y	$ 661.00	September 1, 2026	$ 13.75	2%
d. 3x4 Sign	Per Year		$ 126.70	$ 130.09	Y	$ 147.00	September 1, 2026	$ 3.39	3%
e. 16x36 Sign	Per Year		$ 103.00	$ 105.31	Y	$ 119.00	September 1, 2026	$ 2.31	2%
In Ice Logo's									
a. Centre Ice Circle	Per Year		$ 1,000.00	$ 1,023.89	Y	$ 1,157.00	September 1, 2026	$ 23.89	2%
b. Endzone Circles (East End)	Per Year		$ 750.00	$ 768.14	Y	$ 868.00	September 1, 2026	$ 18.14	2%
c. Endzone Circles (West End)	Per Year		$ 650.00	$ 768.14	Y	$ 868.00	September 1, 2026	$ 118.14	18%
d. Neutral Zone	Per Year		$ 750.00	$ 768.14	Y	$ 868.00	September 1, 2026	$ 18.14	2%
Ice Resurfacer Wrap									
a. Zamboni Full Wrap	Per 3 Years		$ 10,000.00	$ 10,239.82	Y	$ 11,571.00	September 1, 2026	$ 239.82	2%
b. Zamboni Half Wrap (one side)	Per 3 Years		$ 6,000.00	$ 6,144.25	Y	$ 6,943.00	September 1, 2026	$ 144.25	2%
Public Skating (26 Sessions)									
1 session	Per Skate		$ 175.00	$ 178.76	Y	$ 202.00	September 1, 2026	$ 3.76	2%
2 sessions	Per Skate		$ 166.25	$ 169.91	Y	$ 192.00	September 1, 2026	$ 3.66	2%
3 - 5 sessions	Per Skate		$ 157.50	$ 161.06	Y	$ 182.00	September 1, 2026	$ 3.56	2%
6+ sessions	Per Skate		$ 148.75	$ 152.21	Y	$ 172.00	September 1, 2026	$ 3.46	2%
Ball Park									
a. Outfield and Bleacher Fence 4x8	Per Year		$ 230.61	$ 236.28	Y	$ 267.00	January 1, 2026	$ 5.67	2%
b. Outfield and Bleacher Fence 4x4	Per Year		$ 141.28	$ 144.25	Y	$ 163.00	January 1, 2026	$ 2.96	2%
c. Outfield and Bleacher Fence 16x4	Per Year		$ 103.00	$ 105.31	Y	$ 119.00	January 1, 2026	$ 2.31	2%
Facilities									
Facility Naming Rights		To Be Negotiated	$ -	$ -	Y	$ -	September 1, 2026	Varies	Varies

NOTE 1 - All Rentals must provide proof of insurance. Insurance can be purchased through Township's Insurance Broker.

NOTE 2 - All short-term and individual rentals must be paid in full before using the Township of Wainfleet facilities.

CEMETERY FEES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. SALE OF BURIAL RIGHTS									
Resident									
Single Grave Land	Per Lot	1	$ 878.43	$ 899.51	Y	$ 1,016.45	January 1, 2026	$ 21.08	2%
Single Grave Care and Maintenance	Per Lot	1	$ 585.62	$ 599.67	Y	$ 677.63	January 1, 2026	$ 14.05	2%
Single Cremation Land	Per Lot	1/2	$ 337.65	$ 345.75	Y	$ 390.70	January 1, 2026	$ 8.10	2%
Single Cremation Care and Maintenance	Per Lot	1/2	$ 225.11	$ 230.51	Y	$ 260.48	January 1, 2026	$ 5.40	2%
Youth or Baby (3.5 ' x 5') Under 10 Years of Age	Per Lot	1	$ 354.54	$ 363.05	Y	$ 410.25	January 1, 2026	$ 8.51	2%
Youth or Baby Care and	Per Lot	1	$ 236.35	$ 242.02	Y	$ 273.48	January 1, 2026	$ 5.67	2%
Non-Resident									
Single Grave Land	Per Lot		$ 1,568.48	$ 1,606.12	Y	$ 1,814.92	January 1, 2026	$ 37.64	2%
Single Grave Care and Maintenance	Per Lot		$ 1,060.34	$ 1,070.79	Y	$ 1,209.99	January 1, 2026	$ 10.45	1%
Single Cremation Land	Per Lot	2	$ 795.27	$ 814.36	Y	$ 920.23	January 1, 2026	$ 19.09	2%
Single Cremation Care and Maintenance	Per Lot	2	$ 530.17	$ 542.89	Y	$ 613.47	January 1, 2026	$ 12.72	2%
Youth or Baby (3.5 ' x 5') Under 10 Years of Age	Per Lot		$ 823.57	$ 843.34	Y	$ 952.97	January 1, 2026	$ 19.77	2%
Youth or Baby Care and	Per Lot		$ 549.62	$ 562.31	Y	$ 635.41	January 1, 2026	$ 12.69	2%
B. SALE OF COLUMBARIUM (UNIT A)									
Resident									
Columbarium Niche Rows A & F	Per Niche	3	1,292.46	$ 1,323.48	Y	$ 1,495.53	January 1, 2026	$ 31.02	2%
Columbarium Niche Rows B & E	Per Niche	3	1,391.87	$ 1,425.27	Y	$ 1,610.56	January 1, 2026	$ 33.40	2%
Columbarium Niche Rows C & D	Per Niche	3	1,491.29	$ 1,527.08	Y	$ 1,725.60	January 1, 2026	$ 35.79	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	228.08	$ 233.55	Y	$ 263.91	January 1, 2026	$ 5.47	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	245.63	$ 251.53	Y	$ 284.23	January 1, 2026	$ 5.90	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	263.17	$ 269.49	Y	$ 304.52	January 1, 2026	$ 6.32	2%
Non-Resident									
Columbarium Niche Rows A & F	Per Niche	3	1,947.57	$ 1,994.31	Y	$ 2,253.57	January 1, 2026	$ 46.74	2%
Columbarium Niche Rows B & E	Per Niche	3	2,055.78	$ 2,105.12	Y	$ 2,378.79	January 1, 2026	$ 49.34	2%
Columbarium Niche Rows C & D	Per Niche	3	2,163.98	$ 2,215.92	Y	$ 2,503.99	January 1, 2026	$ 51.94	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	343.69	$ 351.94	Y	$ 397.69	January 1, 2026	$ 8.25	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	362.78	$ 371.49	Y	$ 419.78	January 1, 2026	$ 8.71	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	381.87	$ 391.03	Y	$ 441.86	January 1, 2026	$ 9.16	2%

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
B. SALE OF COLUMBARIUM (UNIT B)									
Resident									
Columbarium Niche Rows A & F	Per Niche	3	1,500.00	$ 1,536.00	Y	$ 1,735.68	January 1, 2026	$ 36.00	2%
Columbarium Niche Rows B & E	Per Niche	3	1,700.00	$ 1,740.80	Y	$ 1,967.10	January 1, 2026	$ 40.80	2%
Columbarium Niche Rows C & D	Per Niche	3	1,900.00	$ 1,945.60	Y	$ 2,198.53	January 1, 2026	$ 45.60	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	264.69	$ 271.04	Y	$ 306.28	January 1, 2026	$ 6.35	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	299.98	$ 307.18	Y	$ 347.12	January 1, 2026	$ 7.20	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	335.27	$ 343.32	Y	$ 387.95	January 1, 2026	$ 8.05	2%
Non-Resident									
Columbarium Niche Rows A & F	Per Niche	3	2,100.00	$ 2,150.40	Y	$ 2,429.95	January 1, 2026	$ 50.40	2%
Columbarium Niche Rows B & E	Per Niche	3	2,300.00	$ 2,355.20	Y	$ 2,661.38	January 1, 2026	$ 55.20	2%
Columbarium Niche Rows C & D	Per Niche	3	2,500.00	$ 2,560.00	Y	$ 2,892.80	January 1, 2026	$ 60.00	2%
Columbarium Care and Maintenance Rows A & F	Per Niche	3	370.57	$ 379.46	Y	$ 428.79	January 1, 2026	$ 8.89	2%
Columbarium Care and Maintenance Rows B & E	Per Niche	3	405.86	$ 415.60	Y	$ 469.63	January 1, 2026	$ 9.74	2%
Columbarium Care and Maintenance Rows C & D	Per Niche	3	441.15	$ 451.74	Y	$ 510.46	January 1, 2026	$ 10.59	2%
Ossurary	Per Burial		500.00	$ 512.00	Y	$ 578.56	January 1, 2026	$ 12.00	2%
Ossuary Care and Maintanance	Per Burial		150.00	$ 150.00	Y	$ 169.50	January 1, 2026	$ -	0%

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
C. INTERMENTS:									
Resident									
Adult	Per Burial		$ 1,046.73	$ 1,071.85	Y	$ 1,211.19	January 1, 2026	$ 25.12	2%
Adult (Winter Rates December 15 - March 15 Annually)	Per Burial		$ 1,238.06	$ 1,267.77	Y	$ 1,432.58	January 1, 2026	$ 29.71	2%
Child (1 - 16 years)	Per Burial		$ 703.44	$ 720.32	Y	$ 813.96	January 1, 2026	$ 16.88	2%
Stillborn or Infant (Under 1 Year) No Vault	Per Burial		$ 442.32	$ 452.94	Y	$ 511.82	January 1, 2026	$ 10.62	2%
Stillborn or Infant (under 1 year) With Vault	Per Burial		$ 534.62	$ 547.45	Y	$ 618.62	January 1, 2026	$ 12.83	2%
Cremated Remains (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 506.48	$ 518.64	Y	$ 586.06	January 1, 2026	$ 12.16	2%
Cremated Remains (Winter Rates December 15 - March 15 Annually) (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 610.03	$ 624.67	Y	$ 705.88	January 1, 2026	$ 14.64	2%
Non-Resident									
Adult	Per Burial		$ 1,451.50	$ 1,486.34	Y	$ 1,679.56	January 1, 2026	$ 34.84	2%
Adult (Winter Rates December 15 - March 15 Annually)	Per Burial		$ 1,717.56	$ 1,758.78	Y	$ 1,987.42	January 1, 2026	$ 41.22	2%
Child (1 - 16 years)	Per Burial		$ 975.89	$ 999.31	Y	$ 1,129.22	January 1, 2026	$ 23.42	2%
Stillborn or Infant (Under 1 Year) No Vault	Per Burial		$ 613.64	$ 628.37	Y	$ 710.06	January 1, 2026	$ 14.73	2%
Stillborn or Infant (under 1 year) With Vault	Per Burial		$ 741.68	$ 759.48	Y	$ 858.21	January 1, 2026	$ 17.80	2%
Cremated Remains (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 676.56	$ 692.80	Y	$ 782.86	January 1, 2026	$ 16.24	2%
Cremated Remains (Winter Rates December 15 - March 15 Annually) (Including Opening & Closing of Columbarium Niche)	Per Burial		$ 814.36	$ 833.90	Y	$ 942.31	January 1, 2026	$ 19.54	2%

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. EXTRA CHARGES									
Interment of Regular Burials									
Late Arrivals (After 3:00 - Weekdays)	Per Burial		$ 472.72	$ 484.07	Y	$ 547.00	January 1, 2026	$ 11.35	2%
Saturday Morning (Arriving Before 12 Noon)	Per Burial		$ 472.72	$ 484.07	Y	$ 547.00	January 1, 2026	$ 11.35	2%
Saturday Afternoon (Arriving After 12 Noon)	Per Burial		$ 799.12	$ 818.30	Y	$ 924.68	January 1, 2026	$ 19.18	2%
Sundays or Holidays	Per Burial		$ 799.12	$ 818.30	Y	$ 924.68	January 1, 2026	$ 19.18	2%
Non-Resident Interred in Resident Grave (Apply to New Purchased Lots)	Per Burial		$ 949.58	$ 972.37	Y	$ 1,098.78	January 1, 2026	$ 22.79	2%
Interment of Cremated Remains									
Late Arrivals (After 3:00 - Weekdays)	Per Burial/Niche		$ 311.77	$ 319.25	Y	$ 360.75	January 1, 2026	$ 7.48	2%
Saturday Morning (Arriving Before 12 Noon)	Per Burial/Niche		$ 360.16	$ 368.80	Y	$ 416.74	January 1, 2026	$ 8.64	2%
Saturday Afternoon (Arriving After 12 Noon)	Per Burial/Niche		$ 460.34	$ 471.39	Y	$ 532.67	January 1, 2026	$ 11.05	2%
Sundays or Holidays	Per Burial/Niche		$ 460.34	$ 471.39	Y	$ 532.67	January 1, 2026	$ 11.05	2%
E. DISINTERMENTS									
Disinterment Fees for Opening and Closing only	Per Opening/Closing	Additional services are provided by third parties (funeral homes, transfer services, medical officer, etc.)	$ 2,251.01	$ 2,305.03	Y	$ 2,604.68	January 1, 2026	$ 54.02	2%
F. FOUNDATION, MARKER, BRONZE WREATH & CORNER STONE SETTING:									
Markers	Per Marker		$ 154.39	$ 158.10	Y	$ 178.65	January 1, 2026	$ 3.71	2%
Foundations	Per Cubic Foot (Minimum $300.00)		$ 57.36	$ 58.74	Y	$ 66.38	January 1, 2026	$ 1.38	2%
Corner Stones	Set of Four Installed		$ 225.11	$ 230.51	Y	$ 260.48	January 1, 2026	$ 5.40	2%
Bronze Wreath for Columbarium Niche (Must be Purchased Through the Township of Wainfleet)	Per Wreath		$ 753.24	$ 771.32	Y	$ 871.59	January 1, 2026	$ 18.08	2%
Memorial Wall Plaque for Ossuary Internment	Per Plaque		$ -	$ 350.00	Y	$ 395.50	January 1, 2026	New	New

CEMETERY FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. REMOVAL/RELOCATING OF FOUNDATION, MARKERS, & CORNER STONES									
Removal of Existing Flat Markers	Per Marker		$ 87.25	$ 89.34	Y	$ 100.95	January 1, 2026	$ 2.09	2%
Removal of Corner Stones	Per Cornerstone		$ 45.02	$ 46.10	Y	$ 52.09	January 1, 2026	$ 1.08	2%
Relocation of Corner Stones	Per Cornerstone		$ 45.02	$ 46.10	Y	$ 52.09	January 1, 2026	$ 1.08	2%
Removal of Existing Foundations									
Existing foundation < 36" by 14"	Per Foundation		$ 209.16	$ 214.18	Y	$ 242.02	January 1, 2026	$ 5.02	2%
Existing foundation >= 36" by 14"	Per Foundation		$ 274.91	$ 281.51	Y	$ 318.11	January 1, 2026	$ 6.60	2%
H. CONTRIBUTION TO CARE AND MAINTENANCE FUNDS FOR MONUMENTS									
Flat Marker (Under 173 Sq Inches)	Per Marker	No Charge						N/A	N/A
Flat Marker (Over 173 Sq Inches)	Per Marker		$ 100.00	$ 100.00	Y	$ 113.00	January 1, 2026	$ -	0%
Upright Marker Measuring 4 (Four) Feet in Height & Length or Under (Including Base)	Per Marker		$ 200.00	$ 200.00	Y	$ 226.00	January 1, 2026	$ -	0%
Upright Marker Measuring Over 4 (Four) Feet in Either Height & Length (Including Base)	Per Marker		$ 400.00	$ 400.00	Y	$ 452.00	January 1, 2026	$ -	0%

I. ARCHAEOLOGICAL ASSESSMENT FEES			
Adult		N/A	
Adult (Winter Rates December 15 - March 15 Annually)		N/A	
Cremation Lot		N/A	
Cremation Lot (Winter Rates December 15 - March 15 Annually)		N/A	

J. MISCELLANEOUS									
Transfer of Interment Rights	Per Transfer		$ 140.69	$ 144.07	Y	$ 162.80	January 1, 2026	$ 3.38	2%
Duplicate Certificate	Per Certificate		$ 33.76	$ 34.57	Y	$ 39.06	January 1, 2026	$ 0.81	2%
Genealogical Search Requests	Per Record/Name		$ 33.76	$ 34.57	Y	$ 39.06	January 1, 2026	$ 0.81	2%
Return Sales of Plot - Admin Fee			$ 112.55	$ 115.25	Y	$ 130.23	January 1, 2026	$ 2.70	2%

NOTES:

1. 30 (Thirty) year provision (persons who have resided in Wainfleet for over 30 years are eligible for the resident rate - a signed letter of confirmation submitted to the Township is required).
2. Size of new cremation plots are 2 feet x 3 feet each
3. 2 (Two) urns are allowed in each columbarium niche (totalling the maximum size of 10" x 10" x 10")

DRAINAGE

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. APPORTIONMENT									
Drainage Apportionment Section 65(2) (Per Property/Drain)	Per Parcel		$ 112.00	$ 115.00	N	$ 115.00	January 1, 2026	$ 3.00	3%
Drainage Apportionment Section 65 (2) (Multiple Property/Drain)	Per Parcel		$ 112.00	$ 115.00	N	$ 115.00	January 1, 2026	$ 3.00	3%
Drainage Apportionment - Section 65 (1) by Engineer (Per Property/Drain)	Per Parcel		Actual Costs				January 1, 2026	Varies	Varies
B. CULVERTS AND FARM CROSSINGS									
Inspection and Documentation of Existing, Non-Report Farm Crossings and Culverts	Per Request		No Charge					N/A	N/A
Providing Specifications and Inspection of New Farm Crossings and Culverts on a Municipal Drain (When Landowner Does Work) .	Per Request		No Charge					N/A	N/A
Providing Specifications, Installation and Inspection of New Farm Crossings and Culverts on a Municipal Drain (Township Does Work).	Per Request		Actual Costs					Varies	Varies
Temporary Culvert Agreements	Per Agreement		$ 396.00	$ 406.00	N	$ 406.00	January 1, 2026	$ 10.00	3%
C. OTHER RATES									
Drainage Lawyer Certificate	Flat Fee		$ 28.00	$ 29.00	N	$ 29.00	January 1, 2026	$ 1.00	4%
Formulation of a Mutual Agreement Drain as Per the Drainage Act	Per Agreement		$ 225.00	$ 230.00	N	$ 230.00	January 1, 2026	$ 5.00	2%
Billing/Maintenance Fee	Per Property		$ 5.60	$ 6.00	N	$ 6.00	January 1, 2026	$ 0.40	7%
Drainage Outlet Sign	Per Sign		$ 30.00	$ 31.00	N	$ 31.00	January 1, 2026	New	New

PLANNING APPLICATION FEES

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. OFFICIAL PLAN AMENDMENTS									
Amendment to the Official Plan	Per Application	Fee and/or all charges incurred by (unless stated below) the Municipality from its Consultants.	$ 4,986.00	$ 5,106.00	N	$ 5,106.00	January 1, 2026	$ 120.00	2%
Aggregate Resource-Quarry/Pit Establishment or Expansion	Per Application		$ 65,564.00	$ 67,138.00	N	$ 67,138.00	January 1, 2026	$ 1,574.00	2%
Adjournment of an Official Plan Amendment (Applicable as determined by Council)	Per Request		$ 372.00	$ 381.00	N	$ 381.00	January 1, 2026	$ 9.00	2%
B. ZONING BYLAW AMENDMENTS									
Zoning Bylaw	Per Application	Fee and/or all charges incurred by (unless stated below) the Municipality from its Consultants.	$ 4,456.00	$ 4,563.00	N	$ 4,563.00	January 1, 2026	$ 107.00	2%
Removal of Holding Symbol	Per Application		$ 743.00	$ 761.00	N	$ 761.00	January 1, 2026	$ 18.00	2%
Temporary Use Bylaw (includes preparation of agreement)	Per Application		$ 4,456.00	$ 4,563.00	N	$ 4,563.00	January 1, 2026	$ 107.00	2%
Extension of a Temporary Use Agreement	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Adjournment (Applicable as Determined by Council)	Per Request		$ 372.00	$ 381.00	N	$ 381.00	January 1, 2026	$ 9.00	2%
APO Zoning Bylaw (Condition of Consent)	Per Application		$ 2,987.00	$ 3,059.00	N	$ 3,059.00	January 1, 2026	$ 72.00	2%
C. COMMITTEE OF ADJUSTMENT/MINOR VARIANCES & CONSENTS									
Minor Variances	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 1,342.00	$ 1,374.00	N	$ 1,374.00	January 1, 2026	$ 32.00	2%
Adjournment (Applicable if Requested by the Applicant)	Per Request		$ 318.00	$ 326.00	N	$ 326.00	January 1, 2026	$ 8.00	3%
New Lot Creation	Per Lot		$ 1,888.00	$ 1,933.00	N	$ 1,933.00	January 1, 2026	$ 45.00	2%
Right-of-Way and/or Easement and Boundary Adjustments	Per Lot		$ 1,342.00	$ 1,374.00	N	$ 1,374.00	January 1, 2026	$ 32.00	2%
Final Certification	Per Lot		$ 244.00	$ 250.00	N	$ 250.00	January 1, 2026	$ 6.00	2%
Changes to Conditions (Includes Administration and Mailing Fees Required to Process Requests for Change in Conditions, Under Section 53(23) of the Planning Act.)	Per Request		$ 610.00	$ 625.00	N	$ 625.00	January 1, 2026	$ 15.00	2%
Validation of Title/ Validation Order Bylaw	Per Application		$ 982.00	$ 1,006.00	N	$ 1,006.00	January 1, 2026	$ 24.00	2%
Certificate of Cancellation	Per Request		$ 244.00	$ 250.00	N	$ 250.00	January 1, 2026	$ 6.00	2%

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. DEVELOPMENT AGREEMENTS									
Agreement Preparation	Per Agreement	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 2,652.00	$ 2,716.00	N	$ 2,716.00	January 1, 2026	$ 64.00	2%
Agreement Amendment	Per Agreement		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Release or Partial Release Agreement	Per Agreement		$ 610.00	$ 625.00	N	$ 625.00	January 1, 2026	$ 15.00	2%
Agreement as a Condition of Consent	Per Agreement		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
E. SITE PLAN CONTROL APPROVAL									
Site Plan Control Agreement									
Level 1	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 4,244.00	$ 4,346.00	N	$ 4,346.00	January 1, 2026	$ 102.00	2%
Level 2	Per Application		$ 2,334.00	$ 2,390.00	N	$ 2,390.00	January 1, 2026	$ 56.00	2%
Level 3	Per Application		$ 1,167.00	$ 1,195.00	N	$ 1,195.00	January 1, 2026	$ 28.00	2%
Site Plan Agreement Amendment									
Level 1	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Level 2 and 3	Per Application		$ 584.00	$ 598.00	N	$ 598.00	January 1, 2026	$ 14.00	2%
Discharge of Site Plan Agreement	Per Application		$ 424.00	$ 434.00	N	$ 434.00	January 1, 2026	$ 10.00	2%
F. PLAN OF SUBDIVISION/CONDOMINIUM									
Draft Plan of Subdivision/Condominium	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants. Added to the cost is any required peer reviews.	$ 7,426.00	$ 7,604.00	N	$ 7,604.00	January 1, 2026	$ 178.00	2%
Modification to Draft Approval	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 1,910.00	$ 1,956.00	N	$ 1,956.00	January 1, 2026	$ 46.00	2%
Extension to Draft Approval	Per Application		$ 1,061.00	$ 1,086.00	N	$ 1,086.00	January 1, 2026	$ 25.00	2%
Subdivision or Condominium Agreement	Per Application		$ 3,925.00	$ 4,019.00	N	$ 4,019.00	January 1, 2026	$ 94.00	2%
Discharge of Subdivision or Condominium Agreement	Per Application		$ 610.00	$ 625.00	N	$ 625.00	January 1, 2026	$ 15.00	2%
Agreement Amendment	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%
Condominium Conversion	Per Application		$ 7,426.00	$ 7,604.00	N	$ 7,604.00	January 1, 2026	$ 178.00	2%
Final Approval	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 2,210.00	$ 2,263.00	N	$ 2,263.00	January 1, 2026	$ 53.00	2%
Remove Part Lot Control	Per Application		$ 1,273.00	$ 1,304.00	N	$ 1,304.00	January 1, 2026	$ 31.00	2%

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
G. COMBINED APPLICATIONS									
Official Plan and Zoning Bylaw Amendments	Per Application	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 9,018.00	$ 9,234.00	N	$ 9,234.00	January 1, 2026	$ 216.00	2%
Consent and Minor Variance	Per Application		$ 2,971.00	$ 3,042.00	N	$ 3,042.00	January 1, 2026	$ 71.00	2%
H. PRE-CONSULTATION FEES (INCLUDE PRE-SUBMISSION REVIEW) *Not Credited to Application Fee. Non-Refundable.									
Committee of Adjustment: Minor Variance/ Consent Applications, Level 3 Site Plan Control	Per Application		$ 266.00	$ 272.00	N	$ 272.00	January 1, 2026	$ 6.00	2%
Minor Zoning Bylaw Amendments and Level 2 Site Plan Control	Per Application		$ 530.00	$ 543.00	N	$ 543.00	January 1, 2026	$ 13.00	2%
Major Zoning Bylaw Amendments, Level 1 Site Plan Control, Official Plan Amendments, Subdivision/ Condominium Applications	Per Application		$ 796.00	$ 815.00	N	$ 815.00	January 1, 2026	$ 19.00	2%
Second and Subsequent Submissions (1 Year + Inactive or Significant Changes to Original Submission Requires Resubmission)	Per Application		$ 530.00	$ 543.00	N	$ 543.00	January 1, 2026	$ 13.00	2%

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
I. MISCELLANEOUS FEES									
Permitted Use Letter (Liquor License Clearance, Other)	Per Letter	Fee and/or all charges incurred by the Municipality from its Consultants.	$ 84.00	$ 86.00	N	$ 86.00	January 1, 2026	$ 2.00	2%
Compliance Letter (Zoning, Subdivision, Site Plan)	Per Letter		$ 212.00	$ 217.00	N	$ 217.00	January 1, 2026	$ 5.00	2%
Copy of Official Plan									
a. Electronic Copy on a USB	Per Copy	Administration Fee and Cost of USB	$ 27.00	$ 28.00	N	$ 28.00	January 1, 2026	$ 1.00	4%
b. Paper Copy	Per Copy	Administration Fee and Cost of Printing	$ 74.00	$ 76.00	N	$ 76.00	January 1, 2026	$ 2.00	3%
Copy of Zoning Bylaw									
a. Electronic Copy on a USB	Per Copy	Administration Fee and Cost of USB	$ 27.00	$ 28.00	N	$ 28.00	January 1, 2026	$ 1.00	4%
b. Paper Copy	Per Copy	Administration Fee and Cost of Printing	$ 54.00	$ 55.00	N	$ 55.00	January 1, 2026	$ 1.00	2%
Appeal to Ontario Land Tribunal Subpoena									
a. First Day	Per Day	1 Fee and/or all charges incurred by the Municipality from its Consultants.	$ 955.00	$ 978.00	N	$ 978.00	January 1, 2026	$ 23.00	2%
b. Second and each day thereafter	Per Day		$ 478.00	$ 489.00	N	$ 489.00	January 1, 2026	$ 11.00	2%
Deeming Bylaw	Per By-law	Fee and/or all charges incurred by the Municipality from its Consultants	$ 594.00	$ 608.00	N	$ 608.00	January 1, 2026	$ 14.00	2%
Encroachment Consent Letter	Per Letter		$ 150.00	$ 154.00		$ 154.00	January 1, 2026	$ 4.00	3%
Encroachment Agreement	Per Agreement		$ 500.00	$ 512.00		$ 512.00	January 1, 2026	$ 12.00	2%
Request to Lift 1 Foot (0.3m) Reserve	Per Request		$ 250.00	$ 256.00	N	$ 256.00	January 1, 2026	$ 6.00	2%
Telecommunications Tower Consultation	Per Request		$ 1,200.00	$ 1,229.00	N	$ 1,229.00	January 1, 2026	$ 29.00	2%
Telecommunications Tower Extension of Municipal Concurrence	Per Request		$ 200.00	$ 205.00	N	$ 205.00	January 1, 2026	$ 5.00	3%
Special Events/Filming Permit	Per Request		$ 500.00	$ 512.00	N	$ 512.00	January 1, 2026	$ 12.00	2%

NOTE 1 - Where a decision on a planning application is appealed to the Ontario Land Tribunal the Township will require payment by the applicant of all charges incurred by the Township and its Consultants. To secure such charges, the Township will require an initial deposit of $8,000, such amount to be increased by the Township in the event the nature of the application indicates the initial deposit may be inadequate to totally defray the costs incurred. Any deposit monies not required to pay municipal or consultant's costs incurred by the Township shall be refunded.

PLANNING APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
J. CONSULTING SERVICES									
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township				January 1, 2026	Varies	Varies

K. NOTES

1. Additional fees may be charged by the Region of Niagara and the Niagara Peninsula Conservation Authority. Applicants should always confirm fees with the appropriate agency.
2. Be advised that the Planning Act requires Notice of Public Hearing be given no later than twenty (20) days before a scheduled public meeting for Official Plan and Zoning Bylaw Amendments, fourteen (14) days for Consent Applications and ten (10) days for Minor Variance applications. In order to allow sufficient review time for an application, all applications should be submitted at least fourteen (14) days before the last day for giving Notice of Public Hearing under the Planning Act.
3. If an application is withdrawn before circulation to commenting agencies, ninety (90) percent of the fee less any consultant costs will be refunded; if withdrawn after circulation, but before notice of public meeting is given, fifty (50) percent of the fee less any consultant costs will be refunded and if withdrawn before any reports are prepared, twenty-five (25) percent of the fee less any consultant costs will be refunded.
4. Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

PRIVATE ON-SITE SEWAGE SYSTEMS

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. SEWAGE SYSTEM APPLICATIONS									
New System Class 4	Per Individual System		$ 1,312.00	$ 1,375.00	N	$ 1,375.00	January 1, 2026	$ 63.00	5%
New System Class 4 - Tertiary	Per Individual System		$ -	$ 1,575.00	N	$ 1,575.00	January 1, 2026	New	New
Holding Tank	Per Individual System		$ 1,312.00	$ 1,375.00	N	$ 1,375.00	January 1, 2026	$ 63.00	5%
Replacement Tank Only	Per Individual System		$ 750.00	$ 768.00	N	$ 768.00	January 1, 2026	$ 18.00	2%
Leaching Bed Repair Only	Per Individual System		$ 719.00	$ 736.00	N	$ 736.00	January 1, 2026	$ 17.00	2%
Other Minor Repair Not Listed Above (e.g. Baffles, Inlet, Outlet, Etc.)	Per Individual System		$ 376.00	$ 385.00	N	$ 385.00	January 1, 2026	$ 9.00	2%
B. PLANNING ACT APPLICATION SEPTIC REVIEW FEES									
Consent Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Minor Variance Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Site Plan Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Zoning By-law Amendment Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Official Plan Amendment Applications	Per Application	1	$ 132.00	$ 135.00	N	$ 132.00	January 1, 2026	$ 3.00	2%
Plan of Subdivision/Condominium Applications	Per Application	1	$ 750.00	$ 768.00	N	$ 750.00	January 1, 2026	$ 18.00	2%
C. SPECIAL REQUESTS, MISC									
Preliminary Site Inspections	Per Inspection	Related to proposed lot development where no other application has been made.	$ 393.00	$ 402.00	N	$ 402.00	January 1, 2026	$ 9.00	2%
File Searches	Per Half Hour or Part Thereof	Includes up to 10 pages of letter size copies or scan files	$ 43.00	$ 44.00	N	$ 44.00	January 1, 2026	$ 1.00	2%
Additional Letter Size Copies or Scan Files Not Cover in File Searches Above	Per Page		$ 0.60	$ 0.61	N	$ 0.61	January 1, 2026	$ 0.01	2%

NOTE 1 The above fees apply only to those lots serviced by private sewage systems

PRIVATE ON-SITE SEWAGE SYSTEMS (continued)

Description	Unit of Measure	Notes	2024 Base Fee	2025 Base Fee	HST Applicable (Y/N)	Total 2025 Fee	Effective Date	$ Change	% Change
D. REFUND OF PERMIT FEES									
		Refund Amount							
1.	Where only administrative functions have been completed (application received and cost analysis complete)	70%							
2.	Where administrative, initial site visit and/or plans review have been started, but permit has not been issued	60%							
3.	Where the permit has been issued and no field inspections have been performed subsequent to permit issuance	40%							
5.	No fees shall be refunded after twelve (12) months from the date the permit was approved for issue.								

E. CONSULTING SERVICES								
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township		January 1, 2026	Varies	Varies	

BUILDING PERMIT APPLICATION FEES

Note: Permit fees for construction of Buildings and structures, listed by classification of major occupancy, are calculated on the basis of the Gross Floor Area of the Building in square meters (square feet is provided for information only), multiplied by the corresponding figure shown below for each occupancy classification or class of permit unless shown Otherwise.

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
Permit Fee (Minimum of $275 Shall Apply Unless Otherwise Indicated)	Per Permit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
A. NEW CONSTRUCTION & ADDITIONS									
1 Assembly Occupancies - Group A									
School, Church, Restaurant, Theatre, Educational or Recreational Facility, and All Other Group A Buildings and Similar Occupancies	*Per* m^2		$ 20.79	$ 24.21	N	$ 24.21	January 1, 2026	$ 3.42	16%
2 Institutional Occupancies - Group B									
Hospital, Nursing Home, Reformatory, Prison and All Other Group B Buildings and Similar Occupancies	*Per* m^2		$ 22.86	$ 25.83	N	$ 25.83	January 1, 2026	$ 2.97	13%
3 Residential Occupancies - Group C									
a. Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling, Multiple Unit Dwelling, Apartment Dwelling, Townhouse Dwelling, Hotels, Motels, Other Residential Buildings or Parts Thereof	*Per* m^2		$ 16.81	$ 17.70	N	$ 17.70	January 1, 2026	$ 0.89	5%
b. Residential Additions Other Than as Noted in Section 7 (d) Below.	*Per* m^2		$ 16.81	$ 17.70	N	$ 17.70	January 1, 2026	$ 0.89	5%
4 Business/Personal Services Occupancies - Group D									
Office, Bank, Medical Office/Clinic, Fire Hall and Similar Occupancies	*Per* m^2		$ 19.02	$ 22.70	N	$ 22.70	January 1, 2026	$ 3.68	19%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. NEW CONSTRUCTION & ADDITIONS (continued)									
5 Mercantile Occupancies - Group E									
Store, Shopping Mall/Plaza, Shop, Market, Retail Outlet and Similar Occupancies	*Per* m^2		$ 17.46	$ 22.27	N	$ 22.27	January 1, 2026	$ 4.81	28%
6 Industrial Occupancies - Group F									
Industrial Mall/Plaza/Garage, Plant, Factory, Warehouse, Manufacturing Building and Similar Occupancies.	*Per* m^2		$ 16.76	$ 17.16	N	$ 17.16	January 1, 2026	$ 0.40	2%
7 Special Occupancies/Categories									
a. Farm Buildings									
i. New Farm Buildings (Except as Noted in ii.)	*Per* m^2		$ 2.58	$ 3.23	N	$ 3.23	January 1, 2026	$ 0.65	25%
ii. Additions or Alterations for Farm Buildings	*Per* m^2		$ 2.58	$ 3.23	N	$ 3.23	January 1, 2026	$ 0.65	25%
iii. New Silos and Grain Bins	Per Building		$ 300.96	$ 376.20	N	$ 376.20	January 1, 2026	$ 75.24	25%
iv. Greenhouses									
Per farm Greenhouse up to 463 m2 Gross Floor Area	*Per* m^2		$ 2.58	$ 3.23	N	$ 3.23	January 1, 2026	$ 0.65	25%
Additional (m2) Charge per Farm Greenhouse with Gross Floor Area Exceeding 463 m2	*Per* m^2		$ 1.49	$ 1.86	N	$ 1.86	January 1, 2026	$ 0.37	25%
b. Tents									
i) Not exceeding 225 sq m in aggregate area	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
ii) Exceeding 225 sq m in aggregate area.	Per Unit		$ 300.00	$ 350.00	N	$ 350.00	January 1, 2026	$ 50.00	17%
c. Park Model Trailer/Mobile Home and Similar Buildings	Per Unit		$ 395.00	$ 450.00	N	$ 450.00	January 1, 2026	$ 55.00	14%
d. Park Model Trailer/Mobile Home (Foundation Only)	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
e. Portable Classrooms	Per Unit		$ 395.00	$ 600.00	N	$ 600.00	January 1, 2026	$ 205.00	52%
f. Accessory Buildings/Structures: Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, Shed or Other Accessory Building	*Per* m^2		$ 7.00	$ 7.71	N	$ 7.71	January 1, 2026	$ 0.71	10%
g. Communication Tower, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and Similar Buildings/Structures	For each $1,000 of estimated value of construction with a minimum of $511		$ 18.61	$ 19.05	N	$ 19.05	January 1, 2026	$ 0.45	2%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
B. ALTERATIONS & REPAIRS:									
1 Interior Alterations/Repairs/Tenant Improvements									
a. Assembly Occupancies	*Per* m^2		$ 10.40	$ 11.62	N	$ 11.62	January 1, 2026	$ 1.22	12%
b. Institutional, Business/Personal Service and Mercantile Occupancies	*Per* m^2		$ 11.43	$ 11.89	N	$ 11.89	January 1, 2026	$ 0.46	4%
c. Residential Occupancies(including finished basements)	*Per* m^2		$ 8.40	$ 8.60	N	$ 8.60	January 1, 2026	$ 0.20	2%
d. Business/Personal Service Occupancies	*Per* m^2		$ 9.51	$ 11.47	N	$ 11.47	January 1, 2026	$ 1.96	21%
e. Mercantile Occupancies	*Per* m^2		$ 8.73	$ 10.98	N	$ 10.98	January 1, 2026	$ 2.25	26%
f. Industrial Occupancies	*Per* m^2		$ 8.38	$ 8.61	N	$ 8.61	January 1, 2026	$ 0.23	3%
2 Alter/replace Roof Structure	*Per* m^2		$ 3.17	$ 3.24	N	$ 3.24	January 1, 2026	$ 0.08	2%
3 Hot Surface Applications	*Per* m^2		$ 3.17	$ 3.24	N	$ 3.24	January 1, 2026	$ 0.08	2%
4 Fireplace, Woodstove, Insert, Chimney, or Similar	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
5 Construction of Barrier Free Accessibility Facilities for Existing Dwellings	*Per* m^2		$ 6.04	$ 6.19	N	$ 6.19	January 1, 2026	$ 0.15	2%
6 New Foundation (Dwelling)	*Per* m^2		$ 4.58	$ 4.69	N	$ 4.69	January 1, 2026	$ 0.11	2%

C. DEMOLITION:									
1 Buildings/Structures up to and Including 100 m2 in Building Area	Per Building or Structure		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
2 Buildings/Structures Greater Than 100 m2 in Building Area	Per 100 m^2 in Building Area or Part Thereof		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
D. MISCELLANEOUS:									
1 Permit For Partial Occupancy of a Building Prior to Being Fully Completed (Does Not Apply to Single Family Dwellings)	Per Suite/Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
2 Permit for the Change of Use of a Building or Part Thereof (no Construction Required)	Per Suite/Unit		$ 242.00	$ 300.00	N	$ 300.00	January 1, 2026	$ 58.00	24%
3 Transfer of a Permit to a New Owner	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
4 Request for Deferral of Permit Revocation	Per Unit		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
5 Permit to Move a Building/Structure	Per Building/Structure		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
6 Conditional Permit	Per Unit		$ 1,013.65	$ 1,037.97	N	$ 1,037.97	January 1, 2026	$ 24.33	2%
7 Non-Routine Inspections or Special Inspections	Per Hour	Min 1.5 hours	$ 87.42	$ 89.52	N	$ 89.52	January 1, 2026	$ 2.10	2%
8 Additional Plans Examination Fee (Once Permit is Issued)	Per Hour	Min 1.5 hours	$ 87.42	$ 89.52	N	$ 89.52	January 1, 2026	$ 2.10	2%
9 Re-Inspection Fee (Due to Improper Work, Not Ready or Similar) Flat Fee	Per Hour	Min 1.5 hours	$ 87.42	$ 89.52	N	$ 89.52	January 1, 2026	$ 2.10	2%
# Liquor Licence Inspection/Report	Per Unit		$ -	$ 135.00	N	$ 135.00	January 1, 2026	New	New
# Request of a Limiting Distance Agreement	Per Agreement		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
# Lot Grading Fee (for any permit on a property less than 1 hectare)	Per Application		$ 350.00	$ 358.40	N	$ 358.40	January 1, 2026	$ 8.40	2%
# Alternative Solution Review - Per Building Code	Town Reviewed Per Hour (4 Hour Minimum)	.3rd Party Review (Actual Cost).	$ -	$ 89.52	N	$ 89.52	January 1, 2026	New	New
# Compliance Letter (Building Permits and Orders)	Per Unit		$ 120.00	$ 122.88	N	$ 122.88	January 1, 2026	$ 2.88	2%
# Discharge of an Order Registered in the Land Registry Office (Includes original registration of Order)	Per Order		Actual Costs				January 1, 2026	Varies	Varies
E. PARTIAL PERMIT/STAGED CONSTRUCTION:									
1 Building Foundation - Complete to Grade Level (Plus Plumbing)			15% of applicable class above						
2 Building Shell			75% of applicable class above						
3 Building Completion			10% of applicable class above						

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
F. PLUMBING									
For Plumbing Work Not Included in Any of the Above Classes of Permit	First Six (6) Fixtures		$ 242.00	$ 275.00	N	$ 275.00	January 1, 2026	$ 33.00	14%
For Plumbing Work Not Included in Any of the Above Classes of Permit	Per Additional Fixture		$ 12.13	$ 12.42	N	$ 12.42	January 1, 2026	$ 0.29	2%
Storm Building Sewer	First 15m		$ 106.09	$ 108.64	N	$ 108.64	January 1, 2026	$ 2.55	2%
Sanitary Building Sewer	First 15m		$ 106.09	$ 108.64	N	$ 108.64	January 1, 2026	$ 2.55	2%
Waterline/Service	First 15m		$ 106.09	$ 108.64	N	$ 108.64	January 1, 2026	$ 2.55	2%
Sewer & Water Main	Over 15m+ Per m		$ 3.18	$ 3.26	N	$ 3.26	January 1, 2026	$ 0.08	2%

G. REFUND OF PERMIT FEES	Refund Amount
1 Where only administrative functions have been completed (application received and cost analysis complete)	70%
2 Where administrative, zoning and plans examination functions have been performed	60%
3 Where the permit has been issued and no field inspections have been performed subsequent to permit issuance	40%
4 No fees shall be refunded after twelve (12) months from the date the permit was approved for issue	

H. CONSTRUCTION PRIOR TO PERMIT ISSUANCE:									
Where Construction Has Commenced Prior to the Issuance of a Permit for Any Class of Permit Described Herein.	Minimum fee per instance.	All applicable permit fees shall be doubled and the minimum permit fee.	$ 500.00	$ 550.00	N	$ 550.00	January 1, 2026	$ 50.00	10%

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
I. EXPLANATORY NOTES									
1 m^2 is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted Otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)									
2 Major occupancy classifications are based on the Ontario Building Code.									
3 Plumbing fees are normally included with the permit fees for the applicable class of permit. Fees for plumbing work only are listed in "F" above.									
4 If, in the opinion of the Chief Building Official, the construction cannot be categorized or classed as described in the above schedule, the permit fee shall be ($18.61) for each $1,000 of estimated value of construction.									
5 Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.									
6 Notwithstanding the refund provision, no refund shall be made of any amount less than ($275.00)									
7 Permit Fee Increases are indexed based on the Consumer Price Index, Ontario Series, and are adjusted annually on the first of March.									

J. DEPOSITS
In addition to fees payable to the above, the following amounts shall be paid at the time of permit issue and shall be held as security by the Township of Wainfleet until completion of the work for which the permit was issued.
a. Residential Accessory Buildings to be removed as a condition of the issuance of the Building permit - $2,000 The existing structure must be demolished within (60) sixty days of Occupying the new structure.
b. All Other Buildings, including Dwellings and mobile homes, to be removed as a condition of the issuance of the Building permit - $10,000 The existing structure must be demolished within (60) sixty days of Occupying the new structure.
c. For All Other Building, demolition and private sewage system permits: (i) $500 deposit for Septic permits (ii) $500 deposit for permit fee up to $500 (iii) $1000 deposit for permit fee over $500 (iv) $2000 deposit, Per Dwelling The property owner shall be responsible for any damage to municipal property during construction and shall be further responsible to ensure construction is carried out and completed as required by the Ontario Building Code.
The deposit is collected by the Township to provide securities for the completion of all applicable lot grading as per the approved lot grading plan and any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and
Any payments outstanding to the Township shall be deducted from the deposit by the Treasurer, Prior to the refund being issued.

BUILDING PERMIT APPLICATION FEES (continued)

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
K. PHOTOCOPYING and/or PRINTING									

All documents required to be submitted as a condition of the permit application are the responsibility of the applicant. The following fees are required to be paid prior to the issuance of the permit should printing be required due to omission and/or electronic submission.

Description	Unit of Measure	B & W	Colour	HST Applicable (Y/N)
8 1/2" x 11"	Per Page	$0.30	$ 0.60	Y
8 1/2" x 14"	Per Page	$0.38	$ 0.76	Y
11" x 17"	Per Page	$0.53	$ 1.20	Y
Arch A	Per Page	$1.79	$ 2.51	Y
Arch B	Per Page	$2.24	$ 2.87	Y
Arch C	Per Page	$2.54	$ 3.47	Y
Arch D	Per Page	$5.09	$ 6.94	Y
Arch E1	Per Page	$7.49	$ 10.55	Y
Arch E	Per Page	$10.79	$ 14.03	Y

L. CONSULTING SERVICES						
Consulting Costs to Review Supporting Technical Studies	Per Study/Document	If a consultant to review technical studies for an application is required, the applicant is responsible for all costs.	Actual Costs, Payable Upon Receipt of an Invoice From the Township	January 1, 2026	Varies	Varies

BY-LAW ENFORCEMENT

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. BYLAW COMPLIANCE									
Order of Non-compliance	Per Order		$ 168.83	$ 172.88	N	$ 172.88	January 1, 2026	$ 4.05	2%
Certificate of Compliance	Per Item		$ 112.55	$ 115.25	N	$ 115.25	January 1, 2026	$ 2.70	2%
Discharge of an Order Registered in the Land Registry Office (Includes Original Registration of Order)	Per Item	Fee and/or all charges incurred by the Municipality from its Solicitor	Actual Costs				January 1, 2026	Varies	Varies
File a Notice of Appeal	Per Item		$ 400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%
Re-inspection Fee (After Two Inspections)	Per Item		$ 112.55	$ 115.25	N	$ 115.25	January 1, 2026	$ 2.70	2%
Works Undertaken by Township	Per Item		Actual Costs + 20% Admin. Charge				January 1, 2026	Varies	Varies
Works Undertaken by Contractor	Per Item		Actual Costs + 20% Admin. Charge				January 1, 2026	Varies	Varies
Officer Hearing Attendance	Per Hour		$ 112.55	$ 115.25	N	$ 115.25	January 1, 2026	$ 2.70	2%
B. EXOTIC ANIMAL REGISTRATION AND CARE									
Exotic Animal Bylaw - Impounding	Per Instance		Actual Costs					Varies	Varies
Exotic Animal Bylaw - Care of Impounded or Seized animals	Per Instance		Actual Costs					Varies	Varies
C MEDICAL MARIHUANA FACILITY LICENSES									
New License Application	Per Licence	By-Law 057-17	$ 800.00	$ 819.00	N	$ 819.00	January 1, 2026	$ 19.00	2%
Renewal of License Application	Per Licence	By-Law 057-17	$ 530.00	$ 543.00	N	$ 543.00	January 1, 2026	$ 13.00	2%
Replacement of Lost or Destroyed License	Per Licence	By-Law 057-17	$ 54.00	$ 55.00	N	$ 55.00	January 1, 2026	$ 1.00	2%
Amendment To License	Per Licence	By-Law 057-17	$ 106.00	$ 109.00	N	$ 109.00	January 1, 2026	$ 3.00	3%
File a Notice of Appeal	Per Item	By-Law 057-17	$ 400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%
D SHORT TERM RENTALS									
New License Application/Renewal	Per STR Unit		$ 1,000.00	$ 1,024.00	N	$ 1,024.00	January 1, 2026	$ 24.00	2%
File a Notice of Appeal	Per Item		$ 400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%
E. ANIMAL CARE AND CONTROL FEES AND CHARGES									
Spayed/Neutered Dog	Per Tag		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
Fertile Dog	Per Tag		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
Voluntary Cat	Per Tag		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
Kennel Licence Fee	Per Kennel		As Established by the Niagara SPCA				January 1, 2026	Varies	Varies
File a Notice of Appeal	Per Item		400.00	$ 410.00	N	$ 410.00	January 1, 2026	$ 10.00	3%

LIBRARY

Description	Unit of Measure	Notes	2025 Base Fee	2026 Base Fee	HST Applicable (Y/N)	Total 2026 Fee	Effective Date	$ Change	% Change
A. PHOTOCOPYING (Black and White)									
8 1/2 " X 11" (One-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.22	$ 0.22	Y	$ 0.25	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.18	$ 0.18	Y	$ 0.20	January 1, 2026	$ -	0%
8 1/2 " X 11" (Two-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.22	$ 0.22	Y	$ 0.25	January 1, 2026	$ -	0%
8 1/2 " X 14" (One-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.22	$ 0.22	Y	$ 0.25	January 1, 2026	$ -	0%
8 1/2 " X 14" (Two-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.35	$ 0.35	Y	$ 0.40	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
11" x 17" (One-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.40	$ 0.40	Y	$ 0.45	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.35	$ 0.35	Y	$ 0.40	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.31	$ 0.31	Y	$ 0.35	January 1, 2026	$ -	0%
11" x 17" (Two-Sided)									
Less than 25 Copies	Per Sheet	1	$ 0.49	$ 0.49	Y	$ 0.55	January 1, 2026	$ -	0%
25 to 99 Copies	Per Sheet	1	$ 0.44	$ 0.44	Y	$ 0.50	January 1, 2026	$ -	0%
100 or More Copies	Per Sheet	1	$ 0.35	$ 0.35	Y	$ 0.40	January 1, 2026	$ -	0%

NOTE 1 - Photocopying charges are reduced to .08 per copy if patron supplies their own paper

LIBRARY (continued)

Description	Unit of Measure	Notes	2024 Base Fee	2025 Base Fee	HST Applicable (Y/N)	Total 2025 Fee	Effective Date	$ Change	% Change
B. ADDITIONAL FEE-BASED SERVICES									
Laminating									
Credit Card Size	Per Item		$ 0.58	$ 0.58	Y	$ 0.65	January 1, 2026	$ -	0%
11" x 9"	Per Item		$ 1.46	$ 1.46	Y	$ 1.65	January 1, 2026	$ -	0%
9' x 14"	Per Item		$ 1.95	$ 1.95	Y	$ 2.20	January 1, 2026	$ -	0%
Printing									
Black and White	Per Page		$ 0.27	$ 0.27	Y	$ 0.30	January 1, 2026	$ -	0%
Colour (predominantly text, plus some graphics)	Per Page		$ 0.58	$ 0.58	Y	$ 0.65	January 1, 2026	$ -	0%
Full Colour - half a page	Per Page		$ 1.11	$ 1.11	Y	$ 1.25	January 1, 2026	$ -	0%
Full Colour - full page	Per Page		$ 1.11	$ 1.11	Y	$ 1.25	January 1, 2026	$ -	0%
Facsimiles									
Sending and Receiving		$2.50 plus applicable long distance charges					January 1, 2026	Varies	Varies
C. FACILITY AND EQUIPMENT RENTAL									
Meeting Room									
Non-Profit Groups									
Half - Day Rental (Up to Four Hours)	Per Rental		$ 18.58	$ 19.47	Y	$ 22.00	January 1, 2026	$ 0.88	5%
Full-Day Rental	Per Day		$ 27.43	$ 28.32	Y	$ 32.00	January 1, 2026	$ 0.88	3%
All Other Groups									
Half - Day Rental (Up to Four Hours)	Per Rental		$ 31.86	$ 32.74	Y	$ 37.00	January 1, 2026	$ 0.88	3%
Full-Day Rental	Per Day		$ 54.87	$ 55.75	Y	$ 63.00	January 1, 2026	$ 0.88	2%
Equipment									
d. LCD Projector	Per Day	2	$ 47.79	$ 48.67	Y	$ 55.00	January 1, 2026	$ 0.88	2%

NOTE 2: The Library will not be responsible for any loss or damages that may occur through the use of any piece of Library equipment

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 045-2025

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

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

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

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

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

1. (a) The actions of the Council at its Regular Meeting of Council held November 18, 2025, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.

   (b) The above-mentioned actions shall not include:

   (i) any actions required by law to be taken by resolution, or

   (ii) any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.

2. The Mayor and proper officials of the Corporation of the Township of Wainfleet are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.

3. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the corporation of the Township of Wainfleet to all documents necessary to give effect to the above-mentioned actions.

4. This by-law shall come into force on the day upon which it is passed.

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

B. Grant, MAYOR

A. Chrastina, CLERK