



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

C17/25
NOVEMBER 18, 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
 B. Hopkins Chief Building Official
 C. Hart Manager of Financial Planning/Deputy Treasurer
 R. Nan Manager of Operations
 D. Scott Planning Technician

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

Councillor Van Vliet declared an interest in the Public Meeting (Zoning By-law Amendment Z06/2025W)

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.
- Thank you to everyone who attended our 12th Annual Remembrance Day Ceremony and to our great volunteers who make it happen each year.
- Special Budget meetings will be held next week on November 24th and 26th at 4:00pm.
- Our next regular meeting of Council is Tuesday December 9 at 6:30pm where we expect to adopt the final 2026 budget. This will also be our last regular meeting of 2025.

6. Councillor's Announcements & Remarks

None.

7. Order of the Agenda

By general consent, Council agreed to amend the order of the agenda to consider Correspondence Item C-201 Re: Brett Leggett AORS Certification prior to other business.

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

Councillor Van Vliet and the rest of Council recognized and congratulated Brett Leggett on receiving his Associate Road Supervisor certification from the Association of Ontario Road Supervisors.

8. Adoption of Previous Council Minutes**Resolution No. C-2025-154**

Moved by Councillor Gilmore

Seconded by Councillor Anderson

"THAT the minutes of the regular meeting of Council held October 21, 2025 be adopted as circulated."

CARRIED

9. Public Meeting**a) Zoning By-law Amendment Z06/2025W**

Councillor Van Vliet left the dais.

Mayor Grant called the Public Meeting to order at 6:35 p.m. and advised that the purpose of the Public Meeting is to provide information about the proposed amendment and provide opportunity for public input.

The Manager of Community & Development Services provided an information report outlining application details, progress and comments received.

The applicant was not present and did not provide any comments regarding the application.

There were no comments or questions received from members of Council.

There were no public comments received.

The Manager of Community & Development Services provided information regarding next steps and appeal rights.

The Public Meeting was adjourned at 6:40 p.m.

Councillor Van Vliet returned to the dais.

b) 2026 Proposed User Fees and Charges

Mayor Grant called the Public Meeting to order at 6:40 p.m. and advised that the purpose of the Public Meeting is to provide information about the proposed fee amendments and provide opportunity for public input.

The Manager of Financial Planning provided an overview of the proposed changes to the 2026 User Fees and Charges and Building Permit Fees.

Councillor Anderson inquired if the intention of the proposed Building Permit Fees is to realize full cost recovery. The Manager of Financial Planning confirmed this to be correct.

There were no public comments received.

The Public Meeting was adjourned at 6:44 p.m.

10. Delegations

None.

11. Consent Agenda

None.

12. Staff Reports & Recommendations

a) Administrative Staff Reports

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

Resolution No. C-2025-155

Moved by Councillor Anderson

Seconded by Councillor MacLellan

“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.”

CARRIED

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

By general consent, Council requested to move the proposed March 3, 2026 meeting to March 10, 2026.

Resolution No. C-2025-156

Moved by Mayor Grant

Seconded by Councillor MacLellan

“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 (as amended) be confirmed and adopted.”

CARRIED

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

Resolution No. C-2025-157

Moved by Councillor Anderson

Seconded by Councillor Van Vliet

“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.”

CARRIED

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

Resolution No. C-2025-158

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

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

CARRIED

b) Community & 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

Resolution No. C-2025-159

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“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."

CARRIED

- ii. Memorandum Re: Hearing and Screening Officer Appointment

Resolution No. C-2025-160

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

"**THAT** the memorandum respecting Hearing and Screening Officer Appointment be received; and

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

CARRIED

c) Drainage Staff Reports

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

Resolution No. C-2025-161

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

"**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."

CARRIED

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

Resolution No. C-2025-162

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

"**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."

CARRIED

d) Public Works Staff Reports

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

Resolution No. C-2025-163

Moved by Councillor MacLellan

Seconded by Councillor Anderson

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

CARRIED

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

By general consent, Council directed staff to report back in 2026, with any confirmed funding available through the Niagara Region Vision Zero initiative, which could offset costs associated with implementing a Township-wide speed reduction.

Resolution No. C-2025-164

Moved by Councillor MacLellan

Seconded by Mayor Grant

“THAT Public Works Staff Report PWSR-022/2025 respecting Speed Limit Reductions be received for information.”

CARRIED

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

Resolution No. C-2025-165

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“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.”

CARRIED

15. Correspondence

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

Resolution No. C-2025-166

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT Correspondence item C204 from the City of Brantford respecting the Ontario Airport Capital Assistance Program be received and supported.”

CARRIED

b) Correspondence Item C-205 Re: Veterans’ Crosswalk Request

The Manager of Operations noted challenges with implementing this request, including a lack of recognized sidewalks and the Township not being the road authority of the proposed location.

Resolution No. C-2025-167

Moved by Mayor Grant

Seconded by Councillor Gilmore

“THAT Correspondence item C205 from the Wainfleet Historical Society respecting a Veterans’ Crosswalk Request be received; and

THAT the Manager of Operations be directed to meet with the Historical Society to review available options and alternatives for installing a memorial walkway.”

CARRIED

16. By-laws**Resolution No. C-2025-168**

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

“THAT the following by-laws be read and passed this 18th day of November, 2025:

- 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.”

CARRIED

17. Notices of Motion

None.

18. Closed Meeting

Resolution No. C-2025-169

Moved by Councillor Anderson

Seconded by Councillor Gilmore

“**THAT** Council now move into closed session to discuss:

a) Item under Section 239(2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees – 1 item (a staffing matter)

b) Minutes of the Closed Meetings of Council held October 21, 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 a staffing matter. Further, Council adopted previous closed session minutes.

20. By-law to Confirm the Proceedings of Council

Resolution No. C-2025-170

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** 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. be read and passed this 18th day of November, 2025.”

CARRIED

21. Adjournment

There being no further business, the meeting was adjourned at 8:33 p.m.

B. Grant, MAYOR

A. Chrastina, CLERK

Approved December 9, 2025