

**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA – AS AMENDED
FEBRUARY 10, 2026 – 6:30 P.M.
COUNCIL CHAMBERS**

C02/26

- 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 January 20, 2026
- 8. Public Meeting**
 - a) Zoning By-law Amendment Z01/2026W – 12381 Lakeshore Road
- 9. Delegations**
- 10. Consent Agenda**
 - a) Administrative Staff Reports
 - i. ASR-001/2026 Re: 2025 Development Charge Reserve Fund Statement
 - ii. ASR-002/2026 Re: 2025 Summary of Tax Adjustments
 - iii. ASR-003/2026 Re: 2025 Remuneration Report
 - b) Building Staff Reports
 - i. BSR-001/2026 Re: Summary of 2025 Building Activity
- 11. Staff Reports & Recommendations**
 - a) By-law Enforcement Staff Reports
 - i. Memorandum Re: Clean Yards By-law No. 016-2021

b) Drainage Staff Reports

- i. DSR-002/2026 Re: Award of Tender for Drain Reconstruction – Ellsworth Drain

c) Public Works Staff Reports

- i. PWSR-004/2026 Re: Award of Tender for 2026 Road Rehabilitation

12. Review of Correspondence

- a) *Correspondence Item C-017 Re: Integrity Commissioner Annual Report*

13. By-laws

- a) By-law No. 004-2026 being a by-law to appoint a Deputy Clerk for the Corporation of the Township of Wainfleet.
- b) By-law No. 005-2026 a by-law to amend By-law No. 016-2021, being a by-law for Maintenance of Yards in the Township of Wainfleet.

14. Notices of Motion**15. Closed Meeting**

- a) Item under Section 239(2)(e) of the Municipal Act, 2001, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 1 item (a potential litigation matter)
- b) 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 property matter)
- c) Minutes of the Closed Meeting of Council held January 20, 2026

16. Rise & Report**17. By-law to Confirm the Proceedings of Council**

- a) By-law No. 006-2026 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 February 10, 2026.

18. Adjournment



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

C01/26
JANUARY 20, 2026
6:00 P.M.
COUNCIL CHAMBERS

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

REGRETS: T. Gilmore Councillor

STAFF PRESENT: M. Luey Chief Administrative Officer
 L. Earl Manager of Community & Development Services
 S. Ivins Planner/Deputy Clerk
 M. Jemison Drainage Superintendent
 A. Jenkins Supervisor of Accounting
 C. Mayr Library Programmer
 R. Nan Manager of Operations

1. Call to Order

Mayor Grant called the meeting to order at 6:00 p.m.

2. Closed Meeting

Resolution No. C-2026-001

Moved by Councillor MacLellan

Seconded by Councillor Anderson

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

- a) Item under Section 239(2)(e) of the Municipal Act, 2001, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 1 item (legal update)”

CARRIED

3. Rise & Report

The Deputy Clerk reported that Council met in closed session pursuant to exemptions under Section 239 of the Municipal Act to receive an update on legal matters and provide confidential staff direction regarding such matters. Further, Council adopted previous closed session minutes.

4. National Anthem

5. Land Acknowledgement Statement

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

6. Disclosures of Interest

Councillor MacLellan declared an interest in the Community & Development Services Memorandum Re: Partial Closure and Conveyance of Bessey Road Allowance.

7. Presentations

None.

8. 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.
- January is Crime Stoppers month and our flag raising ceremony is tomorrow, Wednesday January 21 at 10:00 a.m.
- Our next regular meeting of Council is Tuesday February 10, 2026 at 6:30pm

9. Councillor's Announcements & Remarks

None.

10. Adoption of Previous Council Minutes

Resolution No. C-2026-002

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“**THAT** the minutes of the regular meeting of Council held December 9, 2025 be adopted as circulated.”

CARRIED

11. Public Meeting

None.

12. Delegations

- a) Lesley Rigg, President, Brock University Re: Update on Brock University's Strategic Plan

Resolution No. C-2026-003

Moved by Mayor Grant

Seconded by Councillor Van Vliet

“**THAT** the delegation from Lesley Rigg, President, Brock University respecting an update on Brock University’s Strategic Plan be received for information.”

CARRIED

b) Bob Gale, Regional Chair Re: Meet and Greet with Council

Resolution No. C-2026-004

Moved by Mayor Grant

Seconded by Councillor Anderson

“**THAT** the delegation from Bob Gale, Regional Chair respecting a meet and greet with Council be received for information.”

CARRIED

13. Consent Agenda

Resolution No. C-2026-005

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“**THAT** the following items be received and the recommendations contained therein be approved and acted upon:

- a) DSR-001/2026 Re: Shafley Road Drain and Collver Drain Engineering Report Update;
- b) PWSR-001/2026 Re: Single Axle Dump Truck Plow/Sander Comb Purchase;
- c) PWSR-002/2026 Re: Cemetery Truck Replacement;
- d) PWSR-003/2026 Re: Operations Truck Replacement.”

CARRIED

14. Staff Reports & Recommendations

a) Community & Development Services Staff Reports

- i. Memorandum Re: Partial Closure and Conveyance of Bessey Road Allowance

Councillor MacLellan left the dais.

Resolution No. C-2026-006

Moved by Councillor Van Vliet

Seconded by Councillor Anderson

“**THAT** the memorandum respecting the partial closure and conveyance of Bessey Road Allowance be received; and

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

CARRIED

Councillor MacLellan returned to the dais.

b) Planning Staff Reports

- i. PSR-001/2026 Re: Zoning By-law Amendment File No. Z07/2025W 40562 Forks Road, Wainfleet

Resolution No. C-2026-007

Moved by Councillor Anderson

Seconded by Councillor Van Vliet

“**THAT** Planning Staff Report PSR-001/2026 be received; and

THAT Zoning By-law Amendment File No. Z07/2025W for the lands known municipally as 40562 Forks Road be approved for the reasons outlined in this report; and

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

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

CARRIED

15. **Correspondence**

- a) Correspondence Item C-012 Re: Proposed Wainfleet Senior of the Year Award

Resolution No. C-2026-008

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** Correspondence item C012 from the Wainfleet Age-Friendly Advisory Committee respecting a request for administrative support for the Wainfleet Senior of the Year Award be received and supported.”

CARRIED

16. **By-laws**

Resolution No. C-2026-009

Moved by Councillor Van Vliet

Seconded by Councillor Anderson

“**THAT** the following by-laws be read and passed this 20th day of January, 2026:

- a) By-law No. 001-2026 being a by-law pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 to amend Zoning By-law 034-2014 of the Corporation of the Township of Wainfleet with respect to those lands forming Concession 5, Part Lots 4 & 5 in the Township of Wainfleet and known municipally as 40562 Forks Road.
- b) By-law No. 002-2026 being a by-law to authorize the stopping up and closing a portion of the road allowance known municipally as Bessey Road and the conveyance of part of the said road allowance between Lots 3 & 4, Concession 1 described as parts 1 and 2 on reference plan 59R-18493 in the Township of Wainfleet, Regional Municipality of Niagara.”

CARRIED

17. Notices of Motion

None.

18. By-law to Confirm the Proceedings of Council**Resolution No. C-2026-010**

Moved by Councillor Anderson

Seconded by Councillor MacLellan

“**THAT** By-law No. 003-2026 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 January 20, 2026 be read and passed this 20th day of January, 2026.”

CARRIED

19. Adjournment

There being no further business, the meeting was adjourned at 7:08 p.m.

B. Grant, MAYOR

S. Ivins, DEPUTY CLERK

PUBLIC MEETING INFORMATION REPORT

Public Meeting: Tuesday February 10, 2026 at 6:30 p.m. in Council Chambers
File No.: Zoning By-law Amendment Z01/2026W
Applicant: Upper Canada Consultants on behalf of Michael & Kaylee Misztal
Subject Property: 12381 Lakeshore 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 property is located on the south side of Lakeshore Road, between Daley Ditch Road and Brawn Road, and is known municipally as 12381 Lakeshore Road. The subject property is approximately 368.2m² in area and currently contains a single detached dwelling. The surrounding land use is residential – the subject lands are shown in Schedule “A”.

The subject lands are designated as Rural Lands in the Niagara Official Plan, designated as Lakeshore Residential in the Township Official Plan and zoned Residential Lakeshore – RLS.C15 under Zoning By-law 034-2014.

Application Details

The proposed Zoning By-law Amendment application proposes to rezone the subject property to a Residential Lakeshore – RLS. C15-48 zone to permit a maximum overall lot coverage of 32% and a maximum accessory building lot coverage of 13.5% to facilitate the construction of an accessory building (detached garage). In support of the application, the following materials were provided:

1. Planning Brief prepared by Upper Canada Consultants (dated December 23, 2025);
2. Draft Zoning By-law Amendment prepared by Upper Canada Consultants (undated);
3. Site Plan and Building Elevations prepared by Maxwell Homes Inc. (dated December 12, 2025).

The proposed Zoning By-law Amendment map is attached as Schedule “B” and the submitted site plan is attached as Schedule “C”.

The formal Notice of Public Meeting and a copy of the application materials can be viewed on the Township's website at www.wainfleet.ca/publicnotices.

Consultation

In accordance with the *Planning Act*, a Notice of Public Meeting was mailed to all landowners within 120m of the subject property on January 19, 2026 and a public notice sign was posted on the subject property. The notice was also posted on the Township's website. As of February 2, 2026 no written public comments have been received.

The application was circulated to external agencies and internal departments for review and comments on January 19, 2026. The following comments have been received by the Planning Department as of February 2, 2026:

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

The Building Department noted no objections and that a detailed review of plans will occur at the building permit stage. It was noted that a declaration of use, grading plan and a site plan showing the setbacks to the existing holding tank will be required as part of the building permit application.

The By-law Department noted no concerns.

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

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

Next Steps

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

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

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

Contact

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

Attachments

Schedule "A" – Map of Subject Lands

Schedule "B" – Zoning By-law Amendment Map

Schedule "C" – Site Plan

Schedule "A" – Map of Subject Lands



Proposed Zoning By-law Amendment Application

Z01/2026W

**Upper Canada Consultants
on behalf of Michael & Kaylee Misztal**

12381 Lakeshore Road
Concession 1 Part Lot 23
2714 000 00534002

LOCATION MAP

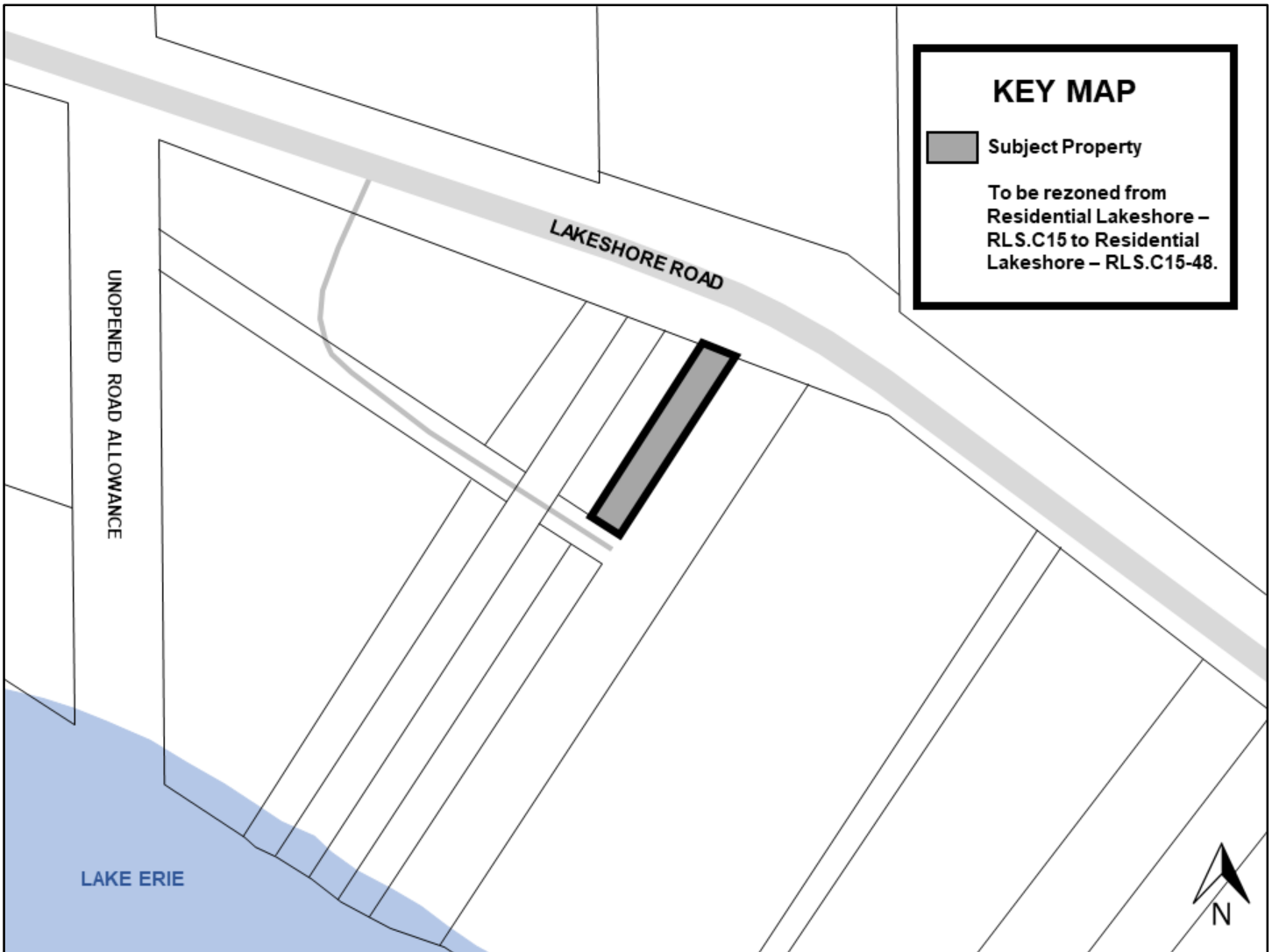
TOWNSHIP OF WAINFLEET

Wainfleet - Find your countryside!

Date: February 2026

File No.: Z01/2026W

Schedule "B" – Zoning By-law Amendment Map



KEY MAP

 Subject Property

To be rezoned from
Residential Lakeshore –
RLS.C15 to Residential
Lakeshore – RLS.C15-48.

Proposed Zoning By-law Amendment Application
Z01/2026W

Upper Canada Consultants
on behalf of Michael & Kaylee Misztal

12381 Lakeshore Road
Concession 1 Part Lot 23
2714 000 00534002

ZONING MAP

TOWNSHIP OF WAINFLEET
Wainfleet - Find your countryside!

Date: February 2026

File No.: Z01/2026W

Schedule "C" – Site Plan

17'-8" x 30'-0" DETACHED GARAGE

12381 LAKESHORE RD. WAINFLEET

SITE NOTES

SLOPE GRADE MINIMUM 2% TO DRAIN SURFACE WATER AWAY.

9.14.6.1. SURFACE DRAINAGE

THE BUILDING SHALL BE LOCATED OR THE BUILDING SITE GRADED SO THAT WATER WILL NOT ACCUMULATE AT OR NEAR THE BUILDING AND WILL NOT ADVERSELY AFFECT ADJACENT PROPERTIES.

9.14.6.2. DRAINAGE AWAY FROM WELLS OR LEACHING BEDS

SURFACE DRAINAGE SHALL BE DIRECTED AWAY FROM THE LOCATION OF A WATER SUPPLY WELL OR LEACHING BED.

ALL LUMBER & CLADDING AFFECTED BY MOISTURE TO BE A MINIMUM 6" ABOVE FINISHED GRADE.

LOT AREA		
DESCRIPTION	LOT AREA	%
LOT AREA	368.2 m ²	100%

LOT COVERAGE SUMMARY		
DESCRIPTION	AREA (m ²)	%
EXISTING DWELLING	53.20 m ²	14.45%
PROPOSED DETACHED GARAGE	49.20 m ²	13.36%
COVERED PORCHES	13.10 m ²	3.56%
	115.50 m ²	31.37%

ZONING: RLS.C15

ACCESSORY BUILDINGS MAX HEIGHT 6.5m

REQUESTED AMENDMENT TO ZONING BYLAW

13.36% FOR ACCESSORY STRUCTURES.
4% PERMITTED

31.37% LOT COVERAGE FOR ZONING RLS.C15.
15% PERMITTED
PREVIOUS MINOR VARIANCE ALLOWED 18%



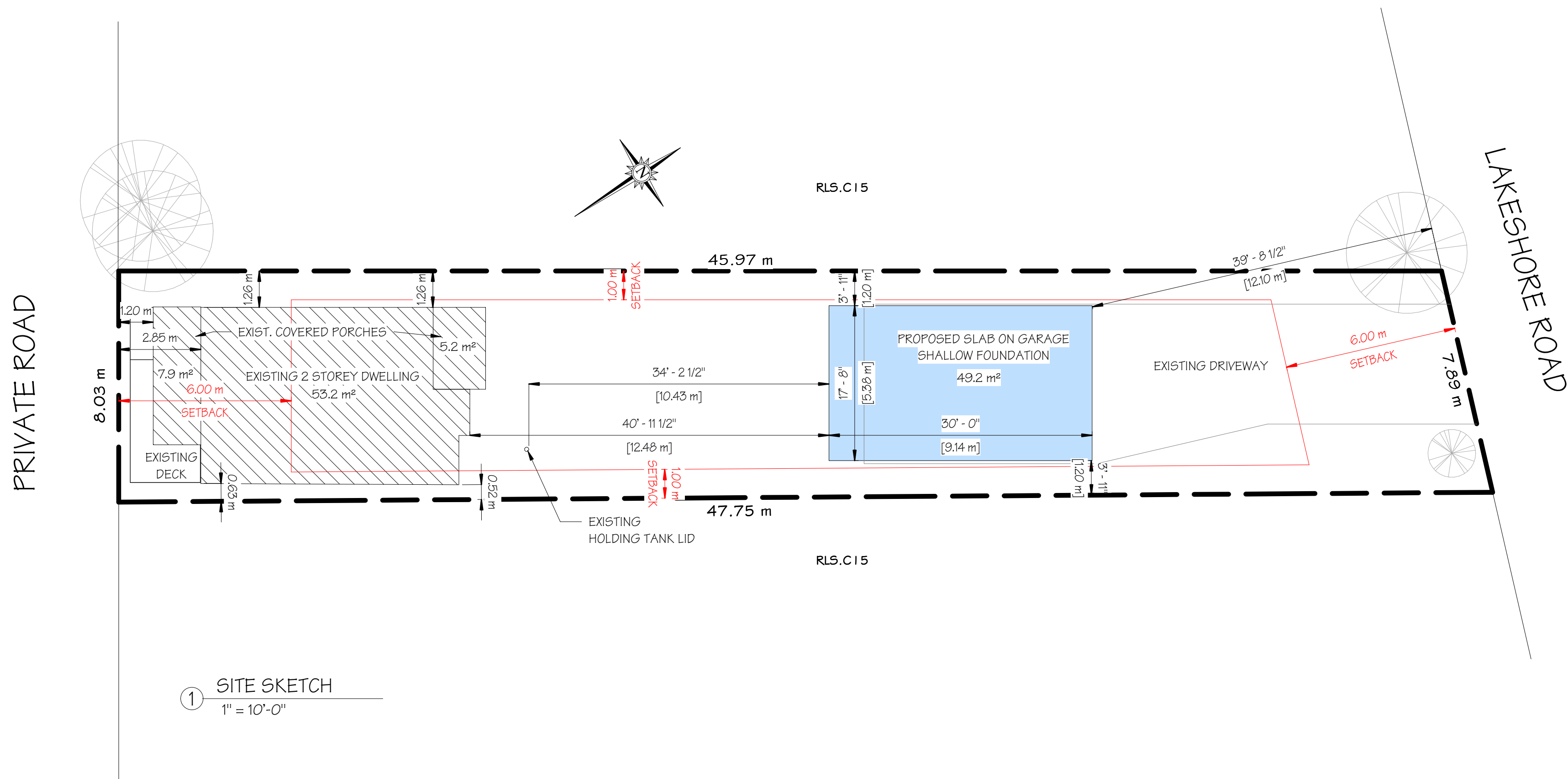
MAXWELL HOMES INC.
5041 ELCHO ROAD, WELLANDPORT

NOT FOR CONSTRUCTION

STEVE GREENWOOD BCIN: 34676
MAXWELL HOMES INC. BCIN: 108433

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① SITE SKETCH
1" = 10'-0"

PROJECT:
17'-8" x 30'-0"
DETACHED GARAGE

12381 LAKESHORE RD.
WAINFLEET

DRAWING TITLE:
SITE SKETCH

PROJECT #	25-046
DATE	DEC 12 2025
DRAWN BY	S. GREENWOOD
CHECKED BY	S. GREENWOOD

SP1

SCALE: As indicated

2025-12-15 11:00:09 AM

TO: Mayor Grant & Members of Council

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

DATE OF MEETING: February 10, 2026

SUBJECT: **2025 Development Charge Reserve Fund Statement**

RECOMMENDATION(S):

THAT Administrative Report ASR-001/2026 regarding the 2025 Development Charge Reserve Statement be received; and

THAT a copy of the report be forwarded to the Ministry of Municipal Affairs and Housing, in accordance with the Development Charges Act, 1997.

EXECUTIVE SUMMARY:

To provide Council with information regarding the status of the Development Charge Reserve Fund as at December 31, 2025, in accordance with the Development Charges Act, 1997.

BACKGROUND:

Development charges are one-time fees collected on new residential and non-residential properties to finance a portion of the capital infrastructure requirements associated with growth. Amounts collected are held in the appropriate Development Charge Reserve Fund and accumulate interest. The growth-related spending authority is approved annually as part of the Township's budget process, with only those capital projects included in the current background study being eligible for development charge funding.

In 2021, the Township of Wainfleet received a Development Charge Background Study dated May 28, 2021, which was prepared by Watson and Associates. This study provided the basis for the Development Charge By-law 025-2021, which was passed July 27, 2021 and will be in effect until July 27, 2026. With the passing of the Development Charge By-law, funds have been collected and deposited into the separate Development Charge Reserve Fund in accordance with legislative requirements. Interest has accrued on these funds.

Section 43 of the Development Charges Act, 1997 (DCA) requires that the Treasurer submit financial statements regarding the development fund activity to Council. The attached Annual Treasurer's Statement of Development Charge Reserve Funds, provided as Appendix A, includes the activity for the year.

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Dev. Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

- 1) Appendix "A" – Annual Treasurers Statement of Development Charge Reserve Funds

Respectfully submitted by,

Approved by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Mallory Luey
Chief Administrative Officer

APPENDIX - A
ANNUAL TREASURER'S STATEMENT OF DC RESERVE FUNDS
FOR THE YEAR ENDING DECEMBER 31, 2025

	Roads and Related	Fire Protection Services	Parks and Recreation Services	Library Services	Administration	Total
Opening balance, January 1, 2025	\$ 338,966	\$ (424,610)	\$ 154,579	\$ 63,518	\$ 56,032	\$ 188,485
Plus: Development Charges Collected						
Residential - Single and Semi	53,289	15,390	12,942	7,866	8,046	97,533
	53,289	15,390	12,942	7,866	8,046	97,533
Plus: Interest Income	1,673 -	2,096	763	314	277	931
Less: Amounts Transferred to Fund Capital Projects/Plans						
Fire Master Plan		25,000				25,000
	-	25,000	-	-	-	25,000
Closing balance, December 31, 2025	\$ 393,928	\$ (436,316)	\$ 168,284	\$ 71,698	\$ 64,355	\$ 261,949

Please note that these amounts are unaudited and may be subject to change.

TO: Mayor Grant & Members of Council

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

DATE OF MEETING: February 10, 2026

SUBJECT: **2025 Summary of Tax Adjustments**

RECOMMENDATION(S):

THAT Administrative Report ASR-002/2026 regarding the 2025 summary of adjustments be received for information.

EXECUTIVE SUMMARY:

As of May 16, 2023, and indicated in staff report ASR-007/2023, Council approved a revised delegated authorities' policy, which incorporated the delegation of these property tax adjustments to the Treasurer. As a result, this report is to provide Council with information regarding the status and summary of property tax write-offs under sections 354, 357 and 358 of the Municipal Act, 2001, S.O. 2001, c. 25, as of December 31, 2025.

BACKGROUND:

Section 354 of the Municipal Act (2001) allows the municipality to write off unpaid taxes from the tax roll under specific conditions. This includes situations where taxes are deemed uncollectible, such as when the property no longer exists (e.g., demolished), the Crown acquires the property, or other legal conditions render the taxes irrecoverable. The section provides municipalities with a mechanism to adjust their financial records for uncollectible accounts.

Section 357 of the Municipal Act, (2001) allows the taxpayer, through application to the Treasurer, to cancel, reduce or refund all or part of the taxes levied on the land in the year in respect of which the application is made as a result of a change event, change to vacancy land, the land has become exempt, damage to a property rendering it partially or totally unusable, sickness or extreme poverty, a gross or manifest error that is clerical, or repairs or renovations lasting at least three months and prevents normal use.

Section 358 of the Municipal Act (2001) allows the taxpayer, through application to the Treasurer, to appeal the assessment as supplied by the Municipal Property Assessment Corporation (MPAC) if they believe they have been overcharged, due to gross or manifest clerical error, on the part of MPAC. Taxpayers may appeal the current year in which the application was made, as well as the two previous years. This section also allows for the reduction of taxes due to such errors, once confirmed by the Regional Assessment Office of MPAC.

For section 357 and 358's, once an application is received, reviewed/approved, and processed by staff, the application is forwarded to the Municipal Property Assessment Corporation (MPAC) for their recommendation. These applications are then returned to the municipality for calculation of monetary value of the tax reduction.

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Development Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

- 1) Appendix "A" – 2025 Summary of Section 357/358 Tax Adjustments
- 2) Appendix "B" – 2025 Summary of Section 354 Tax Adjustments

Respectfully submitted by,

Approved by,

 Cameron Hart
 Manager of Financial Planning
 Deputy Treasurer

 Mallory Luey
 Chief Administrative Officer

APPENDIX "A"
2025 SUMMARY OF SECTION 357 TAX ADJUSTMENTS

Processing	Section Reason	Application No.	Effective Date	Roll # Address	Tax Class	Assessment Change	Total Adj	Municipality	Region	Waste Mgmt	Transit	School Board
Treasurer Approved 12/12/2025	357	2025-01	MAR.03.25 DEC.31.25	2714 000 009 12800 43493 CASE RD	CT	6,000.00	188.36	75.07	62.53	5.18	2.04	43.54
	2023	No. of Days:	301									

YEAR TO DATE TOTAL	Total Adj.	Municipality	Region	Waste Mgmt	Transit	School Board
		188.36	75.07	62.53	5.18	2.04

APPENDIX "B"
2025 SUMMARY OF SECTION 354 TAX ADJUSTMENTS

Processing	Section Reason	Application No.	Effective Date	Roll # Address	Tax Class	Assessment	Total Write Off
Small Balance Write Off							265.18

YEAR TO DATE TOTAL							Total Write Off
							265.18

TO: Mayor Grant & Members of Council

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

DATE OF MEETING: February 10, 2026

SUBJECT: **2025 Remuneration Report**

RECOMMENDATION(S):

THAT Report ASR-003/2026 regarding the 2025 Remuneration Report be received for information.

EXECUTIVE SUMMARY:

The Municipal Act, 2001 requires that a report be prepared annually by March 31st of the following year on remuneration and expenses paid to Council and board members.

In keeping with the terms of legislation, staff present for your information, the 2025 Remuneration Report is attached as Appendix A.

BACKGROUND:

Relevant Legislation:

The sections of the Municipal Act that speak directly to requirements concerning the remuneration report are:

284. (1) The Treasurer of a municipality shall, in each year, on or before March 31, provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- (a) Each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- (b) Each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) Each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Expenses were paid by the Township of Wainfleet to members of Council under Bylaw 012-2016, members of the Committee of Adjustment under Bylaw 005-2023, members of the

Drainage Advisory Committee under Bylaw 011-2015, and to members of the Library Board under Bylaw 006-2023.

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Dev. Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

- 1) Appendix "A" – 2025 Remuneration Reporting

Respectfully submitted by,

Approved by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Mallory Luey
Chief Administrative Officer

TO: Mayor Grant & Members of Council
FROM: Benjamin Hopkins, Chief Building Official
DATE OF MEETING: February 10, 2026
SUBJECT: Summary of 2025 Building Activity within the Township of Wainfleet

RECOMMENDATION(S):

THAT Building Staff Report BSR-001/2026 respecting Summary of 2025 Building Activity within the Township of Wainfleet be received for information.

EXECUTIVE SUMMARY:

This is the summary report of building activity within the Township of Wainfleet for 2025. There were 139 permits issued in 2025, consisting of 115 Residential Permits (which included 16 Single Detached Dwellings/Accessory Dwellings and 30 Septic Permits), 17 Agricultural Permits, 3 Institutional Permits, and 4 Commercial Permits.

Detached accessory dwelling units accounted for 5 of the 16 total new dwelling units. There is a steady increase year over year to the number of accessory dwelling permits issued in the Township. These accessory dwelling installations continue to provide residents with an additional option to meet their housing needs.

Of the 11 stand-alone single-detached dwelling permits, 2 were issued in conjunction with the demolition of an existing house, and 9 were issued for dwellings built on vacant lots.

BACKGROUND:

Chart 1 below indicates the breakdown of permits issued by month for all 139 Building Permits issued in 2025.

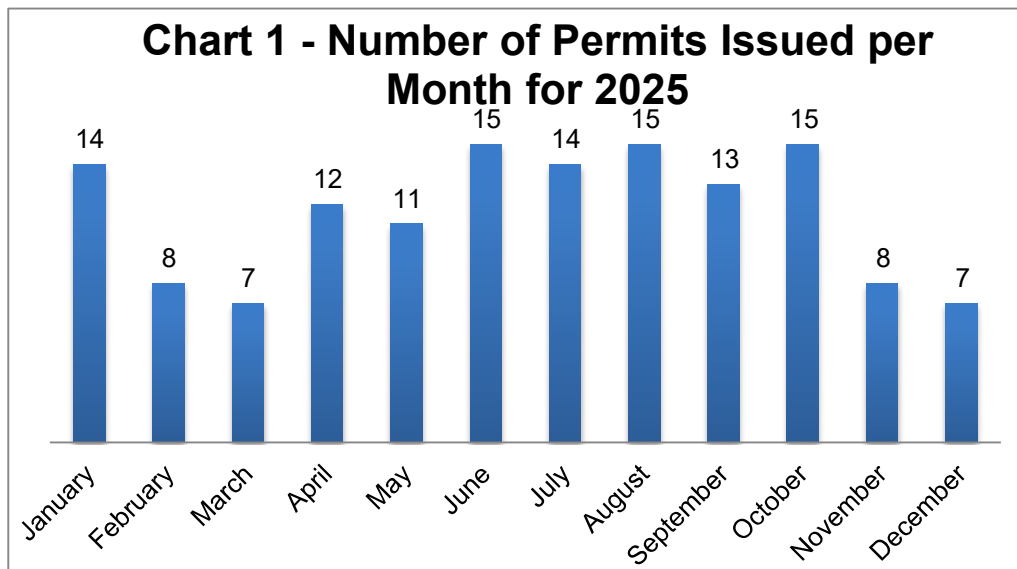


Chart 2 below indicates 2025 Permit Types by Building Classification

Residential Permits, including renovations, additions, demolitions, septic and new dwellings, continue to be the most common construction projects, accounting for 83% of the total number of permits. Agricultural Permits consisting of new, alterations and additions to farm buildings significantly increased from previous years, accounting for 12%. Institution and Commercial Permits accounted for 5% of the total permits issued.

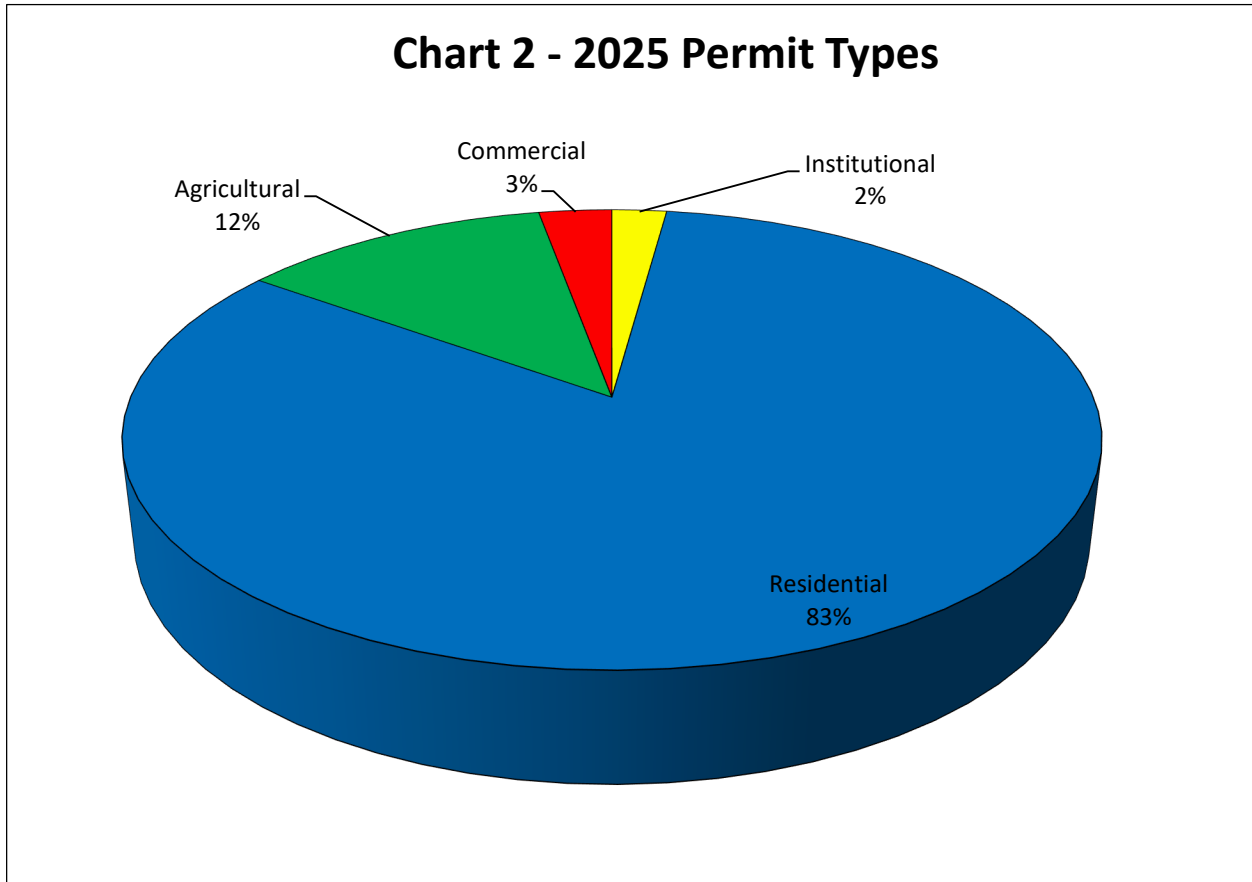


Table 2, contained in Appendix "B", shows a detailed breakdown of the permit activity for the last 5 years.

Chart 3 below highlights the number of permits issued by year over the last 5 years. In 2025, 139 permits were issued, under the 5-year average of 150 permits (Table 2 in Appendix “B”).

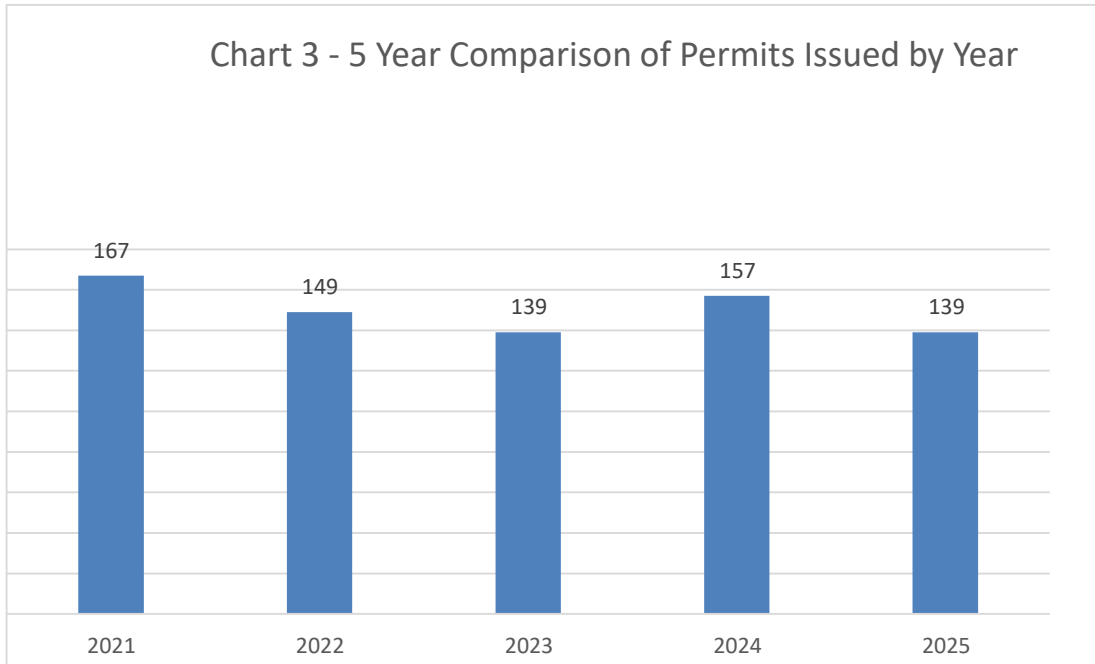


Chart 4 shows the 5-year comparison of new single detached dwelling permits. On average, there are 17 new dwelling permits issued per year over the last 5 years. The 2025 year was slightly under the 5-year average, with 16 permits. The 16 permits include single detached dwellings as well as detached accessory dwellings.

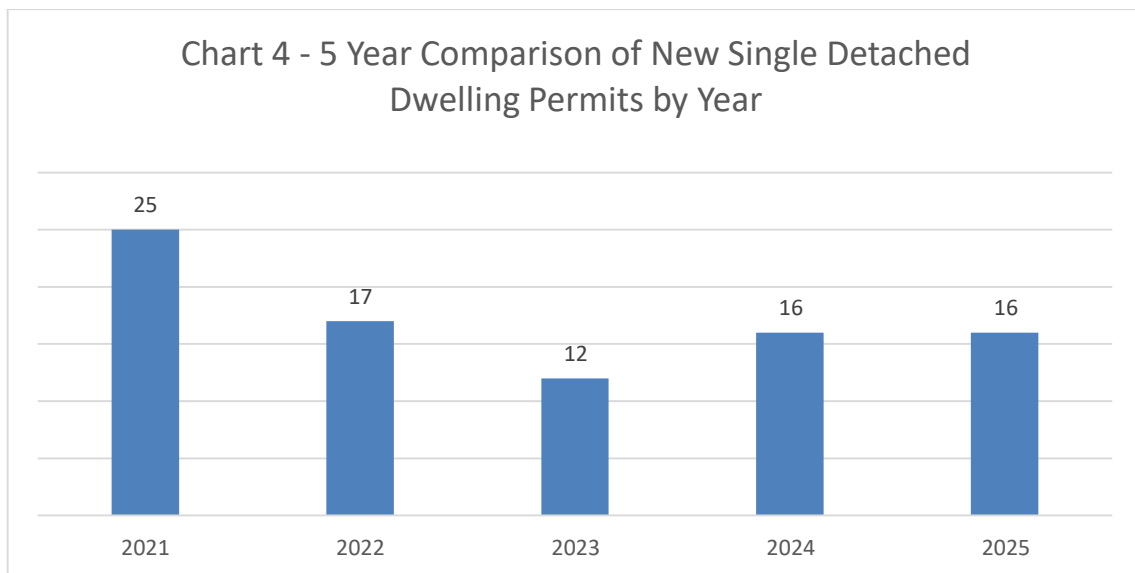
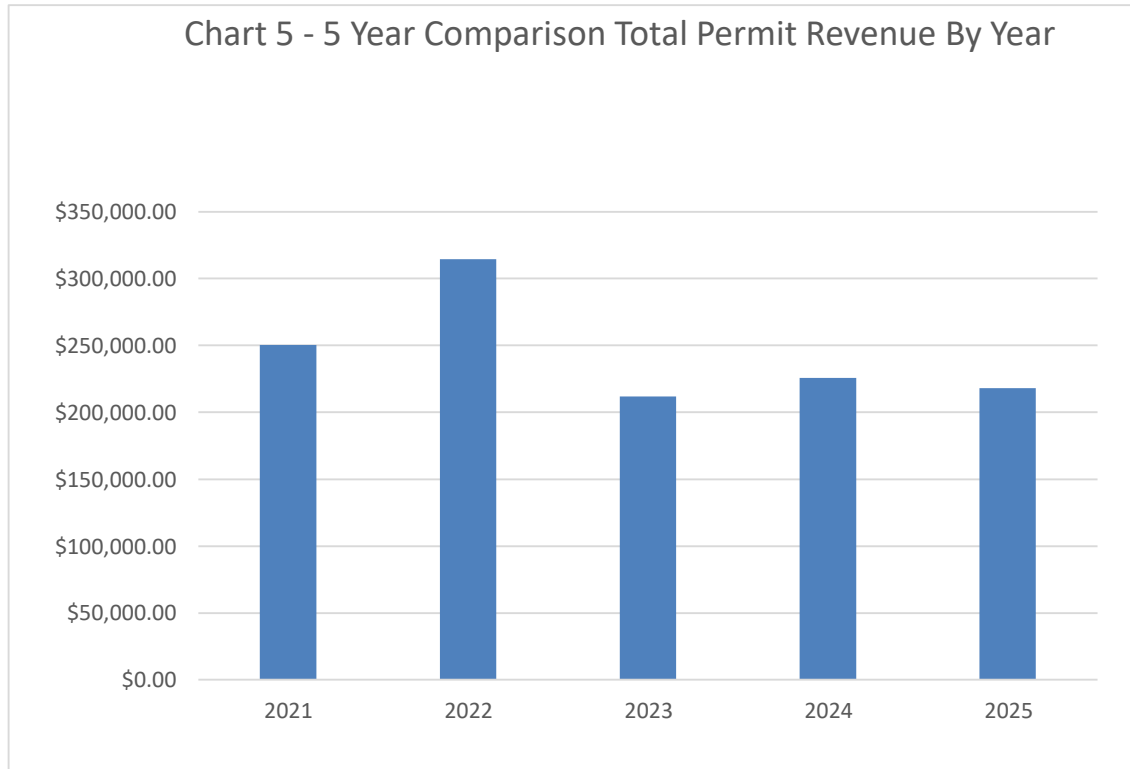


Chart 5 below contains a comparison of the Building Permit Revenue by year, for the last 5 years. The five year average of permit revenue is \$244,044.86, with the 2025 year at \$217,957.14, this is \$26,087.72 under the average.



OPTIONS/DISCUSSION:

The Building Department anticipates the continuation of construction at the recently commenced Bunz Lane Developments. With a very consistent yearly average of new dwelling units, and with the handful of developments ready for an up-swing in public interest, the Township is positioned to increase the number of new dwellings each year, which will subsequently increase permit revenue.

As in previous years, the Building Department completed the 2024 annual FIR statistical information, specifically to determine if the mandated permit review timelines outlined in the Building Code are being met. The results showed that when an applicant submitted a complete application, the turnaround time to issue the permit was less than half of the mandated time. Staff will continue on a yearly basis to track these numbers to ensure the mandated timelines are met and that a continued emphasis on customer service remains a priority. The report further places importance on applicants providing the department with quality documentation and complete applications by relying on the local design and permit professionals to guide them through the application process.

The new Ontario Building Code was implemented by the Province on January 1, 2025. The code changes relating to Part 8 (Septic) and Part 9 (residential, small buildings) provided minimal changes that didn't noticeably hinder our staff and residents. The new Building Code provisions for Part 2 (Farm Buildings) were the most wide-ranging. The Province's goal with the code changes was to focus more on the safety of the human occupants of farm buildings, which included a focus on egress, exiting, emergency lighting and emergency services access.

Over the first 6 months of the year, Township staff worked with residents and design professionals to collectively arrive at a level of understanding and expectation with the code changes that allowed permits to be issued promptly and cooperatively while minimalizing the uncertainty some local farming operations had.

Despite the new building code requirements, the Township saw one of the most active years for agricultural-related construction with a number of large livestock housing facilities. As the new year starts, the trend appears to be continuing with pending applications for more large livestock facilities and extensions to greenhouse growing areas.

The Township will continue to work closely together with residents, builders and other industry partners to ensure the approach to the review and issuance of Farm Building permits continues to be consistent both in Wainfleet and throughout the Niagara Region.

The enforcement of the Building Code through complaints and proactive enforcement, continues to increase each year. In 2025, all enforcement matters that resulted in Notices or Orders were resolved with the removal of the structure, regularizing it through a proper building permit, or fines through the Provincial Offences Court. Residents who are found to be building without a permit often incur additional significant costs to their project.

A 2026 staff initiative will be to actively pursue the closing of old permits, ultimately to minimize liability of the Township and to allow staff to return outstanding permit deposits to applicants.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Development Services | <input type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

Appendix "A" - Table 1 – 2025 Building Permit Report

Appendix "B" - Table 2 – 5 Year Building Permit Comparison

Respectfully submitted by,

Approved by,

Ben Hopkins
Chief Building Official

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

Table 1 - 2025 Building Permit Report									
Month	Number of Permits Issued	Res.	Agri.	Com.	Indust.	Inst.	New House Permits	Estimated Value of Construction	Building Permit Fees
January	14	12	1	1	0	0	2	\$4,223,000.00	\$28,682.55
February	8	6	2	0	0	0	1	\$1,176,411.00	\$8,561.34
March	7	7	0	0	0	0	2	\$774,000.00	\$5,531.76
April	12	9	2	1	0	0	2	\$2,842,747.00	\$24,384.45
May	11	9	0	0	0	2	1	\$1,257,500.00	\$14,194.53
June	15	15	0	0	0	0	1	\$1,058,211.00	\$12,088.85
July	14	11	1	0	0	1	1	\$1,410,000.00	\$21,148.68
August	15	13	2	0	0	0	3	\$1,872,125.00	\$19,601.14
September	13	12	2	0	0	0	2	\$2,030,830.00	\$21,200.20
October	15	11	3	1	0	0	0	\$1,680,000.00	\$31,987.74
November	8	5	2	1	0	0	1	\$3,865,000.00	\$21,573.74
December	7	5	2	0	0	0	0	\$735,000.00	\$9,002.16
Total	139	115	17	4	0	3	16	\$22,924,824.00	\$217,957.14

Note: Building permit fees represented in the above do not include permit refunds (although minimal) or accounting adjustments made for financial statement purposes. As a result, this report will differ from the Township’s financial statements and quarterly reporting.

APPENDIX "B"

Table 2 - 5 Year Building Permit Comparison				
Year	Number of Permits Issued	New House Permits	Estimated Value of Construction	Building Permit Fees
2021	167	25	\$21,852,665.90	\$250,268.84
2022	149	17	\$49,435,726.00	\$314,345.15
2023	139	12	\$26,655,238.00	\$211,843.13
2024	157	16	\$22,478,252.00	\$225,810.03
2025	139	16	\$22,924,824.00	\$217,957.14
Average	150	17	\$28,669,341.18	\$244,044.86

Note: Building permit fees represented in the above do not include permit refunds (although minimal) or accounting adjustments made for financial statement purposes. As a result, this report will differ from the Township's financial statements and quarterly reporting.

Memo

To: Mayor Grant & Members of Council
From: Mark Tardif, Senior By-law Enforcement Officer
Date: February 10, 2026
Re: Clean Yards By-law No. 016-2021

Staff are seeking Council's consideration of a draft amendment to the Township's Clean Yards By-law No. 016-2021 in response to a recent Supreme Court of Canada ruling that found prohibitions on long grass and naturalized areas to be a violation of the Canadian Charter of Rights and Freedoms under freedom of expression.

The ruling arose from a dispute in which a GTA municipality enforced a by-law requiring grass and weeds to be maintained below 20 cm. The property owner challenged the regulation, arguing that allowing naturalized growth supported biodiversity and pollination. The Court found that the municipality failed to provide evidence that a maximum grass height or weed removal was necessary to protect public health or safety, and held that municipalities must demonstrate minimally impairing solutions rather than relying on common practice.

This decision sets a precedent and will affect how municipalities across Ontario regulate long grass and naturalized areas.

Current By-law

Under the Township's Clean Yards By-law No. 016-2021, grass and weeds must not exceed 20 cm (8 inches). While naturalized areas are permitted, the by-law does not specify their location or limits, creating enforcement challenges.

Proposed Amendment

The draft amendment would:

- Permit naturalized areas in defined portions of a property;
- Require mandatory setbacks to minimize impacts on neighbouring properties; and
- Balance residents' freedom of expression with community standards and property maintenance concerns.

The amendment does not change the short-form wording or penalty provisions.

The draft also proposes adding email as a fourth method of service delivery for orders, where an email address is available and compliant with privacy legislation. This change would reduce paper use and registered mail costs.

Staff recommend that Council approve the attached draft amendment to Clean Yards By-law No. 016-2021 for adoption.

Attachments:

- Draft By-law Amendment – Clean Yards By-law

OTHERS CONSULTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Dev. Services | <input type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 0XX-2026

Being a By-law to amend By-law No. 016-2021,
being a by-law for Maintenance of Yards in the
Township of Wainfleet.

WHEREAS the Council of the Corporation of the Township of Wainfleet enacted By-law No. 016-2021 on the 11th day of May, 2021, to regulate the Maintenance of Yards in the Township of Wainfleet;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it necessary and appropriate to amend By-law No. 016-2021;

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

1. **THAT** Subsection “1.2.1(3)” of Section 1, Definitions, of By-law No. 016-2021 be amended to read as follows:
 - (3) “Buffer Strip” in a Hamlet as defined by the Township’s Zoning By-law, means a minimum 1.6 metre (5.24 foot) wide strip and all other Zones as defined by the Township’s Zoning By-law means a minimum 6 metre (19.69 foot) wide strip immediately adjacent to the lot lines of any lot parcel of land and along all boundaries of the whole lot or parcel of land.
2. **THAT** Subsection “1.2.1(13)” of Section 1, Definitions, of By-law No. 016-2021 be amended to read as follows:
 - (13) “Naturalized Area” means an area from the front or rear wall of the dwelling unit to a maximum of 5 metres (16.40 Feet) into the yard but cannot encroach into the Buffer Strip, is an area of vegetation deliberately planted or cultivated with one or more species of wild flowers, shrubs, annuals, perennials, ornamental grasses, or a combination of them but does not include a prohibited weed, that is monitored and maintained by the occupant.
3. **THAT** Subsection “1.2.1(15 a))” of Section 1, Definitions, of By-law No. 016-2021 be included to read as follows:
 - (15 a)) “Prohibited Weeds” means all weeds or plants designated by or under the Weed Control Act, R.S.O. 1990, c W.5, including any weed designated as a local noxious weed under a by-law of the Township passed under this Act.
4. **THAT** Subsection “3.2” of Section 3, Maintenance of Vegetation, of By-law No. 016-2021 be amended to read as follows:

- 3.2 (1) Noxious Weeds or Prohibited Weeds or Plants shall be removed from all Turf Grass areas, Naturalized Areas, and Buffer Strips;
- 3.2 (2) All vegetation not in a Naturalized Area shall be cut and maintained to a height of not greater than 200mm (8 in);
- 3.2 (3) In Naturalized Areas, maintenance to prevent an insect or rodent infestation is required or Naturalized Area is to be removed.
- 3.2 (4) All trees, shrubbery, plants, grasses and other vegetation shall be maintained to ensure that they do not affect the safety, visibility or passage of the general public, cause a visual obstruction of any road or intersection, or cause or potentially cause damage or injury to any persons or property.
5. **THAT** Subsection “7.4 (4)” of Section 7, Enforcement, of By-law No. 016-2021 be added to read as follows:
- 7.4 (4) Sent by Email and shall be deemed served immediately providing the email is not returned as undelivered.
6. **THAT** this By-law shall come into force and take effect on the date of its final passage thereof.

BY-LAW READ AND PASSED THIS 10TH DAY OF FEBRUARY 2026.

B. Grant, MAYOR

A. Chrastina, Clerk

DRAINAGE STAFF REPORT**DSR-002/2026**

TO: Mayor Grant & Members of Council
FROM: Mark Jemison, Drainage Superintendent
DATE OF MEETING: February 10, 2026
SUBJECT: **Award of Tender for Drain Reconstruction – Ellsworth Drain**

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-002/2026 respecting the Award of Tender for Drain Reconstruction – Ellsworth Drain be received; and

THAT Council direct Staff to award the tender for the reconstruction of the Ellsworth Drain to Anthony's Excavating Central Inc.

EXECUTIVE SUMMARY:

Township staff and Burnside & Associates Limited prepared a tender for the reconstruction of Ellsworth 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 four bids and staff recommend the award of the project to Anthony's Excavating Central Inc. for \$376,132.00 + HST.

BACKGROUND:

The tender for the project was prepared by R.J. Burnside & Associates Limited engineering staff and complies with the Township's procurement policy. The drain reconstruction project had been presented to Council through DSR-011-2019 & DSR-010-2025. The Township portion will be funded through the project PW.1 in the 2026 capital budget.

Upon the tender closing on January 30, 2026, staff received 4 bids. The bids have been reviewed and meet the basic requirements of the Township as detailed in the original tender documents.

Company	Tender Price
Anthony's Excavating Central Inc.	\$376,132.00 + HST
County Line Construction Inc.	\$560,132.20 + HST
Geo Barnes & Sons Limited	\$778,234.23 + HST
CRL Campbell Construction & Drainage Ltd.	\$806,010.00 + HST

OPTIONS/DISCUSSION:

1. Award the tender to Anthony's Excavating Central Inc. for \$ 376,132.00 + HST, **(Recommended)**.
2. Do not move forward with the Project and updated Engineer's Report (Not recommended).

FINANCIAL CONSIDERATIONS:

The updated Township's share of project costs will be approximately \$300,720. The project will be funded by the Infrastructure Reserve in the capital project PW.1.

A Section 78 drain project is billable as well as 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:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Development Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

Appendix A – Engineer Recommendation Letter

Respectfully submitted by,

Approved by,

Mark Jemison
Drainage Superintendent

Mallory Luey
Chief Administrative Officer

APPENDIX "A"

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February 2, 2026

Via: Email

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

Dear Mark,

**Re: Ellsworth Municipal Drain
Tender Results
Project No.: 300050664.0000**

In accordance with your instructions, the tender for the above noted project closed at **2:00:00 p.m. on Friday, January 30, 2026**. Four bid submissions were received prior to the closing time. We have reviewed the submitted bids for mathematical errors and omissions.

The Engineer's estimate for construction costs was **\$628,290.00 (not including HST)**.

The bid submissions are as follows:

Bid No.	Bidders	Bid (not including HST)	Proposed Work Period	Bid as % of Engineer's Estimate (%)
1	Anthony's Excavating Central Inc.	\$376,132.00	October 1 st , 2026, to December 15 th , 2026	59.9
2	County Line Construction Inc.	\$560,132.19	September 30 th , 2026, to December 31 st , 2026	89.2
3	Geo Barnes and Sons Limited	\$778,234.22	N/A	123.9
4	CRL Campbell Construction and Drainage	\$806,010.00	N/A	128.3

Council has the following options regarding this project:

1. **Accept the bid**, then proceed with construction.
2. **Not accept the bid** and ask the Engineer investigate pricing increases and re-tender the project.
3. **Not accept the bid** and stop the project. This decision could be appealed to the Referee based on the legal procedure of the Act.

It is our recommendation to accept the bid from Anthony's Excavating Central Inc. and proceed with construction (Option 1).

As discussed with Township staff, this recommendation is based on the lowest bid price and the number of bids received, which was very good and represents in our opinion a reasonable and current value of the work bid.

Subject to the provision of adequate insurance certificates, WSIB clearances, and third reading of the by-law for the final report, we recommend that Council accepts this bid and upon receipt of your instructions, we will prepare Contract Documents for execution by the Contractor and the Officers of the Township.


The certified cheque from **Anthony's Excavating Central Inc.** should be held by the Township, as Contract Surety, until the project is declared substantially complete. Alternatively, the bid bond should be held until bonds for both performance and labour and materials are received per the contract documents.

The certified cheque from **County Line Construction Inc.** should be held until the contract documents are executed and then released. The certified cheques from all other bidders should now be released.

Should you have any questions or wish to discuss in further detail, please do not hesitate to contact the undersigned.

Yours truly,

R.J. Burnside & Associates Limited


Edward DeLay, M.Eng., P. Eng.
Water Resources Engineer
ED:cvh

cc: Mark Jemison, Drainage Superintendent, Township of Wainfleet (Via: Email)
Amber Chrastina, Clerk, Township of Wainfleet (Via: Email)

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

TO: Mayor Grant & Members of Council
FROM: Richard Nan, Manager of Operations
DATE OF MEETING: February 10, 2026
SUBJECT: **Award of Tender for 2026 Road Rehabilitation**

RECOMMENDATION(S):

THAT Report PWSR-004/2026 respecting the Award of Road Rehabilitation Tender be received; and

THAT Council direct the Manager of Operations to award the Tender to the lowest bidder, Walkers Construction Limited, for \$892,000, excluding HST.

EXECUTIVE SUMMARY:

Staff prepared a Tender for the 2026 Road Rehabilitation Program according to the Township's procurement policy. Various contractors and local associations were notified of the advertisement on the Township website.

The Township received 3 bids, as shown below, and staff recommends the award of Tender to the lowest bidder, Walkers Construction Limited.

BACKGROUND:

The Tender for the Road Rehabilitation project this year was prepared using standardized Niagara Peninsula Contract documents. The roads selected for repair this year are Lakeshore Road, from Cement Road to the end of curb at 10340 Lakeshore Road; Sideroad 20 from Feeder Road south to 32068 Sideroad 20; Wilford Road from Zion to Smith Road; Perry Road from Wilford Road to Concession 6; and, Perry Road, 'edge of road repair' north of Hwy #3.

Upon the Tender closing on January 29, 2026, staff received 3 bids. All bids have been reviewed and meet the requirements of the Township as detailed in the original Tender documents. Bids do not include HST.

Company	Tender Price
Walker Construction Limited	\$892,000
Rankin Construction Inc.	\$976,425
Circle P Paving Inc.	\$1,102,025

Staff will be reviewing the road network after the spring thaw and will bring forth an additional report that may recommend the use of the remaining allotted budget allocation approved by council.

OPTIONS/DISCUSSION:

- 1) Council directs the Manager of Operations to award the Tender to the lowest bidder, Walkers Construction Limited for \$892,000, excluding HST (Recommended).
- 2) Award the tender to an alternate bidder.

FINANCIAL CONSIDERATIONS:

Council approved the project PW.2 - Road Rehabilitation during the 2026 capital budget deliberations. The approved capital budget for the road rehabilitation was established at \$1,172,940 plus \$50,000 allotted for engineering of a separate portion of Lakeshore road which is within the approved budget.

OTHERS CONSULTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chief Administrative Officer | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Clerks | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Community & Dev. Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

- 1) None

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer



ADR
C H A M B E R S

Integrity Commissioner Office
for the Township of Wainfleet

MICHAEL MAYNARD
Integrity Commissioner
Township of Wainfleet
integrity@adr.ca

January 29, 2026

SENT BY EMAIL TO:

Amber Chrastina
Deputy Clerk / Executive Assistant to Mayor and CAO
Township of Wainfleet
achrastina@wainfleet.ca

Re: Township of Wainfleet Integrity Commissioner Annual Report
IC-35813-0126 - April 17, 2024 - April 16, 2025

Dear Ms. Chrastina:

Thank you for the opportunity to act as the Integrity Commissioner for the Township of Wainfleet (the "Township"). Following Edward T. McDermott's retirement from serving as the Township's Integrity Commissioner, I was appointed as the Integrity Commissioner for the Township of Wainfleet on January 1, 2025. As you know, the Integrity Commissioner's role is to help Members of Council ("Members") ensure that they are performing their functions in accordance with the Township Council's Code of Conduct (the "Code") and the *Municipal Conflict of Interest Act* ("MCIA"). Upon request, I am available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with those requirements. My office and I are also responsible for assessing and investigating complaints received from Council, staff, and members of the public respecting alleged breaches of the Code or the MCIA.

In accordance with the terms of our agreement with the Township, and pursuant to section 223.6(1) of the *Municipal Act*, 2001, we are providing our annual report for the operating period of April 17, 2024 to April 16, 2025.

Requests for Advice

During this operating period, no requests for advice were received.

Code of Conduct Complaints

During this operating period, no complaints were received.

Billing

In accordance with our contract with the Township, the billings for the operating period, commencing April 17, 2024 and ending April 16, 2025, totaled \$494.38.

Final Comments

We look forward to assisting the Township and its Members of Council in contending with the issues that may arise in connection with the administration of its Code of Conduct in the coming year.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. Maynard', with a long horizontal stroke extending to the right.

Michael Maynard,

Office of the Integrity Commissioner for the Township of Wainfleet

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 004-2026

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

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

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

1. **THAT** Ashley Jenkins is hereby appointed as Deputy Clerk for the Corporation of the Township of Wainfleet.
2. **THAT** the said Ashley Jenkins shall exercise all the authority, power and rights and shall perform all the duties and obligations which by statute or bylaws are or may be conferred upon the Deputy Clerk and any other duties that may be imposed by Council.
3. **THAT** this by-law shall come into force and take effect on the 10th day of February, 2026

BY-LAW READ AND PASSED THIS 10TH DAY OF FEBRUARY, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 005-2026

Being a by-law to amend By-law No. 016-2021,
being a by-law for Maintenance of Yards in the
Township of Wainfleet.

WHEREAS the Council of the Corporation of the Township of Wainfleet enacted By-law No. 016-2021 on the 11th day of May, 2021, to regulate the Maintenance of Yards in the Township of Wainfleet;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it necessary and appropriate to amend By-law No. 016-2021;

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

1. **THAT** Subsection “1.2.1(3)” of Section 1, Definitions, of By-law No. 016-2021 be amended to read as follows:
 - (3) “Buffer Strip” in a Hamlet as defined by the Township’s Zoning By-law, means a minimum 1.6 metre (5.24 foot) wide strip and all other Zones as defined by the Township’s Zoning By-law means a minimum 6 metre (19.69 foot) wide strip immediately adjacent to the lot lines of any lot parcel of land and along all boundaries of the whole lot or parcel of land.
2. **THAT** Subsection “1.2.1(13)” of Section 1, Definitions, of By-law No. 016-2021 be amended to read as follows:
 - (13) “Naturalized Area” means an area from the front or rear wall of the dwelling unit to a maximum of 5 metres (16.40 Feet) into the yard but cannot encroach into the Buffer Strip, is an area of vegetation deliberately planted or cultivated with one or more species of wild flowers, shrubs, annuals, perennials, ornamental grasses, or a combination of them but does not include a prohibited weed, that is monitored and maintained by the occupant.
3. **THAT** Subsection “1.2.1(15 a))” of Section 1, Definitions, of By-law No. 016-2021 be included to read as follows:
 - (15 a)) “Prohibited Weeds” means all weeds or plants designated by or under the Weed Control Act, R.S.O. 1990, c W.5, including any weed designated as a local noxious weed under a by-law of the Township passed under this Act.
4. **THAT** Subsection “3.2” of Section 3, Maintenance of Vegetation, of By-law No. 016-2021 be amended to read as follows:

- 3.2 (1) Noxious Weeds or Prohibited Weeds or Plants shall be removed from all Turf Grass areas, Naturalized Areas, and Buffer Strips;
 - 3.2 (2) All vegetation not in a Naturalized Area shall be cut and maintained to a height of not greater than 200mm (8 in);
 - 3.2 (3) In Naturalized Areas, maintenance to prevent an insect or rodent infestation is required or Naturalized Area is to be removed.
 - 3.2 (4) All trees, shrubbery, plants, grasses and other vegetation shall be maintained to ensure that they do not affect the safety, visibility or passage of the general public, cause a visual obstruction of any road or intersection, or cause or potentially cause damage or injury to any persons or property.
5. **THAT** Subsection “7.4 (4)” of Section 7, Enforcement, of By-law No. 016-2021 be added to read as follows:
- 7.4 (4) Sent by Email and shall be deemed served immediately providing the email is not returned as undelivered.
6. **THAT** this By-law shall come into force and take effect on the date of its final passage thereof.

BY-LAW READ AND PASSED THIS 10TH DAY OF FEBRUARY 2026.

B. Grant, MAYOR

A. Chrastina, Clerk

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 006-2026

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 February 10, 2026

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 February 10, 2026, 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 10TH DAY OF FEBRUARY, 2026

B. Grant, MAYOR

A. Chrastina, CLERK