

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
MARCH 24, 2026 – 6:30 P.M.
COUNCIL CHAMBERS

C05/26

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 March 10, 2026
8. **Public Meeting**
9. **Delegations**
10. **Consent Agenda**
11. **Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. Memorandum Re: Integrity Commissioner Services
 - b) Fire Staff Reports
 - i. FSR-001/2026 Re: 2025 Annual Report
 - ii. FSR-002/2026 Re: Adoption of Joint Niagara West Emergency Management Program
 - c) Public Works Staff Reports
 - i. PWSR-005/2026 Re: Equipment Rental Rates 2026
 - ii. PWSR-006/2026 Re: Generator Replacement

12. Review of Correspondence

- a) Correspondence Item C-048 Re: Request for fee waiver
- b) Correspondence Item C-056 Re: Request for flag raising and sponsorship
- c) Correspondence Item C-065 Re: Request for fee reduction and exemption

13. By-laws

- a) By-law No. 014-2026 being a by-law to establish an emergency management program for the Township of Wainfleet and to authorize the execution of shared service agreements for the provision of emergency management services between Township of Wainfleet, the Town of Lincoln, Town of Pelham, and Township of West Lincoln
- b) By-law No. 015-2026 being a by-law to appoint an Integrity Commissioner for the Township of Wainfleet

14. Notices of Motion**15. Closed Meeting****16. Rise & Report****17. By-law to Confirm the Proceedings of Council**

- a) By-law No. 016-2026 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 March 24, 2026.

18. Adjournment



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

C04/26
MARCH 10, 2026
6:30 P.M.
COUNCIL CHAMBERS

PRESENT:	B. Grant	Mayor
	J. Anderson	Councillor
	J. MacLellan	Councillor
	S. Van Vliet	Councillor
REGRETS:	T. Gilmore	Councillor
STAFF PRESENT:	M. Luey	Chief Administrative Officer
	A. Chrastina	Clerk
	S. Ivins	Planner
	M. Jemison	Drainage Superintendent
	A. Jenkins	Supervisor of Accounting
	R. Nan	Manager of Operations
	D. Scott	Planning Technician
	J. Stirton	Township Solicitor
	M. Tardif	Senior By-law Enforcement Officer

-
- 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. Presentations**
None.
 - 6. 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.
 - Please visit wainfleet.ca/survey to share your feedback on regional governance in Niagara. This survey will be open for two weeks.

- Our next regular meeting of Council is Tuesday March 24, 2026 at 6:30pm

7. Councillor's Announcements & Remarks

Councillor Van Vliet advised that she will be away for the March 24, 2026 regular meeting.

8. Adoption of Previous Council Minutes

Resolution No. C-2026-022

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“**THAT** the minutes of the regular meeting of Council held February 10, 2026 and the special meeting of Council held February 12, 2026 be adopted as circulated.”

CARRIED

9. Public Meeting

None.

10. Delegations

- a) Zohaib Masood Re: Request for site-specific amendment to By-law No. 011-2018 for 43962 Highway 3

Resolution No. C-2026-023

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** the presentation from Mr. Masood respecting a request for site-specific amendment to By-law No. 011-2018 for 43962 Highway 3 be received for information.”

CARRIED

11. Consent Agenda

None.

12. Staff Reports & Recommendations

a) Community and Development Services Staff Reports

- i. CDS-001/2026 Re: Request for Amendment to the Exotic Animal By-law No. 011-2018

Resolution No. C-2026-024

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“**THAT** Council deny the request to amend the Township’s Exotic Animal By-law No. 011-2018 to permit the keeping of three (3) Bengal tigers and one (1) hyena at 43962 Highway #3.”

CARRIED

b) Planning Staff Reports

- i. PSR-002/2026 Re: Zoning By-law Amendment File No. Z01/2026W
12381 Lakeshore Road, Wainfleet

Resolution No. C-2026-025

Moved by Councillor Anderson

Seconded by Councillor MacLellan

“**THAT** Planning Staff Report PSR-002/2026 be received; and

THAT Zoning By-law Amendment File No. Z01/2026W for the lands known municipally as 12381 Lakeshore 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

- ii. Memorandum Re: Transfer of Part of the Abandoned Rail Corridor

Resolution No. C-2026-026

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** the memorandum respecting Transfer of Part of the Abandoned Rail Corridor be received for information.”

CARRIED

15. Correspondence

- a) Correspondence Item C-025 Re: Request for proclamation - Mountainview LemonAID Day for FACS Niagara

Resolution No. C-2026-027

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** the Correspondence Item C-025 from Family and Children’s Services Niagara respecting a request for proclamation regarding Mountainview LemonAID Day be received and supported.”

CARRIED

- b) Correspondence Item C-045 Re: Request for exception to half-load restrictions on Abbey Road

Resolution No. C-2026-028

Moved by Councillor MacLellan
Seconded by Councillor Van Vliet

“**THAT** the Correspondence Item C-045 respecting a request for exception to half-load restrictions on Abbey Road be received for information.”

CARRIED

- c) Correspondence from ADR Chambers Re: Code of Conduct Investigation Report - File No. IC-35690-0925

Resolution No. C-2026-029

Moved by Councillor Van Vliet
Seconded by Councillor Anderson

“**THAT** the correspondence from ADR Chambers respecting Code of Conduct Investigation Report - File No. IC-35690-0925 be received for information.”

CARRIED

16. By-laws

Resolution No. C-2026-030

Moved by Councillor MacLellan
Seconded by Councillor Anderson

“**THAT** the following by-laws be read and passed this 10th day of March, 2026:

- a) By-law No. 010-2026 being a by-law to delegate financial and staffing authority to the Chief Administrative Officer for the period of Nomination Day until the End of Term.
- b) By-law No. 011-2026 being a by-law pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, c. P.13 to amend Zoning By-law No. 034-2014 of the Corporation of the Township of Wainfleet with respect to those lands forming Concession 1, Part Lot 23 in the Township of Wainfleet and known municipally as 12381 Lakeshore Road.
- c) By-law No. 012-2026 being a by-law to authorize the transfer by the Corporation of the Township of Wainfleet in favour of applicants for the abandoned rail corridor as set out in Schedule “A” attached hereto.”

CARRIED

17. Notices of Motion

None.

13. Closed Meeting

None.

14. Rise & Report

None.

18. By-law to Confirm the Proceedings of Council

Resolution No. C-2026-031

Moved by Councillor MacLellan

Seconded by Councillor Anderson

“**THAT** By-law No. 013-2026 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 March 10, 2026 be read and passed this 10th day of March, 2026.”

CARRIED

19. Adjournment

There being no further business, the meeting was adjourned at 7:11 p.m.

B. Grant, MAYOR

A. Chrastina, CLERK

Memo

To: Mayor Grant & Members of Council
From: Amber Chrastina, Clerk
Date: March 24, 2026
Re: Integrity Commissioner Services

The purpose of this memorandum is to seek Council's approval to enter into a new contractual agreement with ADR Chambers Inc., for the continued use of Integrity Commissioner Services as required by the *Municipal Act, 2001*.

The current Integrity Commissioner agreement ends on March 31, 2026, and the Township has already exercised all renewal options. This memorandum proposes approval to execute a new agreement for Integrity Commissioner Services under the same terms and conditions of the current agreement for a term commencing on April 1, 2026 and ending on March 31, 2031.

Recommendation:

THAT this memorandum be received and

THAT Council approves the appointment of Michael L. Maynard as the Integrity Commissioner for the Township of Wainfleet for the term of April 1, 2026 and ending on March 31, 2031, with ADR Chambers; and

THAT the Mayor and Clerk be authorized to execute an agreement with ADR Chambers, effective April 1, 2026, for the provision of Integrity Commissioner Services for the term ending in 2031.

Attachments:

- a) Draft appointment by-law

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BYLAW NO. 0XX-2026

Being a by-law to appoint an Integrity
Commissioner for the Township of Wainfleet

WHEREAS subsection 223.3 of the Municipal Act, 2001, S.O. 2001 c. 25 authorizes the Township of Wainfleet to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:

- a) the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them;
- b) the application of any procedures, rules and policies of the municipality governing the ethical behavior of members of council and of local boards or of either of them; or
- c) both of clauses (a) and (b);

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

1. **THAT** Michael Maynard of ADR Chambers Inc. shall be appointed as the Integrity Commissioner for the Township of Wainfleet for a 5-year period from April 1, 2026 – March 31, 2031.
2. **THAT** the entry into and execution of a contract with Michael Maynard of ADR Chambers Inc., in a form satisfactory to the Township Clerk, be and is hereby authorized and approved.
3. **THAT** the Mayor and Township Clerk are hereby authorized and directed to execute the contract with Michael Maynard of ADR Chambers Inc. and to affix the corporate seal thereto.
4. **THAT** this bylaw shall come into force and take effect on the 1st day of April, 2026.

BY-LAW READ AND PASSED THIS 24TH DAY OF MARCH, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

FIRE STAFF REPORT

FSR-001/2026

TO: Mayor Grant & Members of Council
FROM: M. Alcock, Fire Chief/CEMC
DATE OF MEETING: March, 24 2026
SUBJECT: 2025 Annual Report

RECOMMENDATION(S):

THAT Fire Staff Report FSR-001/2026 regarding the 2025 Annual Report be received for information.

EXECUTIVE SUMMARY:

This report includes a summary of Fire Department activity within the Township of Wainfleet for the 2025, attached as Appendix "A".

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 type="checkbox"/> Community & Development Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

- 1) Appendix "A" – 2025 Wainfleet Fire & Emergency Services Annual Report

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

Mallory Luey
Chief Administrative Officer

APPENDIX 'A'

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2025 ANNUAL REPORT

YEAR IN REVIEW

Summary of Emergency Responses, Training, Achievements, Success and Investments that have been accomplished in 2025. Review of the status of Stations, Apparatus & Equipment.

31940 Highway 3,
P.O. Box 40
Wainfleet ON, L0S1V0

Tel: 905-899-3463
Fax: 905-899-2340
Email: fire@wainfleet.ca





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CHIEF'S MESSAGE

On behalf of Wainfleet Fire & Emergency Services (WFES), I am pleased to present the 2025 Annual Fire & Emergency Services Report. This report provides an overview of departmental performance, operational activity, and key outcomes achieved over the past year.

WFES demonstrated resilience, stability, and continued progress in 2025. The department remained focused on its core mandate: the protection of life, property, and the environment within the Township of Wainfleet.

2025 Operational Highlights

- **201 calls for service** responded to
- **Average response time of 10.44 minutes** from dispatch to first unit on scene (Wainfleet incidents only)
- **3,445 hours (1.89 FTE)** dedicated to emergency response
- **6,395.75 hours (3.5 FTE)** committed to training, apparatus and equipment maintenance, station operations, and meetings
- **772.5 hours (0.42 FTE)** delivered in Public Education and Fire Prevention activities

WFES continues to rely on a highly dedicated paid on-call workforce that consistently meets the demands of emergency response under challenging and unpredictable conditions. Their professionalism and operational readiness directly contribute to the high standard of service provided to the community.

Throughout 2025, the department maintained a strategic focus on training, equipment readiness, and operational efficiency to ensure compliance with service delivery expectations and industry best practices. All activities were guided by the department's core values of,

Integrity, Compassion, and Excellence.

In total, approximately 60 paid on-call firefighters contributed more than **10,600 hours (5.83 FTE)** of service during the year. Resulting in an estimated **\$320,000 in savings** when compared to an equivalent full-time staffing model. This demonstrates the significant value and fiscal efficiency delivered by a well-supported paid on-call fire service.

Wainfleet Fire & Emergency Services continues to provide reliable, cost-effective emergency services to the Township. Ongoing municipal support remains essential to sustaining operational capability, recruitment and retention, and long-term service delivery.

As we conclude 2025 and plan for the future, I remain confident in the department's operational capacity and organizational strength. WFES is well positioned to continue meeting the evolving needs of the community and maintaining a high standard of emergency service delivery.

I would like to thank Township Council, senior administration, and our community partners for their continued support of Wainfleet Fire & Emergency Services. Most importantly, I extend my sincere appreciation to the dedicated paid on-call firefighters whose professionalism, commitment, and service underpin the success of this department. It is a privilege to serve alongside such a capable team, and I remain confident in our ability to continue delivering safe, effective, and reliable emergency services to the Township of Wainfleet.

Respectfully submitted,



Morgan Alcock
Fire Chief/CEMC, Wainfleet Fire & Emergency Services



CORE VALUES, MISSION & VISION

CORE VALUES

Compassion

Caring for the community as if they are family

Integrity

Honesty, Trustworthy, Steadfast and True

Excellence

Dedicated to excellence and professionalism, in the delivery of the services our community expects and deserves.

MISSION STATEMENT

The Mission of the Wainfleet Fire Department is to take action to protect and/or rescue citizens and/or property from threats to health, the effects of natural or man-made disaster, and in particular the risk that a fire, if started, would seriously endanger the health and safety of any person or quality of the natural environment for any use that can be made of it.

PRIMARY GOALS

The primary goal of the Fire Department is to provide fire protection and rescue services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by man or nature; secondly to those Municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and thirdly, to those Municipalities which are provided fire protection by the Department of Fire and Emergency Services via authorized agreement.

PRIMARY OBJECTIVES of the FIRE DEPARTMENT:

In order to achieve the goal of Fire Department, necessary funding must be in place and the following objectives met:

1. Reduce the incidence of injury, loss of life, and property damage by providing public education programs, fire cause investigation, and prevention services to secure public safety and code compliance.
2. Be responsive to local and global economics so that our service model reflects the needs of the community we serve and the changing technologies that influence cost effective delivery of services to recognized standards.
3. Provide a timely response for all services through properly equipped, trained, skilled, and efficient firefighters.
4. Identify and review the Fire Department requirements of the Municipality.
5. Provide an administrative process consistent with the needs of the Department.
6. Ensure that firefighting equipment and operating personnel are available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.
7. Provide departmental training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique of fire prevention, firefighting and control of emergency situations and to co-operate with other Municipal departments with respect to management training and other programs.

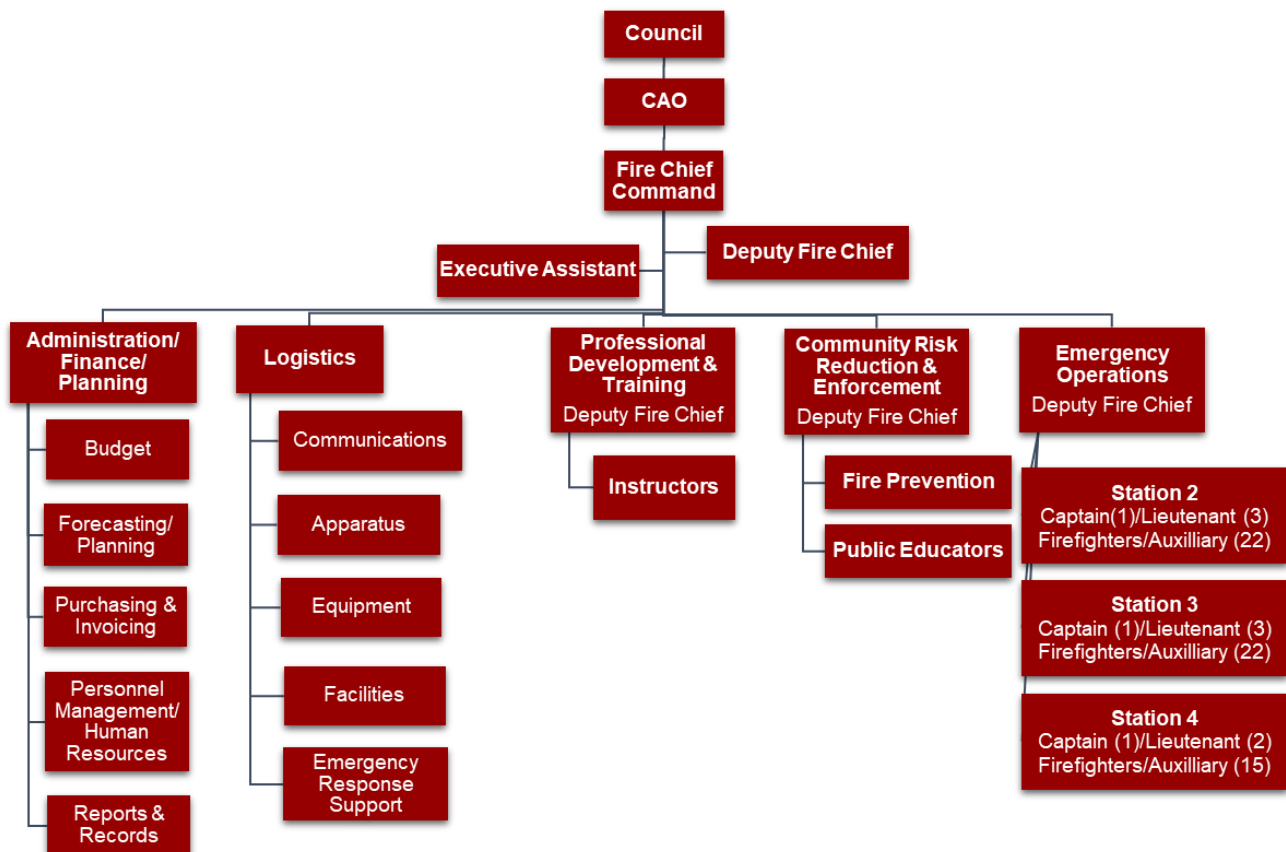


8. Provide a maintenance program to ensure all fire protection apparatus, involving all equipment, is ready to respond to emergency calls.
9. Provide an effective Fire Prevention Program to:
 - (a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings,
 - (b) Reduce and/or eliminate fire hazards,
 - (c) Ensure compliance with applicable Municipal, Provincial and Federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.
10. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, and commercial, industrial and institutional staff training.
11. Ensure in the event of a major catastrophe in the Municipality, that assistance to cope with the situation is available from outside departments and other agencies.
12. Develop and maintain a good working relationship with all Federal, Provincial and Municipal departments, utilities and agencies, related to the protection of life and property.
13. Interact with other Municipal departments respecting the aspects of fire or any given programs.
14. Ensure these objectives are not in conflict with any other Municipal department.

ORGANIZATIONAL STRUCTURE

Wainfleet Fire & Emergency Services Organizational Chart

The Wainfleet Fire & Emergency Services has more than 60 active paid on-call firefighters, supported by Executive Assistant, Tara McLachlan, Deputy Fire Chief, Shawn Schutten and Fire Chief, Morgan Alcock.



DEPARTMENT PERSONNEL (As of December 31st, 2025)

Chief Officers

Fire Chief - Morgan Alcock	Deputy Fire Chief - Shawn Schutten
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Company Officers

Central Station

Captain – Harold Kelly	Lieutenant - Trevor Airhardt
	Lieutenant - Joe Rodrigues
	Lieutenant - Dawsen Schutten
	Acting Lieutenant - Mitch Black

Station 3

Captain - Conrad Beckingham	Lieutenant - Brendan Mater
	Acting Lieutenant - Brad McDonald
	Acting Lieutenant - Christopher Montreuil

Station 4

Captain – Ben Benson	Acting Lieutenant - Sean Barker
	Acting Lieutenant - Amy Kiss

Department Wide

Public Education Officer - Charles Farkas

FIRST CLASS FIREFIGHTERS

BALCH, Allie	MYERS, Jay
CARTER-FLAGG, Nick	NEUDORF, Stephen
CHASTELET, Nicholas	SNIPPE, Mark
ETHIER, Dawson	STATON, Tom
GRAEF, James	STOUTH, Zachary
HERBERT, Christopher	VANGEEL, Rachel

SECOND CLASS FIREFIGHTERS

BEATTIE, Brandon	MACDONALD, Terri-Lynn
DEKKER, Cullen	SHOALTS, Ben
DUFF, Scott	SLAPPENDEL, Dianne
GILMORE, Jacob	SONNEVELD, Timothy
HALAGIAN, Adam	VANDELAAR, John
HALAGIAN, Bradley	VRIEND, Jerry
HALAGIAN, Katelyn	WHITEHALL, Ian
KIEVIT, Suzie	WORRALL, Jeremy

THIRD CLASS FIREFIGHTERS

AARTS, Jonathon	KOTZER, Ryan
BOK, Derek	KUHN, Lee
BOUWERS, Taylor	PARNELL, Dillon
GUTTIN, Cory	SCHNEIDER, Jeremy
KELLY, Paige	WALL, Jacob

PROBATIONARY FIREFIGHTERS

DUPONT-MATTAR, Fabien	STEPHES, Isaac
KUHN, Christina	STEVENSON, Aleasha
PELLETIER, Connor	VANHUIZEN, Lawrence
SCOTT, Ian	

AUXILIARY FIREFIGHTERS

HESSLS, Ted	VANDELAAR, Bruce
	VANDELAAR, John



RETIREMENTS & RESIGNATIONS, PROMOTIONS & APPOINTMENTS, RECOGNITION

2024 Retirements, Resignations & Returns

Firefighter Leanne Johnson retired after 10 years of service
Firefighter Nick Chastelet resigned after 5 years of service
Firefighter Dawson Ethier resigned after 7 years of service
Firefighter Brendan Fang resigned after 1 year of service
Firefighter Chris Karpinchick resigned after 5 years of service
Firefighter Mark Snippe resigned after 7 years of service

Promotions and Appointments

- 7 members from the class of 2024 Recruits completed their probationary period and became 3rd Class Firefighters on January 1st 2025.
- Mitch Black was promoted to Station 2 Acting Lieutenant.
- Sean Barker was promoted to Station 4 Acting Lieutenant.
- Amy Kiss was promoted to Station 4 Acting Lieutenant.

Recognition & Awards

On March 23, 2025, the probationary class of 2024 celebrated their graduation and were presented with their helmets and badges and a certificate of promotion to 3rd class firefighter.



HEALTH & SAFETY

Health & Safety

The Joint Health & Committee met on January 8th, April 9th, July 9th, & October 29th, 2025. Facilities, apparatus, equipment, training & operations were discussed with the new and returning members of the committee. Any Health & Safety concerns identified were addressed and/or corrected by the Chief and Deputy Chief, with the exception of the apparatus bay floor at central station. This continues to be an area of concern with several near miss incidents having occurred.

The Terms of Reference were reviewed and revised as required. The Guide for Health & Safety Committees and Representatives was presented to the new committee members. Committee members were provided the opportunity to attend JHSC Certification Part 1 and Part 2 training.

On November 24th 2025, the Ministry of Labour, Immigration, Training and Skill Development conducted site inspections of all fire stations. The inspector also investigated in response to a complaint regarding WFES water rescue program. As a result of both the inspections and the investigation, the inspector did not issue orders; however, a few recommendations were provided.

- Supply storage racking for oxygen/compressed gas cylinders – Completed
- Install restraints and hooks for long items the create a tip hazard – Completed
- Install Eye Wash stations at Stations 3 & 4 – In Progress
- Ensure all products have current Safety Data Sheets available to workers – Continuous process
- Store Bunker gear away from apparatus – In progress (Station 3 & 4 portable project)
- Ensure all staff have WHMIS training – On Going
- Review Water Rescue program and levels of service – In Progress



Mental Health & Wellness

WFES has an agreement with Amanda Harry Psychotherapy and Consulting to promote the mental health and wellbeing of the Members. This is done via pro bono and fee for service provision of local, flexible, waitlist free support.

The Mental Health Consultant is a part of the Critical Incident Stress Management (CISM) Team, and provides training, oversees and implements a quarterly Mental Health and Wellbeing Screening Program and is available to provide consultation, support and guidance to the Peer Support Program and members of the Service as needed. The WFES Mental Health Consultant has specialised training and expertise in working with Trauma Exposed Professionals. Services are independent of the Township and WFES.

The following is an overview of the work completed in 2025, which was the fourth year this role has been in place.



Highlights:

- New recruits received full day *Resilient Minds: Building the Psychological Strength of Firefighters* training developed by the Canadian Mental Health Association by Firefighters, for Firefighters alongside colleagues at Thorold Fire and Emergency Services.
- Refresher training for members/intro to program for new recruits held in April providing an overview of mental health risks for paid on-call firefighters, the WFES Mental health and Wellness Program, Feedback from screenings including key themes, understanding physical and psychological impacts of trauma exposure, acute stress and chronic stress, compassion fatigue and the hierarchy of needs as well as a review of local and national specialist supports.
- Quarterly Mental Health and Wellness Screening Program delivered with overall 73% engagement rate.
- Four community businesses (Whiskey Run, Stream Yoga, G&M Fitness, and Fleeters Cafe) donated prizes to support engagement in mental health screening-with social media posts aimed to raise awareness of mental health in Fire Services.
- “Multiple Calls” Podcast episode published with Scott Hewlett, raising awareness of the Mental Health Program developed with WFES and the unique needs of the paid on-call service.
- 1 post critical incident screening undertaken with 90% engagement rate.
- 14 members or their spouses have accessed clinical services in 2025 (sought services/support/advice/referrals for family, friends or members of the public).
- 8 members and 2 family members received clinical services from myself, 2 members received a direct referral to another clinician due to a conflict of interest.
- 31% of current members have received direct clinical services since July 2022.

Over 105 hours of pro bono service provision delivered in 2025 valued at over \$18,900

What has worked well?

Engaging new recruits through mental health basic awareness training/introducing them to the screening program and mental health consultant has continued to promote engagement with the program and reduce barriers to help seeking.

Championing of the quarterly mental health program by the Leadership Team continues to promote engagement.

Planned Activity for 2026

Review of the program to determine needs and priorities and consider:

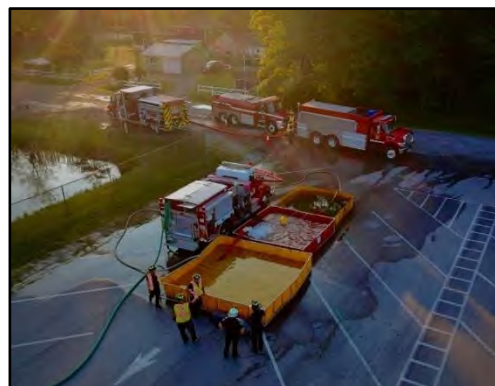
- Value of ongoing screening, follow up and quarterly reporting to the Chief (consider changes to frequency/tie in with some psycho-education to increase engagement/make it feel relevant and meaningful)
- Utilisation of Post Critical Incident 2-2-5 Screening and CISM support
- Peer Support Refresher Workshop/Engagement with neighbouring department Peer Support Teams
- Usage of MH&W Working Group/review of MH&W Action Plan
- Value of ongoing screening, follow up and quarterly reporting to the Chief
- Mental Health Workshop for department-based on key themes highlighted in screenings: sleep, procrastination, impact of ongoing trauma exposure, complex grief/loss
- Supports available to family and friends



PROFESSIONAL DEVELOPMENT

Throughout 2025, WFES maintained firefighter training in accordance with the Collective Agreement, NFPA and Ontario regulations. Firefighters participated in regular training meetings demonstrating both theoretical and practical skills in areas such as:

Lead Topic	Sub-Topics and Description
Medical Response	<ul style="list-style-type: none"> - Niagara Medical director protocols - CPR, AED - First Aid - Overdose responses
Personal Protective Equipment	<ul style="list-style-type: none"> - Use, Care, Inspection and Maintenance of Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA)
Respiratory Protection	<ul style="list-style-type: none"> - Annual Respirator Fit Testing - Use, Inspection, Testing, Care, & Maintenance
Health & Wellness	<ul style="list-style-type: none"> - Mental Health & Wellness program review and resiliency refresher
Incident Command System	<ul style="list-style-type: none"> - Scene Size Up - Risk Assessment - Personnel Accountability - Radio Communications - Rehabilitation
Fire Ground Operations	<ul style="list-style-type: none"> - Forcible Entry - Interior Fire Attack - Search and Rescue - Ladder operations - Saw Operations - Tactical Ventilation
Pump Operations	<ul style="list-style-type: none"> - Apparatus and Portable pumping from both static and pressurized sources
Rural Water Supply Operations	<ul style="list-style-type: none"> - Water Source/Fill Site Inspections, set up & Operations - Dump site set up and operations - Tanker Shuttle operations - Relay pumping operations
Special Operations	<ul style="list-style-type: none"> - Auto Extrication – occupant removal and patient packaging - Low Angle Rope Access rescue - Shore Based Water rescue - Rapid Intervention Team – Firefighter rescue - Hazardous Materials response and decontamination



Live Fire Training

As required in the WVFFA Collective Agreement, all firefighters must attend 1 Live Fire training event annually. Due to WFES not having dedicated training facilities, WFES utilized the Niagara Falls Fire Training Tower for these training events. This requires at least half of the department personnel and equipment to be out of service and out of the township during these events.

During two Saturdays in October, all members were offered the opportunity to participate in live fire training sessions at the Niagara Falls Fire Training Tower to practice fire ground skills. Drills included: Fire Behavior, Interior Fire Attack, Search & Rescue, Command, Accountability, Rapid Intervention Teams, and more.



Accredited Red Cross, NFPA Certifications

On July 1st 2022, [O. Reg 343/22 Firefighter Certification](#) came into force. This regulation requires that all firefighters within the Province of Ontario be NFPA certified to the level of service set by the municipal E&R Bylaw by July 1st 2026.

In anticipation of this regulation coming, WFES proactively began its certification process in 2018. As part of the ongoing certification program, WFES continues to provide NFPA certification courses that are recognized by the Academic Standards and Evaluation branch of the Ontario Fire College. In addition to the regular course offerings, our Recruit Training Program (RTP) meets all the Job Performance Requirements (JPRs) for NFPA 1001 Level I & II.

As part of our continued commitment to delivering localized training to both township staff and the broader public, WFES has maintained its status with the Canadian Red Cross as a Training Partner and have personnel that are certified Standard First Aid & Basic Life Support CPR/AED, Emergency First/Medical Responder (EFR/EMR) instructors.

Every year WFES operates the following certified programs:

- NFPA 1001- Firefighter Level I & II – January 1st to July 1st
- NFPA 1002 - Pump Operations – October/November
- NFPA 1072 - Hazardous Materials (Awareness & Operations) – October/November
- Red Cross - Standard First Aid & Basic Life Support CPR/AED – January/February
- Red Cross - Emergency First/Medical Responder (EFR/EMR) – November/December



In 2025, WFES also conducted the following certified programs:

- NFPA 1021 - Fire Officer Level I
- NFPA 1041 - Fire Service Instructor Level I

WFES has partnered with Local Area Municipalities and Regional Training Centers to provide the following certified programs:

- NFPA 1021 - Fire Officer Level II
- NFPA 1031 - Fire Inspector Levels I & II
- NFPA 1033 - Fire & Explosion Investigator
- NFPA 1035 - Fire & Life Safety Educator Levels I & II & Public Information Officer
- NFPA 1041 - Fire Service Instructor Level II
- NFPA 1521 - Incident Safety Officer

Recruit Training Program

The probationary class of 2025 began their recruit training program (RTP) on January 17th, 2025. This marked the beginning of a 6-month program that includes Red Cross First Aid, CPR/AED certifications, mental health and resiliency training, as well as all skills and subjects as required for NFPA 1001 Firefighter level 1 & 2.

Topics included but were not limited to, Fire Behaviour, Firefighter Survival, Search and Rescue, Fire Suppression, Auto Extrication, Public Education and Pre-Incident Planning.

On June 28th, 2025, the probationary class of 2025 completed the Ontario Fire College Academic Standards and Evaluation certification exams for NFPA 1001 Firefighter level 1 & 2. This concludes the formal teaching portion of the Recruit Program and on June 30th, 2025 they were issued pagers and bunker gear.



Harvest Hazard – Full Scale Exercise

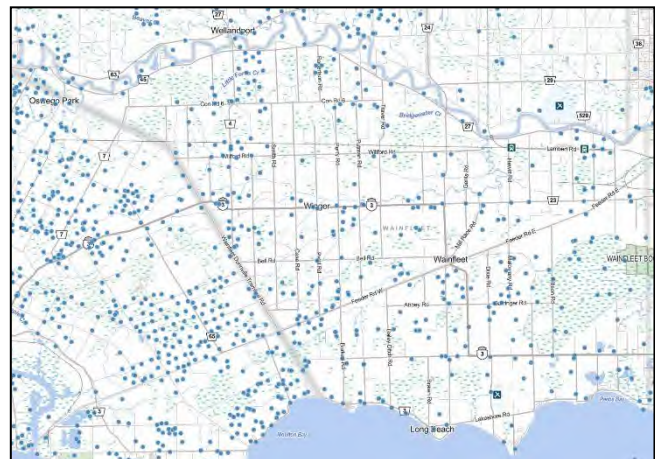
On October 7th, 2025, the Township in partnership with Niagara Region EMS, Police, EM, CERT, Niagara Falls Fire Department, GFL, & the Canadian Emergency Responders Robotics Association (CERRA) conducted a full-scale field exercise funded by the Ministry of Natural Resources and Forestry Legacy Gas Wells Project.



Exercise Name	Harvest Hazard
Date	October 7 th , 2025
Duration	4 Hours (09:00 – 13:00)
Location	Wainfleet Recreation Complex & Heritage Village
Type	Full Scale Field Exercise (FSX)
Sponsor	Ministry of Natural Resources & Forestry – Legacy Gas Wells Project
Focus Area	Response Capabilities & Allied Agency Interoperability
Threat/Hazard	Hazardous Material Response (Natural Gas, H2S, Ammonia, Diesel Fuel)
Players on Site	+/- 80 personnel
EOC Personnel	+/- 20 personnel
Planning Period	April 3 rd – October 6 th , 2025 (+/- 14 Planning meetings)

The purpose of the exercise was to, test and evaluate the coordinated response to a major incident involving a private gas well. Additionally, all partners worked to enhance operational readiness, strengthen multiagency communications, and identify areas for improvements. The Township also used the exercise to satisfy the annual requirement for EMCPA compliance.

Given that the Township has approximately 340 known gas wells, this provided an excellent opportunity to prepare WFES for a response to incidents involving these wells. This exercise involved a tractor pulling a fertilizer tank, striking a gas well, causing an explosion and a hazardous material release from the well, tank and tractor, that resulted in multiple casualties, a missing person and simulated fatality.







FACILITIES, APPARATUS & EQUIPMENT

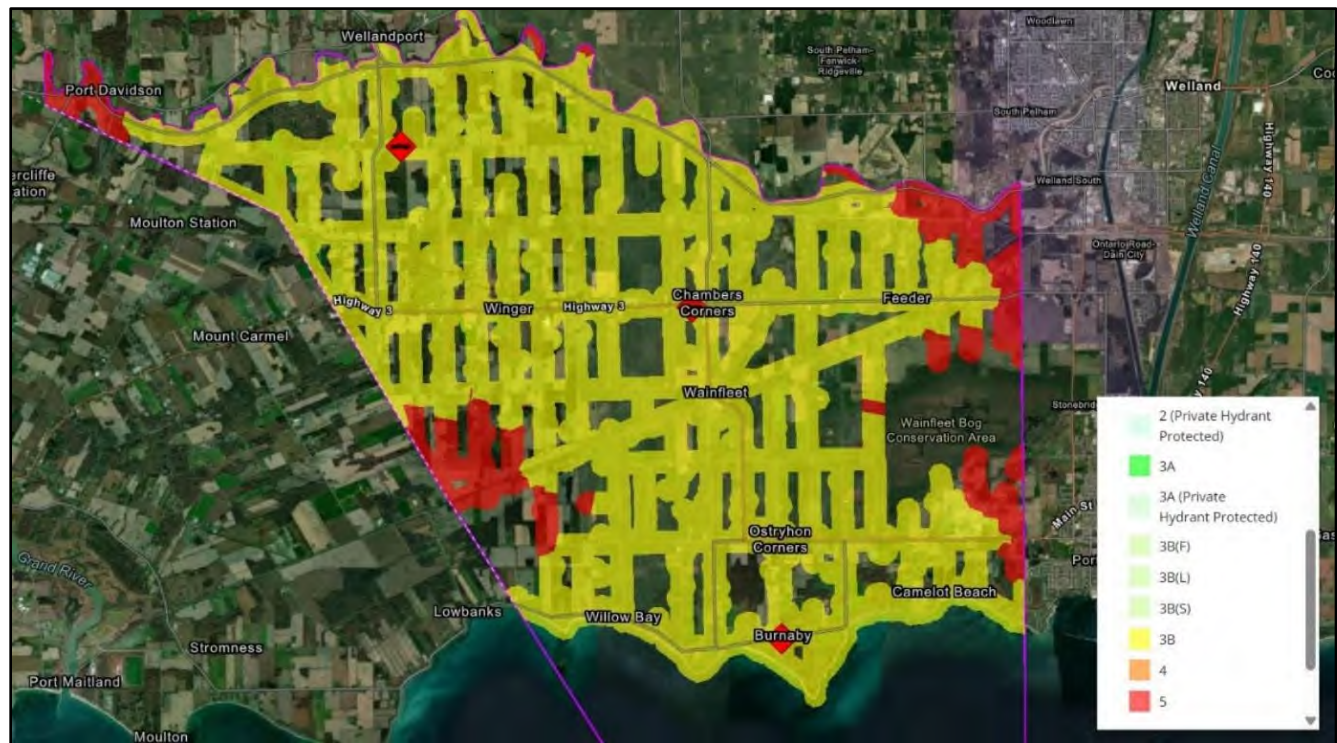
Wainfleet Fire & Emergency Services operates from three stations, with administration offices located within the Central Fire Station.

Number	Location	Address	Apparatus	Personnel
Administration Central Station	Chambers Corners	42143 Highway 3	Car 1, Car 2, Engine 1, Engine 2, Rescue 2, Squad 2, UTV 2, ISU	23
Station # 3	Burnaby	11603 Lakeshore Rd.	Engine 3, Tanker 3	22
Station # 4	Schwoob	63959 Concession 6	Engine 4, Tanker 4	15

In previous years, Fire Underwriters Survey (FUS) has graded WFES with a Dwelling Protection Grade of 4 and 5 with 5 being “no protection provided”. As a result of the continued investments and support of Council through apparatus, training, and recruitment, in 2023, FUS upgraded Station 3 to a level 3B and the remaining stations to a level 4. With the opening of Central Station and the replacement of Engine 2, FUS upgraded Central to a level 3B.

In January 2025, with the addition of the new recruit class Station 4 (Wellandport) now had 15 firefighters on the roster. This resulted in Station 4 meeting all three requirements of a recognized station and in May of 2025 FUS also upgraded Station 4 to a Level 3B.

Tanker 4 will need to be replaced in 2026 to maintain this grading or risk having it downgraded back to a level 4 or 5.



STATIONS

In 2025 Council approved capital investments through additional space for Stations 3 (Burnaby) & 4 (Wellandport).

STATION 3- BURNABY

Constructed in 1968, this is a two-bay block building with metal siding. Capital Upgrades completed in 2025 included:

- Portable structure for bunker gear storage and training room
- Asphalt driveway & parking lot (deferred)
- Floor repairs & coating (deferred)

STATION 4- WELLANDPORT

Constructed in 1982, this is a two-bay station constructed of metal frame and metal external walls. Capital Upgrades completed in 2025 included:

- Portable structure for bunker gear storage and training room
- Asphalt driveway & parking lot (deferred)
- Floor repairs & coating (deferred)



APPARATUS

WFES Services “Operates” ten (10) on road vehicles, one (1) off road vehicle and one (1) Incident Support Trailer

2024 APPARATUS ROSTER				
	STATION	UNIT ID	DESCRIPTION	YEAR
1	Admin.	Car 1	GMC Sierra 1500 4x4	2021
2	Admin.	Car 2	GMC Sierra 1500 4x4 – Custom Command Slide	2014
3	Central	Engine 1	Pierce – Kenworth T370 (750gpm)	2003
4	Central	Engine 2	Dependable Pumper-Tanker (1250gpm. & 3000 gal.)	2024
5	Central	Rescue 2	Fort Garry - Dodge 5500 – Walk around rescue	2018
6	Central	Squad 2	2023 GMC Sierra 2500 4x4 – Utility Unit	2023
7	Central	ISU	Stealth Nomad 18FK – Rehab & Command Trailer	2024
8	Central	UTV 2	Kubota RTV – Sidekick w/ CET Skid Unit	2025
9	Burnaby	Engine 3	HME – 1870SFO Rescue-Pumper (1500gpm)	2021
10	Burnaby	Tanker 3	Fort Garry – International (3000gal.)	2018
11	Wellandport	Engine 4	Fort Garry – International (1250gpm)	2018
12	Wellandport	Tanker 4	Swentz- Freightliner (2500gal.)	2005

FUS approved the purchase of a combination Pumper/Tanker as a temporary measure until Engine 1 can be replaced in 2028. The long term fleet plan is to have a twin Rescue-Pumper to Engine 3 placed at Station 4 and the 2018 Engine moved to Central as Engine 1.

Car 2 was to be replaced in 2024 but was deferred for the purchase of the new Engine 2 and was deferred again in 2025. Tank 4 was to be replaced in 2025 but has been deferred to 2026. Continued deferrals result in compressed replacement schedules, increased replacement costs and a greater strain on annual budgets.

The table below outlines a ten year the fleet purchasing/replacement plan and does not forecast the replacement of the entire fleet beyond 2034.

10 YEAR APPARATUS FORECAST			
UNIT ID	D.O.M.	APPARATUS PLAN & REPLACEMENT DATE	*ESTIMATED REPLACEMENT COST
OVERDUE			
Car 2	2014	2024	\$ 125,000.00
Tanker 4	2005	2025	\$ 750,000.00
Overdue Subtotal			\$ 875,000.00
2026-2028			
Engine 1	2003	Kept as reserve – to be replaced in 2028 with new engine (twin to E3) moving to Station 4	\$ 1,250,000.00
1-3 Years Subtotal			\$ 1,250,000.00
Required Annual Funding (2026, 2027, 2028) to Close the gap by 2029			+/- \$710,000.00
2029-2031			
Rescue 2	2018	2029	\$ 1,250,000.00
Car 1	2021	2031	\$ 135,000.00
4-6 Years Subtotal			\$ 1,385,000.00
2032-2034			
Squad 2	2023	2033	\$ 165,000.00
6-10 Years Subtotal			\$ 165,000.00
10 YEAR TOTAL ESTIMATED REPLACEMENT VALUE			\$3,675,000.00
Estimated Annual Replacement Funding Requirement over 10 years			+/- \$ 367,500.00

*Estimates are calculated using recent comparable purchases with forecasted inflation. Values are Unaudited



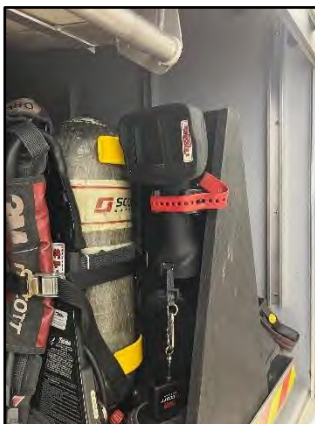
On June 18th, 2025, Berg Equipment provided WFES with a new Kubota RTV. This is a continuation of the partnership that was established in 2019. The new unit has been equipped with department owned fire suppression and patient transport skid unit and tracks.



EQUIPMENT

Beginning in 2019, Council approved an annual equipment replacement program that would provide the necessary resources for the continued replacement of aging equipment, and personal protective equipment (PPE). Some of the equipment purchased in 2025 includes:

- ✓ Two (2) Scott V320 thermal imaging cameras
- ✓ Eight (8) portable radios (providing one for every seat in the apparatus)
- ✓ Twelve (12) 45mm fire hose (full spare set of preconnected attack lines)
- ✓ Two (2) 300' low angle rescue ropes
- ✓ Three (3) 300' water rescue ropes
- ✓ One (1) float kit for the stokes basket
- ✓ One (1) Clickshare Video Conferencing hub
- ✓ One (1) Tailgate Salt/Sand spreader for Squad 2
- ✓ Two (2) Portable drop tanks for tanker shuttle accreditation
- ✓ Various Cordless power tools



Fire Protection Grant

In Q3/4 of 2024, the Solicitor General through the Office of the Fire Marshal opened up a Fire Protection Grant specifically for the purposes of cancer reduction equipment and strategies. Staff submitted a grant application and was awarded +/- \$33,000.00. With these funds, staff were able to purchase additional SCBA soft goods, SCBA regulators, Particulate blocking hoods, and Helmet soft goods, to simplify post fire cleaning of PPE and SCBA. Detergent injection systems were also installed on both bunker gear extractors, reducing waste and ensuring the appropriate amount of detergent is used in accordance with NFPA and manufacturers instructions. Staff were also able to purchase the equipment required to assemble station decontamination kits that provide all the necessary equipment for firefighters to safely conduct decontamination procedures at the stations. Additionally, various items required for firefighter rehabilitation were purchased for the Incident Support Unit.



COMMUNITY RISK REDUCTION

PUBLIC EDUCATION EVENTS

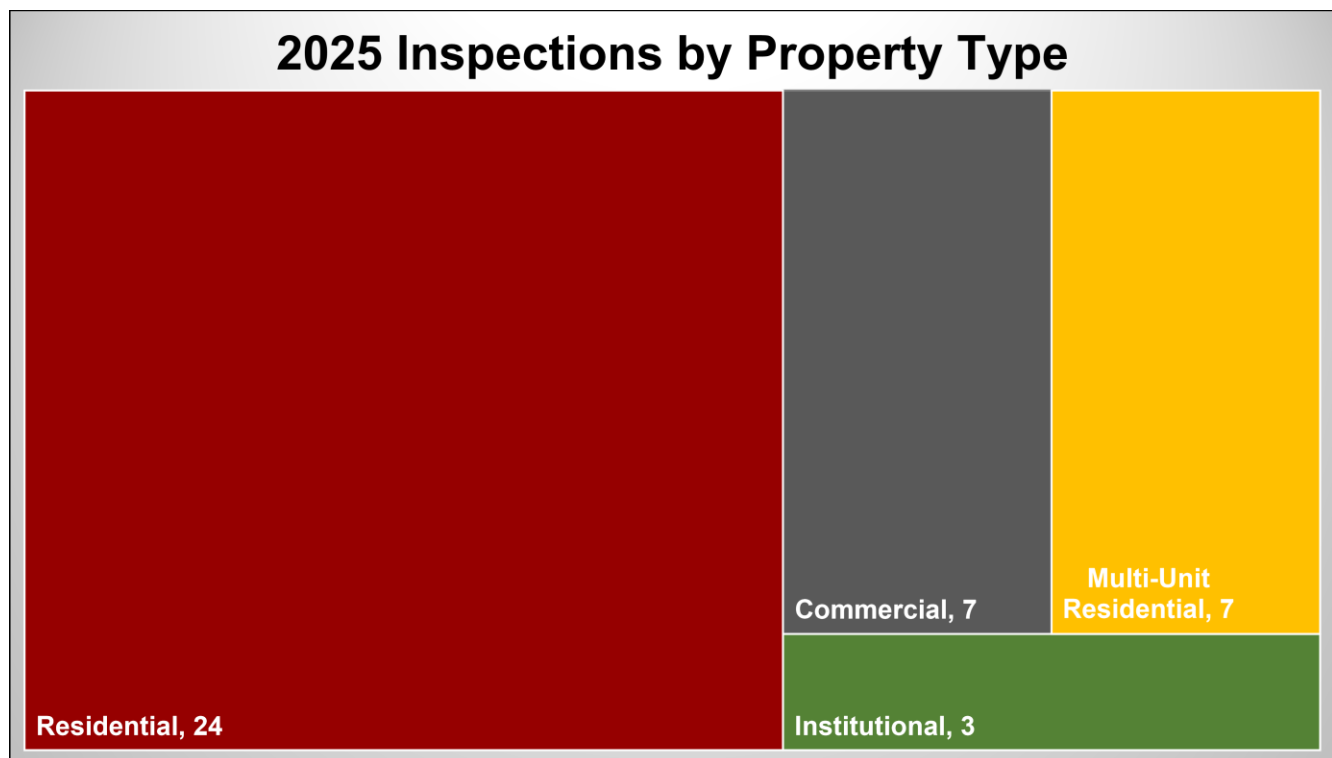
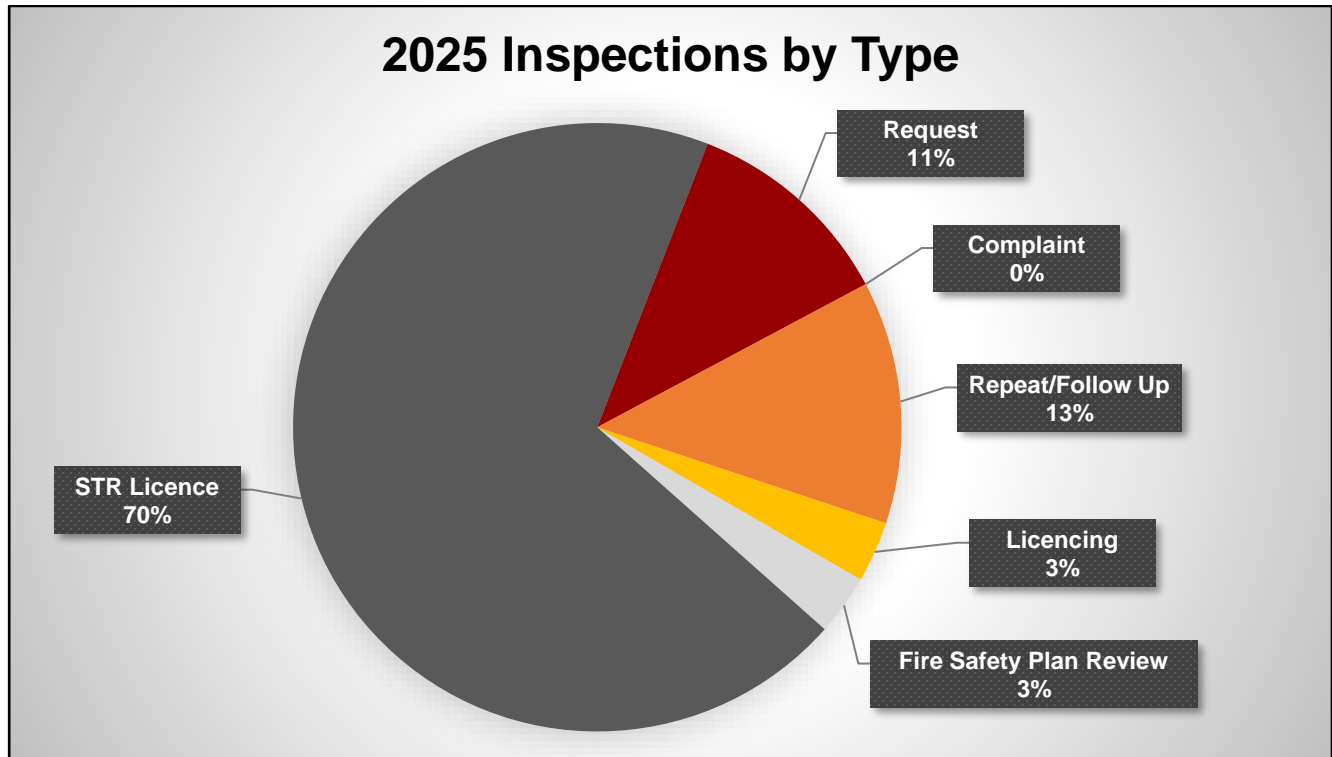
Date	Event
January 27, 2025	Junior Kindergarten tour of Central Fire Station
February 12, 2025	BIC Boys Brigade tour of Central Fire Station
March 5, 2025	Township Staff First Aid Training at Central Fire Station
April 9, 2025	Marshville School Career Day
April 23, 2025	Wainfleet Open House – Arena
April 26, 2025	Ben Berg’s Anniversary Open House
April 29 & May 2 2025	Niagara Kids Water Festival
May 29-31, 2025	CampFire (formerly known as Camp Molly)
June 5, 2025	Marshville School Fun Day
June 7, 2025	Free Public CPR Training
June 12, 2025	Senior Open House at Wainfleet Library
September 18-20, 2025	Wainfleet Fall Fair
October 8, 2025	Fire Prevention Week
October 8, 2025	ACRES - FPW Presentation
October 9, 2025	Marshville Pumpkin Fest
October 11, 2025	Community Open House and Free Skate - Arena
October 17, 2025	Marshville & St. Elizabeth - FPW Presentation
October 31, 2025	Halloween Station Open Houses
December 15, 2025	Home School Group Station Tour
December 16, 2025	Home School Group Station Tour
December 12-24, 2025	12 Days of Holiday Safety



FIRE PREVENTION INSPECTIONS

In 2025, 62 Fire Inspections were conducted as a result of either requests, complaints or post incident follow up.

- Fifty-One (51) inspections were required as part of Short-Term Rental Licencing
- One (1) inspection was requested as part of AGCO Licencing
- Three (3) inspections were conducted in conjunction with the Chief Building Official as a result of ongoing compliance items at one property

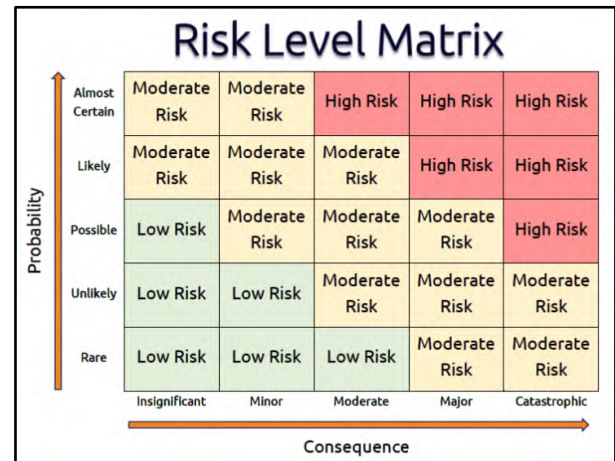


COMMUNITY RISK ASSESSMENT

In 2018, the Province of Ontario enacted [O. Reg. 378/18, Community Risk Assessments](#), mandating that all municipalities complete a Community Risk Assessment (CRA). The purpose of the CRA is to identify, analyze, evaluate, and prioritize public safety risks, and to guide decisions regarding the delivery of fire protection services within the municipality.

The CRA must include a review of 9 mandatory profiles.

1. Geographic
2. Building Stock
3. Critical Infrastructure
4. Demographics
5. Hazards
6. Public Safety Response
7. Community Services
8. Economic
9. Past Loss & Event History



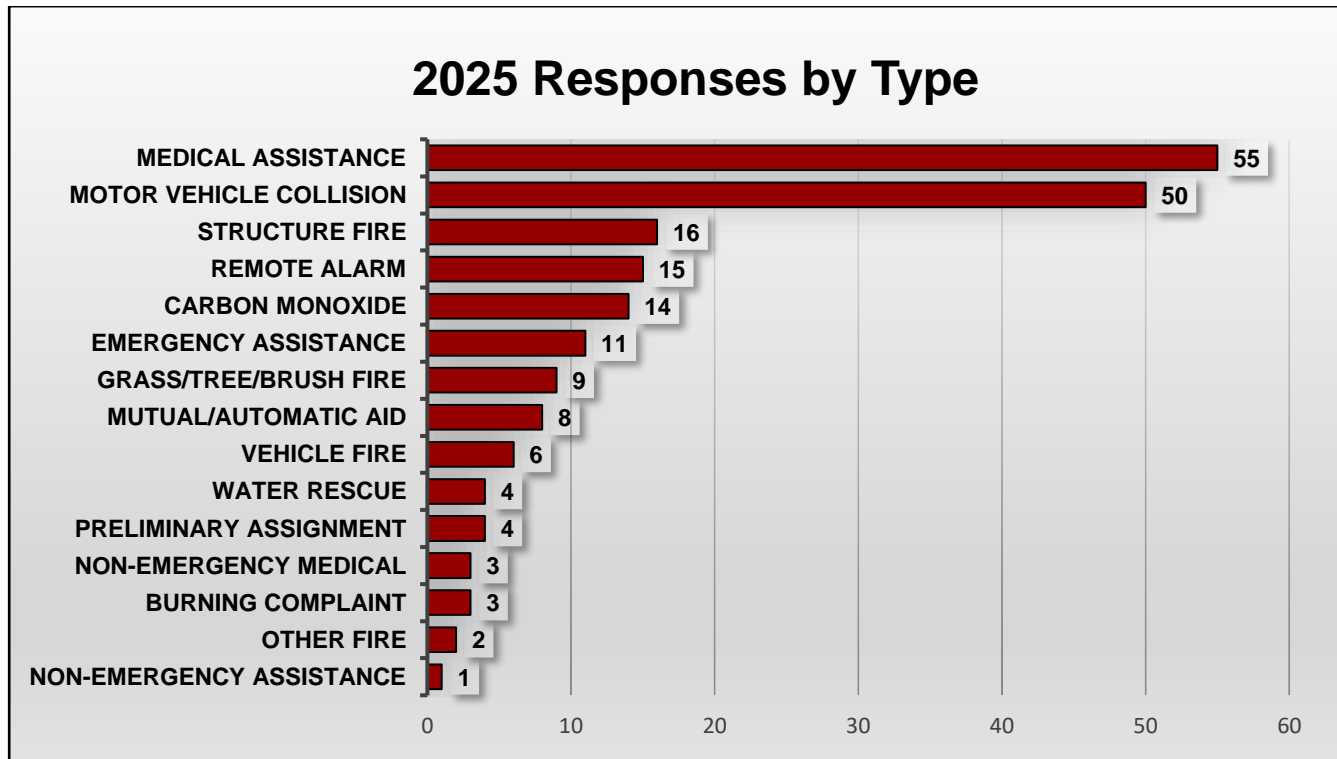
Below is a summary of the identified risks, that the Fire Chief will use to develop strategies to mitigate.

Hazard or Risk	Probability	Consequence	Risk Value
Hazardous Materials Incidents	Likely	Major	HIGH
Bodies of Water (Flooding & Rescues)	Likely	Major	HIGH
Active Attacker Event	Possible	Catastrophic	HIGH
Lithium-Ion Batteries	Likely	Major	HIGH
Oil & Gas Wells	Possible	Catastrophic	HIGH
Railways	Likely	Major	HIGH
Agriculture (Livestock)	Likely	Moderate	MODERATE
Agriculture (Silo & Grain Bin Rescue)	Possible	Major	MODERATE
Agriculture (HazMat)	Unlikely	Moderate	MODERATE
Agriculture (Fire)	Possible	Major	MODERATE
Technical Rescue	Likely	Moderate	MODERATE
Weather Events	Possible	Major	MODERATE
Inspection & Public Education	Unlikely	Moderate	MODERATE
Building & Occupancies	Possible	Moderate	MODERATE
Firefighter & Personnel	Likely	Moderate	MODERATE
Lightweight Construction	Rare	Moderate	LOW
Demographic Growth	Rare	Insignificant	LOW



OPERATIONS - EMERGENCY RESPONSES

The Wainfleet Fire & Emergency Services responded to a total of 201 incidents in 2025, which is approximately an 11% decrease from 2024. WFES responds to many different types of incidents.



Structure Fires/Explosion calls totaled 8% (16 incidents) of emergencies in 2025 for WFES. Which is a 100% increase from the 8 fires in 2024.

For 2025, Medical Assist calls were the highest number of incidents 27% (55 incidents) with Motor Vehicle Collisions being the second most required response, at 25% (50 incidents).

“Emergency & Non-Emergency Assistance” replaced the “Public Hazard” call category reported which includes situations such as: floods, power line calls, unknown odours, general assistance, etc. These types of calls for services accounted for 7% (14 incidents) of call outs.

Rescues and Water Rescues totaled 2% (4 incidents) of call outs.

Open Air Burning By-law enforcement and response to complaints resulted in 1.5% (3 incidents). Most responses were a result of either; no burn permit issued, non-compliant burning to the by-law and/or neighbour disputes regarding the spread of smoke and materials being burned.

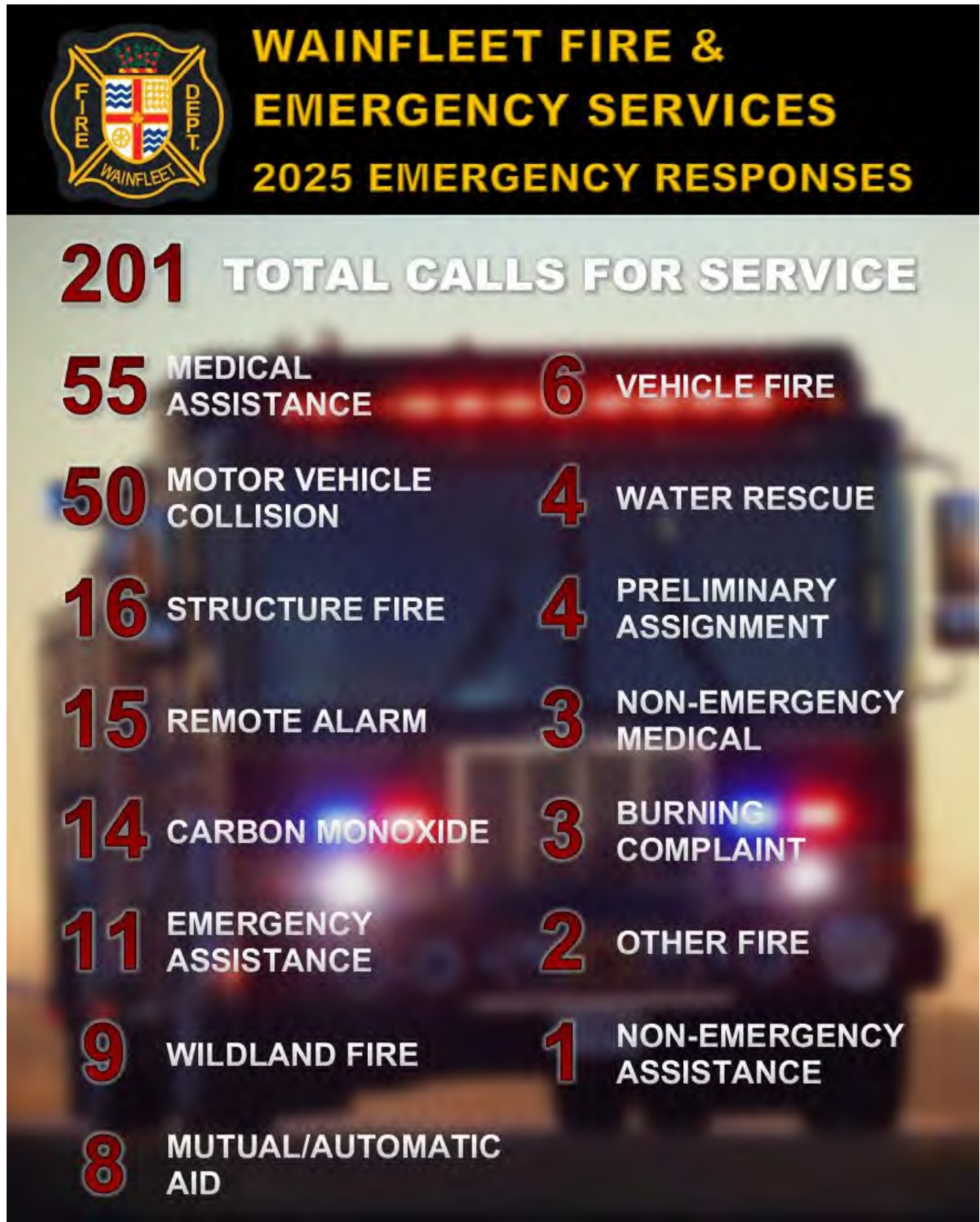
Carbon Monoxide responses totaled 7% (14 incidents).

A total of thirty-three (33) fire incidents occurred during 2025 within the Township of Wainfleet. This includes structure, vehicle, vegetation and other materials fires. These fires had a combined estimated value of \$4,623,250. The total dollar loss caused by damage of fire is estimated to be approximately \$2,023,250.00. This results in approximately \$2,600,000.00 in property saved by the Fire Department.

The 2025 Fire Services approved operating budget was set at \$1,222,084.00, which means for every dollar invested in fire protection services, \$2.13 of property was saved, with the understanding that Fire responses only equal approximately 16% of the total emergency responses in 2025.



The following info-graphic illustrates the incidents by type.

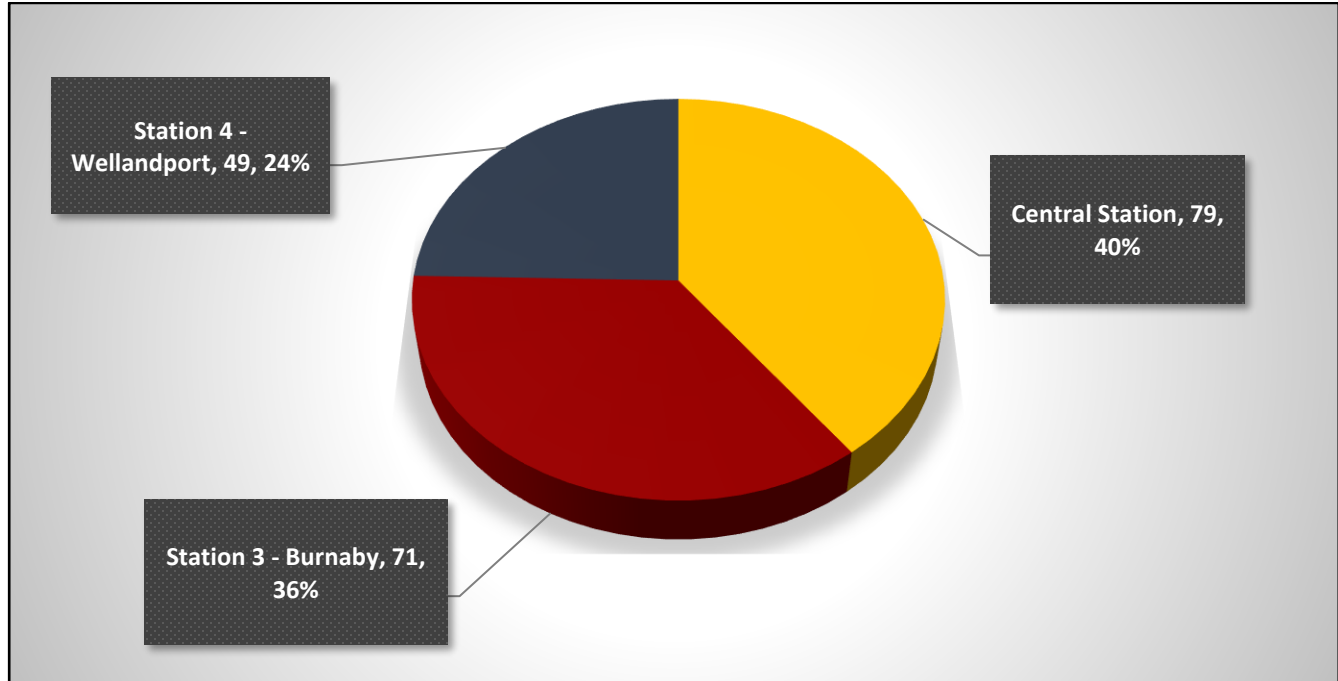


**Other includes: Incidents not found, Call cancelled on route, etc.*

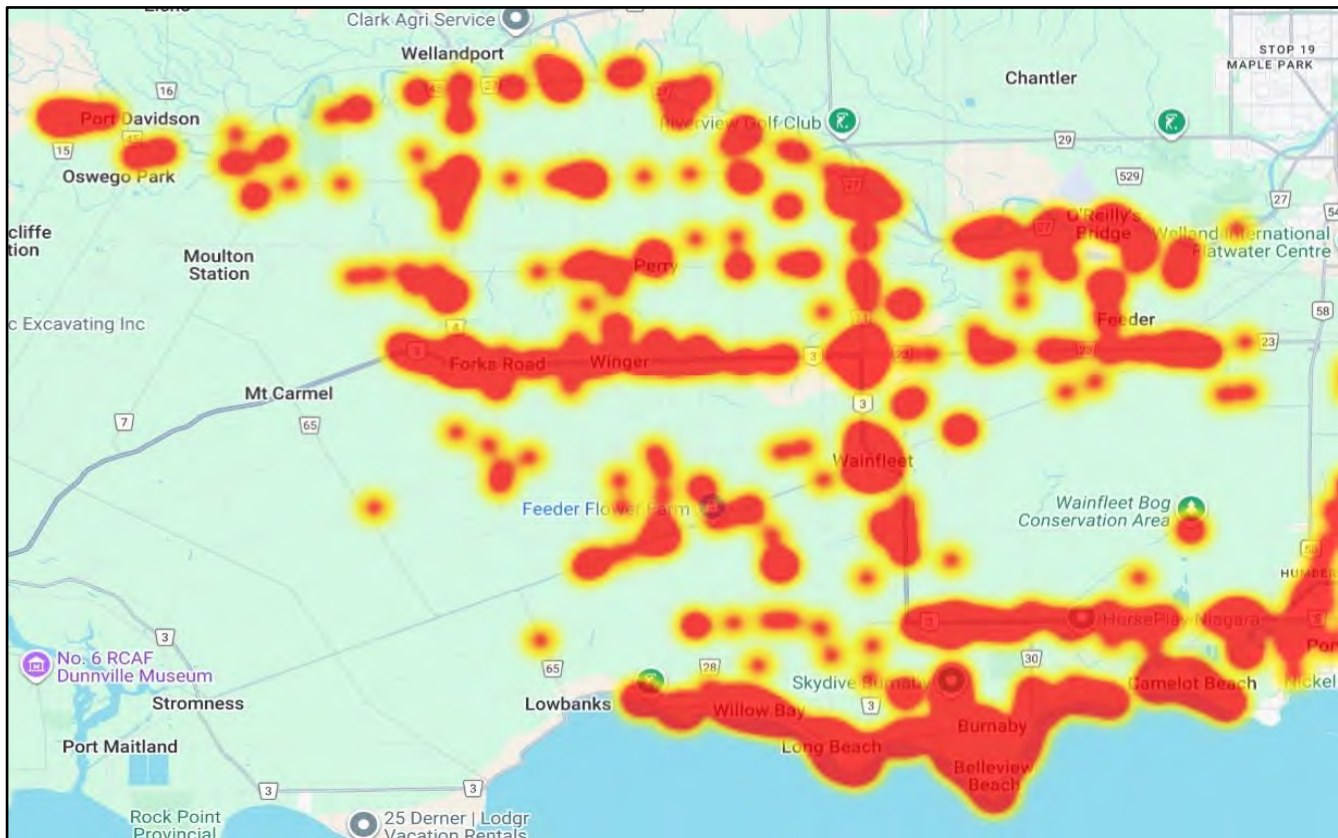


STATION RESPONSES

The Wainfleet Fire & Emergency Services operates 3 stations with Administration operating out of the new Central Station. Historically, Station 3 received the most calls for services due to the increased seasonal occupancies, however with the opening of Central Station that has changed with Central responsible for 40% of the responses.

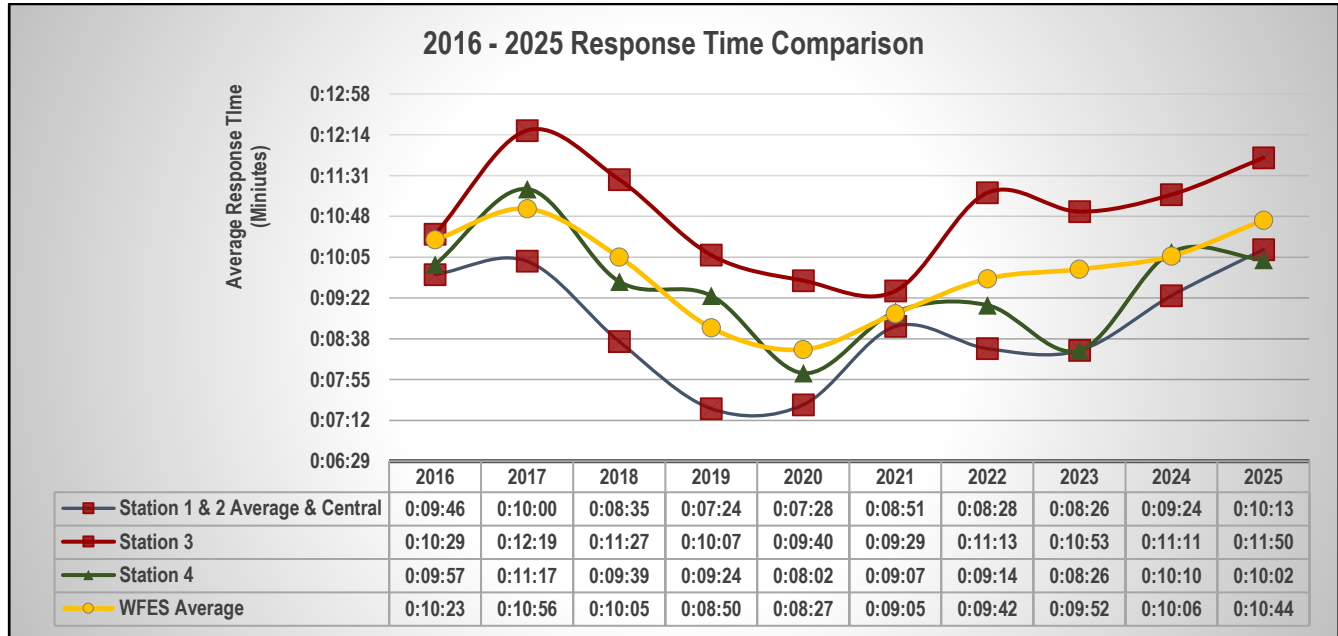


Response Heat Map



RESPONSE TIMES

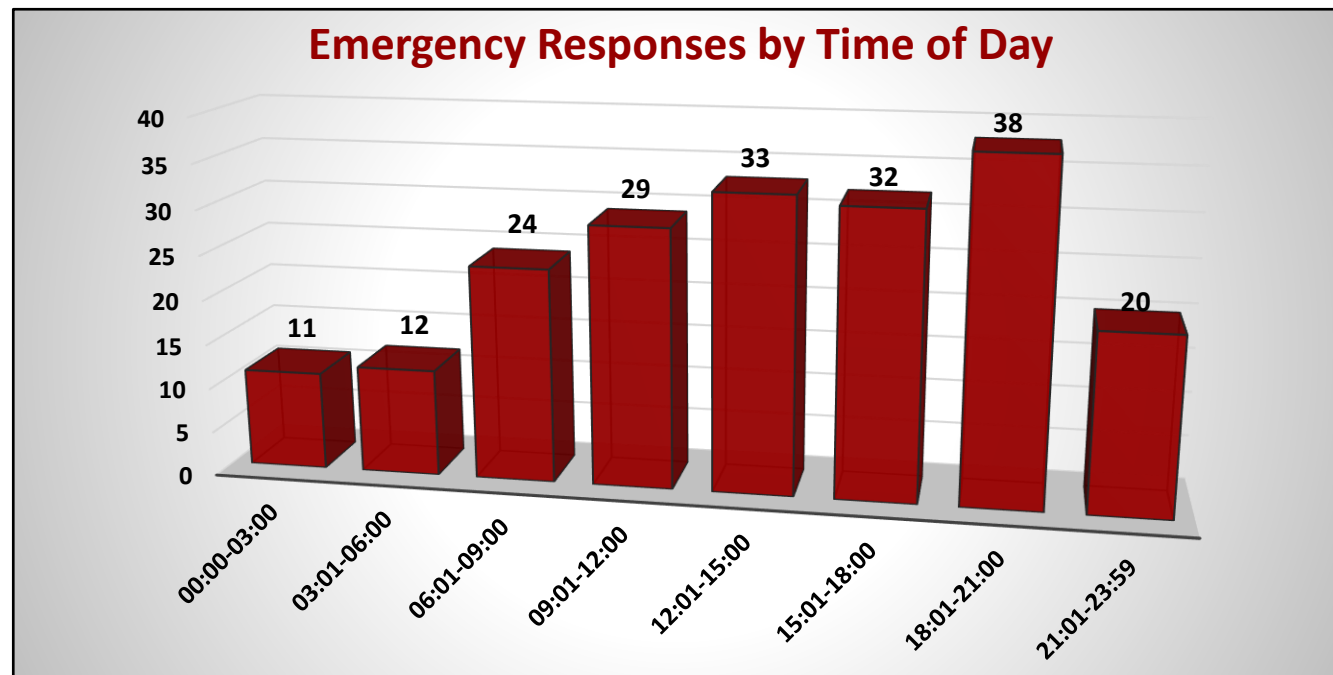
The importance of time is critical in responding to any emergency. The average response time for incidents within the municipality in 2025 was approximately 10:44 minutes. This represents the exact time from the receipt of the actual call from 911 dispatch to the on-scene arrival time by the fire department. The following chart compares the average response times for each station and provides an overall average for from 2016 to 2025.



**Some factors that affected these times are: Time of Day, Number of Responders and Location of Incident*

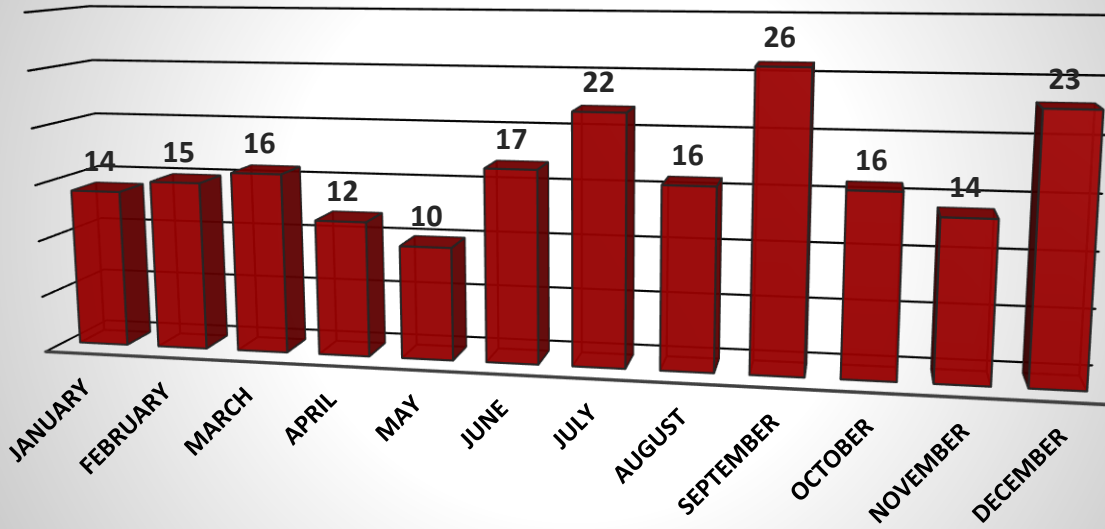
INCIDENTS BY TIME OF DAY

This chart outlines emergency responses by time of day in 3-hour sections, with the highest call volume occurring between 12:00pm and 6:00pm. Given the diurnal patterns that affect wildland fire conditions such as relative humidity, wind speeds and air temperature. This data reinforces the need for daytime burning restrictions and daytime responders.



INCIDENTS BY MONTH

2025 Responses per Month

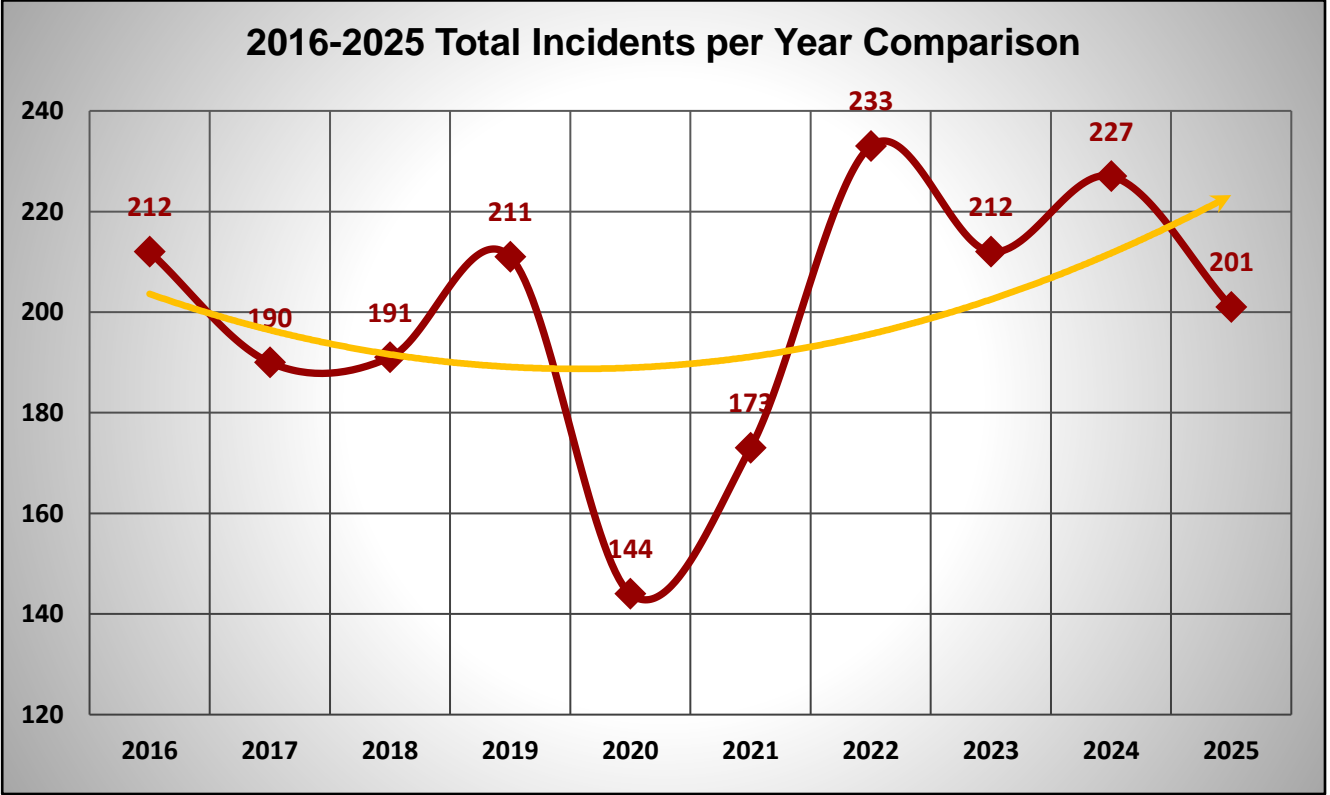
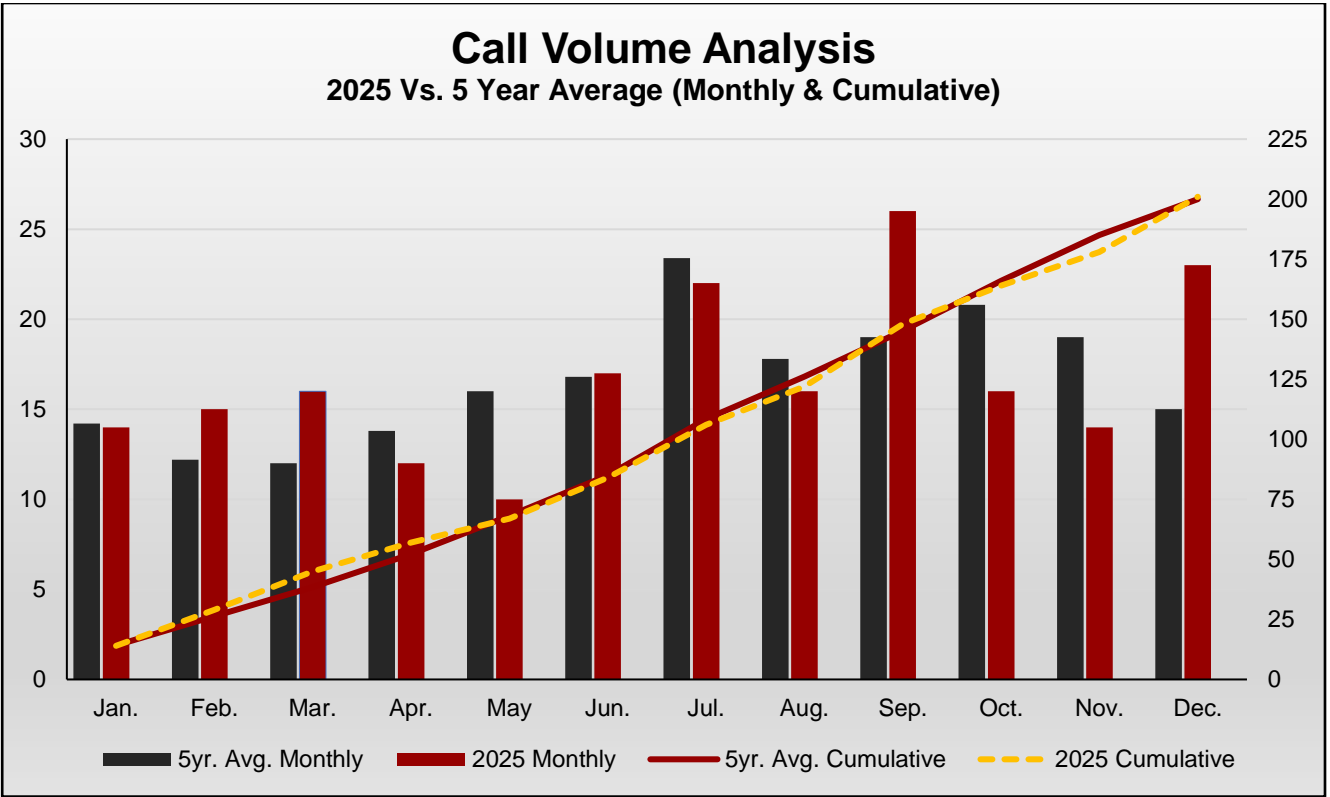


2025 MONTHLY INCIDENTS BY TYPE

Determinant Group	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Burning Complaint			1						2				3
Carbon Monoxide	2	2	2				1		2	1	3	1	14
Emergency Assistance			1			1	2	1	3			3	11
Grass/Tree/Brush Fire			3	2		2					1	1	9
Hazardous Materials													0
Medical Assistance	3	6	1	3	1	8	7	7	5	6	1	7	55
Motor Vehicle Collision	5	6	2	2	7	2	1	4	6	6	1	8	50
Non-Emergency Assistance						1							1
Non-Emergency Medical	1							1	1				3
Other Fire							1				1		2
Preliminary Assignment		1		1							1	1	4
Remote Alarm	1		2		1	1	4	1	2		2	1	15
Rescue													0
Structure Fire	1		3	1	1	1	1	1	4	1	2		16
Unknown 911													0
Vehicle Fire			1				3			1	1		6
Water Rescue				1		1	2						4
Mutual/Automatic Aid	1			2				1	1	1	1	1	8
2025 TOTAL	14	15	16	12	10	17	22	16	26	16	14	23	201



HISTORICAL RESPONSE COMPARISON



SIGNIFICANT INCIDENTS

“Significant Incident” -

All Fires and any Fire Department response with more than 20 personnel and 2 stations.

March 4, 2025 – WF25-041 – Structure Fire – Single Dwelling Under Construction

Station #3 (Burnaby) was the primary responding station with a department response of 8 apparatus and 21 personnel from all 3 stations.

Initial crews arrived on scene within 10 minutes, to a fully involved structure under construction and was brought under control within 4 minutes of department arrival. Damages were estimated to be approximately \$50,000.00. The fire was deemed suspicious in nature and an investigation was conducted by Niagara Regional Police.

March 6, 2025 – WF25-042 – Structure Fire – Garage/Shop Building

Central Station was the primary responding station with a department response of 8 apparatus and 21 personnel from all 3 stations. Haldimand and Pelham provided tanker support via mutual aid.

Initial crews arrived on scene within 9 minutes, to working fire in a detached garage/shop. Given the extent of the fire, and the report from the property owner that no persons were inside, a defensive attack was initiated and the fire was brought under control within an hour from arrival. The fire was contained to the one building and a nearby wood pile. Damages were estimated to be approximately \$70,000.00 with another \$50,000.00 in property saved.

March 23, 2025 – WF25-054 – Vehicle Fire

Station #4 (Wellandport) was the primary responding station with a department response of 4 apparatus and 13 personnel from 2 stations.

Initial crews arrived on scene within 8 minutes, to a fully involved vehicle fire. Both occupants were out of the vehicle and reported no injuries. The fire was brought under control within 10 minutes of department arrival and the scene was left with NRP for investigation. Damages were estimated to be approximately \$42,000.00.

May 25, 2025 – WF25-085 - Structure Fire – Agricultural Building

Station #3 (Burnaby) was the primary responding station with a department response of 10 apparatus and 33 personnel from all 3 stations. Haldimand and Port Colborne provided tanker support via mutual aid.

Initial crews arrived on scene within 9 minutes, to a fully involved barn fire that had partially collapsed. One civilian reported smoke inhalation and minor thermal injuries while evacuating the animals prior to WFES arrival. The civilian was treated by Niagara EMS and released.



The fire was brought under control within 30 minutes of WFES arrival, however an excavator had to be utilized to complete overhaul and ensure fire suppression was completed. Damages were estimated to be approximately \$670,000.00 with another \$300,000.00 in property saved.



July 10, 2025 – WF25-120 – Equipment Fire – Bale Chopper

Station #4 (Wellandport) was the primary responding station with a department response of 4 apparatus and 21 personnel from all 3 stations.

Initial crews arrived on scene within 11 minutes, to a reported tractor fire. Property owner had begun extinguishing a bale chopper that was on fire prior to WFES arrival. The fire was brought under control within 20 minutes of department arrival. Damages were estimated to be approximately \$10,000.00

July 14, 2025 – WF25-123 – Vehicle Fire – Transport Trailer

Station #4 (Wellandport) was the primary responding station with a department response of 9 apparatus and 30 personnel from all three stations.

Initial crews arrived on scene within 9 minutes, to a fully involved flat deck trailer full of hay bales on fire and was brought under control within 20 minutes of department arrival. While the fire was knocked down quickly, overhaul was extensive as the fire was deep seated into the small square bales of hay. Overhaul was completed with the help of 2 tractors from a local farmer. Damages were estimated to be approximately \$100,000.00 with another \$50,000.00 in property saved.

July 23, 2025 – WF25-130 – Vehicle Fire

Station #4 (Wellandport) was the primary responding station with a department response of 4 apparatus and 12 personnel from 2 stations.

Initial crews arrived on scene within 7 minutes, a vehicle that had partially burned itself out. The fire was fully extinguished within 30 minutes of department arrival. Damages were estimated to be approximately \$50,000.00 and the scene was left in the care of Niagara Regional Police for investigation.

July 28, 2025 – WF25-135 – Structure Fire – Garage/Shop Building

Station #4 (Wellandport) was the primary responding station with a department response of 6 apparatus and 22 personnel from all 3 stations.

Initial crews arrived on scene within 10 minutes, to a fire in a detached garage/shop. The fire was brought under control within 12 minutes from arrival and contained to the one building.

The cause was determined to be a failed Lithium Ion battery for an electric four-wheeler that was being charged. Damages were estimated to be approximately \$150,000.00 with another \$250,000.00 in property saved.

September 19, 2025- WF25-179 – Open Air Burn

Station #3 (Burnaby) was the primary responding station with a department response of 8 apparatus and 24 personnel from all three stations.

WFES responded to a reported structure fire. Initial crews arrived on scene within 7 minutes to a controlled open-air burn. The property owner was on site with equipment for the control of the fire but did not have an active open-air burning permit.

Property owner was ordered to extinguish the fire and properly dispose of materials being burnt and given a verbal warning to conduct all future burns in accordance with the Open-Air Burning By-law.



October 21, 2025 – WF25-205 – Vehicle Fire

Station #3 (Burnaby) was the primary responding station with a department response of 2 apparatus and 7 personnel from 2 stations.

Initial crews arrived on scene within 11 minutes to a fully involved vehicle fire and was brought under control within 8 minutes of department arrival. Damages were estimated to be approximately \$50,000.00 and the scene was left in the care of Niagara Regional Police for investigation.

November 12, 2025 – WF25-215 – Structure Fire – Garage/Shop/Camper

Central Station was the primary responding station with a department response of 9 apparatus and 20 personnel from all 3 stations. Port Colborne and Welland provided tanker support via mutual aid.

WFES responded to a reported vehicle fire next to a building. While responding, crews were provided an update of a camper trailer fire next to a barn with a possible person unaccounted for.

Initial crews arrived on scene within 14 minutes to heavy fire in a large garage/shop type building, with the roof partially collapsed. The camper trailer was not initially located as it had already been completely consumed by the fire that had extended to two other passenger vehicles.

One patient was transported by Niagara EMS for smoke inhalation and serious thermal injuries. Search for a second occupant was conducted by fire and police personnel. Unfortunately, one person and a dog were located deceased.

The fire was brought under control in under 1 hour from the time of fire department arrival, however an excavator had to be utilized to complete overhaul and ensure fire suppression was completed. Damages were estimated to be approximately \$676,000.00 with another \$500,000.00 in property saved.

The Office of the Fire Marshal was notified and OFM Fire Investigators along with WFES personnel and Niagara Regional conducted an extensive post fire investigation into the circumstances surrounding the fatality as well as determining both the area of origin and possible causes of the fire.



November 30, 2025 – WF25-226 - Structure Fire – Agricultural Building

Station #4 (Wellandport) was the primary responding station with a department response of 8 apparatus and 26 personnel from all 3 stations. Pelham provided tanker support through mutual aid.

WFES responded to a report of a grain drier inside a building with flames showing. Initial crews arrived on scene within 11 minutes, to a working fire in the grain dryer building. Crews entered the structure and had the fire under control within 25 minutes of department arrival. The fire was mostly contained to the grain dryer with minor extension to the building.

Damages were estimated to be approximately \$100,000.00 with another \$1,000,000.00 in property saved.

December 1, 2025 – WF25-227 – Wildland Fire – Wainfleet Bog

Station #3 (Burnaby) was the primary responding station with a department response of 9 apparatus and 22 personnel from all three stations.

WFES responded to a report from the NPCA of a deep-seated smouldering fire in the bog. Initial crews arrived on scene within 11 minutes and began making access to the fire. Once at the fire site, crews had the fire under control within 25 minutes, however, as they were conducting a search for extension it was discovered that the fire had spread under the surface and required an excavator to open up the area. NPCA provided an excavator and WFES crews worked with NPCA personnel to fully extinguish the fire.

It was noted that the fire had likely burned for some time as there were indicators on the nearby tree with some charring. The cause of the fire is undetermined.

Property was turned back over to NPCA and it was agreed that they would fly their drone with a thermal imaging camera the next day and check for any extension and report back to WFES the results of their inspections.

December 1, 2025 – WF25-228 – Chimney Fire

Central Station was the primary responding station with a department response of 3 apparatus and 42 personnel from all 3 stations.

Fire Department responded to a reported chimney fire. Initial crews arrived on scene within 12 minutes to a working chimney fire and had the fire under control with 9 minutes from arrival.

A wood stove in the kitchen area of the home was partially blocked creosote and required to be cleaned. Damages were estimated to be approximately \$2,500.00 with another \$450,000.00 in property saved.

Other Incident Scene Photos



WAINFLEET VOLUNTEER FIREFIGHTERS ASSOCIATION

Members of the WVFFA participated in events as permitted, including the following:

- Various Fundraising events for local groups
 - Good Friday Fish Fry
 - Labour Day Boot Drive (Road Toll)
 - Turkey Raffle
- Mayors Cup
- Remembrance Day Ceremony
- Christmas Vendors Market
- Christmas Hamper program



The WVFFA provided funding for the following groups:

- ✓ Wainfleet Youth Soccer – Supplied every team with goalie jerseys
- ✓ Wainfleet Wild Hockey – Sponsored one U11 Team
- ✓ Wainfleet Wild Hockey – Supplied every team trainer with a first aid kit
- ✓ Marshville & St. Elizabeth Schools – Supplied the electronic scoreboard
- ✓ Marshville Public School – Donated funds to Breakfast Program
- ✓ Provided 30 Christmas hampers with meals and toys



WAINFLEET VOLUNTEER FIREFIGHTERS ASSOCIATION

ANNUAL FISH FRY

1 PC MEAL \$12
2 PC MEAL \$17

MEALS INCLUDE COLE SLAW
DRIVE-THRU PICKUP ONLY
DEBIT/CREDIT/CASH

APR 18
5PM-7:30PM

WAINFLEET COMMUNITY HALL
31907 PARK STREET

BOOT DRIVE
SATURDAY, AUGUST 30
RR 27 & RR 24
8:00 AM

HELP SUPPORT YOUR LOCAL FIREFIGHTERS

ANNUAL TURKEY RAFFLE

WE ARE EXCITED TO GO FORWARD WITH THE ANNUAL TURKEY RAFFLE AS PLANNED

BEER AND WINE WILL BE SERVED
FRIDAY, NOVEMBER 28
STARTS AT 7 PM!

VOLUNTEER FIREFIGHTERS ASSOCIATION

FOOD DONATIONS REQUESTED

For our CHRISTMAS BASKET PROGRAM

CANNED GOODS ARE IN NEED
LAST DAY FOR DROP OFF
DECEMBER 18

CAN DROP OFF IN THE FRONT FOYER OF CENTRAL FIRE STATION OR REACH OUT ON SOCIAL MEDIA AND WE CAN COME TO YOU



MOVING FORWARD

2025 proved to be another incredibly busy year, with firefighters investing over 10,600 (5.8 FTE) staff hours for public education events, emergency responses, training, meetings and maintenance. Without dedicated and professional paid on-call firefighters, WFES's ability to provide effective and efficient emergency response would not be possible.

OPERATIONS & TRAINING

Phase 1 of the mandatory firefighter certification will come into force on July 1, 2026. WFES personnel are well prepared to meet that deadline and has identified additional areas where training and certifications should be conducted. Focus for 2026 will include Fire Instructor Level II, Fire Officer Level II, Incident Safety Officer, and Ice/Water Rescue Awareness & Operations.

Phase 2 of the mandatory firefighter certification will come into force on July 1, 2028. WFES personnel are working with the Ontario Fire College and local area departments to ensure appropriate training is conducted to the levels of service and needs of the community as identified by the Community Risk Assessment. This will include operations level certifications for confined space, trench, rope and vehicle rescues.

WFES will also continue to pursue joint training opportunities with neighbouring fire departments to promote cost-sharing and ensure consistent, standardized training across mutual aid partners.

Although it had proven highly effective in delivering timely fire protection services. The Automatic Aid Agreement with Port Colborne, which ensured additional resources were dispatched to all fire incidents in the southeast portion of the Township, was cancelled by Port Colborne in January of 2025.

Staff are continuing to work with Port Colborne and have engaged with Haldimand and West Lincoln to explore similar agreements aimed at enhancing fire service coverage across additional areas of the Township.

FACILITIES (STATIONS & TRAINING)

Fire stations 3 & 4 will continue to require routine maintenance and capital upgrades in accordance with the long-term building assessment plan completed in 2016. A new building assessment was completed in 2025 that identified and forecasted facility needs for the next 10-15 years, including replacements.

To support the ongoing delivery of firefighter training, staff are actively evaluating safe, practical, and cost-effective alternatives. While the original plan involved repurposing the barn at the Central Fire Station site, its removal has prompted the exploration of new options. Current proposals include the use of multiple shipping containers and the integration of specialized simulation props to create realistic and effective training environments.

Staff have identified the "Skills Development Fund" through the Ministry of Labour, Immigration, Training and Skills Development, as a funding source for the development and construction of the training facility.



APPARATUS

Car 2 (2014 GMC Sierra), originally scheduled for replacement in 2024, was deferred to prioritize the purchase of Engine 2, and deferred again in 2025. Currently rated in poor condition, it should be replaced in 2026 to avoid escalating maintenance and operational costs.

Tanker 4 (2005 Freightliner) was scheduled for replacement in 2025. Acquired as a repurposed rental vehicle, it has accumulated higher mileage than typical apparatus and was not designed for the sustained weight loads it now carries. With a condition rating of poor, timely replacement is essential to prevent further costly repairs.

Continued deferrals result in compressed replacement schedules, increased replacement costs and a greater strain on annual budgets.



EQUIPMENT

In 2026, WFES will also continue investing in the replacement and standardization of essential firefighting equipment, including saws, ventilation fans, fire hose, cordless tools, rescue equipment, ladders, scene lighting and PPE.

For the second year in a row, WFES has received a Fire Protection Grant from the province of Ontario for cancer reduction and connectivity technology. For 2026, the grant was valued at over \$52,000.00, which has been allocated to phasing out PFAS containing bunker gear, bunker gear storage, and IT enhancements at both the Burnaby and Wellandport stations.

WFES staff continue to monitor for other funding and grant opportunities such as:

Agency	Example
Firehouse Subs – Public Safety Foundation	Technical Rescue Equipment (water/ice, rope, confined space)
Ministry of Natural Resource & Forestry – Legacy Gas Wells Project	Gas Detection & Drone Technology
Ministry of Emergency Preparedness & Response – Community Emergency Preparedness Grant	Emergency Shelter & Disaster Resilience Equipment
Ministry of Labour, Immigration, Training & Skills Development – Skills Development Fund	Training Facilities, Equipment & Props
Solicitor General – Fire Protection Grant	PPE & Cancer Prevention Equipment



FIREFIGHTERS

In an effort to deliver the levels of service established, WFES strives to maintain a minimum roster of 60 personnel. For the first time since 2018, WFES has attained that goal, and will not be running a recruitment for 2026. This will provide a much-needed break for all the instructors and allow personnel to focus on other training priorities. Staff will monitor personnel levels and recruit accordingly.

The Township of Wainfleet continues to be served by a dedicated team of paid on-call firefighters who respond to emergencies without notice and outside of any fixed schedule. WFES members remain on call 24 hours a day, 7 days a week, 365 days a year.

The continued success of the department is a direct result of the unwavering dedication of these firefighters and the ongoing support of their employers. Their strong sense of community and commitment to service inspires them to respond whenever their specialized skills are needed most.

Rooted in integrity and compassion, WFES remains committed to operational excellence. We continuously work to enhance our efficiency, training, and resource management. This forward-thinking approach ensures that the Township of Wainfleet is protected by a highly trained and capable team, always ready to serve.

PLANNING

In 2018, the Province of Ontario enacted Ontario Regulation 378/18, *Community Risk Assessments*, mandating that all municipalities complete a Community Risk Assessment (CRA) based on nine required community profiles. The purpose of the CRA is to identify, analyze, evaluate, and prioritize public safety risks, and to guide decisions regarding the delivery of fire protection services within the municipality.

Council adopted the Community Risk Assessment in 2025. Informed by the findings of the CRA, the new Master Fire Plan will serve as a strategic roadmap for the delivery of fire protection services over the next ten (10) to fifteen (15) years. It will offer both short- and long-term guidance for the future direction of Wainfleet Fire & Emergency Services (WFES). The analysis will encompass a thorough review of WFES's core functions, including—though not limited to—fire prevention, public education, training, fire suppression, apparatus, facilities, station locations, and coordination with other emergency services.

The Master Fire Plan should be completed mid 2026.





31940 Highway 3, P.O. Box 40
Wainfleet ON, L0S1V0
Tel: 905-899-3463 Fax: 905-899-2340
Email: fire@wainfleet.ca

<https://www.wainfleet.ca/living-here/emergency-services/fire-services>



Wainfleet Fire & Emergency Services



@wainfleetfire
@wainfleet_vff_association



FIRE STAFF REPORT

FSR-002/2026

TO: Mayor Grant & Members of Council
FROM: M. Alcock, Fire Chief/CEMC
DATE OF MEETING: March 24, 2026
SUBJECT: Adoption of the Joint Niagara West Emergency Management Program

RECOMMENDATION(S):

THAT Fire Staff Report FSR-002/2026 regarding the Adoption of Joint Niagara West Emergency Management Program be received for information, AND

THAT Council **ENACT A BY-LAW** to adopt and implement the Niagara West Emergency Management Program for the Township of Wainfleet;

EXECUTIVE SUMMARY:

The purpose of this report is to provide information to support the adoption of a joint emergency management program, which includes the appointment of the emergency management program committee, the emergency plan and the emergency control group, in cooperation with the Town of Lincoln, Town of Pelham and the Township of West Lincoln, and to enter into a shared services agreement with those municipalities for the provision of emergency management services.

BACKGROUND

The *Emergency Management and Civil Protection Act* requires every municipality to develop and implement an emergency management program. Council is required by the Act to adopt an emergency management program by by-law.

As part of its emergency management program, each municipality is required to have an emergency plan which sets out procedures for the management of disasters or other emergencies that could impact the municipality. The emergency plan must be reviewed annually and revised as necessary.

The existing emergency plan was adopted by Council in 2013. The plan has been reviewed by staff each year and, except for minor revisions and updates to contact names and telephone numbers, has not been updated or modified.

The Niagara West Emergency Management Plan was developed collaboratively and has been reviewed and approved by the CAOs and Fire Chiefs of Lincoln, Pelham, Wainfleet, and West Lincoln.

OPTIONS/DISCUSSION:

Wainfleet has partially participated in the shared services with Niagara West Emergency Management since 2019. However, Wainfleet continued to operate with its own plan that was adopted back in 2013.

In early 2026, updates were made to the Shared Services agreement to align with recent updates to the Emergency Management and Civil Protection Act (EMCPA) and to reflect updated legislative wording. As such, Staff recommends adopting the Niagara West Emergency Management Program and the required bylaw for the Township of Wainfleet

Adoption of the Niagara West Emergency Management Program and continuation of the shared services agreement to optimize inter-municipal cooperation and efficiencies align with the Township's commitment to emergency preparedness and efficient service delivery relative to public safety.

FINANCIAL CONSIDERATIONS:

Wainfleet has participated in the shared services agreement since 2019 and the costs have been included in the annual operating budgets.

Benefits to the township include; access to additional resources, specialized personnel and a physical secondary designed emergency operations centre, without the need for the construction of one within the Township.

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 type="checkbox"/> Community & Development Services | <input checked="" type="checkbox"/> Operations |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

- 1) Appendix "A" – Draft By-law to Establish an Emergency Management Program

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

Mallory Luey
Chief Administrative Officer

APPENDIX 'A'

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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 014-2026

Being a by-law to establish an emergency management program for the Township of Wainfleet and to authorize the execution of shared service agreements for the provision of emergency management services between Township of Wainfleet, the Town of Lincoln, Town of Pelham, and Township of West Lincoln

WHEREAS:

1. The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, mandates that every municipality shall develop and implement an emergency management program and the council of the municipality shall, by by-law, adopt the emergency management program;
2. The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, mandates that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;
3. Subsection 20(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;
4. The Council of the Township of Wainfleet deems it beneficial and expedient to cooperate with other municipalities to adopt and implement a joint emergency management program in accordance with the requirements of the *EMCPA*, and to share services in respect of the implementation and administration of the joint emergency management program;
5. The Council of the Township of Wainfleet deems it necessary to revise and update the by-law to adopt an emergency management program

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WAINFLEET HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this by-law:

“*emergency*” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial

property damage, and that is caused by the forces of nature, a disease or other health risk, an accident or an act, whether intentional or otherwise.

“*EMCPA*” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and regulations enacted thereunder

EMERGENCY MANAGEMENT PROGRAM

2. An emergency management program shall be adopted and implemented pursuant to the *EMCPA* and shall consist of:
 - (a) an emergency plan in conformance with the *EMCPA*;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies;
 - (d) any other element required by the standards for emergency management programs set under section 14 of the *EMCPA*; and
 - (e) identification and assessment of the various hazards and risks to public safety that could give rise to emergencies, and identification of the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.
3. The Niagara West Emergency Management Program attached hereto as Schedule “A” is hereby adopted as the emergency management program for the Township of Wainfleet and shall be implemented in cooperation with the other participating municipalities in the Niagara West Emergency Management Program and in accordance with the *EMCPA*.

EMERGENCY PLAN

4. The Niagara West Emergency Plan attached hereto as Schedule “B” shall be and is hereby adopted as the municipal emergency plan for the Township of Wainfleet in accordance with the *EMCPA*.
5. The Niagara West Emergency Plan shall be implemented and shall constitute the plan to govern the provision of necessary services during an emergency, and shall be applied, with any necessary modifications, in the event of an emergency to provide the procedures under which employees of the municipality and others will respond to an emergency.
6. Designated municipal officials as set out in the Niagara West Emergency Plan, and their alternates, shall be empowered to activate the Niagara West Emergency Plan

within their respective municipality where an emergency is deemed to exist but has not yet been declared to exist.

EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM

7. A municipal Emergency Operations Centre Management Team, as set out in Niagara West Emergency Plan, shall be and is hereby established as the municipal emergency control group in accordance with the *EMCPA* for each municipality that participates in the Niagara West Emergency Management Program.
8. The positions identified as members of the municipal emergency control group of each municipality shall be deemed to be appointed by the Council of each respective municipality.

DECLARATION OF AN EMERGENCY

9. The Head of Council of the Township of Wainfleet, or designated alternate, as provided in the Niagara West Emergency Management Plan, shall be empowered to declare an emergency in accordance with the *EMCPA* within the Township of Wainfleet, but in no other municipality.

MUTUAL ASSISTANCE AGREEMENTS

10. During a declared emergency, by signature of the Head of Council, or Chief Administrative Officer, or Fire Chief/Community Emergency Management Coordinator, the Township of Wainfleet may enter into mutual assistance agreements with any other municipality, or with any persons or organizations, for the provision of personnel, service, equipment, or material.

NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM ADVISORY COMMITTEE

11. The Niagara West Emergency Management Program Advisory Committee shall be established to support the administration of the Niagara West Emergency Management Program and to ensure that the Emergency Management Program is implemented by all participating municipalities in an effective and harmonized manner.
12. The Niagara West Emergency Management Program Advisory Committee shall consist of the Niagara West Emergency Management Coordinator, the Community Emergency Management Coordinator, the Chief Administrative Officer or designate, and such other municipal employees as may be appointed from each participating municipality in the Niagara West Emergency Management Program.
13. The Niagara West Emergency Management Coordinator shall chair the Niagara West Emergency Management Program Advisory Committee.
14. The Niagara West Emergency Management Program Advisory Committee shall review the Niagara West Emergency Management Program at least annually.

15. The Niagara West Emergency Management Program Advisory Committee is hereby authorized to add, amend, revise or remove any Annex to the Niagara West Emergency Plan without amendment to this by-law.

TOWNSHIP OF WAINFLEET EMERGENCY MANAGEMENT PROGRAM COMMITTEE

16. The Township of Wainfleet Emergency Management Program Committee shall be and is hereby established as the municipal emergency management program committee pursuant to the *EMCPA*.
17. The Chief Administrative Officer, Community Emergency Management Coordinator, Fire Chief, Clerk, and Manager of Corporate Communications shall be and are hereby appointed by Council as members of the Township of Wainfleet Emergency Management Program Committee.
18. The Township of Wainfleet Emergency Management Program Committee may also include such municipal employees who are responsible for emergency management functions, and such other persons as may be appointed by Council.
19. The Township of Wainfleet Emergency Management Program Committee shall review the Niagara West Emergency Management Program at least annually and, if necessary, shall recommend revisions to the Niagara West Emergency Management Program Advisory Committee for consideration by Council.
20. The Township of Wainfleet Emergency Management Program Committee shall advise Council on matters regarding the development and implementation of the municipality's emergency management program.

TOWNSHIP OF WAINFLEET EMERGENCY MANAGEMENT PROGRAM COORDINATOR

21. The Community Emergency Management Coordinator designated for the Township of Wainfleet shall be and is hereby appointed by Council as the Emergency Management Program Coordinator for the Township of Wainfleet pursuant to the *EMCPA*.
22. The Township of Wainfleet Emergency Management Program Coordinator shall coordinate the development and implementation of the Niagara West Emergency Management Program within the municipality and shall coordinate the emergency management program with the emergency management programs of other municipalities, of ministries of the Ontario government, and of organizations outside government that are involved in emergency management.

SHARED EMERGENCY MANAGEMENT SERVICES AGREEMENT

23. The Chief Administrative Officer is hereby authorized to sign and execute such agreements for the provision of shared emergency management services with the Corporation of the Town of Lincoln, Town of Pelham, and the Corporation of the Township of West Lincoln.

REPEAL

24. By-law No's. BL057-2013 and BL051-2018, are hereby repealed and any other by-law that is found to be inconsistent with this by-law is hereby repealed in whole or in part on the passing of this by-law.

FORCE AND EFFECT

25. This by-law shall come into force and take effect on the day on which it is passed.

BY-LAW READ AND PASSED THIS 24th DAY OF MARCH, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

SCHEDULE A

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DRAFT

Bylaw No. 014-2026
By-Law to Establish an Emergency Management Program

SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

DEFINITIONS

- “**Program**” Refers to the Niagara West Emergency Management Program.
- “**Act**” Refers to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 and Ontario Regulation 380/04 enacted thereunder.
- “**HIRA**” Refers to the Hazard Identification and Risk Assessment.
- “**CI**” Refers to Critical Infrastructure.
- “**BCP**” Refers to Business Continuity Planning.
- “**IMS**” Refers to Incident Management System.
- “**EOC**” Refers to Emergency Operations Centre.
- “**EMPAC**” Refers to the Niagara West Emergency Management Program Advisory Committee.
- “**Niagara West**” Refers to the municipalities of Lincoln, Pelham, Wainfleet, West Lincoln, and any additional party to the Shared Services Agreement for the Provision of Emergency Management Services.

1. INTRODUCTION

1.1 The *Act* prescribes that:

“2.1(1) Every municipality shall, in accordance with the regulations, develop and implement an emergency management program that contains the emergency management plan required by section 3 and meets the requirements of this section and the regulations.”,

and further that:

“2.1(2) The council of the municipality shall by by-law adopt the emergency management program.”

and further that:

“2.1(2.1) A regulation made for the purposes of subsection (1) may provide for the development and implementation of an emergency management program jointly by two or more municipalities.”

and further that:

Bylaw No. 014-2026
By-Law to Establish an Emergency Management Program

SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

“3(1) Every municipality shall, in accordance with the regulations, develop and implement an emergency management plan that conforms to the provincial planning framework and meets the prescribed requirements.”

- 1.2 The Program allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet and exceed all of the necessary requirements of the *Act*.
- 1.3 The Program includes the following:
- (a) A municipal emergency plan;
 - (b) Community HIRA and CI identification;
 - (c) Implementation of the IMS model;
 - (d) Training programs for EOC personnel;
 - (e) Exercises for EOC personnel and key stakeholders;
 - (f) Public education on risks, safety and preparedness;
 - (g) Guidance and advice from the EMPAC;
 - (h) Identification and equipping of a primary EOC in each municipality, and shared use of other Niagara West EOCs as alternates;
 - (i) Identification of Regional EOC personnel;
 - (j) Emergency Information Management; and
 - (k) Updates when necessary to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision-making authorities.

2. EMERGENCY PLAN

- 2.1 Schedule B of By-Law No. 2026-XX to Establish an Emergency Management Program for the Town of Lincoln sets out the Niagara West Emergency Plan.

3. HIRA and CI IDENTIFICATION

- 3.1 The *Act* requires each municipality to identify and assess the various hazards and risks to public safety and identify facilities and infrastructure that may be affected by these risks.
- 3.2 The Program, in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories will be considered:

Bylaw No. 014-2026
By-Law to Establish an Emergency Management Program

SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

- (a) Natural;
- (b) Human; and
- (c) Technology.

- 3.3 The Program will conduct annual risk assessments that include evaluating the likelihood of a hazard or combination of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends, and probability. The risk assessments will include data on the impact of the risk event on the municipalities of Niagara West and on citizens, property and the environment.
- 3.4 The CI will be identified based on critical categories for Niagara West in alignment with the CI for the Region of Niagara. It will include identification of ownership and contact information for each infrastructure which will be updated on an annual basis

4. INCIDENT MANAGEMENT SYSTEM (IMS) MODEL

- 4.1 To manage an incident, the Program has established and implemented the IMS model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibilities for each incident management function, and procedures for coordinating response, continuity and recovery activities.

5. TRAINING AND EXERCISE PROGRAMS

- 5.1 The Program will develop, implement and maintain a competency-based training and educational curriculum to support the EOC personnel. The objective of the curriculum is to provide knowledge and enhance the skills required to develop, implement and execute the Program within the IMS model.
- 5.2 The Program evaluates program plans, procedures, and capabilities through reviews, testing, and annual exercises. Exercises will be designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned, and performance evaluations.
- 5.3 Procedures will be established to correct and improve on any areas identified during evaluation. Training records of EOC personnel will be maintained.
- 5.4 For each exercise, an after-action report identifying the strengths, opportunities and improvement plan will be developed and shared with the EMPC.

Bylaw No. 014-2026
By-Law to Establish an Emergency Management Program

**SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM**

6. PUBLIC EDUCATION

- 6.1 Public awareness and public education programs will be implemented to increase the capacity of the public to be prepared for, respond to, and recover from an emergency incident.
- 6.2 Where the public is potentially impacted by a hazard, procedures will be developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

7. EMERGENCY MANAGEMENT PROGRAM ADVISORY COMMITTEE (EMPAC)

- 7.1 The Niagara West Emergency Management Program Advisory Committee (EMPAC) will support the administration of the Program and ensure that the Program is implemented by all participating municipalities in an effective and harmonized manner.
- 7.2 The EMPAC will consist of the Niagara West Emergency Management Coordinator, and the Community Emergency Management Coordinator, the Chief Administrative Officer or designate, and such other municipal employees as may be appointed from each participating municipality in the Program.
- 7.3 In addition to the EMPAC, each municipality will have a separate municipal Emergency Management Program Committee as prescribed by the *Act*, which will consist of such members appointed by each respective Council.
- 7.4 The Niagara West Emergency Management Coordinator will chair the EMPAC.
- 7.5 The EMPAC provides a venue for discussion, collaboration and strategic support to the Program. The objectives of the EMPAC are to:
 - (a) Foster communication, integration and collective decision making among key stakeholders;
 - (b) Consider issues related to emergency readiness, interoperability, business continuity and recommend a course of action;
 - (c) Address areas of possible collaboration, sharing and common benefit between departments and between community partners;
 - (d) Act as a conduit for information regarding the Program to the Corporate Leadership Teams and to various departments; and
 - (e) Conduct annual reviews of the Program and make recommendations to each Council for its revision if necessary.

Bylaw No. 014-2026
By-Law to Establish an Emergency Management Program

**SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM**

7.6 The appointment of at least one (1) senior municipal official to the EMPAC from each municipality is required and must be approved by the respective Council. Other appointments to the EMPAC do not require Council approval.

8. EMERGENCY OPERATIONS CENTRE (EOC)

8.1 Each municipality will maintain a primary EOC with technology and resources required by the EOC Management Team, including Emergency Information Management systems, to ensure effective communications in an emergency.

8.2 Each municipality may use any other Niagara West EOC as their alternate EOC.

8.3 The EOCs should be utilized during exercises to increase familiarity with the layout and resources available.

9. EOC MANAGEMENT TEAM

9.1 The EOC Management Team (referred in the *Act* as the Municipal Emergency Control Group) will be made up of senior staff, technical specialists, and key stakeholders in each municipality.

9.2 The IMS model will be implemented in Niagara West. The primary and alternate staff position for each role will be identified for all sections within the IMS structure.

9.3 EOC Management Team personnel will be provided training in the principles of IMS, as well as specific training based on the section that he/she may potentially be assigned to in the EOC, such as Management Team, Operations, Planning, Logistics, Finance and Administration.

9.4 Standard Operating Guidelines have been developed and distributed for the EOC which include an overview of the IMS model, position checklists, contact information and required forms.

9.5 In addition, each municipality will provide trained Scribes to support the key personnel in the EOC with documentation functions.

10. EMERGENCY INFORMATION MANAGEMENT

10.1 Emergency Information Management includes the set-up of:

- (a) Telecommunications and other communications systems that are regularly tested. Consideration is given to the need for redundancy, interoperability, and security of communications systems;

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- (b) Emergency communication and warning systems to alert people who may be impacted by an actual or impending emergency and to advise the public of threats to people, property, and the environment, either directly, or through authorized agencies, will be developed and periodically tested; and
 - (c) Communication procedures inclusive of protective action guidelines for emergencies where potentially impacted populations can be advised to shelter-in-place, evacuate or take any other actions as directed.
- 10.2 The Program works with the designated Emergency Information Officers to ensure there exists the following:
- (a) A central point of contact for the media;
 - (b) Procedures to gather, monitor, and disseminate emergency information;
 - (c) Pre-scripted information bulletins;
 - (d) Procedures to coordinate and approve information for release;
 - (e) Procedures to communicate with vulnerable populations; and
 - (f) Protective action guidelines for shelter-in-place and evacuation.

11. BUSINESS CONTINUITY PLAN (BCP)

- 11.1 The Program will develop and implement BCP to continue critical operations following an emergency.
- 11.2 The BCP will:
- (a) Include the identification of time-sensitive critical functions and applications, associated resource requirements and interdependencies;
 - (b) Take the entire municipality into consideration when the critical operational services, associated resource requirements and interdependencies are identified;
 - (c) Build on the findings from risk assessments; and
 - (d) Consider possible events and how they could affect each municipality over time.
- 11.3 The Program will follow a planning process for the purpose of developing and maintaining its emergency management and continuity of operations programs. The planning requirements will depend on the program's objectives and the results of the HIRA and BCP.

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- 11.4 The Niagara West municipalities will engage in a planning process on a regularly scheduled basis, or when a situation has occurred that the existing BCP needs updating. When applicable, the municipalities will include all key stakeholders in the planning process.

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SCHEDULE B

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Niagara West Emergency Plan

**SCHEDULE "B" TO:
Township of Wainfleet By-law No. 014-2026**

January 2026

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Glossary of Terms

The following terms, used in this document, are identified below:

Niagara West	Refers to the municipalities of Lincoln, Pelham, Wainfleet and West Lincoln.
Act	Refers to the <i>Emergency Management and Civil Protection Act</i> , R.S.O. 1990, c.E.9, and Ontario Regulation 380/04 enacted thereunder.
Alternate CEMC	Refers to one or more Alternate Community Emergency Coordinator(s) as appointed by each municipality, in accordance with the Act.
CEMC	Refers to the Community Emergency Management Coordinator as appointed by each municipality in accordance with the Act.
EMPAC	Refers to the Niagara West Emergency Management Program Advisory Committee.
EOC	Refers to the municipal Emergency Operations Centre.
EOCMT	Refers to Emergency Operations Centre Management Team.
EMO	Refers to Emergency Management Ontario
HIRA	Refers to the Hazard Identification and Risk Assessment.
IC	Refers to Incident Commander.
IMS	Refers to the Incident Management System.
NWEP	Refers to the Niagara West Emergency Plan.
PEOC	Refers to the Provincial Emergency Operations Centre.
REOC	Refers to the Region's Emergency Operations Centre.
CLT	Refers to the municipal Corporate Leadership Team.

1. Introduction

The municipalities of Lincoln, Pelham, Wainfleet, and West Lincoln, in recognition of their close proximity and desire to work collaboratively to prepare for and respond to emergencies, have agreed to establish one amalgamated Emergency Management Program and Emergency Plan for Niagara West. This will allow for shared use of facilities and resources including human resources.

The Niagara West Emergency Plan (NWEPP) establishes the framework for responding to a number of risks these municipalities may face in the future. In collaboration with key officials, agencies, departments and stakeholders, the NWEPP, and its associated Annexes, serves as a guideline within the overarching Niagara West Emergency Management Program that outlines collective and individual roles and responsibilities in responding to, managing and recovering from an emergency.

Section 2.1 of the Act provides the legal authority to develop and implement a plan of this nature. This section of the Act states:

“Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program”.

The NWEPP is intended to comply with the requirements of the Act for each municipality.

1.1 Purpose

The purpose of the NWEPP during an emergency is to facilitate and guide the effective co-ordination of human and physical resources, services and activities necessary to:

- Protect and preserve life and property
- Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure of the Municipalities in Niagara West; and
- Quickly and efficiently, enable the recovery and restoration of Niagara West municipal services.

The NWEPP also enables the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken to protect the health, safety and welfare of the residents of these municipalities during an emergency by:

- Identifying the governance structure for emergency response for Niagara West;
- Identifying roles and responsibilities required in mitigating, preparing for, responding to and recovering from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and,
- Outline the necessary structure for a coordinated response by Niagara Region, and partner agencies in managing emergencies.

Section 5 of the Act, states that the emergency plan of a lower tier municipality in an upper-tier municipality shall conform to the emergency plan of the upper-tier municipality. Niagara Region as the upper tier municipality provides region wide services in support of the 12 local area municipalities. Therefore, it is important that the NWEPP is aligned specifically as they relate to the provision of Niagara Region services during emergency situations.

1.2 Definition of an Emergency

Section 1 of the Act defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident whether intentional or otherwise.”

Any situation that meets the above definition, occurring within or impacting within any or all of the municipalities in Niagara West may precipitate the activation of the NWEPP.

1.3 Legal Authorities

The legislation under which the municipalities of Niagara West and its employees are authorized to respond to an emergency are:

- The Act; and
- The Emergency Management Program by-law for the Town of Lincoln; or
- The Emergency Management Program by-law for the Town of Pelham; or
- The Emergency Management Program by-law for the Township of Wainfleet, or
- The Emergency Management Program by-law for the Township of West Lincoln.

The Act requires municipalities to develop, implement and maintain an emergency management program and adopt it with a by-law. The program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Ministry of Emergency Preparedness and Response.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an emergency operations centre with appropriate communications systems;
- Designation of an Emergency Information officer; and
- Designation of a Community Emergency Management Coordinator.

The Niagara West Emergency Management Program By-Law approves the enactment of the NWEPM and other requirements for the program

1.4 Emergency Operations Centre Management Team (EOCMT)

In each municipality of Niagara West, the EOCMT (see section 6.3.1 herein), leads the Municipal Control Group as defined by Ontario Regulation 380/04.

1.5 Council's Role

It is important for Council members to understand and support the coordinated and timely management of information in emergency situations. The Mayors and Councillors, in their capacity as Council, will act as the Policy Group in the event of the activation of their municipal EOC. The Mayor, or designate, as part of the EOCMT, will relay information and requests for policy direction to Council members.

The main responsibilities of the municipal Councillors are to:

- Assist in the relay of approved information to residents in the affected area(s);
- Attend community or evacuee meetings;
- Reassure constituents;
- Support actions taking place in the affected area(s);
- Liaise back through the Mayor concerns from citizens within the community;
- Provide overall policy direction;
- Set expenditure limits; and
- Change/amend bylaws or policies as required.

1.6 Municipal and Support Agency Emergency Procedures

The NWEPM has been developed to ensure that it integrates directly with the Region's Emergency Plan to ensure their emergency response procedures or guidelines align. These procedures or guidelines will outline the department or support agency's responsibilities during an emergency. The emergency response procedures for each support agency referenced in the NWEPM have been vetted through the Region. (Refer to 5.1 herein for definition of a support agencies)

1.7 Emergency Management Program

The Niagara West Emergency Management Program is set out in Schedule A of each participating municipality's by-law.

2. Concept of Operations

First responders and municipal and regional departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from within any or all of these municipalities. The Municipalities of Niagara West may call upon each other to provide assistance as well as the Niagara Region. The Provincial Emergency Operations Centre may also be contacted to provide assistance and resources to assist in dealing with the overall impact of the public emergency.

2.1 Site Response

The emergency responders at the site or sites of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control. When additional resources and support are required, the incident commander (refer to 6.1 herein) may request the activation of the EOC to provide support.

2.2 Emergency Operations Centre (EOC)

An EOC is a physical location where the leadership of a municipality can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency.

2.2.1 Municipal Response

Each Niagara West municipality has designated and equipped an EOC where staff and relevant agencies will gather to provide support to the site of the emergency. Each municipality may use any of the other Niagara West EOC's as their alternate. Upon activation of an EOC, the other Niagara West municipalities will be notified of the activation. Annex C outlines the quick set up guidelines for each of the primary EOC's.

2.2.2 Regional Response

Niagara Region's EOC is where the Niagara Region response to any emergency event occurring within or impacting within regional boundaries is managed. Niagara Region has designated and equipped both a primary and alternate EOC.

2.3 Emergency Operations Centre Management Team (EOCMT)

The EOCMT provides the overall management and coordination of site support activities and consequence and recovery management. The EOCMT acts as the leadership team for the Emergency Control Group under the Act and is responsible for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing support to the incident commander and site personnel;
- Collecting situational awareness information for prioritizing, evaluating, summarizing, and disseminating and displaying the information where necessary;
- Establishing priorities based on all the information gathered and developing EOC Incident Action Plans;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to manage the emergency;
- Coordinating all internal and external information including communicating emergency information to the general public; and
- Maintaining the day-to-day critical activities of the community outside of the emergency area.

3. Implementation

The NWEPP may be implemented as soon as an emergency occurs, or is expected to occur, which is deemed to be of such magnitude as to warrant its implementation. The NWEPP can also be implemented in anticipation of large events. An official declaration of an emergency does not have to be made for the NWEPP to be implemented to protect the lives and property of the inhabitants of, and visitors to Niagara West.

In each of the municipalities of Niagara West, the Community Emergency Management Coordinator and any member of SMT (or their designates) have the authority to activate the EOC when they feel the activation of the EOC is necessary.

4. Declaration and Termination of an Emergency

4.1 Prior to a Declaration

When an emergency exists, but has not yet been declared, the Town employees and first responders may take such action(s) as identified in the NWEPP necessary to protect lives and property.

4.2 Declaration of an Emergency

The Mayor (or designated alternate) should declare an emergency under section 4 of the Act where he or she considers it necessary to implement the NWEPP to protect property and the health, safety and welfare of the inhabitants of their municipality.

4.2.1 Municipal Emergency Declaration

The Mayor (or designated alternate) has the authority to declare an emergency within the boundaries of the Municipality.

4.2.2 Regional Emergency Declaration

The Regional Chair or designated alternate, as head of the council, has the authority to declare an emergency within the boundaries of the Niagara Region.

Although the Regional Chair is empowered to declare a regional emergency at any location within the regional boundaries, the Regional Chair does not have the power to declare an emergency on behalf of any local area municipality. That power rests only with the Mayor of each specific municipality and their respective designated alternates.

In declaring an emergency, the Mayor (or designated alternate) will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency area will be made in consultation with the EOCMT.

The EOCMT will ensure that all the necessary personnel and supporting agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in the, the Mayor or designate shall notify:

- Emergency Management Ontario by email and fax, through the Provincial Emergency Operations Centre (PEOC);
- Members of municipal Council; and
- Niagara Regional Chair.

The following may also be notified of a declaration of emergency:

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Municipal Residents.

4.2.3 Provincial Emergency Declaration

The Premier of the Province of Ontario (or designated alternate) has the authority to declare a provincial emergency to exist within the boundaries of the Province of Ontario. In addition to a provincial declaration, the Premier also has the authority to declare an emergency on behalf of any community within provincial boundaries and may also at any time declare that an emergency is terminated on behalf of any Ontario municipality.

4.3 Termination of an Emergency

When it has been determined by the EOCMT that the emergency should be terminated, the Mayor (or designated alternate) will make an official termination of the declared emergency in writing. The Premier of Ontario may also terminate an emergency at any time on behalf of any Ontario municipality.

The EOC director or designate, will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency. Upon termination of an emergency in the Town, the Mayor or designate shall notify:

- Emergency Management Ontario through the Provincial Emergency Operations Centre (PEOC);
- Members of Council; and
- The Niagara Regional Chair.

The following may also be notified of a termination of emergency:

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Municipal Residents.

5. Requests for Assistance

5.1 Support Agency

A Support Agency is an agency or organization that is either an Assisting Agency or Cooperating Agency as defined below in Article 5.3 below.

5.2 Governmental or Support Agency Requests for Assistance

It is possible that assistance from other levels of government, or Support Agencies with specialized knowledge or expertise, may be required by one or more Niagara West municipalities to help successfully respond to an emergency situation.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or EOC to provide assistance or provide information and advice to the EOCMT through the Liaison Officer.

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to EMO through the PEOC.

Requests for personnel or resources from the federal government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

5.3 Support Agency Composition

The Liaison Officer is responsible for inviting required or requested Support Agencies to the EOC, as identified by the EOC Director and EOCMT.

During an EOC activation, various Support Agencies may be working with the EOC. Support Agencies are defined as either assisting agencies or cooperating agencies:

Assisting Agencies

Assisting Agencies are external agencies or organizations that directly provide operational/tactical resources to the site(s) and/or EOC. Each Assisting Agency should have a branch coordinator in the EOC under the Operations Section who should have the authority to make decisions and commitments on relevant matters for their agency.

Cooperating Agencies

Cooperating Agencies are those external agencies that support the incident or supply assistance that is not directly operational or tactical in nature. Their role is usually not critical enough to have a branch coordinator in the EOC. The Liaison Officer will be the Cooperating Agencies' primary contact within the EOC.

These Assisting Agencies and Cooperating Agencies may include but are not limited to the following:

- Niagara Regional Police Services (NRPS)
- Niagara Emergency Medical Services (NEMS)
- Niagara Region Departments
- Niagara Peninsula Conservation Authority
- 211
- Power and Gas Utilities
- Trans-Canada Pipelines
- Canadian Red Cross
- CN Rail
- CP Rail
- Niagara Health System
- Hamilton Health System
- Salvation Army
- Niagara School Boards
- Amateur Radio Auxiliary Communications (Aux Comm)
- Provincial and Federal Ministries as required (e.g. EMO, MOE, MTO, MNR, etc.)
- Phone providers
- Regional Fire Coordinator or Alternate Fire Coordinator
- Office of the Fire Marshal and Emergency Management (OFMEM)

6. Incident Management System

6.1 Incident Commander (Site)

The Incident Commander (IC) at the site, appointed by unified command or determined by the first agency on scene, is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority and is responsible for the overall management of the response. As the situation changes, the IC may change based on level of authority. The IC is responsible for and/or has the authority to:

- Establish a unified command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency ICs;
- Designate an emergency site media coordinator;
- Implement the strategies established by the EOCMT at the emergency site(s);
- Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- Maintain a communication link with the EOCMT for the flow of information regarding the management of the emergency site;
- Maintain a record of events, decisions made, and actions taken as IC;
- Participate in a debriefing with EOCMT regarding the emergency, if required; and
- Assist the CEMC in creating an after-action report on the emergency.

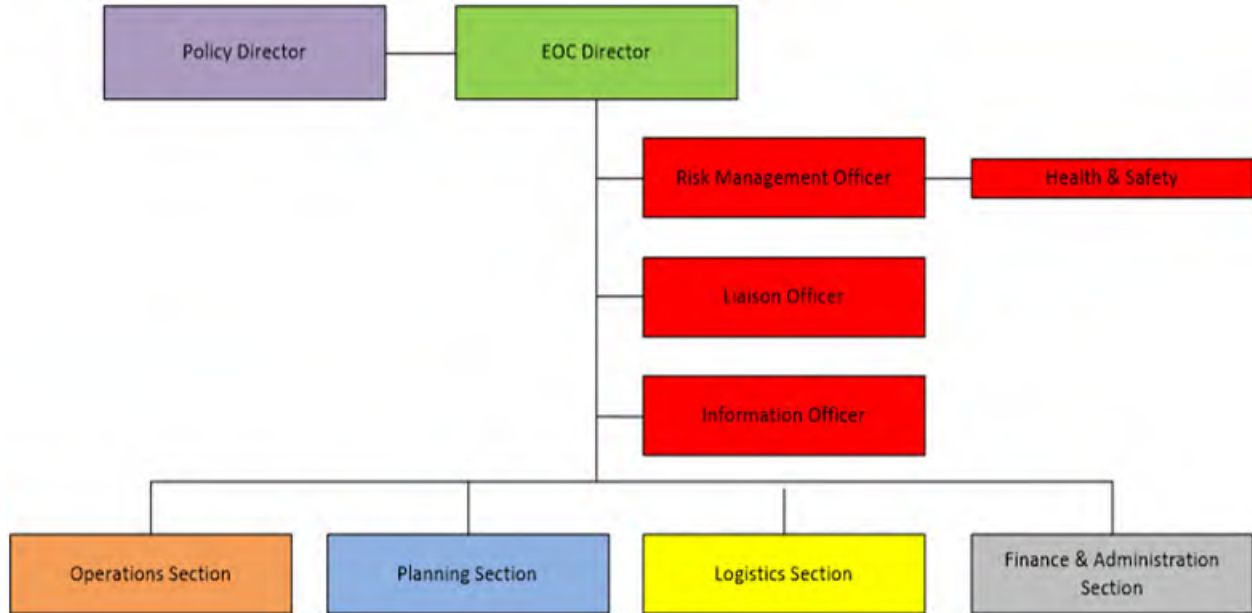
6.2 Response Goals

The following response goals are applied to all emergency situations in order of priority:

1. Provide for the health and safety of all responders;
2. Save lives;
3. Reduce suffering;
4. Protect public health;
5. Protect critical infrastructure;
6. Protect property;
7. Protect the environment; and
8. Reduce economic and social losses.

6.3 Incident Management System Functions

In the EOC, IMS positions will be activated and assigned as required to support the response to the emergency or planned event.



6.3.1 EOCMT

The primary responsibility of the EOCMT is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the EOCMT to ensure that response priorities are established, and that planning and response activities are coordinated both within the EOC (i.e. between sections) and between sites and other EOCs.

The EOCMT consists of the following positions:

- Policy Director;
- EOC Director;
- Information Officer;
- Risk Management Officer;
- Health and Safety Officer;
- Liaison Officer;
- Operations Section Chief;
- Planning Section Chief;
- Logistics Section Chief;
- Finance and Administration Section Chief.

6.3.2 Policy Director

The Policy Director is the Mayor or designate and holds the position of Policy Director as the head of the Policy Group (which is Council – see section 1.5). Responsibilities of the Policy Director include:

- Acting as liaison between the Emergency Operations Centre Director and Council
- Declaration/termination of an emergency
- Bringing recommendations for changing/amending bylaws or policies to the Policy Group (Town Council) with the assistance of Town staff.
- Official spokesperson, if required.
- Ensuring Members of Council are notified of the emergency.
- Notifying the Mayors of the affected and/or adjoining municipalities of the emergency, if required and providing any status reports.

6.3.3 EOC Director

Has overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
- Support Site(s) – Provide support to Incident Commanders and Support Agencies and ensure that all actions are coordinated within the established priorities.
- Develop / Approve Action Plans – Prepare EOC action plans with the EOCMT based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- Inform Others – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.
- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.
- Liaising with the Incident Commander - To confirm the geographical boundaries of the emergency area as declared by the Policy Director (per section 5.2.2).
- Confirming the adequacy of expenditure limits – As identified by the municipal Purchasing By-law.

6.3.4 Risk Management Officer

Has overall authority and responsibility for the following EOC activities:

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the EOC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of the municipality during the emergency.
- Provides advice on health and safety issues and if required, activates the Health and Safety Officer.

6.3.5 Health and Safety Officer

- Provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.
- Monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary.
- Liaises and provides advice to the Emergency Site Safety Officer regarding health and safety issues for site personnel, as required.
- This position is severable subject to the direction of the Director and nature of the emergency event.

6.3.6 Liaison Officer

Has overall authority and responsibility for the following EOC activities:

- Invites required or requested Support Agencies and stakeholders to the EOC, as identified by the EOC Director and EOCMT and maintains contact when required.
- Provides input on the strategic direction and advice to the EOCMT regarding emergency management issues.
- Liaises with the neighbouring Municipal and Regional CEMCs, EMO and other provincial and federal representatives, as required.
- In conjunction with the EOC Director, facilitates a debriefing with the EOC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency.

6.3.7 Information Officer

Has overall authority and responsibility for the following EOC activities:

- Establishes and maintains media contacts.
- Prepares news/social media releases; coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by 211 and EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information sources including 211.
- Liaises and coordinates messages with other internal and external Information Officers.
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

A support team from Niagara Regional corporate communications may assist the information officer in meeting these tasks if required. This support team includes personnel for online communications.

6.3.8 Operations Section Chief

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites. This position is typically filled by a Senior Municipal Official that may be considered a subject matter expert (e.g. Director of Public Works for water related emergencies) or designate and has overall authority and responsibility for the following EOC activities:

- Maintain Communications – Establish communication links with incident command posts and the Emergency Operations Centre if activated.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies.
- Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section.
- Share Operational Information – Collect and distribute operational information to the planning section, the EOC Information Officer, and other EOC Sections.
- Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.

6.3.8.1 Branch Coordinators

Branch Coordinators oversee the operations of a particular department, division, section or agency. A Branch Coordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include, but are not limited to:

- Regional Fire Branch Coordinator
- Regional Police Branch Coordinator
- Niagara EMS Branch Coordinator
- Emergency Social Services Branch Coordinator
- Public Works Branch Coordinator
- Public Health Branch Coordinator

6.3.9 Planning Section Chief

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.
- Manage the Planning Section – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Managing Display Boards - Ensure that the situation unit is maintaining current information for the EOC situation report.
- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the EOCMT.
- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and Mutual aid.
- Keep Records – Document and maintain paper and electronic files on all EOC activities.
- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.
- Plan for Recovery – Initiate recovery efforts at the earliest time and develop plans for short-term and long-term recovery appropriate to needs.
- Coordinate Technical Specialists – Provide technical support services to EOC sections and branches, as required.
- Prepare After Action Report – Coordinate the assembly of EOC lessons learned from contributions from EOC staff and from Support Agency representatives.

6.3.10 Logistics Section Chief

The Logistics Section is responsible to:

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.
- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.
- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support the Operations Section.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.
- Arrange Transportation – Coordinate transportation requests in support of response operations.

6.3.11 Finance and Administration Section Chief

This position is typically filled by the municipal Treasurer or designate and has overall authority and responsibility for the following EOC activities:

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.
- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer.
- Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, EOCMT, and elected officials aware of the current fiscal situation.
- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster.

7. Emergency Plan Supporting Documents

7.1 Annex A – EOC Management Team Responsibilities by Position

This document identifies the municipal employees by position, and their alternates, who have the responsibility of implementing the NWEPP in the event of an emergency.

7.2 Annex B – Emergency Contact List

The Emergency Contact List provides confidential contact information for EOC personnel.

7.3 Annex C – Emergency Notification Protocol

The Emergency Notification Protocol outlines the process in each municipality for notification of EOC personnel to place them on alert and/or activate the EOC.

7.4 Annex D – EOC Standard Operating Guidelines and Checklists

These documents outline the procedures involved in the activation and operation of the EOC, including facility location details, access, setup, guiding principles, managing information and resources, and roles and responsibilities for functions within the IMS.

As a supplement to the NWEPP, the EOC Standard Operating Guidelines and Checklists provide information to enable EOC responders to fulfil their key responsibilities in managing an emergency situation.

7.5 Annex E – Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to identify the hazards, which have caused, or possess the potential to cause, disastrous situations by overwhelming response capabilities within the Niagara West and the Region of Niagara. This information assists in preparing for more effective emergency responses and operations. The planning phase will seek to mitigate the effects of a hazard, to prepare for response measures, and to ensure the safety of our citizens, preserve life and minimize damage.

The HIRA for the municipalities of Lincoln, Pelham, West Lincoln and Wainfleet has been developed in cooperation and collaboration with the development of the Region's HIRA. Each municipality within Niagara West has completed a HIRA specific to their community.

7.6 Annex F – Critical Infrastructure Identification (CI)

The purpose of the CI is to identify facilities and other infrastructure that is at risk of being impacted by emergencies. There are 9 CI sectors: Food and Water, Transportation, Financial institutions, Electricity, Communication Systems, Health Care, Public Safety & Security, Gas & Oil and Continuity of Government.

7.7 Annex G – Crisis Communications Plan

The Crisis Communications Plan coordinates communications within Niagara West in cooperation with the Niagara Region and agencies to media outlets, municipal employees, businesses, and residents to deliver information before a pending emergency (if possible), during, and after an emergency. This includes the release of appropriate and factual information to the media and to the public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications are also outlined.

In the event of a major emergency requiring a response from Niagara municipalities and Niagara Region, communications should be coordinated through Niagara Regional Police and municipal Information Officers.

7.8 Annex H – Mass Evacuation Plan

The Mass Evacuation Plan was developed to be utilized in any of the Municipalities in Niagara and aligns with the Mass Evacuation Plan with the EMO published guidelines.

7.9 Annex I – Water Operations Emergency Response Plan

These documents serve to address the roles and responsibilities of and establish procedural guidelines specific to the emergencies associated with municipal drinking water. The Water Operations Emergency Response Plan and its associated documents have been developed as part of the Drinking Water Quality Management System Operational Plan.

7.10 Annex J – Responsibilities of Niagara Region in a Local Municipal Emergency

This document serves as an operational guideline outlining the role of Niagara Region core departments and services and how these align with local municipalities during a local emergency incident.

7.11 Annex K – Regional Emergency Social Services (ESS) Plan

The aim of the Regional Emergency Social Services Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Niagara during any emergency once they are outside of immediate danger.

This response includes both Niagara Region staff and external Support Agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

7.12 Additional Annexes

Additional annexes may be developed and attached to the NWEPP as they are required and developed.

8. Emergency Plan Review and Maintenance

The NWEPP (without the confidential annexes) will be maintained and distributed by the CEMCs to the public via the websites of each municipality.

The NWEPP will be reviewed annually pursuant to the regulations under the Act and, where necessary, revised by the EMPAC. The review and recommended revisions will be coordinated by the CEMCs.

Revision made to the NWEPP shall be approved only by By-law of Council. However, revisions to the annexes and minor administrative or housekeeping changes may be made by the CEMCs.

It is the responsibility of each person, Support Agency, service or department identified within NWEPP to notify the CEMCs forthwith, of the need for any administrative changes or revisions to the NWEPP or Annexes.

The CEMCs are responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies.

Each department and Support Agency should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis and ensure they align with the NWEPP.

8.1 Exercising of the Emergency Plan

Pursuant to the Regulations under the Act, at minimum, one exercise will be organized and conducted annually by the CEMC in order to test the overall effectiveness of the NWEPP. Recommendations arising from the annual exercise shall be considered by the CEMCs and EMPAC for revisions to the NWEPP.

8.2 Plan Distribution

Copies of the NWEPP will be provided to EOC personnel, Support Agencies, the Province, and bordering municipalities and regions that may have a role to play in responding to or providing assistance for emergencies in Niagara West.

8.3 Revision History

Rev. No.	Revised by	Details	Revision Date
1	Chief Hudson, C. McGrath	Update agency names, NWEM municipal parties, grammar and formatting.	2026/01/26

TO: Mayor Grant & Members of Council
FROM: Richard Nan, Manager of Operations
DATE OF MEETING: March 24, 2026
SUBJECT: Equipment Rental Rates 2026

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-005/2026 respecting Equipment Rental Rates for 2026 be received; and

THAT Council accept the attached equipment rental rate list for the use of contract equipment for the period beginning April 1, 2026, through March 31, 2028

EXECUTIVE SUMMARY:

Tenders for the rental of equipment required by the Township of Wainfleet for use in various departments for the period beginning April 1, 2026, through March 31, 2028, were received in compliance with the Township's Procurement Policy.

BACKGROUND:

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

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

OPTIONS/DISCUSSION:

- 1) That Council accept the attached equipment rental for the use of contract equipment for the time period beginning April 1, 2026, through March 31, 2028. **(Recommended)**
- 2) That Council direct staff to seek 3 quotations at the time equipment rentals are required.

FINANCIAL CONSIDERATIONS:

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

OTHERS CONSULTED:

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

ATTACHMENTS:

- 1) Appendix "A" – Summary of Equipment Rates 2026

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer

APPENDIX "A"

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Appendix A - Summary of Equipment Rates 2026

	Bob Robinson & Sons	C.R.L Campbell Construction & Drainage Ltd.	County Line Construction Inc.	George Barnes & Sons	Anthony's Excavating Central Inc.	Project Tree Niagara Ltd.	Davey Tree Expert Co.	Truly Canadian Tree Service Ltd.
Proof of Insurance	Yes in PKG	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WSIB	#1601407	A000JPDZW	#8999072	#1731394	#1045048	#8389328	A0000JNO8E	A0000JPOHT
Tandem Axle Dumps								
International 4600 (2006)	\$100.00 - 8 hr min							
Tri-Axle Dumps								
Western Star CNV (2025)				\$105.00/\$107.00				
International HX620 (2020)				\$105.00/\$107.00				
Volvo VHD (2019)					\$100.00			
Volvo VHD (2020)					\$100.00			
Volvo VHD (2021)					\$100.00			
Freightliner M2 (2012)	\$125.00 - 8 hr min							
Kenworth T880 (2022)			\$119.00/\$203.00					
Trailer Dumps								
Miska(2014) with 4' Mini skid steer can be rented with and without skid steer						\$90.00/\$200.00 \$100.00/\$220.00		
Suretrac (2013) 12x6 Dump Trailer								\$10.00
Suretrac (2015) 12x8 Dump Trailer								\$10.00
Kenworth T880 Live Bottom (2017)			\$169.00/\$172.00					
Kenworth T880 Live Bottom (2024)			\$169.00/\$172.00					
T-62 Western Star Live Bottom (2013)								
Raglan (2001)				\$126.00/\$128.00				
Compaction Equipment								
Bomag (2010) BW211D-40 Smooth Drum Rubber Tires			\$139.00/\$142.00					
Bomag (2011) BW213PDH-40 Padfoot Rubber Tires			\$139.00/\$142.00					
Bomag 84" (2011) Sheeps Foot					\$95.00			
Bomag 84" (2011) Smooth Drum					\$95.00			
Caterpillar (2012)66" Smooth Drum					\$85.00			
Caterpillar (2012) 66" Sheeps Foot					\$85.00			

Appendix A - Summary of Equipment Rates 2026

	Bob Robinson & Sons	C.R.L Campbell Construction & Drainage Ltd.	County Line Construction Inc.	George Barnes & Sons	Anthony's Excavating Central Inc.	Project Tree Niagara Ltd.	Davey Tree Expert Co.	Truly Canadian Tree Service Ltd.
Mini Excavators & Skid Steers								
Cat 259D (2014)	\$125.00 - 8 hr min + float fee							
Cat 303.5(2014) 1/4 yard track with 3' ditch bucket				\$105.00/\$107.00				
Bobcat T76 CTL(2020) Skid Steer Bucket			\$125.00/\$127.50					
Bobcat T76 CTL(2020) Skid Steer Laser Grader			\$165.00/\$168.00					
Bobcat T76 CTL(2020) Skid Steer Forks			\$125.00/\$127.50					
Bobcat T76 CTL(2020) Skid Steer Harley Rake			\$165.00/\$168.00					
Cat Skidsteer Track (2006)				\$105.00/\$107.00				
Cat 303.5CR (2018)	\$125.00 - 8 hr min + float fee							
John Deere 50G (2022)					\$100.00			
John Deere 26G (2022)					\$95.00			
Kubota SVL95 (2019) Track skid steer								\$150.00
Kubota U25 (2016) Track Mini Ex								\$80.00
Kubota U55(2017) Track Mini Ex								\$125.00
Kubota KX040(2020) Mini Ex Ditching Bucket			\$129.00/\$132.00					
Kubota KX040(2020) Mini Ex Ditching Bucket			\$129.00/\$132.00					
Vermeer 650 tx(2016) 36" forks, landscape bucket, 1/4 yard bucket and grapple						\$140.00/\$150.00		
Toro Dingo TX1000 (2022) 1 cm, ss with grapple and bucket attmts Regular Hours							\$157.51/\$162.24	
Toro Dingo TX1000 (2022) 1 cm, ss with grapple and bucket attmts After Hours							\$220.51/\$227.13	
Sany 35C (2022)					\$105.00			
Backhoes								
Case 580N (2011)				\$94.50/\$96.50				
Cat 420 IT 4x4 (2014)	\$125.00 - 8 hr min							

Appendix A - Summary of Equipment Rates 2026

	Bob Robinson & Sons	C.R.L Campbell Construction & Drainage Ltd.	County Line Construction Inc.	George Barnes & Sons	Anthony's Excavating Central Inc.	Project Tree Niagara Ltd.	Davey Tree Expert Co.	Truly Canadian Tree Service Ltd.
Bucket Trucks								
GMC Topkick 1500 (1996)								\$125.00
International 4300 (2006) 20 yd dump box and tool cabinets, 12' chipper. Included arborist and ground person and all required tools. No boom.						\$170.00/\$180.00		
International 4300 (2006) 20 yd dump box and tool cabinets, 18' chipper. Included arborist and ground person and all required tools. No boom.						\$225.00/\$235.00		
Ford Altec F750 (2019) w/ 2024 Bandit w/ chipper Regular Hours							cs: 2 \$221.25/\$227.89	
Ford Altec F750 (2019) w/ 2019 Morbark M12 w/ chipper Regular Hours							cs: 2 \$221.25/\$227.89	
Ford Altec F750 (2019) w/ 2024 Bandit w/ chipper After Hours							cs: 2 \$309.75/\$319.04	
Ford Altec F750 (2019) w/ 2019 Morbark M12 w/ chipper After Hours							cs: 2 \$309.75/\$319.04	
Ford Altec F750 (2019) w/ 2024 Bandit w/ chipper Regular Hours							cs: 3 \$303.05/\$312.14	
Ford Altec F750 (2019) w/ 2019 Morbark M12 w/ chipper Regular Hours							cs: 3 \$303.05/\$312.14	
Ford Altec F750 (2019) w/ 2024 Bandit w/ chipper After Hours							cs: 3 \$424.27/\$437.00	
Ford Altec F750 (2019) w/ 2019 Morbark M12 w/ chipper After Hours							cs:3 \$424.27/\$437.00	
Ford F750 (2010) with 12" Vermeer Chipper. Included Arborist and ground person and all required tools.						\$200.00/\$210.00		
Ford F750 (2010) with 18" Morbark Chipper, Included arborist and ground pedrson plus all required tools.						\$250.00/\$260.00		

Appendix A - Summary of Equipment Rates 2026

	Bob Robinson & Sons	C.R.L Campbell Construction & Drainage Ltd.	County Line Construction Inc.	George Barnes & Sons	Anthony's Excavating Central Inc.	Project Tree Niagara Ltd.	Davey Tree Expert Co.	Truly Canadian Tree Service Ltd.
Grade Alls & Excavators								
John Deere 135G (2014)					\$135.00			
John Deere 210G (2018)					\$155.00			
Liebherr 918 (2022)				\$162.75/\$164.75				
Volvo 210 (2007)				\$147.00/\$149.00				
Gradall 3100 (2004)		\$162.00/\$166.00			\$130.00			
Gradall 3300 (2004)					\$130.00			
Gradall 5200 XL (1999)					\$165.00			
Gradall XL4100 (2003)		\$167.00/\$171.00						
Caterpillar 308 (2017)				\$110.25/\$112.75				
Caterpillar 311 (2011)				\$141.75/\$143.75				
Caterpillar 320 (2020)				\$162.75/\$164.75				
Caterpillar 332C (2006) Long Reach					\$185.00			
Caterpillar 314D (2014)	w/ bucket \$170.00							
Bobcat E45 2014 Rubber Tire								
Case C210B (2018) Ditching Bucket			\$179.00/\$183.00					
Case C210B (2018) Mulcher Head			\$200.00/\$204.00					
Case C210B (2018) Stump Grinder			\$200.00/\$204.00					
Case CX145 (2020) Ditching Bucket			\$159.00/\$162.00					
Case 220E (2024) Ditching Bucket			\$179.00/\$183.00					
John Deere 245 G(2022) Ditching Bucket			\$179.00/\$183.00					
Road Graders								
Champion 710 (1986)				\$126.00/\$128.00				
John Deere 8706 (2010)					\$170.00			
Dozers								
John Deere 700 L(2022)			\$195.00/\$199.00					
John Deere 450K (2019)					\$110.00			
John Deere 450J (2011)					\$110.00			
John Deere 750J (2011)					\$140.00			
John Deere 850J (2012) 6 way blade					\$160.00			
John Deere 850J (2012) 6 way blade					\$160.00			
Caterpillar D5K (2011)			\$145.00/\$148.00					
Liebherr 716 (2018)				\$157.50/\$159.50				
Case 650 L (2015) 6 way blade	\$150.00 - 8 hr min + float fee							
Case 550(1997) Swamp Pads				\$105.00/\$107.00				

Appendix A - Summary of Equipment Rates 2026

	Bob Robinson & Sons	C.R.L Campbell Construction & Drainage Ltd.	County Line Construction Inc.	George Barnes & Sons	Anthony's Excavating Central Inc.	Project Tree Niagara Ltd.	Davey Tree Expert Co.	Truly Canadian Tree Service Ltd.
Tree Cutting Services								
Daily Rate (4 hr. Min.)								
Per man/hour (no equipment)								\$40.00/Man
Weekends/After Hours (4 hour min)						Dbt Rate Min 2 Hours Minimum of 4 Hours		Same rate
Chippers and Stump Grinding								
Bandit 2650 (2015) w/ stump grinder Regular Hours							cs: 2 \$224.94/\$231.69	
Bandit 2650 (2015) w/ stump grinder After Hours							cs: 2 \$314.92/\$324.36	
Bandit 200 UC (2024) Regular Hours							cs: 2 \$205.56/ \$211.73	
Bandit 200 UC (2024) After Hours							cs: 3 \$287.78/ \$296.42	
Bandit 200 UC (2024) Regular Hours							cs: 3 \$287.35/ \$295.97	
Bandit 200 UC (2024) After Hours							cs: 3 \$402.29/ \$414.36	
International 4700 (2001) Chipper Truck, 10 Yard							\$90.00	
Baumlight GXM750 (2016)				\$168.00/\$170.00				
Morbark EB1821 (2025) High Feed Rate Chipper						\$200.00/\$215.00		
Rayco (2005) Tow behind						\$140.00/\$150.00		
Morbark M12D (2019) Regular Hours							cs: 3 \$287.35/\$295.97	
Morbark M12D (2019) After Hours							cs: 3 \$402.29/\$414.36	
Morbark M12D (2019) Regular Hours							cs: 2 \$205.56/ \$211.73	
Morbark M12D (2019) After Hours							cs: 2 \$287.78/\$296.42	
Vermeer 1230 (2010) Chipper						\$140.00/\$155.00		
Vermeer BC1500 (2014) Chipper								\$70.00
Vermeer BC 1800 (2016) Chipper								\$95.00
Vermerr SC1152 (2016) Stumper								\$115.00
Winter Control Equipment								
Western MVP3 (2016) P/U V Plow								\$100.00
Hla SP350010F (2022) 10' Snow Pusher								\$150.00
Flusher/Vacuum Truck								
Vactor 2100 i (2019)	\$275.00 - 4 hr min							
Transway 3000 (2018)				\$110.25/\$112.25				
Transway 6000 Trailer (2015)				\$131.25/\$133.25				
Presvac 7000 Trailer (2002)				\$136.50/\$138.50				
STE 7500 Trailer Vac (2011)				\$136.50/\$138.50				
Misc. Equipment								

Appendix A - Summary of Equipment Rates 2026

	Bob Robinson & Sons	C.R.L Campbell Construction & Drainage Ltd.	County Line Construction Inc.	George Barnes & Sons	Anthony's Excavating Central Inc.	Project Tree Niagara Ltd.	Davey Tree Expert Co.	Truly Canadian Tree Service Ltd.
JC Drop Float (2022)				\$152.25/\$154.25				
Bushhog Promac (2020) Attached to 308 cat excavator				\$141.75/\$143.75				
Bushhog Promac (2017) Attached to 210 Volvo excavator				\$141.75/\$143.75				
Caterpillar 730 (2012) Rock Truck					\$155.00			
Caterpillar 950 (2007)				\$157.50/\$159.50				
Challenger 1042 (2018) with 12' blade			\$275.00/\$280.00					
Case Maxxum 115(2019)			\$200.00/\$204.00					
Erskine 901352 (2019) Forestry Mulching Mower								\$125.00
Ford F250(2022) with 8-10' Snow Blade			\$185.00/\$188.00					
John Deere 709 (2000) 7' heavy duty brush mower								\$40.00
John Deere 317G (2022) Skid Loader					\$95.00			
John Deere 5420 (2004) Loader Tractor								\$70.00
John Deere 644J (2015) Forestry tires, bucket, fork					\$160.00			
John Deere 8410 (2004) Tractor w/Dump					\$110.00			
John Deere 8410 (2004) Tractor W/Tile Plow					\$140.00			
Kinshoffer 6024 (2015) Long Reach Tree Harvester								\$600.00
Kubota AP-SC7072 (2019) 72" Brush Mower								\$100.00
Kubota M6-141 (2018) Loader Tractor								\$125.00
Kubota M8560 (2015) Loader Tractor								\$85.00
Kubota DM-2024(2019) Roadside Disc Mower 8'								\$75.00
Kubota RTV XG850 (2019) Side by Side								\$50.00
International 4700 (2001) Chipper Truck								\$90.00
Landpride PCH6615-2 (2018) rotary cutter								\$100.00
Grove (1997) 12.5 Ton Crane								\$120.00
Mack 700 (2005) Log Grapple								\$275.00
Universal Roll-off (2011)				\$105.00/\$107.00				
3 IPEK ROOVER X CCTV(2018)	\$300.00 - 4 hr no float							
6 Rigid Camera (2018)	\$190.00 - 4 hour no float							
Merlo Roto 50.30 (2026)						\$425.00/\$440.00 1 spotter included, travel billed 1 way		
Seppi (2017) Forestry Mower 8' cut w/tractor								\$425.00
Eterra Cy48(2017) Cyclone Mower 48"								\$45.00
GMC Sierra 2500 (2018)						\$85.00/\$100.00 Included with 1 addl. Worker		

TO: Mayor Grant & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: April 14, 2026

SUBJECT: Generator Replacement

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-006-2025 respecting replacement of the back-up generator be received; and

THAT Council direct the Manager of Operations to award the replacement of the back-up generator to Feenstra Electric.

EXECUTIVE SUMMARY:

Staff reached out to specialized companies capable of providing and installing a 150KW diesel generator and replacement of the 200 gallon diesel fuel tank. Staff contacted eight companies in Ontario, and staff received three bids, which are listed below.

BACKGROUND:

During budget deliberations, Council approved project FA.1 for the replacement of the current 105 kW back-up generator and to upsize the new unit to meet the current demands of the Township complex facilities. The back-up generator provides electricity during a power outage for 100% coverage of the Town Hall, Public Works, Library/Community Hall/EMS base and a partial service for emergency lighting, heat and water system in the Arena.

In 2025, a load test and service were performed on the current 2008 105KW generator, and the results indicated that a 10% reduction in capacity was indicated and is attributed to its age. Additionally, it was determined that the current 105KW generator provided power to an existing 400AMP splitter and then provided power to three 200AMP main disconnects for the facility feeds.

Due to the results of the load test and the current configuration of the feed splitter, it was determined that a larger 150 kW generator and a 600AMP splitter would be required to meet the current capacities of the Township facilities during a power outage.

Staff reached out to specialized companies capable of providing the larger 150KW generator and the result from the three bids received are listed below. Two of the bidders provided quotes to relocate within the current block building and one bidder provided a quote for a stand-alone exterior unit to be mounted on a concrete pad outside the current

facility as they believed it would be cheaper than possibly removing block and the door for installation inside the current facility.

<u>Company</u>	<u>Bid Price (HST excluded)</u>
Cornell Feenstra Electric	\$ 58,881.62
T&T Power Group Inc.	\$ 98,932.90
Toromont Cat Power Systems	\$190,140.00

OPTIONS/DISCUSSION:

- 1) That Council direct the Manager of Operations to award the replacement of the back-up generator to Feenstra Electric. **(Recommended)**
- 2) That Council direct staff to seek additional quotes.

FINANCIAL CONSIDERATIONS:

During 2026 Council budget deliberations, project FA.1 was approved with a budget limit of \$68,500.

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 type="checkbox"/> Community & Dev. Services | <input checked="" type="checkbox"/> Operations |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Other: |

ATTACHMENTS:

None.

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

Mallory Luey
Chief Administrative Officer

Amber Chrastina

Subject: Request for free firehall rental

From: elizabeth nic <elizabethnic@hotmail.com>

Sent: March 5, 2026 8:55 PM

To: info@wainfleet.ca <info@wainfleet.ca>

Subject: Request for free firehall rental

To the current Council members of Wainfleet,

My name is Elize Moore. I am a parent of a grade 8 student at Marshville Public School. I am requesting the council members permit the free rental of the old firehall for a grade 8 party after their graduation this year. Times are now trying for families who are financially struggling and we would like to provide an end of year celebration that the kids will remember and the parents can afford. Graduation is expensive enough with paying for the dresses, suits, hair and nails!

Our graduation takes place on Thursday June 18th, and we would like to host it immediately after the graduation ceremony.

Thank you for considering this request and I hope you graciously vote in favour of giving your local students one last hurrah- before they enter the beginning of their adulthood.

Thank you,

Elize Moore
905-730-5235

From: Enzo De Divitiis <chair@prideniagara.com>
Sent: February 12, 2026 2:35 PM
To: Amber Chrastina <AChrastina@wainfleet.ca>; M Ciuffetelli@wainfleet.ca
Subject: Follow-Up: Pride Niagara Flag Raising & UNITY Awards Commitment

Good afternoon,

I hope you're doing well. I'm following up regarding the Pride Niagara Flag Raising Ceremony on Monday, June 1, and to see if Township of Wainfleet would be interested in participating this year.

As noted, participation in the Flag Raising Ceremony requires hosting a table at this year's Niagara UNITY Awards. This ensures that municipal participation reflects ongoing support rather than a one-time gesture, helping to create a consistent and impactful experience across the region.

Once the Niagara UNITY Awards table has been secured and the participation date and time are confirmed, Pride Niagara will proudly announce your involvement as part of this year's festival programming. Additional details about the UNITY Awards and table registration can be found here: [13th Annual 2026 Niagara Unity Awards Presented by TD - Universe](#)

Thank you for your continued support. We hope to hear you will be joining us again this year!

Enzo

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Happy Pride!

With advance gratitude

Enzo De Divitiis
He/Him/They/Them
Pride Niagara Board of Directors
chair@prideniagara.com

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Pride Niagara Confidentiality Notice The information contained in this communication, including any attachments, may be confidential, is intended only for the use of the recipient(s) named above and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, disclosure or copying of this communication or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and permanently delete the original and any copy of it from your computer system.

From: Enzo De Divitiis <chair@prideniagara.com>

Sent: Sunday, February 1, 2026 9:00 PM

To: Amber Chrastina <achrastina@wainfleet.ca>; M Ciuffetelli <mciuffetelli@wainfleet.ca>

Subject: Municipal Participation Requested: Pride Niagara Flag Raising & UNITY Awards Commitment

Good morning,

I hope you're doing well and that your week is off to a great start.

We're excited to share that planning for this year's Pride Niagara Festival is well underway. As part of this work, continued visibility and municipal support are vital in promoting inclusion, safety, and a sense of belonging for 2SLGBTQ+ communities throughout Niagara.

For the 16th year, Pride Niagara will host its Annual Pride Flag Raising Ceremony as part of this year's Pride Niagara Festival, taking place on **Monday, June 1st**. Pride Niagara is pleased to invite municipalities to participate in this Pride Niagara-led ceremony in recognition of Pride Month and in support of Niagara's 2SLGBTQ+ communities.

Pride Niagara respectfully invites each municipality's Mayor (or a designated Council representative) to **take part in our Pride Niagara Flag Raising Ceremony on June 1st**. This includes raising the Pride flag (previously provided by Pride Niagara) alongside a Pride Niagara representative, and municipalities are also warmly encouraged to share brief words of support and acknowledgement during the ceremony.

To help ensure participation is meaningful and not perceived as a one-time or performative gesture, **participation in Pride Niagara's Annual Pride Flag Raising Ceremony is contingent upon a commitment to host a table at The Niagara UNITY Awards**, Niagara Region's only awards celebration recognizing and celebrating our 2SLGBTQ+ community, **taking place on Wednesday, June 3rd**. The UNITY Awards highlight the achievements of individuals, organizations, and groups who have made a positive impact across the Niagara Region, and municipal representation is an important part of affirming and supporting this work.

In addition, we ask that **each municipality deliver a statement of support during the opening remarks of their first Council meeting in June**. This statement would recognize Niagara's 2SLGBTQ+ communities and acknowledge Pride Niagara's leadership in fostering positive and safer spaces, strengthening social connection, providing information and outreach, and advancing local activism throughout the Niagara Region.

As June is internationally recognized as Pride Month, we strongly encourage municipalities to **fly the Pride flag for the entire month of June**. At minimum, we formally request that the flag be flown for **Niagara Pride Week ending June 7th**.

To help coordinate flag raisings across all municipalities on **Monday, June 1st**, we are requesting a time of **Township of Wainfleet - 12:30 pm**. Once participation, date, and time are confirmed, Pride Niagara will proudly announce your involvement as part of this year's festival programming.

We look forward to continuing this meaningful tradition with each municipality and sincerely hope to work together once again.

Enzo

--

Happy Pride!

With advance gratitude

Enzo De Divitiis

He/Him/They/Them

Pride Niagara Board of Directors

chair@prideniagara.com

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Pride Niagara Confidentiality Notice The information contained in this communication, including any attachments, may be confidential, is intended only for the use of the recipient(s) named above and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, disclosure or copying of this communication or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and permanently delete the original and any copy of it from your computer system.

Subject: Wainfleet minor hockey banquet

From: Jeremy Collard <jeremycollard@hotmail.com>

Sent: March 18, 2026 10:18 AM

To: Council <Council@wainfleet.ca>

Cc: Amber Chrastina <AChrastina@wainfleet.ca>

Subject: Wainfleet minor hockey banquet

Good morning, I am writing on behalf of WMHA. We are planning our year end banquet; it is with great pleasure we have decided to hold it in the arena on Saturday may 9th. WHMA has been utilizing the arena since the day it has opened; we are truly excited to hold this event back in the place it deserves to be and we are all grateful for the opportunity ! Unfortunately, the cost is double the establishment we have been using. For this reason, we are requesting a rate reduction to help ease the cost of the event...in return we will be able to keep the cost for players and families of our wonderful hockey community to a reasonable amount. This will also help ensure the invitation to all of our great sponsors free of charge, with appreciation of their support !

We are also requesting the exemption of the no alcohol order due to minors being present ! We offer the comprise in order of inviting the Wainfleet fire fighters' association to run and maintain an organized bar as they see fit. We believe this will alleviate any concerns the town may have that a minor may be served alcohol at any point during the event !

We thank you in your consideration of our request and look forward to hearing your decision

Wainfleet minor hockey president

Jeremy Collard

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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 014-2026

Being a by-law to establish an emergency management program for the Township of Wainfleet and to authorize the execution of shared service agreements for the provision of emergency management services between Township of Wainfleet, the Town of Lincoln, Town of Pelham, and Township of West Lincoln

WHEREAS:

1. The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, mandates that every municipality shall develop and implement an emergency management program and the council of the municipality shall, by by-law, adopt the emergency management program;
2. The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, mandates that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;
3. Subsection 20(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;
4. The Council of the Township of Wainfleet deems it beneficial and expedient to cooperate with other municipalities to adopt and implement a joint emergency management program in accordance with the requirements of the *EMCPA*, and to share services in respect of the implementation and administration of the joint emergency management program;
5. The Council of the Township of Wainfleet deems it necessary to revise and update the by-law to adopt an emergency management program

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WAINFLEET HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this by-law:

“*emergency*” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial

property damage, and that is caused by the forces of nature, a disease or other health risk, an accident or an act, whether intentional or otherwise.

“*EMCPA*” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and regulations enacted thereunder

EMERGENCY MANAGEMENT PROGRAM

2. An emergency management program shall be adopted and implemented pursuant to the *EMCPA* and shall consist of:
 - (a) an emergency plan in conformance with the *EMCPA*;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies;
 - (d) any other element required by the standards for emergency management programs set under section 14 of the *EMCPA*; and
 - (e) identification and assessment of the various hazards and risks to public safety that could give rise to emergencies, and identification of the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.
3. The Niagara West Emergency Management Program attached hereto as Schedule “A” is hereby adopted as the emergency management program for the Township of Wainfleet and shall be implemented in cooperation with the other participating municipalities in the Niagara West Emergency Management Program and in accordance with the *EMCPA*.

EMERGENCY PLAN

4. The Niagara West Emergency Plan attached hereto as Schedule “B” shall be and is hereby adopted as the municipal emergency plan for the Township of Wainfleet in accordance with the *EMCPA*.
5. The Niagara West Emergency Plan shall be implemented and shall constitute the plan to govern the provision of necessary services during an emergency, and shall be applied, with any necessary modifications, in the event of an emergency to provide the procedures under which employees of the municipality and others will respond to an emergency.
6. Designated municipal officials as set out in the Niagara West Emergency Plan, and their alternates, shall be empowered to activate the Niagara West Emergency Plan

within their respective municipality where an emergency is deemed to exist but has not yet been declared to exist.

EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM

7. A municipal Emergency Operations Centre Management Team, as set out in Niagara West Emergency Plan, shall be and is hereby established as the municipal emergency control group in accordance with the *EMCPA* for each municipality that participates in the Niagara West Emergency Management Program.
8. The positions identified as members of the municipal emergency control group of each municipality shall be deemed to be appointed by the Council of each respective municipality.

DECLARATION OF AN EMERGENCY

9. The Head of Council of the Township of Wainfleet, or designated alternate, as provided in the Niagara West Emergency Management Plan, shall be empowered to declare an emergency in accordance with the *EMCPA* within the Township of Wainfleet, but in no other municipality.

MUTUAL ASSISTANCE AGREEMENTS

10. During a declared emergency, by signature of the Head of Council, or Chief Administrative Officer, or Fire Chief/Community Emergency Management Coordinator, the Township of Wainfleet may enter into mutual assistance agreements with any other municipality, or with any persons or organizations, for the provision of personnel, service, equipment, or material.

NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM ADVISORY COMMITTEE

11. The Niagara West Emergency Management Program Advisory Committee shall be established to support the administration of the Niagara West Emergency Management Program and to ensure that the Emergency Management Program is implemented by all participating municipalities in an effective and harmonized manner.
12. The Niagara West Emergency Management Program Advisory Committee shall consist of the Niagara West Emergency Management Coordinator, the Community Emergency Management Coordinator, the Chief Administrative Officer or designate, and such other municipal employees as may be appointed from each participating municipality in the Niagara West Emergency Management Program.
13. The Niagara West Emergency Management Coordinator shall chair the Niagara West Emergency Management Program Advisory Committee.
14. The Niagara West Emergency Management Program Advisory Committee shall review the Niagara West Emergency Management Program at least annually.

-
15. The Niagara West Emergency Management Program Advisory Committee is hereby authorized to add, amend, revise or remove any Annex to the Niagara West Emergency Plan without amendment to this by-law.

TOWNSHIP OF WAINFLEET EMERGENCY MANAGEMENT PROGRAM COMMITTEE

16. The Township of Wainfleet Emergency Management Program Committee shall be and is hereby established as the municipal emergency management program committee pursuant to the *EMCPA*.
17. The Chief Administrative Officer, Community Emergency Management Coordinator, Fire Chief, Clerk, and Manager of Corporate Communications shall be and are hereby appointed by Council as members of the Township of Wainfleet Emergency Management Program Committee.
18. The Township of Wainfleet Emergency Management Program Committee may also include such municipal employees who are responsible for emergency management functions, and such other persons as may be appointed by Council.
19. The Township of Wainfleet Emergency Management Program Committee shall review the Niagara West Emergency Management Program at least annually and, if necessary, shall recommend revisions to the Niagara West Emergency Management Program Advisory Committee for consideration by Council.
20. The Township of Wainfleet Emergency Management Program Committee shall advise Council on matters regarding the development and implementation of the municipality's emergency management program.

TOWNSHIP OF WAINFLEET EMERGENCY MANAGEMENT PROGRAM COORDINATOR

21. The Community Emergency Management Coordinator designated for the Township of Wainfleet shall be and is hereby appointed by Council as the Emergency Management Program Coordinator for the Township of Wainfleet pursuant to the *EMCPA*.
22. The Township of Wainfleet Emergency Management Program Coordinator shall coordinate the development and implementation of the Niagara West Emergency Management Program within the municipality and shall coordinate the emergency management program with the emergency management programs of other municipalities, of ministries of the Ontario government, and of organizations outside government that are involved in emergency management.

SHARED EMERGENCY MANAGEMENT SERVICES AGREEMENT

23. The Chief Administrative Officer is hereby authorized to sign and execute such agreements for the provision of shared emergency management services with the Corporation of the Town of Lincoln, Town of Pelham, and the Corporation of the Township of West Lincoln.

REPEAL

24. By-law No's. BL057-2013 and BL051-2018, are hereby repealed and any other by-law that is found to be inconsistent with this by-law is hereby repealed in whole or in part on the passing of this by-law.

FORCE AND EFFECT

25. This by-law shall come into force and take effect on the day on which it is passed.

BY-LAW READ AND PASSED THIS 24th DAY OF MARCH, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

SCHEDULE A

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Bylaw No. 014-2026
By-Law to Establish an Emergency Management Program

**SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM**

DEFINITIONS

- “Program”** Refers to the Niagara West Emergency Management Program.
- “Act”** Refers to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 and Ontario Regulation 380/04 enacted thereunder.
- “HIRA”** Refers to the Hazard Identification and Risk Assessment.
- “CI”** Refers to Critical Infrastructure.
- “BCP”** Refers to Business Continuity Planning.
- “IMS”** Refers to Incident Management System.
- “EOC”** Refers to Emergency Operations Centre.
- “EMPAC”** Refers to the Niagara West Emergency Management Program Advisory Committee.
- “Niagara West”** Refers to the municipalities of Lincoln, Pelham, Wainfleet, West Lincoln, and any additional party to the Shared Services Agreement for the Provision of Emergency Management Services.

1. INTRODUCTION

1.1 The *Act* prescribes that:

“2.1(1) Every municipality shall, in accordance with the regulations, develop and implement an emergency management program that contains the emergency management plan required by section 3 and meets the requirements of this section and the regulations.”,

and further that:

“2.1(2) The council of the municipality shall by by-law adopt the emergency management program.”

and further that:

“2.1(2.1) A regulation made for the purposes of subsection (1) may provide for the development and implementation of an emergency management program jointly by two or more municipalities.”

and further that:

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By-Law to Establish an Emergency Management Program

SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

“3(1) Every municipality shall, in accordance with the regulations, develop and implement an emergency management plan that conforms to the provincial planning framework and meets the prescribed requirements.”

- 1.2 The Program allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet and exceed all of the necessary requirements of the *Act*.
- 1.3 The Program includes the following:
- (a) A municipal emergency plan;
 - (b) Community HIRA and CI identification;
 - (c) Implementation of the IMS model;
 - (d) Training programs for EOC personnel;
 - (e) Exercises for EOC personnel and key stakeholders;
 - (f) Public education on risks, safety and preparedness;
 - (g) Guidance and advice from the EMPAC;
 - (h) Identification and equipping of a primary EOC in each municipality, and shared use of other Niagara West EOCs as alternates;
 - (i) Identification of Regional EOC personnel;
 - (j) Emergency Information Management; and
 - (k) Updates when necessary to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision-making authorities.

2. EMERGENCY PLAN

- 2.1 Schedule B of By-Law No. 2026-XX to Establish an Emergency Management Program for the Town of Lincoln sets out the Niagara West Emergency Plan.

3. HIRA and CI IDENTIFICATION

- 3.1 The *Act* requires each municipality to identify and assess the various hazards and risks to public safety and identify facilities and infrastructure that may be affected by these risks.
- 3.2 The Program, in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories will be considered:

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By-Law to Establish an Emergency Management Program

**SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM**

- (a) Natural;
- (b) Human; and
- (c) Technology.

- 3.3 The Program will conduct annual risk assessments that include evaluating the likelihood of a hazard or combination of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends, and probability. The risk assessments will include data on the impact of the risk event on the municipalities of Niagara West and on citizens, property and the environment.
- 3.4 The CI will be identified based on critical categories for Niagara West in alignment with the CI for the Region of Niagara. It will include identification of ownership and contact information for each infrastructure which will be updated on an annual basis

4. INCIDENT MANAGEMENT SYSTEM (IMS) MODEL

- 4.1 To manage an incident, the Program has established and implemented the IMS model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibilities for each incident management function, and procedures for coordinating response, continuity and recovery activities.

5. TRAINING AND EXERCISE PROGRAMS

- 5.1 The Program will develop, implement and maintain a competency-based training and educational curriculum to support the EOC personnel. The objective of the curriculum is to provide knowledge and enhance the skills required to develop, implement and execute the Program within the IMS model.
- 5.2 The Program evaluates program plans, procedures, and capabilities through reviews, testing, and annual exercises. Exercises will be designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned, and performance evaluations.
- 5.3 Procedures will be established to correct and improve on any areas identified during evaluation. Training records of EOC personnel will be maintained.
- 5.4 For each exercise, an after-action report identifying the strengths, opportunities and improvement plan will be developed and shared with the EMPC.

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6. PUBLIC EDUCATION

- 6.1 Public awareness and public education programs will be implemented to increase the capacity of the public to be prepared for, respond to, and recover from an emergency incident.
- 6.2 Where the public is potentially impacted by a hazard, procedures will be developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

7. EMERGENCY MANAGEMENT PROGRAM ADVISORY COMMITTEE (EMPAC)

- 7.1 The Niagara West Emergency Management Program Advisory Committee (EMPAC) will support the administration of the Program and ensure that the Program is implemented by all participating municipalities in an effective and harmonized manner.
- 7.2 The EMPAC will consist of the Niagara West Emergency Management Coordinator, and the Community Emergency Management Coordinator, the Chief Administrative Officer or designate, and such other municipal employees as may be appointed from each participating municipality in the Program.
- 7.3 In addition to the EMPAC, each municipality will have a separate municipal Emergency Management Program Committee as prescribed by the *Act*, which will consist of such members appointed by each respective Council.
- 7.4 The Niagara West Emergency Management Coordinator will chair the EMPAC.
- 7.5 The EMPAC provides a venue for discussion, collaboration and strategic support to the Program. The objectives of the EMPAC are to:
- (a) Foster communication, integration and collective decision making among key stakeholders;
 - (b) Consider issues related to emergency readiness, interoperability, business continuity and recommend a course of action;
 - (c) Address areas of possible collaboration, sharing and common benefit between departments and between community partners;
 - (d) Act as a conduit for information regarding the Program to the Corporate Leadership Teams and to various departments; and
 - (e) Conduct annual reviews of the Program and make recommendations to each Council for its revision if necessary.

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7.6 The appointment of at least one (1) senior municipal official to the EMPAC from each municipality is required and must be approved by the respective Council. Other appointments to the EMPAC do not require Council approval.

8. EMERGENCY OPERATIONS CENTRE (EOC)

8.1 Each municipality will maintain a primary EOC with technology and resources required by the EOC Management Team, including Emergency Information Management systems, to ensure effective communications in an emergency.

8.2 Each municipality may use any other Niagara West EOC as their alternate EOC.

8.3 The EOCs should be utilized during exercises to increase familiarity with the layout and resources available.

9. EOC MANAGEMENT TEAM

9.1 The EOC Management Team (referred in the *Act* as the Municipal Emergency Control Group) will be made up of senior staff, technical specialists, and key stakeholders in each municipality.

9.2 The IMS model will be implemented in Niagara West. The primary and alternate staff position for each role will be identified for all sections within the IMS structure.

9.3 EOC Management Team personnel will be provided training in the principles of IMS, as well as specific training based on the section that he/she may potentially be assigned to in the EOC, such as Management Team, Operations, Planning, Logistics, Finance and Administration.

9.4 Standard Operating Guidelines have been developed and distributed for the EOC which include an overview of the IMS model, position checklists, contact information and required forms.

9.5 In addition, each municipality will provide trained Scribes to support the key personnel in the EOC with documentation functions.

10. EMERGENCY INFORMATION MANAGEMENT

10.1 Emergency Information Management includes the set-up of:

- (a) Telecommunications and other communications systems that are regularly tested. Consideration is given to the need for redundancy, interoperability, and security of communications systems;

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SCHEDULE "A"
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- (b) Emergency communication and warning systems to alert people who may be impacted by an actual or impending emergency and to advise the public of threats to people, property, and the environment, either directly, or through authorized agencies, will be developed and periodically tested; and
 - (c) Communication procedures inclusive of protective action guidelines for emergencies where potentially impacted populations can be advised to shelter-in-place, evacuate or take any other actions as directed.
- 10.2 The Program works with the designated Emergency Information Officers to ensure there exists the following:
- (a) A central point of contact for the media;
 - (b) Procedures to gather, monitor, and disseminate emergency information;
 - (c) Pre-scripted information bulletins;
 - (d) Procedures to coordinate and approve information for release;
 - (e) Procedures to communicate with vulnerable populations; and
 - (f) Protective action guidelines for shelter-in-place and evacuation.

11. BUSINESS CONTINUITY PLAN (BCP)

- 11.1 The Program will develop and implement BCP to continue critical operations following an emergency.
- 11.2 The BCP will:
- (a) Include the identification of time-sensitive critical functions and applications, associated resource requirements and interdependencies;
 - (b) Take the entire municipality into consideration when the critical operational services, associated resource requirements and interdependencies are identified;
 - (c) Build on the findings from risk assessments; and
 - (d) Consider possible events and how they could affect each municipality over time.
- 11.3 The Program will follow a planning process for the purpose of developing and maintaining its emergency management and continuity of operations programs. The planning requirements will depend on the program's objectives and the results of the HIRA and BCP.

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NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

- 11.4 The Niagara West municipalities will engage in a planning process on a regularly scheduled basis, or when a situation has occurred that the existing BCP needs updating. When applicable, the municipalities will include all key stakeholders in the planning process.

SCHEDULE B

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Niagara West Emergency Plan

**SCHEDULE "B" TO:
Township of Wainfleet By-law No. 014-2026**

January 2026

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Glossary of Terms

The following terms, used in this document, are identified below:

Niagara West	Refers to the municipalities of Lincoln, Pelham, Wainfleet and West Lincoln.
Act	Refers to the <i>Emergency Management and Civil Protection Act</i> , R.S.O. 1990, c.E.9, and Ontario Regulation 380/04 enacted thereunder.
Alternate CEMC	Refers to one or more Alternate Community Emergency Coordinator(s) as appointed by each municipality, in accordance with the Act.
CEMC	Refers to the Community Emergency Management Coordinator as appointed by each municipality in accordance with the Act.
EMPAC	Refers to the Niagara West Emergency Management Program Advisory Committee.
EOC	Refers to the municipal Emergency Operations Centre.
EOCMT	Refers to Emergency Operations Centre Management Team.
EMO	Refers to Emergency Management Ontario
HIRA	Refers to the Hazard Identification and Risk Assessment.
IC	Refers to Incident Commander.
IMS	Refers to the Incident Management System.
NWEP	Refers to the Niagara West Emergency Plan.
PEOC	Refers to the Provincial Emergency Operations Centre.
REOC	Refers to the Region's Emergency Operations Centre.
CLT	Refers to the municipal Corporate Leadership Team.

1. Introduction

The municipalities of Lincoln, Pelham, Wainfleet, and West Lincoln, in recognition of their close proximity and desire to work collaboratively to prepare for and respond to emergencies, have agreed to establish one amalgamated Emergency Management Program and Emergency Plan for Niagara West. This will allow for shared use of facilities and resources including human resources.

The Niagara West Emergency Plan (NWEPP) establishes the framework for responding to a number of risks these municipalities may face in the future. In collaboration with key officials, agencies, departments and stakeholders, the NWEPP, and its associated Annexes, serves as a guideline within the overarching Niagara West Emergency Management Program that outlines collective and individual roles and responsibilities in responding to, managing and recovering from an emergency.

Section 2.1 of the Act provides the legal authority to develop and implement a plan of this nature. This section of the Act states:

“Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program”.

The NWEPP is intended to comply with the requirements of the Act for each municipality.

1.1 Purpose

The purpose of the NWEPP during an emergency is to facilitate and guide the effective co-ordination of human and physical resources, services and activities necessary to:

- Protect and preserve life and property
- Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure of the Municipalities in Niagara West; and
- Quickly and efficiently, enable the recovery and restoration of Niagara West municipal services.

The NWEPP also enables the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken to protect the health, safety and welfare of the residents of these municipalities during an emergency by:

- Identifying the governance structure for emergency response for Niagara West;
- Identifying roles and responsibilities required in mitigating, preparing for, responding to and recovering from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and,
- Outline the necessary structure for a coordinated response by Niagara Region, and partner agencies in managing emergencies.

Section 5 of the Act, states that the emergency plan of a lower tier municipality in an upper-tier municipality shall conform to the emergency plan of the upper-tier municipality. Niagara Region as the upper tier municipality provides region wide services in support of the 12 local area municipalities. Therefore, it is important that the NWEPP is aligned specifically as they relate to the provision of Niagara Region services during emergency situations.

1.2 Definition of an Emergency

Section 1 of the Act defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident whether intentional or otherwise.”

Any situation that meets the above definition, occurring within or impacting within any or all of the municipalities in Niagara West may precipitate the activation of the NWEPP.

1.3 Legal Authorities

The legislation under which the municipalities of Niagara West and its employees are authorized to respond to an emergency are:

- The Act; and
- The Emergency Management Program by-law for the Town of Lincoln; or
- The Emergency Management Program by-law for the Town of Pelham; or
- The Emergency Management Program by-law for the Township of Wainfleet, or
- The Emergency Management Program by-law for the Township of West Lincoln.

The Act requires municipalities to develop, implement and maintain an emergency management program and adopt it with a by-law. The program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Ministry of Emergency Preparedness and Response.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an emergency operations centre with appropriate communications systems;
- Designation of an Emergency Information officer; and
- Designation of a Community Emergency Management Coordinator.

The Niagara West Emergency Management Program By-Law approves the enactment of the NWEPM and other requirements for the program

1.4 Emergency Operations Centre Management Team (EOCMT)

In each municipality of Niagara West, the EOCMT (see section 6.3.1 herein), leads the Municipal Control Group as defined by Ontario Regulation 380/04.

1.5 Council's Role

It is important for Council members to understand and support the coordinated and timely management of information in emergency situations. The Mayors and Councillors, in their capacity as Council, will act as the Policy Group in the event of the activation of their municipal EOC. The Mayor, or designate, as part of the EOCMT, will relay information and requests for policy direction to Council members.

The main responsibilities of the municipal Councillors are to:

- Assist in the relay of approved information to residents in the affected area(s);
- Attend community or evacuee meetings;
- Reassure constituents;
- Support actions taking place in the affected area(s);
- Liaise back through the Mayor concerns from citizens within the community;
- Provide overall policy direction;
- Set expenditure limits; and
- Change/amend bylaws or policies as required.

1.6 Municipal and Support Agency Emergency Procedures

The NWEPM has been developed to ensure that it integrates directly with the Region's Emergency Plan to ensure their emergency response procedures or guidelines align. These procedures or guidelines will outline the department or support agency's responsibilities during an emergency. The emergency response procedures for each support agency referenced in the NWEPM have been vetted through the Region. (Refer to 5.1 herein for definition of a support agencies)

1.7 Emergency Management Program

The Niagara West Emergency Management Program is set out in Schedule A of each participating municipality's by-law.

2. Concept of Operations

First responders and municipal and regional departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from within any or all of these municipalities. The Municipalities of Niagara West may call upon each other to provide assistance as well as the Niagara Region. The Provincial Emergency Operations Centre may also be contacted to provide assistance and resources to assist in dealing with the overall impact of the public emergency.

2.1 Site Response

The emergency responders at the site or sites of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control. When additional resources and support are required, the incident commander (refer to 6.1 herein) may request the activation of the EOC to provide support.

2.2 Emergency Operations Centre (EOC)

An EOC is a physical location where the leadership of a municipality can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency.

2.2.1 Municipal Response

Each Niagara West municipality has designated and equipped an EOC where staff and relevant agencies will gather to provide support to the site of the emergency. Each municipality may use any of the other Niagara West EOC's as their alternate. Upon activation of an EOC, the other Niagara West municipalities will be notified of the activation. Annex C outlines the quick set up guidelines for each of the primary EOC's.

2.2.2 Regional Response

Niagara Region's EOC is where the Niagara Region response to any emergency event occurring within or impacting within regional boundaries is managed. Niagara Region has designated and equipped both a primary and alternate EOC.

2.3 Emergency Operations Centre Management Team (EOCMT)

The EOCMT provides the overall management and coordination of site support activities and consequence and recovery management. The EOCMT acts as the leadership team for the Emergency Control Group under the Act and is responsible for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing support to the incident commander and site personnel;
- Collecting situational awareness information for prioritizing, evaluating, summarizing, and disseminating and displaying the information where necessary;
- Establishing priorities based on all the information gathered and developing EOC Incident Action Plans;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to manage the emergency;
- Coordinating all internal and external information including communicating emergency information to the general public; and
- Maintaining the day-to-day critical activities of the community outside of the emergency area.

3. Implementation

The NWEPP may be implemented as soon as an emergency occurs, or is expected to occur, which is deemed to be of such magnitude as to warrant its implementation. The NWEPP can also be implemented in anticipation of large events. An official declaration of an emergency does not have to be made for the NWEPP to be implemented to protect the lives and property of the inhabitants of, and visitors to Niagara West.

In each of the municipalities of Niagara West, the Community Emergency Management Coordinator and any member of SMT (or their designates) have the authority to activate the EOC when they feel the activation of the EOC is necessary.

4. Declaration and Termination of an Emergency

4.1 Prior to a Declaration

When an emergency exists, but has not yet been declared, the Town employees and first responders may take such action(s) as identified in the NWEPP necessary to protect lives and property.

4.2 Declaration of an Emergency

The Mayor (or designated alternate) should declare an emergency under section 4 of the Act where he or she considers it necessary to implement the NWEPP to protect property and the health, safety and welfare of the inhabitants of their municipality.

4.2.1 Municipal Emergency Declaration

The Mayor (or designated alternate) has the authority to declare an emergency within the boundaries of the Municipality.

4.2.2 Regional Emergency Declaration

The Regional Chair or designated alternate, as head of the council, has the authority to declare an emergency within the boundaries of the Niagara Region.

Although the Regional Chair is empowered to declare a regional emergency at any location within the regional boundaries, the Regional Chair does not have the power to declare an emergency on behalf of any local area municipality. That power rests only with the Mayor of each specific municipality and their respective designated alternates.

In declaring an emergency, the Mayor (or designated alternate) will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency area will be made in consultation with the EOCMT.

The EOCMT will ensure that all the necessary personnel and supporting agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in the, the Mayor or designate shall notify:

- Emergency Management Ontario by email and fax, through the Provincial Emergency Operations Centre (PEOC);
- Members of municipal Council; and
- Niagara Regional Chair.

The following may also be notified of a declaration of emergency:

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Municipal Residents.

4.2.3 Provincial Emergency Declaration

The Premier of the Province of Ontario (or designated alternate) has the authority to declare a provincial emergency to exist within the boundaries of the Province of Ontario. In addition to a provincial declaration, the Premier also has the authority to declare an emergency on behalf of any community within provincial boundaries and may also at any time declare that an emergency is terminated on behalf of any Ontario municipality.

4.3 Termination of an Emergency

When it has been determined by the EOCMT that the emergency should be terminated, the Mayor (or designated alternate) will make an official termination of the declared emergency in writing. The Premier of Ontario may also terminate an emergency at any time on behalf of any Ontario municipality.

The EOC director or designate, will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency. Upon termination of an emergency in the Town, the Mayor or designate shall notify:

- Emergency Management Ontario through the Provincial Emergency Operations Centre (PEOC);
- Members of Council; and
- The Niagara Regional Chair.

The following may also be notified of a termination of emergency:

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Municipal Residents.

5. Requests for Assistance

5.1 Support Agency

A Support Agency is an agency or organization that is either an Assisting Agency or Cooperating Agency as defined below in Article 5.3 below.

5.2 Governmental or Support Agency Requests for Assistance

It is possible that assistance from other levels of government, or Support Agencies with specialized knowledge or expertise, may be required by one or more Niagara West municipalities to help successfully respond to an emergency situation.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or EOC to provide assistance or provide information and advice to the EOCMT through the Liaison Officer.

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to EMO through the PEOC.

Requests for personnel or resources from the federal government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

5.3 Support Agency Composition

The Liaison Officer is responsible for inviting required or requested Support Agencies to the EOC, as identified by the EOC Director and EOCMT.

During an EOC activation, various Support Agencies may be working with the EOC. Support Agencies are defined as either assisting agencies or cooperating agencies:

Assisting Agencies

Assisting Agencies are external agencies or organizations that directly provide operational/tactical resources to the site(s) and/or EOC. Each Assisting Agency should have a branch coordinator in the EOC under the Operations Section who should have the authority to make decisions and commitments on relevant matters for their agency.

Cooperating Agencies

Cooperating Agencies are those external agencies that support the incident or supply assistance that is not directly operational or tactical in nature. Their role is usually not critical enough to have a branch coordinator in the EOC. The Liaison Officer will be the Cooperating Agencies' primary contact within the EOC.

These Assisting Agencies and Cooperating Agencies may include but are not limited to the following:

- Niagara Regional Police Services (NRPS)
- Niagara Emergency Medical Services (NEMS)
- Niagara Region Departments
- Niagara Peninsula Conservation Authority
- 211
- Power and Gas Utilities
- Trans-Canada Pipelines
- Canadian Red Cross
- CN Rail
- CP Rail
- Niagara Health System
- Hamilton Health System
- Salvation Army
- Niagara School Boards
- Amateur Radio Auxiliary Communications (Aux Comm)
- Provincial and Federal Ministries as required (e.g. EMO, MOE, MTO, MNR, etc.)
- Phone providers
- Regional Fire Coordinator or Alternate Fire Coordinator
- Office of the Fire Marshal and Emergency Management (OFMEM)

6. Incident Management System

6.1 Incident Commander (Site)

The Incident Commander (IC) at the site, appointed by unified command or determined by the first agency on scene, is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority and is responsible for the overall management of the response. As the situation changes, the IC may change based on level of authority. The IC is responsible for and/or has the authority to:

- Establish a unified command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency ICs;
- Designate an emergency site media coordinator;
- Implement the strategies established by the EOCMT at the emergency site(s);
- Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- Maintain a communication link with the EOCMT for the flow of information regarding the management of the emergency site;
- Maintain a record of events, decisions made, and actions taken as IC;
- Participate in a debriefing with EOCMT regarding the emergency, if required; and
- Assist the CEMC in creating an after-action report on the emergency.

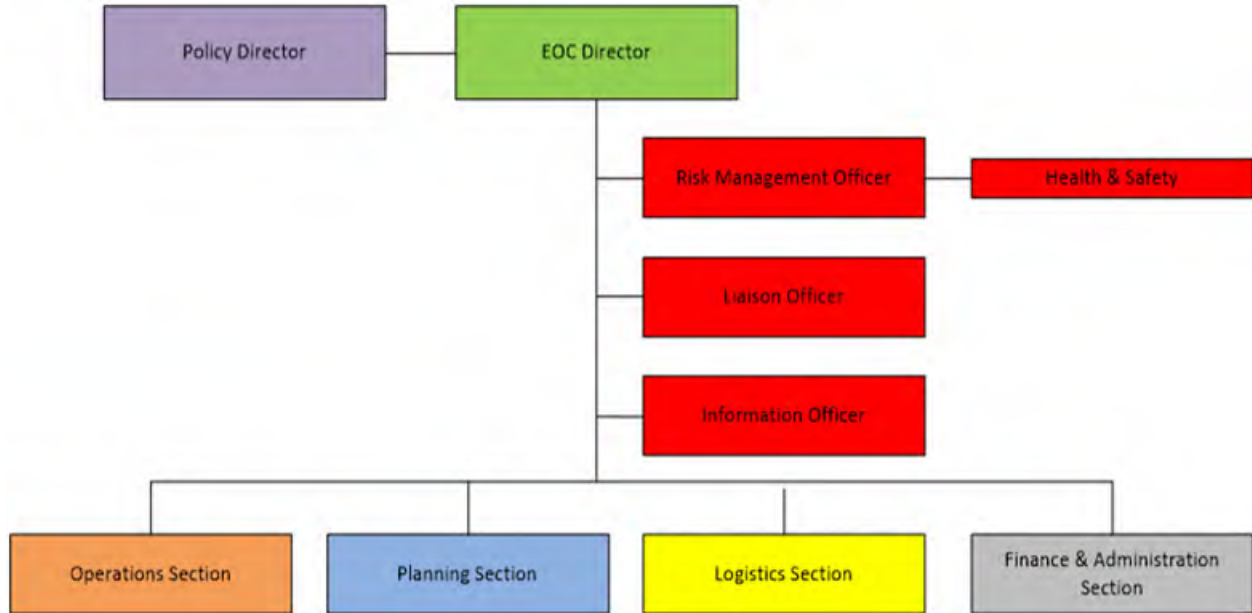
6.2 Response Goals

The following response goals are applied to all emergency situations in order of priority:

1. Provide for the health and safety of all responders;
2. Save lives;
3. Reduce suffering;
4. Protect public health;
5. Protect critical infrastructure;
6. Protect property;
7. Protect the environment; and
8. Reduce economic and social losses.

6.3 Incident Management System Functions

In the EOC, IMS positions will be activated and assigned as required to support the response to the emergency or planned event.



6.3.1 EOCMT

The primary responsibility of the EOCMT is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the EOCMT to ensure that response priorities are established, and that planning and response activities are coordinated both within the EOC (i.e. between sections) and between sites and other EOCs.

The EOCMT consists of the following positions:

- Policy Director;
- EOC Director;
- Information Officer;
- Risk Management Officer;
- Health and Safety Officer;
- Liaison Officer;
- Operations Section Chief;
- Planning Section Chief;
- Logistics Section Chief;
- Finance and Administration Section Chief.

6.3.2 Policy Director

The Policy Director is the Mayor or designate and holds the position of Policy Director as the head of the Policy Group (which is Council – see section 1.5). Responsibilities of the Policy Director include:

- Acting as liaison between the Emergency Operations Centre Director and Council
- Declaration/termination of an emergency
- Bringing recommendations for changing/amending bylaws or policies to the Policy Group (Town Council) with the assistance of Town staff.
- Official spokesperson, if required.
- Ensuring Members of Council are notified of the emergency.
- Notifying the Mayors of the affected and/or adjoining municipalities of the emergency, if required and providing any status reports.

6.3.3 EOC Director

Has overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
- Support Site(s) – Provide support to Incident Commanders and Support Agencies and ensure that all actions are coordinated within the established priorities.
- Develop / Approve Action Plans – Prepare EOC action plans with the EOCMT based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- Inform Others – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.
- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.
- Liaising with the Incident Commander - To confirm the geographical boundaries of the emergency area as declared by the Policy Director (per section 5.2.2).
- Confirming the adequacy of expenditure limits – As identified by the municipal Purchasing By-law.

6.3.4 Risk Management Officer

Has overall authority and responsibility for the following EOC activities:

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the EOC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of the municipality during the emergency.
- Provides advice on health and safety issues and if required, activates the Health and Safety Officer.

6.3.5 Health and Safety Officer

- Provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.
- Monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary.
- Liaises and provides advice to the Emergency Site Safety Officer regarding health and safety issues for site personnel, as required.
- This position is severable subject to the direction of the Director and nature of the emergency event.

6.3.6 Liaison Officer

Has overall authority and responsibility for the following EOC activities:

- Invites required or requested Support Agencies and stakeholders to the EOC, as identified by the EOC Director and EOCMT and maintains contact when required.
- Provides input on the strategic direction and advice to the EOCMT regarding emergency management issues.
- Liaises with the neighbouring Municipal and Regional CEMCs, EMO and other provincial and federal representatives, as required.
- In conjunction with the EOC Director, facilitates a debriefing with the EOC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency.

6.3.7 Information Officer

Has overall authority and responsibility for the following EOC activities:

- Establishes and maintains media contacts.
- Prepares news/social media releases; coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by 211 and EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information sources including 211.
- Liaises and coordinates messages with other internal and external Information Officers.
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

A support team from Niagara Regional corporate communications may assist the information officer in meeting these tasks if required. This support team includes personnel for online communications.

6.3.8 Operations Section Chief

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites. This position is typically filled by a Senior Municipal Official that may be considered a subject matter expert (e.g. Director of Public Works for water related emergencies) or designate and has overall authority and responsibility for the following EOC activities:

- Maintain Communications – Establish communication links with incident command posts and the Emergency Operations Centre if activated.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies.
- Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section.
- Share Operational Information – Collect and distribute operational information to the planning section, the EOC Information Officer, and other EOC Sections.
- Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.

6.3.8.1 Branch Coordinators

Branch Coordinators oversee the operations of a particular department, division, section or agency. A Branch Coordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include, but are not limited to:

- Regional Fire Branch Coordinator
- Regional Police Branch Coordinator
- Niagara EMS Branch Coordinator
- Emergency Social Services Branch Coordinator
- Public Works Branch Coordinator
- Public Health Branch Coordinator

6.3.9 Planning Section Chief

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.
- Manage the Planning Section – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Managing Display Boards - Ensure that the situation unit is maintaining current information for the EOC situation report.
- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the EOCMT.
- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and Mutual aid.
- Keep Records – Document and maintain paper and electronic files on all EOC activities.
- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.
- Plan for Recovery – Initiate recovery efforts at the earliest time and develop plans for short-term and long-term recovery appropriate to needs.
- Coordinate Technical Specialists – Provide technical support services to EOC sections and branches, as required.
- Prepare After Action Report – Coordinate the assembly of EOC lessons learned from contributions from EOC staff and from Support Agency representatives.

6.3.10 Logistics Section Chief

The Logistics Section is responsible to:

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.
- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.
- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support the Operations Section.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.
- Arrange Transportation – Coordinate transportation requests in support of response operations.

6.3.11 Finance and Administration Section Chief

This position is typically filled by the municipal Treasurer or designate and has overall authority and responsibility for the following EOC activities:

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.
- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer.
- Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, EOCMT, and elected officials aware of the current fiscal situation.
- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster.

7. Emergency Plan Supporting Documents

7.1 Annex A – EOC Management Team Responsibilities by Position

This document identifies the municipal employees by position, and their alternates, who have the responsibility of implementing the NWEPP in the event of an emergency.

7.2 Annex B – Emergency Contact List

The Emergency Contact List provides confidential contact information for EOC personnel.

7.3 Annex C – Emergency Notification Protocol

The Emergency Notification Protocol outlines the process in each municipality for notification of EOC personnel to place them on alert and/or activate the EOC.

7.4 Annex D – EOC Standard Operating Guidelines and Checklists

These documents outline the procedures involved in the activation and operation of the EOC, including facility location details, access, setup, guiding principles, managing information and resources, and roles and responsibilities for functions within the IMS.

As a supplement to the NWEPP, the EOC Standard Operating Guidelines and Checklists provide information to enable EOC responders to fulfil their key responsibilities in managing an emergency situation.

7.5 Annex E – Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to identify the hazards, which have caused, or possess the potential to cause, disastrous situations by overwhelming response capabilities within the Niagara West and the Region of Niagara. This information assists in preparing for more effective emergency responses and operations. The planning phase will seek to mitigate the effects of a hazard, to prepare for response measures, and to ensure the safety of our citizens, preserve life and minimize damage.

The HIRA for the municipalities of Lincoln, Pelham, West Lincoln and Wainfleet has been developed in cooperation and collaboration with the development of the Region's HIRA. Each municipality within Niagara West has completed a HIRA specific to their community.

7.6 Annex F – Critical Infrastructure Identification (CI)

The purpose of the CI is to identify facilities and other infrastructure that is at risk of being impacted by emergencies. There are 9 CI sectors: Food and Water, Transportation, Financial institutions, Electricity, Communication Systems, Health Care, Public Safety & Security, Gas & Oil and Continuity of Government.

7.7 Annex G – Crisis Communications Plan

The Crisis Communications Plan coordinates communications within Niagara West in cooperation with the Niagara Region and agencies to media outlets, municipal employees, businesses, and residents to deliver information before a pending emergency (if possible), during, and after an emergency. This includes the release of appropriate and factual information to the media and to the public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications are also outlined.

In the event of a major emergency requiring a response from Niagara municipalities and Niagara Region, communications should be coordinated through Niagara Regional Police and municipal Information Officers.

7.8 Annex H – Mass Evacuation Plan

The Mass Evacuation Plan was developed to be utilized in any of the Municipalities in Niagara and aligns with the Mass Evacuation Plan with the EMO published guidelines.

7.9 Annex I – Water Operations Emergency Response Plan

These documents serve to address the roles and responsibilities of and establish procedural guidelines specific to the emergencies associated with municipal drinking water. The Water Operations Emergency Response Plan and its associated documents have been developed as part of the Drinking Water Quality Management System Operational Plan.

7.10 Annex J – Responsibilities of Niagara Region in a Local Municipal Emergency

This document serves as an operational guideline outlining the role of Niagara Region core departments and services and how these align with local municipalities during a local emergency incident.

7.11 Annex K – Regional Emergency Social Services (ESS) Plan

The aim of the Regional Emergency Social Services Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Niagara during any emergency once they are outside of immediate danger.

This response includes both Niagara Region staff and external Support Agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

7.12 Additional Annexes

Additional annexes may be developed and attached to the NWEPP as they are required and developed.

8. Emergency Plan Review and Maintenance

The NWEPP (without the confidential annexes) will be maintained and distributed by the CEMCs to the public via the websites of each municipality.

The NWEPP will be reviewed annually pursuant to the regulations under the Act and, where necessary, revised by the EMPAC. The review and recommended revisions will be coordinated by the CEMCs.

Revision made to the NWEPP shall be approved only by By-law of Council. However, revisions to the annexes and minor administrative or housekeeping changes may be made by the CEMCs.

It is the responsibility of each person, Support Agency, service or department identified within NWEPP to notify the CEMCs forthwith, of the need for any administrative changes or revisions to the NWEPP or Annexes.

The CEMCs are responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies.

Each department and Support Agency should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis and ensure they align with the NWEPP.

8.1 Exercising of the Emergency Plan

Pursuant to the Regulations under the Act, at minimum, one exercise will be organized and conducted annually by the CEMC in order to test the overall effectiveness of the NWEPP. Recommendations arising from the annual exercise shall be considered by the CEMCs and EMPAC for revisions to the NWEPP.

8.2 Plan Distribution

Copies of the NWEPP will be provided to EOC personnel, Support Agencies, the Province, and bordering municipalities and regions that may have a role to play in responding to or providing assistance for emergencies in Niagara West.

8.3 Revision History

Rev. No.	Revised by	Details	Revision Date
1	Chief Hudson, C. McGrath	Update agency names, NWEM municipal parties, grammar and formatting.	2026/01/26

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BYLAW NO. 015-2026

Being a by-law to appoint an Integrity
Commissioner for the Township of Wainfleet

WHEREAS subsection 223.3 of the Municipal Act, 2001, S.O. 2001 c. 25 authorizes the Township of Wainfleet to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:

- a) the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them;
- b) the application of any procedures, rules and policies of the municipality governing the ethical behavior of members of council and of local boards or of either of them; or
- c) both of clauses (a) and (b);

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

1. **THAT** Michael Maynard of ADR Chambers Inc. shall be appointed as the Integrity Commissioner for the Township of Wainfleet for a 5-year period from April 1, 2026 – March 31, 2031.
2. **THAT** the entry into and execution of a contract with Michael Maynard of ADR Chambers Inc., in a form satisfactory to the Township Clerk, be and is hereby authorized and approved.
3. **THAT** the Mayor and Township Clerk are hereby authorized and directed to execute the contract with Michael Maynard of ADR Chambers Inc. and to affix the corporate seal thereto.
4. **THAT** this bylaw shall come into force and take effect on the 1st day of April, 2026.

BY-LAW READ AND PASSED THIS 24TH DAY OF MARCH, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 016-2026

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 March 24, 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 March 24, 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 24TH DAY OF MARCH, 2026

B. Grant, MAYOR

A. Chrastina, CLERK