

**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
SEPTEMBER 15, 2026 – 6:30 P.M.
COUNCIL CHAMBERS**

C12/26

- 1. Call to Order**
- 2. National Anthem**
- 3. Land Acknowledgement Statement**
- 4. Disclosures of Interest and the General Nature Thereof**
- 5. Presentations**
 - a) Richard Nan Retirement
- 6. Mayor's Announcements & Remarks**
- 7. Councillor's Announcements & Remarks**
- 8. Adoption of Previous Council Minutes**
 - a) Minutes of the Regular Meeting of Council held July 28, 2026
- 9. Public Meeting**
- 10. Delegations**
 - a) Raine Laurent-Eugène Re: Jessie My Love Foundation's long-term supportive housing
- 11. Consent Agenda**
- 12. Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. ASR-010/2026 Re: Council Remuneration By-law Update
 - ii. ASR-011/2026 Re: 2026 Municipal Election Update/ Niagara Compliance Audit Committee
 - iii. Memorandum Re: Proposed Council Schedule Amendment

b) Drainage Staff Reports

- i. DSR-008/2026 Re: Request for Drain Improvement – Ellsworth Drain
- ii. DSR-009/2026 Re: Request for Drain Improvement – Andrew Shauntz Drain

c) Fire Staff Reports

- i. FSR-006/2026 Re: Administrative Monetary Penalty System By-law for Ontario Fire Code Enforcement
- ii. FSR-007/2026 Re: 2026 Q2 Fire & Emergency Services Update

d) Public Works Staff Reports

- i. PWSR-010/2026 Re: 2026 Municipal Bridge/Culvert Inspection

13. Review of Correspondence

- a) Correspondence Item C210 Re: Proclamation Request - Developmental Services Worker Appreciation Day
- b) Correspondence Item C219 Re: Doubling of Ontario Community Infrastructure Fund (OCIF) funding
- c) Correspondence Item C220 Re: Producer responsibility for one-pound single-use propane cylinders
- d) Correspondence Item C221 Re: Coordinated plans to combat tick borne diseases

14. By-laws

- a) By-law No. 033-2026 being a by-law to establish remuneration and expense reimbursement for members of Council of the Township of Wainfleet.
- b) By-law No. 034-2026 being a by-law to establish the Niagara Compliance Audit Committee for the Township of Wainfleet.
- c) By-law No. 035-2026 being a by-law to implement a system of administrative penalties for contraventions of the Fire Code.

15. Notices of Motion**16. Closed Meeting****17. Rise & Report**

18. By-law to Confirm the Proceedings of Council

- a) By-law No. 036-2026 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 September 15, 2026.

19. Adjournment



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

C11/26
JULY 28, 2026
6:00 P.M.
COUNCIL CHAMBERS

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

STAFF PRESENT: A. Chrastina Clerk
 L. Earl Manager of Community & Development Services
 L. Gudgeon Manager of Human Resources
 C. Hart Manager of Financial Planning/Deputy Treasurer
 S. Ivins Planner
 A. Jenkins Deputy Clerk

1. Call to Order

Mayor Grant called the meeting to order at 6:01 p.m.

2. Closed Meeting

Resolution No. C-2026-093

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“THAT Council now move into closed session to discuss:

- a) Item under Section 239(2)(f) of the Municipal Act, 2001, advice that is subject to solicitor-client privilege, including communications necessary for that purpose – 1 item (legal opinion)
- b) Minutes of the Closed Meetings of Council held July 7, 2026”

CARRIED

3. Rise & Report

The Clerk reported that Council met in closed session pursuant to *Municipal Act* exemptions to receive a legal opinion. Council further adopted previous closed session minutes.

4. National Anthem

5. Land Acknowledgement Statement

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

6. Disclosures of Interest

None.

7. Presentations

a) David and Elaine Pihach – Donation

Mr. Pihach expressed his thanks to the Township and donated several framed prints and historical plaques for the Township's use in its facilities.

8. Mayor's Announcements & Remarks

Mayor Grant provided the following remarks:

- Please note that these meeting proceedings are being broadcast live, recorded and made available through the Township website and youtube.com.
- Our next regular meeting of Council is Tuesday September 15, 2026 at 6:30pm

9. Councillor's Announcements & Remarks

None.

10. Adoption of Previous Council Minutes

Resolution No. C-2026-094

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

"THAT the minutes of the regular meeting of Council held July 7, 2026 be adopted as circulated."

CARRIED

11. Public Meeting

None.

12. Delegations

a) GSP Group Inc. Re: Official Plan Update

Resolution No. C-2026-095

Moved by Councillor MacLellan

Seconded by Councillor Anderson

"THAT the delegation from GSP Group Inc. respecting the Official Plan Update be received for information."

CARRIED

Mayor Grant called a two-minute recess.

b) John Armstrong Re: Community Land Trust of Niagara

Resolution No. C-2026-096

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT the delegation from John Armstrong respecting Community Land Trust of Niagara be received for information.”

CARRIED

c) Port Cares Re: Fee Waiver Request

Resolution No. C-2026-097

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“THAT the delegation from Port Cares respecting Fee Waiver Request be received; and

THAT the fees be waived as requested.”

CARRIED

13. Consent Agenda

None.

14. Staff Reports & Recommendations

a) Administrative Staff Reports

i. ASR-009/2026 Re: 2026 Q2 Projected Results Report

The Manager of Financial Planning/Deputy Treasurer provided an update to correct the total Operating Surplus amount to \$31,519 from the originally published \$262,089. This discrepancy was due to grant funds being misallocated to drainage grants.

Resolution No. C-2026-098

Moved by Councillor Gilmore

Seconded by Councillor Anderson

“THAT Administrative Staff Report ASR-009/2026 respecting 2026 Q2 Projected Results Report be received for information.”

CARRIED

b) Community and Development Services Staff Reports

i. Memorandum Re: Temporary Appointment of Municipal By-Law Enforcement Officers for Parking Enforcement

Resolution No. C-2026-099

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT the Memorandum respecting Temporary Appointment of Municipal By-Law Enforcement Officers for Parking Enforcement be received; and

THAT the recommendations contained therein be approved.”

CARRIED

13. Correspondence

None.

14. By-laws**Resolution No. C-2026-100**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

THAT the following by-laws be read and passed this 28th day of July, 2026.

- a) By-law No. 029-2026 being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2026.
- b) By-law No. 030-2026 being a by-law to repeal By-law No. 057-2017, as amended, being a by-law to licence Cannabis Production Facilities in the Township of Wainfleet.
- c) By-law No. 031-2026 being a by-law to appoint Municipal By-law Enforcement Officers for the Corporation of the Township of Wainfleet.”

CARRIED

15. Notices of Motion

None.

16. Closed Meeting**Resolution No. C-2026-101**

Moved by Mayor Grant

Seconded by Councillor MacLellan

“THAT Council now move into closed session to discuss:

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

CARRIED

17. Rise & Report

The Clerk reported that Council met in closed session pursuant to *Municipal Act* exemptions to receive an update and provide confidential staff direction on a personnel matter.

18. By-law to Confirm the Proceedings of Council**Resolution No. C-2026-102**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“**THAT** By-law No. 032-2026 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 July 28, 2026 be read and passed this 28th day of July, 2026.”

CARRIED

19. Adjournment

There being no further business, the meeting was adjourned at 8:45 p.m.

B. Grant, MAYOR

A. Chrastina, CLERK

JESSIE MY LOVE FOUNDATION

Housing Stability · Stipend-Supported Training · Regenerative Farming

A Regenerative Housing Model for Black and Indigenous Women and Their Families



Presented to the Township of Wainfleet

Raine Laurent-Eugène | Founder & CEO

WAINFLEET IS PLANNING AHEAD ON HOUSING

Wainfleet is planning ahead. Through its current Official Plan Update, the Township is addressing housing, growth, and long-term planning priorities across the community.

Official Plan Update

The Township is completing its statutory 10-year Official Plan review to modernize planning policies, address future growth needs, and ensure conformity with the 2022 Niagara Official Plan and current provincial planning requirements.

Housing Policy Gap Analysis

Wainfleet's 2026 Policy Gap Analysis identifies the need for a broader range and mix of housing options, including intensification and additional residential units.

Measured Population Growth

Wainfleet's population grew from 6,372 to 6,887 between 2016 and 2021, an increase of approximately 8%.

Rural Settlement Planning

The Official Plan Update is examining future growth within Wainfleet's hamlets and lakeshore areas, including density and servicing considerations.

The Foundation is seeking to complement the direction Wainfleet has already established.

THE GAP THAT REMAINS

Wainfleet has established a strong planning framework. The data shows there is still work to be done across Niagara.

Housing instability is a regional challenge. Long-term stability requires a regional response.

13,960

People reporting
Indigenous identity

2021 Census, Statistics Canada

13,305

People reporting
Black identity

2021 Census, Statistics Canada

701

People experiencing
homelessness across
Niagara Region

61% of surveyed respondents chronically homeless
Niagara Counts 2024

People live, work, access services, and move across municipal boundaries. Housing instability and long-term stability are regional issues, not municipal ones.

The gap is not in identifying need. The gap is in the length and structure of the response.

OUR MODEL — THE NEXT STEP IN THE CONTINUUM

Housing is the anchor. Everything else is built from stability.

Not emergency shelter. A structured, long-term housing and economic stability model designed for what comes after crisis.

Stable Housing

Up to 3 years

Families are housed first, not after proving readiness. Individual dwellings, not institutional buildings. The lived experience of stability before asking someone to rebuild their life.

Structured Training

Stipend-supported training

Land-based skill-building through the Foundation's social enterprise, with practical work experience, accountability, and real production.

Education & Certification

Post-secondary partnership

A recognized, non-degree certification with a post-secondary institution. Participants leave with credentials, documented work experience, and professional references.

The model is designed to build long-term cycles of regeneration and peer mentorship over time.

OUR MODEL — PHASE ONE: PROOF OF CONCEPT

Jessie My Love Foundation

A focused first phase serving approximately 10 families, designed to test, refine and demonstrate the model before any future expansion.



Start small. Learn deliberately. Expand only when the model is proven.

ALIGNMENT WITH WAINFLEET'S PRIORITIES

The Foundation's long-term objectives complement several of Wainfleet's planning priorities.

Growth & Housing Policy



Wainfleet's 2026 Policy Gap Analysis identifies the need for a broader range and mix of housing options, including intensification and additional residential units.
(Policy Gap Analysis Report, 2026)



A long-term housing model that combines stable housing, education, employment and childcare to support stronger, more resilient communities.

Truth & Reconciliation



"The Township of Wainfleet acknowledges that it is situated on land that is the traditional territory of Anishinaabeg and Haudenosaunee Peoples."
(Township of Wainfleet, Truth and Reconciliation)



The Foundation is being developed to serve Black and Indigenous women and their families through long-term housing stability, education and economic participation.

Community Wellbeing



"The Township of Wainfleet will be a sustainable rural community that offers outstanding quality of life for all."
(Township of Wainfleet Strategic Plan, Vision Statement)



A coordinated housing model where stability, education, meaningful work and community support create the conditions for long-term independence and quality of life.

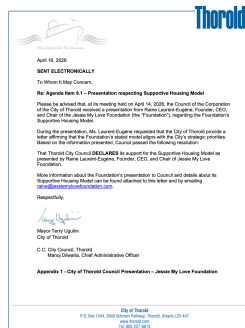
MUNICIPAL RECOGNITION — THOROLD & PELHAM

Two neighbouring Niagara municipalities have formally declared their support for the Foundation's model.

City of Thorold

Council Resolution — April 14, 2026

“That Thorold City Council DECLARES its support for the Supportive Housing Model as presented by Raine Laurent-Eugène, Founder, CEO, and Chair of Jessie My Love Foundation.”



Signed by Mayor Terry Ugolini | April 16, 2026

Town of Pelham

Council Resolution — August 5, 2026

“The Town of Pelham DECLARES its support for the Supportive Housing Model as presented by Raine Laurent-Eugène, Founder, CEO and Chair of Jessie My Love Foundation.”



Signed by Mayor Marvin Junkin | August 5, 2026

Why this matters

Two Niagara municipalities have now heard the Foundation's presentation and formally declared their support for the model. Each additional municipal declaration helps build momentum, credibility, and regional awareness as the Foundation continues conversations with funders, granting bodies and institutional partners.

We are not requesting funding, land, or formal partnership commitments at this stage.

01

A Letter of Support

A letter from the Township of Wainfleet affirming awareness of the Jessie My Love Foundation's mission and recognizing the alignment between the Foundation's intended outcomes and the Township's current housing, growth, and reconciliation priorities.

Wainfleet is currently modernizing its housing and growth policy through its Official Plan Update and has publicly stated its commitment to truth and reconciliation. A letter of support would recognize the connection between those commitments and the outcomes the Foundation is working to advance.

02

Introductions to Relevant Staff

Connections to Township staff in planning and community development, as well as relevant regional or community partners working in housing, social services, and truth and reconciliation.

These introductions would help the Foundation better understand Wainfleet's planning environment, regional service landscape, and potential pathways for future collaboration as we continue our pre-development work.

Thank you.

Thank you for your time and consideration.

I appreciate the opportunity to introduce the Jessie My Love Foundation and share the long-term housing model we are developing.

Raine Laurent-Eugène

Founder & CEO, Jessie My Love Foundation

raine@jessiemylovefoundation.com



Happy to answer any questions.

TO: Mayor Grant & Members of Council

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

DATE OF MEETING: September 15, 2026

SUBJECT: Council Remuneration By-law Update

RECOMMENDATION(S):

THAT Administrative Report ASR-010/2026 respecting the Council Remuneration By-law Update be received; and

THAT Council approve the draft Council Remuneration By-law attached as Appendix "A", establishing updated remuneration and expense reimbursement provisions for Members of Council effective upon the commencement of the term of office of the new Council elected at the 2026 regular municipal election.

EXECUTIVE SUMMARY:

The purpose of this report is to present an updated Council Remuneration By-law for consideration by Council.

The proposed by-law modernizes the Township's existing Council remuneration framework by updating legislative references, consolidating remuneration into a single compensation amount, eliminating provisions related to Registered Retirement Savings Plan (RRSP) contributions, and implementing other relevant housekeeping changes.

The proposed by-law also eliminates attendance deduction provisions, which have been largely made redundant due to recent technological advances in electronic meeting participation and changes to the Mayor's in-office hour requirements that are no longer reflective of current Council practices. In addition, the by-law formalizes a statutory requirement that Council review remuneration at least once during each term of office.

The remuneration amounts contained within the proposed by-law continue the compensation levels established under By-law No. 012-2016, with former Township RRSP contributions being incorporated into the total annual remuneration amounts.

BACKGROUND:

The Township's existing Council remuneration framework was established under By-law No. 012-2016.

At the time of adoption, the by-law provided for an annual stipend and a corresponding Township contribution to a Registered Retirement Savings Plan (RRSP) for the Mayor and Members of Council. The by-law also included:

- A provision deeming one-third of remuneration to be for expenses (which has since been eliminated through changes to the Municipal Act and which was addressed several years ago through Report ASR-038/2018);
- Attendance-based remuneration reductions for excessive meeting absences;
- A separate annual stipend for Mayor's office hours;
- References to the elected office of "Alderman" (which was previously addressed through By-law No. 055-2018, being a by-law to establish titles for Members of Council).

Over time, several of these provisions have become outdated or are no longer consistent with current municipal governance practices.

The proposed by-law has been prepared to modernize the Township's approach while maintaining existing compensation levels.

OPTIONS/DISCUSSION:

1) Council approves the proposed Council Remuneration By-law. (Recommended)

The proposed by-law would:

- Repeal By-law No. 012-2016;
- Update statutory references to the current Municipal Act, 2001;
- Replace the title "Alderman" with "Councillor" (per By-law No. 055-2018);
- Eliminate separate RRSP contribution provisions and roll the former Township RRSP contribution amounts into total annual remuneration;
- Eliminate meeting attendance penalty provisions, leaving attendance management processes provided for in the Municipal Act, 2001;
- Eliminate the Mayor's office hour stipend requirements;
- Continue reimbursement of mileage and reasonable expenses incurred while conducting authorized municipal business;
- Codify the existing annual indexing mechanism tied to the compensation increase approved for Township non-union staff, unless otherwise determined by Council;
- Require Council to review the remuneration by-law at least once during each term of office, preferably prior to the commencement of a regular election year.

The proposed by-law would maintain Council's current 2026 total compensation without change. Remuneration would take effect at the start of the term for the new Council elected in the 2026 municipal election, being November 15, 2026.

The remuneration amounts are proposed as follows:

Position	Annual Remuneration
Mayor	\$23,773.62
Councillor	\$12,483.64

These figures represent the total annual compensation payable and include all amounts previously paid as Township RRSP contributions.

2) Council declines to approve the proposed by-law. (Not Recommended)

Council may choose to maintain the existing remuneration framework under By-law No. 012-2016.

This option is not recommended as it would retain outdated provisions and terminology that no longer align with current Township practices.

FINANCIAL CONSIDERATIONS:

The proposed by-law does not materially alter Council remuneration. Rather, it consolidates existing compensation by incorporating the Township's former RRSP contribution amounts directly into annual remuneration.

Future annual adjustments would continue to correspond with compensation increases approved by Council for non-union Township staff. In keeping with recent Council practices, however, the by-law does specifically acknowledge that Council may vary the implementation of such increases when it determines otherwise.

Any future changes to remuneration beyond annual indexing would require Council consideration through a subsequent review and amendment process.

OTHERS CONSULTED:

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

ATTACHMENTS:

Appendix "A" – Draft Council Remuneration By-law

Respectfully submitted by,

Approved by,

Cameron Hart
Manager of Financial Planning
Deputy Treasurer

Mallory Luey
Chief Administrative Officer

APPENDIX A

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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO.033-2026

Being a By-law to establish Remuneration and Expense
Reimbursement for Members of Council of the Township of
Wainfleet

WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to pay remuneration and expenses to members of council;

AND WHEREAS Section 284 of the Municipal Act, 2001 requires municipalities to annually report remuneration and expenses paid to members of council;

AND WHEREAS Council considers it desirable to establish a by-law governing remuneration and reimbursement of expenses for Members of Council of the Township of Wainfleet;

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

1. **THAT** Schedule "A", attached hereto and forming part of this By-law, is hereby adopted and approved.
2. **THAT** the remuneration established in Schedule "A" shall constitute the total annual remuneration payable to Members of Council.
3. **THAT** Council shall review this By-law and the remuneration established herein at least once during each term of Council and, where practicable, such review shall occur prior to the commencement of the year of the next regular municipal election.
4. **THAT** the Chief Administrative Officer, Treasurer and Clerk are authorized to administer the provisions of this By-law.
5. **THAT** By-law No. 012-2016 and all by-laws or provisions of by-laws inconsistent with this By-law are hereby repealed.
6. **THAT** this By-law shall come into force and take effect on the date of its passing.

BY-LAW READ AND PASSED THIS 15TH DAY OF SEPTEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

SCHEDULE "A"
TO BY-LAW NO. 033-2026
COUNCIL REMUNERATION

1. Effective upon the commencement of the term of office of the Council elected at the 2026 regular municipal election, the annual remuneration payable to Members of Council shall be as follows:

Mayor: \$23,773.62

Councillor: \$12,483.64

2. The annual remuneration set out above represents the total compensation payable by the Township.
3. Effective January 1, 2027, and on January 1 of each year thereafter, the annual remuneration established herein shall be adjusted by the same percentage increase approved by Council for the Township's non-union staff compensation program, unless otherwise determined by Council by resolution or by-law.
4. Members of Council shall be entitled to reimbursement for mileage and reasonable out-of-pocket expenses incurred while conducting authorized municipal business, in accordance with applicable Township policies and procedures, as amended from time to time.

TO: Mayor Grant & Members of Council

FROM: Amber Chrastina, Clerk

DATE OF MEETING: September 15, 2026

SUBJECT: **2026 Municipal Election Update/
Niagara Compliance Audit Committee**

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-011/2026 respecting be received;

THAT a by-law re-establishing the Niagara Compliance Audit Committee for the Township of Wainfleet and Terms of Reference, attached to this report as Appendix “A”, be presented to Council for approval and ratification; and

THAT the Clerk be delegated the authority to make any necessary legislative or administrative changes to the terms of reference;

AND THAT the Clerk be delegated the authority to appoint members to the Compliance Audit Committee.

EXECUTIVE SUMMARY:**Compliance Audit Committee**

- The *Municipal Elections Act, 1996* (the “Act”) requires municipalities and local boards to establish a Compliance Audit Committee before October 1st.
- A qualified elector who believes on reasonable grounds that a candidate or registered third party advertiser has contravened the campaign finance provisions of the Act may apply to the compliance audit committee for a compliance audit.
- Since 2010, the Township of Wainfleet, along with the Regional Municipality of Niagara, the Local Area Municipalities (LAMS) and the Niagara Public and Catholic School Boards (the “Joint Participants”), have continued with the joint Niagara Compliance Audit Committee (the “Committee”) under identical terms of reference. Staff are recommending continued participation in the joint Committee.
- Due to legislative changes to the Act, it is necessary to update the terms of reference for the joint Compliance Audit Committee.

BACKGROUND:

At its meeting of September 6, 2022, the Council of the Corporation of the Township of Wainfleet enacted By-law No. 041-2022 to establish the Niagara Compliance Audit Committee for the Township of Wainfleet in cooperation with the Regional Municipality of Niagara, the Local Area Municipalities in the Region and the two Niagara school boards. Since the joint Compliance Audit Committee was first established, the joint participants have continued with the Committee under nearly identical terms of reference, including recruitment and selection of members for appointment by councils/boards.

OPTIONS/DISCUSSION:

A copy of the terms of reference is attached within Appendix "A". They have been reviewed and agreed to by the Area Clerks Election Working Group.

The draft by-law attached to this report as Appendix "A" includes a provision for delegated authority to the Clerk to make any future changes thereto as a result of legislative or administrative requirements, as well as delegated authority for the appointment of the committee members, and to inform Council accordingly. It is more common now for Councils to delegate the appointment authority to the Clerks of the Committee in order to remove any perception of bias and to keep the statutory committee at arm's length, given Members of Council who seek re-election for the 2026-2030 term may be the subject of a compliance audit.

Compliance Audit Committee Highlights

- Each municipality and local board must establish a compliance audit committee before October 1 in an election year.
- The committee shall be composed of not less than 3 and not more than 7 members. Ineligible for appointment are: employees or officers of the municipality or local board, members of council or local board, candidates or registered third party advertisers in the election for which the committee is established.
- When appointing persons to the committee, regard shall be had to professionals with a background in law, auditing, accounting, administration and/or public administration. Preference will be given to those with an understanding of municipal campaign finance rules, analytical and decision-making skills, and previous experience with or as a member of government boards, task forces and/or quasi-judicial bodies.
- Term of office of the committee is concurrent with the term of council or local board.
- The council or local board shall pay all costs in relation to the committee's operation and activities.

- The committee is responsible for considering applications from eligible electors that believe, on reasonable grounds, that a candidate or a registered third party has contravened a provision of the Act relating to election campaign finances even if a financial statement has not yet been filed under Section 88.25 of the Act.
- The Region will be responsible for processing and covering the costs for any application for the Chair and Regional Councillors. LAMS are responsible for registered third party advertiser applications. School Boards are responsible for any trustee application.

The role of the compliance audit committee includes:

- Receive and determine whether to grant or reject applications.
- Appoint auditors, when necessary.
- Receive the compliance audit report from the auditor, decide if it indicates any apparent contraventions of the Act and determine whether or not to commence legal proceedings against the candidate or a registered third party.
- Consider reports submitted by the Clerk where it appears a contributor exceeded the contribution limit and make decisions concerning such reports.

Joint Clerk's Role

- Acts as secretary to the compliance audit committee (for the responding municipality).
- Establishes stipend for committee.
- Recruits and appoints committee members.
- Trains committee members.
- Establishes administrative practices and procedures.
- Ensures a process is in place for the selection and appointment of an auditor.
- Ensures legal representation is available to the committee.
- Reviews and reports on each contributor that may have exceeded contribution limits.

Alternatives/Options Reviewed

This report is driven by recent amendments to the Act relating to campaign finances. Council may determine to opt out of the joint Committee; however, it is not recommended since the Committee is a good example of the Region, LAMS and School Boards working together to achieve efficiencies and cost savings. If the Township opts out of a joint committee, the Township would be required to establish its own stand-alone committee prior to October 1, 2026.

Alternatively, Council may determine to retain authority for the appointment of the Committee members, as well as considering any future changes to the terms of reference rather than delegating such authority to the Clerk. However, this is also not recommended in order to keep the joint Compliance Audit Committee at arms-length for

the reasons stated earlier and to provide for greater efficiencies in the event that further legislative changes occur or basic administrative changes are required.

Nomination Period

The candidate nomination period for the 2026 Municipal Election has closed. The nomination period began on Monday, May 1, 2026, and ended on August 21, 2026, at 2:00 p.m. All candidates have been certified, and Council will not be subject to restricted actions (commonly referred to as “lame duck period”) as set out in Section 275 of the Municipal Act, 2001.

FINANCIAL CONSIDERATIONS:

The terms of reference for the Joint Compliance Audit Committee include a retainer of \$350.00 for each member (including training and mileage), and an honorarium of \$250.00 per meeting, plus mileage, at the rate of the responding municipality requiring the services of the Committee. An additional \$50 will also be provided for each additional application or report being considered after the first at a meeting.

Any auditor or legal costs incurred with a compliance audit application will be the responsibility of the responding municipality (or board).

OTHERS CONSULTED:

- | | |
|--|--|
| ☒ Chief Administrative Officer | ☒ Finance |
| ☒ Clerks | ☒ Communications |
| ☒ Community & Dev. Services | ☒ Operations |
| ☐ Fire | ☒ Other: LAM Elections Working Group |

ATTACHMENTS:

- 1) Appendix “A” – Draft By-law to establish the Joint Compliance Audit Committee

Respectfully submitted by,

Approved by,

Amber Chrastina
Clerk

Mallory Luey
Chief Administrative Officer

“APPENDIX “A”

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET BYLAW NO. 034-2026

Being a bylaw to establish the Niagara Compliance Audit Committee for the Township of Wainfleet.

WHEREAS Section 88.37 of the *Municipal Elections Act, 1996* as amended requires the council or local board, to establish compliance committee before October 1st in an election year for the purposes of Sections 88.33 to 88.36 of the *Act* relative to a possible contravention of the election campaign finance rules;

AND WHEREAS it is deemed expedient to establish a compliance audit committee for the Township of Wainfleet related to the possible contravention of the said *Act* for election campaign finances;

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

1. **THAT** a Joint Compliance Audit Committee be and it is hereby established to be known as the “Niagara Compliance Audit Committee”.
2. **THAT** the Terms of Reference for the Niagara Compliance Audit Committee annexed hereto as Schedule “A” be and are hereby authorized, approved and adopted.
3. **THAT** the Clerk of the Township of Wainfleet is hereby delegated the authority to effect any legislative or administrative amendments to Schedule “A” hereto which may arise at the request of one of the Joint Area Participants subsequent to the passage of this bylaw if deemed reasonable by the Clerk and Township Solicitor, and the Clerk shall notify Council in such instance.
4. **THAT** the Clerk of the Township of Wainfleet is hereby delegated the authority to appoint members to the Niagara Compliance Audit Committee pursuant to the Terms of Reference for the Niagara Compliance Audit Committee.
5. **THAT** pursuant to the provisions of Sections 23.1 to 23.5 inclusive of the *Municipal Act, 2001*, as amended, the Clerk of the Township of Wainfleet is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical or descriptive nature or kind to this bylaw or its schedules as such may be determined to be necessary after the passage of this bylaw.
6. **THAT** Township of Wainfleet By-law No. 041-2022 be and is hereby repealed.

BY-LAW READ AND PASSED THIS 15TH DAY OF SEPTEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

Memo

To: Mayor Grant & Members of Council

From: Amber Chrastina, Clerk

Date: September 15, 2026

Re: Amendment to Council Schedule

The purpose of this memorandum is to seek Council's approval to reschedule the October 27, 2026, regular meeting of Council to November 3, 2026.

The 2026 Municipal and School Board Election is on the preceding day, Monday, October 26, 2026. Election Day is expected to be lengthy and taxing for both staff and the four sitting members of Council who are nominated candidates. Pushing this meeting out for one week will allow for appropriate respite between the two events.

Recommendation:

THAT this memorandum be received and

THAT Council approve the rescheduling of the October 27, 2026, regular meeting of Council to November 3, 2026.

Attachments:

None

OTHERS CONSULTED:

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

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

DRAINAGE STAFF REPORT

DSR-008/2026

TO: Mayor Grant & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: September 15, 2026

SUBJECT: Request for Drain Minor Improvement – Ellsworth Drain

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-008/2026 regarding a request for a drain improvement, Ellsworth Drain, be received; and

THAT Council accept the Request for Drain Improvement and authorize staff to prepare and distribute the necessary notices in accordance with Section 78(5) of the *Drainage Act*; and

THAT Council appoint RJ Burnside & Associates Limited under the *Drainage Act* to improve the Ellsworth Drain.

EXECUTIVE SUMMARY:

Property owners have submitted a request under Section 78 (5) of the *Drainage Act, R.S.O. 1990, c.D.17*, to facilitate the installation of a new culvert on the Ellsworth Drain. Staff recommend appointing RJ Burnside & Associates Limited to undertake this project.

BACKGROUND:

Most recently updated under the engineer's report by RJ Burnside in 2025, the drain is actively being reconstructed by a contractor. Due to property ownership changes, a new culvert is required that was not included in the report update from 2025.

Minor improvement projects are a recent addition to the Drainage Act process. As a minor project, the work is requested by an individual property owner who agrees to pay the full cost of the project, and the work is limited to one property rather than the entire drainage works.

OPTIONS/DISCUSSION:

- 1) Council accept the Request for Improvement and authorize staff to prepare the necessary notices in accordance with the *Drainage Act* (recommended).
- 2) Do not support the Request for Improvement (Not recommended).

FINANCIAL CONSIDERATIONS:

As this project is proceeding as a minor improvement under Section 78(5) of the Drainage Act, the initiating property owner is responsible for all costs of the project. Eligible provincial grants, if applicable, will be applied to reduce the assessment to the property owner in accordance with the Drainage Act and applicable regulations.

OTHERS CONSULTED:

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

ATTACHMENTS:

- 1) Request for Drain Improvement
- 2) Section 78(5) Flow Chart

Respectfully submitted by,

Approved by,

Mark Jemison
Drainage Superintendent

Mallory Luey
Chief Administrative Officer

**Notice of Request for Drain
Minor Improvement
*Drainage Act, R.S.O. 1990,
c. D.17, subs. 78 (5)***

To: The Council of the Corporation of the Township of Wainfleet

Re: Ellsworth Drain
(Name of Drain)

In accordance with section 78 (5) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

☒ The work being requested is a Minor Improvement Project

I believe that the project being requested meets all the following criteria for a minor improvement project:

- The property owner initiates the improvement on an individual property or two or more adjacent properties that are owned by the same person or the owners are related parties;
- The property owner is paying for costs of the activity, which includes, without limitation engineering construction, contingency costs, incremental future maintenance and eligible municipal administrative costs unless that person and the municipality in which the activity is taking place agree otherwise;
- Carrying out the activity does not require construction access from neighbouring properties or the person initiating the activity has obtained the consent for the construction access from all applicable owners of the neighbouring properties prior to beginning the activity and has provided such proof of consent to the municipality as part of the application to carry out the activity;
- The activity will not result in any changes as to how future repair and maintenance costs are allocated to other property owners in the watershed;
- The activity does not change drainage capacity or erosion potential;
- The activity does not result in the existing drainage works being enclosed; and
- The activity does not take place within any wetlands.

The project can be completed with access from:

- ☒ The requestor property
- ☐ My neighbour's property and written permission has been granted and attached to this Notice of Request for Minor Drain Improvements form.
- ☐ The municipal road right-of-way

a. As owner of land requesting the minor improvement described below, I hereby request pursuant to subsection 78 (5) of the *Drainage Act* that the minor improvement project described immediately below be approved. I acknowledge responsibility for all costs of the minor improvement project, even if the minor improvement project does not proceed.

Provide a more specific description of the proposed drain improvement you are requesting

NEW CULVERT NEW LOCATION NEW WIDTH

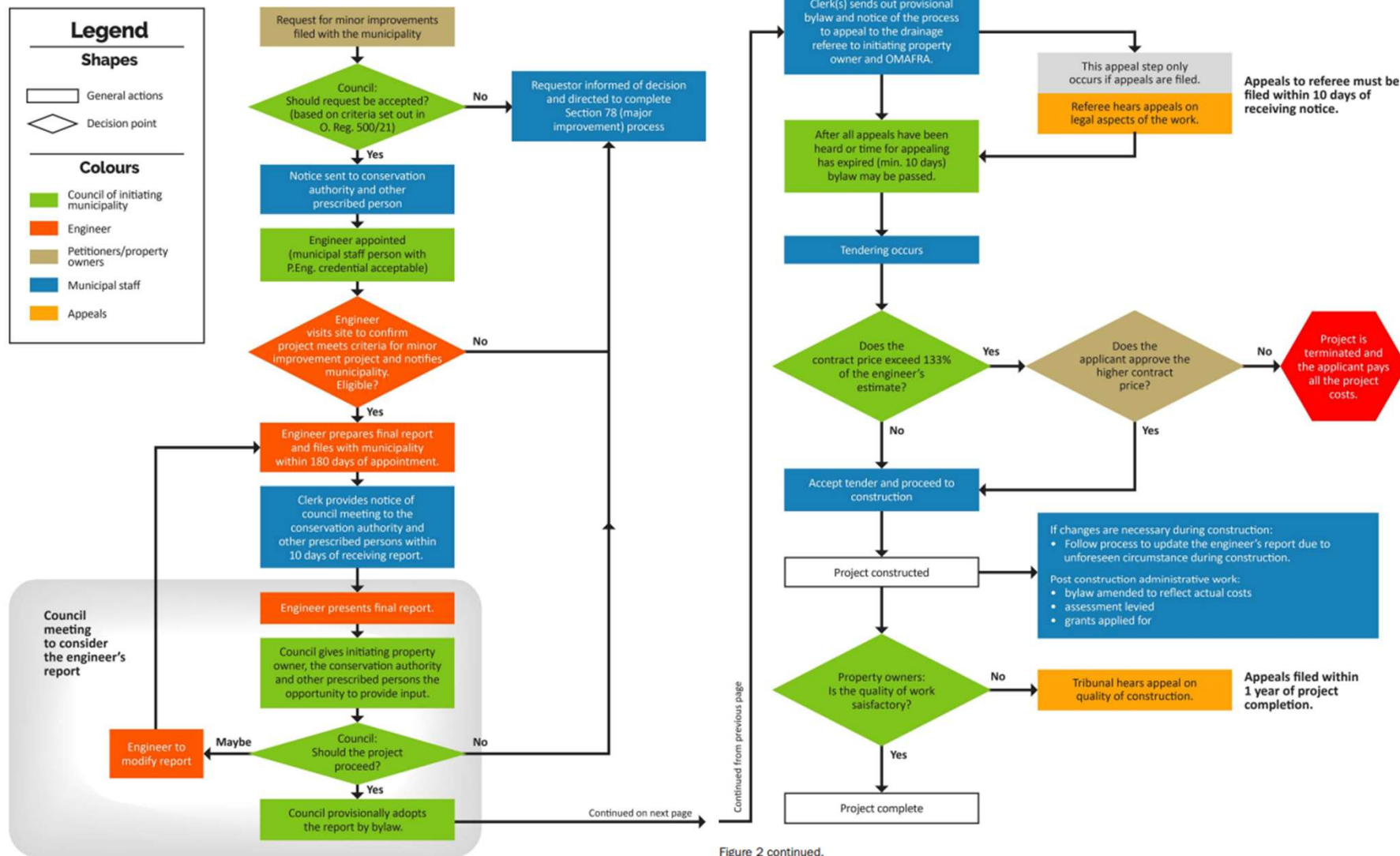


Figure 2. Minor improvement project procedure under the Drainage Act, 1990.

Figure 2 continued.

TO: Mayor Grant & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: September 15, 2026

SUBJECT: Request for Drain Improvement – Andrew Shauntz Drain

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-009/2026 regarding a request for a drain improvement, Andrew Shauntz Drain, be received; and

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

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

EXECUTIVE SUMMARY:

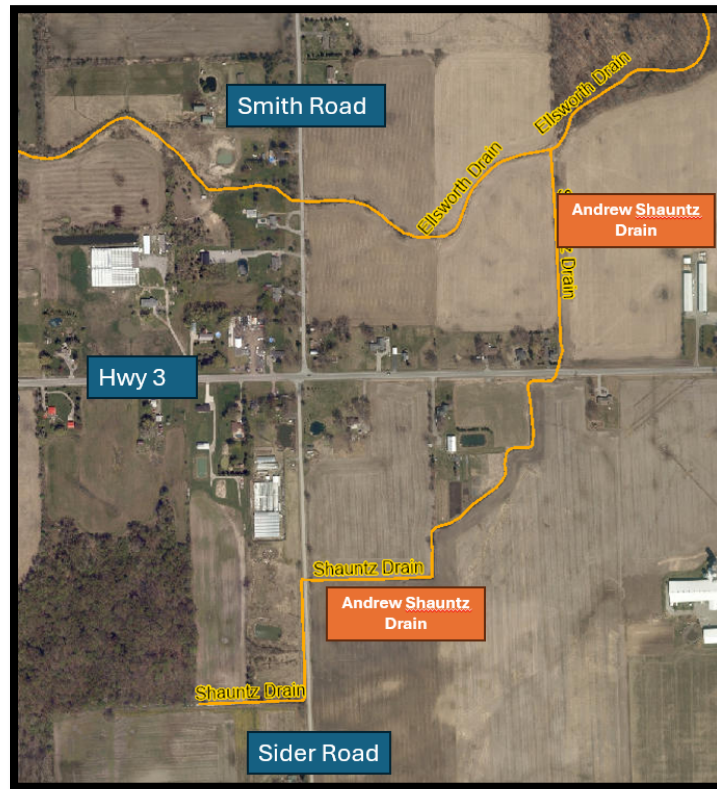
Property owners have submitted a request under Section 78 of the *Drainage Act, R.S.O. 1990, c.D.17*, to improve the Andrew Shauntz Drain. Staff recommend appointing Spriet Associates Ltd. Engineering to improve the Andrew Shauntz Drain.

BACKGROUND:

Most recently updated under the engineer's report of C.J. Clarke in 1971, the Andrew Shauntz Drain is approximately 1,400m long with a watershed area of 485 acres. The drain starts just west of Sider Road and flows northwesterly, across Highway 3, before outletting into the Ellsworth Drain.

Under Section 74 of the *Drainage Act*, the Township completed regular maintenance on the drain in 2024. In recent years, the Township has received numerous inquiries about the inadequate depth of the drain where it crosses Highway 3.

As seen in Attachment 1, the property owners request to improve the drain by making a new outlet, constructing a tile drain and covering all or part of the drainage works.

**OPTIONS/DISCUSSION:**

- 1) Council accept the Request for Improvement and authorize staff to prepare the necessary notices in accordance with the *Drainage Act* (Recommended).
- 2) Do not support the Request for Improvement (Not recommended).

FINANCIAL CONSIDERATIONS:

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

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

OTHERS CONSULTED:

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

ATTACHMENTS:

- 1) Request for Drain Improvement
- 2) Section 78 Flow Chart

Respectfully submitted by,

Approved by,

Mark Jemison
Drainage Superintendent

Mallory Luey
Chief Administrative Officer

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Township _____ of Wainfleet _____

Re: Andrew Shauntz _____
(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☒ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☐ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☒ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Ward or Geographic Township	Parcel Roll Number 2714000012070
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If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Sole Ownership

If you need to provide additional information, please attach along with this form.

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
DEVRIES FAMILY FARMS INC		2026/08/06

Enter the mailing address and primary contact information of property owner below:

Last Name DEVRIES	First Name SCOTT	Middle Initial P
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Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town	Province	Postal Code	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 6 day of August 20 26

Name of Clerk (Last, First Name) CHRISTINA AMBER.	Signature of Clerk 
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FIRE STAFF REPORT

FSR-006/2026

TO: Mayor Grant & Members of Council
FROM: Morgan Alcock, Fire Chief
DATE OF MEETING: September 15, 2026
SUBJECT: **Administrative Monetary Penalty System By-law for Ontario Fire Code Enforcement**

RECOMMENDATION(S):

THAT Report FSR-006-2026 respecting an amendment to the Administrative Monetary Penalty System By-law for Ontario Fire Code Enforcement be received; and

THAT Council adopt and enact by-law BL035-2026, being a by-law to establish an Administrative Monetary Penalty System for Ontario Fire Code Enforcement, to include the use of Administrative Monetary Penalties as an enforcement tool for prescribed contraventions of the Ontario Fire Code, O. Reg. 213/07, as amended; and
THAT staff be directed to make any necessary administrative updates to Township forms, procedures, fee schedules, enforcement policies, and public information materials to support implementation.

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval to enact an Administrative Monetary Penalty System By-law for Ontario Fire Code Offences to include prescribed contraventions of the Ontario Fire Code as eligible matters for enforcement through Administrative Monetary Penalties.

This by-law would provide Wainfleet Fire & Emergency Services with an additional, progressive, and compliance-focused enforcement tool to address Fire Code contraventions in a timelier and more efficient manner.

BACKGROUND:

The Township currently uses an Administrative Monetary Penalty System, commonly referred to as AMPS, for various non-parking-related by-law offences. AMPS provides a municipal administrative process that allows certain contraventions to be addressed through penalty notices rather than through the Provincial Offences Court system.

Historically, enforcement of Ontario Fire Code contraventions has generally relied on inspection orders, voluntary compliance, Part I tickets where set fines exist, or Part III proceedings under the Provincial Offences Act for more serious or unresolved matters.

While these tools remain important and will continue to be available, court-based enforcement can be time-consuming and resource-intensive, particularly where the primary objective is to achieve timely compliance.

Ontario Regulation 260/25: Administrative Penalties, made under the Fire Protection and Prevention Act, 1997, now permits municipalities to use Administrative Monetary Penalties for prescribed contraventions of the Ontario Fire Code. The regulation provides municipalities with the option to use AMPS for prescribed Fire Code contraventions and establishes the applicable administrative penalty framework.

The Township solicitor recommended a standalone by-law to establish an administrative monetary penalty system for Fire Code contraventions, which clearly reflects the legislative requirements contained within the FPPA and its regulations and avoids any confusion between Fire Code AMPS and those issued under other by-laws.

The intent of this bylaw is not to replace existing Fire Code enforcement options, but to provide an additional tool that may be used where appropriate to encourage compliance, improve public safety, and support the efficient administration of fire prevention services.

OPTIONS/DISCUSSION:

The Ontario Fire Code establishes minimum fire safety requirements for buildings, properties, systems, processes, records, maintenance, fire safety planning, exiting, fire protection systems, and related life safety matters. Compliance with the Fire Code is essential to reducing the risk of fire, protecting occupants, supporting firefighter safety, and limiting property loss.

The introduction of an AMPS option for prescribed Fire Code contraventions allows municipalities to respond to certain violations in a more direct and timely manner. Rather than relying solely on warnings, orders, re-inspections, or court proceedings, designated fire prevention personnel would be able to issue an administrative penalty where a prescribed Fire Code contravention has occurred and where the use of AMPS is appropriate.

Examples of Fire Code matters that may be suitable for AMPS enforcement, subject to the prescribed provisions in O. Reg. 260/25, may include failures related to required records, testing, inspection, maintenance, fire safety plans, means of egress, fire protection systems, smoke alarms, carbon monoxide alarms, closures, and other ongoing fire and life safety obligations.

The proposed bylaw would allow the Township to use AMPS as part of a graduated enforcement model. Education and voluntary compliance would continue to be emphasized where appropriate. Inspection orders, re-inspections, Part I tickets, Part III charges, and other enforcement options under the Fire Protection and Prevention Act, 1997 would remain available for matters that are serious, repeated, unresolved, or otherwise unsuitable for administrative penalties.

The use of AMPS would support fire prevention activities by:

1. Improving the ability to address recurring or unresolved Fire Code contraventions;
2. Reducing reliance on court-based enforcement for lower-level prescribed violations;
3. Encouraging timely correction of fire and life safety deficiencies;
4. Providing a consistent administrative review process for recipients of penalty notices;

5. Supporting public safety, firefighter safety, and property protection; and
 6. Aligning the Township's enforcement tools with current provincial legislation.
- The by-law includes wording that limits the use of Fire Code AMPS to those Fire Code provisions prescribed under O. Reg. 260/25 and follows the set penalty amounts for first and subsequent offences, as amended from time to time. This will ensure the Township's by-law remains aligned with provincial authority and avoids creating a broader enforcement power than permitted by regulation.

Administration and enforcement of the by-law will be conducted by Wainfleet Fire & Emergency Services, through the Fire Chief and designated fire prevention personnel.

FINANCIAL CONSIDERATIONS:

There are no significant immediate financial implications anticipated with the adoption of this by-law. Any administrative penalties collected would be incidental and are not intended to be a revenue-generating tool. The primary purpose of AMPS is to promote compliance with fire and life safety requirements.

There may be minor administrative costs associated with updating forms, procedures, software, training materials, and public information resources. These costs can be managed within existing departmental and corporate resources.

The new process may reduce some future costs associated with court-based enforcement by allowing certain prescribed Fire Code contraventions to be addressed through the Township's administrative penalty framework.

OTHERS CONSULTED:

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

ATTACHMENTS:

- 1) Draft by-law BL-035-2026
- 2) O. Reg. 260/25 Administrative Penalties

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief

Mallory Luey
Chief Administrative Officer

APPENDIX “A”

**THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET**

BY-LAW NO. 035-2026

Being a By-law to implement a system of administrative penalties for contraventions of the Fire Code.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that the powers of a municipality under that statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 7.1 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4 ("*FPPA*") authorizes a municipality to pass by-laws regulating fire prevention;

AND WHEREAS section 30.2 of the *FPPA* and Ontario Regulation 260/25 authorize the Fire Chief of a municipality and certain members of a municipal Fire Department to impose administrative penalties for the purpose of promoting compliance with prescribed provisions of the *FPPA* and the Fire Code, being Ontario Regulation 213/07 ("the Fire Code");

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it to be appropriate to utilize administrative penalties to promote compliance with the *FPPA* and the Fire Code and to enact this by-law for that purpose;

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

1. SHORT TITLE

1.1. This By-law shall be known as the "Fire Code Penalty By-law".

2. Definitions

2.1. In this By-law:

"Administrative Penalty" means an Administrative Penalty imposed in accordance with the *FPPA*, Ontario Regulation 260/25, and this By-law.

"Assistant to the Fire Marshal" means a member of Wainfleet Fire and Emergency Services that has been designated by the Fire Marshal as an assistant to the Fire Marshal under section 11 of the *FPPA*.

"Fire Chief" means the Fire Chief of Wainfleet Fire and Emergency Services.

“Fire Code” means Ontario Regulation 213/07 made under the *FPPA*.

“Fire Prevention Officer” means a member of the Wainfleet Fire and Emergency Services fire prevention bureau.

“FPPA” means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4.

“Hearing Officer” means a Person appointed by the Township to review Penalty Orders and decisions of the Screening Officer. The Hearing Officers appointed by the Township are listed in Schedule “A”, as updated or amended from time to time, which is attached hereto and forms part of this By-law.

“Penalty Order” means a written order imposing an Administrative Penalty on a Person in accordance with the *FPPA*, Ontario Regulation 260/25, and this By-law.

“Person” means an individual, corporation, partnership or association.

“Prescribed Provision” means a provision of the Fire Code prescribed by section 3 and Schedule 1 of the Ontario Regulation 260/25 as being subject to an Administrative Penalty.

“Screening Officer” means Person appointed by the Township to review Penalty Orders. The Screening Officers appointed by the Township are listed in Schedule “A”, as updated or amended from time to time, which is attached hereto and forms part of this By-law.

“Township” means the Corporation of the Township of Wainfleet or the geographic area of the municipality, as the context requires.

3. PENALTY ORDERS

- 3.1. Where the Fire Chief, a Fire Prevention Officer, or an Assistant to the Fire Marshal is satisfied that a Person is contravening or not complying with a Prescribed Provision, the Fire Chief, Fire Prevention Officer, or Assistant to the Fire Marshal may issue a Penalty Order to that Person.
- 3.2. The first time a Penalty Order is issued to a Person for contravention of a Prescribed Provision, the amount of the Administrative Penalty is two hundred dollars (\$200.00).
- 3.3. The second time a Penalty Order is issued to a Person for contravention of the same Prescribed Provision, the amount of the Administrative Penalty is four hundred dollars (\$400.00).
- 3.4. The third or subsequent time a Penalty Order is issued to a Person for contravention of the same Prescribed Provision, the amount of the Administrative Penalty is six hundred dollars (\$600.00).

- 3.5. For the purposes of subsections 3.2, 3.3 and 3.4 of this By-law, a Penalty Order for the contravention of a Prescribed Provision is considered a second, third, or subsequent Penalty Order in respect of the same Prescribed Provision if it is issued within three (3) years after the first Penalty Order was issued.
- 3.6. Every Penalty Order shall include the following information:
- i. particulars of the contravention of the Prescribed Provision;
 - ii. the date and time by which the Administrative Penalty must be paid;
 - iii. the amount of the Administrative Penalty and how payment may be made; and
 - iv. the right to request a review of the Penalty Order.
- 3.7. There is no right to be heard before a Penalty Order is made.
- 3.8. The Penalty Order shall be served on the Person who is subject to it by way of personal service, regular letter mail, or electronic transmission via email and is deemed to be received by the Person as follows:
- i. for service by regular letter mail, on the fifth day after mailing, unless the Person establishes that the Person did not, acting in good faith, through absence, accident, illness or other cause beyond the Person's control, receive a copy until a later date; and
 - ii. for service by email, on the day after it is sent or, if that day is a weekend or statutory holiday, on the next day that is not a weekend or statutory holiday, unless the Person establishes that the Person did not, acting in good faith, through absence, accident, illness or other cause beyond the Person's control, receive a copy until a later date.
- 3.9. Subject to subsection 4.3 of this By-law, a Person who is subject to a Penalty Order shall pay the Administrative Penalty within thirty (30) days after the Penalty Order is served.

4. REVIEW BY SCREENING OFFICER

- 4.1. A Person who is subject to a Penalty Order may, within thirty (30) days after the Penalty Order was served, submit a written request to the Township for a review of the Penalty Order by a Screening Officer.
- 4.2. If the Screening Officer considers it fair and appropriate in the circumstances, they may extend the thirty (30) day period to submit a request for review, and this extension may be made even after the thirty (30) day period has expired.

- 4.3. The submission of a request for review by a Screening Officer operates as a stay of the Penalty Order until the matter is finally disposed of, including any review by a Hearing Officer under section 5 of this By-law.
- 4.4. The Screening Officer shall determine whether the review will be conducted in person, by telephone, virtually, or in writing, and shall ensure that the Township informs the Person that requested the review of the determination.
- 4.5. If the Screening Officer sets a date and time for the Person that requested the review to make submissions, the Township shall notify the Person of the date and time set by the Screening Officer at least five (5) days in advance, and the Person shall attend at set date and time. If the Person fails to attend, they shall be deemed to have abandoned the request for review.
- 4.6. The Screening Officer may affirm or rescind a Penalty Order or may amend the Penalty Order to reduce the amount of the Administrative Penalty where the Screening Officer finds that the Administrative Penalty is excessive in the circumstances or is, by its magnitude, punitive in nature, having regard to all the circumstances.
- 4.7. The Screening Officer does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.
- 4.8. The Screening Officer shall not decide whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty unless the Person that requested the review has been given an opportunity to make submissions in the same manner in which the review is to be conducted.
- 4.9. In deciding whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty, the Screening Officer shall determine whether it was reasonable for the Fire Chief, Fire Prevention Officer, or Assistant to the Fire Marshal to impose the Penalty Order.
- 4.10. In making a determination under subsection 4.9 of this By-law, the Screening Officer may consider the following information:
 - i. photographs, drawings or other images;
 - ii. statements made by the Fire Chief, Fire Prevention Officer, or Assistant to the Fire Marshal that imposed the Penalty Order;
 - iii. documents;
 - iv. statements by the Person who requested the review, made in writing or

in the manner in which the review is conducted;

- v. statements by or on behalf of the Township, made in writing or in the manner in which the review is conducted; and
- vi. any other information, materials or submissions that the Screening Officer considers to be credible or trustworthy in the circumstances.

- 4.11. Notwithstanding subsection 4.10 of this By-law, no witnesses shall be called in the review.
- 4.12. The Screening Officer shall make a decision as soon as practical after the review is complete and shall send a copy of the decision, by regular mail or email, to the Person that requested the review and to the Township, as soon as practical after the decision is made.
- 4.13. Where a Penalty Order is not rescinded by the Screening Officer, the Person who is subject to the Penalty Order shall pay the Administrative Penalty within thirty (30) days after the date of the Screening Officer's decision, unless the Person requests a review by a Hearing Officer under section 5 of this By-law.
- 4.14. Despite subsection 4.13 of this By-law, if the Screening Officer considers it fair and appropriate in the circumstances, they may approve a plan of periodic payments that extends beyond the thirty (30) day period for payment, and this extension may be made even after the thirty (30) day period has expired.

5. REVIEW BY HEARING OFFICER

- 5.1. A Person who requested a review by a Screening Officer may, within thirty (30) days after the date of the Screening Officer's decision, submit a written request to the Township for a review of the decision by a Hearing Officer.
- 5.2. If the Hearing Officer considers it fair and appropriate in the circumstances, they may extend the thirty (30) day period to submit a request for review, and this extension may be made even after the thirty (30) day period has expired.
- 5.3. The submission of a request for review by a Hearing Officer operates as a stay of the Penalty Order until the matter is finally disposed of by the Hearing Officer.
- 5.4. The Hearing Officer shall determine whether the review will be conducted in person, by telephone, virtually, or in writing, and shall ensure that the Township informs the Person that requested the review of the determination.

- 5.5. If the Hearing Officer sets a date and time for the Person that requested the review to make submissions, the Township shall notify the Person of the date and time set by the Hearing Officer at least five (5) days in advance, and the Person shall attend at set date and time. If the Person fails to attend, they shall be deemed to have abandoned the request for review.
- 5.6. The Hearing Officer may affirm or rescind a Penalty Order or may amend the Penalty Order to reduce the amount of the Administrative Penalty where the Hearing Officer finds that the Administrative Penalty is excessive in the circumstances or is, by its magnitude, punitive in nature, having regard to all the circumstances.
- 5.7. The Hearing Officer does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.
- 5.8. The Hearing Officer shall not decide whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty unless:
- i. the Person that requested the review has been given an opportunity to make submissions in the same manner in which the review is to be conducted; and
 - ii. a representative of the Township has been given an opportunity to make submissions in the same manner in which the review is to be conducted.
- 5.9. In deciding whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty, the Hearing Officer shall determine whether the decision of the Screening Officer was reasonable.
- 5.10. In making a determination under subsection 5.9 of this By-law, the Hearing Officer may consider the following information:
- i. photographs, drawings or other images;
 - ii. statements made by the Fire Chief or the Fire Prevention Officer that imposed the Penalty Order;
 - iii. documents;
 - iv. statements by the Person who requested the review, made in writing or in the manner in which the review is conducted;
 - v. statements by or on behalf of the Township, made in writing or in the manner in which the review is conducted; and
 - vi. any other information, materials or submissions that the Hearing Officer considers to be credible or trustworthy in the circumstances.

- 5.11. Notwithstanding subsection 5.10 of this By-law, no witnesses shall be called in the review.
- 5.12. The Hearing Officer shall make a decision as soon as practical after the review is complete and shall send a copy of the decision, by regular mail or email, to the Person that requested the review and to the Township, as soon as practical after the decision is made.
- 5.13. The decision of the Hearing Officer is final.
- 5.14. Where a Penalty Order is not rescinded by the Hearing Officer, the Person who is subject to the Penalty Order shall pay the Administrative Penalty within thirty (30) days after the date of the Hearing Officer's decision.
- 5.15. Despite subsection 5.14 of this By-law, if the Hearing Officer considers it fair and appropriate in the circumstances, they may approve a plan of periodic payments that extends beyond the thirty (30) day period for payment, and this extension may be made even after the thirty (30) day period has expired.

6. UNDUE HARDSHIP

- 6.1. The Township may excuse a Person from paying all or part of an Administrative Penalty, including those affirmed or amended by the Screening Officer or the Hearing Officer, where the Township determines that requiring the Person to pay the Administrative Penalty would cause undue hardship for the Person.
- 6.2. Determinations of undue hardship under subsection 6.1 shall be made by the Clerk, who is hereby delegated the authority to receive, review, and make decisions on applications submitted in accordance with sections 6.3 and 6.4 of this By-law.
- 6.3. A Person who wishes to have all or part of an Administrative Penalty payment excused due to undue hardship shall submit a written application to the Clerk of the Township in accordance with subsection 6.4 of this By-law. The Person should submit the application prior to the date on which the Administrative Penalty becomes due and payable; however, the Clerk may accept a late request where the Clerk considers it fair and appropriate to do so.
- 6.4. An application to have all or part of an Administrative Penalty excused due to undue hardship shall contain the following information:
 - i. the amount sought to be excused;
 - ii. why payment of the amount sought to be excused would cause undue hardship for the Person;

- iii. such financial information as is reasonably necessary to demonstrate undue hardship including income, expenses, assets, liabilities, and/or cash flow, as applicable; and
 - iv. any other information the Person believes is relevant to the application.
- 6.5. Within thirty (30) days after an application is made under subsection 6.3, the Clerk of the Township shall review the application and determine if requiring the Person to pay the amount of the Administrative Penalty sought to be excused would cause undue hardship to the Person.
- 6.6. The Clerk of the Township shall notify the Person in writing of their decision and the basis for same.
- 6.7. The decision of the Clerk of the Township is final.
- 6.8. If the Clerk of the Township determines that all or part of an Administrative Penalty should not be excused and remains payable, the Person shall pay the Administrative Penalty by the later of (a) the date on which the Administrative Penalty is payable under this By-law; or (b) fifteen (15) days after the date of the Clerk's decision.

7. ENFORCEMENT

- 7.1. If a Penalty Order is issued and the Administrative Penalty is not paid by the applicable deadline, the Penalty Order imposing the Administrative Penalty, or the decision of the Screening Officer, the Hearing Officer, or the Clerk of the Township, as the case may be, may be filed in the Superior Court of Justice and enforced as if it were an order of that court.
- 7.2. If a Penalty Order is issued to a Person that owns lands or premises in the Township and the Administrative Penalty is not paid within fifteen (15) days after the applicable deadline, the Treasurer of the Township may add the Administrative Penalty to the tax roll for any property in the Township for which all of the owners are responsible for paying the Administrative Penalty and collect it in the same manner as municipal taxes.

8. GENERAL

- 8.1. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 8.2. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Township, the provision establishing the higher standard shall prevail.

- 8.3. Any reference to legislation in this By-law, including but not limited to the *FPPA*, Ontario Regulation 260/25 and the Fire Code, includes the legislation and any amendment, replacement, subsequent enactment or consolidation of same.
- 8.4. The Township Clerk is hereby authorized to effect such minor modifications or corrections of an administrative, clerical, numerical, grammatical, semantical or descriptive nature to this By-law as may be determined to be necessary.

9. ENACTMENT

- 9.1. This By-law shall come into force on the date that it is passed.

BY-LAW READ AND PASSED THIS 15TH DAY OF SEPTEMBER 2026

Brian Grant, MAYOR

Amber Chrastina, CLERK

SCHEDULE “A”

Screening Officers and Hearing Officers

The following Persons are hereby appointed as Screening Officers:

1. Any Person appointed as a Screening Officer under Township By-law No. 041-2025, being a By-law to delegate authority to the Chief Administrative Officer to appoint a Screening and Hearing Officer for the Township of Wainfleet, as enacted, updated, or amended from time to time.

The following Persons are hereby appointed as Hearing Officers:

1. Any Person appointed as a Hearing Officer under Township 041-2025, being a By-law to delegate authority to the Chief Administrative Officer to appoint a Screening and Hearing Officer for the Township of Wainfleet, as enacted, updated, or amended from time to time.

APPENDIX “B”

Fire Protection and Prevention Act, 1997

ONTARIO REGULATION 260/25

ADMINISTRATIVE PENALTIES

Current

Consolidation period: January 1, 2026 - e-Laws currency date (September 3, 2026)

No amendments.

This is the English version of a bilingual regulation.

PART I - INTERPRETATION

Definitions

1. In this Regulation,

“municipality” means the municipality in which the contravention that is the subject of a penalty order occurred; (“municipalité”)

“penalty order” means an order imposing an administrative penalty that is made under subsection 30.2 (2) of the Act. (“ordonnance de pénalité”)

PART II - PENALTY ORDERS

Persons who may impose administrative penalty in municipalities

2. (1) Subsection (2) applies to municipalities that have both a screening officer and a hearing officer described in section 7.

(2) The following persons are prescribed as authorized persons for the purpose of section 30.2 of the Act in respect of any contravention that takes place in a municipality described in subsection (1) of this section:

1. The Fire Marshal.
2. An assistant to the Fire Marshal.

Prescribed provisions that may give rise to administrative penalty

3. The provisions listed in Schedule 1 to this Regulation are prescribed for the purposes of subsection 30.2 (2) of the Act.

Amount of penalty

4. (1) The amount of the penalty for a contravention of a provision listed in Schedule 1 to this Regulation is,

- (a) the first time an order is issued for a contravention of the provision, \$200;
- (b) the second time an order is issued for a contravention of the same provision, \$400; or
- (c) the third or subsequent time an order is issued for a contravention of the same provision, \$600.

(2) For the purposes of subsection (1), a penalty order for the contravention of a provision is considered to be a second, third or subsequent order in respect of the same provision if the order is issued within three years after the first order was issued.

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ADMINISTRATIVE PENALTIES

Service of penalty order

5. A penalty order shall be served on the person who is subject to the order in accordance with section 77 of the Act.

PART III - REVIEW AND PAYMENT OF PENALTY ORDERS IN MUNICIPALITIES

REVIEW

Application

6. This Part applies to penalty orders for contraventions that occurred in a municipality and that are issued by an authorized person described in subsection 2 (2).

Prescribed reviewer

7. (1) The following persons are prescribed for the purposes of subsection 30.2 (9) of the Act in respect of the stages of a review described in paragraphs 1 to 3 of subsection 8 (1) of this Regulation:

1. A screening officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 611/06 (Administrative Penalties) made under the *City of Toronto Act, 2006*.

2. A screening officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 333/07 (Administrative Penalties) made under the *Municipal Act, 2001*.

3. A screening officer appointed by the municipality to review penalty orders.

(2) The following persons are prescribed for the purposes of subsection 30.2 (9) of the Act in respect of the stages of a review described in paragraphs 4 to 7 of subsection 8 (1) of this Regulation:

1. A hearing officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 611/06 (Administrative Penalties) made under the *City of Toronto Act, 2006*.

2. A hearing officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 333/07 (Administrative Penalties) made under the *Municipal Act, 2001*.

3. A hearing officer appointed by the municipality to review penalty orders.

Review process

8. (1) A review of a penalty order described in section 6 shall be conducted as follows:

1. A person who is subject to the penalty order may commence the first stage of a review by requesting, in the manner set out in the order, a review of the order by a screening officer.

2. The screening officer may affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, and shall do so as soon as practical after the review is complete.

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3. The screening officer shall send a copy of the decision to the person who requested the review by mail, courier or electronic means as soon as practical after the decision is made.
 4. The person who requested the first stage of the review may commence the second stage of the review by requesting a review of the screening officer's decision by a hearing officer.
 5. A request under paragraph 4 must be made within 30 days after the date of the decision of the screening officer.
 6. The hearing officer may affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, and shall do so as soon as practical after the review is complete.
 7. The hearing officer shall send a copy of the decision to the person who requested the review by mail, courier or electronic means as soon as practical after the decision is made.
- (2) If a screening officer considers it fair and appropriate in the circumstances, the officer may extend the 30-day period to commence a review under subsection 30.2 (10) of the Act, and the extension may be made even after the 30-day period has expired.
- (3) If a hearing officer considers it fair and appropriate in the circumstances, the officer may extend the 30-day period mentioned in paragraph 5 of subsection (1) to request a review and the extension may be made even after the 30-day period has expired.

Conduct of a review

9. (1) A screening officer or hearing officer shall determine whether the stage of the review for which they are responsible is to be conducted orally, electronically or in writing and shall ensure that the person who requested the review is informed of the determination.
- (2) If a date and time is set for the person who requested the review to make submissions in respect of any stage of a review, the person shall attend at the set date and time.
- (3) A screening officer or hearing officer, as the case may be, shall not decide whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, unless the person who requested the review has been given an opportunity to make submissions in the same manner in which the review is to be conducted.
- (4) A hearing officer shall not decide whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, unless a representative of the municipality has been given an opportunity to make submissions in the same manner in which the review is to be conducted.
- (5) No witnesses shall be called in the review.

Determination of a review

10. (1) In deciding whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, a screening officer shall determine whether it was reasonable for the authorized person to impose the order.
- (2) In deciding whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, a hearing officer shall determine whether the decision of the screening officer was reasonable.
- (3) In making a determination mentioned in subsection (1) or (2), the screening officer or hearing officer, as the case may be, may consider the following information:

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1. Photographs, drawings or other images.
2. Statements, including certified statements, made by the authorized person who imposed the penalty order.
3. Documents, including certified documents.
4. Statements by the person who requested the review made either in writing or in the manner in which the review is conducted.
5. Statements by or on behalf of the municipality made either in writing or in the manner in which the review is conducted.
6. Any other information, materials or submissions that the screening officer or hearing officer considers to be credible or trustworthy in the circumstances.

Jurisdiction

11. A screening officer or hearing officer, as the case may be, does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.

PAYMENTS

Payment recipient

- 12.** (1) An administrative penalty for a penalty order described in section 6 is payable to the municipality.
- (2) The municipality shall collect payment of the administrative penalty.

Deadline for payment if review occurs

- 13.** If a review of a penalty order does not result in the order being rescinded, the person who is subject to the order shall pay the administrative penalty within 30 days after,
- (a) the date of the decision by the screening officer, if no request for a review of the decision was made under paragraph 4 of subsection 8 (1); or
- (b) the date of the decision by the hearing officer, if a request for review was made under paragraph 4 of subsection 8 (1).

Extension of payment deadline, plan of periodic payments

- 14.** (1) If a screening officer or hearing officer, as the case may be, considers it fair and appropriate in the circumstances, the officer may approve a plan of periodic payments that extends beyond the deadline set out in section 30.2 of the Act or in section 13 of this Regulation.
- (2) An approval mentioned in subsection (1) may be conditional on the payment of a specified amount of the administrative penalty being made on or before a specified date.
- (3) A plan of periodic payments may be approved even after the 30-day period has expired.

Undue hardship

- 15.** (1) The municipality may excuse a person from paying all or part of an administrative penalty if it determines that requiring the person to pay the penalty would cause undue hardship.

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(2) The municipality shall establish a procedure for assessing applications to have all or part of the payment of an administrative penalty excused due to undue hardship.

(3) A person who wishes to have all or part of their payment excused due to undue hardship shall apply to the municipality in accordance with the procedure established by the municipality.

Municipal fees

16. (1) A municipality shall not charge any fees to,

(a) commence a review in respect of a penalty order;

(b) extend, under subsection 8 (2) or (3), the period of time in which to commence a review; or

(c) approve, under subsection 14 (1), a plan of periodic payments.

(2) A municipality may, by by-law, impose fees or charges, other than those mentioned in subsection (1), under section 259 of the *City of Toronto Act, 2006* or under section 391 of the *Municipal Act, 2001*, as the case may be, in respect of services related to an administrative penalty imposed under section 30.2 of the Act, but any such fee or charge shall not be included in the amount of the administrative penalty and may be collected at the time that the related service is provided.

17. Omitted (provides for coming into force of provisions of this Regulation).

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ADMINISTRATIVE PENALTIES

SCHEDULE 1

Provisions of Fire Code That Are Subject to Administrative Penalty

Division B provisions subject to administrative penalty

1. The following provisions of Division B of the fire code are subject to an administrative penalty:

1. Article 1.1.1.1.
2. Sentence 1.1.1.2.(3).
3. Sentence 1.1.2.1.(1).
4. Sentence 1.1.2.1.(2).
5. Sentence 1.1.2.1.(3).
6. Sentence 1.1.2.1.(4).
7. Clause 1.1.2.2.(1)(a).
8. Clause 1.1.2.2.(1)(b).
9. Sentence 1.1.2.2.(2).
10. Sentence 2.1.3.5.(7).
11. Sentence 2.1.3.5.(8).
12. Clause 2.2.3.2.(1)(a).
13. Clause 2.2.3.2.(1)(b).
14. Clause 2.2.3.2.(1)(c).
15. Clause 2.2.3.2.(1)(d).
16. Article 2.2.3.3.
17. Sentence 2.2.3.4.(1).
18. Sentence 2.2.3.4.(5).
19. Clause 2.4.1.4.(1)(a).
20. Clause 2.4.1.4.(1)(b).
21. Article 2.4.1.5.
22. Sentence 2.4.3.1.(2).
23. Article 2.4.3.2.
24. Sentence 2.4.4.1.(2).
25. Sentence 2.4.4.1.(3).
26. Article 2.4.4.3.
27. Sentence 2.4.4.4.(1).
28. Sentence 2.5.1.2.(1).

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29. Sentence 2.5.1.2.(2).
30. Article 2.5.1.3.
31. Article 2.5.1.4.
32. Clause 2.6.1.4.(2)(a).
33. Clause 2.6.1.4.(2)(b).
34. Article 2.6.1.5.
35. Sentence 2.6.1.8.(1).
36. Article 2.6.1.9.
37. Clause 2.6.1.10.(1)(a).
38. Clause 2.6.1.10.(1)(b).
39. Clause 2.6.1.10.(1)(c).
40. Sentence 2.6.1.14.(1).
41. Sentence 2.6.1.14.(2).
42. Sentence 2.6.3.3.(2).
43. Article 2.6.4.1.
44. Article 2.6.4.2.
45. Sentence 2.7.1.5.(1).
46. Sentence 2.7.1.5.(2).
47. Sentence 2.7.1.7.(1).
48. Sentence 2.7.1.7.(2).
49. Sentence 2.7.1.8.(1).
50. Sentence 2.7.1.8.(2).
51. Sentence 2.7.1.9.(1).
52. Sentence 2.7.1.9.(5).
53. Sentence 2.7.2.2.(4).
54. Sentence 2.7.2.2.(5).
55. Clause 2.7.2.2.(6)(b).
56. Sentence 2.7.2.3.(2).
57. Sentence 2.7.2.3.(3).
58. Sentence 2.7.2.3.(4).
59. Article 2.7.2.4.
60. Article 2.7.3.1.
61. Sentence 2.7.3.2.(1).

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- 62. Clause 2.7.3.3.(3)(a).
- 63. Clause 2.7.3.3.(3)(b).
- 64. Sentence 2.7.3.3.(4).
- 65. Sentence 2.7.4.1.(2).
- 66. Sentence 2.8.1.2.(1).
- 67. Clause 2.8.1.3.(1)(a).
- 68. Clause 2.8.1.3.(1)(b).
- 69. Article 2.8.1.4.
- 70. Sentence 2.8.2.1.(1).
- 71. Sentence 2.8.2.1.(3).
- 72. Sentence 2.8.2.1.(4).
- 73. Sentence 2.8.2.1.(6).
- 74. Sentence 2.8.2.1.(7).
- 75. Sentence 2.8.2.1.(8).
- 76. Article 2.8.2.4.
- 77. Sentence 2.8.2.8.(1).
- 78. Clause 2.8.2.8.(2)(a).
- 79. Clause 2.8.2.8.(2)(b).
- 80. Sentence 2.8.2.8.(3).
- 81. Sentence 2.8.3.2.(1).
- 82. Sentence 2.8.3.2.(2).
- 83. Clause 2.8.3.2.(3)(a).
- 84. Clause 2.8.3.2.(3)(b).
- 85. Clause 2.8.3.2.(3)(c).
- 86. Clause 2.8.3.2.(4)(a).
- 87. Clause 2.8.3.2.(4)(b).
- 88. Clause 2.8.3.2.(4)(c).
- 89. Sentence 2.8.3.2.(5).
- 90. Sentence 2.8.3.2.(6).
- 91. Sentence 2.8.3.2.(7).
- 92. Article 2.8.3.3.
- 93. Sentence 2.8.3.4.(1).
- 94. Sentence 2.8.3.4.(2).

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95. Article 2.8.3.5.
96. Sentence 2.9.3.1.(1).
97. Article 2.10.2.1.
98. Article 2.10.2.2.
99. Article 2.12.1.5.
100. Article 2.12.1.7.
101. Clause 2.13.2.1.(1)(a).
102. Clause 2.13.2.1.(1)(b).
103. Clause 2.13.2.1.(1)(c).
104. Clause 2.13.2.1.(1)(d).
105. Sentence 2.13.2.1.(2).
106. Sentence 2.14.1.2.(2).
107. Sentence 2.14.1.5.(2).
108. Clause 2.16.2.1.(1)(a).
109. Clause 2.16.2.1.(1)(b).
110. Clause 2.16.2.1.(2)(a).
111. Clause 2.16.2.1.(2)(b).
112. Clause 2.16.2.1.(2)(c).
113. Clause 2.16.2.1.(2)(d).
114. Clause 2.16.2.1.(3)(a).
115. Clause 2.16.2.1.(3)(b).
116. Clause 2.16.2.1.(3)(c).
117. Clause 2.16.2.1.(4)(a).
118. Clause 2.16.2.1.(4)(b).
119. Clause 2.16.2.1.(4)(c).
120. Clause 2.16.2.1.(4)(d).
121. Sentence 2.16.2.1.(5).
122. Sentence 2.16.2.1.(8).
123. Sentence 2.17.2.1.(1).
124. Sentence 2.17.2.1.(2).
125. Sentence 2.17.2.1.(3).
126. Sentence 2.17.2.1.(4).
127. Sentence 2.17.2.1.(5).

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- 128. Sentence 3.2.1.3.(2).
- 129. Sentence 3.2.7.4.(1).
- 130. Sentence 3.3.1.3.(3).
- 131. Sentence 3.3.1.3.(4).
- 132. Sentence 3.3.1.5.(2).
- 133. Sentence 3.3.1.7.(1).
- 134. Clause 3.3.1.7.(2)(g).
- 135. Sentence 3.3.1.8.(5).
- 136. Sentence 3.3.1.8.(6).
- 137. Article 3.3.1.11.
- 138. Article 3.3.2.6.
- 139. Article 3.3.2.7.
- 140. Sentence 3.3.2.13.(2).
- 141. Article 3.3.2.23.
- 142. Sentence 3.3.2.24.(3).
- 143. Article 3.3.3.3.
- 144. Sentence 3.3.3.4.(1).
- 145. Sentence 3.3.3.4.(2).
- 146. Article 3.3.3.11.
- 147. Sentence 3.4.2.1.(4).
- 148. Sentence 3.4.2.2.(2).
- 149. Article 3.5.1.1.
- 150. Article 3.5.1.2.
- 151. Article 3.5.1.3.
- 152. Article 3.5.1.10.
- 153. Article 3.5.2.3.
- 154. Sentence 3.5.2.4.(1).
- 155. Clause 3.5.2.4.(2)(a).
- 156. Clause 3.5.2.4.(2)(b).
- 157. Sentence 3.5.2.4.(3).
- 158. Clause 5.5.5.7.(1)(a).
- 159. Sentence 5.12.11.4.(2).
- 160. Sentence 5.14.5.3.(2).

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- 161. Article 5.14.9.2.
- 162. Sentence 5.16.2.7.(2).
- 163. Article 6.2.1.5.
- 164. Article 6.2.4.4.
- 165. Sentence 6.2.7.4.(1).
- 166. Article 6.2.7.5.
- 167. Sentence 6.2.7.9.(1).
- 168. Article 6.3.1.1.
- 169. Clause 6.3.2.2.(4)(a).
- 170. Clause 6.3.2.2.(4)(b).
- 171. Sentence 6.3.2.2.(5).
- 172. Sentence 6.3.2.6.(3).
- 173. Sentence 6.3.2.6.(4).
- 174. Sentence 6.3.2.6.(5).
- 175. Sentence 6.3.2.6.(6).
- 176. Sentence 6.3.3.3.(1).
- 177. Sentence 6.3.3.3.(2).
- 178. Article 6.3.3.4.
- 179. Article 6.3.3.6.
- 180. Sentence 6.3.4.3.(1).
- 181. Sentence 6.3.4.3.(2).
- 182. Article 6.3.4.4.
- 183. Article 6.3.4.6.
- 184. Article 6.4.2.2.
- 185. Article 6.4.2.3.
- 186. Sentence 6.4.2.6.(1).
- 187. Sentence 6.4.2.6.(2).
- 188. Sentence 6.4.3.7.(1).
- 189. Clause 6.4.3.7.(3)(a).
- 190. Clause 6.4.3.7.(3)(b).
- 191. Clause 6.4.3.7.(3)(c).
- 192. Clause 6.4.3.7.(3)(d).
- 193. Clause 6.4.3.7.(3)(e).

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- 194. Clause 6.4.3.7.(3)(f).
- 195. Clause 6.4.3.7.(3)(g).
- 196. Clause 6.4.3.7.(3)(h).
- 197. Sentence 6.4.3.7.(4).
- 198. Sentence 6.5.1.8.(1).
- 199. Sentence 6.5.1.8.(2).
- 200. Article 6.5.2.1.
- 201. Sentence 6.5.2.2.(1).
- 202. Sentence 6.5.2.2.(2).
- 203. Article 6.5.5.1.
- 204. Article 6.5.6.2.
- 205. Article 6.6.2.10.
- 206. Article 6.6.4.2.
- 207. Article 6.6.4.3.
- 208. Article 6.6.5.7.
- 209. Article 6.6.5.8.
- 210. Clause 6.7.1.6.(2)(a).
- 211. Clause 6.7.1.6.(2)(b).
- 212. Article 6.8.2.2.
- 213. Article 6.8.2.4.
- 214. Article 6.8.2.5.
- 215. Sentence 6.10.1.1.(3).
- 216. Sentence 6.10.1.2.(1).
- 217. Sentence 7.2.5.1.(4).
- 218. Sentence 7.2.5.1.(5).
- 219. Sentence 7.2.5.1.(6).
- 220. Sentence 7.2.5.1.(7).
- 221. Sentence 8.1.2.2.(5).
- 222. Sentence 8.1.2.7.(1).
- 223. Clause 8.1.2.8.(2)(a).
- 224. Clause 8.1.2.8.(2)(b).
- 225. Clause 8.1.2.8.(2)(c).
- 226. Clause 8.1.2.8.(2)(d).

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- 227. Clause 8.1.2.8.(2)(e).
- 228. Clause 8.1.2.8.(2)(f).
- 229. Clause 8.1.2.8.(2)(g).
- 230. Clause 8.1.2.8.(3)(a).
- 231. Clause 8.1.2.8.(3)(b).
- 232. Article 9.1.4.8.
- 233. Article 9.2.3.14.
- 234. Clause 9.3.3.10.(2)(a).
- 235. Clause 9.3.3.10.(2)(b).
- 236. Clause 9.3.3.10.(2)(c).
- 237. Sentence 9.3.4.5.(1).
- 238. Sentence 9.3.4.5.(2).
- 239. Sentence 9.3.5.1.(1).
- 240. Sentence 9.3.5.1.(2).
- 241. Article 9.4.2.9.
- 242. Sentence 9.5.2.4.(3).
- 243. Sentence 9.5.3.3.(3).
- 244. Clause 9.5.3.5.(1)(a).
- 245. Clause 9.5.3.5.(1)(b).
- 246. Clause 9.5.3.5.(1)(c).
- 247. Clause 9.5.3.5.(3)(a).
- 248. Clause 9.5.3.5.(3)(b).
- 249. Clause 9.5.3.5.(3)(c).
- 250. Clause 9.5.3.5.(3)(d).
- 251. Sentence 9.7.4.3.(1).
- 252. Sentence 9.8.4.2.(4).
- 253. Sentence 9.8.6.1.(2).
- 254. Sentence 9.8.6.1.(3).
- 255. Sentence 9.9.1.2.(1).
- 256. Sentence 9.9.3.10.(3).
- 257. Sentence 9.9.4.13.(1).

Fire Protection and Prevention Act, 1997

ONTARIO REGULATION 260/25

ADMINISTRATIVE PENALTIES

Division C provisions subject to administrative penalty

2. The following provisions of Division C of the fire code are subject to an administrative penalty:

1. Clause 1.2.1.2.(1)(a).
2. Clause 1.2.1.2.(1)(b).
3. Sentence 1.2.1.2.(3).
4. Sentence 1.2.1.3.(2).
5. Clause 1.2.2.2.(1)(a).
6. Clause 1.2.2.2.(1)(b).
7. Sentence 1.2.2.2.(3).
8. Sentence 1.2.2.3.(2).
9. Clause 1.2.3.2.(1)(a).
10. Clause 1.2.3.2.(1)(b).
11. Clause 1.2.3.3.(1)(a).
12. Clause 1.2.3.3.(1)(b).

FIRE STAFF REPORT

FSR-007/2026

TO: Mayor Grant & Members of Council
FROM: M. Alcock, Fire Chief/CEMC
DATE OF MEETING: September 15, 2026
SUBJECT: **2026 Q2 Fire & Emergency Services Update**

RECOMMENDATION(S):

THAT Fire Staff Report FSR-007/2026 respecting the 2026 Q2 Fire & Emergency Services Update be received for information.

EXECUTIVE SUMMARY:

This report includes a summary of Fire Department activity within the Township of Wainfleet for the second quarter of 2026 (April-June).

ADMINISTRATION

HEALTH & SAFETY

The Joint Health & Safety Committee met on April 8, 2026.

One workplace injury (trip) was noted during an incident response. The firefighter tripped while responding to a brush fire in the dark. They did not require medical care, nor was there any lost time. The JHSC noted the incident, and a reminder was sent to all staff on maintaining secure footing, ensuring adequate lighting during night operations, and incident reporting requirements.

It was reported that the rear fold-down steps on Engine 3 were corroded and unsafe to use. They have since been replaced and the issue has been resolved.

It was reported that the rubber tread on the stairs at Central Station is peeling up and requires repair or replacement to eliminate a potential trip hazard. Staff are working to address the issue. It was also reported that the apparatus bay floor at Central Station is slippery and several near misses have been noted, but no official reports have been filed.

Monthly worker member reports identified no equipment, PPE, operations, or training concerns.

As part of the Cancer Prevention Program, the JHSC discussed bunker gear maintenance, including that all gear is to be inspected monthly and after each use, and that all gear must be sent out for third-party advanced cleaning, inspection and testing annually. A reminder email was sent by the Chief to all personnel.

As part of the Mental Health & Wellness program, the JHSC discussed workplace bullying and harassment as well as the need to report concerns and address issues early to help foster a respectful and supportive workplace culture. A reminder email was sent by the Chief to all personnel.

Policy and program updates included mandatory firefighter physical fitness testing, Red Tag Removal and Return to Duty guidelines,

No Ministry of Labour visits were reported.

RETIREMENTS

Fire Services Executive Assistant Tara MacLachlan retired in February after serving with the Township since 2017. WFES and Township staff wish Tara all the best in her retirement, as she will be missed.

RESIGNATIONS

NAME	YEARS OF SERVICE	REASON
AARTS, Jon	6	Family and work commitments
BOUWERS, Taylor	9	Family and work commitments
HALAGIAN, Bradley	3	Started a new job with Toronto Police
PELLETIER, Connor	1	Started a new job with the OPP
WHITEHALL, Ian	8	Personal matters

RECRUITMENT

Recruitment for the EA position was conducted, and a candidate was selected. WFES is pleased to announce that Jessica Phillips, was the successful candidate and has been a welcome addition to the team.

Given that personnel numbers have dropped below the minimum threshold of 60, staff have begun preparations to run a recruitment in Q3 of 2026 for a 2027 class start.

FIRE PREVENTION & PUBLIC EDUCATION

PUBLIC EDUCATION

DATE/S	EVENT
April 25, 2026	Ben Berg Annual Open House
April 28, 29, 30 & May 1, 2026	Niagara Kids Water Festival
May 19 & 20, 2026	Pre-School Class Station Tours
June 5, 2026	Wainfleet Library Red-Cross Babysitters Course
June 24, 2026	Wainfleet Farmers Market



FIRE PREVENTION, INSPECTIONS, ENFORCEMENT, INVESTIGATIONS

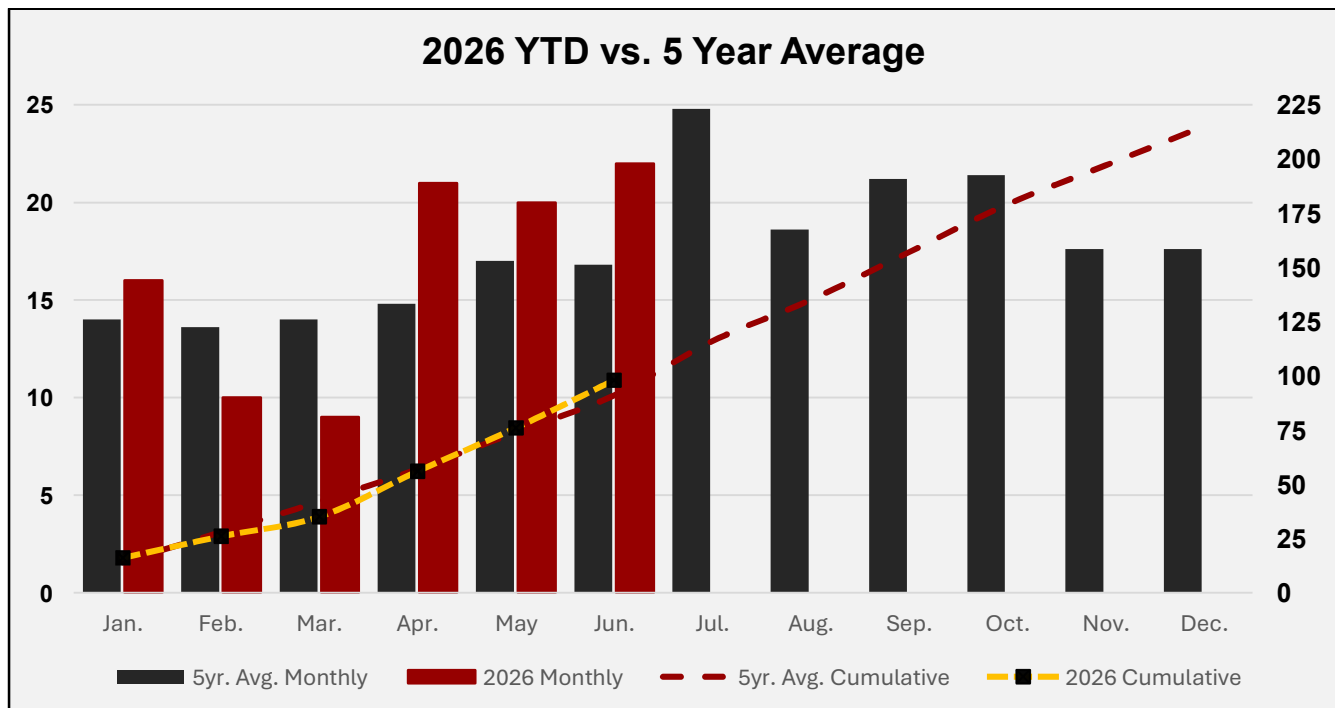
Date	Property Type	Reason	Result
April 1, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
April 1, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
April 1, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
April 1, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
April 8, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
May 8, 2026	Residential	2 x STR Licence Inspection	No Issues observed Compliance Letter issued
May 8, 2026	Residential	3 x STR Licence Inspection	No Issues observed Compliance Letter issued
May 8, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
May 8, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
May 19, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
May 19, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
May 19, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
June 3, 2026	Residential	2 x STR Licence Inspection	No Issues observed Compliance Letter issued
June 5, 2026	Residential	STR Licence Inspection	Issue observed. Owner corrected Compliance Letter issued
June 5, 2026	Residential	6 x STR Licence Inspection	Issues observed. Owner corrected Compliance Letter issued
June 5, 2026	Residential	2 x STR Licence Inspection	Issues observed. Owner corrected Compliance Letter issued
June 25, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
June 29, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued
June 29, 2026	Residential	STR Licence Inspection	No Issues observed Compliance Letter issued

OPERATIONS

2026 MONTHLY INCIDENTS BY TYPE														
Determinant Group	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
Burning Complaint		1		1	1	1							4	
Carbon Monoxide	1	2				1							4	
Emergency Assistance	1	1				1							3	
Grass/Tree/Brush Fire			1	1	1								3	
Hazardous Materials													0	
Medical Assistance	7	3	5	3	5	5							28	
Motor Vehicle Collision	5	1	3	8	7	9							33	
Non-Emergency Assistance					2	1							3	
Non-Emergency Medical				1									1	
Other Fire				4	1								5	
Remote Alarm		1			2	2							5	
Rescue													0	
Structure Fire	1			1	1								3	
Vehicle Fire	1	1		1		1							4	
Water Rescue						1							1	
Mutual/Automatic Aid				1									1	
2026 TOTAL	16	10	9	21	20	22	0	0	0	0	0	0	98	

Tracking Emergency Response data and comparing it to the five-year historical average assists with identifying priorities for public education and personnel training topics.

The table below indicates that by the end of Q2, calls for service were trending to be slightly higher than the 5-year average.



AUTOMATIC AND MUTUAL AID

There was 1 request to provide Mutual Aid for a structure fire in West Lincoln in Q2.

Niagara Region originally placed a weight restriction on the bridge that crosses Oswego Creek on Regional Road 45. This weight restriction impacted emergency service vehicles, and a “Modified Mutual Aid” plan was put in place in January of 2023 with Haldimand County to address those impacts.

Given the ongoing closure of the bridge, an Automatic Aid agreement with Haldimand County has been negotiated and will be put in place for the long-term delivery of fire protection services.

Staff have also engaged West Lincoln for an Automatic Aid agreement for areas where it is beneficial for both municipalities.

APPARATUS & EQUIPMENT

APPARATUS

There are no updates or changes to the fire apparatus fleet other than regular maintenance, annual safety inspections and repairs continue as required.

Staff have been working on options for the replacement of Tanker 4 within the approved budget and have, to this point, been unsuccessful. Staff will be presenting a report in Q3 to provide Council with updated information and a recommended path forward.

EQUIPMENT

As part of the annual equipment replacement program, personnel have identified priorities for the 2026 budget and orders have been placed with suppliers to complete the projects while minimizing any potential impacts of the tariffs.

FIRE PROTECTION GRANT

Staff have completed all purchases for year two of the Fire Protection Grant and will submit the report back to the province when it opens in Q3.

Staff have also been made aware that the application period for year 3 of the FPG has opened and are working on the application process that will be due at the end of August. Priorities for this application will be the installation of air cleaners at Stations 3 (Burnaby) and 4 (Wellandport).

FACILITIES

During the 2026 Capital Budget deliberations, Council approved \$65,000.00 to address the health and safety concerns brought forward about the apparatus floor at Central Station. Staff are investigating various options and hope to have the issue corrected by the end of 2026.

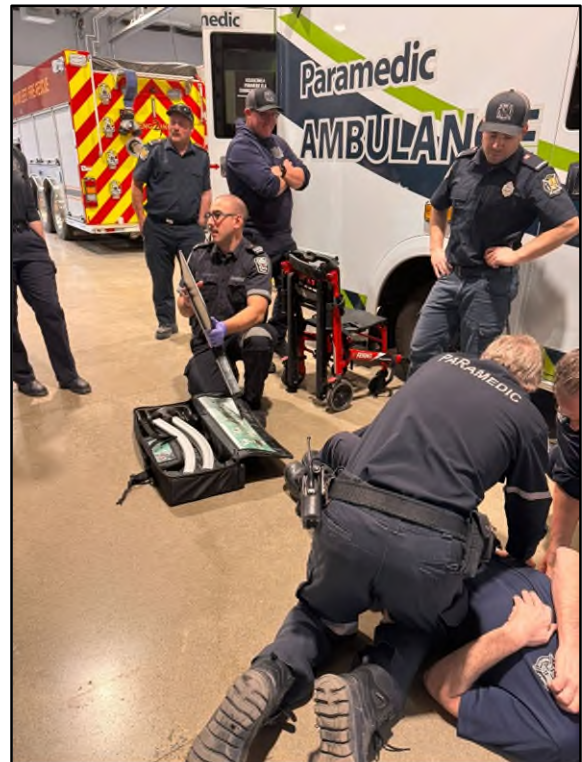
TRAINING & CERTIFICATION

REGULAR/WEEKLY TRAINING

Personnel continue to conduct weekly training utilizing various facilities and props available to the department. Suitable training facilities continue to be a necessary requirement, and personnel continue to find creative solutions until a centralized facility can be provided.

Below is a list of topics covered during Q2 of 2026.

Lead Topic	Sub-Topics and Description
Medical Response	Niagara Medical director protocols, Basic Life Support, CPR, AED, First Aid
Personal Protective Equipment	Use, Inspection, Testing, Care, & Maintenance
Respiratory Protection	Annual Respirator Fit Testing, Use, Inspection, Testing, Care, & Maintenance
Fire Ground Operations	Fire Attack, Hose Streams, Ladder Operations, Roof Operations,
Rural Water Supply	Portable Pumps operations, Relay Pumping, Tanker Shuttle,
Firefighter Physical Fitness	Modified version of the Candidate Physical Abilities Test (CPAT) with an added Air Consumption component.



ADDITIONAL TRAINING & CERTIFICATION

In addition to the weekly training, WFES had several members attend and complete various trainings.

Course Description	Number of Students
Legislation for the Ontario Fire Service	1
Ontario Fire Code Division B Part 2 & 6	1
NFPA 1030 First Responder Inspector	2
NFPA 1035 Public Information Officer	2
NFPA 1521 Incident Safety Officer	8

MANDATORY FIREFIGHTER CERTIFICATION

Ontario Regulation 343/22: Firefighter Certification established mandatory minimum certification requirements based on the fire protection services approved and provided by each municipality. WFES is compliant with the primary July 1, 2026, certification requirements and has been certifying members to applicable NFPA standards since 2018. The Fire Chief also participated in the Ontario Association of Fire Chiefs Provincial Advisory Committee, representing the interests of small and rural fire services during implementation of the regulation. WFES will continue maintaining required certifications and is developing a strategy to address the additional July 1, 2028, technical rescue requirements where they apply to Council-approved service levels, with any associated training, equipment, staffing, or financial impacts to be identified through future planning and budget processes.

PRIORITIES

The priorities for the remainder of 2026 include:

- Conduct recruitment for suppression personnel at all stations
- Develop Public Education Team, deployment program and recruitment.
- Conduct NFPA 1041 Fire Instructor Level 2 course
- Conduct NFPA 1021 Fire Officer Level 2 Course
- Host OFC/AS&E NFPA Certification Exams
- Complete Superior Tanker Shuttle Accreditation Evaluation
- Continue work on 2026 Capital projects
- Begin work on mitigation strategies for the risks identified in the Community Risk Assessment

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

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

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

ATTACHMENTS:

None.

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

Mallory Luey
Chief Administrative Officer

Dear Mayor Grant,

On behalf of CUPE Local 2276 and developmental service workers across Niagara, I am writing to respectfully request that the town of Wainfleet formally recognise June 23 annually as Developmental Services Worker Appreciation Day, beginning June 23, 2027.

Developmental service workers are skilled professionals who help people with developmental disabilities live safely, participate in their communities and exercise greater independence and choice. Their work can include personal care, medication support, behavioural and crisis intervention, supported living, employment assistance and meaningful community participation.

Although this work is essential, it often takes place quietly and receives far less public recognition than it deserves. Developmental service workers regularly navigate complex responsibilities, staffing shortages, workplace violence and increasing service demands while continuing to provide compassionate and dependable support.

Municipal recognition would send a powerful message to developmental service workers who live and work in [Municipality]: their contribution matters, their professionalism is valued and their community stands behind them.

We respectfully ask the municipality to:

- formally proclaim June 23, 2027 as Developmental Services Worker Appreciation Day;
- consider recognising June 23 annually in future years;
- share the recognition through municipal communications and social-media channels; and
- provide an opportunity for local developmental service workers to attend a council meeting or receive the proclamation publicly.

This is a meaningful action that carries little or no financial cost but would have a significant impact on workers who dedicate their careers to supporting some of the most vulnerable members of our communities.

I would be pleased to provide suggested proclamation wording or any additional information required by the Mayor's Office or Municipal Clerk.

Thank you for considering this request and for helping Niagara recognise the people who make inclusion, dignity and community participation possible every day.

Sincerely,

Michael Macpherson

President
CUPE Local 2276

RESOLUTION

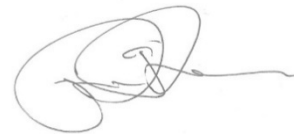
Resolution No.: 368/26
Title: OCIF Funding Support
Date: August 25, 2026
Moved by: Councillor Davey
Seconded by: Councillor Norrie

That Council receive for information Financial & IT Services - OCIF Funding Support Resolution report;

And that Council support the Municipal Finance Officers' Association of Ontario (MFOA) request that the Province of Ontario make permanent the doubling of Ontario Community Infrastructure Fund (OCIF) funding from \$200 million to \$400 million annually beginning in 2027; and

That a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Infrastructure, the Minister of Municipal Affairs and Housing, the Minister of Finance, the Municipal Finance Officers' Association of Ontario, the Association of Municipalities of Ontario, the Member of Provincial Parliament for Hastings-Lennox and Addington, and Ontario municipalities.

☒ CARRIED ☐ DEFEATED ☐ DEFERRED



Terry Richardson, Mayor



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

September 2, 2026

The Honourable Sylvia Jones, Deputy Premier
Constituency Office
Suite A, 3rd Floor
180 Broadway Ave
Orangeville, ON L9W 1K3

Dear Deputy Premier Jones

**RE: Request for Review of Extended Producer Responsibilities for One-Pound
Single-Use Propane Cylinders**

Please be advised that at the Regular Council Meeting on September 2nd, 2026, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Township of Tudor & Cashel.

Resolution No: 2026-09-02-04
Moved by: Councillor Kauffledt
Seconded by: Councillor Banks

"Be It resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Township of Tudor & Cashel's resolution regarding a request for review of extended producer responsibility for one-pound single-use propane cylinders.

And further that this resolution be forwarded to the Premier of Ontario, the Resource Productivity & Recovery Authority (RPRA) and all municipalities in Ontario."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



Via: minister.mecp@ontario.ca

Honorable Todd McCarthy

Subject: Request for Review of Extended Producer Responsibility for One-Pound Single-Use Propane Cylinders

Dear Sir,

I am writing to request that the Ministry of the Environment, Conservation and Parks and the Resource Productivity & Recovery Authority (RPRA) undertake a review of the current regulatory framework governing one-pound single-use propane cylinders sold in Ontario.

Consumers purchasing these cylinders pay environmental stewardship or producer responsibility costs at the point of sale with the expectation that an appropriate end-of-life management system exists. In practice, however, accessible return and recycling opportunities for these cylinders are extremely limited across many parts of the province. Most retail locations that sell the cylinders do not accept them back, and consumers are often left with few or no practical disposal options.

As a result, municipalities have become the default managers of these products. Municipal waste facilities bear the responsibility, cost, and safety risks associated with collecting, storing, and managing these pressurized cylinders despite not being the producers or distributors of the product. Improper disposal also creates significant operational hazards at material recovery facilities, transfer stations, and landfills, including the risk of fires and equipment damage.

This situation appears inconsistent with the principles of Extended Producer Responsibility (EPR), which are intended to shift the financial and operational responsibility for post-consumer products from municipalities and taxpayers to producers. When consumers contribute to environmental handling costs at the time of purchase, there should be a convenient, accessible, and effective collection system available to ensure the product is managed responsibly at the end of its useful life.

I respectfully request that the Ministry and RPRA review the current requirements applicable to one-pound propane cylinders and consider the following:

- Assess whether the existing producer responsibility system provides sufficient and accessible return opportunities for consumers throughout Ontario.
- Evaluate whether the fees collected from consumers are being used to establish an effective province-wide collection and recycling network.



www.tudorandcashel.com



613-474-2583

613-474-0664 Fax



clerk@tudorandcashel.com



TUDOR & CASHEL

SECLUDED BEAUTY & CONNECTED COMMUNITY

- Require producers and retailers to provide convenient and publicly accessible take-back locations wherever these products are sold.
- Review whether municipalities are being unfairly burdened with the costs and liabilities associated with managing these products.
- Consider regulatory amendments to strengthen producer accountability and ensure the objectives of Ontario's circular economy and waste diversion policies are being achieved.

Municipalities should not be left to absorb the financial costs, operational challenges, and public safety risks associated with products for which producers have collected environmental stewardship fees. A well-functioning producer responsibility system should ensure that consumers have practical disposal options and that municipalities are not forced to subsidize the end-of-life management of these products.

I appreciate your consideration of this matter and would welcome the opportunity to discuss this issue further or provide examples of the challenges municipalities continue to face regarding the management of one-pound propane cylinders.

Thank you for your attention to this important issue.

Sincerely,

Nancy Carrol
CAO/Clerk-Treasurer
Tudor and Cashel Township

Cc: Resource Productivity & Recovery Authority (RPRA): registry@rpra.ca
Premier Doug Ford: Premier@ontario.ca
All municipalities



www.tudorandcashel.com



613-474-2583

613-474-0664 Fax



clerk@tudorandcashel.com



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

Received September 8, 2026
C-2026-221

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

September 2, 2026

The Honourable Sylvia Jones, Deputy Premier
Constituency Office
Suite A, 3rd Floor
180 Broadway Ave
Orangeville, ON L9W 1K3

Dear Deputy Premier Jones

RE: Motion for Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases

Please be advised that at the Regular Council Meeting on September 2nd, 2026, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Caledon.

Resolution No: 2026-09-02-06
Moved by: Councillor Kauffeldt
Seconded by: Councillor Quade

“Be It resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Caledon resolution regarding Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases.

And further that this resolution be forwarded to the Chief Medical Officer of Health, Minister of Environment, Conservation and Parks, Renfrew County District Health Unit, the Association of Municipalities of Ontario, and all municipalities in Ontario.”

Carried.

Sincerely,

Tammy Thompson
Tammy Thompson

Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



Annette Groves
Mayor

July 2, 2026

Sent via E-Mail: sylvia.jones@pc.ola.org

Honourable Sylvia Jones, Deputy Premier
Constituency Office
Suite A, 3rd Floor
180 Broadway Ave.
Orangeville, ON L9W 1K3

Dear Deputy Premier Jones,

RE: Motion for Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases

I am writing to advise that at the Town Council meeting held on June 23, 2026, Council adopted a motion regarding requesting support to combat tick borne diseases.

The resolution reads as follows:

Whereas the prevalence of ticks, including those known to carry Lyme disease, and other Vector borne diseases have increased across Ontario;

Whereas Lyme disease diagnoses have increased by 27% in 2024 to 2369 (Public Health Agency of Canada, PHAC);

Whereas residents across Caledon have registered growing concerns about public health risks associated with tick exposure in parks, trails and residential areas;

Whereas municipalities have limited jurisdiction and resources to effectively manage tick populations on a broad ecological scale;

Whereas the Government of Ontario is responsible for public health policy, environmental management and vector-borne disease prevention and detection;

Therefore, be it resolved that:

Caledon Town Council formally requests that the Government of Ontario investigate and implement measures to reduce burgeoning tick populations and to mitigate their associated public health risks; and

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J8
T. 905.584.2272 | 1.888.226.3306 | F. 905.584.1444 | www.caledon.ca | annette.groves@caledon.ca

That such measures may include safe and effective tick control methods, public education campaigns and coordinated regional strategies; and

That the Province consider increased funding and support for local public health units to address tick-borne disease prevention; and

That a copy of this motion be sent to Minister of Health, Sylvia Jones, Chief Medical Officer of Health, Kieran Moore, Minister of the Environment, Conservation and Parks, Todd McCarthy, Peel Public Health, the Toronto and Region Conservation Authority (TRCA), the Credit Valley Conservation (CVC), the Association of Municipalities of Ontario (AMO) and all 444 municipalities across Ontario.

For more information regarding this request, please contact the undersigned by email to mayor@caledon.ca or by phone at 905.584.2272 ext. 4155.

Thank you for your attention to this matter.

Sincerely,



Mayor Annette Groves

CC:

Chief Medical Officer of Health Kieran.Moore@ontario.ca

Minister of the Environment, Conservation and Parks minister.mecp@ontario.ca

Peel Public Health Info@peelregion.ca

Toronto and Region Conservation Authority (TRCA) Info@trca.ca

Credit Valley Conservation (CVC) foundation@cvc.ca

Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca

444 municipalities across Ontario

THE CORPORATION OF THE TOWN OF CALEDON

8311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J8
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | annette.groves@caledon.ca

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO.033-2026

Being a By-law to Establish Remuneration and Expense
Reimbursement for Members of Council of the Township of
Wainfleet

WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to pay remuneration and expenses to members of council;

AND WHEREAS Section 284 of the Municipal Act, 2001 requires municipalities to annually report remuneration and expenses paid to members of council;

AND WHEREAS Council considers it desirable to establish a by-law governing remuneration and reimbursement of expenses for Members of Council of the Township of Wainfleet;

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

1. **THAT** Schedule "A", attached hereto and forming part of this By-law, is hereby adopted and approved.
2. **THAT** the remuneration established in Schedule "A" shall constitute the total annual remuneration payable to Members of Council.
3. **THAT** Council shall review this By-law and the remuneration established herein at least once during each term of Council and, where practicable, such review shall occur prior to the commencement of the year of the next regular municipal election.
4. **THAT** the Chief Administrative Officer, Treasurer and Clerk are authorized to administer the provisions of this By-law.
5. **THAT** By-law No. 012-2016 and all by-laws or provisions of by-laws inconsistent with this By-law are hereby repealed.
6. **THAT** this By-law shall come into force and take effect on the date of its passing.

BY-LAW READ AND PASSED THIS 15TH DAY OF SEPTEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

SCHEDULE "A"
TO BY-LAW NO. 033-2026
COUNCIL REMUNERATION

1. Effective upon the commencement of the term of office of the Council elected at the 2026 regular municipal election, the annual remuneration payable to Members of Council shall be as follows:

Mayor: \$23,773.62

Councillor: \$12,483.64

2. The annual remuneration set out above represents the total compensation payable by the Township.
3. Effective January 1, 2027, and on January 1 of each year thereafter, the annual remuneration established herein shall be adjusted by the same percentage increase approved by Council for the Township's non-union staff compensation program, unless otherwise determined by Council by resolution or by-law.
4. Members of Council shall be entitled to reimbursement for mileage and reasonable out-of-pocket expenses incurred while conducting authorized municipal business, in accordance with applicable Township policies and procedures, as amended from time to time.

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BYLAW NO. 034-2026

Being a by-law to establish the Niagara Compliance Audit Committee for the Township of Wainfleet.

WHEREAS Section 88.37 of the *Municipal Elections Act, 1996* as amended requires the council or local board, to establish compliance committee before October 1st in an election year for the purposes of Sections 88.33 to 88.36 of the *Act* relative to a possible contravention of the election campaign finance rules;

AND WHEREAS it is deemed expedient to establish a compliance audit committee for the Township of Wainfleet related to the possible contravention of the said *Act* for election campaign finances;

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

1. **THAT** a Joint Compliance Audit Committee be and it is hereby established to be known as the "Niagara Compliance Audit Committee".
2. **THAT** the Terms of Reference for the Niagara Compliance Audit Committee annexed hereto as Schedule "A" be and are hereby authorized, approved and adopted.
3. **THAT** the Clerk of the Township of Wainfleet is hereby delegated the authority to effect any legislative or administrative amendments to Schedule "A" hereto which may arise at the request of one of the Joint Area Participants subsequent to the passage of this bylaw if deemed reasonable by the Clerk and Township Solicitor, and the Clerk shall notify Council in such instance.
4. **THAT** the Clerk of the Township of Wainfleet is hereby delegated the authority to appoint members to the Niagara Compliance Audit Committee pursuant to the Terms of Reference for the Niagara Compliance Audit Committee.
5. **THAT** pursuant to the provisions of Sections 23.1 to 23.5 inclusive of the *Municipal Act, 2001*, as amended, the Clerk of the Township of Wainfleet is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical or descriptive nature or kind to this bylaw or its schedules as such may be determined to be necessary after the passage of this bylaw.
6. **THAT** Township of Wainfleet By-law No. 041-2022 be and is hereby repealed.

BY-LAW READ AND PASSED THIS 15TH DAY OF SEPTEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK

**THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET**

BY-LAW NO. 035-2026

Being a By-law to implement a system of administrative penalties for contraventions of the Fire Code.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that the powers of a municipality under that statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 7.1 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4 ("*FPPA*") authorizes a municipality to pass by-laws regulating fire prevention;

AND WHEREAS section 30.2 of the *FPPA* and Ontario Regulation 260/25 authorize the Fire Chief of a municipality and certain members of a municipal Fire Department to impose administrative penalties for the purpose of promoting compliance with prescribed provisions of the *FPPA* and the Fire Code, being Ontario Regulation 213/07 ("the Fire Code");

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it to be appropriate to utilize administrative penalties to promote compliance with the *FPPA* and the Fire Code and to enact this by-law for that purpose;

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

1. SHORT TITLE

1.1. This By-law shall be known as the "Fire Code Penalty By-law".

2. Definitions

2.1. In this By-law:

"Administrative Penalty" means an Administrative Penalty imposed in accordance with the *FPPA*, Ontario Regulation 260/25, and this By-law.

"Assistant to the Fire Marshal" means a member of Wainfleet Fire and Emergency Services that has been designated by the Fire Marshal as an assistant to the Fire Marshal under section 11 of the *FPPA*.

"Fire Chief" means the Fire Chief of Wainfleet Fire and Emergency Services.

“Fire Code” means Ontario Regulation 213/07 made under the *FPPA*.

“Fire Prevention Officer” means a member of the Wainfleet Fire and Emergency Services fire prevention bureau.

“FPPA” means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4.

“Hearing Officer” means a Person appointed by the Township to review Penalty Orders and decisions of the Screening Officer. The Hearing Officers appointed by the Township are listed in Schedule “A”, as updated or amended from time to time, which is attached hereto and forms part of this By-law.

“Penalty Order” means a written order imposing an Administrative Penalty on a Person in accordance with the *FPPA*, Ontario Regulation 260/25, and this By-law.

“Person” means an individual, corporation, partnership or association.

“Prescribed Provision” means a provision of the Fire Code prescribed by section 3 and Schedule 1 of the Ontario Regulation 260/25 as being subject to an Administrative Penalty.

“Screening Officer” means Person appointed by the Township to review Penalty Orders. The Screening Officers appointed by the Township are listed in Schedule “A”, as updated or amended from time to time, which is attached hereto and forms part of this By-law.

“Township” means the Corporation of the Township of Wainfleet or the geographic area of the municipality, as the context requires.

3. PENALTY ORDERS

- 3.1. Where the Fire Chief, a Fire Prevention Officer, or an Assistant to the Fire Marshal is satisfied that a Person is contravening or not complying with a Prescribed Provision, the Fire Chief, Fire Prevention Officer, or Assistant to the Fire Marshal may issue a Penalty Order to that Person.
- 3.2. The first time a Penalty Order is issued to a Person for contravention of a Prescribed Provision, the amount of the Administrative Penalty is two hundred dollars (\$200.00).
- 3.3. The second time a Penalty Order is issued to a Person for contravention of the same Prescribed Provision, the amount of the Administrative Penalty is four hundred dollars (\$400.00).
- 3.4. The third or subsequent time a Penalty Order is issued to a Person for contravention of the same Prescribed Provision, the amount of the Administrative Penalty is six hundred dollars (\$600.00).

- 3.5. For the purposes of subsections 3.2, 3.3 and 3.4 of this By-law, a Penalty Order for the contravention of a Prescribed Provision is considered a second, third, or subsequent Penalty Order in respect of the same Prescribed Provision if it is issued within three (3) years after the first Penalty Order was issued.
- 3.6. Every Penalty Order shall include the following information:
- i. particulars of the contravention of the Prescribed Provision;
 - ii. the date and time by which the Administrative Penalty must be paid;
 - iii. the amount of the Administrative Penalty and how payment may be made; and
 - iv. the right to request a review of the Penalty Order.
- 3.7. There is no right to be heard before a Penalty Order is made.
- 3.8. The Penalty Order shall be served on the Person who is subject to it by way of personal service, regular letter mail, or electronic transmission via email and is deemed to be received by the Person as follows:
- i. for service by regular letter mail, on the fifth day after mailing, unless the Person establishes that the Person did not, acting in good faith, through absence, accident, illness or other cause beyond the Person's control, receive a copy until a later date; and
 - ii. for service by email, on the day after it is sent or, if that day is a weekend or statutory holiday, on the next day that is not a weekend or statutory holiday, unless the Person establishes that the Person did not, acting in good faith, through absence, accident, illness or other cause beyond the Person's control, receive a copy until a later date.
- 3.9. Subject to subsection 4.3 of this By-law, a Person who is subject to a Penalty Order shall pay the Administrative Penalty within thirty (30) days after the Penalty Order is served.

4. REVIEW BY SCREENING OFFICER

- 4.1. A Person who is subject to a Penalty Order may, within thirty (30) days after the Penalty Order was served, submit a written request to the Township for a review of the Penalty Order by a Screening Officer.
- 4.2. If the Screening Officer considers it fair and appropriate in the circumstances, they may extend the thirty (30) day period to submit a request for review, and this extension may be made even after the thirty (30) day period has expired.

- 4.3. The submission of a request for review by a Screening Officer operates as a stay of the Penalty Order until the matter is finally disposed of, including any review by a Hearing Officer under section 5 of this By-law.
- 4.4. The Screening Officer shall determine whether the review will be conducted in person, by telephone, virtually, or in writing, and shall ensure that the Township informs the Person that requested the review of the determination.
- 4.5. If the Screening Officer sets a date and time for the Person that requested the review to make submissions, the Township shall notify the Person of the date and time set by the Screening Officer at least five (5) days in advance, and the Person shall attend at set date and time. If the Person fails to attend, they shall be deemed to have abandoned the request for review.
- 4.6. The Screening Officer may affirm or rescind a Penalty Order or may amend the Penalty Order to reduce the amount of the Administrative Penalty where the Screening Officer finds that the Administrative Penalty is excessive in the circumstances or is, by its magnitude, punitive in nature, having regard to all the circumstances.
- 4.7. The Screening Officer does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.
- 4.8. The Screening Officer shall not decide whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty unless the Person that requested the review has been given an opportunity to make submissions in the same manner in which the review is to be conducted.
- 4.9. In deciding whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty, the Screening Officer shall determine whether it was reasonable for the Fire Chief, Fire Prevention Officer, or Assistant to the Fire Marshal to impose the Penalty Order.
- 4.10. In making a determination under subsection 4.9 of this By-law, the Screening Officer may consider the following information:
 - i. photographs, drawings or other images;
 - ii. statements made by the Fire Chief, Fire Prevention Officer, or Assistant to the Fire Marshal that imposed the Penalty Order;
 - iii. documents;
 - iv. statements by the Person who requested the review, made in writing or

in the manner in which the review is conducted;

- v. statements by or on behalf of the Township, made in writing or in the manner in which the review is conducted; and
- vi. any other information, materials or submissions that the Screening Officer considers to be credible or trustworthy in the circumstances.

- 4.11. Notwithstanding subsection 4.10 of this By-law, no witnesses shall be called in the review.
- 4.12. The Screening Officer shall make a decision as soon as practical after the review is complete and shall send a copy of the decision, by regular mail or email, to the Person that requested the review and to the Township, as soon as practical after the decision is made.
- 4.13. Where a Penalty Order is not rescinded by the Screening Officer, the Person who is subject to the Penalty Order shall pay the Administrative Penalty within thirty (30) days after the date of the Screening Officer's decision, unless the Person requests a review by a Hearing Officer under section 5 of this By-law.
- 4.14. Despite subsection 4.13 of this By-law, if the Screening Officer considers it fair and appropriate in the circumstances, they may approve a plan of periodic payments that extends beyond the thirty (30) day period for payment, and this extension may be made even after the thirty (30) day period has expired.

5. REVIEW BY HEARING OFFICER

- 5.1. A Person who requested a review by a Screening Officer may, within thirty (30) days after the date of the Screening Officer's decision, submit a written request to the Township for a review of the decision by a Hearing Officer.
- 5.2. If the Hearing Officer considers it fair and appropriate in the circumstances, they may extend the thirty (30) day period to submit a request for review, and this extension may be made even after the thirty (30) day period has expired.
- 5.3. The submission of a request for review by a Hearing Officer operates as a stay of the Penalty Order until the matter is finally disposed of by the Hearing Officer.
- 5.4. The Hearing Officer shall determine whether the review will be conducted in person, by telephone, virtually, or in writing, and shall ensure that the Township informs the Person that requested the review of the determination.

- 5.5. If the Hearing Officer sets a date and time for the Person that requested the review to make submissions, the Township shall notify the Person of the date and time set by the Hearing Officer at least five (5) days in advance, and the Person shall attend at set date and time. If the Person fails to attend, they shall be deemed to have abandoned the request for review.
- 5.6. The Hearing Officer may affirm or rescind a Penalty Order or may amend the Penalty Order to reduce the amount of the Administrative Penalty where the Hearing Officer finds that the Administrative Penalty is excessive in the circumstances or is, by its magnitude, punitive in nature, having regard to all the circumstances.
- 5.7. The Hearing Officer does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.
- 5.8. The Hearing Officer shall not decide whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty unless:
- i. the Person that requested the review has been given an opportunity to make submissions in the same manner in which the review is to be conducted; and
 - ii. a representative of the Township has been given an opportunity to make submissions in the same manner in which the review is to be conducted.
- 5.9. In deciding whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty, the Hearing Officer shall determine whether the decision of the Screening Officer was reasonable.
- 5.10. In making a determination under subsection 5.9 of this By-law, the Hearing Officer may consider the following information:
- i. photographs, drawings or other images;
 - ii. statements made by the Fire Chief or the Fire Prevention Officer that imposed the Penalty Order;
 - iii. documents;
 - iv. statements by the Person who requested the review, made in writing or in the manner in which the review is conducted;
 - v. statements by or on behalf of the Township, made in writing or in the manner in which the review is conducted; and
 - vi. any other information, materials or submissions that the Hearing Officer considers to be credible or trustworthy in the circumstances.

- 5.11. Notwithstanding subsection 5.10 of this By-law, no witnesses shall be called in the review.
- 5.12. The Hearing Officer shall make a decision as soon as practical after the review is complete and shall send a copy of the decision, by regular mail or email, to the Person that requested the review and to the Township, as soon as practical after the decision is made.
- 5.13. The decision of the Hearing Officer is final.
- 5.14. Where a Penalty Order is not rescinded by the Hearing Officer, the Person who is subject to the Penalty Order shall pay the Administrative Penalty within thirty (30) days after the date of the Hearing Officer's decision.
- 5.15. Despite subsection 5.14 of this By-law, if the Hearing Officer considers it fair and appropriate in the circumstances, they may approve a plan of periodic payments that extends beyond the thirty (30) day period for payment, and this extension may be made even after the thirty (30) day period has expired.

6. UNDUE HARDSHIP

- 6.1. The Township may excuse a Person from paying all or part of an Administrative Penalty, including those affirmed or amended by the Screening Officer or the Hearing Officer, where the Township determines that requiring the Person to pay the Administrative Penalty would cause undue hardship for the Person.
- 6.2. Determinations of undue hardship under subsection 6.1 shall be made by the Clerk, who is hereby delegated the authority to receive, review, and make decisions on applications submitted in accordance with sections 6.3 and 6.4 of this By-law.
- 6.3. A Person who wishes to have all or part of an Administrative Penalty payment excused due to undue hardship shall submit a written application to the Clerk of the Township in accordance with subsection 6.4 of this By-law. The Person should submit the application prior to the date on which the Administrative Penalty becomes due and payable; however, the Clerk may accept a late request where the Clerk considers it fair and appropriate to do so.
- 6.4. An application to have all or part of an Administrative Penalty excused due to undue hardship shall contain the following information:
 - i. the amount sought to be excused;
 - ii. why payment of the amount sought to be excused would cause undue hardship for the Person;

- iii. such financial information as is reasonably necessary to demonstrate undue hardship including income, expenses, assets, liabilities, and/or cash flow, as applicable; and
 - iv. any other information the Person believes is relevant to the application.
- 6.5. Within thirty (30) days after an application is made under subsection 6.3, the Clerk of the Township shall review the application and determine if requiring the Person to pay the amount of the Administrative Penalty sought to be excused would cause undue hardship to the Person.
- 6.6. The Clerk of the Township shall notify the Person in writing of their decision and the basis for same.
- 6.7. The decision of the Clerk of the Township is final.
- 6.8. If the Clerk of the Township determines that all or part of an Administrative Penalty should not be excused and remains payable, the Person shall pay the Administrative Penalty by the later of (a) the date on which the Administrative Penalty is payable under this By-law; or (b) fifteen (15) days after the date of the Clerk's decision.

7. ENFORCEMENT

- 7.1. If a Penalty Order is issued and the Administrative Penalty is not paid by the applicable deadline, the Penalty Order imposing the Administrative Penalty, or the decision of the Screening Officer, the Hearing Officer, or the Clerk of the Township, as the case may be, may be filed in the Superior Court of Justice and enforced as if it were an order of that court.
- 7.2. If a Penalty Order is issued to a Person that owns lands or premises in the Township and the Administrative Penalty is not paid within fifteen (15) days after the applicable deadline, the Treasurer of the Township may add the Administrative Penalty to the tax roll for any property in the Township for which all of the owners are responsible for paying the Administrative Penalty and collect it in the same manner as municipal taxes.

8. GENERAL

- 8.1. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 8.2. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Township, the provision establishing the higher standard shall prevail.

- 8.3. Any reference to legislation in this By-law, including but not limited to the *FPPA*, Ontario Regulation 260/25 and the Fire Code, includes the legislation and any amendment, replacement, subsequent enactment or consolidation of same.
- 8.4. The Township Clerk is hereby authorized to effect such minor modifications or corrections of an administrative, clerical, numerical, grammatical, semantical or descriptive nature to this By-law as may be determined to be necessary.

9. ENACTMENT

- 9.1. This By-law shall come into force on the date that it is passed.

BY-LAW READ AND PASSED THIS 15TH DAY OF SEPTEMBER 2026

Brian Grant, MAYOR

Amber Chrastina, CLERK

SCHEDULE “A”

Screening Officers and Hearing Officers

The following Persons are hereby appointed as Screening Officers:

1. Any Person appointed as a Screening Officer under Township By-law No. 041-2025, being a By-law to delegate authority to the Chief Administrative Officer to appoint a Screening and Hearing Officer for the Township of Wainfleet, as enacted, updated, or amended from time to time.

The following Persons are hereby appointed as Hearing Officers:

1. Any Person appointed as a Hearing Officer under Township 041-2025, being a By-law to delegate authority to the Chief Administrative Officer to appoint a Screening and Hearing Officer for the Township of Wainfleet, as enacted, updated, or amended from time to time.

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 036-2026

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 September 15, 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 September 15, 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 15TH DAY OF SEPTEMBER, 2026

B. Grant, MAYOR

A. Chrastina, CLERK