



**TOWNSHIP OF WEST LINCOLN  
PLANNING/BUILDING/ENVIRONMENTAL  
COMMITTEE MINUTES**

**MEETING NO. FOUR**

**September 14, 2020, 6:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council: Councillor Cheryl Ganann (Chair)  
Councillor Harold Jonker  
Councillor William Reilly  
Councillor Jason Trombetta  
Councillor Mike Rehner  
Mayor Dave Bylsma

Absent: Councillor Christopher Coady (notification provided)

Staff: Bev Hendry, CAO  
Brian Treble, Director of Planning and Building  
Jessica Dyson, Deputy Clerk  
Gerrit Boerema, Planner II\*  
Madyson Etzl, Planner II\*  
Alexa Cooper, Planner I\*

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**1. CHAIR - Councillor Cheryl Ganann**

**2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

There were no disclosures of pecuniary interest and/or conflict of interest.

**3. PUBLIC MEETING(S) UNDER THE PLANNING ACT**

Public meeting(s) under the Planning Act will commence at 6:30p.m.

**3.1 Official Plan Amendment & Zoning By-law Amendment - Former St. Martin Roman Catholic School Property**

**3.2 Official Plan Amendment & Zoning By-law Amendment - College Street Public School Property**

**3.3 Township of West Lincoln Zoning Housekeeping Amendments (File No. 1601-022-19)**

Re: Off Street Motor Vehicle Parking, Parking Spaces, Accessory Dwelling Units, Sign By-law, 9390 & 9392 Regional Road 65, 116 West Street (Smithville United Church & FORT), 6659 Regional Road 20 (Greek Community Centre)

**4. CHANGE IN ORDER OF ITEMS ON AGENDA**

There were no changes in order of items on the agenda.

**5. APPOINTMENTS**

There were no appointments.

**6. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

There were no requests to address items on the agenda.

**7. CONSENT AGENDA ITEMS**

All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

**7.1 ITEM P40-20**

CONSENT AGENDA ITEMS:

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor William Reilly

That the Planning/Building/Environmental Committee hereby approves the following Consent Agenda items:

1. Item 1, 2 and 3 be and is hereby received for information; and,
  2. Items 4 and 5 are hereby received and the recommendations contained therein be adopted
- with exception if item No.(s)\_\_\_\_\_

**Carried**

## PLANNING/BUILDING/ENVIRONMENTAL COMM. MINUTES – September 14, 2020

1. Information Report No. PD-109-2020 - Spring Creek Heights Secondary Plan Update
2. Technical Report No. PD-112-2020 - Former School Sites (St. Martin & College St.) Land Use Plan - DRAFT Official Plan and Zoning By-Law Amendments
3. Technical Report No. PD-120-2020 - Housekeeping Amendments to Zoning Bylaw 2017-70, as Amended (Round 3)
4. Recommendation Report No. PD-118-2020 - Church Street – Road Closing By-law
5. Recommendation Report No. PD-111-2020 - Partial Removal of Site Plan and Subdivision Agreement from St. Martins Lands File No. 2100-003

### 8. COMMUNICATIONS

There were no communications.

### 9. STAFF REPORTS

#### 9.1 ITEM P41-20

Planner I (Alexa Cooper), Planner II (Madyson Etzl) and Director of Planning & Building (Brian Treble)

Re: Information Report No. PD-110-2020 - Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe

In response to Councillor Rehner's inquiry regarding agricultural land being approved easily for development in South East Hamilton, the Director of Planning and Building noted that the approval process has not become easier, but that the new Provincial Government has amended the requirement back to 50 units to the hectare instead of the previous 80 units to the hectare.

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Harold Jonker

1. THAT, Report PD-110-2020 regarding "Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe" dated September 14th, 2020, be RECEIVED for information purposes.

**Carried**

#### 9.2 ITEM P42-20

Director of Planning and Building (Brian Treble)

Re: Information Report No. PD-116-2020 – Provincial Changes to Excess Soil Regulations and Relationship to Township Site Alteration By-law

The Director of Planning & Building gave an overview of information report PD-116-2020 as requested by Councillor Rehner. The Director of Planning & Building stated that the Province rolled out the changes for excess soil regulations in the early half of 2020 to bring the municipalities up to speed; however, the decision from the Province for these changes was made late last year. The Director of Planning & Building stated that the purpose of these changes is to regulate where soil can be dumped on land and that the Province wants to start tracking where the excess soil is going. The Director of Planning & Building also stated that if the soil improves agricultural use it can be allowed; however, if the Township can prove that the soil should not be placed somewhere because it does not improve agricultural use, the Province will support that decision. The Director of Planning & Building noted that he is in favour of what the Province has put forward and will monitor the regulations.

**Moved By** Councillor Harold Jonker

**Seconded By** Councillor Jason Trombetta

1. That, report PD-116-2020, regarding “Information Report, Provincial Changes to Excess Soil Regulations and Relationship to Township Site Alteration By-law”, dated September 14, 2020, BE RECEIVED for information purposes.

**Carried**

### **9.3 ITEM P43-20**

Planner I (Alexa Cooper), Planner II (Gerrit Boerema) and Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-115-2020 - Local Road Policies - Request to begin Public Consultation Process

The Director of Planning & Building gave a review on Recommendation Report PD-115-20 as requested by the Chair and stated that the purpose of this recommendation report is to have the authority to start a consultation process for guidance on how roads should be opened within the Township. The Director of Planning & Building noted that there is pressure on staff for a number of properties in the Township, mainly in the rural and agricultural areas, to be made available for sale, and for purchasers to be buying the parcels for future residential purposes.

Councillor Trombetta noted that he was concerned with the local unopened road allowances and feels that the Township should focus more on the rural and aging infrastructure. Councillor Trombetta questioned why

the Township is still assuming unopened road allowance and would like to push to sell some of the unopened roads that are not in use to generate some revenue.

Director of Planning & Building addressed Councillor Trombetta's question about the unopened road allowances and stated that the Township can be more proactive and search out some of the roads that could be closed in parallel with this consultation process. The Director of Planning & Building also stated that sometimes properties abut these unopened roads and if we are not careful we could land lock those properties.

In response to Councillor Trombetta's inquiry regarding the newer regulations and whether or not it will be difficult to open a road allowance, the Director of Planning & Building stated that certain roads are protected by wetlands, and therefore it would be difficult to open. However, the Environmental Assessment Act allows the Township to make an environmental review and a planning review at the same time when putting forward a proposal which will make the review process quicker.

Councillor Jonker asked if making driveways instead of a road was something that would be considered. The Director of Planning & Building stated that if the Township chose to close the roads making it a driveway could be a possibility, after an evaluation to determine if it should be merged with adjacent land.

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor William Reilly

1. That, Report PD-115-2020 regarding “Local Road Policies – Request to begin Public Consultation Process” dated September 14th, 2020, be RECEIVED, and;
2. THAT, Council direct Staff to begin the public consultation process for the proposed DRAFT policies.

**Carried**

#### **9.4 ITEM P44-20**

Planner II (Madyson Etzl) and Director of Planning and Building (Brian Treble)

Re: Recommendation Report No. PD-105-2020 - Zoning By-law Amendment (Temporary Use By-law) Wrigley/Sims Garden Suite  
Application File No. 1601-004-20

**Moved By** Councillor William Reilly

**Seconded By** Mayor Dave Bylsma

1. That, Report PD-105-2020, regarding “Zoning By-law Amendment (Temporary Use By-law) – Wrigley/Sims Garden Suite Application”, dated September 14th 2020, be APPROVED; and,
2. That, Section 34(17) of the Planning Act apply and that no further public meeting is required; and,
3. That, an application for a Temporary Zoning By-law Amendment 1601-002-20 submitted by Harold Wrigley and Debra Sims and a corresponding Zoning By-law be APPROVED and passed; and,
4. That, Staff be authorized to circulate the Notice of Decision for the Zoning By-law amendment with the corresponding 20-day appeal period.

**Carried**

**9.5 ITEM P45-20**

Planner II (Madyson Etzl) and Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-106-2020 - Harold Wrigley and Debra Sims Site Plan (Garden Suite) Authorizing By-Law, File No. 2100-007-20

**Moved By** Councillor Harold Jonker

**Seconded By** Mayor Dave Bylsma

1. That, report PD-106-2020, regarding “Harold Wrigley and Debra Sims Site Plan (Garden Suite)” Authorizing By-law for File No. 2100-007-20”, dated September 14th 2020, BE RECEIVED; and,
2. That, a bylaw be passed to authorize the Mayor and Clerk to sign a Site Plan Agreement with Harold Wrigley and Debra Sims and Canada Life (Mortgagee), once all site plan details are sorted out and substantially completed for implementation upon expiry of the Township’s Zoning By-Law appeal period.

**Carried**

**9.6 ITEM P46-20**

Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-123-2020 - Removal of Holding Provision from 2935 S. G. Rd 18.

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Harold Jonker

1. That, Report PD-123-2020, regarding “Recommendation Report, Removal of Holding Provision from 2935 S. G. Rd 18”, dated September 14<sup>th</sup>, 2020, be RECEIVED, and;
2. That, a by-law be passed to remove the holding provision as found at attachment 3 to this report.

**Carried**

**9.7 ITEM P47-20**

Planning of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-121-2020 - Application to Remove the Holding Symbol (Phelps Homes Ltd. – Wade Road Lot) and Closure of File No. 1601-004-17

**Moved By** Councillor William Reilly

**Seconded By** Mayor Dave Bylsma

1. That, Report PD-121-2020, regarding “Recommendation Report, Application to Remove the Holding Symbol (Phelps Homes Ltd. – Wade Road Lot) and Closure of File, File No. 1601-004-17”, dated September 14<sup>th</sup>, 2020, be RECEIVED;
2. That, file 1601-004-17 (application for removal of Holding Symbol) be and is hereby closed; and,
3. That, the by-law, as ordered by LPAT, be and is hereby approved (attachment 5).

**Carried**

**9.8 ITEM P48-20**

Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-122-2020 - Corco Property Holdings Inc (Steve Witt/Stanpac) - Site Plan and Site Plan Authorizing By-law - File No. 2100-008-20

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor William Reilly

1. That, report PD-122-2020, regarding “Recommendation Report, Corco Property Holdings Inc (Steve Witt/Stanpac) - Site Plan and Site Plan Authorizing By-law - File No. 2100-008-20”, dated September 14, 2020, BE RECEIVED; and,

2. That, the Mayor and Clerk be authorized to sign a Site Plan Agreement with Corco Properties Inc (Steve Witt/Stannpac), when all site plan details have been completed.

**Carried**

**9.9 ITEM P49-20**

Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-117-2020 - Approval of Official Plan Amendment and Zoning By-law Amendment to Incorporate Winery, Brewery, and Special Occasion Policies and Regulations in the Township of West Lincoln Official Plan and Zoning By-law

**Moved By** Councillor Harold Jonker

**Seconded By** Councillor Jason Trombetta

1. That, Report PD-117-2020, regarding "Recommendation Report, Approval of Official Plan Amendment and Zoning By-law Amendment to Incorporate Winery, Brewery, and Special Occasion Policies and Regulations in the Township of West Lincoln Official Plan and Zoning By-law" dated September 14th, 2020, be RECEIVED; and,
2. That, Section 34(17) of the Planning Act apply and that no further public meeting is required; and,
3. That, Official Plan Amendment No. 55 (File No. 1701-004-19) and a corresponding implementation bylaw be APPROVED and passed; and,
4. That staff be authorized to circulate the Notice of Decision on the approval of Official Plan Amendment No. 55 to the agencies and public to commence the 20 day appeal period as Regional Council approval is not required; and,
5. That, Zoning By-law Amendment 1601-015-19 and a corresponding bylaw be APPROVED and passed; and,
6. That, Staff be authorized to circulate the Notice of Decision for the Zoning By-law Amendment with the corresponding 20-day appeal period, with full force and effect occurring once Official Plan Amendment No 55 has been approved without appeal.

**Carried**

**10. OTHER BUSINESS**

**10.1 ITEM P50-20**

Members of Committee

Re: Other Business Matters of an Informative Nature



## PLANNING/BUILDING/ENVIRONMENTAL COMM. MINUTES – September 14, 2020

Mayor Bylsma started by thanking Alexa Cooper for her time with the Township of West Lincoln as Planner I with the Planning & Building Department, and wished her the best on her future endeavors. Mayor Bylsma also made mention of the West Lincoln Community Care - Thanksgiving Corporate Challenge Food Drive that is set to start Wednesday September 16th. The Mayor invited all Councillors to join him at a 'Greet and Meet' with members of the community at the Foodland in town between 9am - 4pm Saturday September 26th.

Councillor Reilly noted that this week is Smile Cookie week at Tim Hortons with all proceeds going towards the West Lincoln Memorial Hospital. Councillor Reilly will be volunteering September 15th and hopes to surpass last year's raisings which was also a success.

Councillor Jonker thanked the Board of Silverdale Hall for their last food event.

Councillor Ganann was excited to share the news of West Lincoln Memorial Hospital re-opening of their two Operating Rooms starting September 14th, 2020.

### 11. NEW BUSINESS

There were no new items of business.

### 12. CONFIDENTIAL MATTERS

**Moved By** Councillor Harold Jonker

**Seconded By** Mayor Dave Bylsma

That, the next portion of this meeting be closed to the public to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

#### 12.1 Director of Planning & Building (Brian Treble)

Re: Legal/Enforcement Matter – Quarterly By-law Update

##### **Applicable closed session exemption(s):**

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- the security of the property of the municipality or local board;
- advice that is subject to Solicitor-client privilege, including communications necessary for that purpose

#### 12.2 Director of Planning & Building (Brian Treble)

Re: Legal/Enforcement Matter - Natural Severance - Caistor Centre

**Applicable closed session exemption(s):**

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- the security of the property of the municipality or local board;
- advice that is subject to Solicitor-client privilege, including communications necessary for that purpose

**12.3 Director of Planning & Building (Brian Treble)**

Re: Legal/Solicitor-Client Privilege - Helen Kszan LPAT

**Applicable closed session exemption(s):**

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- the security of the property of the municipality or local board;
- advice that is subject to Solicitor-client privilege, including communications necessary for that purpose

**12.4 Director of Planning & Building (Brian Treble)**

Re: Confidential Information Report No. PD-119-20 - South Grimsby Road 21 – Site Plan Update - File No. 2100-012-19

**Applicable closed session exemption(s):**

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- the security of the property of the municipality or local board;
- advice that is subject to Solicitor-client privilege, including communications necessary for that purpose

**Carried**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Jason Trombetta

That, this Committee meeting now resume in open session at the hour of 8:50p.m.

**Carried**

**12.1 ITEM P51-20**

Director of Planning & Building (Brian Treble)

Re: Legal/Enforcement Matter – Quarterly By-law Update

## PLANNING/BUILDING/ENVIRONMENTAL COMM. MINUTES – September 14, 2020

**NOTE:** Due to technical errors of not being able to view the quarterly by-law update, this item was referred to the October Planning, Building & Environmental Committee meeting.

### 12.2 ITEM P52-20

Director of Planning & Building (Brian Treble)

Re: Legal/Enforcement Matter - Natural Severance - Caistor Centre

The Committee rose without reporting.

### 12.3 ITEM P53-20

Director of Planning & Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Helen Kszan LPAT

The Committee rose without reporting.

### 12.4 ITEM P54-20

Director of Planning & Building (Brian Treble)

Re: Confidential Information Report No. PD-119-2020 - South Grimsby Road 21 - Site Plan Update - File No. 2100-012-19

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Jason Trombetta

1. That, Report No. PD-119-2020, dated September 14, 2020, relating to Confidential Information Report - South Grimsby Rd 21 - Site Plan Update File No. 2100-012-19, BE RECEIVED; and,
2. That, Staff report back as required to keep Committee and Council informed on the matter.

**Carried**

## 13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:51 p.m.



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JESSICA DYSON, DEPUTY CLERK

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COUNCILLOR CHERYL GANANN,  
CHAIR