



## THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN COUNCIL AGENDA

### MEETING NO. NINETEEN

Monday, December 11, 2023, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

**NOTE TO MEMBERS OF THE PUBLIC:** All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

---

### Pages

#### 1. **SINGING OF "O CANADA" - Smithville Christian High School**

Prior to commencing with the Council meeting, Mayor Ganann will provide the following announcements:

1. Comments from the public for a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either
  - a. emailing [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record; OR,
  - b. by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.
3. Tonight's Council Meeting will be livestreamed as well as recorded and available on the Township's website by visiting [events.westlincoln.ca/meetings](https://events.westlincoln.ca/meetings)

#### 2. **LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the

Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

**3. OPENING PETITION - Councillor Terry Bell**

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

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

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

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

**NOTE:** Requests to address items on the agenda are restricted to specific items as follows per Section 6.7 of the Procedural By-law:

**6.7 Public Comment at Council**

There shall be no comments from the public permitted at Council unless:

- (a) a specific appointment has been scheduled; or,
- (b) an item is included under the “Other Business” or “Communications” or “Appointments” section of the agenda and relates to a matter which would normally be dealt with at Committee.

Chair to inquire if there are any members of the public present who wish to address a specific item on the agenda as permitted by Section 6.7 of the Procedural By-law.

**7. APPOINTMENTS/PRESENTATIONS**

There are no appointments/presentations.

**8. REGIONAL COUNCILLOR'S REMARKS**

**9. CONFIRMATION OF MINUTES**

**9.1 Council Meeting - Regular**

Re: Minutes - November 27, 2023

**Confidential Minutes Under Separate Cover**

Moved By Councillor Jason Trombetta

- 1. That, the minutes of the open session portion of the November 27, 2023 regular Council meeting be accepted; and,
- 2. That, the confidential minutes relating to the closed session portion of the November 27, 2023 regular Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided Section 239 of the Municipal Act.

**10. COMMUNICATIONS**

- 10.1

Ernie Sibbett, Chair (Crime Stoppers of Niagara)  
Re: January 2024 Crime Stoppers Month

18
- Moved By Councillor Joann Chechalk  
That, the correspondence received from Ernie Sibbett, Chair (Crime Stoppers of Niagara), regarding "January 2024 Crime Stoppers Month", dated October 26, 2023, be received for information.
11.

MAYOR'S REMARKS
12.

REPORT OF COMMITTEE
- 12.1

All Committees Meeting (Including Public Meetings)  
Re: Minutes - December 4, 2023

19
- Moved By Councillor Mike Rehner  
That, the minutes of the December 4, 2023 All Committees (Including Public Meetings) meeting, be accepted, and the recommendations contained therein, be approved;  
with the exception of Item#(s) \_\_\_\_\_
13.

RECONSIDERATION  
("Definition") This section is for a Member of Council to introduce a motion to reconsider action taken at this Council Meeting or the previous regular Council meeting. A motion to reconsider must be made by a Council Member who voted in the majority on the matter to be reconsidered. The Chair may rule that a motion to reconsider will be dealt with at the next following Council Meeting if for some reason it cannot be dealt with at this meeting.  
  
There are no items put forward for reconsideration.
14.

NOTICE OF MOTION TO RESCIND  
("Definition") This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.
15.

OTHER BUSINESS
- 15.1

TABLED ITEM (March 28, 2022 Council Meeting)  
Director of Planning & Building (Brian Treble)  
Re: Recommendation Report No. PD-36-2022 - Smithville Landowners Group request for support of Minister's Zoning Order (MZO)
- 15.2

Director of Finance/Treasurer (Donna DeFilippis)  
Re: Memorandum - 2024 Interim Tax By-law

29
- Moved By Councillor Terry Bell  
That, the Memorandum regarding the "2024 Interim Tax By-law", dated December 11th, 2023, be received for information.

- 15.3 Director of Planning & Building (Brian Treble)  
Re: Recommendation Report PD-63-2023 - Naming of Dennis Drive and Brandon Lane by By-law and Issuance of Certificate of Completion & Assumption of Streets & Works for Old Towne Gateway Estates/Smithville Station Plan of Subdivision, Developer: Marz Homes (Smithville Station) Inc.

Moved By Councillor Jason Trombetta

1. That, Recommendation Report PD-63-2023, regarding “Naming of Dennis Drive and Brandon Lane by By-law and Issuance of Certificate of Completion & Assumption of Streets & Works for Old Towne Gateway Estates/Smithville Station Plan of Subdivision, Developer: Marz Homes (Smithville Station) Inc.”, dated December 11, 2023, be RECEIVED; and,
2. That, a Final Certificate of Completion be issued for Old Towne Gateway Estates/Smithville Station Plan of Subdivision 30M-446; and,
3. That, the Township pass a By-law to name Dennis Drive and Brandon Lane and also assume the Old Towne Gateway Estates/Smithville Station, Plan of Subdivision, 30M-446, and all related works, services and the park, in accordance with Schedule ‘A’ of the attached draft By-Law.

- 15.4 Councillor William Reilly  
Re: Niagara Transit Commission Public Advisory Committee

Moved By Councillor William Reilly

1. That, staff be and are hereby directed to notify the public regarding accepting applications to sit on the Niagara Transit Commission Public Advisory Committee immediately; and,
2. That, all applications be submitted prior to end of day on January 8th 2024 and,
3. That, recommendations for appointment be presented at the January 15th, 2024 All Committees Meeting.

- 15.5 Mayor Cheryl Ganann  
Re: Regional Governance Review as overseen by the Ministry of Municipal Affairs and Housing  
**FOR INFORMATION**

- 15.6 Members of Council  
Re: Council Remarks

## 16. NEW ITEMS OF BUSINESS

**NOTE:** Only for items that require immediate attention/direction from Council and must first approve a motion to introduce a new item of business.



17. BY-LAWS

Moved By Councillor Mike Rehner

- 1. That, leave be granted to introduce By-law #s 2023-85, 2023-86, 2023-87, 2023-88, 2023-89 and 2023-90, and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
- 2. That, the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

17.1	BY-LAW 2023-85	35
	A By-law to confirm the proceedings of the council of the Corporation of the Township of West Lincoln at its regular meeting held on the 27th day of November, 2023.	
17.2	BY-LAW 2023-86	36
	Being a By-law to amend By-law 97-2030 which designates private roadways as fire routes along which no parking of vehicles shall be permitted.	
17.3	BY-LAW 2023-87	39
	Being a By-law adopt Amendment No. 57 (Re-designation of Spring Creek Heights Secondary Plan) to the Official Plan for the Township of West Lincoln.	
17.4	BY-LAW 2023-88	82
	Being a by-law to establish Dennis Drive and Brandon Lane, Plan 30M-446, Township of West Lincoln, as public highways and to assume public services.	
17.5	BY-LAW 2023-89	84
	Being a By-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest of fifteen percent.	
17.6	BY-LAW 2023-90	86
	A By-law to consolidate Fees and Charges and to establish user fees and charges for services, activities or the use of property within the Township of West Lincoln.	

18. CONFIDENTIAL MATTERS

Moved By Councillor Joann Chechalk

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:

18.1 Director of Planning & Building (Brian Treble) & Director of Public Works &

Recreation (Mike DiPaola)

Re: Legal/Solicitor-Client Privilege - Development & Front-Ending Agreements

**VERBAL UPDATE**

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

- Advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

18.2 Director of Planning and Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Ontario Land Tribunal (OLT) - Proposed Official Plan Amendment (OPA) No. 63 (File No.22-0035)

**VERBAL UPDATE**

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

- Advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

18.3 Human Resources Coordinator(Cassandra Carey) & Director of Legislative Services/Clerk (Jessica Dyson)

Re: CAO Performance Review - Report to CAO & Council

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

- personal matters about an identifiable individual, including municipal or local board employees

Moved By Councillor Terry Bell

That, this Council meeting now resume in open session at the hour of \_\_\_\_\_ p.m.

18.1 Director of Planning & Building (Brian Treble) & Director of Public Works & Recreation (Mike DiPaola)

Re: Development & Front-Ending Agreements

**VERBAL UPDATE**

18.2 Director of Planning and Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Ontario Land Tribunal (OLT) - Proposed Official Plan Amendment (OPA) No. 63 (File No.22-0035)

**VERBAL UPDATE**

18.3 Human Resources Coordinator(Cassandra Carey) & Director of Legislative Services/Clerk (Jessica Dyson)

Re: CAO Performance Review - Report to CAO & Council

Moved By Councillor William Reilly

That, the CAO's Performance Review Report for the 2023, as part of the CAO Performance Review Policy, be received for information.

**19. ADJOURNMENT**

The Mayor to declare this meeting adjourned at the hour of \_\_\_\_\_.

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN  
COUNCIL MINUTES**

**MEETING NO. EIGHTEEN**

**November 27, 2023, 5:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council: Mayor Cheryl Ganann  
Councillor Shelley Bradaric  
Councillor Mike Rehner  
Councillor William Reilly  
Councillor Jason Trombetta  
Councillor Terry Bell  
Councillor Joann Chechalk

Staff: Donna DeFilippis, Treasurer/Director of Finance  
Jessica Dyson, Director of Legislative Services/Clerk  
Brian Treble, Director of Planning and Building\*

Other Members: Michael Bonomi, Legal Counsel (Sullivan Mahoney LLP)\*

**\*IN ATTENDANCE PART-TIME**

---

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

There were no pecuniary interests and/or conflicts of interest disclosed.

**2. CONFIDENTIAL MATTERS**

**RECOMMENDATION:**

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor Joann Chechalk

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:

2.1 Michael Bonomi, Legal Counsel (Sullivan Mahoney LLP) and Director of Legislative Services/Clerk (Jessica Dyson)

Re: Legal/Solicitor-Client Privilege - Personnel Matters

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

- Personal matters about an identifiable individual, including municipal or local board employees; and,
- Advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose.

**Carried**

**RECOMMENDATION:**

**Moved By** Councillor Terry Bell

**Seconded By** Councillor Joann Chechalk

That, the Council meeting does now resume in open session at the hour of 8:37 p.m.

**Carried**

2.1 Michael Bonomi, Legal Counsel (Sullivan Mahoney LLP) and Director of Legislative Services/Clerk (Jessica Dyson)

Re: Legal/Solicitor-Client Privilege - Personnel Matters

Council rose without reporting.

**3. SINGING OF "O CANADA" - Cairn Christian School**

Prior to commencing with the Council meeting, Mayor Ganann provided the following announcements:

1. Regional Councillor Witteveen provided advance notice that he would not be in attendance for this evening's Council Meeting.
2. Comments from the public for a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
3. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either
  - a. emailing [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record; OR,
  - b. by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.

4. Tonight's Council Meeting will be livestreamed as well as recorded and available on the Township's website by visiting <https://events.westlincoln.ca/meetings>.

**4. LAND ACKNOWLEDGEMENT STATEMENT**

Mayor Ganann read the following Land Acknowledgement Statement:

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk (Hat-i-wen-DA-rong), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

**5. OPENING PETITION - Councillor Jason Trombetta**

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

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

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

There were no requests to address items that were on the agenda.

**8. APPOINTMENTS/PRESENTATIONS**

There were no appointments/presentations.

**9. REGIONAL COUNCILLOR'S REMARKS**

Due to Regional Councillor Witteveen's absence, an update was not provided this month.

**10. CONFIRMATION OF MINUTES**

10.1 Council Meeting – Regular

Re: Minutes - October 23, 2023

**Confidential Minutes Under Separate Cover**

**RECOMMENDATION:**

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Terry Bell

1. That, the minutes of the open session portion of the October 23, 2023 regular Council meeting be accepted; and,

2. That, the confidential minutes relating to the closed session portion of the October 23, 2023 regular Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided Section 239 of the Municipal Act.

**Carried**

- 10.2 Special Council Meeting - Local Governance  
Re: Minutes - November 6, 2023

**RECOMMENDATION:**

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor William Reilly

That, the minutes of the November 6, 2023 Special Council Meeting (Local Governance), be accepted.

**Carried**

**11. COMMUNICATIONS**

There were no communications.

**12. MAYOR'S REMARKS**

Mayor Ganann read a prepared statement which was attached as Schedule "A" to the minutes.

**13. REPORT OF COMMITTEE**

- 13.1 Planning/Building/Environmental Committee  
Re: Minutes - November 13, 2023

**Confidential Minutes Under Separate Cover**

**RECOMMENDATION:**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Joann Chechalk

1. That, the minutes of the November 13, 2023 Planning/Building/Environmental Committee meeting, be accepted, and the recommendations contained therein, be approved; and,
2. That, the confidential minutes relating to the closed session portion of the November 13, 2023 Planning/Building/Environmental Committee meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with Section 239 of the Municipal Act.

**Carried**

13.2 Administration/Finance/Fire Committee

Re: Minutes - November 20, 2023

**Confidential Minutes Under Separate Cover**

**RECOMMENDATION:**

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Terry Bell

1. That, the minutes of the November 20, 2023 Administration/Finance/Fire Committee meeting, be accepted, and the recommendations contained therein, be approved; and,
2. That, the confidential minutes relating to the closed session portion of the November 20, 2023 Administration/Finance/Fire Committee meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with Section 239 of the Municipal Act.

**Carried**

**14. RECONSIDERATION**

There were no items put forward for reconsideration.

**15. NOTICE OF MOTION TO RESCIND**

There were no notices of intent to introduce a motion to rescind action taken previously by Council served.

**16. OTHER BUSINESS**

16.1 TABLED ITEM (March 28, 2022 Council Meeting)

Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-36-2022 - Smithville Landowners Group request for support of Minister's Zoning Order (MZO)

16.2 Director of Planning & Building (Brian Treble)

Re: Planning & Building Memorandum - Independent Electrical System Operator (IESO) Request for Municipal Support Resolution – P. Ravensbergen & Sons Ltd. (William Ravensbergen)

The Director of Planning and Building explained the situation with the application presented to Council stating that Township staff has had discussions with the IESO, who sent materials that spoke to current provincial goals and priorities.



The Director of Planning and Building stated that he believes the Township, and this application, fits into and alongside provincial goals and priorities nicely.

**RECOMMENDATION:**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Jason Trombetta

1. That, this Memorandum, regarding Independent Electrical Systems Operator's (IESO) Request for Municipal Support Resolution", dated November 27th, 2023 be RECEIVED; and,
2. That, Township of West Lincoln Council hereby endorse an application by P. Ravensbergen & Sons Ltd., and provide Municipal Support (Similar to attachment 3 to this report) for an additional 2.7 megawatt co-generation facility to be situated at 2873 South Grimsby Road 10; and,
3. That, such facility expansion/renovation be properly addressed through an application for amendment to the existing site plan control agreement.

**Carried**

16.3 Members of Council

Re: Council Remarks

1. Councillor Trombetta  
Re: Roast Beef Dinner

Councillor Trombetta attended the Roast Beef Dinner at the Smithville United Church and spoke to the success of the fundraiser. Councillor Rehner also shared that he participated in the Roast Beef Dinner and echoed Councillor Trombetta's remarks regarding the success of the fundraiser.

2. Councillor Reilly  
Re: Santa Claus Parade

Councillor Reilly shared that he attended the Santa Claus Parade and spoke to its success and the hard work that went into planning and executing the parade by the public, local business partners, and the Township.

3. Councillor Bell

Re: Return to In-Person Meetings

Councillor Bell shared his pleasure to be back in-person at a Council meeting after a short series of absences due to illness.

4. Councillor Chechalk

Re: Christmas Market

Councillor Chechalk spoke to the success of the Christmas Market last weekend, prior to the Santa Claus Parade and the hard work and dedication of all involved.

5. Mayor Ganann

Re: Flag Raising

Informed everyone that a flag raising for Positive Living Niagara will take place at 1:00pm on Tuesday, November 28th.

**17. NEW ITEMS OF BUSINESS**

No motions to introduce new items of business were brought forward.

**18. BY-LAWS**

**RECOMMENDATION:**

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Shelley Bradaric

1. That, leave be granted to introduce By-law #s 2023-78, 2023-79, 2023-80, 2023-81, 2023-82, 2023-83, and 2023-84, and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That, the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

**Carried**

**SUMMARY OF BY-LAWS**

**18.1 BY-LAW 2023-78**

A By-law to confirm the proceedings of the Council of the Corporation of the Township of West Lincoln at its regular meeting held on the 23rd day of October, 2023 and its special meeting held on the 6th day of November.

**18.2 BY-LAW 2023-79**

A By-law to amend Zoning By-law No. 2017-70 (Housekeeping #7).

18.3 BY-LAW 2023-80

A By-law to appoint the Clerk as a person authorized to issue marriage licences for the Township of West Lincoln.

18.4 BY-LAW 2023-81

A By-law to appoint the Deputy Clerk as a Deputy Issuer/Registrar authorized to issue marriage licences for the Township of West Lincoln.

18.5 BY-LAW 2023-82

A By-law to establish retention periods for records of the Corporation of the Township of West Lincoln.

18.6 BY-LAW 2023-83

A By-law to amend Schedule A of By-law 2023-05 which provided for appointments to the Township of West Lincoln Public Library Board.

18.7 BY-LAW 2023-84

A By-law to appoint an Integrity Commissioner for the Corporation of the Township of West Lincoln.

**19. ADJOURNMENT**

The Mayor declared this meeting adjourned at the hour of 9:04 p.m.

---

**JESSICA DYSON, DIRECTOR OF  
LEGISLATIVE SERVICES/CLERK**

---

**MAYOR CHERYL GANANN**

### **November 27/23 Council Meeting Mayor's Remarks**

Since our last Council meeting in October, we have been able to celebrate several special events together.

The first was on Thursday, October 26, where many family members and friends gathered together in the Library Programme Room for a celebration of our Annual Community Recognition Awards. We were pleased to honour Kathy Wetselaar in the Over 55 category, Scott Antonides in the Under 55 Category and Marcus Bousfield in the Under 14 Category for the great volunteer work that they have performed in our community during past years. They have each contributed significantly to making West Lincoln better for all of us!

The Mayor's Youth Advisory Committee held their November meeting and were able to see the final approved version of the Corporate Christmas Card that they have been working on for months. This card will be the official card sent by the Municipality to other levels of government including; MP Allison, MPP Oosterhoff, the Regional Chair and councillors,, local businesses with whom the Township deals, members of local agencies and boards and of course to their own families.

I was honoured to raise the Poppy Flag on November 6th and also to place the Township wreath at the very well-attended service at the cenotaph at our local Legion on Remembrance Day.

Another flag, the "Wrapped in Courage, Women's Abuse Prevention" was raised on November 15 to raise awareness and demonstrate West Lincoln's support for the dedicated work of Gillian's Place in supporting women and children.

This past week was highlighted by Wednesday's Community Tree-Lighting, "West Lincoln Shines" where an estimated 250-300 people came out to enjoy hot chocolate, hot dogs, light-up necklaces, take home hot chocolate treats, choir presentations, community sing-alongs and of course, the important countdown to the Tree being lit up for all to enjoy during the Festive Season. For this Kiwanis- lead event, the Township partners to provide all of the tech support, Smithville Christian High School staff and choir provide the music, The Knights of Columbus bbq, the hot dogs, which have been donated by Foodland, Kiwanis members make and serve the hot chocolate, in seasonal cups provided by Stanpac, The take-home hot chocolate mix was provided by Rebecca Mullin, Desjardins Insurance and this year Summer Heinen, Royal LePage Real Estate provided many happy children with light-up necklaces. John and I have chaired the committee that organizes this event since it was reintroduced 5 years ago and we can't sing loudly enough, the praises of our partners in this community event.! Each partner does their volunteer piece to pull this event together for the enjoyment of our community. It was wonderful to see some councillors again this year taking part in this event.

Our new hospital is coming along nicely and is scheduled to be ready some time in 2025. On Thursday, November 23rd, I attended the signing ceremony that was held at the Hospital Foundation Office, where there was an opportunity to sign one of the two last beams to be placed during construction.

The final market of the year - the Winter Market, this past Saturday morning was very successful with ample opportunities to purchase unique gifts, some fresh produce, various baked goods and wine for the holidays. It also provided a setting for Kiwanis and 4H to partner on a penny sale to raise funds for the West Lincoln Community Care Christmas Programme.

The last event that I want to mention was of course, our Christmas Parade that took place Saturday, November 25th. It was a long and wonderful parade enjoyed by thousands who lined the streets through

## Schedule A

the centre of Smithville. The 5pm start again this year allowed for the streets to be lit with sparkling lights as the parade made its way along the route. Thanks very much to the Parade Committee who led the process of putting it together from start to finish and also to the volunteers who stepped up closer to the end, to help marshall the parade on Saturday. Thank you also to the various organizations, schools and businesses who created and entered the "Countdown to Christmas" floats to entertain old and young alike!

It was nice to see Councillors Reilly and Chechalk there to take part. Special thanks to the various West Lincoln Recreation and Public Works staff involved, to our Communications Specialist, Beth Audet for her photos and to the many members of the West Lincoln Fire Department who were walking in their heavy bunker gear along the parade route - I think that it was enough of a walk in regular clothing but that bunker gear likely gave the firefighters a really good workout! It takes many, many hands and a multitude of hours of work to provide such wonderful entertainment in and for our community! Thanks to everyone who was involved in any way!



2-198 Cushman Road  
St Catharines, Ontario, L2M 6T3  
Phone: 905-938-5463  
[www.crimestoppersniagara.ca](http://www.crimestoppersniagara.ca)

October 26<sup>th</sup>, 2023

Mayor Ganann,  
Town of West Lincoln, Office of the Mayor,  
319 Canborough Street, P.O. Box 400,  
Smithville, Ontario, L0R 2A0

Dear Mayor Ganann,

I am writing on behalf of the board of Crime Stoppers of Niagara to request a proclamation or letter of acknowledgement to recognize January 2024 as Crime Stoppers Month. This is in addition to our traditional flag raising event and will be used to promote Crime Stoppers Month throughout the community.

January has been endorsed around the world as Crime Stoppers Month since 1986 and provides the opportunity for all Crime Stoppers programs to highlight their success.

Crime Stoppers of Niagara has been extremely effective since 1985 in helping the Niagara Regional Police Service solve crimes and working with various organizations to make communities safer for residents of the Niagara Region.

Apart from taking tips on unsolved crimes, Crime Stoppers of Niagara has worked to increase the awareness of concerns in the region, including illegal dumping, elder abuse, improving the safety and security of students, guarding against human trafficking and combating illegal drugs.

The concept of Crime Stoppers was originated by a detective in Albuquerque, New Mexico in 1976 and today there are more than 1,000 programs operating in countries worldwide.

Of significance this year, Crime Stoppers of Niagara is working toward being a key organization for reporting elder abuse and delivering awareness and capacity building by establishing strong partnerships with agencies that work with older adults in the Niagara Region. We have also implemented an elder abuse program under provincial and federal grants to move forward in creating safer communities for our older adults.

We would greatly appreciate if this recognition could be presented in your office or another convenient location sometime in December or January to give local media the opportunity to promote Crime Stoppers Month. Should you have any questions or require further information, please contact Crime Stoppers of Niagara at 905-324-8522, or e-mail to [admin@niagaratips.com](mailto:admin@niagaratips.com).

I look forward to hearing from you.

Sincerely,

Ernie Sibbett  
Chair, Crime Stoppers of Niagara

**TOWNSHIP OF WEST LINCOLN  
ALL COMMITTEES (INCLUDING PUBLIC MEETINGS)  
MINUTES**

**MEETING NO. TEN**

**Monday, December 4, 2023, 6:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council: Mayor Cheryl Ganann  
Councillor Shelley Bradaric  
Councillor Mike Rehner  
Councillor William Reilly  
Councillor Jason Trombetta  
Councillor Terry Bell  
Councillor Joann Chechalk

Staff: Donna DeFilippis, Treasurer/Director of Finance  
Jessica Dyson, Director of Legislative Services/Clerk  
Mike DiPaola, Director of Public Works and Recreation  
Brian Treble, Director of Planning and Building  
Tim Hofsink, Acting Fire Chief  
Katelyn Hall, Deputy Treasurer  
Kevin Geoghegan, IT Help Desk Analyst

Others: Bruce Harris, WeeStreem

---

**1. Chair - Mayor Ganann**

Prior to commencing with the All Committees (including public meetings) Meeting agenda, the Mayor will note the following:

1. Comments from the public regarding a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" section of the agenda.
2. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either

- a. emailing [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record; OR,
  - b. by contacting the Clerk's Department to request a Zoom link to attend the meeting virtually.
3. Tonight's All Committees Meeting will be livestreamed as well as recorded and available on the Township's website by visiting [events.westlincoln.ca/meetings](https://events.westlincoln.ca/meetings).

Mayor Ganann shared that Wednesday marks 34 years since an act of violent misogyny shook our country and led Parliament to designate December 6 as the National Day of Remembrance and Action on Violence Against Women. On December 6, 1989, a gunman entered a classroom at École Polytechnique, in Montréal, and murdered 14 young women. These victims were targeted because of their gender. Mayor Ganann stated that On December 6 we ask the public to please join us in remembering:

Geneviève Bergeron, Hélène Colgan, Nathalie Croteau, Barbara Daigneault, Anne-Marie Edward, Maud Haviernick, Maryse Laganière, Maryse Leclair, Anne-Marie Lemay, Sonia Pelletier, Michèle Richard, Annie St-Arneault, Annie Turcotte and Barbara Klucznik-Widajewicz

Mayor Ganann stated that as we remember all those who have experienced gender-based violence and those who we have lost to it, we also reaffirm our commitment to fight the hatred and misogyny that still exists today.

## **2. LAND ACKNOWLEDGEMENT STATEMENT**

Mayor Ganann read the following Land Acknowledgement Statement:

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

## **3. CHANGE IN ORDER OF ITEMS ON AGENDA**

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



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

There were no pecuniary interests and/or conflicts of interest disclosed.

**5. PUBLIC MEETING(S)**

There were no public meetings.

**6. APPOINTMENTS**

There were no appointments/presentations.

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

There were no requests to address items on the agenda.

**8. CONSENT AGENDA ITEMS**

**NOTE:** 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.

**8.1 CONSENT AGENDA ITEM(S):**

**RECOMMENDATION:**

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Shelley Bradaric

That, the following Consent Agenda Item(s) be and are hereby approved:

1. Items 1, 2 and 3 be and are hereby received for information; and,
2. Items 4 and 5 be and are hereby received and the recommendations contained therein be adopted.  
with the exception of Item #(s): 2 & 4

**Carried**

1. Memorandum - Rotation of Vice-Chairs for Standing Committees – Effective January 1, 2024
3. Information Report WLFD-20-23 - Monthly Update - November 2023
5. Recommendation Report PD-61-23 - Amendment to Fire Route By-law - Niagara Pallet and West Lincoln Community Centre

2. Information Report C-12-23 – Green Team Committee 2023 Summary

Councillor Bradaric congratulated the members of the Green Team Committee on their hard work and expressed her excitement for upcoming projects that they have in the works.

Councillor Bradaric also inquired to the Director of Public Works & Recreation, about the current progress of the effort to bring electric vehicle charging stations to the Township of West Lincoln.

In response to Councillor Bradaric's inquiry, the Director of Public Works & Recreation, explained that two electric charging stations are to be installed at the West Lincoln Community Centre after Alectra Utilities, the vendor with whom the Township is working with on this project, provides them with a Memorandum of Understanding.

The Director of Public Works & Recreation shared that once this Memorandum of Understanding is provided, it will be presented to Council in January for approval. The Director of Public Works & Recreation also shared that he expects the charging stations to be installed in Spring 2024 based on current progress.

**RECOMMENDATION:**

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor Joann Chechalk

That, Information Report C-12-2023 regarding “Green Team 2023 Summary”, dated December 4, 2023, be received.

**Carried**

4. Recommendation Report PW-27-23 - 2023 Council Endorsement of the Township of West Lincoln Drinking Water Quality Management System (Operational Plan)

Councillor Reilly inquired to the Director of Public Works & Recreation, to explain the importance of endorsing the Drinking Water Quality Management System Operational Plan.

In response to Councillor Reilly's inquiry, the Director of Public Works & Recreation explained that every newly elected Council ought to endorse the operational plan. The Director of Public Works & Recreation shared that staff waited to introduce it until now because of changes in staff and internal reporting procedures.

**RECOMMENDATION:**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Joann Chechalk

1. That, Recommendation Report PW-27-2023, regarding “2023 Council Endorsement of the Township of West Lincoln Drinking Water Quality Management System (Operational Plan)” dated December 4th, 2023, be received; and,
2. That, Council hereby endorses the Township of West Lincoln’s Drinking Water Quality Management System Operational Plan for the Smithville Water Distribution System.

**Carried**

**9. COMMUNICATIONS**

There were no communications.

**10. STAFF REPORTS**

- 10.1 Director of Planning & Building (Brian Treble)  
Recommendation Report PD-62-2023 – Amendments to Permitted Uses of Spring Creek Secondary Plan (OPA 57) File No. 1701-006-19

Councillor Chechalk inquired to the Director of Planning and Building about what work is left to be done on this project and how it will be paid for. In response to Councillor Chechalk's inquiry, the Director of Planning and Building explained that at this stage, all three property owners are working together to attempt to reconfigure the boundaries of the property's that they own. The Director of Planning and Building stated that he expects that plans for development on these lands should be brought forward sometime in 2024.

Councillor Chechalk further inquired to the Director of Planning and Building, about the financial implications for the Township throughout the review and approval process of this secondary plan and future potential development plans and proposals. In response to Councillor Chechalk's further inquiry, the Director of Planning and Building, explained that the money has been spent by the Township thus far to fund the study work that has been done to inform the current report and recommendations, and that future work of that nature would be funded by the developers.

**RECOMMENDATION:**

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor Mike Rehner

1. That, Report PD-62-2023, regarding “Recommendation Report – Amendments to Permitted Uses of Spring Creek Secondary Plan (OPA 57) File No. 1701-006-19”, dated December 4, 2023 be received; and,
2. That, Official Plan Amendment No. 57 be adopted and that the necessary adoption by-law be passed and that the amendment then be forwarded to the Region of Niagara for final approval, if any; and,
3. Alternatively, if Regional Council approval is not required, that, Township Council approval be considered final and that the 20-day appeal period commence upon proper notice.

**Carried**

- 10.2 Deputy Treasurer/Manager of Finance (Katelyn Hall) and Treasurer/Director of Finance (Donna DeFilippis)  
Re: Recommendation Report T-28-2023 - Consolidated User Fees and Charges By-Law and 2024 User Fees and Charges

Councillor Reilly commented that there are fees included in this report that are not relevant nor applicable to the Township of West Lincoln, such as fees related to accessing a public pool, which the Township does not currently have.

Councillor Chechalk expressed her appreciation for the work of staff to manage the Township's finances well, handle the cost impacts that have been brought on by the current economic conditions, adjust user fees accordingly, all while still keeping services accessible for residents.

Mayor Ganann expressed her appreciation to staff that user fee adjustments were scheduled to take place at the beginning of the new season, so as to not spring cost increases onto residents in the middle of the season by making the adjustments effective immediately.

**RECOMMENDATION:**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report T-28-2023, dated December 4, 2023, regarding “Consolidated User Fees and Charges By-Law and 2024 User Fees and Charges”, be received; and
2. That, Appendix A, outlining the Consolidated Schedule of Fees and Charges, attached to this Report be approved with an effective date of January 1, 2024 (unless otherwise indicated); and,
3. That, Appendix B, outlining the Consolidated User Fees and Charges By-Law 2023-XX, be approved with an effective date of January 1, 2024. This By-Law will also serve to repeal the previous user fees and charges by-law.

**Carried**

- 10.3 Manager of Operations (Tray Benish) and Director of Public Works & Recreation (Mike DiPaola)  
Re: Recommendation Report PW-26-2023 - Port Davidson Road and Sixteen Road intersection - All-Way Stop Control Review

Councillor Bradaric expressed her appreciation to see this report brought forward, as she has personal experience with this intersection and understands it to be unsafe. She encouraged members of the public to bring forward to Township staff any other unsafe intersections that they would like to see studied, reviewed, and potentially addressed as needed.

Councillor Chechalk commented that she would like to see staff present to Council a list of intersections of concern that have already been raised to staff, as well as any progress that has been made on addressing those intersections.

Councillor Trombetta inquired to the Director of Public Works & Recreation, about the worry of some residents in making this intersection a four-way stop. Specifically, he inquired if there would be a light installed on the stop signs to make drivers aware of the change.

In response to Councillor Trombetta's inquiry, the Director of Public Works & Recreation, explained that signage will be installed and proper line painting will be done to make the public aware of the change to this intersection.

Councillor Trombetta further inquired to the Director of Public Works & Recreation about whether flashing indicators would be installed on top of the newly added stop signs as well.

In response to Councillor Trombetta's further inquiry, Director of Public Works & Recreation explained that they will look into installing such indicators on the newly added stop signs as well.

Councillor Reilly similarly commented regarding his concerns about the creation of a new four-way stop, and the potential learning curve that this may present to the public.

Councillor Bell inquired to the Director of Public Works & Recreation if the Niagara Regional Police would be made aware of the creation of a new four way stop. In response to Councillor Bell's inquiry, Director of Public Works & Recreation explained that they do advise the Niagara Regional Police about the addition of new stop signs.

Councillor Chechalk expressed her concern over the addition of new stop signs to create a new four way stop at the proposed location, and shared her skepticism at the ability of the new stop signs to address concerns, traffic accidents, and fatalities, as demonstrated by a similar change made to a different intersection a few years prior.

**RECOMMENDATION:**

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor William Reilly

1. That, Recommendation Report PW-26-2023 regarding "Port Davidson Road and Sixteen Road intersection - All-Way Stop Control Review", dated December 4, 2023, be received; and,
2. That, a By-Law be enacted to amend By-law 89-2000 (Schedule "P"), of the Parking By-Law and schedules, to add an all-way stop control at the intersection of Port Davidson Road and Sixteen Road.

**Carried**

- 10.4 Manager of Operations (Tray Benish) and Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-28-2023 - Amendment to Budget – Additional Equipment for 2022 Motor Grader Authorization

**RECOMMENDATION:**

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor Jason Trombetta

1. That, Recommendation Report PW-28-2023, "Amendment to Budget – Additional Equipment for 2022 Motor Grader Authorization", dated December 4<sup>th</sup>, 2023, be received; and,
2. That, Council approve a budget amendment (BA2023-17) in the amount of \$50,000.00 through a transfer from the Equipment Reserve.

**Carried**

## **11. OTHER BUSINESS**

### **11.1 Members of Committee**

Re: Verbal Updates from Members of Boards and Committees

#### **1. Councillor Bradaric**

Re: Heritage Committee

Councillor Bradaric discussed the Heritage Committee's potential partnership with a local Christian high school to bring youth voices into the Committee. Councillor Bradaric also stated that the Committee is looking at their Terms of Reference to ensure that they have a clear focus for the rest of this term of Council and so they can hopefully make up for lost time caused by the COVID-19 pandemic.

#### **2. Councillor Rehner**

Re: Power Failure in West Lincoln

Councillor Rehner provided an update regarding the power failure that occurred in parts of West Lincoln last week, sharing that 1,884 residents were impacted. Councillor Rehner stated that as a member of the NPEI Board of Directors, Councillor Rehner was made aware from NPEI that there was a problem with Hydro One, whom NPEI purchases their power from, sharing that NPEI had an issue with a transformer which caused the outage.

### **11.2 Members of Council**

Re: Other Business Items of an Informative Nature

#### **1. Mayor Ganann**

Re: U13 Hockey Donation Drive

Mayor Ganann shared that she was invited to take a photo with the U13 hockey team during their "Fill the Net" donation drive for West Lincoln Community Care this past week. It was a short visit, but she was happy to go and was pleased to see how proud the kids were of the work they had done.

**12. NEW BUSINESS**

There was no new business.

**13. CONFIDENTIAL MATTERS**

There were no confidential matters.

**14. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 7:13 p.m.

---

**JESSICA DYSON, DIRECTOR OF  
LEGISLATIVE SERVICES/CLERK**

---

**MAYOR CHERYL GANANN**



---

**MEMORANDUM**

**TO:** Mayor and Members of Council  
**FROM:** Donna DeFilippis, Director of Finance/Treasurer  
**DATE:** December 11, 2023  
**SUBJECT:** 2024 INTERIM TAX BY-LAW

---

Dear Council,

Contained under the by-law section of the December 11<sup>th</sup>, 2023 agenda is By-law 2023-89 being the 2024 Interim Tax By-law.

This by-law has been traditionally presented to Council in January. It outlines the provisions for billing out property taxes prior to the final 2024 tax levy being approved.

This by-law authorizes staff to charge an interim levy calculated as 50% of the total amount of taxes for municipal and school purposes levied the previous year. An annualized tax figure is used in this calculation to compensate for mid-year adjustments in tax treatment or assessment value. If a property did not have any mid-year adjustments, the interim levy should equal 50% of the amount shown on a property owner's final 2023 tax notice. This by-law is based on the legislation as outlined in the Municipal Act, Section 317 (3). Since the interim levy is based on 50% of the previous year's taxes levied, no schedule with tax rates is needed to accompany this by-law.

If you have any questions please contact Donna DeFilippis, Director of Finance and Treasurer at 905-957-6719.

*Donna DeFilippis*

---

Donna DeFilippis,  
Director of Finance/Treasurer

**DATE:** December 11, 2023

**REPORT NO:** PD-63-2023

**SUBJECT:** **Recommendation Report - Naming of Dennis Drive and Brandon Lane by By-law and Issuance of Certificate of Completion & Assumption of Streets & Works for Old Towne Gateway Estates/Smithville Station, Plan of Subdivision Developer: Marz Homes (Smithville St**

**CONTACT:** Brian Treble, Director of Planning & Building

**OVERVIEW:**

- The Old Towne Gateway Estates/Smithville Station Plan of Subdivision was approved by Township Council and registered in the Land Titles Office on July 31, 2018 as Instrument Number NR487417 and also NR536523 on March 4<sup>th</sup>, 2020.
- Since that time, the developer, Marz Homes, has constructed the streets and services, and has built all of the residential units and finalized all subdivision agreement requirements.
- Public Works staff has reviewed the development and the compliance of the subdivision and all related works that will be assumed, against Township standards.
- The subdivision is generally fully compliant and therefore now ready for assumption by the Township of West Lincoln.
- Security, in the amount of \$10,000, will be held as the grass in the parkland has not taken and further seeding is necessary. Security in the amount of \$10,000 will continue to be held until the park issue is corrected in Spring 2024.
- From an asset management point of view, this stage in the process now means that the Township of West Lincoln will own and maintain approximately 0.81 additional kilometre of road, sidewalk, watermain, sanitary sewer and storm sewer, storm pond and outlet to Twenty Mile Creek as well as the parkette/parkland.

**RECOMMENDATION:**

1. That, Recommendation Report PD-63-2023, regarding “Naming of Dennis Drive and Brandon Lane by By-law and Issuance of Certificate of Completion & Assumption of Streets & Works for Old Towne Gateway Estates/Smithville Station Plan of Subdivision, Developer: Marz Homes (Smithville Station) Inc.”, dated December 11, 2023, be RECEIVED; and,

2. That, a Final Certificate of Completion be issued for Old Towne Gateway Estates/Smithville Station Plan of Subdivision 30M-446; and,
3. That, the Township pass a By-law to name Dennis Drive and Brandon Lane and also assume the Old Towne Gateway Estates/Smithville Station, Plan of Subdivision, 30M-446, and all related works, services and the park, in accordance with Schedule 'A' of the attached draft By-Law.

**ALIGNMENT TO STRATEGIC PLAN:**

- **Build** – a safe, connected, caring and active community

**BACKGROUND:**

The Old Towne Gateway Estates (OTGE) Plan of Subdivision was originally draft approved in June, 2006, was redline revised in 2007, and was subsequently given extensions to draft approval in 2009, 2010, 2014, 2016, and 2017. In early 2017, the current owners, Marz Homes (Smithville Station) Inc. assumed ownership of a subdivision that had been modified a substantial number of times.

The subdivision agreement for Old Towne Gateway Estates/Smithville Station Plan of Subdivision was registered on July 31, 2018 as Instrument Number NR487417 and also NR536523 on March 4<sup>th</sup>, 2020. A preliminary certificate for completion of primary services was issued on October 15, 2018. The twelve (12) month maintenance period expired on November 10<sup>th</sup>, 2023

**CURRENT SITUATION:**

In accordance with the subdivision agreement, this subdivision development now generally meets the requirements for final assumption. A final inspection of this development was completed by Public Works staff on October 18, 2023. Some minor deficiencies were identified and addressed. It was noted that the grass in the parkland has not taken and further seeding is necessary. Security in the amount of \$10,000 will continue to be held until the park issue is corrected in Spring 2024.

The development consists of 31 single detached dwellings and 15 townhouse blocks on Dennis Drive and Brandon Lane.

The developer has provided a statutory declaration stating that all accounts relating to the plan of the subdivision development have been paid in full.

The formal naming of the streets being Dennis Drive and Brandon Lane can now occur since a public meeting was held on January 8<sup>th</sup>, 2007. Approval of Township Committee and Council was granted through staff report PD-002-07 and ratified by Council on January 23<sup>rd</sup>, 2007.

**FINANCIAL IMPLICATIONS:**

Planning Staff will provide the Treasury Department with a memo, after ratification by Council, advising that securities/deposits for legal, grading, and water meter/backflow prevention unit can now be released. This memo will also recommend the reduction of two Letters of Credit being held in relation to this subdivision.

Security in the amount of \$10,000 will continue to be held until the park issue is corrected in Spring 2024.

This will now require that the assets within this development be inventoried, valued, and integrated into the Township's Asset Management database.

**INTER-DEPARTMENTAL COMMENTS:**

The Public Works, Building and Planning Departments have discussed this report and have concluded that all necessary works have now been completed, as required, prior to assumption; except the one minor hold back noted above.

The assumption of this subdivision now means that the Township of West Lincoln will be responsible for the ownership and maintenance of approximately 0.81 additional kilometres of road including sidewalk, boulevard trees, watermain, sanitary sewer, storm sewer, a storm pond and outlet to Twenty Mile Creek, as well as the parkette/parkland.

**CONCLUSION:**

In summary based on the above, it is recommended that the Old Towne Gateway Estates/Smithville Station Plan of Subdivision, can now be assumed and the streets named accordingly, as per the attached Draft By-law (Attachment 1).

**ATTACHMENTS:**

1. Draft Street Naming and Assumption By-law

**Prepared & Submitted by:**



---

**Brian Treble**  
Director of Planning & Building

**Approved by:**



---

**Mike DiPaola**  
Director of Public Works & Recreation

## THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

### BY-LAW NO. 2023-XX

#### BEING A BY-LAW TO ESTABLISH DENNIS DRIVE AND BRANDON LANE, PLAN 30M-446, TOWNSHIP OF WEST LINCOLN, AS PUBLIC HIGHWAYS AND TO ASSUME PUBLIC SERVICES

**WHEREAS** Marz Homes (Smithville Station) Inc. (the “Developer”) entered into an Agreement with the Corporation of the Township of West Lincoln to develop certain lands as shown on Plan 30M-446. Township of West Lincoln, which the Agreement was registered in the Land Registry Office for the Registry Division of Niagara North as Instrument No. NR487417 (authorized by By-law No. 2017-137) and NR536523 (authorized by By-law No. 2020-01) (the “Agreement”).

**AND WHEREAS** the Developer has completed all works as provided for in the Agreement or has posted the appropriate securities to assure the completion of said works.

**AND WHEREAS** the Township has now been requested by the Developer to assume ownership of the streets, parkette, storm pond and outlet to Twenty Mile Creek, if any, storm system, if any and other public services pursuant to the Agreement.

**AND WHEREAS** the Municipal Act permits council of every municipality to pass by-laws for establishing highways.

**AND WHEREAS** the Council deems it expedient to establish Dennis Drive and Brandon Lane, Plan 30M-446 as more particularly set out in Schedule “A” as public highways.

#### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. The lands described in Schedule “A” attached hereto are hereby established as public highways to be known as Dennis Drive and Brandon Lane.
2. The Corporation of Township of West Lincoln hereby assumes the lands described in Schedule “A” attached hereto and the public services constructed therein for future maintenance.
3. The Township’s solicitor be and is hereby authorized and instructed to register a copy of this By-Law in the Land Titles Office for the Land Titles Division of Niagara North at St. Catharines.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
11TH DAY OF DECEMBER, 2023.**

---

**MAYOR CHERYL GANANN**

---

**JESSICA DYSON, CLERK**

**SCHEDULE “A”**

**TO BY-LAW NO. 2023-XX**

**Plan 30M-446**

1. Dennis Drive, Plan 30M-446, West Lincoln  
(PIN 46050-0331 (LT))
2. Brandon Lane, Plan 30M-446, West Lincoln  
(PIN 46050-0332 (LT))
3. Parkette/Parkland, Plan 30M446, West Lincoln  
(Block 48)
4. Storm Pond (and outlet to Twenty Mile Creek), Plan 30M446, West  
Lincoln  
(Block 49)

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2023-85**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL  
OF THE CORPORATION OF THE TOWNSHIP OF WEST  
LINCOLN AT ITS REGULAR MEETING HELD ON THE 27<sup>th</sup> DAY  
OF NOVEMBER, 2023.**

**WHEREAS** the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(1), provides that the powers of a municipal corporation shall be exercised by its Council;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(3) provides that except where otherwise provided, the powers of any Council shall be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP  
OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. That, the minutes of the eighteenth, regular, held on the 27<sup>th</sup> day of, November, 2023, of the Municipal Council of the Corporation of the Township of West Lincoln, be and the same are hereby adopted.
2. That, where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned minutes or with respect to the exercise of any powers by the Council in the above mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That, the Mayor and the proper officers of the Corporation of the Township of West Lincoln are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, Clerk, and/or the Administrator are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of West Lincoln and to affix thereto the corporate seal of the Corporation of the Township of West Lincoln.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF DECEMBER, 2023.**

---

**MAYOR CHERYL GANANN**

---

**JESSICA DYSON, CLERK**

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2023-86**

**BEING A BY-LAW TO AMEND BY-LAW 97-2030 WHICH  
DESIGNATES PRIVATE ROADWAYS AS FIRE ROUTES  
ALONG WHICH NO PARKING OF VEHICLES SHALL BE  
PERMITTED**

**WHEREAS** the Council of the Corporation of the Township of West Lincoln enacted By-law 97-2030 to designate private roadways as fire routes along which no parking of vehicles shall be permitted and provide for the removal and impounding of any vehicle or vehicles parked or left along any fire route so designated at the expense of the owner thereof;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln now deems it expedient to delete Schedule B - Drawing 25 of By-law 97-2030 to replace with the corrected (and retitled) Schedule B – Drawing 25 (West Lincoln Community Centre) attached hereto.

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln now deems it expedient to delete Schedule B - Drawing 31 (Niagara Pallets) of By-law 97-2030 to replace with the corrected (and retitled) Schedule B – Drawing 31 (Niagara Pallet) attached hereto.

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN  
ENACTS AS FOLLOWS:**

1. That, Schedule “B” of By-law 97-2030 be amended by deleting Schedule “B” - Drawing 25 and inserting the new attached Schedule “B” - Drawing 25 (West Lincoln Community Centre) be in lieu thereof; and,
2. That, Schedule “B” of By-law 97-2030 be amended by deleting Schedule B - Drawing 31 (Niagara Pallets) and inserting the new attached Schedule “B” - Drawing 31 (Niagara Pallet) be in lieu thereof; and,
3. That, this By-law shall come into force and be effective when the necessary signs have been erected in accordance with the regulations under the Highway Traffic Act.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS 11<sup>th</sup>  
DAY OF DECEMBER, 2023.**

---

**MAYOR CHERYL GANANN**

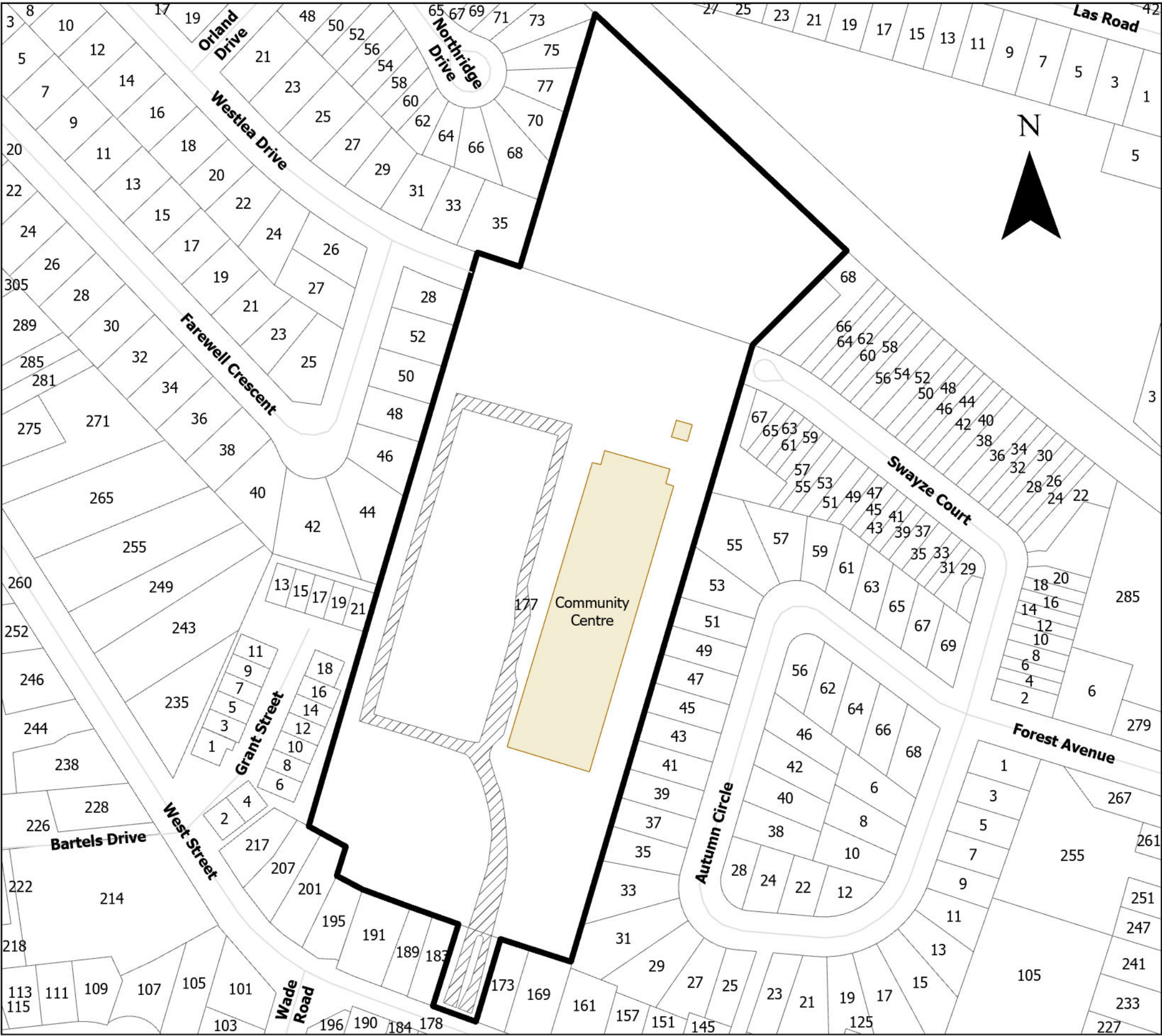
---

**JESSICA DYSON, CLERK**



# Community Centre Fire Route Map

## Schedule B- Drawing 25



### West Lincoln Community Centre

177 West Street  
Part Lot 2, Plan M93,  
Township of West Lincoln,  
Regional Municipality of Niagara

Roads

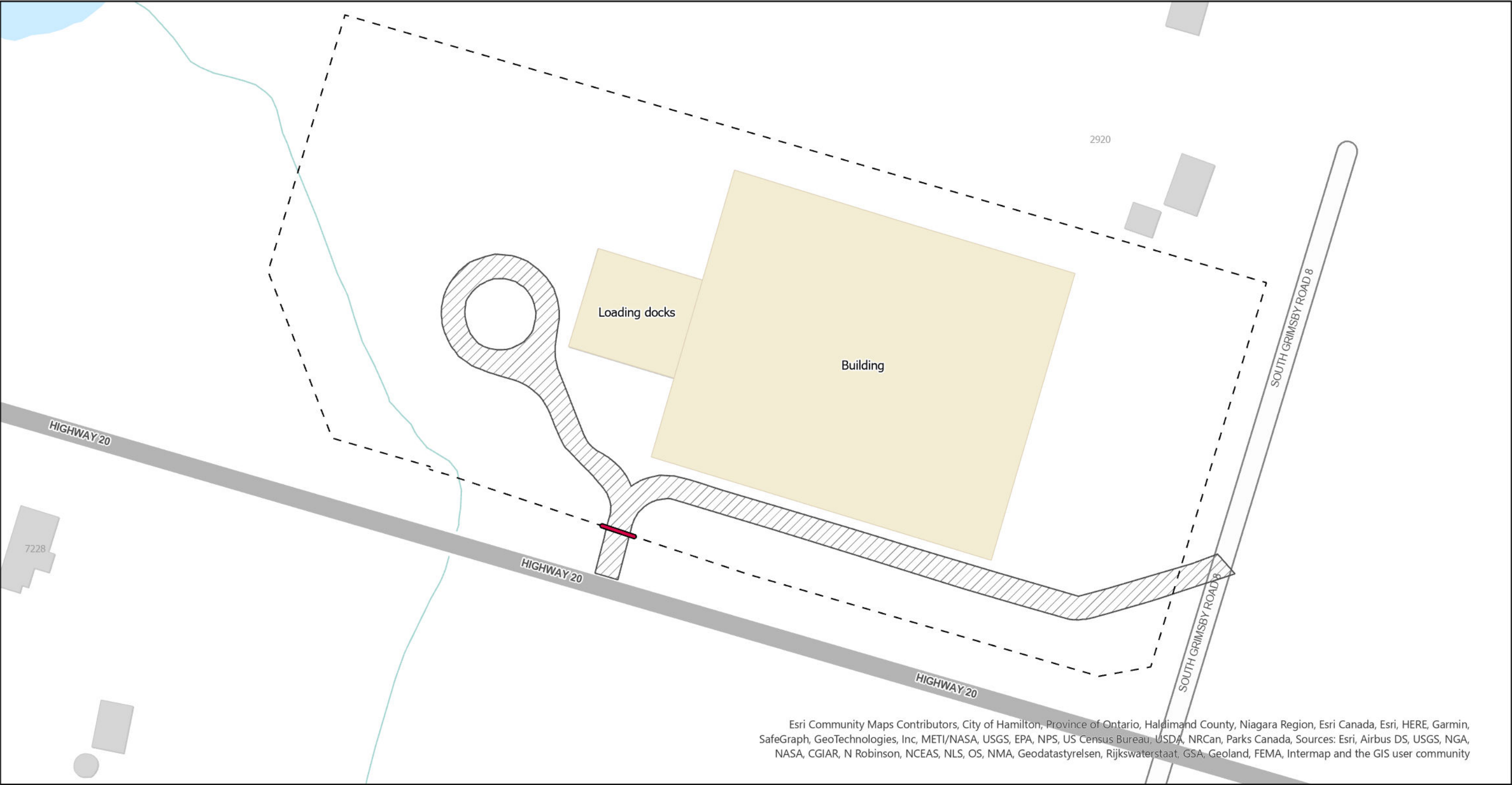
Fire route

Community Centre\_Subject Lands

Buildings

Assessment Parcel

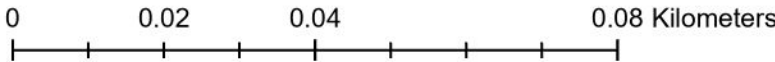
# Niagara Pallet- Fire Route-2022



Esri Community Maps Contributors, City of Hamilton, Province of Ontario, Haldimand County, Niagara Region, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, NRCAN, Parks Canada, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

## Legend

- Bollard with chain and lock entrance
- Buildings
- Assessment Parcel
- Fire\_Route\_2022



**NIAGARA PALLET**  
CONSESSION 8, PART OF LOT 16,  
PART 1 ON 30R-1268 AND  
PART 1 ON 39R-9469



**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW 2023-87**

**BEING A BY-LAW ADOPT AMENDMENT NO. 57  
(RE-DESIGNATION OF SPRING CREEK HEIGHTS  
SECONDARY PLAN) TO THE OFFICIAL PLAN FOR THE  
TOWNSHIP OF WEST LINCOLN**

**WHEREAS** the Council of the Corporation of the Township of West Lincoln in accordance with the provisions of the Planning Act, R.S.O. 1990, hereby enacts as follows:

1. That, Amendment No. 57 (Re-designation of Spring Creek Heights Secondary Plan) to the Official Plan for the Township of West Lincoln, attached hereto, is hereby adopted and implemented as detailed in Schedule ‘A’; and,
2. That, staff be directed to circulate a Notice of Decision in accordance with the Planning Act, 1990, as amended based on a Regional Municipality of Niagara exemption; and,
3. That, this By-law shall become effective from and after the date of passing thereof.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF DECEMBER, 2023.**

---

**MAYOR CHERYL GANANN**

---

**JESSICA DYSON, CLERK**

**AMENDMENT NUMBER 57**  
**TO THE**  
**OFFICIAL PLAN**  
**OF THE**  
**TOWNSHIP OF WEST LINCOLN**  
**SPRING CREEK HEIGHTS SECONDARY PLAN**

**AMENDMENT NUMBER 57**  
**TO THE**  
**OFFICIAL PLAN**  
**OF THE**  
**TOWNSHIP OF WEST LINCOLN**  
**AS AMENDED**

**PART 1 – THE PREAMBLE**

**1.1    TITLE**

This Amendment when adopted by Council shall be known as Amendment Number 57 to the Official Plan of the Township of West Lincoln.

**1.2    COMPONENTS**

This Amendment consists of the explanatory text and the attached Schedule 'A'. The preamble does not constitute part of the actual amendment, but is included as background information.

**1.3    PURPOSE**

The purpose of this Amendment is to establish the best and most efficient permitted uses for the Spring Creek Heights Secondary Plans Lands, located to the south of Spring Creek Road, to the west of Industrial Park Road and to the east of Station Street.

**1.4    BASIS OF THE AMENDMENT**

The Township of West Lincoln is proposing to amend the Official Plan to add additional uses to the light industrial designation and zoning for the subject lands.

## **PART 2 – THE AMENDMENT**

### **2.1 PREAMBLE**

All of this part of the document entitled PART 2 – THE AMENDMENT, consisting of the following text changes constitutes Amendment No. 57 to the Official Plan of the Township of West Lincoln.

### **2.2 DETAILS OF THE AMENDMENT**

2.2.1 The text of the Township of West Lincoln Official Plan is hereby amended by deleting Section 6.11. 2 (d) Industrial, and replacing with the following:

#### **Policy 6.11.2 d) Industrial**

***“The area shown as “Restricted Employment Area” on Schedule ‘E-3’ shall be subject to the industrial policies of the West Lincoln Official Plan. Industrial uses which require a railway siding will be encouraged in this area. In addition to the industrial policies of the West Lincoln Official Plan, the following additional uses will be permitted within the area shown as Restricted Employment Area on Schedule E-3:***

- ***Automotive related uses, including car wash facilities***
- ***Automobile sales establishments***
- ***Restaurants including drive-thru***
- ***Commercial recreational facilities***
- ***Health clubs***
- ***Nurseries and garden centres***
- ***Services for the agricultural community***
- ***Financial Institutions***
- ***Funeral Homes***
- ***Local Convenience/Retail uses***

***The additional uses listed above will be required to conform to the applicable policies of the Service Commercial-Highway designation within this Official Plan”***

### **2.3 SCHEDULES OF THIS AMENDMENT**

Schedule “A” of this amendment illustrates the location of this amendment and includes the work done for this amendment in the form of the consultant report done by MacNaughton Hermsen Britton Clarkson (MHBC) Planning Limited.

### **2.4 IMPLEMENTATION**

This amendment will be required to be adopted by Township Council and forwarded to Regional Council for approval. This amendment will be

implemented through notification of the Regional Clerk's department of a decision to approve.

Should the final approval be delegated to the Township, this amendment will be implemented through notification of the Township Clerk's department of a decision to approve.

If no appeals are received within the appeal period, the amendment will be in full force and effect.

**AMENDMENT NUMBER 57**  
**TO THE**  
**OFFICIAL PLAN**  
**OF THE**  
**TOWNSHIP OF WEST LINCOLN**  
**AS AMENDED**

Official Plan Amendment Number 55 was adopted by the Council of the Corporation of the Township of West Lincoln by By-law No. 2023-87 in accordance with the provisions of Section 17 (22) of The Planning Act, R.S.O. 1990, amendments made thereto on the 11th day of December, 2023.

---

Jessica Dyson, Clerk

---

Mayor Cheryl Ganann



I, Jessica Dyson, the Clerk of the Corporation of the Township of West Lincoln, hereby certify that the requirements for the giving of Notice, and the holding of at least one Public Meeting as set out in Section 17(22) of the Planning Act, R.S.O. 1990 have been complied with for Official Plan Amendment Number 57.

---

Jessica Dyson, Clerk

# SPRING CREEK HEIGHTS SECONDARY PLAN REVIEW

## Preferred Land Use Scenarios Township of West Lincoln

Date:

**September 2020**

Prepared for:

**Township of West Lincoln**

Prepared by:

**MacNaughton Hermesen Britton Clarkson Planning Limited (MHBC)**

540 Bingemans Centre Drive, Suite 200

Kitchener, Ontario

T: 519.576.3650

F: 519.576.0121

Our File 08234W

## TABLE OF CONTENTS

1.0 Introduction .....	3
1.1 Background .....	3
1.2 Purpose of the Project .....	3
1.3 Project Scope.....	4
1.3.1 Background Policy Review .....	4
1.3.2 Existing Conditions .....	5
1.3.3 Public Consultation .....	5
1.3.4 Final Recommendation.....	5
1.4 Purpose of this Report .....	5
1.5 Summary of Conclusions and Recommendations .....	5
2.0 Context.....	6
2.1 Existing Conditions .....	6
2.1.1 Current Land Use .....	6
2.1.2 Road Network.....	7
2.1.3 Adjacent Land Uses.....	7
2.2 HGC Engineering Stationary Noise Impact Study -2018 .....	8
2.3 Hemson Consulting – Land Needs Assessment Study 2019 .....	8
2.4 Community Consultation Comments.....	9
3.0 Planning Policy Framework & Compatibility Guidelines.....	11
3.1 Provincial Policy Statement (2020).....	11
3.2 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019) .....	14
3.3 NPC 300 Guidelines.....	15
3.4 D6 Compatibility Guidelines.....	16
3.5 Region of Niagara Official Plan (2014) .....	18
3.5.1 Regional Official Plan Amendment 16 (ROPA 16).....	19
3.6 Township of West Lincoln Official Plan .....	20
4.0 Assessment of Alternative Land Use Scenarios .....	23
4.1 Scenario 1: “No change” .....	23
4.2 Scenario 2: Moderate Modifications to Existing Spring Creek Heights Secondary Plan Permissions .....	23

4.3 Scenario 3: Significant Modifications to Existing Spring Creek Heights Secondary Plan Permissions...	24
4.4 Evaluation of Land Use Scenarios .....	24
4.4.1 Summary of Evaluation .....	27
5.0 Conclusions & Recommended Land Use Scenario .....	28
5.1 Official Plan Amendment – Spring Creek Heights Secondary Plan .....	28
5.2 Next Steps.....	29

## LIST OF FIGURES

Figure 1	Location Plan
Figure 2	Township of West Lincoln Official Plan – Schedule ‘B-5’ (Urban Structure)
Figure 3	Township of West Lincoln Official Plan – Schedule ‘E-3’ (Spring Creek Heights Secondary Plan)
Figure 4	MECP Guidelines D1 & D6 Minimum Recommended Industrial Setback Distances
Figure 5	Region of Niagara Official Plan – Schedule ‘A’ (Regional Structure)
Figure 6	ROPA-16: Proposed Employment Areas

# 1.0 Introduction

## 1.1 Background

MHBC Planning was retained by the Township of West Lincoln to undertake a review of the existing Spring Creek Heights Secondary Plan (Figure 1). In 2009, Council of the Township of West Lincoln adopted the Spring Creek Heights Secondary Plan for the lands. Since the preparation of the Secondary Plan in 2009, the lands have remained mostly undeveloped. The only portion of the Secondary Plan lands that are currently developed are those that existed before the adoption of the Secondary Plan. For example, the single-detached dwellings along Station Street, the Smithville Canadian Reformed Church, the John Calvin School, and Turkstra Lumber. The undeveloped land consists primarily of the areas that are designated Restricted Employment and Medium Residential by the Secondary Plan. Given the prime location within the Smithville Settlement Area, the Township is interested in reviewing the Secondary Plan and determining the land use options that will attract future developers and development in this part of Smithville.

The Township has initiated an Urban Boundary Expansion Study to determine the best way to expand the Settlement boundary to accommodate projected growth to the year 2041. As input to this Study, it is important that existing undeveloped land remaining within the boundary be reviewed to determine its development potential and whether the lands will contribute to the Township's employment land supply or residential land supply.

## 1.2 Purpose of the Project

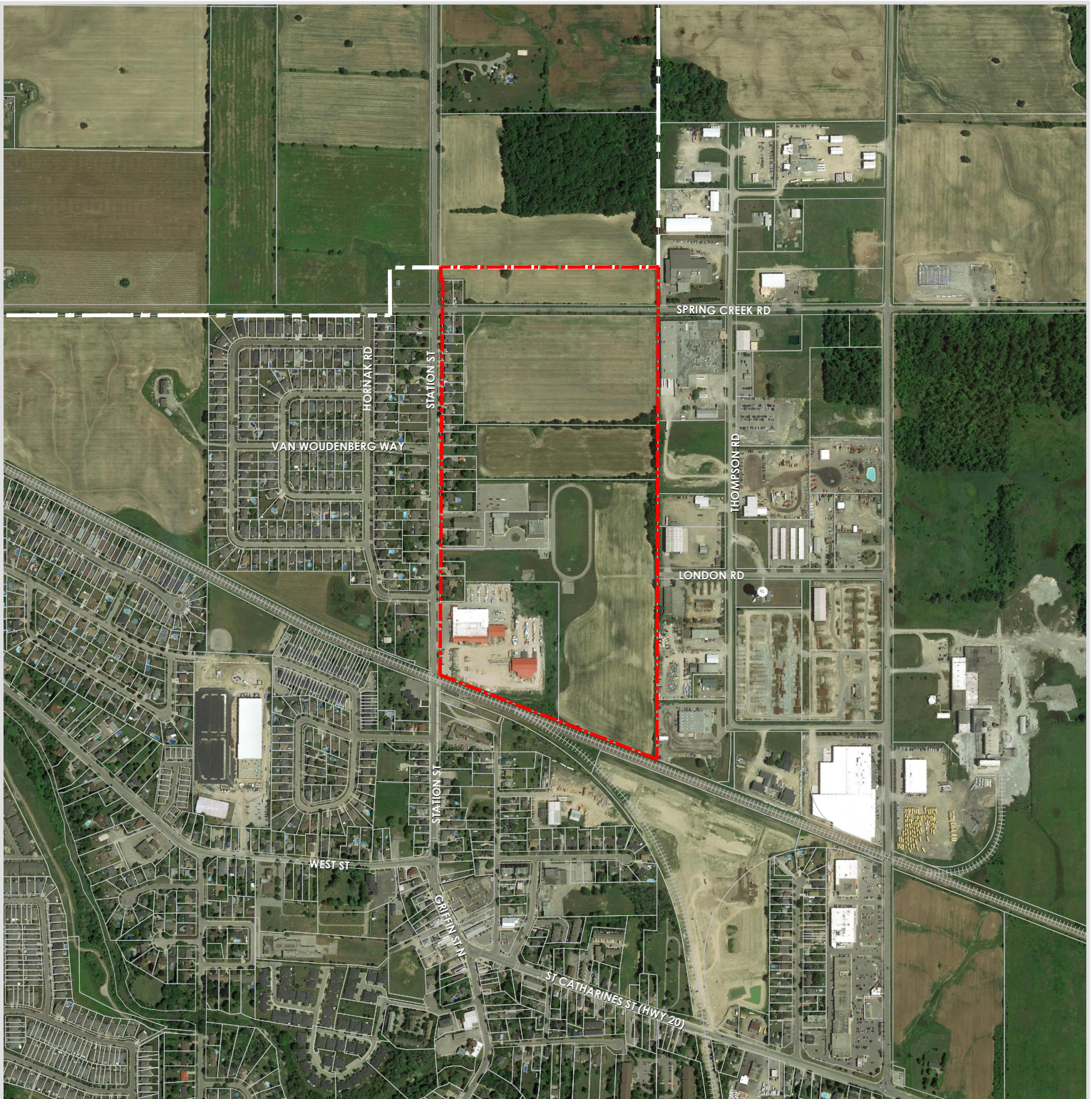
The purpose of the project is to undertake a review of the existing land use designations within the Secondary Plan area and to determine whether changes to the land use designations could be pursued to encourage the development of the lands.

Specifically this study:

- Reviews the existing land use plan for the Spring Creek Heights Secondary Plan lands;
- identifies other potential land use options;
- evaluates other land use options based on a number of factors including compliance with Provincial, Regional and Township policies, the Township's long term residential and employment land needs, impacts on adjacent lands, and the desires of landowners and residents within and adjacent to the Secondary Plan area; and,
- makes a recommendation regarding whether the Secondary Plan should be changed or not, and if so, what type of change.


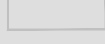
In order to prepare these options, a full background review of the existing planning policy applicable to the subject lands was undertaken, and consultation with members of the public, landowners, and surrounding stakeholders was completed to understand better how the lands should be developed. Based





**Figure 1**  
**Location Plan**

**Legend**

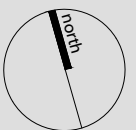
-  Smithville Urban Area Boundary
-  Secondary Plan Area Boundary
-  Parcel Fabric
-  Railway Lines

**DATE:** May 13, 2020

**SCALE:** 1:10,000

**FILE:** 08234W

**DRN:** JB



K:\08234W - SPRING CREEK SECONDARY PLAN\IPT\LOCATION.DWG



on the information gathered from the background review and the public consultation event, three land-use scenarios were realized. This report reviews each of the three land-use scenarios that have been proposed and provides a final recommendation on how the Township could improve or where necessary, alter the existing policies of the Spring Creek Secondary Plan in a manner that will help promote the future development of the lands, while continuing to support the existing employment and residential areas surrounding the Secondary Plan area.

## 1.3 Project Scope

The analysis completed guided the preparation of three different alternative land-use scenarios for the lands. The three land-use scenarios include the following:

1. **The “No Change” Scenario:** In this scenario, there would be no change to the existing policies and permissions of the Spring Creek Heights Secondary Plan. There would be no proposed amendments, and the uses outlined in the land use map for the Secondary Plan areas would continue to be permitted.
2. **Moderate Modifications:** This scenario would broaden the list of permitted uses within the subject lands to include typical uses found within the Service Commercial – Highway designation, as well as would introduce recreational/open space uses.
3. **Significant Modifications:** This scenario would propose to introduce residential use permissions in place of the existing restricted employment area permissions.

The analysis of the existing Secondary Plan involved the review of the current policy framework applicable to the lands, provincial guidelines relating to compatibility of uses including the NPC-300 and D6 Compatibility Guidelines, public consultation with existing stakeholders and the community, as well as discussions with Township of West Lincoln Planning staff.

This project was conducted in four phases, including a background policy review, a review of existing conditions on the subject lands and the surrounding area, the coordination and facilitation of a public consultation meeting, and finally, the preparation of a final recommendation.

### 1.3.1 Background Policy Review

The first phase included the review of the existing policies of the Spring Creek Heights Secondary Plan, as well as provincial and local municipal policy applicable to the subject lands including the Provincial Policy Statement, Places to Grow – Growth Plan for the Greater Golden Horseshoe, and the Regional and Township Official Plans. Additionally, a recent Land Needs Assessment report prepared by Hemson Consulting Ltd. (September 9, 2019) was reviewed. This study completed for the Region of Niagara describes the land needs for each municipality within the Region to the 2041 planning horizon. Furthermore, provincial guidelines on land use compatibility, including the NPC-300 and D-6 guidelines, were reviewed to determine appropriate setback distances from varying classifications of employment uses. Given the existing employment uses bounding the subject lands to the east, these guidelines serve as input to recommend appropriate land uses within the subject lands.

### 1.3.2 Existing Conditions

The second phase included the review of existing conditions on the lands and the surrounding area. A detailed analysis of the current uses, including the classification of employment uses in the surrounding area were reviewed and undertaken to understand the relationship between the vacant subject lands and existing development. An inventory of existing conditions was prepared, which evaluated existing uses, development types and land uses in the vicinity. The conclusion from this analysis then assisted in the preparation of the alternative land use scenario options that were brought forward to a public consultation event held with stakeholders and members of the community.

### 1.3.3 Public Consultation

The third phase included the coordination and facilitation of a public consultation event where the background information and evaluation completed in the first two phases of this exercise were brought forward to the public for their review and consideration. The feedback received from the public meeting was evaluated and considered as part of the final recommended land-use scenario for the subject lands.

### 1.3.4 Final Recommendation

The final phase of this exercise was to prepare draft recommendations for a preferred land use scenario for the subject lands. In order to select the preferred land use scenario, criteria were created and applied to each scenario that would evaluate each and provide a rating between 1 and 3, where the lowest number represented poor compliance, and the highest number represented good compliance. This evaluation resulted in one of the three land-use scenarios being chosen and recommended in Section 5 of this Report.

## 1.4 Purpose of this Report

It is the intent that by providing this recommendation, Township Planning Staff will evaluate the different options and come to a conclusion on how they would like to proceed with future changes to the current policy of the Secondary Plan. Any future changes to the Secondary Plan policy will need to be implemented by way of a Township led Official Plan Amendment process. The Township will prepare their proposed amendments to the Secondary Plan and will present them to Township Council for review and final approval.

It is important to note that this report simply provides a recommendation on how the Township of West Lincoln should proceed but may not result in being the final recommendation presented to Council.

## 1.5 Summary of Conclusions and Recommendations

Based on the considerations mentioned above and further explored within this report, it is recommended that the Township proceeds with the "Moderate Modifications" land-use scenario, which seeks to broaden the list of permitted uses to include typical uses permitted within the Service Commercial – Highway designation. This final recommendation is discussed further in Section 5 of this Report.



# 2.0 Context

## 2.1 Existing Conditions

### 2.1.1 Current Land Use

The Secondary Plan area is approximately 30 hectares in size and contains lands that are already developed with a range of uses and lands that are undeveloped. The lands that are developed are located along the western edge of the Secondary Plan area and include single detached residential dwellings, the Smithville Canadian Reformed Church, John Calvin School, and the Turkstra Lumber facility (See Figure 1).

The lands are identified as being within the Spring Creek Heights Secondary Plan Area, as shown in Schedule B-5 of the Township Official Plan (Figure 2). Schedule E-3 of the Township Official Plan identifies the subject lands as being designated Low-Density Residential; Medium Density Residential; Open Space; Institutional; Special Institutional; and Restricted Employment Area. Please see Figure 3.

The following briefly describes the applicable permissions of the Secondary Plan lands:

- Low-Density Residential: single and semi-detached dwellings at a maximum density of 15 units per hectare.
- Medium Density Residential: townhomes and low rise apartment development not exceeding three storeys or 11 metres in height. The maximum site density shall be twenty-four units per hectare.
- Special Residential on the north side of Spring Creek Road shall be developed as single-detached or townhouse dwellings. Individual driveway access shall not be provided from Spring Creek Road.
- Restricted Employment: Within the Restricted Employment Area designation, permitted uses shall include manufacturing, processing, servicing, storage of foods and raw material, warehousing, research and laboratories, data processing and development, and uses of a similar nature.
- Open Space: An open space designation exists on a narrow portion of lands separating the existing and future residential areas and the Restricted Employment Area. This open space area is intended as a visual buffer between the residential area and the employment area.

The Restricted Employment designation within the Secondary Plan boundary intends to allow for industrial type uses that are considered low impact industrial Class I uses. Class I industrial uses are those that create little to no adverse noise, odour, vibration, or particulate debris that could cause a nuisance on surrounding uses. Given the existing sensitive land uses located in the area (residential and institutional), it was essential that future residents and visitors of the church and school property were not impacted by these adverse effects that are typically caused by more substantial industrial uses. As a result, only industrial Class I uses are permitted on the lands.

Class II and Class III industries are those that have periodic to frequent outputs of noise, vibrations, or odour and a higher probability of fugitive emissions. The Smithville Industrial Park, located to the immediate east of the subject lands are developed with industrial uses that are classified within the Class II and Class III

industrial types. The Province requires a certain setback distance to be provided between sensitive land uses and Class II and Class III industries. The following are the required setback distances prescribed by the Province of Ontario:

- Class I Industries: 20 metres minimum separation distance;
- Class II Industries: 70 metres minimum separation distance; and,
- Class III Industries: 300 metres minimum separation distance.

Presently, the existing sensitive land uses located within the Secondary Plan boundary are located outside of those required setbacks. If those same Class II and Class III uses were proposed on the undeveloped land, the existing sensitive land uses within the Secondary Plan area would be located within the required setback distance and would be exposed to the adverse impacts of those industries. As a result, the existing Spring Creek Secondary Plan policy limits the type of industrial development on lands designated Restricted Employment to those uses considered to be Class I industrial uses.

## 2.1.2 Road Network

The Spring Creek Heights Secondary Plan lands are bounded by two roadways. Station Street to the east and Spring Creek Road to the north. All existing buildings within the subject lands currently have access via frontages off of Station Street or Spring Creek Road.

The Secondary Plan land use map currently describes a generalized road network that provides access from Spring Creek Road. The proposed route would allow traveling through the existing undeveloped Restricted Employment Area lands. It would give access to a future connection to the Smithville Industrial Park via an existing road stub that connects to London Road to the east.

## 2.1.3 Adjacent Land Uses

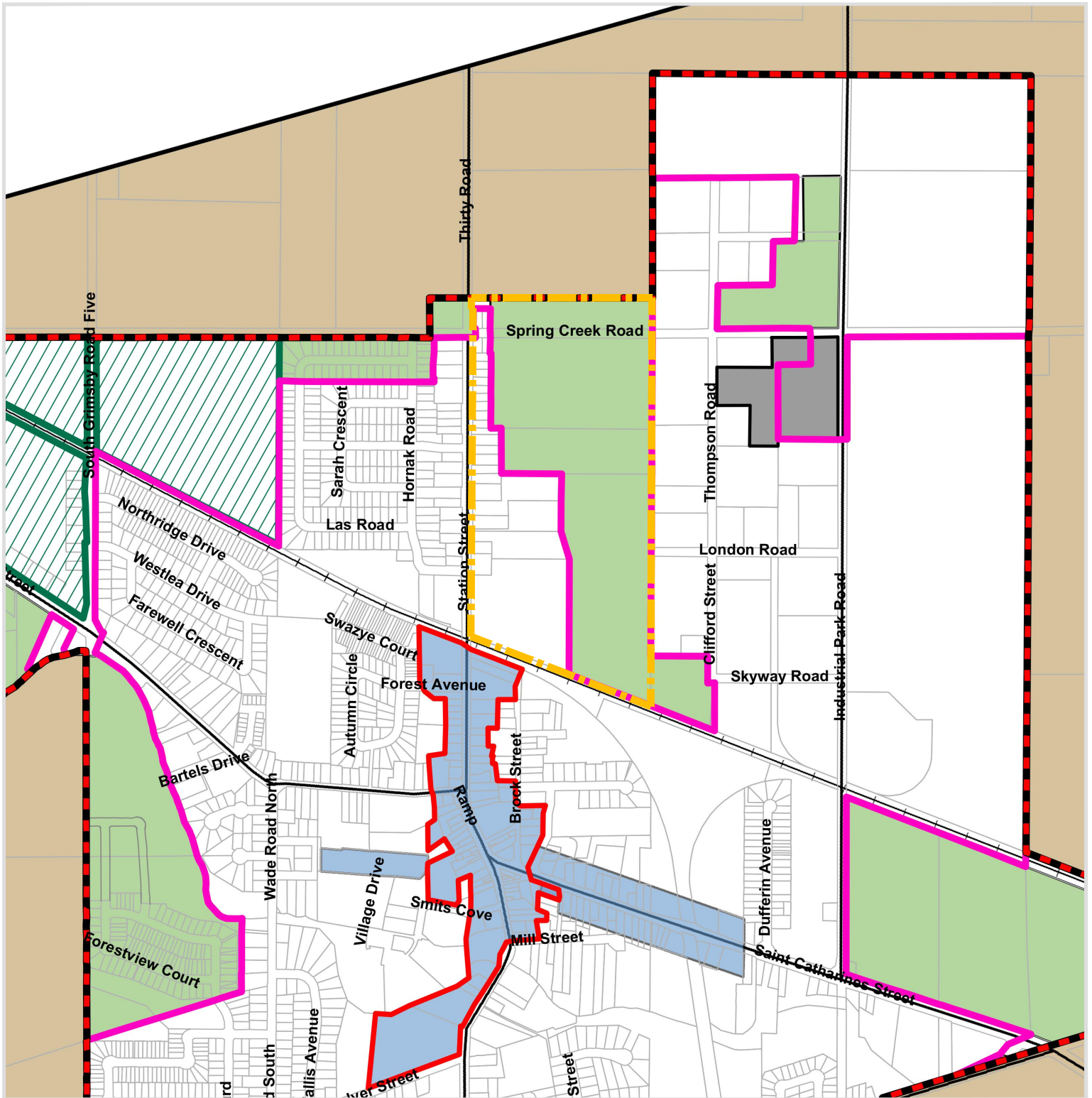
The following describes the surrounding uses found adjacent to the Spring Creek Heights Secondary Plan Area:

North: The lands immediately adjacent to the north are located outside of the Smithville Urban Settlement Area. A large woodlot is situated immediately north of the Secondary Plan Area. The lands to the north are outside of the Urban Settlement Area and are primarily agricultural.

East: The lands immediately to the east of the Secondary Plan Area are the Smithville Industrial Park that contains a range of employment uses. London Road, an east-west roadway, is located immediately east of the Secondary Plan Area and provides an existing road stub that will help connect the Secondary Plan Area lands to the Industrial Park.

South: The lands immediately south of the Secondary Plan Area lands are bound by the CP Railway line. Immediately south of the railway are commercial and residential properties. The primary type of development located south of the railway is single detached residential dwellings.

West: The lands to the west of the Secondary Plan Area consists mainly of a mature residential neighbourhood comprised of single-detached dwellings.



**Figure 2**  
**Schedule B-5: Urban**  
**Structure - Smithville**

Township of West Lincoln Official  
Plan, 2014

**Spring Creek Heights**  
**Secondary Plan**  
Community of Smithville  
Township of West Lincoln

**Legend**

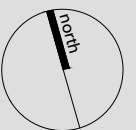
- Secondary Plan Area Boundary
- Smithville Urban Boundary
- CIP Boundary
- Built Boundary
- PCB Lands
- Greenfield Area
- Greenfield Area (P2G)
- Intensification Area
- Agricultural Area

**DATE:** May 13, 2020

**SCALE:** 1:12,000

**FILE:** 08234W

**DRN:** JB



K:\08234W - SPRING CREEK SECONDARY PLAN\RPT\TWL - SCHEDULE B-5.DWG



**PLANNING**  
**URBAN DESIGN**  
**& LANDSCAPE**  
**ARCHITECTURE**

200-540 BINGEMANS CENTRE DR, KITCHENER, ON, N2B 3X9  
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM



**Figure 3**  
**Schedule E-3:**  
**Secondary Plan -**  
**Spring Creek Heights**

Township of West Lincoln Official  
 Plan, 2014

**Legend**

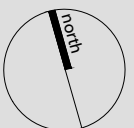
- Secondary Plan Boundary
- Low density Residential
- Medium density Residential
- Open Space
- Institutional
- Special Institutional
- Restricted Employment Area

**DATE:** May 13, 2020

**SCALE:** 1:5,000

**FILE:** 08234W

**DRN:** JB



K:\08234W - SPRING CREEK SECONDARY PLAN\RPT\TWL - SCHEDULE E-3.DWG

The subject lands are located in the northern half of the Smithville Urban Area and are considered a gateway into the Smithville community. Lands north of the Spring Creek Secondary Plan area are located outside of the Smithville Urban Area. They may be included within the Urban Area in the future through the current Urban Area Boundary Expansion Study being undertaken by the Township.

Please see the location map provided as Figure 1.

## 2.2 HGC Engineering Stationary Noise Impact Study - 2018

In 2018, the Township of West Lincoln retained HGC Engineering to complete a noise impact study for the Spring Creek Secondary Plan area to support a review of the land use designations within the Secondary Plan Area and to ensure that future development of the area was appropriate.

The Stationary Noise Impact Study prepared by HGC Engineering for the subject lands in August 2018, determined that a number of the industries operating within the Smithville Industrial Park to the east of the subject lands are classified as Class II (Medium) and Class III (Heavy) industrial uses and require a minimum distance of 70 metres and 300 metres from sensitive land uses, respectively. These setbacks are required by the provincial guidelines for land use compatibility. As can be seen in Figure 4 (HGC Engineering, 2018), the majority of the businesses within the Smithville Industrial Park are classified as being Class II industrial uses. This classification represents a place of business with medium-scale processing and manufacturing, with outdoor storage of wastes or materials, periodic outputs of minor annoyance, and/or occasional outputs of fugitive emissions for noise, order, dust and/or vibration. These Class II industries require a minimum 70 metre setback distance between sensitive uses. There are also Class III industries located adjacent to the subject lands that require a minimum setback distance of 300 metres. The setback distance for the Class III industries can be seen in red on Figure 4. It is understood that the majority of the undeveloped land is located within the required minimum setback distances between sensitive land uses and industrial areas as prescribed by the Province.

## 2.3 Hemson Consulting – Land Needs Assessment Study 2019

Hemson Consulting Ltd. was retained by the Region of Niagara in 2019 to complete a review and update of population forecast allocations, and land needs assessment for the entire Region of Niagara. The purpose of the land needs assessment study is to assist upper-tier and single-tier municipalities in implementing the policies and targets of the Places to Grow – Growth Plan for the Greater Golden Horseshoe by evaluating the projected population growth within each of the municipalities that comprise the Region of Niagara in order to assess how much land is to be allocated within the Region and within each municipality for different land uses (i.e., residential, commercial and employment).

According to the results of the evaluation completed by Hemson Consulting Ltd. for the Township of West Lincoln, it was determined that to accommodate the projected growth through to 2041, the Township will



require an additional 62 hectares of employment area land (jobs) and 148 hectares of community land area (residents and jobs).

As a result, the Township of West Lincoln has initiated an Urban Boundary Expansion Study to determine how to most efficiently expand the current Smithville settlement boundary to accommodate the required excess land that will be needed to provide for the projected population growth. The Township has initiated a review of existing undeveloped lands within the Urban Area to determine what policy changes, if any, can be made to encourage the development of these lands and to reduce the amount of additional land that is required.

## 2.4 Community Consultation Comments

The Public Consultation event relating to the review of the Spring Creek Heights Secondary Plan was held on November 28, 2019, at the Township of West Lincoln's administrative office in Smithville. The meeting included a variety of members of the community, including landowners representing the subject lands and surrounding lands, as well as members of the community.

The feedback received from the community can generally be summarized into three themes:

1. The lands within the secondary plan area should be permitted to develop to a broader range of uses including residential uses;
2. That any change to the secondary plan should not negatively impact Smithville Industrial Park and the existing employment and industrial uses; and,
3. That any change to the secondary plan should not negatively impact the adjacent residential neighbourhoods.

The desire that the secondary plan is changed to allow greater residential development was a view primarily held by the landowners within the Secondary Plan area. In their view, the lands have remained undeveloped because there is little market for the type of light industrial uses that are permitted by the existing Secondary Plan. They note that there is a strong demand for housing, and the Township would be better served by allowing all or part of the designated industrial lands to develop to residential.

The concern that any change to the secondary plan may negatively impact lands within the Smithville Industrial Park primarily came from landowners and business owners within the Industrial Park. Their concern is that the introduction of residential uses would limit future expansion of their businesses or restrictions on their operations due to fears of noise and truck traffic. One business owner made it clear that they had purchased lands within the Spring Creek Heights Secondary Plan area and immediately to the rear of their existing manufacturing building to accommodate potential future expansion of the business.

The Township has also made it clear that the economic value of the businesses within the employment area located adjacent to the subject lands is of great importance to Smithville and the Township. Any future development of sensitive land uses within the required setback distance from an industrial area would likely lead to several compatibility issues. In order to accommodate sensitive land uses, the future removal of medium and heavy industrial land use permissions would be required for the Smithville Industrial Park. Given the economic value of the businesses within the industrial park, it may not be

appropriate to move forward with a land-use scenario that presents an option to accommodate sensitive land uses.

The third category of comments (concerns about potential impacts to adjacent neighbourhoods) was a view primarily held by nearby residents. The comments focused on the concern that any change may lead to increased traffic, increased noise, or other impacts that would affect their properties. In general, these people are less concerned about the type of land use permitted within the Secondary Plan Area, provided any effects are negated or managed.

No formal comments were received from representatives of the John Calvin School, the Smithville Canadian Reformed Church, or Turkstra Lumber.



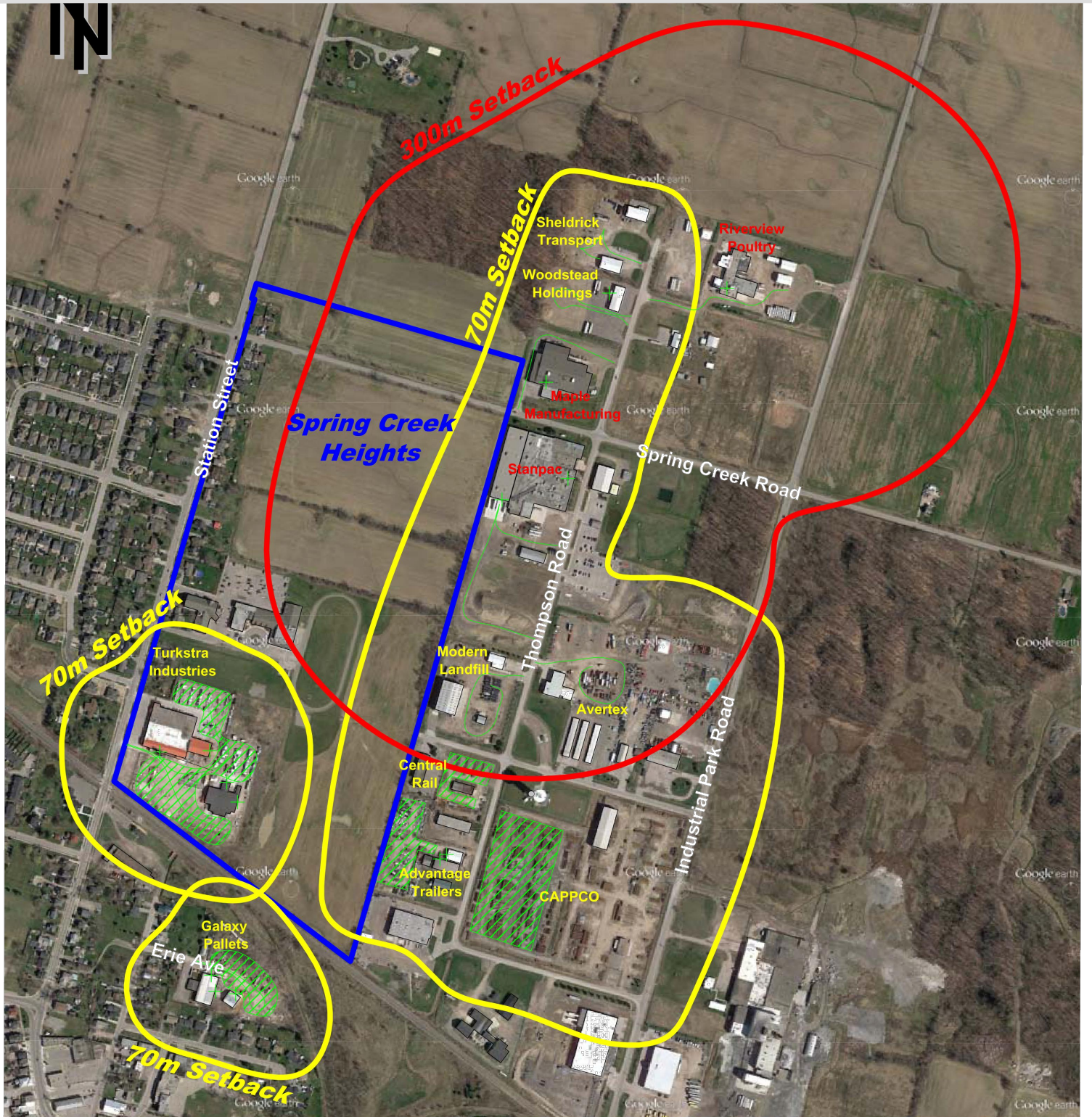


Figure 4  
MECP Guidelines D1  
& D6 Minimum  
Recommended  
Industrial Setback  
Distances

Spring Creek Heights  
Secondary Plan  
Community of Smithville  
Township of West Lincoln

Legend



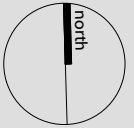
Secondary Plan Area Boundary

DATE: May 13, 2020

SCALE: 1:8,000

FILE: 08234W

DRN: JB



K:\08234W - SPRING CREEK SECONDARY PLAN\RPT\D1 COMPATIBILITY SETBACKS.DWG



PLANNING  
URBAN DESIGN  
& LANDSCAPE  
ARCHITECTURE

200-540 BINGEMANS CENTRE DR, KITCHENER, ON, N2B 3X9  
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM



# 3.0 Planning Policy Framework & Compatibility Guidelines

An analysis of the existing planning policy framework and provincial land use compatibility guidelines was completed to evaluate the current policies and minimum setback requirements applicable to the lands. The following is a review of the land use policy framework related to the Spring Creek Heights Secondary Plan lands.

## 3.1 Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS is issued under the authority of the Planning Act. The current version of the PPS took effect on May 1, 2020. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. All decisions affecting planning matters "shall be consistent with" the policy direction contained within the PPS. The Provincial Policy Statement includes policies related to building strong communities, managing growth, and protecting natural and cultural heritage resources. The PPS focuses growth within settlement areas and away from significant or sensitive resources and promotes efficient land use patterns that support the long term economic prosperity of the Province and municipalities.

Policy 1.1.3.1 states that settlement areas *"shall be the focus of growth and development"*.

The entire Secondary Plan Area is located within a settlement area as defined by the PPS. The definition of "Settlement Areas" is as follows:

*"means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:*

- a) Built up areas where development is concentrated and which have a mix of land uses; and*
- b) Lands which have been designated in an Official Plan for development over the long-term planning horizon provided for in policy 1.1.2. In cases where land in designated growth areas is not available, the settlement area may be no larger than the area where development is concentrated."*

The Spring Creek Heights Secondary Plan Area is identified on Schedule B-4 of the Township's Official Plan as being within the Smithville Urban Boundary. One of the key objectives of the Township's Official Plan is to encourage and facilitate redevelopment, infilling, and intensification within the Urban Settlement area of Smithville.

Policy 1.1.3.2 states the following:

*"Land use patterns within settlement areas shall be based on densities and a mix of land uses which:*

- a) Efficiently use land and resources;*
- b) Are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c) Minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- d) Prepare for the impacts of a changing climate;*
- e) Support active transportation;*
- f) Are transit-supportive, where transit is planned, exists or may be developed; and*
- g) Are freight-supportive.*

The above policy encourages land use patterns to use land and resources efficiently and to avoid the need for unjustified expansion. The subject lands are located within the settlement area and are either fully serviced or can connect to surrounding municipal services. There is currently a need for additional residential land and employment land within the Township of West Lincoln.

Policy 1.2.6.1 of the PPS states the following with respect to land use compatibility:

*"Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures".*

In reviewing the available land-use scenarios for the subject lands, the PPS requires that major facilities such as medium to heavy industrial uses and sensitive land uses be planned to avoid significant potential adverse effects from noise, odour, vibration, and particulate debris. The Province's D-6 compatibility guidelines are to be applied to the land-use scenarios to ensure that the appropriate setback distance is being applied and appropriately exercised.

Furthermore, Policy 1.2.6.2 states that:

*"Where avoidance is not possible in accordance with policy 1.2.6.1, planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if the following are demonstrated in accordance with provincial guidelines, standards and procedures:*

- a) There is an identified need for the proposed use;*
- b) Alternative locations for the proposed use have been evaluated and there are no reasonable alternative locations;*
- c) Adverse effects to the proposed sensitive land use are minimized and mitigated; and*

- d) Potential impacts to industrial, manufacturing or other uses are minimized and mitigated.

Based on the above policy, sensitive land uses within the undeveloped lands of the Spring Creek Secondary Plan area would only be permitted if avoidance is not possible in accordance with Policy 1.2.6.1, and the required tests of the above policy are met. It is the Province's intent that existing and planned industrial, manufacturing, and other similar uses are protected for their long-term viability.

Policy 1.3.2.1 states that Planning authorities shall plan for, protect, and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs. The conversion of lands within employment areas to non-employment may be permitted through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

It is the intent of the Province to ensure that employment lands be protected and preserved to ensure that current and future needs are met. The Land Needs Assessment study prepared by Hemson Consulting Ltd. in September 2019 for the Region of Niagara identifies that the Township of West Lincoln will require an additional 62 hectares of employment land to accommodate the projected growth to 2041. Also, the Township will require an additional 148 hectares of land to accommodate new community land needs, which includes residential.

Policy 1.3.2.4 of the PPS relates to the conversion of employment areas and states that *"Planning authorities may permit conversion of land within employment areas to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion"*.

Notwithstanding the policy above (1.3.2.4), PPS Policy 1.3.2.5 states that *"until the official plan review or update in policy 1.3.2.4 is undertaken and completed, lands within existing employment areas may be converted to a designation that permits non-employment uses provided the area has not been identified as provincially significant through a provincial plan exercise or as a regionally economic development corporation working together with affected upper and single-tier municipalities and subject to the following:*

- a) There is an identified need for the conversion and the land is not required for employment purposes over the long term;*
- b) The proposed uses would not adversely affect the overall viability of the employment area; and,*
- c) Existing or planned infrastructure and public service facilities are available to accommodate the proposed uses."*

According to the Province's Significant Employment Zone mapping, the subject lands are not identified as a significant employment area. However, the Region of Niagara has identified a portion of the subject lands in the south east corner of the Secondary Plan boundary and immediately adjacent to the Turkstra Lumber operations as a significant employment area. As a result, to convert the portion of lands in the south east corner of the subject lands, the appropriate tests would need to be met. The conversion tests would not be required for the balance of the employment lands as they are not identified as being significant employment areas.

## 3.2 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019)

The Growth Plan for the Greater Golden Horseshoe ("Growth Plan") is the Government of Ontario's initiative to plan for growth and development in a way that supports economic prosperity, protect the environment, and help communities achieve a high quality of life. A Place to Grow: Growth Plan for the Greater Golden Horseshoe was approved under the Places to Grow Act, 2005, with a recent amendment on May 16, 2019, and applies to the subject lands. Any planning decision made for lands in the Greater Golden Horseshoe growth plan area must conform to the policies of the Growth Plan.

The Growth Plan establishes a vision for the Greater Golden Horseshoe based on the following principles: supporting the achievement of complete communities; prioritizing intensification and higher densities to make efficient use of land and infrastructure and support transit; providing for a range of economic and employment opportunities; supporting a range and mix of housing options; improving the integration of planning and infrastructure investment; manage growth in a manner that recognizes the diverse communities within the GGH; protecting and enhancing natural heritage features and functions; supporting the long-term viability and productivity of agriculture; conserving and promoting cultural heritage resources; and integrating climate change considerations into planning.

Policy 2.2.1.2 states the following regarding allocating forecasted growth:

- a) the vast majority of growth will be directed to settlement areas that:
  - i. have a delineated built boundary;
  - ii. have existing or planned municipal water and wastewater systems; and
  - iii. can support the achievement of complete communities
- c) within settlement areas, growth will be focused in:
  - i. delineated built-up areas;
  - ii. strategic growth areas;
  - iii. locations with existing or planned transit, with a priority on higher order transit where it exists or is planned; and
  - iv. areas with existing or planned public service facilities.

The built-up area remains the focus for growth in settlement areas. The Secondary Plan Area is located within a delineated urban and built-up area. Section 2 of the Growth Plan states that it is important to optimize the use of the existing urban land supply to avoid over-designating land for future urban development.

Policy 2.2.5.5 of the Growth Plan states that *"Municipalities should designate and preserve lands within settlement areas located adjacent to or near major goods movement facilities and corridors, including major highway interchanges, as areas for manufacturing, warehousing and logistics, and appropriate associated uses and ancillary facilities."*

Presently, the subject lands are primarily designated as restricted employment area and are located in proximity to existing industrial facilities to the east. As such, the vacant employment lands within the subject lands would be appropriate to support similar smaller scale employment uses or uses that would be considered ancillary to the adjacent industrial facilities.

Further, Policy 2.2.5.7 states that *"Municipalities will plan for all employment areas within settlement areas by:*

- a) prohibiting residential uses and prohibiting or limiting other sensitive land uses that are not ancillary to the primary employment use;*
- b) prohibiting major retail uses or establishing a size or scale threshold for any major retail uses that are permitted and prohibiting any major retail uses that would exceed that threshold; and*
- c) providing an appropriate interface between employment areas and adjacent non-employment areas to maintain land use compatibility."*

Policy 2.2.5.9 of the Growth Plan states:

*"The conversion of land within employment areas to non-employment uses through a municipal comprehensive review where it is demonstrated that:*

- a) there is a need for the conversion;*
- b) the lands are not required over the horizon of this Plan for the employment purposes for which they are designated;*
- c) the municipality will maintain sufficient employment land to accommodate forecasted employment growth to the horizon of this Plan;*
- d) the proposed uses would not adversely affect the overall viability of the employment area or the achievement of the minimum intensification and density targets in this Plan, as well as the other policies of this Plan; and*
- e) there are existing or planned infrastructure and public service facilities to accommodate the proposed uses."*

Notwithstanding the above policy, Policy 2.2.5.10 states:

*"Until the next municipal comprehensive review, lands within existing employment area may be converted to a designation that permits non-employment uses, provided the conversion would:*

- a) satisfy the requirements of policy 2.2.5.9 a), d) and e);*
- b) maintain a significant number of jobs on those land through the establishment of development criteria; and*
- c) not include any part of an employment area identified as a provincially significant employment zoned."*

According to the Province's online mapping of the Provincially Significant Employment Zones, the subject lands are not identified as being provincially significant. Presently, within the Township of West Lincoln, there is a need for additional employment and residential land to accommodate potential growth to 2041.

### 3.3 NPC 300 Guidelines

The Ministry of the Environment ("MOE") is responsible for protecting clean and safe air, land, and water to ensure that communities remain healthy and are sustainable for present and future generations. To ensure that this is fulfilled, the MOE has created a set of guidelines that control the sources of emissions to the environment are adequately regulated to prevent adverse impacts on surrounding communities and the environment. The NPC-300 Guidelines was published by the MOE in 2013 and generally serves four purposes, including:

- To provide sound level limits for stationary sources, such as industrial and commercial establishments;
- To provide guidance for land use planning decisions to minimize potential conflicts between sensitive land uses and sources of noise emissions;
- To provide sound level limits that may be incorporated into municipal Noise Control By-laws; and
- To provide sound level limits that may be applied under provisions of the Aggregate Resources Act.

With respect to the Spring Creek Heights Secondary Plan review, the NPC-300 guidelines have been reviewed to provide guidance for land use planning decisions to ensure limited conflicts between sources of noise emissions, such as industrial facilities, and sensitive land uses (i.e., residential uses).

The NPC-300 guideline distinguishes between "stationary sources" (industrial and/or commercial sounds), and other sources of noise such as from road traffic or construction services. The NPC-300 guideline defines a "stationary source" as a source of sound or combination of sources of sound that are included and normally operated within the property lines of a facility, and includes the premises of a person as one stationary source, unless the dominant source of sound on those premises is construction.

According to the Stationary Noise Impact Study prepared by HGC Engineering for the subject lands, the industries along Thompson Road, Clifford Street, Erie Avenue, and Station Street and located in proximity to the Spring Creek Heights Secondary Plan Area are considered stationary sources of noise. According to the guidelines, it is the responsibility of the proponent of new noise-sensitive land use to ensure that the proposed land use modification is planned in a way that ensures the stationary sources will be capable of continuing to comply with the applicable sound level limits that are applied to them.

HGC Engineering completed a Stationary Noise Source Assessment in June and July of 2018 to measure the existing sound levels from the surrounding uses on the subject lands. According to the results achieved from the study completed by HGC, it was determined that the cumulative sound level impact of all facilities measured were higher than both the daytime and nighttime sound limits. Based on these results, it was concluded that the sound level limits on the portion of lands designated as residential and employment area within the subject lands would experience noise emissions that would not be compatible with sensitive land uses. It was concluded in HGC's Report that it is in the best interest to maintain the lands which are currently vacant within the Spring Creek Heights Secondary Plan as being designated for employment uses to avoid incompatibility concerns.

## 3.4 D6 Compatibility Guidelines

The D-6 compatibility guidelines identifies the direct interest of the Ministry in recommending separation distances and other control measures for land use planning proposals to prevent or minimize adverse effects from the encroachment of incompatible land uses. The guidelines are intended to be applied only when a change in land use is proposed, however, it is typically expected that compatibility concerns should be recognized and addressed at the earliest possible stage of the land use planning process.

The D-6 compatibility guidelines are intended to be applied in the land use planning process to prevent or minimize future land use problems due to the encroachment of sensitive land uses, and industrial land uses on one another. Typically, sensitive land uses that are in proximity to industrial areas could be adversely impacted by noise, odour, vibration, and particulate emissions.

The D-6 guidelines identify three types of industrial facilities, which include Class I, Class II, and Class III. Based on case studies and past experience, the MOE has identified potential influence areas within which adverse effects may have been experienced from industrial uses. The D-6 guidelines recommend separation distances or other mitigation measures based on the results of investigative studies. The mitigation can be implemented at the source, or could also be incorporated on the proposed development lands where industrial facilities are operating in compliance with the Ministry's requirements. Zones of influence relate to an overall area where an industrial facility's adverse effects may be experienced.

The guidelines recommend the following minimum separation distances for sensitive land uses from industrial uses:

Industrial Classification	Zone of Influence	Minimum Setback Distance
Class I (Light)	70 metres	20 metres
Class II (Medium)	300 metres	70 metres
Class III (Heavy)	1,000 metres	300 metres

Each influence area is site-specific and may sometimes require a higher or lower separation distance. Typically, the appropriate separation distance is identified once technical studies have been completed, and accurate adverse impacts can be evaluated. Separation distances may be reduced through buffering techniques.

Class I Industrial facilities are considered a business for a small scale, self-contained plant or building which produces/stores a product which is contained in a package and has a low probability of fugitive emissions. These businesses are typically solely daytime operations only, with the infrequent movement of products and/or heavy trucks and no outside storage. Class II industrial facilities are for medium scale processing and manufacturing with outdoor storage of wastes or materials (i.e., contains a form of open process) and/or there are periodic outputs of minor annoyance. This classification of industry would see the frequent movement of products and/or heavy trucks during daytime hours. Finally, Class III industrial facilities are considered large scale manufacturing or processing and is characterized by its large physical size, outside storage of raw and finished products, large production volumes and continuous movement of products and employees during both the daytime and nighttime shifts. Typically, Class III industrial facilities provide for frequent outputs of major annoyance, and there is a high probability of fugitive emissions.

The Stationary Noise Impact Study prepared by HGC Engineering in 2018 determined that existing industrial and commercial facilities located in proximity to the subject lands are primarily considered to be Class II industrial operations, which would be equivalent to medium scale processing and manufacturing and periodic output of minor annoyance, and/or occasional outputs of fugitive emissions for noise, odour, dust and/or vibration. Additionally, three industrial facilities located in proximity to the subject lands,

including Stanpac, Maple Manufacturing, and Riverview Poultry, are considered Class III industries and are identified as large scale manufacturing and processing with outputs of major annoyance and a high probability of fugitive emissions. Based on the investigation completed as part of the noise impact study, it was determined that approximately 80 percent of the subject lands fall inside the minimum recommended setback distances set out by Guideline D-6, as is shown in Figure 4.

As Figure 4 illustrates, presently, the majority of the subject lands that are designated "Restricted Employment Area" in the Secondary Plan are located within the required 70 metre and 300 metre setback limits. Only a portion of land immediately adjacent to the existing single detached residential dwellings fronting onto Station Street are located outside of the required setback distances. The portion of land located outside of the minimum setback distances is designated as Medium Density Residential and Open Space by the Secondary Plan.

## 3.5 Region of Niagara Official Plan (2014)

The Region of Niagara Official Plan outlines a vision for growth and development within the Region. It establishes a number of general policies to plan and manage growth and implement provincial land use policy. An overarching goal of the Regional Official Plan is to promote balanced growth by directing a larger share of new growth to the Built-Up Area. A review of the Regional Official Plan has identified that the Spring Creek Heights Secondary Plan Area falls within the following designations of the Regional Official Plan:

- Schedule A – Regional Structure – Built-Up Area and Designated Greenfield Area
- Schedule B – Agricultural Land Base – Urban Area
- Schedule C – Core Natural Heritage – Urban Area

Based on the identified designations, and through further review of relevant policy within the Region of Niagara Official Plan, we provide the following discussion to detail how the policies of the Regional Official Plan apply to the Secondary Plan Area lands.

### Urban Areas

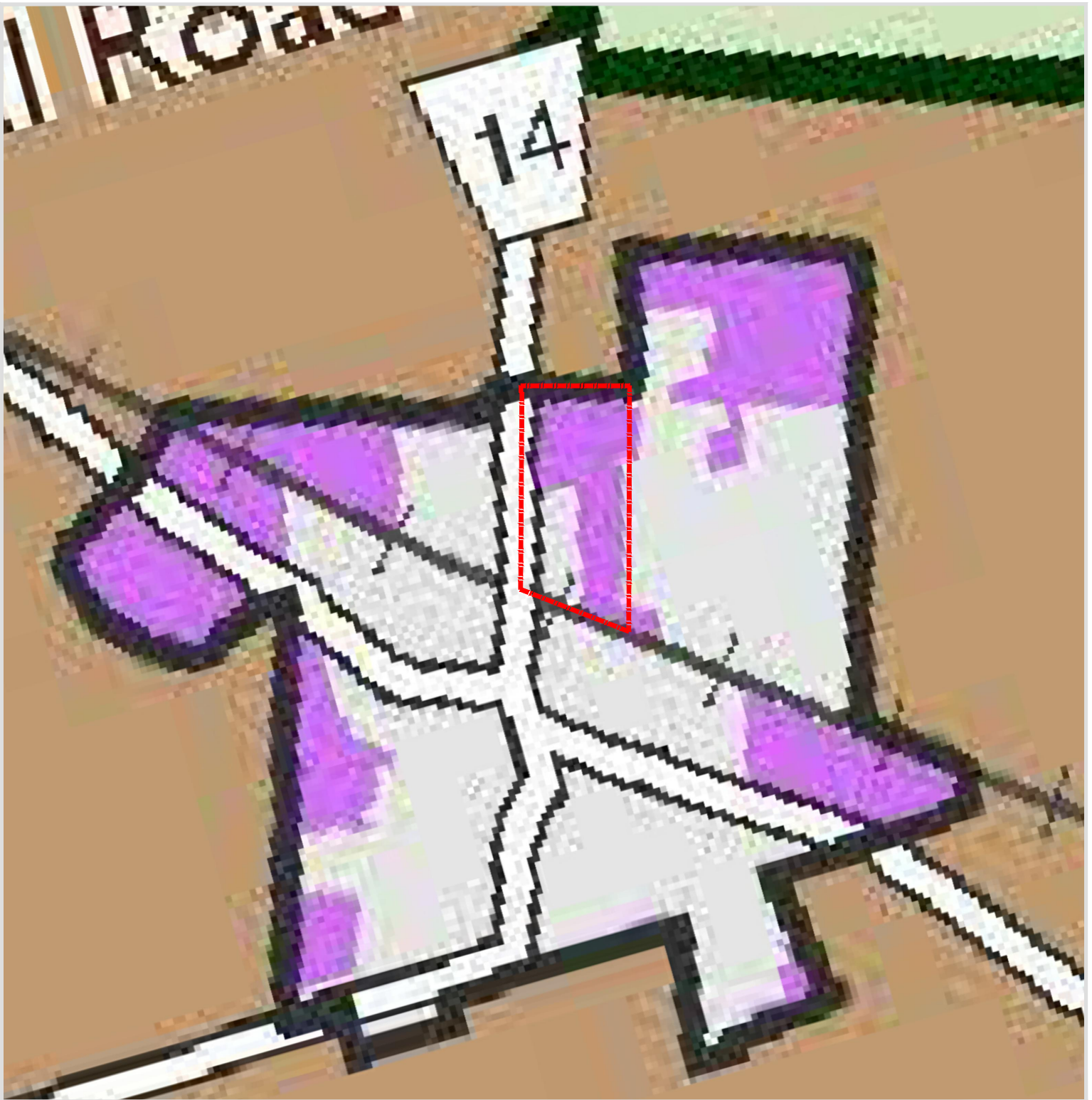
The Region of Niagara Official Plan defines Urban Areas as areas with municipally-provided services, including water and sewage services. These Areas are intended to be the focus of the Region's long-term growth and development.

The entirety of the Spring Creek Heights Secondary Plan lands are located within an identified Urban Area (Figure 5) and are partially developed and connected to municipal services.

Section 4 of the Regional Official Plan details the growth management objectives for the Region. The following are some of the growth objectives outlined in this section:

- Objective 4.A.1.1 seeks to direct the majority of growth and development to Niagara's existing Urban Areas.
- Objective 4.A.1.6 seeks to building compact, mixed use, transit supportive, active transportation friendly communities in the Built-up Area and in Designated Greenfield Areas.
- Objective 4.A.1.9 seeks to ensure the availability of sufficient employment and residential land to accommodate long term growth in Niagara to the year 2031.





**Figure 5**  
**Schedule A: Regional Structure**  
 Niagara Region Official Plan, 2018

**Legend**

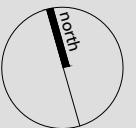
- Secondary Plan Area Boundary
- URBAN AREA BOUNDARY
- BUILT-UP AREA
- DESIGNATED GREENFIELD AREA
- GREENBELT PLAN AREA
- PROTECTED COUNTRYSIDE
- REGIONAL ROAD
- RAILWAY

**DATE:** May 13, 2020

**SCALE:** 1:20,000

**FILE:** 08234W

**DRN:** JB



K:\08234W - SPRING CREEK SECONDARY PLAN\RPT\RNOP - SCHEDULE A.DWG

According to Schedule A of the Regional Official Plan, the lands are identified as being both within the Built-Up Area and Designated Greenfield Area. The Region requires that a minimum combined gross target of 50 people and jobs per hectare across all Designated Greenfield Areas be attained.

The Regional Official Plan also targets a minimum of 40% of all residential development within the Region occur within the Built-up area.

Section 4.E.1 of the Regional Official Plan deals with the conversion of lands within Employment Areas.

Policy 4.E.1.1 of the Regional Official Plan states:

*"Municipalities may permit the conversion of lands within employment areas to non-employment uses through a municipal comprehensive review where it is demonstrated that:*

- a) There is a need for the conversion;*
- b) The municipality will meet the employment targets allocated to the municipality pursuant to this Plan;*
- c) The conversion will not adversely affect the overall viability of the employment area and the achievement of the municipal intensification target, density targets and other policies of this Plan;*
- d) There is existing or planned infrastructure in place to accommodate the proposed use;*
- e) The lands are not required over the long term for employment purposes which they are designated; and,*
- f) Cross jurisdictional issues have been considered."*

### 3.5.1 Regional Official Plan Amendment 16 (ROPA 16)

With the adoption of the 2019 Places to Grow – Growth Plan for the Greater Golden Horseshoe, several employment policies of the previous Growth Plan were updated, and new policies were introduced. In October 2019, the Region initiated ROPA 16 to update the Official Plan to reflect the changes in the Growth Plan.

Some of the critical employment changes that will be required and advanced through ROPA 16 include:

- New policies that permit a private landowner to convert lands in employment areas in advance of the completion of the Region's new Official Plan;
- Revisions to the meaning of the terms employment lands and employment areas, and removing the concept of prime employment areas;
- Introduction of the concept of a Provincially Significant Employment Zone;
- Introduction of policies for land use changes for employment lands (outside of employment areas) where a similar number of jobs remain accommodated on site; and,
- New permission for a settlement area boundary expansion up to 40 hectares prior to the adoption of the new Official Plan, for any land uses, including employment.

According to the draft Regional Official Plan Amendment No.16 mapping schedule, which is currently under review and yet to be adopted, a portion of the lands in the south east corner of the Secondary Plan, which consist of the Turkstra Lumber operation and undeveloped lands immediately adjacent on its

eastern side, is proposed to be designated as "Employment Area" as shown in Figure 6. The proposed "Employment Area" lands in the south east corner of the subject lands should be maintained for Employment Area uses to reflect the Region's future objectives.

## 3.6 Township of West Lincoln Official Plan

The Township of West Lincoln Official Plan provides detailed development and land use policies for the Township. The Official Plan implements the policies and goals of the Provincial Policy Statement, Places to Grow Plan, Greenbelt Plan, and the Regional Official Plan. A review of the Township Official Plan has identified that the Secondary Plan Area lands fall within the following designations of the Township Official Plan:

- Schedule A – Municipal Structure – Smithville Urban Boundary
- Schedule B-4 – Land Use Smithville – Spring Creek Heights Secondary Plan
- Schedule B-5 – Urban Structure Smithville – Western Portion of the lands are within the Built Boundary, while the eastern portion of the lands are identified as "Greenfield Area (P2G)".

### General Goals and Objectives

Section 2.4 of the Township Official Plan sets out the goals and objectives of the Plan. The Official Plan provides the following relevant goals and objectives:

- g) To accommodate the majority of residential growth of the Township in Smithville in well-planned, residential areas with sufficient housing types and tenures to meet population forecasts; and to promote the efficient use of land and services to meet population growth;
- h) To provide a policy framework that will promote the Smithville downtown area as the primary commercial and business area in the municipality;
- j) To encourage more diversified employment opportunities for residents of the Township through the promotion of new and expanding industrial uses, commercial businesses and institutional uses.

The above goals and objectives from the Township Official Plan outline three key components of how the Township seeks to develop their lands within the Urban Area and should be used as a guideline to determine how the undeveloped lands within the Spring Creek Secondary Plan are to be planned and developed in the future. From these goals, the following inferences can be made:

1. Residential growth should be well-planned and located in appropriate residential areas that share similar qualities and characteristics of other residential neighbourhoods;
2. Commercial uses that are typically found within the downtown area should be maintained in the Downtown and should not be permitted to be located in other areas of Smithville to create a prime retail area and to support the Downtown as being the commercial hub of the Township. It is important to limit the type of commercial uses in other parts of Smithville to avoid creating adverse impacts on businesses in the Downtown, while at the same time promoting additional

commercial development on lands to improve the tax base and employment opportunities in the community, and to increase the range of services available within the Township; and,

3. Industrial uses should be promoted and protected. Industrial type development on lands designated for such purposes improves the tax base of the community and provides additional employment opportunities. It is important that these activities do not interfere with the health and enjoyment of residents in the Township.

## Residential

Section 5 of the Official Plan speaks to the Growth Management Strategy of the Township. The Settlement boundaries are intended to accommodate projected growth and employment needs of the Township for the 20-year time frame of the Official Plan. According to Policy 5.5 b), "New and updated secondary plans shall identify additional opportunities for infill with appropriate compatibility criteria. Such policies shall ensure that infill and intensification is in keeping with the physical character of those neighbourhoods.

Section 6.1 of the Official Plan speaks to the general policies of residential areas. The Township intends to protect and enhance the existing character of Smithville while, at the same time, permitting some forms of new development that is compatible with the existing areas and can improve the quality of life of existing and future residents of West Lincoln.

## Employment

Section 6.10.4 of the Official Plan provides the applicable Employment Area policies.

Policy 6.10.4 c) states that:

*"Employment building shall be setback from existing residential dwellings where determined necessary to meet the minimum distance requirements set out in Ministry of Environment (MOE) guidelines. Buffers, plantings, berming or fencing adjacent to residential areas shall be required."*

As mentioned previously, the Ministry of Environment, Conservation, and Parks provides their D-6 compatibility guidelines that prescribe specific setback requirements that are required between sensitive land uses such as residential development and industrial buildings. The Township's Official Plan intends to meet those requirements when planning any development in proximity to industrial areas.

Policy 6.10.4 J) states that:

*"The Township shall undertake an economic development strategy aimed at; targeting higher density employment uses, exploring the possibility of expanding the permitted uses to include industrial service uses and ancillary service and commercial uses, examining the feasibility of servicing employment areas with appropriate technology and services, and reviewing land use and zoning regulations for appropriate lot coverage and setback requirements to encourage intensification."*

Policy 6.10.4 k) states that the conversion of employment lands to non-employment area designations shall only be considered through a municipal comprehensive review where the following is demonstrated:

- i. The land is not required for employment purposes over the long term;


- ii. There is a greater need for the conversion to the non-employment use;
- iii. The Township will meet its employment forecasts including the activity rate target established in the Official Plan;
- iv. The conversion will not adversely affect the overall viability of the remaining Employment Area designation;
- v. The conversion will not adversely affect the achievement of other policies of this Plan including the minimum density in designated greenfield areas and the intensification targets of this Plan;
- vi. No land use conflicts are created and provincial guidelines with respect to noise and air quality can be met; and
- vii. There is existing, or planned infrastructure to accommodate the proposed use.









**Figure 6**  
**Schedule G3:**  
**Employment Areas**  
 ROPA 16 Draft, January 2020

**Legend**

 Secondary Plan Area Boundary

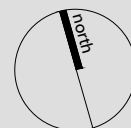
-  EMPLOYMENT AREA
-  URBAN AREA
-  GREENBELT PLAN AREA
-  REGIONAL ROAD
-  RAILWAY (ACTIVE)

**DATE:** May 13, 2020

**SCALE:** 1:20,000

**FILE:** 08234W

**DRN:** JB



K:\08234W - SPRING CREEK SECONDARY PLAN\PTINROP - SCHEDULE G3.DWG

# 4.0 Assessment of Alternative Land Use Scenarios

In general, there are three broad land-use scenarios or options that could be considered for the Spring Creek Heights Secondary Plan. The three land-use scenarios are as follows:

1. **The “No Change” Scenario:** In this scenario, there would be no change to the existing policies and permissions of the Spring Creek Heights Secondary Plan. There would be no proposed amendments, and the uses outlined in the land use map for the Secondary Plan areas would continue.
2. **Moderate Modifications:** This scenario would broaden the list of permitted uses within the subject lands to include typical uses found within the Service Commercial – Highway designation, as well as would introduce certain recreational/open space uses.
3. **Significant Modifications:** This scenario would propose to introduce residential use permissions in place of the existing restricted employment area permissions.

## 4.1 Scenario 1: “No change”

The first scenario is a "No Change" scenario. This scenario would result in there being no recommended amendments to the existing Spring Creek Heights Secondary Plan. The land use map currently approved for the Secondary Plan would not be adjusted, and there would be no changes to the existing policies and permissions associated with the lands within the Spring Creek Heights Secondary Plan Area.

This scenario would not broaden the permitted land use within the secondary plan area, and therefore the lands might continue to remain undeveloped for the short or possibly long term. This option would not introduce any new potential impacts on surrounding lands. In particular, there would be no new sensitive land uses that might impact on the adjacent Smithville Industrial Park.

## 4.2 Scenario 2: Moderate Modifications to Existing Spring Creek Heights Secondary Plan Permissions

The second land-use scenario involves the implementation of moderate modifications to the existing Spring Creek Secondary Plan to introduce non-sensitive land uses such as service commercial, recreational and open space uses into the Restricted Employment designation. By broadening the list of permitted uses, the potential for the development of the vacant land increases as new permitted uses may encourage the development of the land that has always remained undeveloped. Although this land-use scenario does not guarantee the immediate development of the lands, it promotes its development by providing more options for current or future landowners.

Given the proximity of the lands to existing employment and residential areas, there may be an opportunity to introduce commercial uses that are not generally found in the downtown area of Smithville and rely on vehicular traffic for their economic existence and relatively larger land areas. Additionally, permitting additional service commercial uses within the Smithville Urban Area will introduce a broader range of services to the residents of the Township and will help improve the tax base and employment opportunities in the community.

This option would not see additional sensitive land uses being introduced into the Secondary Plan area. As a result, there would be added conflict between the uses within the Secondary Plan Area and the Smithville Industrial Park.

## 4.3 Scenario 3: Significant Modifications to Existing Spring Creek Heights Secondary Plan Permissions

The final land use scenario would require significant modifications to both the Spring Creek Heights Secondary Plan permissions, as well as to the permissions of the Smithville Industrial Park lands. This scenario considers the conversion of the vacant "Restricted Employment Area" designation within the Spring Creek Heights Secondary Plan to a residential designation. This scenario would result in the removal of the existing employment area permissions, except for the Turkstra industry lands that are already developed at the south west corner of the subject lands, and the lands immediately adjacent to the Turkstra industry lands on its eastern side as these lands are proposed to be designated as a Regional Employment Area through ROPA 16.

This land-use scenario would allow the remaining lands of the Secondary Plan area to develop to residential uses. However, given the proximity to the Smithville Industrial Park to the east, the new residential development would not meet required setback distances between sensitive land uses and industrial uses. This may result in some negative impacts to future residents such as noise, odour, or vibration. Development of residential uses could limit expansion of existing businesses and industry within the Smithville Industrial Park.

## 4.4 Evaluation of Land Use Scenarios

To complete the evaluation of each scenario and to produce a final recommendation for the future policy changes to the Spring Creek Heights Secondary Plan, the following criteria were used:

1. **Compliance with the Province's compatibility guidelines:** This criteria is used to evaluate the ability for land uses to comply with the compatibility setback distances from surrounding uses.
2. **Compatibility with Smithville Industrial Park:** This indicator evaluates the ability for land uses to exist without impacting the ability for employment businesses to operate normally.
3. **Supports Downtown as the Central Commercial Hub:** This indicator evaluates the proposed land use scenarios on the ability to maintain the Downtown as the central retail area of the Urban Area as required by Policy 3.4 c) of the Township Official Plan.



4. Increased Impacts Due to Traffic: This indicator evaluates the potential traffic impacts that may result from the implementation of each land use scenario.
5. Protection of Employment Areas: This indicator evaluates how the land use scenarios comply with existing provincial and local policy that seeks to protect Employment Areas and uses within the Township.
6. Increased Development Potential: This indicator evaluates how the land use scenarios would promote and encourage the development of the vacant subject lands.

The following table evaluates each of the above criteria against the three chosen land-use scenarios. For each criterion, a rating between 1 and 3 has been applied to each scenario. A rating was established where 1 represents "Poor compliance", 2 represents "fair to average compliance", and 3 represents "good compliance".

Criteria	Scenario 1 – No Change	Scenario 2 – Moderate modifications	Scenario 3 – Significant modifications
Compliance with the <b>Province's</b> compatibility guidelines	Yes. The vacant Secondary Plan Area lands are primarily designated "Restricted Employment Area". The permitted uses of the "Restricted Employment Area" designation are compatible with the surrounding uses and comply with the D6 compatibility guidelines.	Yes. The introduction of additional service commercial, recreational and open space land uses are compatible with the existing surrounding uses and would comply with the minimum setback distances of the D-6 Compatibility Guidelines.	No. The change of land use permissions to allow for sensitive land uses (i.e., residential or institutional development) would not be compatible with the D-6 Compatibility Guidelines as the sensitive land uses would be within the required setback distances.
RATING	3	3	1
Compatibility with Smithville Industrial Park	Yes. Current land use permissions provide for employment type uses that are compatible and are supportive of the existing industrial businesses adjacent to the subject lands.	Yes. This scenario proposes the amendment of the existing "Employment Area" policies with additional permitted commercial and employment land uses that are considered to be compatible with industrial Class 2 and Class 3 uses.	No. Sensitive land uses on the undeveloped employment lands would result in incompatible uses being located within the required minimum separation distance from industrial industries. This could likely result in potential adverse impacts on sensitive land uses.
RATING	3	3	1

Supports Downtown as the Central Commercial Hub	Yes. There would be no change in impact on the Downtown.	Maybe. Future development on the subject lands for service commercial uses would not necessarily adversely impact the businesses located in the Downtown, provided the range of commercial and retail uses are limited.	Yes. If the land use permissions are changed only to accommodate residential development, there would be no conflict with the downtown commercial businesses.
Rating	3	2	3
Increased Impacts due to Traffic	Somewhat. The development of the lands to medium density residential and employment uses would increase traffic somewhat. The permitted employment uses may result in some increased truck traffic and late night traffic.	Somewhat. This scenario would result in some increased traffic. There may be fewer residential uses than Scenario One and therefore, less truck traffic and less late night traffic.	Yes. The introduction of residential uses would result in increased traffic from the additional population in the area at peak times.
Rating	3	3	1
Protection of Employment Areas	Yes. The "Restricted Employment Area" permissions that are presently applied to the lands would be maintained and, therefore, is consistent with the applicable policies that seek to protect Employment Areas.	Yes. If no sensitive uses are introduced onto the subject lands, there would be no impact on the adjacent Smithville Industrial Park.	No. The change in land use permissions to allow for sensitive land uses could impact the ability of existing businesses to expand and may restrict new Class II or Class III industries from locating in Smithville Industrial Park.
Rating	3	3	1

Increase Development Potential	No. The "No Change" land-use scenario would maintain the same policies of the "Employment Area" designation and would not recommend any amendments. As a result, the potential to increase development potential on the lands would not change.	Maybe. The "moderate modifications" land-use scenario maintains the same permissions that presently exist on the vacant subject lands and adds some service commercial type uses as described in Section 4.2 of this Report. The addition of a broader range of uses within the same designation may spur more development.	Yes. The "significant modifications" land-use scenario would amend the existing policy by replacing it with permissions for residential development, which would result in development in the short term, given the limited supply of residential land in the Township.
Rating	1	2	3
TOTAL	16	16	10

#### 4.4.1 Summary of Evaluation

Based on the evaluation above, Scenario 3 is not recommended. Introducing residential or institutional uses on the undeveloped lands would result in conflicts with the adjacent Smithville Industrial Park and would introduce potential for impacts to future residents and homeowners. Land use scenario 2 is similar to the 'No Change' Scenario 1. However, land use scenario 2 provides a wider range of land uses and increases the likelihood that the lands will be developed in the short term. Land Use Scenario 2 is recommended.

# 5.0 Conclusions & Recommended Land Use Scenario

Based on the final evaluation of the three land-use scenarios investigated as part of this report, it was concluded that the most appropriate land use scenario for the subject lands is Land Use Scenario 2, which recommends moderate modifications to the Spring Creek Heights Secondary Plan policy and provides the best balance by minimizing the impacts on the surrounding uses while introducing newly available permitted uses that will favorably increase the potential for the development of the vacant lands.

The preferred land use scenario proposes additional non-sensitive land uses for the subject lands that are compatible with the adjacent Smithville Industrial Park industries and the existing development within the subject lands. To achieve the implementation of Land Use Scenario 2, an amendment to the Spring Creek Heights Secondary Plan would be required.

## 5.1 Official Plan Amendment – Spring Creek Heights Secondary Plan

An Official Plan Amendment ("OPA") to the Township's Official Plan would be required to amend the "Restricted Employment Area" policies of the Spring Creek Heights Secondary Plan to permit the additional service commercial uses. The OPA would propose the following amendments to Policy 6.11.2 d) of the Township of West Lincoln Official Plan:

*Policy 6.11.2 d): Industrial*

*"The area shown as **"Restricted Employment Area"** on Schedule 'E-3' shall be subject to the industrial policies of the West Lincoln Official Plan. Industrial uses which require a railway siding will be encouraged in this area. In addition to the industrial policies of the West Lincoln Official Plan, the following uses will be permitted within the area shown as Restricted Employment Area on **Schedule 'E-3'**:*

- *Automotive related uses, including car wash facilities;*
- *Automobile sales establishments;*
- *Restaurants including drive-thrus;*
- *Commercial recreational facilities;*
- *Health clubs;*
- *Nurseries and garden centres;*

- *Services for the agricultural community;*
- *Financial Institution;*
- *Funeral Home;*
- *Local Convenience/Retail uses.*

*The additional uses listed above will be required to conform to the applicable policies of the Service Commercial – Highway designation within this Official Plan.”*

The above commercial uses have been selected to be added to the list of permitted uses within the "Restricted Employment Area" designation of the Spring Creek Heights Secondary Plan as they are considered to be compatible with Class II and Class III industries located to the east of the subject lands. Additional uses that the Township may seem fit to include as permitted uses could be included as part of the amendment.

## 5.2 Next Steps

The intent of this report was to complete a review of the existing policies and land use permissions that apply to the subject lands and to determine what changes could be implemented to help encourage and promote the development of the lands. A preferred land use option for the subject lands has been selected and recommended to the Township of West Lincoln.

Once Council has approved a final land-use scenario, Township Planning Staff will initiate a Township led Official Plan and Zoning By-law Amendment to amend the existing policies and provisions in place to reflect the land-use scenario approved.

**THE CORPORATION OF THE  
TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2023-88**

**BEING A BY-LAW TO ESTABLISH DENNIS DRIVE AND  
BRANDON LANE, PLAN 30M-446, TOWNSHIP OF WEST  
LINCOLN, AS PUBLIC HIGHWAYS AND TO ASSUME PUBLIC  
SERVICES**

**WHEREAS** Marz Homes (Smithville Station) Inc. (the “Developer”) entered into an Agreement with the Corporation of the Township of West Lincoln to develop certain lands as shown on Plan 30M-446. Township of West Lincoln, which the Agreement was registered in the Land Registry Office for the Registry Division of Niagara North as Instrument No. NR487417 (authorized by By-law No. 2017-137) and NR536523 (authorized by By-law No. 2020-01) (the “Agreement”).

**AND WHEREAS** the Developer has completed all works as provided for in the Agreement or has posted the appropriate securities to assure the completion of said works.

**AND WHEREAS** the Township has now been requested by the Developer to assume ownership of the streets, parkette, storm pond and outlet to Twenty Mile Creek, if any, storm system, if any and other public services pursuant to the Agreement.

**AND WHEREAS** the Municipal Act permits council of every municipality to pass by-laws for establishing highways.

**AND WHEREAS** the Council deems it expedient to establish Dennis Drive and Brandon Lane, Plan 30M-446 as more particularly set out in Schedule “A” as public highways.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. That, the lands described in Schedule “A” attached hereto are hereby established as public highways to be known as Dennis Drive and Brandon Lane.
2. That, the Corporation of Township of West Lincoln hereby assumes the lands described in Schedule “A” attached hereto and the public services constructed therein for future maintenance.
3. That, the Township’s solicitor be and is hereby authorized and instructed to register a copy of this By-Law in the Land Titles Office for the Land Titles Division of Niagara North in St. Catharines.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
11TH DAY OF DECEMBER, 2023.**

---

**MAYOR CHERYL GANANN**

---

**JESSICA DYSON, CLERK**

## **SCHEDULE “A”**

### **TO BY-LAW NO. 2023-88**

#### **Plan 30M-446**

1. Dennis Drive, Plan 30M-446, West Lincoln  
(PIN 46050-0331 (LT))
2. Brandon Lane, Plan 30M-446, West Lincoln  
(PIN 46050-0332 (LT))
3. Parkette/Parkland, Plan 30M446, West Lincoln  
(Block 48)
4. Storm Pond (and outlet to Twenty Mile Creek), Plan 30M446, West  
Lincoln  
(Block 49)

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2023-85**

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM  
TAX LEVY AND TO PROVIDE FOR THE PAYMENT  
OF TAXES AND TO PROVIDE FOR PENALTY AND  
INTEREST OF FIFTEEN PERCENT.**

**WHEREAS** the Council of the Corporation of the Township of West Lincoln has not adopted the estimates for the year 2024:

**WHEREAS** Section 317 (1) of The Municipal Act, 2001, S.O. 2001, c. 25, provides that the council of a local municipality, before the adoption of the estimates for the year, under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN enacts as follows:**

In this by-law the following words shall be defined as:

“Minister” shall mean the Minister of Finance;

1. The amounts to be levied shall be as follows:
  - (a) the percentage prescribed by the Minister of Finance; or
  - (b) 50%, if no percentage is prescribed,

of the total taxes for municipal and school purposes levied on the property in the year 2023.

2. The amounts under Paragraph 1 shall be levied after the return of the assessment roll for 2024, according to the assessment roll, as returned by the Municipal Property Assessment Corporation.

For the purpose of calculating the total amount of taxes for the year 2023 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023 because assessment was added to the collector's roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. The provisions of this by-law apply in the event that assessment is added for the year 2024 to the collector's roll after the date this by-law is passed and an interim levy shall be imposed and collected.
4. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
5. The said interim tax levy shall become due and payable in two (2) installments as follows:
  - (a) Fifty percent (50%) of the interim tax levy shall become due and payable on the 29<sup>th</sup> day of February, 2024, and



- (b) The balance of the interim tax levy shall become due and payable on the 30<sup>th</sup> day of April, 2024
  - (c) Nonpayment of the amount on the dates stated in accordance with this section shall constitute default.
- 6.
  - (a) “Default” in this section shall mean “the first day following the date taxes are due”.
  - (b) There shall be imposed on all taxes a penalty for non-payment or late payment of taxes. Penalty and interest is fixed at a rate of 1.25%. Penalty and interest will accrue on unpaid taxes commencing the first day of default and also on the first day of each calendar month thereafter.
- 7.
  - (a) On all taxes of the interim tax levy in default on January 1, 2025, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.
  - (b) On all other taxes in default on January 1, 2025, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
- 8. The subsequent levy for the year 2024 to be made under the Municipal Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
- 9. The provisions of s.317 of the Municipal Act as amended apply to this by-law with necessary modifications.
- 10. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
- 11. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessments roll, a notice specifying the amount of taxes payable.
- 12. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
- 13. All taxes shall be paid into the office of the Treasurer or to such financial institutions authorized by the Municipal Act and approved by the Treasurer.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF DECEMBER 2023.**

---

**MAYOR CHERYL GANANN**

---

**JESSICA DYSON, CLERK**

# THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

## BY-LAW 2023-90

### A BY-LAW TO CONSOLIDATE FEES AND CHARGES AND TO ESTABLISH USER FEES AND CHARGES FOR SERVICES, ACTIVITIES OR THE USE OF PROPERTY WITHIN THE TOWNSHIP OF WEST LINCOLN

**WHEREAS** the Municipal Act, 2001 requires that all fees and charges be established by by-law as of January 1, 2003;

**WHEREAS** Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

**AND WHEREAS** Section 69 (1) of the Planning Act R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

**AND WHEREAS** Section 7 of the Building Code Act, 1992, S.O. 1992, as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient to enact a Consolidated User Fees and Charges By-law establishing and requiring the payment of fees for information, services, activities and use of Township property;

### **NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN HEREBY enacts as follows:**

1. The fees and charges as set out in Schedule "A" attached hereto and forming part of this By-law, are hereby established and adopted by the Council of the Township of West Lincoln.
2. This By-law shall be known as the "Consolidated User Fees and Charges By-law".
3. The fees and charges as listed in Schedule "A" to this By-law are inclusive of Harmonized Sales Tax (HST), where indicated.
4. All fees and charges applicable under this by-law shall be payable in advance of services being rendered, except for:
  - a. Emergency services.
  - b. Actions taken by the Township to rectify failures or by-law infractions on the part of a resident, in which case, the fee payable will be in arrears and invoiced after the service or activity is provided.
  - c. Instances where the timing and conditions for payment is prescribed in agreements or contracts approved by Council.
5. In the event that any information, service, activity or use of Township property is requested by a person, and a fee or charge for such information, service, activity or use of Township property has not been specifically provided for in Schedule "A", a fee or charge shall be calculated by Township staff to appropriately recover Township costs and shall be incorporated into this By-law as soon as is practicable.

6. That payment of any fee or charge in this By-law shall be in Canadian currency.
7. All fees owing to the Township that are unpaid are considered a debt to the Township and, together with all interest and penalties accrued thereupon, may be collected by the Township by action, or may be collected by the Township on its behalf, or may be added to the property tax roll and collected in like manner as taxes.
8. The user fees and charges that comprise this By-law may not be waived upon request under any circumstances, in either full or in part, unless required or allowed by external government legislation.
9. The Treasurer is authorized to carry out the administration of this By-law, including but not limited to the enforcement thereof, the collection activity and for initiating such legal action as may be considered appropriate.
10. Should any part of this By-law, including any part of a Schedule attached hereto, be determined by a court of competent jurisdiction to be invalid or of no force, it is the stated intention of Council that such invalid part of this By-law shall be severable from this By-law and that the remainder of this By-law, including the remainder of each Schedule, as applicable, shall continue to operate and be in force.
11. That, By-laws 2022-84 and 2010-21, be and are hereby repealed.
12. That, this By-law come into force and take effect on January 1, 2024.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF DECEMBER, 2023.**

---

**MAYOR CHERYL GANANN**

---

**JESSICA DYSON, CLERK**

## **Consolidated Schedule of Fees and Charges**



Effective January 1, 2024

**Introduction**

The Township of West Lincoln depends on revenue from property taxes and user fees and charges to provide quality Township services and programs. Many of the Township’s services are funded by property taxes; however, in some cases, the Township charges a direct user fee to the individual/organization that specifically benefits from the service. Therefore, user fees and charges are established to ensure that services specific to individuals/organizations are not subsidized by all ratepayers within the Township.

The Township of West Lincoln is proud to offer the services outlined in this guide at a minimal cost to the community members that require them. The user fees and charges outlined in this document are approved via the Consolidated User Fee By-Law, and come into effect on January 1, 2024 (unless otherwise indicated).

**Disclaimer**

Where it is found that a fee in this schedule is different than an approved by-law or policy, the latter shall prevail.

The user fees and charges noted in the schedule are inclusive of the harmonized sales tax (HST) of 13%, where applicable. If an individual user fee includes HST, this is indicated in the ‘HST’ column within the fee schedule, alongside the user fee. A ‘Y’ indicates that the fee includes HST; a ‘N’ indicates that the fee is not subject to HST/does not include HST.

**Contact for More Information**

The fees and charges contained within this document represent costs for specific activities. The total cost for a service may involve multiple activities and therefore may be higher than any single activity listed. For guidance on the total cost of a service, or for more information about content within this guide, please [contact](#) the appropriate municipal staff.

**Building ..... 4**

**Cemetery ..... 11**

**Recreation ..... 12**

**Library ..... 15**

**Legislative Services ..... 16**

**Public Works ..... 17**

**Finance ..... 18**

**Utility ..... 19**

**Planning ..... 21**

**Fire ..... 24**

**By-Law ..... 26**

## 2024 FEES AND CHARGES

## SERVICE AREA: BUILDING

Description	2023 Fee	2024 Fee	Change	HST
<b>NEW CONSTRUCTION AND ADDITIONS</b>				
<b>Group A – Assembly Occupancies</b>				
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature - per sq. m.	\$20.20	\$20.81	\$0.61	N
outdoor public swimming pool	\$399.00	\$411.00	\$12.00	N
<b>Group B – Institutional Occupancies</b>				
hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. m.	\$22.14	\$22.80	\$0.66	N
<b>Group C – Residential Occupancies</b>				
single detached, semi-detached, duplex dwelling - per sq. m.	\$15.42	\$15.88	\$0.46	N
triplex, four plex, townhouse dwelling - per sq. m.	\$15.42	\$15.88	\$0.46	N
apartment building - per sq. m.	\$15.42	\$15.88	\$0.46	N
hotel / motel - per sq. m.	\$13.13	\$13.52	\$0.39	N
repeat plans for single detached, etc. - per sq. m.	\$13.11	\$13.50	\$0.39	N
garage, carport, deck, porch, shed (accessory building) - per sq. m.	\$3.89	\$4.00	\$0.12	N
finish basement in dwelling unit - per sq. m.	\$7.72	\$7.95	\$0.23	N
sunroom / solarium (not heated) - per sq. m.	\$8.48	\$8.74	\$0.25	N
swimming pool - seasonal	\$105.00	\$109.00	\$4.00	N
swimming pool - above ground	\$158.00	\$163.00	\$5.00	N
swimming pool - in ground	\$210.00	\$217.00	\$7.00	N
<b>Group D – Business and Personal Service Occupancies</b>				
office or medical building, financial institution and occupancies of a similar nature – FINISHED - per sq. m.	\$19.72	\$20.31	\$0.59	N
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$16.16	\$16.64	\$0.48	N
<b>Group E – Mercantile Occupancies</b>				
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – FINISHED - per sq. m.	\$18.26	\$18.81	\$0.55	N
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$14.52	\$14.96	\$0.44	N
<b>Group F – Industrial Occupancies</b>				
factory, plant, warehouse, industrial building and occupancies of a similar nature - per sq. m.	\$13.13	\$13.52	\$0.39	N
parking garage - per sq. m.	\$14.44	\$14.87	\$0.43	N
service station and/or car wash - per sq. m.	\$9.22	\$9.50	\$0.28	N
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles - per sq. m.	\$5.88	\$6.06	\$0.18	N
solar collectors for swimming pools	\$201.00	\$208.00	\$7.00	N
<b>Private Sewage Systems</b>				
new application and/or replacement of existing CLASS IV system	\$1,365.00	\$1,406.00	\$41.00	N
minor sewage system repair or septic tank replacement	\$630.00	\$649.00	\$19.00	N
CLASS V installation	\$630.00	\$649.00	\$19.00	N
building addition / alteration	\$368.00	\$380.00	\$12.00	N
comment on consent applications	\$368.00	\$380.00	\$12.00	N

## 2024 FEES AND CHARGES

## SERVICE AREA: BUILDING

Description	2023 Fee	2024 Fee	Change	HST
<b>Private Sewage Systems (continued)</b>				
Subdivision for each lot	\$368.00	\$380.00	\$12.00	N
Investigate complaint/site visit	\$368.00	\$380.00	\$12.00	N
Follow-up/site visit (non-routine inspections)	\$368.00	\$380.00	\$12.00	N
Analysis/report	\$368.00	\$380.00	\$12.00	N
<b>Farm Buildings</b>				
Greenhouse - per sq. m.	\$1.13	\$1.13	\$0.00	N
barn or agricultural building other than a greenhouse - per sq. m.	\$2.66	\$2.66	\$0.00	N
<b>Mobile/Portable Buildings</b>				
trailer (construction trailer/sea container)	\$289.00	\$298.00	\$9.00	N
relocatable building/portable (support structure included)	\$430.00	\$443.00	\$13.00	N
CSA certified mobile home (foundation not included)	\$318.00	\$328.00	\$10.00	N
uncertified mobile home (foundation included) - per sq. m.	\$9.62	\$9.91	\$0.29	N
mobile home foundation - per sq. m.	\$3.89	\$4.00	\$0.12	N
<b>Tents and Air Supported Structures</b>				
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 per sq. m.	\$247.00	\$255.00	\$8.00	N
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – 250 per sq. m. or more - per sq.m. over 250 sq.m.	\$2.18	\$2.25	\$0.07	N
<b>Signs</b>				
Ground sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Ground sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Ground sign - 10 sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$15.00	N
Portable ground sign (for each 30 day period or portion thereof)	\$158.00	\$163.00	\$5.00	N
Pole sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Pole sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Pole sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$15.00	N
Roof sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Roof sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Fascia/wall sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Fascia/wall sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Fascia/wall sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$15.00	N
Inflatable sign	\$158.00	\$163.00	\$5.00	N
Billboard	\$1,050.00	\$1,082.00	\$32.00	N
Permit renewal	\$158.00	\$163.00	\$5.00	N
Variance of sign regulations	\$788.00	\$812.00	\$24.00	N
Sign removal - less than 0.6 per sq. m. [6.46 per sq.ft.]	\$79.00	\$82.00	\$3.00	N
Sign removal - 0.6 per sq. m. [6.46 per sq.ft.] or greater (in addition to removal costs)	\$210.00	\$217.00	\$7.00	N
Storage fee for signs greater than 0.6 per sq. m. [6.46 per sq.ft.] (per day)	\$11.00	\$12.00	\$1.00	N



## 2024 FEES AND CHARGES

## SERVICE AREA: BUILDING

Description	2023 Fee	2024 Fee	Change	HST
<b>Designated Structures</b>				
communication tower	\$370.00	\$382.00	\$12.00	N
retaining wall, pedestrian bridge, crane, runway (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
satellite dish with structural pedestal anchored to solid concrete pier and or building structure (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$303.00	\$313.00	\$10.00	N
<b>Miscellaneous Works</b>				
roof structure (replace, modify or alter structure)	\$212.00	\$219.00	\$7.00	N
racking system (per \$1000 of construction)	\$19.41	\$20.00	\$0.59	N
installation of drainage layer & weeping tile system	\$242.00	\$250.00	\$8.00	N
minor alterations and repairs (not requiring plans)	\$177.00	\$183.00	\$6.00	N
underpinning /shoring (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
temporary stages	\$332.00	\$342.00	\$10.00	N
demising wall / party wall installation	\$183.00	\$189.00	\$6.00	N
fireplace / woodstove	\$158.00	\$163.00	\$5.00	N
<b>Fire Systems</b>				
electromagnetic locks	\$300.00	\$309.00	\$9.00	N
commercial kitchen hood & fire suppression system	\$370.00	\$382.00	\$12.00	N
fire alarm system upgrades / installations	\$492.00	\$507.00	\$15.00	N
sprinkler system upgrades / installations	\$492.00	\$507.00	\$15.00	N
standpipe system upgrades / installations	\$492.00	\$507.00	\$15.00	N
<b>Energy Projects</b>				
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy Act	\$12,942.00	\$13,331.00	\$389.00	N
Solar panels	\$318.00	\$328.00	\$10.00	N
solar collector – swimming pool	\$158.00	\$163.00	\$5.00	N
solar collector – ground mounted	\$423.00	\$436.00	\$13.00	N
solar collector – roof mounted	\$303.00	\$313.00	\$10.00	N

### ALTERATIONS AND REPAIRS

<b>Group A – Assembly Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.13	\$12.49	\$0.36	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.11	\$11.44	\$0.33	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.10	\$10.40	\$0.30	N
<b>Group B – Institutional Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$13.28	\$13.68	\$0.40	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$12.18	\$12.55	\$0.37	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$11.08	\$11.41	\$0.33	N

## 2024 FEES AND CHARGES

## SERVICE AREA: BUILDING

Description	2023 Fee	2024 Fee	Change	HST
<b>Group C – Residential Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$9.26	\$9.54	\$0.28	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$8.48	\$8.74	\$0.25	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$7.72	\$7.95	\$0.23	N
foundation only - per sq. m.	\$3.89	\$4.00	\$0.12	N
<b>Group D – Business and Personal Service Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.83	\$12.19	\$0.36	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.85	\$11.17	\$0.33	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.86	\$10.16	\$0.30	N
<b>Group E – Mercantile Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$10.89	\$11.22	\$0.33	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$9.99	\$10.29	\$0.30	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.07	\$9.34	\$0.27	N
<b>Group F – Industrial Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$7.88	\$8.12	\$0.24	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$7.22	\$7.44	\$0.22	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$6.56	\$6.77	\$0.21	N
<b>Farm Alterations</b>				
Farm buildings up to 116 sq. m. gross floor area - per building - per sq. m.	\$6.72	\$6.72	\$0.00	N
Farm buildings over 116 sq. m. gross floor area - per sq. m.	\$6.13	\$6.13	\$0.00	N
<b>Demolition</b>				
buildings less than 100 sq. m. in gross floor area	\$177.00	\$183.00	\$6.00	N
all other demolitions - per sq. m.	\$0.87	\$0.90	\$0.03	N

### PLUMBING AND SEWER

*Construction work related to plumbing and sewer installation when conducted as a component of other construction covered by a permit shall be included in the permit fee charged for that construction. Where plumbing or sewer works are done as standalone projects the following fees shall be applicable:*

<b>Single, Semi-Detached, Duplex, Triplex, Fourplex,</b>				
first six (6) fixtures	\$229.00	\$236.00	\$7.00	N
each additional fixture	\$10.35	\$11.00	\$0.65	N
<b>All Other Buildings</b>				
first five (5) fixtures	\$300.00	\$309.00	\$9.00	N
each additional fixture	\$10.35	\$11.00	\$0.65	N
<b>Sewer and Water Main Installations</b>				
<i>The fee shown below shall include all buried pipe on private property outside the building.</i>				
first fifteen (15) metres	\$177.00	\$183.00	\$6.00	N
each additional fifteen (15) metres	\$45.30	\$47.00	\$1.70	N

## 2024 FEES AND CHARGES

## SERVICE AREA: BUILDING

Description	2023 Fee	2024 Fee	Change	HST
<b>Specialized Plumbing Fixtures and Appurtenances</b>				
<i>The fee shown below shall include all plumbing contained inside the building.</i>				
back flow preventer installation (water line)	\$177.00	\$183.00	\$6.00	N
back water valve (sewer)	\$177.00	\$183.00	\$6.00	N
sump pump installation (weeping tile installation included)	\$370.00	\$382.00	\$12.00	N
grease / oil interceptor installation	\$370.00	\$382.00	\$12.00	N

### OTHER FEES

<b>Administration</b>				
minimum permit fee	\$177.00	\$183.00	\$6.00	N
transfer of permit	\$177.00	\$183.00	\$6.00	N
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$177.00	\$183.00	\$6.00	N
deferral of permit revocation (per instance)	\$177.00	\$183.00	\$6.00	N
limiting distance agreement (registered on title)	\$1,327.00	\$1,367.00	\$40.00	N
research request – Building Division Records search (per hour)	\$113.00	\$117.00	\$4.00	N
911 house number – sign, post and installation (rural lots)	\$177.00	\$183.00	\$6.00	N
911 house number – replacement of sign only	\$76.00	\$79.00	\$3.00	N
<b>Permits</b>				
change of use (under 400 sq. m.)	\$177.00	\$183.00	\$6.00	N
change of use (400 sq. m. or more) - per sq. m.	\$0.98	\$1.01	\$0.03	N
change of use (no construction required)	\$95.00	\$98.00	\$3.00	N
partial occupancy permit for unfinished buildings	\$197.00	\$203.00	\$6.00	N
<b>Inspections</b>				
non routine inspection (per hour)	\$141.00	\$146.00	\$5.00	N
illegal grow operation – general inspection	\$786.00	\$810.00	\$24.00	N
illegal grow operation – occupancy inspection	\$943.00	\$972.00	\$29.00	N
off hours inspection (per hour)	\$212.00	\$219.00	\$7.00	N
unprepared for inspection	\$141.00	\$146.00	\$5.00	N
<b>Plans Examination</b>				
stock plans examination (model plans reviewed without building permit application)	\$619.00	\$638.00	\$19.00	N
off hours plans examination (per hour) (min. 4 hours)	\$212.00	\$219.00	\$7.00	N
review of alternative solution (per hour) (min. 4 hours)	\$177.00	\$183.00	\$6.00	N
secondary plans examination (per hour)	\$177.00	\$183.00	\$6.00	N
review of revisions / amendments to permits	\$177.00	\$183.00	\$6.00	N
engineer review as determined by Chief Building Official	actual plus 10% admin	actual plus 10% admin	-	N

### CONDITIONAL / PARTIAL PERMITS

conditional building permit agreement, in addition to all applicable building permit fees – the conditional building permit fee shall be non-refundable	\$943.00	\$972.00	\$29.00	N
Building Foundation – complete to grade including all underground services (% of permit fee)	15%	15%	-	N
Completed Structural Shell – complete exterior shell without any interior finishes (% of permit fee)	55%	55%	-	N
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls (% of permit fee)	80%	80%	-	N
Complete Building – includes all tenant improvements and complete interior finishes (% of permit fee)	100%	100%	-	N

**2024 FEES AND CHARGES****SERVICE AREA: BUILDING**

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

**FEE BASED ON VALUE OF CONSTRUCTION**

for categories of construction not listed above (minimum permit fee identified in subsection 1.2 of this schedule shall apply) (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
--	---------	---------	--------	---

**PERFORMANCE / SECURITY DEPOSITS**

*The performance / security deposit is collected by the Township to provide securities for any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and finally to ensure that the permit file can be appropriately closed at the conclusion of the works. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. Where the Township incurs costs by the applicant through the course of the construction process these costs shall be deducted from the submitted deposits and upon close of the permit, any deposit funds will be refunded to the applicant. These deposits are non-interest bearing.*

single, semi, duplex, triplex, four plex, townhome	\$1,208.00	\$1,208.00	\$0.00	N
addition(s) to buildings described above where excavation is required	\$907.00	\$907.00	\$0.00	N
buildings accessory to the buildings above with construction value greater than \$3,500	\$604.00	\$604.00	\$0.00	N
construction projects other than those described above (Site Plan Agreement IS required)	\$1,510.00	\$1,510.00	\$0.00	N
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$3,019.00	\$3,019.00	\$0.00	N
demolition project	\$907.00	\$907.00	\$0.00	N
moving a building	\$1,208.00	\$1,208.00	\$0.00	N
swimming pool - seasonal	\$0.00	\$0.00	\$0.00	N
swimming pool - above ground	\$263.00	\$263.00	\$0.00	N
swimming pool - in ground	\$525.00	\$525.00	\$0.00	N

**LOT GRADING**

*The lot grading deposit is collected by the Township to provide securities to ensure compliance with the Calculated lot grading plan submitted with the application. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. These deposits are non-interest bearing.*

**Lot Grading Deposit**

each dwelling on property in a plan of subdivision that HAS NOT already been assumed by the Township	\$1,208.00	\$1,208.00	\$0.00	N
each dwelling on property other than those listed above	\$1,812.00	\$1,812.00	\$0.00	N

*Where an applicant requests an extension for the completion of lot grading to allow occupancy of the dwelling in a plan of subdivision or plan of condominium to occur prior to the completion of lot grading in accordance with Article 3.6.4 of the Building by-law, any such request shall be accompanied by the following applicable deposit(s) as specified below for each dwelling having occupancy being requested. These deposits are non-interest bearing.*

**Occupancy despite Incomplete Lot Grading Deposit**

single detached, semi-detached, duplex dwellings	\$4,200.00	\$4,325.00	\$125.00	N
triplex, four plex, street townhouse dwellings	\$3,623.00	\$3,730.00	\$107.00	N
condominium townhouse dwellings	\$3,019.00	\$3,110.00	\$91.00	N
any dwelling type other than those listed above	\$2,415.00	\$2,490.00	\$75.00	N

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

**CONDITIONAL PERMIT**

*In the case of a conditional permit the applicant shall submit a conditional permit deposit which shall be calculated by the Chief Building Official to be a percentage of the value of construction as prescribed below. The conditional permit deposit shall be submitted as a condition of a Conditional Permit Agreement whereby the agreement shall establish a limitation to the extent of permitted construction. Where an applicant exceeds the limitations set out by the Conditional Permit Agreement, the Applicant shall be deemed to be in breach of the said agreement and as such the conditional permit deposit, in its entirety, shall be forfeited to the Township.*

conditional building permit deposit (Minimum \$5,000) - % of constuction value	10%	10%	-	N
--	-----	-----	---	---

## 2024 FEES AND CHARGES

## SERVICE AREA: CEMETERY

Description	2023 Fee	2024 Fee	Change	HST
<b>LOTS</b>				
<i>Care and Maintenance (C&amp;M) is prescribed by the Bereavement Authority of Ontario.</i>				
<b>Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$942.80	\$972.00	\$29.20	Y
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
Cremation (4' x 10' lot)				
Lot Charge	\$942.80	\$972.00	\$29.20	Y
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
<b>Non-Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,414.20	\$1,457.00	\$42.80	Y
Care & Maintenance - 40% of Total Charge	\$942.80	\$972.00	\$29.20	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,414.20	\$1,457.00	\$42.80	Y
Care & Maintenance - 40% of Total Charge	\$942.80	\$972.00	\$29.20	Y
<b>Military</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
Cremation (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
<b>INTERMENT SERVICES</b>				
<b>Full Burial</b>				
Regular Hours	\$1,518.90	\$1,565.00	\$46.10	Y
Weekend/Holidays	\$1,967.00	\$2,027.00	\$60.00	Y
<b>Cremation</b>				
<i>* Note: there will be an additional charge of \$50.00 for any urn/box larger than 16"x16"</i>				
Regular Hours	\$523.80	\$540.00	\$16.20	Y
Weekend/Holidays	\$593.60	\$612.00	\$18.40	Y
<b>Infant/Child</b>				
Regular Hours	\$750.80	\$774.00	\$23.20	Y
Weekend/Holidays	\$750.80	\$774.00	\$23.20	Y
<b>Double Depth</b>				
Regular Hours	\$1,967.00	\$2,027.00	\$60.00	Y
Weekend/Holidays	\$2,479.20	\$2,554.00	\$74.80	Y
<b>OTHER SERVICES</b>				
<b>Foundations</b>				
Foundations (per sq. inch)	\$1.80	\$1.85	\$0.05	Y
Flat Marker	\$238.60	\$246.00	\$7.40	Y
<b>Corner Markers</b>				
Installation of Corner Markers - each	\$29.10	\$30.00	\$0.90	Y
<b>Care and Maintenance</b>				
Flat Marker, over 172 square inches	\$113.00	\$117.00	\$4.00	Y
Upright Marker, up to 4 feet	\$226.00	\$233.00	\$7.00	Y
Upright Marker, over 4 feet	\$452.00	\$466.00	\$14.00	Y
<b>Miscellaneous</b>				
Cemetery staff charge-out rate (per hour)	\$103.60	\$107.00	\$3.40	Y
Disinterment	Actual + 10% admin	Actual + 10% admin	-	Y

## 2024 FEES AND CHARGES

## SERVICE AREA: RECREATION

Description	2023 Fee	2024 Fee	2025 Fee	HST
-------------	----------	----------	----------	-----

### ARENA FACILITY

*Note: Changes are effective September 1, which coincides with the start of the season.*

*Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays*

*Non-Prime - Weekdays (6AM to 5PM)*

Public Skating (per person)	\$3.00	\$3.00	\$4.00	Y
Preschool Skating (per person)	\$3.00	\$3.00	\$4.00	Y
Adult Skating (per person)	\$3.00	\$3.00	\$4.00	Y
Stick & Puck (per person)	N/A	\$3.00	\$4.00	Y
Public Skating/Preschool/Adult Discount Card (10 uses)	\$25.00	\$25.00	\$35.00	Y
Shinny Hockey (per person)	\$5.00	\$6.00	\$7.00	Y
Prime (per hour)	\$228.00	\$235.00	\$243.00	Y
Non-Prime (per hour)	\$155.00	\$160.00	\$165.00	Y
Arena Floor Rental (per hour)	\$67.00	\$70.00	\$73.00	Y
Local Schools and Local Home Schools (per hour)	\$78.00	\$81.00	\$84.00	Y
<b>West Lincoln Figure Skating Club</b>				
Prime (per hour)	\$155.00	\$160.00	\$165.00	Y
Non-Prime (per hour)	\$106.00	\$110.00	\$114.00	Y
<b>West Niagara Minor Hockey Association</b>				
Prime (per hour)	\$166.00	\$171.00	\$177.00	Y
Non-Prime (per hour)	\$106.00	\$110.00	\$114.00	Y

### COMMUNITY ROOMS & GYMNASIUM

*Note: Rental times must include set up & take down time*

*Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays*

*Non-Prime - Weekdays (6AM to 5PM)*

#### Community Room (3 available)

Prime (per hour) - up to 4 hours	\$28.00	\$29.00	\$30.00	Y
Prime (daily) - more than 4 hours	\$139.00	\$144.00	\$149.00	Y
Non-Prime (per hour) - up to 4 hours	\$18.00	\$19.00	\$20.00	Y
Non-Prime (daily) - more than 4 hours	\$84.00	\$87.00	\$90.00	Y
Kitchenette (per hour) - maximum charge of \$80	\$18.00	\$16.00	\$17.00	Y

#### Gymnasium

##### Full Gymnasium

Prime (per hour) - up to 4 hours	\$34.00	\$36.00	\$38.00	Y
Prime (daily) - more than 4 hours	\$166.00	\$171.00	\$177.00	Y
Non-Prime (per hour) - up to 4 hours	\$23.00	\$24.00	\$25.00	Y
Non-Prime (daily) - more than 4 hours	\$112.00	\$116.00	\$120.00	Y

##### Half Gymnasium

Hourly Prime (up to 4 hours)	\$18.00	\$19.00	\$20.00	Y
Daily Prime (more than 4 hours)	\$84.00	\$87.00	\$90.00	Y
Hourly Non-Prime (up to 4 hours)	\$12.00	\$13.00	\$14.00	Y
Daily Non-Prime (more than 4 hours)	\$56.00	\$58.00	\$60.00	Y
Gym Kitchenette (per hour) - maximum charge of \$80	\$18.00	\$16.00	\$17.00	Y

### PARKS AND OUTDOOR FACILITIES

#### West Lincoln Youth Sports Associations

Soccer/Football/Baseball Youth 0-8 years (per person)	\$13.00	\$14.00	\$15.00	Y
Soccer/Football/Baseball Youth 8+ (per person)	\$15.00	\$16.00	\$17.00	Y
Field with lights (per hour)	\$24.00	\$25.00	\$26.00	Y
Tournament (per field, per day ie. 8 hours or more)	\$54.00	\$56.00	\$58.00	Y

#### Adult

Field without lights (per hour)	\$24.00	\$25.00	\$26.00	Y
Field with lights (per hour) 8PM to 11PM - minimum	\$37.00	\$39.00	\$41.00	Y
Tournament (per field, per day ie. 8 hours or more)	\$231.00	\$238.00	\$246.00	Y



**2024 FEES AND CHARGES****SERVICE AREA: RECREATION**

Description	2023 Fee	2024 Fee	2025 Fee	HST
<b>Schools - Local Schools &amp; Local Home Schools</b>				
Local Track/Cross Country Meet (per day)	\$54.00	\$56.00	\$58.00	Y
Local Soccer/Football/Baseball Daytime (per hour)	\$17.00	\$18.00	\$19.00	Y
Local Soccer/Football/Baseball Evening/Weekend (per hour)	\$24.00	\$25.00	\$26.00	Y
Local Soccer/Football/Baseball Evening/Weekend Tournament	\$231.00	\$238.00	\$246.00	Y
<b>Pavilion &amp; Bandshell</b>				
Full Day Pavilion (includes hydro)	\$75.00	\$78.00	\$81.00	Y
Half Day Pavilion (includes hydro)	\$43.00	\$45.00	\$47.00	Y
Band Shell - up to 4 hours (includes hydro)	\$292.00	\$301.00	\$311.00	Y
Band Shell (per day) - includes hydro	\$466.00	\$480.00	\$495.00	Y
<b>PROGRAMS, CLASSES, &amp; CAMPS</b>				
<i>Seniors (55+) eligible for 10% Fitness Discount (exception Tai Chi &amp; Drop In).</i>				
10 Class Adult Registered Program	\$92.00	\$95.00	\$98.00	Y
Youth Registered Program	N/A	\$57.00	\$59.00	N
Family Registered Program	N/A	\$125.00	\$129.00	Y
Pay As You Go	\$10.00	\$15.00	\$15.00	Y
Tai Chi First Timers	\$43.00	\$45.00	\$47.00	Y
Tai Chi Returning	\$27.00	\$28.00	\$29.00	Y
Registered Program Cancellation by User (non-refundable)	N/A	\$15.00	\$15.00	N
<b>Drop In</b>				
Drop In Youth Gym Program	\$3.00	\$3.00	\$4.00	Y
Drop In Youth Gym Discount Card (10 uses)	\$15.00	\$15.00	\$20.00	Y
Drop In Adult Gym Program	\$5.00	\$5.00	\$5.00	Y
Drop In Adult Gym Discount Card (10 uses)	\$41.00	\$41.00	\$41.00	Y
Drop In Senior Gym Program	\$3.00	\$3.00	\$4.00	Y
Drop In Senior Gym Discount Card (10 uses)	\$25.00	\$25.00	\$30.00	Y
Drop in Family Fee (max. 2 adults, 4 children)	N/A	\$15.00	\$16.00	Y
Drop in Family Fee Discount Card (10 uses)	N/A	\$100.00	\$100.00	Y
<b>Camps</b>				
Early Bird (per week)	\$139.00	N/A	N/A	N
Regular Five-Day (per week)	\$153.00	\$153.00	\$158.00	N
Four-Day Week (Due to Township Holiday)	N/A	\$122.00	\$126.00	N
March Break Camp	\$148.00	\$153.00	\$158.00	N
Extended Care (7:30AM to 9:00AM OR 3:30PM to 5:30PM)	\$7.00	\$7.00	\$8.00	N
Late Pick Up (per 15 minutes)	\$12.00	\$13.00	\$14.00	N
Camp Cancellation by User (non-refundable)	N/A	\$15.00	\$15.00	N
<b>Harvest Routes Workshops</b>				
Adult Workshop - Adults (non-refundable)	\$20.00	\$20.00	\$21.00	Y
Adult Workshop - Seniors (55+)	\$15.00	N/A	N/A	Y
Kid/Youth Workshop (non-refundable)	\$10.00	\$11.00	\$12.00	N
<b>DIGITAL ROAD SIGN</b>				
Per Day	\$19.00	\$20.00	\$21.00	Y
Per Week	\$83.00	\$86.00	\$89.00	Y
<b>HANGING BASKET &amp; TRAFFIC ISLAND SPONSORSHIP</b>				
Hanging Basket	\$125.00	\$129.00	\$133.00	N
Traffic Island	\$1,300.00	\$1,339.00	\$1,380.00	N



**2024 FEES AND CHARGES****SERVICE AREA: RECREATION**

Description	2023 Fee	2024 Fee	2025 Fee	HST
-------------	----------	----------	----------	-----

**FARMER'S MARKET**

<i>All vendors are provided with a 10'X10' space.</i>				
Full Season Vendor (includes FMO insurance)	\$365.00	\$376.00	\$388.00	Y
VQA Wineries and Stores (must provide insurance)	N/A	\$376.00	\$388.00	Y
Additional Space for Full Season Vendor (10' x 10')	\$117.00	\$121.00	\$125.00	Y
Half Season Vendor (includes FMO insurance)	\$210.00	\$217.00	\$224.00	Y
Temporary Vendor (per week) - limited to 4 weeks (includes FMO insurance)	\$45.00	\$55.00	\$57.00	Y
Registered Charity and Young Entrepreneurs (under 18)	N/A	\$0.00	\$0.00	N
Market Shopping Bags - For Purchase	\$10.00	N/A	N/A	Y

**2024 FEES AND CHARGES****SERVICE AREA: LIBRARY**

Description	2023 Fee	2024 Fee	Change	HST
<b>COPY/PRINTING</b>				
Computer Printout, Black Ink (per page)	\$0.25	\$0.25	\$0.00	N
Computer Printout, Colour Ink (per page)	\$0.50	\$0.50	\$0.00	N
<b>LOST OR DAMAGED MATERIAL</b>				
Membership Card Replacement	\$1.50	\$1.50	\$0.00	N
Material Lost/Damaged (per book)	Cost + \$5.00 processing charge	Cost + \$5.00 processing charge	-	N
<b>PROGRAMS</b>				
Program and Event Registration (per person)	Actual cost	Actual cost	-	N
<b>LIBRARY ROOMS</b>				
<i>Note: Rental times must include set up &amp; take down time</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (8AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (8AM to 5PM)</i>				
<b>Smithville - Program Room 51' x 22'</b>				
Prime (per hour) - up to 4 hours	\$37.00	\$39.00	\$2.00	N
Prime (daily) - more than 4 hours	\$178.00	\$184.00	\$6.00	N
Non-Prime (per hour) - up to 4 hours	\$22.00	\$23.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$106.00	\$110.00	\$4.00	N
Kitchen (per hour) - up to 4 hours	\$18.00	\$19.00	\$1.00	N
Kitchen (daily) - more than 4 hours	N/A	\$91.00	-	N
<b>Smithville - Board Room 22' x 15'</b>				
Prime (per hour) - up to 4 hours	\$12.00	\$13.00	\$1.00	N
Prime (daily) - more than 4 hours	\$56.00	\$58.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$7.00	\$8.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$28.00	\$29.00	\$1.00	N
<b>Caistorville - Board Room 20' x 12'</b>				
Prime (per hour) - up to 4 hours	\$12.00	\$13.00	\$1.00	N
Prime (daily) - more than 4 hours	\$56.00	\$58.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$7.00	\$8.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$28.00	\$29.00	\$1.00	N
<b>Wellandport Program Room 31' x 16'</b>				
Prime (per hour) - up to 4 hours	\$18.00	\$19.00	\$1.00	N
Prime (daily) - more than 4 hours	\$84.00	\$87.00	\$3.00	N
Non-Prime (per hour) - up to 4 hours	\$10.00	\$11.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$45.00	\$47.00	\$2.00	N
<b>MAKERSPACE PROJECT CREATION</b>				
Permanent Vinyl Sheet (12" x 12")	Actual cost	\$1.00	-	N
Iron-On Vinyl Sheet (12" x 12")	Actual cost	\$1.50	-	N
Felt (12" x 12")	Actual cost	\$1.00	-	N
Cardstock Sheet (8" x 11.5")	Actual cost	\$0.25	-	N
Sticker Paper - Matte (8" x 11.5")	Actual cost	\$1.50	-	N
Sticker Paper - Glossy (8" x 11.5")	Actual cost	\$1.50	-	N
3-D Filament (per gram)	Actual cost	\$0.15	-	N
Custom Button	Actual cost	\$1.00	-	N

**2024 FEES AND CHARGES****SERVICE AREA: LEGISLATIVE SERVICES**

Description	2023 Fee	2024 Fee	Change	HST
<b>COMMISSIONER</b>				
Oaths - Resident	\$11.00	\$12.00	\$1.00	N
Oaths - Non-Resident	\$14.00	\$15.00	\$1.00	N
Oaths - Resident 65 years or older for pension eligibility	\$0.00	\$0.00	\$0.00	N
Oaths - Students (must provide proof of school ID)	\$0.00	\$0.00	\$0.00	N
Preparation of Affidavit/Declaration	\$20.00	\$21.00	\$1.00	N
Burial Permit/Death Registration for Non-Residents	\$20.00	\$21.00	\$1.00	N

**INFORMATION REQUESTS**

<b>Freedom of Information and Protection of Privacy Act</b>				
<i>These fees are set per The Freedom of Information and Protection of Privacy Act legislation. Therefore, the fees are subject to change per legislation.</i>				
Mandatory Application Fee	\$5.00	\$5.00	\$0.00	N
Photocopies & computer printouts (per page)	\$0.20	\$0.20	\$0.00	N
Computer disk/flash drive (per unit)	\$10.00	\$10.00	\$0.00	N
Manual record search (per 15 minutes, per person)	\$7.50	\$7.50	\$0.00	N
Record preparation for release (per 15 minutes, per person)	\$7.50	\$7.50	\$0.00	N
Develop computer program (per 15 minutes, per person)	\$15.00	\$15.00	\$0.00	N
Shipping costs to send records	Actual costs	Actual costs	-	N
<b>Non-Freedom of Information Requests</b>				
Staff time charge-out rate (per hour)	\$92.00	\$95.00	\$3.00	N
Photocopies & computer printouts (per page)	\$0.30	\$0.40	\$0.10	N

**NOMINATION FILING**

<i>These fees are set per The Municipal Act legislation, therefore subject to change per that legislation. Upon satisfactory submission of a financial statement, these fees are refundable.</i>				
Mayor	\$200.00	\$200.00	\$0.00	N
Members of Council	\$100.00	\$100.00	\$0.00	N

**LICENSES**

<i>License application fees are to be paid upfront as part of the application process. If the license application is denied by Council or its designee, the license fee will be returned, less a non-refundable fee as noted below.</i>				
Marriage License	N/A	\$130.00	-	N
Lottery (per AGCO)	3% of prizes	3% of prizes	-	N
Non-Resident Small Game Hunting	\$8.00	\$25.00	\$17.00	N
Trailer Parks (per park, per year)	\$750.00	\$773.00	\$23.00	N
Refreshment Vehicle (per vehicle, per year)	\$300.00	\$309.00	\$9.00	N
Refreshment Vehicle (per vehicle, per day)	\$100.00	\$103.00	\$3.00	N
Refreshment Cart (per cart, per year)	\$300.00	\$309.00	\$9.00	N
Refreshment Cart (per cart, per day)	\$100.00	\$103.00	\$3.00	N
Refreshment Cycle (first cycle, per year)	\$300.00	\$309.00	\$9.00	N
Refreshment Cycle (each additional cycle, per year)	\$75.00	\$78.00	\$3.00	N
Refreshment Cycle (first cycle, per day)	\$50.00	\$52.00	\$2.00	N
Refreshment Cycle (each additional cycle, per day)	\$12.50	\$13.00	\$0.50	N
Non-refundable fee if license denied	\$75.00	\$78.00	\$3.00	N

**2024 FEES AND CHARGES****SERVICE AREA: PUBLIC WORKS**

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

**GENERAL FEES**

Engineering Reports/ Drawings/ Studies - Printed (per page)	\$0.30	\$0.40	\$0.10	N
Curb & Sidewalk Repair	Actual + 10% admin	Actual + 10% admin	-	Y
Driveway/ Entrance	Actual + 10% admin	Actual + 10% admin	-	Y
Culvert Installation	Actual + 10% admin	Actual + 10% admin	-	Y
Culvert Inspection	\$150.00	\$155.00	\$5.00	N
Culvert Deposit, non-interest bearing (refundable upon final inspection approval)	\$1,250.00	\$1,250.00	\$0.00	N
Road Occupancy/Encroachment Permit	\$0.00	\$100.00	\$100.00	N

**OVERSIZE/OVERWEIGHT LOAD**

Single Trip	\$51.50	\$54.00	\$2.50	N
Three Month	\$103.00	\$107.00	\$4.00	N
Annually	\$154.50	\$160.00	\$5.50	N

**STAFF AND EQUIPMENT CHARGE-OUT RATES**

<b>Vehicles (per hour)</b>				
<i>Based on the Ontario Provincial Standards Specifications, Schedule of Rental Rates.</i>				
Pick-Up 4X4	\$29.00	\$41.00	\$12.00	Y
Grader	\$126.90	\$155.00	\$28.10	Y
Tandem	\$81.50	\$95.00	\$13.50	Y
One Ton	\$29.00	\$50.00	\$21.00	Y
Backhoe	\$59.05	\$70.00	\$10.95	Y
Van & 2-Wheel Drive Pick-Up	\$27.60	\$39.00	\$11.40	Y
<b>Employees (per hour)</b>				
Truck Driver	\$52.90	\$55.00	\$2.10	Y
Backhoe Operator	\$62.30	\$65.00	\$2.70	Y
Grader Operator	\$62.30	\$65.00	\$2.70	Y
Water & Wastewater Operator	\$62.30	\$65.00	\$2.70	Y
Engineering/Managerial Staff	\$98.90	\$102.00	\$3.10	Y

**2024 FEES AND CHARGES****SERVICE AREA: FINANCE**

Description	2023 Fee	2024 Fee	Change	HST
<b>GENERAL FINANCE</b>				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$35.00	\$0.00	N
Inter-Account Transfer of Customer-Made Payment	\$12.00	\$13.00	\$1.00	N
Refund of Customer-Made Incorrect Payment on Account	\$45.00	\$45.00	\$0.00	N
Penalty for Late Account Payment (per month)	1.25%	1.25%	-	N
Replacement of Lost/Stolen Vendor Cheque	\$42.00	\$44.00	\$2.00	N
Invoice Bill-Back Administration	\$10.00	\$11.00	\$1.00	N
Tax & Water Certificate	\$47.00	\$50.00	\$3.00	N
Tax & Water Certificate - Rush (within 1 business day)	\$52.00	\$55.00	\$3.00	N
Information/Special Requests - staff time charge-out rate (per hour)	N/A	Actual costs + 10% admin	-	Y

**PROPERTY TAX**

<b>General</b>				
Penalty for Late Tax Account Payment (per month)	1.25%	1.25%	-	N
Tax Bill - Duplicate Copy	\$8.00	\$9.00	\$1.00	N
Tax Statement	\$8.00	\$9.00	\$1.00	N
New Roll Number Account Set-Up (per roll)	\$42.00	\$44.00	\$2.00	N
Mortgage Company Administration - New	\$21.00	\$22.00	\$1.00	N
Overdue Water Account Transfer to Taxes	\$35.00	\$37.00	\$2.00	Y
Overdue Non-Water Account Transfer to Taxes	\$47.00	\$49.00	\$2.00	Y
POA Administration/AMP Fines Added to Taxes	\$47.00	\$49.00	\$2.00	N
<b>Tax Registration</b>				
Preparation of Extension Agreement	\$355.00	\$366.00	\$11.00	N
Tax Registration Charges per External Vendor(s)	Actual costs	Actual costs	-	N
Tax Sale Charges per External Vendor(s)	Actual costs	Actual costs	-	N

**DEVELOPMENT CHARGE ACT ADMINISTRATION**

Payment Default under Development Charge Act Section 26.1 Instalment Arrangement	\$412.00	\$425.00	\$13.00	N
Interest Rate under Development Charge (DC) Act Sections 26.1 and 26.2	Per DC Act legislation	Per DC Act legislation	-	N

## 2024 FEES AND CHARGES

## SERVICE AREA: UTILITY

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

### WATER & WASTEWATER RATES

*Note: Changes are effective July 1 of each year.*

#### Metered Water Rates

Consumptive Rate (per cubic metre)	\$1.63	\$1.71	\$0.08	N
Quarterly Base Charge - 5/8" Meter	\$45.70	\$47.99	\$2.29	N
Quarterly Base Charge - 3/4" Meter	\$45.70	\$47.99	\$2.29	N
Quarterly Base Charge - 1" Meter	\$114.25	\$119.96	\$5.71	N
Quarterly Base Charge - 1 1/4" Meter	\$171.36	\$179.93	\$8.57	N
Quarterly Base Charge - 1 1/2" Meter	\$228.49	\$239.92	\$11.43	N
Quarterly Base Charge - 2" Meter	\$365.58	\$383.86	\$18.28	N
Quarterly Base Charge - 3" Meter	\$731.17	\$767.73	\$36.56	N
Quarterly Base Charge - 4" Meter	\$1,142.46	\$1,199.58	\$57.12	N
Quarterly Base Charge - 6" Meter	\$2,284.89	\$2,399.13	\$114.24	N
Quarterly Base Charge - 8" Meter	\$3,655.81	\$3,838.61	\$182.80	N

#### Metered Wastewater Rates

Consumptive Rate (per cubic metre)	\$1.93	\$1.97	\$0.04	N
Quarterly Base Charge - 5/8" Meter	\$105.36	\$110.62	\$5.26	N
Quarterly Base Charge - 3/4" Meter	\$105.36	\$110.62	\$5.26	N
Quarterly Base Charge - 1" Meter	\$263.41	\$276.58	\$13.17	N
Quarterly Base Charge - 1 1/4" Meter	\$395.09	\$414.84	\$19.75	N
Quarterly Base Charge - 1 1/2" Meter	\$526.80	\$553.14	\$26.34	N
Quarterly Base Charge - 2" Meter	\$842.86	\$885.00	\$42.14	N
Quarterly Base Charge - 3" Meter	\$1,685.72	\$1,770.01	\$84.29	N
Quarterly Base Charge - 4" Meter	\$2,633.93	\$2,765.63	\$131.70	N
Quarterly Base Charge - 6" Meter	\$5,267.87	\$5,531.26	\$263.39	N
Quarterly Base Charge - 8" Meter	\$8,428.59	\$8,850.02	\$421.43	N

#### Bulk Water Filling Station Rate

Consumptive Rate (per cubic metre)	\$2.21	\$2.32	\$0.11	N
------------------------------------	--------	--------	--------	---

### FINANCE UTILITY ADMINISTRATION

New Bulk Water Account Set Up Fee (Permanent and Temporary)	\$45.00	\$47.00	\$2.00	Y
New Bulk Water Account Credit Check	N/A	Actual costs	-	Y
New Metered Account Set Up Fee	\$16.00	\$17.00	\$1.00	Y
Penalty for Late Water Account Payment (per quarter)	5%	5%	-	N
Penalty for Late Bulk Water Payment (per month)	1.25%	1.25%	-	N
Final Reminder Notice for Overdue Accounts	\$23.00	\$24.00	\$1.00	N
Minimum Bulk Water Usage	\$15.00	\$16.00	\$1.00	N
Water Bill - Duplicate Copy	\$8.00	\$9.00	\$1.00	N
Water Statement	\$8.00	\$9.00	\$1.00	N
Bulk Water Deposit, non-interest bearing (refundable upon closure of account in good standing)	\$350.00	\$400.00	\$50.00	N
Water Meter Box Deposit, non-interest bearing (refundable upon closure of customer in good standing)	\$5,000.00	\$5,000.00	\$0.00	N
Collection Charges per External Vendor(s)	Actual costs	Actual costs	-	N

## 2024 FEES AND CHARGES

## SERVICE AREA: UTILITY

Description	2023 Fee	2024 Fee	Change	HST
<b>PUBLIC WORKS UTILITY ADMINISTRATION</b>				
<b>Installation of Water Meter &amp; Service Pipe</b>				
<i>The cost of installing a Township owned water meter in each unit of a subdivision/ multi-unit building, and each new building.</i>				
Installation of New 5/8" Meter (includes installation)	\$620.00	\$660.00	\$40.00	N
Installation of New 3/4" Meter (includes installation)	\$680.00	\$725.00	\$45.00	N
Installation of New 1" Meter (includes installation)	\$810.00	\$865.00	\$55.00	N
Installation of New 1 1/4" Meter (includes installation)	\$810.00	\$865.00	\$55.00	N
Installation of New 1 1/2" Meter (includes installation)	\$1,230.00	\$1,300.00	\$70.00	N
Cost of New 2" Meter (excludes installation)	\$1,380.00	\$1,475.00	\$95.00	N
Cost of New 3" Meter (excludes installation)	\$4,820.00	\$5,100.00	\$280.00	N
Cost of New 4" Meter (excludes installation)	\$6,190.00	\$6,500.00	\$310.00	N
Cost of New 6" Meter (excludes installation)	\$9,500.00	\$10,000.00	\$500.00	N
Cost of New 8" Meter (excludes installation)	\$13,340.00	\$14,250.00	\$910.00	N
<i>The cost of installing each water service from the watermain in or under any highway to the limits of the private property.</i>				
Installation of New 3/4" Service (meter not included)	Actual + 10% admin	Actual + 10% admin	-	N
Installation of New Service Exceeding 3/4" (meter not included)	Actual + 10% admin	Actual + 10% admin	-	N
Tapping Service Exceeding 3/4" up to 2"	\$277.00	\$286.00	\$9.00	N
Public Sewer Hook-Up	Actual + 10% admin	Actual + 10% admin	-	N
<b>Other Charges</b>				
Water Turn On/Off - During Normal Business Hours	\$80.00	\$85.00	\$5.00	N
Water Turn On/Off - Outside Normal Business Hours	\$240.00	\$250.00	\$10.00	N
Water Same Day Read Request	\$100.00	\$125.00	\$25.00	N
<b>Water On Construction (Flat Rate)</b>				
Residential	\$258.00	\$266.00	\$8.00	N
Commercial, Industrial and Institutional	\$412.00	\$425.00	\$13.00	N

## 2024 FEES AND CHARGES

## SERVICE AREA: PLANNING

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

<i>Note: Application fees do not apply to applications initiated by Niagara Region within the limits of Township.</i>				
<i>Pre-Consultation Meeting fees consistent with Niagara Region and Area Municipalities.</i>				
<i>All fees shall be payable in cash to Township prior to and as a condition of the Township signing and registering the executed agreement. Where needed, legal fees are billed back to the applicant.</i>				
<i>*Should development have commenced prior to a planning application being fully approved and completed, an additional fee of \$1,200.00 shall be applied to the base fee, as an extra administrative fee.</i>				
<i>**Applications submitted prior to July 1, 2022 application fee categories remain applicable (Includes Subsequent Versions of the Development Names).</i>				
<i>***In accordance with recent Provincial legislation and the Township's Official Plan Implementation policies for deeming a complete application, a preliminary submission package is required to review the technical studies, plans/drawings, engineering requirements including costs, and any other documentation identified at the time of the pre-consultation meeting. The Township Staff and commenting agencies must sign off on the preliminary submission package prior to the formal application including the applicable fees are submitted, at which time the application is deemed complete and the mandatory timelines for the necessary approvals commence.</i>				

### OFFICIAL PLAN AND ZONING

Official Plan Amendment*/*** - broken down as:	\$11,940.00	\$12,537.00	\$597.00	N
Preliminary Submission***		\$4,179.00		
Formal Submission		\$8,358.00		
Zoning By-law Amendment*/*** - broken down as:	\$9,630.00	\$10,112.00	\$482.00	N
Preliminary Submission***		\$3,370.00		
Formal Submission		\$6,742.00		
Combined Office Plan Amendment/Zoning By-law Amendment*/*** - broken down as:	\$16,180.00	\$16,989.00	\$809.00	N
Preliminary Submission***		\$5,663.00		
Formal Submission		\$11,326.00		
Zoning By-law Amendment (Condition of Consent)	\$4,820.00	\$5,061.00	\$241.00	N
Removing of (H) Holding Provision	\$1,670.00	\$1,754.00	\$84.00	N
Part Lot Control – Removal of Part Lot Control (per lot/block)	\$2,290.00	\$2,405.00	\$115.00	N
Temporary Use Agreement	\$3,190.00	\$3,350.00	\$160.00	N
Temporary Use By-law	\$3,640.00	\$3,822.00	\$182.00	N
Extension to Temporary Use By-law	\$3,190.00	\$3,350.00	\$160.00	N
Deeming By-law	\$1,090.00	\$1,145.00	\$55.00	N
Zoning Compliance	\$240.00	\$252.00	\$12.00	N
Written Property Reports	\$240.00	\$252.00	\$12.00	N

### BLOCK PLANS

Block Plan Application (Base Fee)	\$30,900.00	\$32,445.00	\$1,545.00	N
Block Plan Application (per hectare for total block that is above Base Fee)	\$1,030.00	\$1,082.00	\$52.00	N

### SUBDIVISION/CONDOMINIUM

Draft Plan of Condominium Application (Base Fee)*** - broken down as:	\$18,490.00	\$19,415.00	\$925.00	N
Preliminary Submission***		\$6,470.00		
Formal Submission		\$12,945.00		
Condominium Conversion	\$14,820.00	\$15,561.00	\$741.00	N
Condominium Amalgamation	\$2,360.00	\$2,478.00	\$118.00	N
Exemption of Draft Plan of Condominium Approval	\$2,690.00	\$2,825.00	\$135.00	N
Draft Plan of Subdivision Application (Base Fee, up to 10 hectares)*** - broken down as:	\$21,400.00	\$22,470.00	\$1,070.00	N
Preliminary Submission***		\$7,490.00		
Formal Submission		\$14,980.00		



## 2024 FEES AND CHARGES

## SERVICE AREA: PLANNING

Description	2023 Fee	2024 Fee	Change	HST
Draft Plan of Subdivision Application (Per hectare above 10 hectares, plus Base Fee)	\$1,430.00	\$1,502.00	\$72.00	N
Extension to Draft Plan Approval of Subdivision or Condominium	\$1,700.00	\$1,785.00	\$85.00	N
Red-Line Revisions to Draft Plan Approval of Subdivision or Condominium	\$3,640.00	\$3,822.00	\$182.00	N
Final Approval of Plan of Condominium or Subdivision (Includes Clearing Conditions)	\$3,600.00	\$3,780.00	\$180.00	N
Condominium or Subdivision Agreement**	\$12,500.00	\$13,125.00	\$625.00	N
Amendment to Draft Plan of Subdivision or Condominium Agreement	\$8,520.00	\$8,946.00	\$426.00	N
Street Naming for New Subdivisions	\$1,840.00	\$1,932.00	\$92.00	N

### SITE PLAN

Site Plan Approval Application (Initial or Amendment where New Agreement Required) (Includes residential developments with >10 units)*** - broken down as:	\$8,470.00	\$8,994.00	\$524.00	N
<i>Preliminary Submission***</i>		\$2,965.00		
<i>Formal Submission</i>		\$5,929.00		
Site Plan Approval Application (Initial or Amendment where no Agreement Required)*	\$3,420.00	\$3,591.00	\$171.00	N
Red-Line Revisions to a Site Plan	\$3,640.00	\$3,822.00	\$182.00	N
Discharge of a Site Plan Agreement	\$1,490.00	\$1,565.00	\$75.00	N

### DEVELOPMENT/FRONT-END/PRE-SERVICING AGREEMENT

Development Agreement (Includes residential developments with 10 units or less)*** - broken down as:	\$8,470.00	\$8,994.00	\$524.00	N
<i>Preliminary Submission***</i>		\$2,965.00		N
<i>Formal Submission</i>		\$5,929.00		
Front-End Financing Agreement (Includes legal fees for registration, initial engineering review fee, third-party agreement review, Part 12 fees, etc.)	N/A	Actual costs	-	N
Pre-Servicing Agreement (Includes legal fees for registration, initial engineering review fee, per phase or block)	N/A	\$8,994.00	-	N

### PRE-CONSULTATION

Pre-Consultation Meeting/Development Applications (Deduct fee towards other planning fees outlined above if complete application is received within 1 year of the pre-consultation meeting)	\$310.00	\$500.00	\$190.00	N
Consultation Process for Telecommunication Facilities	\$2,110.00	\$2,216.00	\$106.00	N

### MISCELLANEOUS

Approval of Road Opening/Upgrade (Allow access to build)	\$1,700.00	\$1,785.00	\$85.00	N
Adjournment/Rescheduling Fee for public meeting	\$340.00	\$357.00	\$17.00	N
Closing of Road Allowance	\$350.00	\$368.00	\$18.00	N
Closing of Road Allowance Deposit, non-interest bearing (refundable upon conditions satisfactorily being met)	\$1,150.00	\$1,208.00	\$58.00	N

### SITE ALTERATION PERMIT

<i>The below permit fees double if fill has been hauled to the site before Township approval granted.</i>				
Application Fee, less than 500 cubic metre/year	\$0.00	\$0.00	\$0.00	N
Application Fee, between 500-1,000 cubic metre/year	\$520.00	\$546.00	\$26.00	N
Application Fee, greater than 1,000 cubic metre/year	\$1,030.00	\$1,082.00	\$52.00	N
Security deposit, non-interest bearing	As needed	As needed	-	N

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

**SITE PLAN/SUBDIVISION/CONDOMINIUM DEVELOPMENT SERVICING**

*The Engineering Review and Administration fee shall cover the costs incurred following the signing of the agreement and are calculated as a percentage based upon one hundred percent (100%) of the estimated total costs of construction of all services (internal and external) as shown in the development agreement's Financial Schedule and charged as follows:*

Total cost of services less than \$1,000	\$0.00	\$250.00	\$250.00	N
Total cost of services less than \$5,000	\$260.00	\$500.00	\$240.00	N
Total cost of services less than \$20,000	\$1,550.00	\$2,000.00	\$450.00	N
Total cost of services less than \$30,000	\$2,060.00	\$3,000.00	\$940.00	N
Total cost of services less than \$60,000	\$3,090.00	\$6,000.00	\$2,910.00	N
Total cost of services less than \$75,000	\$4,120.00	\$7,500.00	\$3,380.00	N
Total cost of services less than \$100,000	\$5,150.00	\$10,000.00	\$4,850.00	N
Total cost of services between \$100,000-\$500,000 (Minimum of \$10,000)	\$5,000.00 + 4% of costs >\$100,000	\$5,000.00 + 5% of costs >\$100,000	-	N
Total cost of services over \$500,000 (Minimum of \$25,000)	\$5,000.00 + 4% of costs btwn. \$100,000- \$500,000 + 3% of costs >\$500,000	\$5,000.00 + 5% of costs btwn. \$100,000- \$500,000 + 4% of costs >\$500,000	-	N

**Tariff of Fees for the Committee of Adjustment**

Basic Processing Fee - Applications for Consent (New Lot) Includes administration and mailing fees required to process consent applications and validation of title requests.	\$2,960.00	\$3,108.00	\$148.00	N
Basic Processing Fee - Applications for Minor Boundary Adjustments or Legal and Technical Lot Adjustments (Includes administration and mailing fees required to process consent applications and validation of title requests)	\$1,480.00	\$1,554.00	\$74.00	N
Health Inspection Fee for West Lincoln Properties (Required if municipal sewage system is unavailable and private septic system proposed, per new lot + remnant)	\$290.00	\$305.00	\$15.00	N
Adjournment/Rescheduling Fee - Applicable as determined by Committee when an adjournment of an application is necessary.	\$340.00	\$357.00	\$17.00	N
Final Certification Fee (Per application, payable upon submission of the documents (deeds) for issuance of final certification)	\$760.00	\$798.00	\$38.00	N
Basic Processing Fee - Minor Variance Applications* (Includes administration and mailing fees required to process minor variance applications.)	\$2,300.00	\$2,415.00	\$115.00	N
Development Agreement as a Condition of Consent	\$3,420.00	\$3,591.00	\$171.00	N
Request for Change in Conditions - Consent. Includes administration and mailing fees required to process requests for change in conditions, under Section 53(23) of the Planning Act.	\$890.00	\$935.00	\$45.00	N

**2024 FEES AND CHARGES****SERVICE AREA: FIRE**

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

**FALSE ALARMS**

Nuisance False Alarm means the dispatch of West Lincoln Fire Department to emergency or non-emergency situations due to activation of a fire alarm system or emergency system through a mechanical failure, equipment malfunction, improper installation of the system, result of work being performed on a fire alarm system or emergency system, or failure to maintain the system as prescribed by the Fire Code being O.Reg. 213/07.				
First and Second False Alarms	\$0.00	\$0.00	\$0.00	N
Third false alarm within a 12 month period	MTO Rates	MTO Rates	-	N
Fourth false alarm and thereafter within a 12 month period (per hour, per truck)	MTO Rates	MTO Rates	-	N
Non-Authorized Open Air Burning	MTO Rates	MTO Rates	-	N

**INSPECTIONS**

<b>Daycares</b>				
Residential, or licensed (incl. co-ops)	\$142.00	\$147.00	\$5.00	Y
<b>Homes Providing Supervised or Assisted Living Services</b>				
Group homes or satellite homes	\$142.00	\$147.00	\$5.00	Y
<b>Residential Large</b>				
(Greater than 3,000 sq. ft.) - 3-5 suites	\$354.00	\$365.00	\$11.00	Y
6 suites or greater (includes hotels, motels, bed and breakfasts, apartments)	\$425.00	\$438.00	\$13.00	Y
<b>Commercial and Industrial</b>				
Less than 3,000 sq. ft.	\$142.00	\$147.00	\$5.00	Y
Between 3,000 – 10,000 sq. ft.	\$213.00	\$220.00	\$7.00	Y
Between 10,001 – 20,000 sq. ft.	\$426.00	\$439.00	\$13.00	Y
Greater than 20,000 sq. ft.	\$639.00	\$659.00	\$20.00	Y
<b>Other Inspections</b>				
Fire Re-inspections for Compliance	\$213.00	\$220.00	\$7.00	Y
Marijuana Grow Operation Inspection	\$354.00	\$365.00	\$11.00	Y
LLBO Inspection - includes Compliance Letter	\$284.00	\$293.00	\$9.00	Y
Fireworks sales per inspection	\$142.00	\$147.00	\$5.00	Y

**RECORDS AND FILES**

File and Record Search	\$181.00	\$187.00	\$6.00	Y
Letter of Compliance	\$181.00	\$187.00	\$6.00	Y
Insurance Company Report	\$181.00	\$187.00	\$6.00	Y
Court Filing and Information	\$181.00	\$187.00	\$6.00	Y

**PERMIT FEES**

Open Air Burning Permit - Non-Farms (Rural & Urban)	\$35.00	\$35.00	\$0.00	Y
Open Air Burning Permit - Farms	\$0.00	\$0.00	\$0.00	Y
Open Air Burning Permit - Campground	\$35.00	\$35.00	\$0.00	Y
Open Air Burning Permit - Specific Event	\$0.00	\$0.00	\$0.00	Y

## 2024 FEES AND CHARGES

## SERVICE AREA: FIRE

Description	2023 Fee	2024 Fee	Change	HST
<b>OTHER FIRE DEPARTMENT ACTIVITIES</b>				
Fire Watch (per hour, per vehicle)	MTO Rates	MTO Rates	-	Y
Respond and Investigate and/or Extinguish Open Air Fire - minimum 1 hour (per hour, per vehicle)	\$750.00	\$750.00	\$0.00	Y
Recovery of Costs Incurred to Extinguish an Open-Air Fire (including but not limited to water usage, supplies, mutual aid or other reciprocal agreement fees, specialized equipment or contractors)	Actual + 10% admin	Actual + 10% admin	-	Y
Fire Safety Plan Review/Assist with Fire Safety Plan Development	\$142.00	\$147.00	\$5.00	Y
Non-Resident Car Fires/Accidents ( <i>Non-Resident means a person who is neither a property owner nor a tenant of property within the Township of West Lincoln.</i> )	MTO Rates	MTO Rates	-	Y
<b>Training – Prevention and Public Education Services</b>				
Fire Extinguisher training (equipment supplied by Fire Dept.) Includes cost of recharging and printed materials.	\$90/hr (first hour); \$67/hr (after)	\$93/hr (first hour); \$69/hr (after)	-	Y
Fire Extinguisher training (equipment provided by trainees) Includes cost of Firefighter and printed materials (per hour)	\$67.00	\$70.00	\$3.00	Y
Fire Safety Training (per hour)	\$67.00	\$70.00	\$3.00	Y
Fire Drills (As requested - Industrial, Vulnerable Occupants)	\$284.00	\$293.00	\$9.00	Y

**2024 FEES AND CHARGES****SERVICE AREA: BY-LAW**

Description	2023 Fee	2024 Fee	Change	HST
-------------	----------	----------	--------	-----

**NON-PARKING AMPS**

<b>Administrative Fees</b>				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$35.00	\$0.00	N
Late Payment	\$26.00	\$27.00	\$1.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y

**PROPERTY STANDARDS**

<b>Administrative Fees</b>				
Certificate of Compliance	\$103.00	\$107.00	\$4.00	N
Discharge of Order registered in Land Registry Office (includes original registration of Order)	\$335.00	\$346.00	\$11.00	N
File Notice of Appeal	\$361.00	\$372.00	\$11.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y