



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

**MEETING NO. TWO**

**Monday, March 4, 2024, 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. CHAIR - Councillor William Reilly**

Prior to commencing with the Planning/Building/Environmental Committee meeting agenda, Chair Reilly will provide the following announcements:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to [jpaylove@westlincoln.ca](mailto:jpaylove@westlincoln.ca) before 4:30 pm on the day of the meeting. Comments submitted will be considered as public information and will be read into the public record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

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

4. **PUBLIC MEETING(S)**

There are no public meetings.

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

6. **APPOINTMENTS**

There are no appointments.

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

**NOTE: Section 10.13 (5) & (6) – General Rules**

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff. A person who wishes to discuss a planning application or a matter that can be appealed, will be permitted to speak for ten (10) minutes.

Chair to inquire if there are any members of the public present who wish to address any items on the Planning/Building/Environmental Committee agenda.

8. **CONSENT AGENDA ITEMS**

There are no consent agenda items.

9. **COMMUNICATIONS**

There are no communications.

10. **STAFF REPORTS**

10.1 **ITEM P13-24**

5

Director of Planning and Building (Brian Treble)

Re: Recommendation Report PD-14-2024 – Modifications to Spring Creek Heights Staff Comments, File No. 1701-006-19

**RECOMMENDATION:**

1. That, Recommendation Report PD-14-2024, regarding “Modifications to Spring Creek Heights Staff Comments, File No. 1701-006-19”, dated March 4, 2024 be received; and,
2. That, Official Plan Amendment No. 57, and By-law 2023-87, as approved on December 11, 2023, be and are hereby repealed; and,
3. That, revised Official Plan Amendment No. 57, as found at Schedule 2 to this report, be approved by By-law, and be exempt from Regional Council approval, and shall be circulated to provide Notice of Decision to the public as required by the Planning Act.

**10.2 ITEM P14-24**

Director of Planning and Building (Brian Treble)

Re: Recommendation Report PD-15-2024 - Master Community Plan Update and Completion of Master Sewer Servicing Plan

**RECOMMENDATION:**

1. That, Recommendation Report PD-15-2024, regarding “Master Community Plan Update and Completion of Master Sewer Servicing Plan”, dated March 4, 2024 be received; and,
2. That, Aecom be appointed to complete the Waste Water Master Plan for an amount up to \$75,000, which is within the budget allocated for the Sanitary Sewer Master Plan project; and,
3. That, the options, analysis and final report be completed in accordance with the Integrated Environmental Assessment process and be presented to the public and Township Council at the appropriate times.

**11. OTHER BUSINESS**

**11.1 ITEM P15-24**

Members of Committee

Re: Other Business Matters of an Informative Nature

**12. NEW BUSINESS**

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

**13. CONFIDENTIAL MATTERS**

**RECOMMENDATION:**

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:

13.1 Director of Building and Planning (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Implementation of OLT File Decision (22-00280)

**VERBAL UPDATE**

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

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

13.2 Director of Planning & Building (Brian Treble)

Re: Property Matter/By-law Enforcement Matter - 2825 South Grimsby Road 21

**VERBAL UPDATE**

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

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- Personal matters about an identifiable individual, including municipal or local board employees

13.3 Director of Planning and Building (Brian Treble)

Re: Potential Acquisition or disposition of land - 118 Griffin Street

**VERBAL UPDATE**

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

- Acquisition or disposition of land

13.1 Director of Planning & Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Implementation of OLT File Decision (22-00280)

**VERBAL UPDATE**

13.2 Director of Planning & Building (Brian Treble)

Re: Property Matter/By-law Enforcement Matter - 2825 South Grimsby Road 21

**VERBAL UPDATE**

13.3 Director of Planning & Building (Brian Treble)

Re: Potential Acquisition or disposition of land - 118 Griffin Street

**VERBAL UPDATE**

**14. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of \_\_\_\_\_.

**DATE:** March 4, 2024

**REPORT NO:** PD-14-2024

**SUBJECT:** **Recommendation Report – Modifications to Spring Creek Heights Secondary Plan Amendment (OPA 57) to address Regional Staff Comments, File No. 1701-006-19**

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

**OVERVIEW:**

- On December 4, 2023 report PD-62-2023 was presented to Planning, Building, Environmental Committee and Council to address approval of Official Plan Amendment 57 (Spring Creek Heights Secondary Plan).
- The recommendation of PD-62-2023 was provided prior to receiving Regional Comments.
- Regional comments have now been received.
- Minor changes are recommended to address Regional comments. These changes include the following:
  - That the additional permitted uses listed in bold in Schedule 2, be added to the light industrial permitted uses of the Restrictive Employment designation.
  - That the other permitted uses sections of the Restrictive Employment Designation are not changed.
  - That no further public consultation is required.
- If these changes are made, then OPA 57 is approved and does not require Regional Council approval.
- Staff recommend, therefore, that the OPA 57 version at Schedule 1 to this report, as approved on December 11, 2023 be repealed and that the version at Schedule 2 be approved in its place.
- This then means that Township Council decision is final, subject to an appeal

**RECOMMENDATION:**

1. That, Recommendation Report PD-14-2024, regarding “Recommendation Report – Modifications to Spring Creek Heights Secondary Plan Amendment (OPA 57) to address Regional Staff Comments, File No. 1701-006-19”, dated March 4, 2024 be

- received; and,
2. That, Official Plan Amendment No. 57, and By-law 2023-87, as approved on December 11, 2023, be and are hereby repealed; and,
  3. That, revised Official Plan Amendment No. 57, as found at Schedule 2 to this report, be approved by By-law, and be exempt from Regional Council approval, and shall be circulated to provide Notice of Decision to the public as required by the Planning Act.

#### **ALIGNMENT TO STRATEGIC PLAN:**

- **BUILD** a safe, connected, caring and active community.
- **CHAMPION** strategic and responsible growth.

#### **BACKGROUND:**

Planning Staff, Niagara Region Staff, and MHBC Planning Consultants have worked closely to explore the best land use options for the lands within the Spring Creek Heights Secondary Plan area. Township Planning Staff had previously worked with HGC Engineering to complete a noise study and received a final report from MHBC Planning which evaluated 3 different options for the area.

#### **CURRENT SITUATION:**

On December 4, 2023 report PD-62-2023 was presented to Planning, Building, Environmental Committee and Council to address approval of Official Plan Amendment 57 (Spring Creek Heights Secondary Plan).

A staff recommendation report was provided to Committee and Council prior to receiving final Regional Comments, however, Regional comments have now been received. It has been determined that minor changes are preferred to address these Regional comments.

If these changes are made, then OPA 57 is approved and does not require Regional Council approval. These proposed changes include the following:

- That the additional permitted uses listed in bold in Schedule 2, be added to the light industrial permitted uses of the Restrictive Employment designation. These include:
  - Automotive related uses, including car wash facilities,
  - Automobile sales establishments
  - Restaurants including drive-thru
  - Commercial recreational facilities
  - Health clubs
  - Nurseries and garden centers
  - Services for the agricultural community
  - Financial Institutions
  - Funeral Homes
  - Local Convenience/Retail uses.

Staff recommend, therefore, that the OPA 57 version at Schedule 1 to this report, as approved on December 11, 2023 be repealed and that the version at Schedule 2 be approved.

This then means that the Township Council decision is final, subject to an appeal period and that the amendment is exempt from Regional Council approval.

**FINANCIAL IMPLICATIONS:**

A budget allocation for the Spring Creek Heights Secondary Plan has been depleted. No funds remain in the account now. The study was completed to identify a potential street and lot fabric for the lands given interest at that time in numerous potential uses for this type of land use designation.

**INTER-DEPARTMENTAL COMMENTS:**

Internal Township departments determined, as the Master Community Plan (MCP) process concluded, that these lands would remain designated light employment. The only change however, was a proposal to broaden the list of permitted uses for the lands in the employment designation of this area.

All comment from the public meeting process have been given full consideration.

**CONCLUSION:**

Staff recommend that Official Plan Amendment (OPA) No. 57, as attached to this report as Schedule 2, be adopted by Township Council and be circulated for Notice for Decision, since Regional Planning Committee and Legal approval is not required.

**SCHEDULES:**

1. OPA 57 (as approved on December 11, 2023) to be repealed
2. New Draft OPA 57
3. Draft By-law

**Prepared & Submitted by:**



---

**Brian Treble**  
Director of Planning & Building

**Approved by:**

---

**Donna DeFilippis**  
Interim CAO/Treasurer

**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

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

DRAFT

**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 light industrial 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 adding the following to the end of the list of Light Industrial Permitted Uses, as additional uses:

#### **Light Industrial Permitted Uses**

***“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.

DRAFT

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

Official Plan Amendment Number 57 was adopted by the Council of the Corporation of the Township of West Lincoln by By-law No. 2024-XX in accordance with the provisions of Section 17 (22) of The Planning Act, R.S.O. 1990, amendments made thereto on the 25th day of March, 2024.

---

Nancy Fiorentino, Clerk

---

Mayor Cheryl Ganann

I, Nancy Fiorentino, 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.

---

Nancy Fiorentino, Clerk

DRAFT

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

**BY-LAW 2024-XX**

**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, By-law 2023-87 be and is hereby repealed; and,
4. 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  
25<sup>th</sup> DAY OF MARCH, 2024.**

\_\_\_\_\_  
**MAYOR CHERYL GANANN**

\_\_\_\_\_  
**NANCY FIORENTINO, CLERK**

**DATE:** March 4, 2024

**REPORT NO:** PD-15-2024

**SUBJECT:** **Recommendation Report - Master Community Plan Update and Completion of Master Sewer Servicing Plan**

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

**OVERVIEW:**

- On October 15<sup>th</sup>, 2019, staff report PD 118-19 recommended that Aecom and Wood be hired to complete the Master Community Plan work based on quotes of:
  - Aecom \$772,211.00 + HST
  - Wood \$679,878.00 + HST
- In October of 2019, authorizing agreements were signed to commission such work.
- On June 26<sup>th</sup>, 2019, an agreement was signed with the Land Owners group to pay for the project work up to the point of Master Servicing Plan and OPA approval.
- Up to and including May of 2023, the General Manager of the Land Owner's Group had approved all change orders and confirmed payments of all work completed by both Consultant Teams.
- Approval of OPA 62 occurred at the Township Council level on July 18<sup>th</sup>, 2022 and was included in the new Regional Official plan that was approved by the Province on November 4<sup>th</sup>, 2022.
- Final approval of OPA 63 occurred by Township Council on August 11<sup>th</sup>, 2022 and April 27, 2023 by Regional Council. The appeal to the Ontario Land Tribunal occurred on May 15, 2023 and is the focus of other reports and discussion to Township Council.
- Finishing touches on the financial report and urban design report of the Master Community Plan; along with the alignment of the sewer trunk line through the northern study lands, and specifically through and around the area of influence of the PCB lands is the final component of the work for which the Master Sewer Servicing Account money will cover the outstanding costs.
- This report outlines in detail financial costs for the Master Community Plan work to date from the date of hire of both consulting teams. Much of the additional costs incurred by the Change Orders were in order to address the Land Owner's Group requests for additional consultation zoom sessions, consultant input, and included a request to fast track the approval of Official Plan Amendment No. 62 and 63.

## **RECOMMENDATION:**

1. That, Recommendation Report PD-15-2024, regarding “Recommendation Report - Master Community Plan Update and Completion of Master Sewer Servicing Plan”, dated March 4, 2024 be received; and,
2. That, Aecom be appointed to complete the Waste Water Master Plan for an amount up to \$75,000, which is within the budget allocated for the Sanitary Sewer Master Plan project; and,
3. That, the options, analysis and final report, be completed in accordance with the Integrated Environmental Assessment process and be presented to the public and Township Council at the appropriate times.

## **ALIGNMENT TO STRATEGIC PLAN:**

- **BUILD** a safe, connected, caring and active community.
- **CHAMPION** strategic and responsible growth.

## **BACKGROUND:**

In 2005, Township staff and Council, with the assistance of Glen Barker (Planner) of BLS Planning Consulting and Bob McLaughlin of Phillip’s Engineering were preparing expansion plans for Smithville. Unfortunately, their work was not supported by the Region at that time where the Region allocated growth targets that did not support a boundary expansion. Then, in 2018, Regional staff and Council considered growth targets in both population and employment that required a further analysis of our ability to meet new growth targets.

The result of this review was the creation of a joint project with a newly created land owners group to undertake studies that would see West Lincoln/Smithville assist the Region in achieving the Niagara Region’s Growth Target.

## **CURRENT SITUATION:**

On October 15<sup>th</sup> 2019, staff report PD-118-19 recommended that Aecom and Wood be hired to complete the Master Community Plan work based on quotes of:

- Aecom \$772,211.00 + HST
- Wood \$679,878.00 + HST

In October of 2019, authorizing agreements were signed to commission such work.

On June 26<sup>th</sup>, 2019, an agreement was signed with the Land Owners Group to pay for the project work up to the point of Master Community Plan and OPA approval.

Approval of OPA 62 occurred at the Township Council level on July 18<sup>th</sup>, 2022 and was included in the new Regional Official plan that was approved by the Province on November 4<sup>th</sup>, 2022.

Final approval of OPA 63 occurred by Township Council on August 11<sup>th</sup>, 2022 and April 27, 2023 by Regional Council. The appeal to the Ontario Land Tribunal occurred on

May 15, 2023 and is the focus of other reports and discussion to Township Council.

Finishing touches on the financial report and urban design report of the Master Community Plan along with the alignment of the sewer trunk line through the northern study lands, and specifically through and around the area of influence of the PCB lands is the final component of the work for which the Master Sewer Servicing Account money will cover the outstanding costs.

This report outlines in detail financial costs for the Master Community Plan work to date from the date of hire of both consulting teams. All change orders from commencement of the study to May of 2023 were approved by the General Manager of the Land Owners Group. Much of the additional costs incurred by the Change Orders were in order to address the Land Owner's Group requests for additional 200 consultation zoom sessions, consultant input, and included a request to fast track the approval of Official Plan Amendment No. 62 and 63.

To date, costs incurred by the land owners to successfully support the Master Community Plan work for Smithville/West Lincoln can be summarized as outlined below.

Company and Change Order	Value	Timing	Description	Land Owner Approval	Comments
<b>WSP WOOD</b>	\$679,878.00 + HST	October 2019	Original contract	October 2019	
Change Order 1	\$17,519.00	July 2020	Additional geomorphology work	May 22, 2020	
Change Order 2	\$37,351.00	June 2021	Additional consultation costs	September 16, 2021	
	<b>Total + HST \$734,748</b>				
<b>AECOM</b>	\$772,211.00 + HST	October 2019	Original contract	October 2019	
Change Order 1	\$36,718.00	April 6, 2021	Virtual engagement platform	March 2021	
Change Order 2	\$10,000.00	August 29, 2022	OPA update, No. 62 and 63	August 2022	

Change Order 3	\$48,795.00	December 14, 2021	Additional Meetings (Regional Road Bypass, waste water hydraulic)	November 2021	
Change Order 4	\$36,805.00	July 21, 2023	Additional meetings for Master Community Plan	May 2023	
Change Order 5	\$16,500.00	April 11, 2023	ToR Block Plan	March 2023	
Change Order 6	\$4,815.00	November 15, 2023	Virtual Platform Migration	N/A	
Change Order 7	\$75,000.00		PCB Gravity Sewer Reconsideration	N/A	To be approved
Change Order 8	\$30,000.00	November 15, 2023	OLT support	N/A	
	<b>Total + HST \$183,633.00 (without Change Order 7) + \$772,211.00 = \$955,844.00</b>				

All above change orders, except 6 and 8 were approved by the General Manager of the land owners group on their behalf, before being signed by Township staff. As a result of their approval, the costs were charged to the land owners group.

The costs for preparing witness statements, attending OLT mediation meetings in support of the Township at the Ontario Land Tribunal to help resolve the OLT issues are extras (Change Order 6 and 8, see above) and have not been billed back to the land owners.

This report has been written to brief Committee and Council on costs to date and to approve the retention of Aecom to complete the added component of the Waste Water Master Plan relating to trunk line sewer work on and around the area of PCB influence (Change Order 7). The value of \$75,000.00 to address the Master Servicing Plan addendum update relating to the Area of PCB influence will be expanded to the Waste Water Master Plan account.



**FINANCIAL IMPLICATIONS:**

The remaining Master Servicing work that staff is recommending AECOM to complete, is within the Waste Water Master Plan budget of \$75,000.

**INTER-DEPARTMENTAL COMMENTS:**

This report has been discussed with Township Legal Counsel and completed with assistance of the consulting teams and Richard Vandezande. The Interim CAO and Treasurer has reviewed this report.

**CONCLUSION:**

This report has been written for several reasons:

1. To update Committee and Council on the financial costs of the study work to date.
2. To update Committee and Council on the remainder of the work to be completed within the PCB related area of influence.
3. To authorize Aecom to complete the remaining Waste Water Master Plan trunk line servicing work for \$75,000.
4. To instruct Aecom to complete the Integrated EA work and to report back to the public and Council as required.

**Prepared & Submitted by:**



---

**Brian Treble**  
Director of Planning & Building

**Approved by:**



---

**Donna DeFilippis**  
Interim CAO and Treasurer