

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

### MEETING NO. TWENTIETH

Monday, December 16, 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.

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### 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. The public may submit 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 read into public record.
2. This meeting is being livestreamed as well as recorded and will be 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, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit 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 Shelley Bradaric**

#### 4. **CHANGE IN ORDER OF ITEMS ON 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 or presentations.

**8. REGIONAL COUNCILLOR'S REMARKS**

**9. CONFIRMATION OF MINUTES**

9.1 Council Minutes

6

Re: November 25, 2024

**Confidential Minutes Under Separate Cover**

Moved By Councillor William Reilly

- 1. That the minutes relating to the November 25, 2024 Council Meeting, and the recommendations contained therein, be accepted; and,
- 2. That the confidential minutes relating to the closed session portion of the November 25, 2024 Council Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

9.2 All Committees Meeting (Including Public Meetings)

14

Re: Minutes - December 9, 2024

Moved By Councillor Shelley Bradaric

That, the minutes of the December 9, 2024 All Committees (Including Public Meetings) meeting, be accepted, and the recommendations contained therein, be approved.

9.3 Public Meeting Under the Planning Act

25

Moved By Councillor Joann Chechalk

That the minutes relating to the December 9, 2024 All Committees

(including Public Meeting) Meeting, and the recommendations contained therein, be accepted.

**10. COMMUNICATIONS**

- 10.1 Ernie Sibbett, Chair (Crime Stopper of Niagara) 29  
Re: January 2025 Crime Stoppers Month

Moved By Councillor Jason Trombetta

That, the correspondence received from Ernie Sibbett, Chair (Crime Stoppers of Niagara), regarding "January 2025 Crime Stoppers Month", dated December 6, 2024, be received for information.

- 10.2 West Lincoln Age Friendly Advisory Committee Minutes - November 1, 2024 30

Moved By Councillor Greg Maychak

That, the West Lincoln Age Friendly Advisory Committee Minutes dated November 1, 2024; be received.

**11. MAYOR'S REMARKS**

**12. REPORT OF COMMITTEE**

**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.

**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 Director of Finance Emeritus (Donna DeFilippis) 32  
Re: Memorandum - 2025 Interim Tax By-law

- 15.2 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. CONFIDENTIAL MATTERS**

Moved By \_\_\_\_\_

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:

17.1 Director of Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on Boards and Committees

1. Age Friendly Advisory Committee
2. Mayor's Youth Advisory Committee

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

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

17.1 Director of Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on boards and Committees - Age Friendly Advisory Committee & Mayor's Youth Advisory Committee

**18. BY-LAWS**

Moved By \_\_\_\_\_

1. That leave be granted to introduce By-Laws 2024-82, 2024-83, 2024-84, 2024-85, 2024-86, 2024-87, 2024-88, and 2024-89 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.

18.1	BY-LAW 2024-82 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	35
18.2	BY-LAW 2024-83 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.	57
18.3	BY-LAW 2024-84 A By-law to Delegate Powers and Duties to Officers, Employees and Agents of the Corporation of the Township of West Lincoln.	59
18.4	BY-LAW 2024-85 Being a By-law to establish Parts 3, 4, 5 and 6 on Reference Plan No.	63

30R-16266 on Concession 3 Road as a Public Highway, in the Former Township of Caistor, now Township of West Lincoln, Regional Municipality of Niagara.

- |      |   |    |
|------|---|----|
| 18.5 | BY-LAW 2024-86<br>A By-law to amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln<br><b>NFG Properties – Ethan Laman</b>     | 64 |
| 18.6 | BY-LAW 2024-87<br>A By-law to amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln<br><b>Tebrake, Jeremy Brown</b>            | 68 |
| 18.7 | BY-LAW 2024-88<br>A By-law to authorize an agreement between the Corporation of the Township of West Lincoln and the Regional Municipality of Niagara | 75 |
| 18.8 | BY-LAW 2024-89<br>Being a By-Law to adopt, confirm and ratify matters dealt with by Council resolution.   | 76 |

**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 25, 2024, 6:30 p.m.  
Township Administration Building  
318 Canborough Street, Smithville, Ontario

Council: Mayor Cheryl Ganann, Chair  
Councillor Shelley Bradaric  
Councillor Mike Rehner  
Councillor William Reilly  
Councillor Jason Trombetta  
Councillor Joann Chechalk  
Councillor Greg Maychak

Staff: Justin Paylove, Director of Legislative Services/Clerk  
Truper McBride, CAO  
Kevin Geoghegan, IT Help Desk Analyst

Attendees: Regional Councillor Albert Witteveen  
John Ganann  
Wayne Schilstra  
Klaas Zeldenrust  
Lisa Maychak  
Cai Shirton\*  
Doug Shirton\*  
Steve Fearnley\*

\*IN ATTENDANCE PART-TIME

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1. SINGING OF "O CANADA" CAIRN CHRISTIAN SCHOOL

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

1. The public may submit 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 read into public record.
2. This meeting is being livestreamed as well as recorded and will be available on the Township's website.

## **2. LAND ACKNOWLEDGEMENT STATEMENT**

The Chair 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, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit 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 Jason Trombetta**

Councillor Trombetta read the opening petition.

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

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

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

**NOTE:** Items for which conflicts were recently declared at Committee Meeting(s)

### **5.1 Councillor Jason Trombetta - CONFIDENTIAL MATTERS**

Councillor Trombetta will be the President of the Board of Peninsula West Power Inc. in the near future.

## **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.

The Chair inquired if there were any members of the public present who wished to address a specific item on the agenda as permitted by Section 6.7 of the Procedural By-law, of which there were none.

## 7. APPOINTMENTS/PRESENTATIONS

### 7.1 Cai Shirton

Re: To present his achievements from Estonia and receive recognition for his success from Council

## 8. REGIONAL COUNCILLOR’S REMARKS

Regional Councillor Witteveen read from a prepared statement, which is attached to the minutes as Schedule “A”.

## 9. CONFIRMATION OF MINUTES

### 9.1 Council Minutes

Re: October 28, 2024

**Confidential Minutes Under Separate Cover**

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor William Reilly

1. That the minutes relating to the October 28, 2024 Council Meeting, and the recommendations contained therein, be accepted; and,
2. That the confidential minutes relating to the closed session portion of the October 28, 2024 Council Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

**Carried**

### 9.2 Public Meeting under the Planning Act

Re: November 11, 2024

**Moved By** Councillor William Reilly

**Seconded By** Councillor Jason Trombetta

That the minutes of the November 11, 2024 Public Meeting held under Section 34 of the Planning Act with respect to:



1. Zoning By-law Amendment for Bradley and Kimberly Killins & NGF Property Inc. (Agent- Ethan Laman Upper Canada Consultants)  
Property Address: 5357 and 5377 Elcho Road 1601-011-24 be accepted.

**Carried**

**10. COMMUNICATIONS**

There were no communications.

**11. MAYOR'S REMARKS**

Mayor Ganann read from a prepared statement, which is attached as Schedule "B".

**12. REPORT OF COMMITTEE**

- 12.1 Planning/Building/Environmental Committee  
Re: November 11, 2024

**Moved By** Councillor William Reilly  
**Seconded By** Councillor Shelley Bradaric

1. That the minutes relating to the November 11, 2024 Planning, Building & Environmental Committee Meeting, and the recommendations contained therein, be accepted.

**Carried**

- 12.2 Administration/Finance/Fire Committee  
Re: November 18, 2024

**Moved By** Councillor Jason Trombetta  
**Seconded By** Councillor Mike Rehner

1. That the minutes relating to the November 18, 2024, Administration, Finance & Fire Committee Meeting, and the recommendations contained therein, be accepted.

**Carried**

- 12.3 Public Works & Recreation Committee  
Re: November 18, 2024

**Moved By** Councillor Mike Rehner  
**Seconded By** Councillor Shelley Bradaric

1. That the minutes relating to the November 18, 2024 Public Works & Recreation Committee Meeting, and the recommendations contained therein, be accepted.

**Carried**

### **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 were no motions introduced by any Members of Council to reconsider action taken at this Council meeting or the previous regular Council meeting.

### **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.

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

### **15. OTHER BUSINESS**

15.1 Members of Council  
Re: Council Remarks

Councillor Maychak

Re: Recognition and thanks to the Clerk, Justin Paylove, for the above and beyond support provided during the By-Election

Councillor Reilly

Re: Formally welcome Councillor Greg Maychak to Council, Physician recruitment, and the water main replacement project regarding a felled stop sign and noise by-law

Councillor Chechalk

Re: Tim Horton’s Smile Cookie Campaign/FORT, the annual Silverdale Christmas Dinner event supporting West Lincoln Community Care, the

Kiwanis/4H Raffle and the Kiwanis/Township of West Lincoln Community Tree Lighting

Councillor Rehner

Re: NPEI Town of Lincoln Spring Creek Road Transformer Station Project

Mayor Ganann

Re: Acting Mayor rotation

## 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.

There were no motions brought forward to introduce new items of business.

## 17. CONFIDENTIAL MATTERS

Councillor Jason Trombetta declared a conflict on this item. (Councillor Trombetta will be the President of the Board of Peninsula West Power Inc. in the near future.)

**Moved By** Councillor Greg Maychak

**Seconded By** Councillor Mike Rehner

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:

17.1 Director of Legislative Services/Clerk (Justin Paylove)

Re: Nomination of Appointment to Peninsula West Power Inc.

### **Applicable closed session exemptions(s)**

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

**Carried**

## 18. DISCLOSURE OF CONFIDENTIAL ITEM(S)

Justin Paylove, Clerk, read the following resolution that was passed in Confidential Session:

1. That, the email received from Mr. Brian Walker, President, Peninsula West Power Inc., dated September 16, 2024, requesting the Township of West Lincoln to nominate representatives to sit on the Board of Directors of Peninsula West Power Inc. be received; and,

2. That, Councillor Bradaric and Councillor Reilly be recommend for appointment on the Board of Directors of Peninsula West Power Inc. for a two-year term (per by-law) effective January 1, 2025 and expiring on December 31, 2026.

**19. BY-LAWS**

**Moved By** Councillor Shelley Bradaric  
**Seconded By** Councillor William Reilly

That leave be granted to introduce By-Laws 2024-76, 2024-77, 2024-78, 2024-79, 2024-80, and 2024-81 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,

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**

18.1 BY-LAW 2024-76

A By-law to amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln  
**(Housekeeping No. 8)**

18.2 BY-LAW 2024-77

A By-law to amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln  
**(Ross Robins-Evelyn Duck)**

18.3 BY-LAW 2024-78

Being a By-law to appoint an Acting Fire Chief for the Corporation of the Township of West Lincoln.  
**(Tim Hofsink)**

18.4 BY-LAW 2024-79

A By-law to appoint a Treasurer for the Corporation of the Township of West Lincoln  
**(Katelyn Repovs)**

18.5 BY-LAW 2024-80

A By-law to appoint an Acting Deputy Treasurer for the Corporation of the Township of West Lincoln.

**(Donna DeFilippis)**

18.6 BY-LAW 2024-81

Being a By-Law to adopt, confirm and ratify matters dealt with by Council resolution.

**19. ADJOURNMENT**

The Mayor to declare this meeting adjourned at the hour of 8:22 p.m.

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JUSTIN PAYLOVE, DIRECTOR OF  
LEGISLATIVE SERVICES/CLERK

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MAYOR CHERYL GANANN



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

**MEETING NO. NINETEEN**  
**Monday, December 9, 2024, 6:30 p.m.**  
**Township Administration Building**  
**318 Canborough Street, Smithville, Ontario**

Council: Mayor Cheryl Ganann, Chair  
Councillor Shelley Bradaric  
Councillor Mike Rehner  
Councillor William Reilly  
Councillor Jason Trombetta  
Councillor Joann Chechalk  
Councillor Greg Maychak

Staff: Truper McBride, CAO  
Mike DiPaola, Director of Public Works and Recreation  
Gerrit Boerema, Acting Director of Planning and Building  
Katelyn Repovs, Director, Corporate Services/CFO  
Kevin Geoghegan, IT Help Desk Analyst  
Justin Paylove, Director of Legislative Services/Clerk

Attendees: John Ganann

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**1. CHAIR - Mayor Cheryl Ganann**

Prior to commencing with the All Committees (Including Public Meetings) meeting agenda, the Mayor will note the following:

1. Comments from the public for a matter that 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:

1. emailing jpaylove@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and be part of the public record; OR,
2. 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

## **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, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit 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. PUBLIC MEETING**

- 3.1 1985 Hodgkins Road – Carrie-Jo TeBrake (Niagara Planning Consultants, Jeremy Brown –Agent)

An application for a Zoning Bylaw Amendment has been made to rezone the property legally described as Concession 5, Part Lot 9, 30R3189 PARTS; 5, 6 & 7, in the former Township of Gainsborough now in the Township of West Lincoln, Regional Municipality of Niagara, municipally known as 1985 Hodgkins Road.

**File No.1601-012-24**

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

There were no Changes in order of Items on the Agenda

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

- 5.1 Councillor Mike Rehner - Acting Director of Planning and Building (Gerrit Boerema) and Senior Planner (Madyson Etzl)

Was not in attendance of the public meeting.

**6. APPOINTMENTS**

There were no appointments.

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

**NOTE: Procedural By-law Section 10.13(5) – 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.

**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 ITEMS:

There were no Consent Agenda Items

**9. COMMUNICATIONS**

9.1 Councillor William Reilly

Re: A reliable Niagara Region Transit Expansion of Localized Transit Services into the Township of West Lincoln

**Moved By** Councillor William Reilly

**Seconded By** Councillor Shelley Bradaric

**WHEREAS** The Township of West Lincoln has secured a recent urban boundary expansion;

**WHEREAS** The Township of West Lincoln is expecting unprecedented growth;

**WHEREAS** the population of The Township of West Lincoln is approximately 16,500, and is expected to grow to over 39,000 by 2051;



**WHEREAS** the largest portion of that growth will be in Urban Centre of Smithville;

**WHEREAS** The Township of West Lincoln is the largest municipality by geographic area in the Niagara Region;

**WHEREAS** it was agreed upon by local area municipalities and the Regional Municipality of Niagara, through the Triple Majority process in the establishment of the Niagara Transit Commission and in the adoption of the Niagara Service Standards Strategy, that Niagara Transit would plan for and work towards all local municipalities receiving transit services fairly and equitably;

**WHEREAS** there is a growing demand from West Lincoln residents for local transit services;

**WHEREAS** The Township of West Lincoln's growing commercial, industrial, and agricultural industries offer stable and reliable employment opportunities at competitive wages where a reliable and routinely planned transit system could connect job seekers from all across The Region of Niagara.

**WHEREAS** Small businesses located in West Lincoln including but not limited to; restaurants, shopping centres, leisure & recreation industries, and specialized professional services being the core of every developing community would benefit from a reliable and routinely planned local transit system;

**WHEREAS** Niagara Region & the Province of Ontario are the economical drivers in our community and they rely on transit to commute;

**WHEREAS** many of the residents who are moving to West Lincoln are accustomed to utilizing local transit;

**THEREFORE, BE IT RESOLVED** The Township of West Lincoln Council requests that the Niagara Transit Board provide, through the 2025 Transit Master Plan process, a local transit plan for West Lincoln that includes:

- A plan for local transit for West Lincoln which includes commingled specialty services and/or the addition of networked conventional service based on warrant, demand and ridership; and
- Notice of any corresponding increase in service hours and the cost for the local municipality through the budget process when and if additional local services are planned; and
- A timeline for the introduction of any local service enhancement; and
- That a copy of the final 2025 Transit Master Plan be brought by Niagara Transit staff to a future local council or committee meeting

**Carried**

## **10. STAFF REPORTS**

### 10.1 Planning/Building/Environmental Committee

#### 10.1.1 Acting Director of Planning and Building (Gerrit Boerema) and Senior Planner Madyson Ettl

Re: Recommendation Report PD-56-2024 - Application for Zoning Bylaw Amendment – 1985 Hodgkins Road

**Moved By** Councillor William Reilly

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report PD-56-2024, titled “Recommendation Report- Application for Zoning Bylaw Amendment- 1985 Hodgkins Road (File No. 1601-011-24)”, dated December 9<sup>th</sup> 2024, be received; and,
2. That, the application for Zoning Bylaw Amendment for 1985 Hodgkins Road, be approved in accordance with the attached Zoning By-law Amendment; and
3. That, no further Public Meeting is required for the consideration of this By-law in accordance with Section 34(17) of the Planning Act.

**Carried**

10.1.2 Acting Director of Planning and Building (Gerrit Boerema) and CAO (Truper McBride)

Re: Update Recommendation Report PD45-2024 - Service Level Agreement (SLA) Further Research

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Greg Maychak

1. That, Recommendation Report PD-45-2024, titled “Service Level Agreement (SLA) Further Research”, dated December 9, 2024 be received; and,
2. That, Council supports the signing of an agreement with the Niagara Regional to assist with the provision of limited professional planning services for not more than two years after the date of proclamation (March 31, 2025); and,
3. That, the CAO be authorized to sign the two year (maximum) agreement on behalf of the Township following the date of provincial proclamation of the Region no longer being a planning approval authority, with a one-year notice period to leave the agreement; and,
4. That, Council directs Administration to develop and recommend to Council a service delivery model to support local delivery of planning services currently supported by Region of Niagara, by the end of 2025.

**Carried**

10.1.3 Acting Director of Planning and Building (Gerrit Boerema) and Senior Planner (Madyson Etzl)

Re: Recommendation Report PD-57-2024 - Recommendation Report – Application for Zoning Bylaw Amendment – 5357 and 5377 Elcho Road

Councillor Mike Rehner declared a conflict on this item. (Was not in attendance of the public meeting.)

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor William Reilly

1. That Recommendation Report PD-57-2024, titled “Recommendation Report – Application for Zoning Bylaw Amendment – 5357 and 5377 Elcho Road, (File No. 1601-011-24)” dated December 9<sup>th</sup> 2024, be received; and,
2. That, no further public meeting is required for the consideration of this by-law in accordance with Section 34(17) of the Planning Act; and,
3. That, the application for Zoning By-law Amendment submitted by Upper Canada Consultants be approved in accordance with the attached Zoning By-law Amendment with the site-specific regulations, and that Council authorize the Mayor and Clerk to sign the necessary by-laws.

**Carried**

## 10.2 Administration/Finance/Fire Committee

### 10.2.1 Director of Legislative Services/Clerk (Justin Paylove)

Re: Recommendation Report C-06-2024 - Delegated Authority By-law

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report C-06-2024, titled “Delegated Authority By-law” dated December 9, 2024 be received; and,
2. That, a By-law such as the draft By-law attached as Schedule “A” to this report be approved.
3. That, Administration prepare a semi-annual report in regards to contentious issues arising from the Delegated Authority By-law.

**Carried as Amended**

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Joann Chechalk

That, Administration prepare a semi-annual report in regards to contentious issues arising from the Delegated Authority By-law.

**Carried**

10.2.2 Director, Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-25-2024 - Consolidated User Fees and Charges By-Law and 2025 User Fees and Charges

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Greg Maychak

1. That, Recommendation Report T-25-2024, titled “Consolidated User Fees and Charges By-Law and 2025 User Fees and Charges”, dated December 9, 2024, be received; and,
2. That, Schedule “A”, attached to this Report, outlining the Consolidated Schedule of Fees and Charges, be approved with an effective date of January 1, 2025 (unless otherwise indicated); and,
3. That, Schedule “B”, outlining the Consolidated User Fees and Charges By-Law 2024-82, be approved, with an effective date of January 1, 2025.

**Carried**

10.2.3 Acting Fire Chief (Tim Hofsink)

Re: Information Report WLFD-15-2024 - Monthly Update – November 2024

**Moved By** Councillor Greg Maychak

**Seconded By** Councillor Jason Trombetta

That, Information Report WLFD-15-2024 titled “Monthly Update – November 2024” dated December 9<sup>th</sup>, 2024, be received for information.

**Carried**

10.3 Public Works/Recreation Committee

10.3.1 Coordinator of Engineering Services (Jennifer Bernard) and  
Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-29-2024 - Concession 3 Road –  
Land Transfer Declaration as a Public Highway

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report PW-29-2024 titled,  
“Concession 3 Road – Land Transfer Declaration as a Public  
Highway”, dated December 9, 2024, be received; and
2. That, a By-law be passed to declare Parts 3, 4, 5 and 6 on  
Reference Plan No. 30R-16266 on Concession 3 Road as  
Public Highway.

**Carried**

10.3.2 Manager of Operations (Tray Benish) and Director of Public Works  
and Recreation (Mike DiPaola)

Re: Recommendation Report PW-30-2024 - CLI-ECA Update –  
Operations and Maintenance Manuals Budget Amendment and  
Delegation of Authority

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor Greg Maychak

1. That, Recommendation Report PW-30-2024, titled “CLI-ECA  
Update – Operations and Maintenance Manuals Budget  
Amendment and Delegation of Authority”, dated December  
9<sup>th</sup>, 2024 be received; and,
2. That, Budget Amendment BA2024-13 for an amount of  
\$60,000, funded through the Capital Reserve in the amount  
of \$30,000 and the Sewer Reserve in the amount of  
\$30,000, be approved by Council; and,
3. That, Council delegates authority to Administration to sign  
future CLI-ECA applications.

**Carried**

10.3.3 Project Manager (Ray Vachon) and Director of Public Works and Recreation ( Mike DiPaola)

Re: Information Report PW-25-2024 - 2024 Capital Project Completion Update

**Moved By** Councillor William Reilly

**Seconded By** Councillor Greg Maychak

1. That, Information Report PW-25-2024 titled “2024 Capital Project Completion Update”, dated December 9, 2024, be received for information.

**Carried**

## **11. OTHER BUSINESS**

11.1 Members of Council  
Re: Council Remarks

Councillor Rehner:  
Re: Demolition of the Old Caistor Fire Hall

Councillor Trombetta:  
Re: Upcoming Pen West (NPEI) meeting

Councillor Bradaric:  
Re: Silverdale Hall Christmas Dinner in support Community Care

Councillor Maychak:  
Re: Celebrated Community Care and donations will be accepted at Foodland

Councillor Reilly:  
Re: Commenced staff for the Christmas Parade success

Mayor Cheryl Ganann:  
Re: West Lincoln Sparkles Contest and the Annual Christmas Dinner

## **12. NEW BUSINESS**

There were no new business

## **13. CONFIDENTIAL MATTERS**

There were no confidential matters.

## **14. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 8:40 p.m.

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JUSTIN PAYLOVE, DIRECTOR  
OF LEGISLATIVE  
SERVICES/CLERK

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MAYOR CHERYL GANANN





TOWNSHIP OF WEST LINCOLN  
PUBLIC MEETING UNDER THE PLANNING ACT MINUTES  
AMENDMENT TO TOWNSHIP OF WEST LINCOLN'S ZONING BY-LAW

December 9, 2024, 6:30 p.m.  
West Lincoln Community Centre  
177 West Street, Smithville, Ontario

Council: Mayor Cheryl Ganann, Chair  
Councillor Shelley Bradaric  
Councillor Jason Trombetta  
Councillor Mike Rehner  
Councillor Joann Chechalk  
Councillor Greg Maychak  
Councillor William Reilly

Staff: Justin Paylove, Director of Legislative Services/Clerk  
Gerrit Boerema, Director of Planning and Building  
Kevin Geoghegan, IT Help Desk Analyst  
Truper McBride, CAO  
Mike DiPaola, Director of Public Works & Recreation  
Katelyn Repovs, Director, Corporate Services/CFO  
Tim Hofsink, Acting Fire Chief

Attendees: John Ganann  
Jordan Hambleton, Niagara Transit Commission

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1985 Hodgkins Road (Jeremy Brown (Agent, Niagara Planning Consultants)  
Carrie-Jo TeBrake)- Zoning By-law Amendment

**1. Application for Zoning By-law Amendment**

The Chair advised that this public meeting was being held to consider an amendment to the Township of West Lincoln’s Zoning By-law under Section 34 of the Planning Act.

**EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION:**

This application for a Zoning Bylaw Amendment has been made to rezone the property legally described as Concession 5, Part Lot 9, 30R3189 PARTS; 5, 6 & 7, in the former Township of Gainsborough now in the Township of West Lincoln, Regional Municipality of Niagara, municipally known as 1985 Hodgkins Road.

The intent of this rezoning application is to fulfill a condition of consent for severance file B08/2024WL. The consent application severed a surplus farm dwelling and barn with 0.63 hectares (Parcel 1 on attached sketch) of land from a 21.1-hectare farm (Parcel 2) This application proposes to rezone Parcel 2 (Retained Lands -21 hectares) to Agricultural Purposes Only (APO) with a site specific exception to recognize the deficient lot size of 21.1 hectares whereas, 39 hectares is the minimum lot size requirement within an APO zone, this site specific will also recognize an interior side yard setback to an agricultural building on the lands of 6.72 metres where 15 metres is required.

This application also proposes to rezone Parcel 1 (Severed residential lands) to Rural Residential (RuR) with a site specific exception to recognize an accessory barn to be 136 square meters in size whereas 120 square metres is the permitted maximum. This site specific amendment will also recognize a front yard setback to the accessory building of 2.89 metres, whereas accessory buildings shall be located in line with or behind the main building on the property, which has a setback of 46.63 metres.

## **2. Purpose of the Public Meeting**

The Chair stated that the Planning Act requires in Section 34(12) and Section 39 that before passing Zoning By-Law Amendments, Council must hold at least one public meeting for the purpose of informing the public in respect of the application.

The Chair further stated that the purpose of this public meeting is to receive comments and answer questions from the public regarding the proposed Zoning By-Law Amendments.

The Chair further stated that no decision has been made on the proposed amendments and any comments received will be taken into account by Council in their consideration.

## **3. Public Meeting**

The Chair stated that in accordance with the *Planning Act* and the Minister, the applicant or specified person, public body or registered land owner of any land to which the by-law amendment will apply who made oral submissions at a public

meeting or written submissions to Council prior to the adoption and/or passage of the by-law may appeal the by-law amendment to the Ontario Land Tribunal.

The Chair inquired to the Director of Legislative Services/Clerk, Justin Paylove, about the methods and dates by which notice of the public meeting was given.

In response to the Chair's inquiry, Director of Legislative Services/Clerk, Justin Paylove, explained that proper notice was given.

The Chair inquired to the Acting Director of Planning and Building, Gerrit Boerema, to explain the purpose and reason for the proposed Zoning By-Law Amendments.

In response to the inquiry from the Chair, Acting Director of Planning and Building, Gerrit Boerema, explained the purpose and reason for the proposed Zoning By-law Amendment.

The Chair asked if the applicant or their authorized agent were present to speak to the application.

The applicant and/or their authorized agents were not present to speak to the application.

The Chair asked if there were any oral or written submissions from any members of the public present in person or as part of the Zoom meeting that wished to provide comments at this time with respect to the Zoning By-law Amendment. The Chair suggested that if there were any Members of the Public present that wished to provide comments that they should state them now, as the OLT may not consider comments made during any other Council and/or Committee meetings.

There were no oral or written submission from any members of the public.

The Chair asked if any Members of the Committee had any oral or written submissions on the Zoning By-law Amendment. The Chair advised that this may be the only Public Meeting being held with respect to this application; therefore, he noted that if any Members of the Committee has any comments they should state them now as the Ontario Land Tribunal (OLT) may not consider comments made during any other Council and/or Committee meetings.

Councillor Rehner inquired to the Acting Director of Planning and Building, Gerrit Boerema, about the size of the lot retained from the surplus farm dwelling.

In response to Councillor Rehner's inquiry, the Acting Director of Planning and Building, Gerrit Boerema, explained that the lot was approximately 21.7 hectares; therefore, falling short of the required 39 hectares minimum lot area.

Approximately 21.1 hectares will be zoned agricultural purposes and 0.61 hectares will be zoned rural residential.

Councillor Chechalk inquired to the Acting Director of Planning and Building, Gerrit Boerema, if the owner is keeping the vacant farmland or the house.

In response to Councillor Chechalk, the Acting Director of Planning and Building, Gerrit Boerema, explained that the owner will be keeping the farmland and that the 0.6 hectare residence will be purchased by another farmer.

The Chair stated that a Recommendation Report was being considered by Committee this evening. The Chair advised that once Committee and/or Council has made a decision with respect to the Zoning By-law Amendment application and if approved by Council, a notice of its passing will be circulated with an appeal period. The Chair stated that if there was anyone who wished to be notified of Council's decision, they should email the Director of Legislative Services/Clerk, Justin Paylove, at [jpaylove@westlincoln.ca](mailto:jpaylove@westlincoln.ca).

The Chair stated that anyone who is interested in observing Council and/or Committee discussions about a particular by-law should not solely rely on mailed notices and thus miss the opportunity to attend applicable meetings and suggested the public watch the Township's website for posting of agendas to review items that will be discussed at Council and/or Committee meetings. The Chair advised that agendas for meetings are posted on the Township's website after 4 p.m. on the Friday prior to the meeting and that meeting schedules are also noted on the Township's website for the public to view. The Chair stated that anyone wishing to receive notices by email, should contact the Township Clerk to advise of their request and include their email address along with their mailing address and phone number.

#### **4. Adjournment**

The Chair declared the meeting adjourned at the hour of 6:46 p.m.

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JUSTIN PAYLOVE, DIRECTOR OF  
LEGISLATIVE SERVICES/CLERK

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MAYOR CHERYL GANANN,  
CHAIR



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

December 5<sup>th</sup>, 2024

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

I am writing on behalf of the board of Crime Stoppers of Niagara to request a proclamation or letter of acknowledgement to recognize January 2025 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, 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 would greatly appreciate if this recognition could be presented in your office or another convenient location sometime in 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 905-324-8522/905-941-8896, or e-mail to [admin@niagaratips.com](mailto:admin@niagaratips.com).

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ernie Sibbett", with a long, sweeping horizontal line extending to the right.

Ernie Sibbett  
Chair, Crime Stoppers of Niagara

**TOWNSHIP OF WEST LINCOLN  
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

**MEETING NO. NINE HELD: Friday, Nov 1, 2024**, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

- PRESENT:**
- Chair:** Deb Thomas
  - Members:** Mayor Cheryl Ganann  
Karen Parker  
Stuart Lord  
Toni Mills  
Sue Langdon  
John Ganann
  - Regrets:** Linda Sivyer  
Tina Jol  
Kitty McGrail
  - Guests:** John Smith  
Lynn Gibson
  - Staff:** Brianne Parsons, Recreation & Wellness Programmer  
Jacquie Thrower, Executive Assistant

1. Welcome and Introduction of members/guests

Chair Thomas introduced the two guests that were in attendance, John Smith and Lynn Gibson.

2. Ratification of Minutes from last meeting – Oct 4, 2024

The minutes of Friday, October 4<sup>th</sup>, 2024 were ratified by the Committee.

3. Business Arising from Minutes

a) 2025 Event – April, June and September

There was general discussion regarding the 2025 event discussion that took place last month and the following information was confirmed.

Friday, June 6, 2025 – Upstairs Community Rooms - WLCC 12:00 p.m.- 4:00 p.m.  
September 26, 2025 – Gym and Upstairs Community Rooms 9:00 a.m. - 3:00 p.m.

Direction was given to Jacquie to secure the rooms for 2025. There was discussion regarding having coffee, tea and goodies for the April and June event and a bagged lunch option for the September event however no direction was given. It was determined that Jacquie will be the one to extend invitations to the store front participants.

4. Roundtable Discussion:

Sue advised that the telehealth number for Ontario is now 818.

Toni advised that at Prime Time at St. Ann's Community Church on February 5, 2025 they will be hosting a guest speaker who will present information regarding how caregivers can respond to family members who have Alzheimer's and Dementia.

There was general discussion regarding the difficulty in spreading the word to residents of West Lincoln about events.

John advised that he has attended events at the library that are not well attended and advised the day or the time might be a challenge to some attendees.

Brianne advised that the Recreation Department has been trying different times and days for programming to attract more participation however events are still poorly attended.

Brianne requested that Committee Members advise her of any ideas they might have for programming events for the year 2025. Brianne confirmed that she will be filing out grant applications in January for the 2025 calendar year.

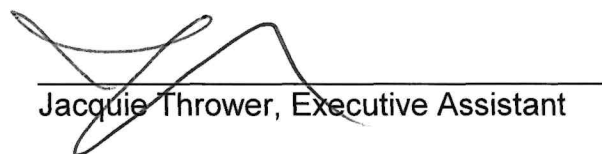
Brianne advised that the Township is seeking volunteers for assistance with the Santa Claus Parade to be held on Nov 30 at 5:00 p.m. Brianne advised that a winter market event will be held in the morning at the West Lincoln Community Centre between 9:00 a.m. – 1:00 p.m.

Karen advised that she recently had heard about a grant that allowed for the purchase of a tracker for individuals who have Alzheimer's Disease. Karen advised that she will try to obtain further information regarding the grant for the next meeting.

The meeting adjourned at 10:34 a.m.



Chair Deb Thomas or Mayor Ganann



Jacquie Thrower, Executive Assistant

**MEMORANDUM**

**TO:** Mayor and Members of Council  
**FROM:** Donna DeFilippis, Director of Finance Emeritus  
**DATE:** December 16, 2024  
**SUBJECT:** 2025 INTERIM TAX BY-LAW

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Dear Council,

Contained under the by-law section of the December 16, 2024 agenda is By-law 2024-83 being the 2025 Interim Tax By-law. It outlines the provisions for billing out property taxes prior to the final 2025 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 2024 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 Emeritus.



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Donna DeFilippis,  
Director of Finance Emeritus



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

**BY-LAW NO. 2024-83**

**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 2025:

**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 2024.

2. The amounts under Paragraph 1 shall be levied after the return of the assessment roll for 2025, 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 2024 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2024 because assessment was added to the collector’s roll during 2024, 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 2025 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 28<sup>th</sup> day of February, 2025, and
- (b) The balance of the interim tax levy shall become due and payable on the 30<sup>th</sup> day of April, 2025
- (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

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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, 2026, 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, 2026, 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 2025 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  
16 DAY OF DECEMBER 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLONE, CLERK**

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

**BY-LAW 2024-82**

**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** 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-law 2023-90, be and are hereby repealed, excluding the schedules pertaining to Building and Utility fees and charges.
12. That, Policy POL-C-02-07, Policy for Closing, Declaring Surplus and Selling a Highway or Portion Thereof, be amended by deleting the fees within Sections 3(b) and 3(d) and be added to the Consolidated User Fees and Charges By-law.
12. That, this By-law come into force and take effect on January 1, 2025.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
16 DAY OF DECEMBER, 2024.**

---

**MAYOR CHERYL GANANN**

---

**JUSTIN PAYLOVE, CLERK**

**Consolidated Schedule of  
Fees and Charges**



Effective January 1, 2025

## 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 Fees and Charges By-Law, and come into effect on January 1, 2025 (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. A 'Y' indicates that the fee includes HST; a 'N' indicates that the fee is not subject to HST/does not include HST.

## Contact 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.

**By-Law ..... 4**

**Cemetery ..... 5**

**Corporate Services ..... 7**

**Fire ..... 8**

**Legislative Services ..... 10**

**Library ..... 12**

**Planning ..... 13**

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

**Recreation ..... 18**

**2025 FEES AND CHARGES**

**SERVICE AREA: BY-LAW**

Description	2024 Fee	2025 Fee	Change	HST
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**NON-PARKING AMPS**

<b>Administrative Fees</b>				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$37.00	\$2.00	N
Late Payment	\$27.00	\$28.00	\$1.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y

**PROPERTY STANDARDS**

<b>Administrative Fees</b>				
Certificate of Compliance	\$107.00	\$111.00	\$4.00	N
Discharge of Order registered in Land Registry Office (includes original registration of Order)	\$346.00	\$357.00	\$11.00	N
File Notice of Appeal	\$372.00	\$384.00	\$12.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y



**2025 FEES AND CHARGES**

**SERVICE AREA: CEMETERY**

Description	2024 Fee	2025 Fee	Change	HST
<b>LOTS</b>				
<i>Care and Maintenance is prescribed by the Bereavement Authority of Ontario.</i>				
<b>Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$972.00	\$1,002.00	\$30.00	Y
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$972.00	\$1,002.00	\$30.00	Y
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
<b>Non-Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,457.00	\$1,501.00	\$44.00	Y
Care & Maintenance - 40% of Total Charge	\$972.00	\$1,002.00	\$30.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,457.00	\$1,501.00	\$44.00	Y
Care & Maintenance - 40% of Total Charge	\$972.00	\$1,002.00	\$30.00	Y
<b>Military Veteran</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
<b>INTERMENT SERVICES</b>				
<b>Full Burial</b>				
Regular Hours	\$1,565.00	\$1,612.00	\$47.00	Y
Weekend/Holidays	\$2,027.00	\$2,088.00	\$61.00	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	\$540.00	\$557.00	\$17.00	Y
Weekend/Holidays	\$612.00	\$631.00	\$19.00	Y
<b>Infant/Child</b>				
Regular Hours	\$774.00	\$798.00	\$24.00	Y
Weekend/Holidays	\$774.00	\$798.00	\$24.00	Y
<b>Double Depth</b>				
Regular Hours	\$2,027.00	\$2,088.00	\$61.00	Y
Weekend/Holidays	\$2,554.00	\$2,631.00	\$77.00	Y
<b>OTHER SERVICES</b>				
<b>Foundations</b>				
Foundations (per sq. inch)	\$1.85	\$1.91	\$0.06	Y
Flat Marker	\$246.00	\$254.00	\$8.00	Y
<b>Corner Markers</b>				
Installation of Corner Markers - each	\$30.00	\$31.00	\$1.00	Y
<b>Care and Maintenance (prescribed by the Bereavement Authority of Ontario)</b>				
Flat Marker, over 172 square inches	\$113.00	\$113.00	\$0.00	Y
Upright Marker, up to 4 feet	\$226.00	\$226.00	\$0.00	Y
Upright Marker, over 4 feet	\$452.00	\$452.00	\$0.00	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: CEMETERY**

Description	2024 Fee	2025 Fee	Change	HST
<b>OTHER SERVICES (CONTINUED)</b>				
<b>Miscellaneous</b>				
Cemetery staff charge-out rate (per hour)	\$107.00	\$111.00	\$4.00	Y
Disinterment	Actual + 10% admin	Actual + 10% admin	-	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: CORPORATE SERVICES**

Description	2024 Fee	2025 Fee	Change	HST
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**GENERAL FINANCE**

Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$37.00	\$2.00	N
Inter-Account Transfer of Customer-Made Payment	\$13.00	\$14.00	\$1.00	N
Refund of Customer-Made Incorrect Payment on Account	\$45.00	\$47.00	\$2.00	N
Penalty for Late Account Payment (per month)	1.25%	1.25%	-	N
Replacement of Vendor Cheque	\$44.00	\$46.00	\$2.00	N
Invoice Bill-Back Administration	\$11.00	\$12.00	\$1.00	N
Tax & Water Certificate	\$50.00	\$55.00	\$5.00	N
Tax & Water Certificate - Rush (within 1 business day)	\$55.00	\$75.00	\$20.00	N
Information/Special Requests - staff time charge-out rate (per hour)	Actual costs + 10% admin	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	\$9.00	\$10.00	\$1.00	N
Tax Statement	\$9.00	\$10.00	\$1.00	N
Tax Roll Ownership Change (per roll)	N/A	\$35.00	\$35.00	N
New Roll Number Account Set-Up (per roll)	\$44.00	\$46.00	\$2.00	N
Mortgage Company Administration - New	\$22.00	\$23.00	\$1.00	N
Overdue Water Account Transfer to Taxes	\$37.00	\$39.00	\$2.00	Y
Overdue Non-Water Account Transfer to Taxes	\$49.00	\$51.00	\$2.00	Y
POA Administration/AMP Fines Added to Taxes	\$49.00	\$51.00	\$2.00	N
<b>Tax Registration</b>				
Preparation of Extension Agreement	\$366.00	\$377.00	\$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	\$425.00	\$438.00	\$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

**2025 FEES AND CHARGES**

**SERVICE AREA: FIRE**

Description	2024 Fee	2025 Fee	Change	HST
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**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)	\$147.00	\$152.00	\$5.00	Y
<b>Homes Providing Supervised or Assisted Living Services</b>				
Group homes or satellite homes	\$147.00	\$152.00	\$5.00	Y
<b>Residential Large</b>				
3-5 suites (Greater than 3,000 sq. ft.)	\$365.00	\$376.00	\$11.00	Y
6 suites or greater (includes hotels, motels, bed and breakfasts, apartments)	\$438.00	\$452.00	\$14.00	Y
<b>Commercial and Industrial</b>				
Less than 3,000 sq. ft.	\$147.00	\$152.00	\$5.00	Y
Between 3,000 – 10,000 sq. ft.	\$220.00	\$227.00	\$7.00	Y
Between 10,001 – 20,000 sq. ft.	\$439.00	\$453.00	\$14.00	Y
Greater than 20,000 sq. ft.	\$659.00	\$679.00	\$20.00	Y
<b>Other Inspections</b>				
Fire Re-inspections for Compliance	\$220.00	\$227.00	\$7.00	Y
Marijuana Grow Operation Inspection	\$365.00	\$376.00	\$11.00	Y
LLBO Inspection - includes Compliance Letter	\$293.00	\$302.00	\$9.00	Y
Fireworks sales per inspection	\$147.00	\$152.00	\$5.00	Y

**RECORDS AND FILES**

File and Record Search	\$187.00	\$193.00	\$6.00	Y
Letter of Compliance	\$187.00	\$193.00	\$6.00	Y
Insurance Company Report	\$187.00	\$193.00	\$6.00	Y
Court Filing and Information	\$187.00	\$193.00	\$6.00	Y

**PERMIT FEES**

Open Air Burning Permit - Non-Farms (Rural & Urban)	\$35.00	\$37.00	\$2.00	Y
Open Air Burning Permit - Farms	\$0.00	\$0.00	\$0.00	Y
Open Air Burning Permit - Campground	\$35.00	\$37.00	\$2.00	Y
Open Air Burning Permit - Specific Event	\$0.00	\$0.00	\$0.00	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: FIRE**

Description	2024 Fee	2025 Fee	Change	HST
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**OTHER FIRE DEPARTMENT ACTIVITIES**

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	\$147.00	\$152.00	\$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.	\$93/hr (first hour); \$69/hr (after)	\$96/hr (first hour); \$71/hr (after)	-	Y
Fire Extinguisher training (equipment provided by trainees) Includes cost of Firefighter and printed materials (per hour)	\$70.00	\$73.00	\$3.00	Y
Fire Safety Training (per hour)	\$70.00	\$73.00	\$3.00	Y
Fire Drills (As requested - Industrial, Vulnerable Occupants)	\$293.00	\$302.00	\$9.00	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: LEGISLATIVE SERVICES**

Description	2024 Fee	2025 Fee	Change	HST
<b>COMMISSIONER</b>				
Oaths - Resident	\$12.00	\$13.00	\$1.00	N
Oaths - Non-Resident	\$15.00	\$16.00	\$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	\$21.00	\$22.00	\$1.00	N
Burial Permit/Death Registration for Non-Residents	\$21.00	\$22.00	\$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)	\$95.00	\$98.00	\$3.00	N
Photocopies & computer printouts (per page)	\$0.40	\$0.50	\$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	\$130.00	\$134.00	\$4.00	N
Lottery (per AGCO)	3% of prizes	3% of prizes	-	N
Non-Resident Small Game Hunting	\$25.00	\$26.00	\$1.00	N
Trailer Parks (per park, per year)	\$773.00	\$797.00	\$24.00	N
Refreshment Vehicle (per vehicle, per year)	\$309.00	\$319.00	\$10.00	N
Refreshment Vehicle (per vehicle, per day)	\$103.00	\$107.00	\$4.00	N
Refreshment Cart (per cart, per year)	\$309.00	\$319.00	\$10.00	N
Refreshment Cart (per cart, per day)	\$103.00	\$107.00	\$4.00	N
Refreshment Cycle (first cycle, per year)	\$309.00	\$319.00	\$10.00	N
Refreshment Cycle (each additional cycle, per year)	\$78.00	\$81.00	\$3.00	N
Refreshment Cycle (first cycle, per day)	\$52.00	\$54.00	\$2.00	N
Refreshment Cycle (each additional cycle, per day)	\$13.00	\$14.00	\$1.00	N
Non-refundable fee if license denied	\$78.00	\$81.00	\$3.00	N

**2025 FEES AND CHARGES****SERVICE AREA: LEGISLATIVE SERVICES**

<b>Description</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>Change</b>	<b>HST</b>
<b>CLOSING OF ROAD ALLOWANCE</b>				
Closing of Road Allowance - Administration Fee	\$368.00	\$975.00	\$607.00	N
Closing of Road Allowance Deposit, non-interest bearing (refundable upon conditions satisfactorily being met)	\$1,208.00	\$1,275.00	\$67.00	N

**2025 FEES AND CHARGES**

**SERVICE AREA: LIBRARY**

Description	2024 Fee	2025 Fee	Change	HST
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**COPY/PRINT**

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

**LOST OR DAMAGED MATERIAL**

Membership Card Replacement	\$1.50	\$2.00	\$0.50	N
Material Lost/Damaged (per book)	Cost + \$5.00 admin charge	Cost + \$5.00 admin charge	-	N

**PROGRAMS AND OTHER**

Program and Event Registration (per person)	Actual cost	Actual cost	-	N
LED Projector Rental, three-day loan period	N/A	\$10.00	\$ 10.00	N
LED Projector Rental, late charge (per day)	N/A	\$15.00	\$ 15.00	N

**LIBRARY ROOMS**

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

*Prime - Weekdays (5PM to close) & Weekends (8AM to close) & Statutory Holidays*

*Non-Prime - Weekdays (8AM to 5PM)*

**Smithville - Program Room 51' x 22'**

Prime (per hour) - up to 4 hours	\$39.00	\$41.00	\$2.00	N
Prime (daily) - more than 4 hours	\$184.00	\$190.00	\$6.00	N
Non-Prime (per hour) - up to 4 hours	\$23.00	\$24.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$110.00	\$114.00	\$4.00	N
Kitchen (per hour) - up to 4 hours	\$19.00	\$20.00	\$1.00	N
Kitchen (daily) - more than 4 hours	\$91.00	\$94.00	\$3.00	N

**Smithville - Board Room 22' x 15'**

Prime (per hour) - up to 4 hours	\$13.00	\$14.00	\$1.00	N
Prime (daily) - more than 4 hours	\$58.00	\$60.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$8.00	\$9.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$29.00	\$30.00	\$1.00	N

**Caistorville - Board Room 20' x 12'**

Prime (per hour) - up to 4 hours	\$13.00	\$14.00	\$1.00	N
Prime (daily) - more than 4 hours	\$58.00	\$60.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$8.00	\$9.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$29.00	\$30.00	\$1.00	N

**Wellandport Program Room 31' x 16'**

Prime (per hour) - up to 4 hours	\$19.00	\$20.00	\$1.00	N
Prime (daily) - more than 4 hours	\$87.00	\$90.00	\$3.00	N
Non-Prime (per hour) - up to 4 hours	\$11.00	\$12.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$47.00	\$49.00	\$2.00	N

**MAKERSPACE PROJECT CREATION**

Permanent Vinyl Sheet (12" x 12")	\$1.00	\$1.00	-	N
Iron-On Vinyl Sheet (12" x 12")	\$1.50	\$1.50	-	N
Felt (12" x 12")	\$1.00	\$1.00	-	N
Cardstock Sheet (8" x 11.5")	\$0.25	\$0.25	-	N
Sticker Paper - Matte/Glossy (8" x 11.5")	\$1.50	\$1.50	-	N
3-D Filament (per gram)	\$0.15	\$0.15	-	N
Custom Button	\$1.00	\$1.00	-	N



**2025 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

Description	2024 Fee	2025 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:	\$12,537.00	\$13,164.00	\$627.00	N
<i>Preliminary Submission***</i>	\$4,179.00	\$4,388.00	\$209.00	N
<i>Formal Submission</i>	\$8,358.00	\$8,776.00	\$418.00	N
Zoning By-law Amendment*/*** - broken down as:	\$10,112.00	\$10,619.00	\$507.00	N
<i>Preliminary Submission***</i>	\$3,370.00	\$3,539.00	\$169.00	N
<i>Formal Submission</i>	\$6,742.00	\$7,080.00	\$338.00	N
Combined Office Plan Amendment/Zoning By-law Amendment*/*** - broken down as:	\$16,989.00	\$17,840.00	\$851.00	N
<i>Preliminary Submission***</i>	\$5,663.00	\$5,947.00	\$284.00	N
<i>Formal Submission</i>	\$11,326.00	\$11,893.00	\$567.00	N
Zoning By-law Amendment (Condition of Consent)	\$5,061.00	\$5,315.00	\$254.00	N
Removing of (H) Holding Provision	\$1,754.00	\$1,842.00	\$88.00	N
Part Lot Control – Removal of Part Lot Control (per lot/block)	\$2,405.00	\$2,526.00	\$121.00	N
Temporary Use Agreement	\$3,350.00	\$3,518.00	\$168.00	N
Temporary Use By-law	\$3,822.00	\$4,014.00	\$192.00	N
Extension to Temporary Use By-law	\$3,350.00	\$3,518.00	\$168.00	N
Deeming By-law	\$1,145.00	\$1,203.00	\$58.00	N
Zoning Compliance	\$252.00	\$265.00	\$13.00	N
Written Property Reports	\$252.00	\$265.00	\$13.00	N

**BLOCK PLAN**

Block Plan Application (Base Fee)	\$32,445.00	\$34,068.00	\$1,623.00	N
Block Plan Application (Per hectare, plus Base Fee)	\$1,082.00	\$1,137.00	\$55.00	N

**SUBDIVISION/CONDOMINIUM**

Draft Plan of Condominium Application (Base Fee)*** - broken down as:	\$19,415.00	\$20,387.00	\$972.00	N
<i>Preliminary Submission***</i>	\$6,470.00	\$6,794.00	\$324.00	N
<i>Formal Submission</i>	\$12,945.00	\$13,593.00	\$648.00	N
Condominium Conversion	\$15,561.00	\$16,340.00	\$779.00	N
Condominium Amalgamation	\$2,478.00	\$2,602.00	\$124.00	N
Exemption of Draft Plan of Condominium Approval	\$2,825.00	\$2,967.00	\$142.00	N

**2025 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

<b>Description</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>Change</b>	<b>HST</b>
<b>SUBDIVISION/CONDOMINIUM (CONTINUED)</b>				
Draft Plan of Subdivision Application (Base Fee, up to 10 hectares)*** - broken down as:	\$22,470.00	\$23,594.00	\$1,124.00	N
<i>Preliminary Submission***</i>	\$7,490.00	\$7,865.00	\$375.00	N
<i>Formal Submission</i>	\$14,980.00	\$15,729.00	\$749.00	N
Draft Plan of Subdivision Application (Per hectare above 10 hectares, plus Base Fee)	\$1,502.00	\$1,578.00	\$76.00	N
Extension to Draft Plan Approval of Subdivision or Condominium	\$1,785.00	\$1,875.00	\$90.00	N
Red-Line Revisions to Draft Plan Approval of Subdivision or Condominium	\$3,822.00	\$4,014.00	\$192.00	N
Final Approval of Plan of Condominium or Subdivision (Includes Clearing Conditions)	\$3,780.00	\$3,969.00	\$189.00	N
Condominium or Subdivision Agreement**	\$13,125.00	\$13,782.00	\$657.00	N
Amendment to Draft Plan of Subdivision or Condominium Agreement	\$8,946.00	\$9,394.00	\$448.00	N
Street Naming for New Subdivisions	\$1,932.00	\$2,029.00	\$97.00	N
<b>SITE PLAN</b>				
Site Plan Approval Application (Initial or Amendment where New Agreement Required) (Includes residential developments with >10 units)*** - broken down as:	\$8,894.00	\$9,340.00	\$446.00	N
<i>Preliminary Submission***</i>	\$2,965.00	\$3,114.00	\$149.00	N
<i>Formal Submission</i>	\$5,929.00	\$6,226.00	\$297.00	N
Site Plan Approval Application (Initial or Amendment where no Agreement Required)*	\$3,591.00	\$3,771.00	\$180.00	N
Red-Line Revisions to a Site Plan	\$3,822.00	\$4,014.00	\$192.00	N
Discharge of a Site Plan Agreement (legal fees are additional charge)	\$1,565.00	\$1,644.00	\$79.00	N
<b>DEVELOPMENT/FRONT-ENDING/PRE-SERVICING AGREEMENT</b>				
Development Agreement (Includes residential developments with 10 units or less)*** - broken down as:	\$8,894.00	\$9,340.00	\$446.00	N
<i>Preliminary Submission***</i>	\$2,965.00	\$3,114.00	\$149.00	N
<i>Formal Submission</i>	\$5,929.00	\$6,226.00	\$297.00	N
Development Agreement as a Condition of Consent	\$3,591.00	\$3,771.00	\$180.00	N
Front-End Financing Agreement (Includes registration legal fees, initial engineering review fee, third-party agreement review, Part 12 fees, etc.)	Actual costs	Actual costs	-	N
Pre-Servicing Agreement (Includes registration legal fees, initial engineering review fee, per phase/block)	\$8,994.00	Actual costs	-	N
<b>PRE-CONSULTATION MEETING/DEVELOPMENT APPLICATIONS</b>				
<i>Where multiple applications are proposed, the higher fee applies.</i>				
Block Plan/Official Plan Amendment/Draft Plan of Subdivision/Condominium (non-refundable)	\$500.00	\$1,200.00	\$700.00	N
Zoning By-law Amendment/Site Plan/Consent/Minor Variance/Other (Deduct fee towards other planning fees if complete application received within 1 year of meeting)	\$500.00	\$525.00	\$25.00	N
Consultation Process for Telecommunication Facilities	\$2,216.00	\$2,327.00	\$111.00	N

**2025 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

Description	2024 Fee	2025 Fee	Change	HST
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**MISCELLANEOUS**

Approval of Road Opening/Upgrade (Allow access to build) subject to any Official Plan Amendments	\$1,785.00	\$1,875.00	\$90.00	N
Adjournment/Rescheduling Fee for public meeting	\$357.00	\$1,500.00	\$1,143.00	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	\$546.00	\$574.00	\$28.00	N
Application Fee, between 1,000-5,000 cubic metre/year	\$1,082.00	\$1,137.00	\$55.00	N
Application Fee, greater than 5,000 cubic metre/year	N/A	\$1,137.00 + \$1,000.00/1,000 cubic metre > 5,000 cubic metre	-	N
Security deposit, non-interest bearing	As needed	As needed	As needed	N

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

<i>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:</i>				
Total cost of services less than \$1,000	\$250.00	\$250.00	\$0.00	N
Total cost of services less than \$5,000	\$500.00	\$500.00	\$0.00	N
Total cost of services less than \$20,000	\$2,000.00	\$2,000.00	\$0.00	N
Total cost of services less than \$30,000	\$3,000.00	\$3,000.00	\$0.00	N
Total cost of services less than \$60,000	\$6,000.00	\$6,000.00	\$0.00	N
Total cost of services less than \$75,000	\$7,500.00	\$7,500.00	\$0.00	N
Total cost of services less than \$100,000	\$10,000.00	\$10,000.00	\$0.00	N
Total cost of services between \$100,000-\$500,000 (Minimum of \$10,000)	\$5,000.00 + 5% 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 + 5% of costs btwn. \$100,000-\$500,000 + 4% of costs >\$500,000	\$5,000.00 + 5% of costs btwn. \$100,000-\$500,000 + 4% of costs >\$500,000	-	N

Description	2024 Fee	2025 Fee	Change	HST
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**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.	\$3,108.00	\$3,264.00	\$156.00	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)	\$1,554.00	\$1,632.00	\$78.00	N
Health Inspection Fee for West Lincoln Properties (Required if municipal sewage system is unavailable and private septic system proposed, per new lot + remnant)	\$305.00	\$321.00	\$16.00	N
Adjournment/Rescheduling Fee - Applicable as determined by Committee when an adjournment of an application is necessary.	\$357.00	\$375.00	\$18.00	N
Final Certification Fee (Per application, payable upon submission of the documents (deeds) for issuance of final certification)	\$798.00	\$838.00	\$40.00	N
Basic Processing Fee - Minor Variance Applications* (Includes administration and mailing fees required to process minor variance applications.)	\$2,415.00	\$2,536.00	\$121.00	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.	\$935.00	\$982.00	\$47.00	N

**2025 FEES AND CHARGES**

**SERVICE AREA: PUBLIC WORKS**

Description	2024 Fee	2025 Fee	Change	HST
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**GENERAL FEES**

Engineering Reports/ Drawings/ Studies - Printed Copy (per page)	\$0.40	\$0.50	\$0.10	N
Curb & Sidewalk Repair	Actual + 10% admin	Actual + 10% admin	-	Y
Driveway/ Entrance	Actual + 10% admin	N/A	-	Y
Culvert Installation	Actual + 10% admin	N/A	-	Y
Culvert Inspection - Entrance Permit	\$155.00	\$160.00	\$5.00	N
Culvert Deposit - Entrance Permit, non-interest bearing (refundable upon final inspection approval)	\$1,250.00	\$1,250.00	\$0.00	N
Road Occupancy/Encroachment Permit	\$100.00	\$110.00	\$10.00	N
New/Replacement/Removal of Tree	N/A	\$855.00	\$855.00	Y

**OVERSIZE/OVERWEIGHT LOAD PERMIT**

Single Trip	\$54.00	\$56.00	\$2.00	N
Three Month	\$107.00	\$111.00	\$4.00	N
Annually	\$160.00	\$165.00	\$5.00	N
Ontario Bridge Formula Check for Overweight Loads (per review)	N/A	\$392.00	\$392.00	Y

**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	\$41.00	\$41.00	\$0.00	Y
Grader	\$155.00	\$160.00	\$5.00	Y
Tandem	\$95.00	\$115.00	\$20.00	Y
One Ton	\$50.00	\$55.00	\$5.00	Y
Backhoe	\$70.00	\$74.00	\$4.00	Y
Van & 2-Wheel Drive Pick-Up	\$39.00	\$40.00	\$1.00	Y
<b>Employees (per hour)</b>				
Truck Driver	\$55.00	\$57.00	\$2.00	Y
Backhoe Operator	\$65.00	\$67.00	\$2.00	Y
Grader Operator	\$65.00	\$67.00	\$2.00	Y
Water & Wastewater Operator	\$65.00	\$67.00	\$2.00	Y
Engineering/Managerial Staff	\$102.00	\$106.00	\$4.00	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

Description	2024 Fee	2025 Fee	2026 Fee	HST
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**ARENA FACILITY**

<i>Note: Changes are effective September 1, which coincides with the start of the season.</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
Public Skating (per person)	\$3.00	\$4.00	\$4.00	Y
Preschool Skating (per person)	\$3.00	\$4.00	\$4.00	Y
Adult Skating (per person)	\$3.00	\$4.00	\$4.00	Y
Stick & Puck (per person)	\$3.00	\$4.00	\$4.00	Y
Public Skating/Preschool/Adult Discount Card (10 uses)	\$25.00	\$35.00	\$35.00	Y
Shinny Hockey (per person)	\$6.00	\$7.00	\$8.00	Y
Shinny Hockey Discount Card (10 uses)	N/A	\$59.00	\$67.00	Y
Prime Ice Rental (per hour)	\$235.00	\$247.00	\$255.00	Y
Non-Prime Ice Rental (per hour)	\$160.00	\$168.00	\$174.00	Y
Arena Floor Rental (per hour)	\$70.00	\$74.00	\$77.00	Y
Local Schools and Local Home Schools (per hour)	\$81.00	\$86.00	\$89.00	Y
<b>West Lincoln Figure Skating Club</b>				
Prime Ice Rental (per hour)	\$160.00	\$168.00	\$174.00	Y
Non-Prime Ice Rental (per hour)	\$110.00	\$116.00	\$120.00	Y
<b>West Niagara Minor Hockey Association</b>				
Prime Ice Rental (per hour)	\$171.00	\$180.00	\$186.00	Y
Non-Prime Ice Rental (per hour)	\$110.00	\$116.00	\$120.00	Y

**COMMUNITY ROOMS & GYMNASIUM**

<i>Note: Rental times must include set up &amp; take down time</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
<b>Community Room (3 available)</b>				
Prime (per hour) - up to 4 hours	\$29.00	\$31.00	\$32.00	Y
Prime (daily) - more than 4 hours	\$144.00	\$152.00	\$157.00	Y
Non-Prime (per hour) - up to 4 hours	\$19.00	\$20.00	\$21.00	Y
Non-Prime (daily) - more than 4 hours	\$87.00	\$92.00	\$95.00	Y
Kitchenette (per hour) - maximum charge of \$80	\$16.00	\$17.00	\$18.00	Y
<b>Gymnasium</b>				
<b>Full Gymnasium</b>				
Prime (per hour) - up to 4 hours	\$36.00	\$38.00	\$40.00	Y
Prime (daily) - more than 4 hours	\$171.00	\$180.00	\$186.00	Y
Non-Prime (per hour) - up to 4 hours	\$24.00	\$26.00	\$27.00	Y
Non-Prime (daily) - more than 4 hours	\$116.00	\$122.00	\$126.00	Y
<b>Half Gymnasium</b>				
Hourly Prime (up to 4 hours)	\$19.00	\$20.00	\$21.00	Y
Daily Prime (more than 4 hours)	\$87.00	\$92.00	\$95.00	Y
Hourly Non-Prime (up to 4 hours)	\$13.00	\$14.00	\$15.00	Y
Daily Non-Prime (more than 4 hours)	\$58.00	\$61.00	\$63.00	Y
Gym Kitchenette (per hour) - maximum charge of \$80	\$16.00	N/A	N/A	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

Description	2024 Fee	2025 Fee	2026 Fee	HST
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**PARKS AND OUTDOOR FACILITIES**

<b>West Lincoln Youth Sports Associations</b>				
Soccer/Football/Baseball Youth 0-8 years (per person)	\$14.00	\$15.00	\$16.00	Y
Soccer/Football/Baseball Youth 8+ (per person)	\$16.00	\$17.00	\$18.00	Y
Field with lights (per hour)	\$25.00	\$27.00	\$28.00	Y
Tournament/Special Event (per field, per day ie. 4 hours or more)	\$56.00	\$59.00	\$61.00	Y
<b>Private Rental</b>				
Field without lights (per hour)	\$25.00	\$27.00	\$28.00	Y
Field with lights (per hour) 8PM to 11PM - minimum	\$39.00	\$41.00	\$43.00	Y
Tournament/Special Event (per field, per day ie. 4 hours or more)	\$238.00	\$250.00	\$258.00	Y
<b>Schools - Local Schools &amp; Local Home Schools</b>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
Local Track/Cross Country Meet Non-Prime (per day)	\$56.00	\$59.00	\$61.00	Y
Local Soccer/Football/Baseball Non-Prime (per hour)	\$18.00	\$19.00	\$20.00	Y
Local Soccer/Football/Baseball Prime (per hour)	\$25.00	\$27.00	\$28.00	Y
Local Soccer/Football/Baseball Prime Tournament	\$238.00	\$250.00	\$258.00	Y
<b>Pavilion &amp; Bandshell</b>				
<i>Bandshell rental requests must complete a Special Event Application</i>				
Full Day Pavilion - more than 4 hours (includes hydro)	\$78.00	\$82.00	\$85.00	Y
Half Day Pavilion - 4 hours or less (includes hydro)	\$45.00	\$48.00	\$50.00	Y
Band Shell - up to 4 hours (includes hydro)	\$301.00	\$317.00	\$327.00	Y
Band Shell (per day) - includes hydro	\$480.00	\$504.00	\$520.00	Y

**PROGRAMS, CLASSES, & CAMPS**

<i>Older adults (55+) eligible for 10% Fitness Discount (exception Tai Chi &amp; Drop In)</i>				
10 Class Adult Registered Program	\$95.00	\$100.00	\$103.00	Y
10 Class Youth Registered Program	\$57.00	\$60.00	\$62.00	N
Yoga Bolster Equipment	N/A	\$41.00	\$43.00	Y
Home Alone Course	N/A	\$77.00	\$80.00	N
Babysitting Course	N/A	\$77.00	\$80.00	N
Family Registered Program	\$125.00	N/A	N/A	Y
Pay As You Go	\$15.00	N/A	N/A	Y
Tai Chi First Timers	\$45.00	\$48.00	\$50.00	Y
Tai Chi Returning	\$28.00	\$30.00	\$31.00	Y
Registered Program User Cancellation (non-refundable)	\$15.00	\$16.00	\$17.00	N
<b>Drop In</b>				
Drop In Youth Gym Program	\$3.00	\$4.00	\$4.00	Y
Drop In Youth Gym Discount Card (10 uses)	\$15.00	\$25.00	\$34.00	Y
Drop In Adult Gym Program	\$5.00	\$6.00	\$6.00	Y
Drop In Adult Gym Discount Card (10 uses)	\$41.00	\$50.00	\$50.00	Y
Drop In Older Adults Gym Program	\$3.00	\$4.00	\$4.00	Y
Drop In Older Adults Gym Discount Card (10 uses)	\$25.00	\$34.00	\$34.00	Y
Drop in Family Fee (max. 2 adults, 4 children)	\$15.00	\$16.00	\$17.00	Y
Drop in Family Fee Discount Card (10 uses)	\$100.00	\$134.00	\$139.00	Y

**2025 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

Description	2024 Fee	2025 Fee	2026 Fee	HST
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**PROGRAMS, CLASSES, & CAMPS (CONTINUED)**

<b>Camps</b>				
Regular Five-Day (per week)	\$153.00	\$161.00	\$166.00	N
Four-Day Week (Due to Township Holiday)	\$122.00	\$129.00	\$133.00	N
March Break Camp	\$153.00	\$161.00	\$166.00	N
Extended Care (7:30AM to 9:00AM OR 3:30PM to 5:30PM)	\$7.00	\$8.00	\$8.00	N
Late Pick Up (per 15 minutes)	\$13.00	\$14.00	\$15.00	N
Camp Cancellation by User (non-refundable)	\$15.00	\$16.00	\$17.00	N
<b>Harvest Routes Workshops</b>				
Adult Workshop - Adults (non-refundable)	\$20.00	\$21.00	\$22.00	Y
Child/Youth Workshop (non-refundable)	\$11.00	\$12.00	\$13.00	N

**DIGITAL ROAD SIGN**

Per Day	\$20.00	\$21.00	\$22.00	Y
Per Week	\$86.00	\$91.00	\$94.00	Y

**HANGING BASKET & GARDENS SPONSORSHIP**

Hanging Basket	\$129.00	\$136.00	\$141.00	N
Traffic Island	\$1,339.00	N/A	N/A	N
Garden (Downtown Smithville, 6 available)	N/A	\$1,700.00	\$1,751.00	N

**MARKETS (EXCLUDES HARVEST ROUTES)**

<i>All vendors are provided with a 10'X10' space.</i>				
Full Season Vendor	\$376.00	\$144.00	\$149.00	Y
VQA Wineries and Stores (must provide insurance)	\$376.00	\$144.00	\$149.00	Y
Additional Space for Full Season Vendor (10' x 10')	\$121.00	\$47.00	\$49.00	Y
Half Season Vendor	\$217.00	N/A	N/A	Y
Non-Seasonal Vendor (per week)	\$55.00	\$58.00	\$60.00	Y
Registered Non-Profit and Young Entrepreneurs (under 18)	\$0.00	\$0.00	\$0.00	N



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

**BY-LAW NO. 2024-83**

**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 2025:

**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 2024.

2. The amounts under Paragraph 1 shall be levied after the return of the assessment roll for 2025, 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 2024 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2024 because assessment was added to the collector’s roll during 2024, 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 2025 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 28<sup>th</sup> day of February, 2025, and
- (b) The balance of the interim tax levy shall become due and payable on the 30<sup>th</sup> day of April, 2025
- (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

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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, 2026, 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, 2026, 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 2025 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  
16 DAY OF DECEMBER 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLONE, CLERK**

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

**BY-LAW NO. 2024-84**

**A BY-LAW TO DELEGATE POWERS AND DUTIES TO OFFICERS, EMPLOYEES AND AGENTS OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN.**

**WHEREAS** Section 2 of the *Municipal Act, 2001*, S.O. 2001, c.25 indicates that the purpose of a municipality is to be a responsible and accountable government with respect to matters within its jurisdiction and each municipality is given powers and duties under the *Municipal Act, 2001*, and many other Acts for the purpose of providing good government with respect to those matters;

**AND WHEREAS** paragraph 11(2)7 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes a municipality to pass By-Laws respecting services and things that the municipality is authorized to provide;

**AND WHEREAS** section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes Council to delegate its power and duties;

**AND WHEREAS**, Section 270 (1) of the *Municipal Act, 2001*, S.O. 2001, requires, in part, that a municipality adopt and maintain policies with respect to the delegation of its powers and duties;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln adopted By-Law 2007-143 which adopted a policy with respect to delegation of powers and duties for the Corporation of the Township of West Lincoln which requires that all delegations be authorized by By-Law;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient to enact a Consolidated Delegated Authority By-Law to outline all authorities that have been delegated to Officers, Employees and Agents of the Corporation of the Township of West Lincoln.

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

1. That authority is delegated to specified Officers, Employees and Agents to act, subject to limits and restrictions, as described in all Schedules attached to this By-Law, which forms part of this By-Law; and,
2. That any delegated authority is granted only to the Officer, Employee or Agent holding the corresponding Officer, Employee or Agent position listed under the "Delegate" column in each Schedule and includes any Officer, Employee or Agent holding that position on a permanent, temporary or acting basis. In addition, the delegation is also granted to the corresponding Officer, Employee or Agent's direct supervisor, and each direct supervisor above that position in the corporate structure, up to and including the Chief Administrative Officer; and,
3. That where any delegation of authority to any Officer, Employee or Agent or their supervisor is not permissible at law, such as in the instance where a professional qualification or licence is required to exercise the authority, then the delegation is deemed not granted to that Officer, Employee or Agent or their supervisor but

does not affect the delegation of any other Officer, Employee or Agent or their supervisor; and,

4. That no further delegation of the authorities contained in this By-Law is permitted without Council approval, either with respect to the authority and limits of the delegation or the persons to whom the delegation is sought; and,
5. That where a delegated authority involves the expenditure of funds and/or commitment of resources, the delegated authority must be exercised within the Council approved budget for that matter; and,
6. That where a delegated authority has a fixed dollar amount, the value is deemed to be exclusive of taxes; and,
7. That Officers, Employees and Agents with delegated authority under this By-Law shall exercise their authority responsibly and shall be accountable and responsible for their actions and decisions; and,
8. That if an Officer, Employee or Agent has a conflict of interest, as per the Employee Code of Conduct, related to a delegated authority, the Officer, Employee or Agent must not exercise their delegated authority and must report the conflict of interest to their supervisor; and,
9. That this By-Law supersede any previous By-Laws that have not yet been repealed or amended and that which contradict the delegated authorities detailed within the Schedules attached to this By-Law; and,
10. That this By-Law be superseded by any active contracts, service agreements, or any other legally-binding documents wherein any powers or duties of the Corporation of the Township of West Lincoln have been delegated to an Agent or any other third-party contractor or service provider of any kind; and,
11. That in the event of any inconsistency between this By-Law and any other By-Law of the Municipality, the provision that more effectively delegates authority prevails to the extent of the inconsistency; and
12. That the delegation in this By-Law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS 16  
DAY OF DECEMBER, 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLOVE, CLERK**

**Schedule "A"**  
**Delegated Municipal Powers and Duties**

	<b>Delegation</b>	<b>Delegate</b>	<b>Limitation</b>
<b>CAO OFFICE</b>			
<b>Chief Administrative</b>			
1	A by-law to provide for the appointed office of Chief Administrative Officer and to define the duties and responsibilities of the position	CAO	Subject to the limitations set out in the by-law. <b>By-law 2024-38</b>
2	Apply for, negotiate, enter into, and execute grant agreements and applications for federal, provincial or other grant funding to the town in amounts over \$250,000.00	CAO  Director of Corporate Services and CFO to be secondary signature	Relevant department to review and prepare grant application in consultation with Finance and Legal
3	Execute agreements and other documents related to the general management of the affairs of the Township and negotiate, and enter into and execute agreements for the purposes of a capital project as required to implement an approved capital project, up to \$100,000.	CAO / Clerk	Relevant department to review and prepare document in consultation with Finance and Legal.  Capital project approved by Council through the budget process or other means, alignment with Purchasing Policy
	<b>Delegation</b>	<b>Delegate</b>	<b>Limitation</b>
4	The hiring, dismissal, and negotiation related to any employee of the Township (Excluding Statutory Officers without Council Approval)	CAO	(Excluding Statutory Officers without Council Approval)
5	Administer the salaries and performance review of any direct report staff, oversee the collective bargaining process, and adjust staffing levels to maintain Council approved programs and services.	CAO	
6	Authority to make any expenditures or incur liability which exceeds \$50,000, that was not included in the most recent budget adopted by the council before nomination day in the election	CAO	



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

**BY-LAW NO. 2024-85**

**BEING A BY-LAW TO ESTABLISH PARTS 3, 4, 5 AND 6 ON REFERENCE PLAN NO. 30R-16266 ON CONCESSION 3 ROAD AS PUBLIC HIGHWAY, IN THE FORMER TOWNSHIP OF CAISTOR, NOW TOWNSHIP OF WEST LINCOLN, REGIONAL MUNICIPALITY OF NIAGARA.**

**WHEREAS** a condition of the application for consent B06/2023WL required that lands depicted as Parts 3, 4, 5 and 6 on Reference Plan No. 30R-16266 be transferred to the Township for the purposes of a road widening on Concession 3 Road;

**AND WHEREAS** the Township is now in receipt of the subject lands and deems it expedient to establish the lands as Public Highway.

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

1. That Parts 3, 4, 5 and 6 on Reference Plan No. 30R-16266 on Concession 3 Road, in the former Township of Caistor, now in the Township of West Lincoln, be and is hereby established as a public highway; and
2. 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.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS 16  
DAY OF DECEMBER, 2024**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLOVE, CLERK**

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

**BY-LAW NO. 2024-86**

**A BY-LAW TO AMEND ZONING BY-LAW NO. 2017-70, AS AMENDED, OF THE TOWNSHIP OF WEST LINCOLN**

**WHEREAS** the Township of West Lincoln council is empowered to enact this By-law by virtue of the provisions of Section 34 of the Planning Act, 1990, as amended;

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

1. That Map 'E7' to Schedule A to Zoning By-law No. 2017-70, as amended, is hereby amended by changing the zoning on 5377 Elcho Road, legally described as Concession 2, lot 13 in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.
2. That Map 'E7' to Schedule 'A' to Zoning By-Law No. 2017-70, as amended, is hereby amended by changing the zoning on part of the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from an Agricultural 'A' zone to an Agriculture Related 'AR' zone with exception (AR-240) and Highway Commercial 'C3' with exception (C3-241)
3. That Map 'E7' to Schedule 'A' to Zoning By-Law No. 2017-70, as amended, is hereby amended by changing the zoning on part of the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from an Agricultural 'A' zone to an Agricultural zone with Exception (A-242)
4. That Part 6 of Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

AR-240

Permitted Uses:

As per the parent zone.

Regulations:

All regulations of the AR zone except: 57% lot area outdoor storage

A-242

Permitted Uses:

As per the parent zone

Regulations

All regulations of the A zone except: A minimum lot area of 30 hectares

5. That, Part 7 of Zoning By-law 17-70, as amended, is hereby amended by adding the following to Part 13.2:

C3-242

Permitted Uses: As per the Parent Zone

Regulations:

All Regulations of the C3 zone except: 57% lot area outdoor storage

6. That, all other provisions of By-law 2017-70 continue to apply.
7. AND 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  
16 DAY OF DECEMBER, 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLOVE, CLERK**

## **EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2024-86**

### **Location:**

This By-law involves a parcel of land legally known as 5377 Elcho Road, legally described as

Concession 2, lot 13 in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.

As well as a parcel of land legally known as 5357 Elcho Road, legally described as Concession 2, Part Lot 13, RP 30R2450; Part 2, in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.

### **Purpose & Effect:**

The rezoning application will rezone 5377 Elcho Road from an Agricultural 'A' zone to an Agricultural Related 'AR-240' with a site specific exception to recognize 57% of the property to be used for outdoor storage whereas 10% is the permitted maximum.

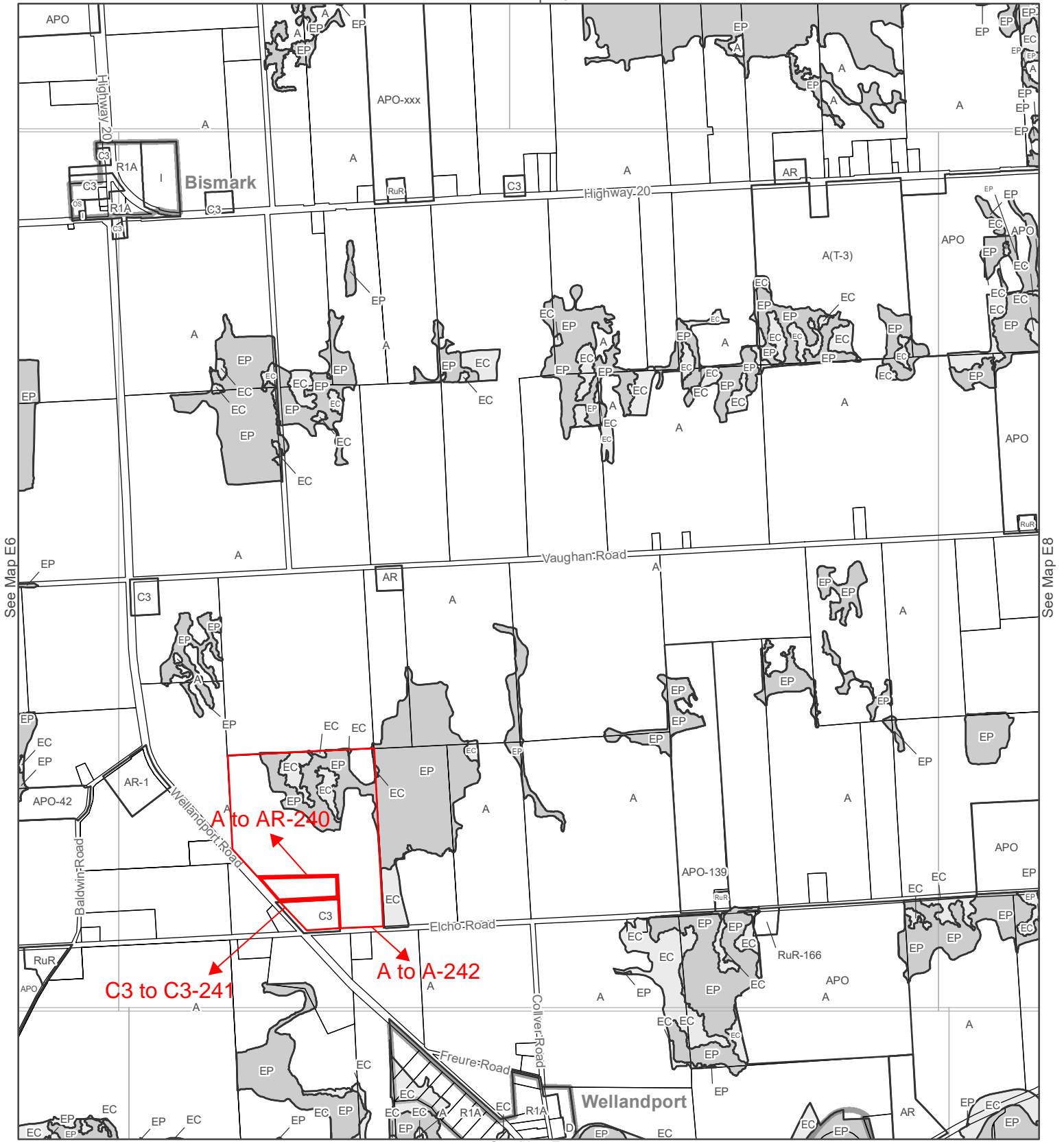
The rezoning application will also rezone 5357 Elcho Road from an Agricultural 'A' zone to an Agricultural 'A'241; with a site specific exception to recognize a deficient lot size of 30 hectares whereas 40 is required.

### **Public Consultation:**

The Public Meeting was held on December 9<sup>th</sup> 2024. All written and oral comments will be considered in the making of the decision by Council. Agency comments regarding this application has been included in the amending bylaw.

File: 1601-011-24

Applicant: NFG Properties – Ethan Laman (Agent)



See Map E6

See Map E8

**Township Key Map**

A1	A2	A3	A4	A5					
B1	B2	B3	B4	B5	B6				
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
E1	E2	E3	E4	E5	E6	<b>E7</b>	E8	E9	
F1	F2	F3	F4	F5	F6	F7			

**Smithville Key Map**

S1	S2	S3
S4	S5	S6
S7	S8	S9

- Settlement Area Boundary
- Zone Boundary
- EC
- EP
- Waste Management Facility Assessment Area

**Township of West Lincoln**  
 Schedule A  
 Zoning By-law No.2017-70  
 Map  
**E7**

1:20,000  
 0 500 m

Last Updated: July 2019

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

**BY-LAW NO. 2024- 87**

**A BY-LAW TO AMEND ZONING BY-LAW NO. 2017-70, AS AMENDED, OF THE TOWNSHIP OF WEST LINCOLN**

**WHEREAS** the Township of West Lincoln Council is empowered to enact this By-law by virtue of the provisions of Section 34 of the Planning Act, 1990, as amended;

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

1. That Map 'D9' to Schedule A to Zoning By-law No. 2017-70, as amended, is hereby amended by changing the zoning on 1985 Hodgkins Road, legally described as Concession 5, Part Lot 9, 30R3189, Part 5, 6 and 7, in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.
2. That Map 'D9' to Schedule 'A' to Zoning By-Law No. 2017-70, as amended, is hereby amended by changing the zoning on part of the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from an Agricultural 'A' zone to a Rural Residential 'RUR' zone with exception (RUR-238)
3. That Part 6 of Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

RUR-238

Permitted Uses:

As per the parent zone.

Regulations:

All regulations of the RUR zone except:

- a) To recognize an accessory barn to be 136 square metres in size
- b) To recognize a front yard setback of 2.89 metres to the accessory building.

4. That, Map 'D9' to Schedule 'A' to Zoning By-Law No. 2017-70, as amended, is hereby amended by changing the zoning on part of the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from an Agricultural 'A' zone to an Agricultural Purposes Only zone with Exception (APO-239)
5. That, Part 6 of Zoning By-law 17-70, as amended, is hereby amended by adding the following to Part 13.2:

APO-239

Permitted Uses:

As per the parent zone

Regulations

All regulations of the APO zone except

- a) A minimum lot area of 21.2
- b) An interior side yard setback of 6.72 to an existing agricultural barn.

6. That, all other provisions of By-law 2017-70 continue to apply.
7. AND 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  
16 DAY OF DECEMBER, 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLOVE, CLERK**

## **EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2024-71**

### **Location:**

This By-law involves a parcel of land legally known as 1985 Hodgkins Road, legally described as Concession 5, Part Lot 9, 30R3189, Part 5, 6 and 7, in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.

### **Purpose & Effect:**

The rezoning application will rezone Parcel 1 (Severed Lands) from an Agricultural 'A' zone to Rural Residential 'RuR-238' with site specific provisions recognizing an accessory barn larger than what's required at a total size of 136 square metres, and to recognize a deficient front yard setback of 2.89 metres to the accessory building. The rezoning application will also rezone Parcel 2 (Retained lands) from an Agricultural 'A' zone to an Agricultural Purposes Only 'APO-239, with a site specific provision to recognize the deficient lot size, being approximately 21.02 hectares whereas Table 12 in Part 5 of the Township's Zoning By-law 2017-70, as amended, identifies 39 hectares to be the minimum lot area within an Agricultural Purposes Only 'APO' zone. As well as recognizing a deficient side yard setback to an existing agricultural building of 6.72 metres.

### **Public Consultation:**

The Public Meeting was held on December 9<sup>th</sup> 2024. All written and oral comments will be considered in the making of the decision by Council. Agency comments regarding this application has been included in the amending bylaw.

File: 1601-012-24  
Applicant: Tebrake, Jeremy Brown (Agent)

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

**BY-LAW NO. 2024- 87**

**A BY-LAW TO AMEND ZONING BY-LAW NO. 2017-70, AS  
AMENDED, OF THE TOWNSHIP OF WEST LINCOLN**

**WHEREAS** the Township of West Lincoln Council is empowered to enact this By-law by virtue of the provisions of Section 34 of the Planning Act, 1990, as amended;

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

1. That Map 'D9' to Schedule A to Zoning By-law No. 2017-70, as amended, is hereby amended by changing the zoning on 1985 Hodgkins Road, legally described as Concession 5, Part Lot 9, 30R3189, Part 5, 6 and 7, in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.
2. That Map 'D9' to Schedule 'A' to Zoning By-Law No. 2017-70, as amended, is hereby amended by changing the zoning on part of the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from an Agricultural 'A' zone to a Rural Residential 'RUR' zone with exception (RUR-238)
3. That Part 6 of Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

**RUR-238**

**Permitted Uses:**

As per the parent zone.

**Regulations:**

All regulations of the RUR zone except:

- a) To recognize an accessory barn to be 136 square metres in size
- b) To recognize a front yard setback of 2.89 metres to the accessory building.

4. That, Map 'D9' to Schedule 'A' to Zoning By-Law No. 2017-70, as amended, is hereby amended by changing the zoning on part of the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from an Agricultural 'A' zone to an Agricultural Purposes Only zone with Exception (APO-239)
5. That, Part 6 of Zoning By-law 17-70, as amended, is hereby amended by adding the following to Part 13.2:

**APO-239**

**Permitted Uses:**

As per the parent zone

**Regulations**

All regulations of the APO zone except

- a) A minimum lot area of 21.2
- b) An interior side yard setback of 6.72 to an existing agricultural barn.

6. That, all other provisions of By-law 2017-70 continue to apply.
7. AND 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  
16 DAY OF DECEMBER, 2024.**

---

**MAYOR CHERYL GANANN**

---

**JUSTIN PAYLOVE, CLERK**



## **EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2024-71**

### **Location:**

This By-law involves a parcel of land legally known as 1985 Hodgkins Road, legally described as Concession 5, Part Lot 9, 30R3189, Part 5, 6 and 7, in the former Township of Gainsborough, now in the Township of West Lincoln, Regional Municipality of Niagara, shown as the subject lands on Schedule 'A'. attached hereto and forming part of this By-law.

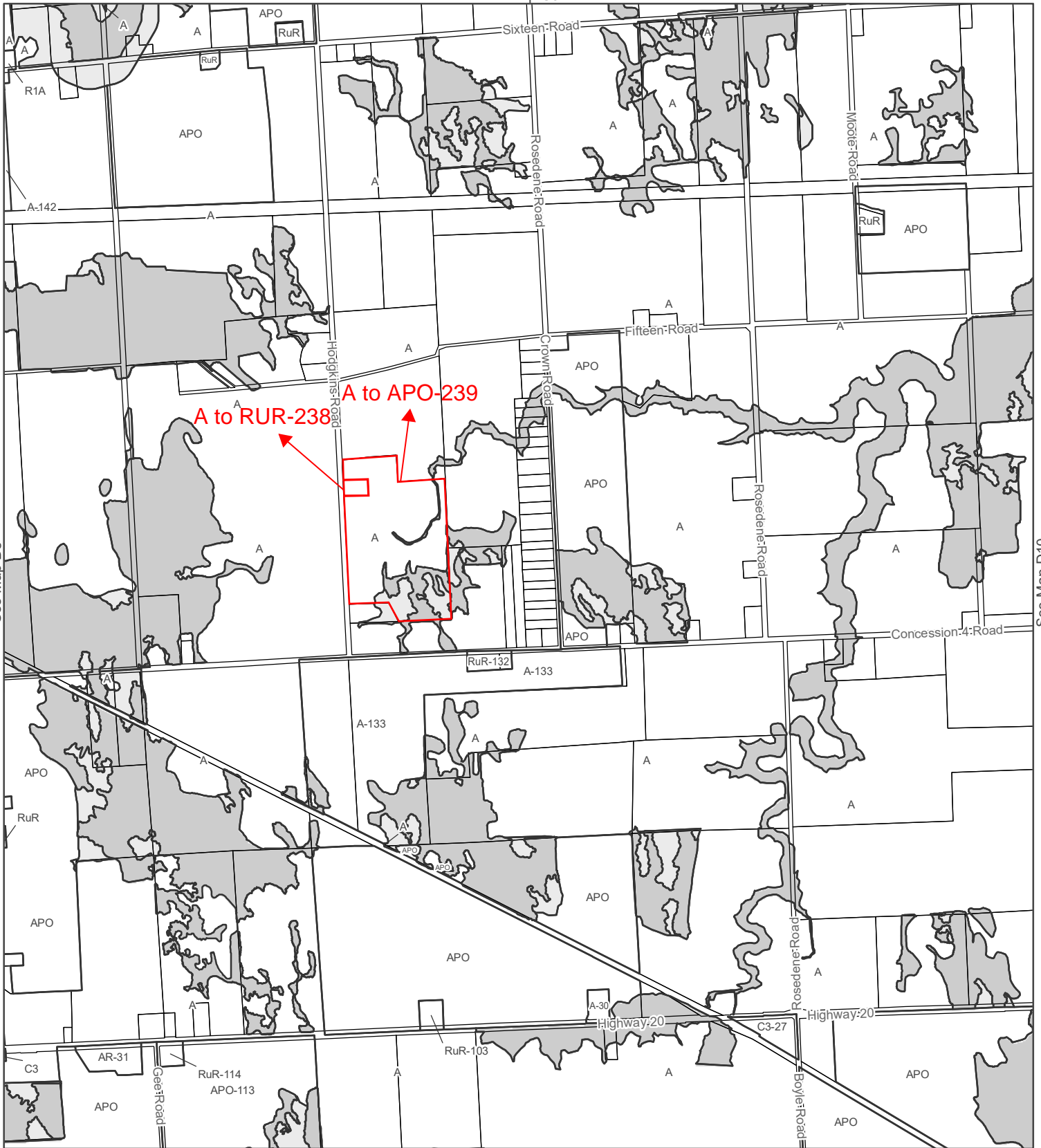
### **Purpose & Effect:**

The rezoning application will rezone Parcel 1 (Severed Lands) from an Agricultural 'A' zone to Rural Residential 'RuR-238' with site specific provisions recognizing an accessory barn larger than what's required at a total size of 136 square metres, and to recognize a deficient front yard setback of 2.89 metres to the accessory building. The rezoning application will also rezone Parcel 2 (Retained lands) from an Agricultural 'A' zone to an Agricultural Purposes Only 'APO-239, with a site specific provision to recognize the deficient lot size, being approximately 21.02 hectares whereas Table 12 in Part 5 of the Township's Zoning By-law 2017-70, as amended, identifies 39 hectares to be the minimum lot area within an Agricultural Purposes Only 'APO' zone. As well as recognizing a deficient side yard setback to an existing agricultural building of 6.72 metres.

### **Public Consultation:**

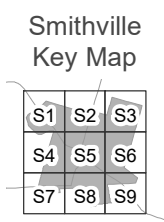
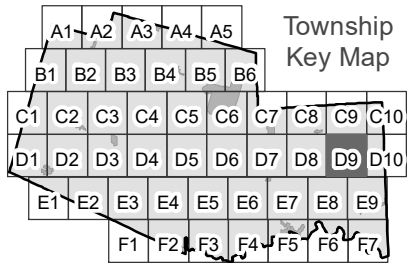
The Public Meeting was held on December 9<sup>th</sup> 2024. All written and oral comments will be considered in the making of the decision by Council. Agency comments regarding this application has been included in the amending bylaw.

File: 1601-012-24  
Applicant: Tebrake, Jeremy Brown (Agent)



See Map D8

See Map D10



- Settlement Area Boundary
- Zone Boundary
- EC
- EP
- Waste Management Facility Assessment Area

**Township of West Lincoln**  
 Schedule A  
 Zoning By-law No.2017-70  
 Map  
**D9**

1:20,000  
 0 500 m  
 Last Updated: July 2019

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

**BY-LAW NO. 2024-88**

**A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN AND REGIONAL MUNICIPALITY OF NIAGARA**

**WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient to enter into an agreement with Regional Municipality of Niagara for the Planning Services Agreement.

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

1. That the Council of the Corporation of the Township of West Lincoln enter into an agreement with Regional Municipality of Niagara for the Planning Services Agreement; and,
2. That the Mayor and Clerk be authorized to sign the above mentioned agreement, and any other related documents, and to affix the Corporate Seal thereto.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16 DAY OF DECEMBER 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLOVE, CLERK**

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

**BY-LAW NO. 2024-89**

**A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS  
DEALT WITH BY COUNCIL RESOLUTION.**

**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 a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 11(2) of the said Act provides that a lower tier municipality may pass By-Laws respecting matters within the spheres of jurisdiction as set out in the said Act;

**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 actions of the Council at its regular meeting of December 16, 2024 in respect of which recommendations contained in the reports of the committees considered at each meeting and in respect of each motion, resolution and other action taken by the Council at its meeting are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law; and,
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; and,
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; and
4. That this By-Law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED  
THIS 16 DAY OF DECEMBER, 2024.**

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**MAYOR CHERYL GANANN**

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**JUSTIN PAYLOVE, CLERK**