



**TOWNSHIP OF WEST LINCOLN  
GROWTH AND SUSTAINABILITY  
COMMITTEE AGENDA**

**MEETING NO. TWO**

**Monday, March 3, 2025, 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. CHAIR - Councillor Joann Chechalk**

Prior to commencing with the Growth and Sustainability meeting agenda, Chair Chechalk will provide the following announcements:

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

**2. LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, 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. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

Public Meeting(s)

**4. PUBLIC MEETING(S)**

**4.1 3118 Grassie Road, Concession, Gore A Part Lot 16, Part Lot 17 ( 3000-005-24 Sikender Gulacha - Meritech Engineering)**

An application for a Site Plan has been submitted by Meritech Engineering on behalf of the property owner, Sikender Gulacha. The applicant is requesting a site alteration permit for the additional material already brought to the site, as well as an additional 3,000 cubic metres (300 truck loads) to finalize the front site works , and 952 loads of material to raise the elevation of the rear yard in the Township of West Lincoln.

**4.2 Dehaan Homes Inc. Crossings on the Twenty North Condominium Development Lot 20, PT lots 56 & 57, Registered Plan M-88**

An application to consider the street naming for DeHaan Homes Inc. (Applicant/Owner) for Crossings on the Twenty North Draft Plan of Condominium, pursuant to the Township's Rules and Procedures By-law (2003-48), as amended has been submitted to the Township. The Applicant/Owner has proposed Callum Drive as the street name for the 10 townhouse unit private condominium development off St. Catharines Street known as the Crossings on the Twenty North. This name is not on the Township's reserve list under the Street Naming Policy POL-PD-01-11. There is only one street in the development that runs north-south and will remain in private ownership as a common element of the condominium.

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

**6. APPOINTMENTS**

There are no Appointments.

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

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

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

Chair to inquire if there are any members of the public present who wish to address any items on the Growth and Sustainability Committee agenda.

**8. CONSENT AGENDA ITEMS**

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

**8.1 ITEM GS09-25**

There are no Consent Agenda Items

**9. COMMUNICATIONS**

There are no Communications.

**10. STAFF REPORTS**

**10.1 ITEM GS10-25**

5

Senior Planner (Susan Smyth) and Director of Growth and Sustainability (Gerrit Boerema)

Re: Information Report PD-08-2025 – Proposed Street Naming for Crossings on the Twenty North Draft Plan of Condominium (File No. 2100-072-08)

**RECOMMENDATION:**

1. That, Information Report PD-08-2025 titled “Information Report for the proposed street naming for Crossings on the Twenty North Draft Plan of Condominium (File No. 2100-072-08)” dated March 3, 2025, be received for Information.

**10.2 ITEM GS11-25**

12

CBO (Ben Agro) and Director of Growth and Sustainability (Gerrit Boerema)

Re: Information Report BLDG-03-2025 - 2023 Building Department Annual Budget Report

**RECOMMENDATION:**

1. That, Information Report BLDG-03-2025, titled “2023 Building Department Annual Budget Report”, dated March 3, 2025 be received for information.

**10.3 ITEM GS12-25**

16

Director of Recommendation Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report PD-10-2025 - Report Energy and Conservation Demand Management Plan 2024-2029

**RECOMMENDATION:**

1. That Recommendation Report PD-10-2025 titled “Recommendation Report, Conservation and Energy Demand

Management Plan 2024-2029,” dated March 3<sup>rd</sup>, 2025, be received; and,

2. That Committee and Council adopt the Energy and Conservation Demand Management Plan 2024-2029, as found in Schedule A to this report.

**10.4 GS13-25**

43

Director of Growth and Sustainability (Gerrit Boerema)

Re: Information Report PD-09-2025 - Site Alteration Permit 3118

Grassie Road

**RECOMMENDATION:**

1. That Information Report PD-09-2025 titled “Information Report, Site Alteration Permit 3118 Grassie Road”, dated March 3, 2025 be received for information.

**11. OTHER BUSINESS**

**11.1 ITEM GS14-25**

Members of Committee

Re: Other Business Matters of an Informative Nature

**12. NEW BUSINESS**

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

**13. CONFIDENTIAL MATTERS**

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:

**RECOMMENDATION:**

13.1 Director of Growth and Sustainability (Gerrit Boerema)

Re: OLT Appeal 9127 RR 20

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

- Litigation
- Advice subject to Solicitor-Client privilege

**13.1 Director of Growth and Sustainability (Gerrit Boerema)**

Re: Confidential Report - OLT Appeal 9127 RR 20

**14. DISCLOSURE OF CONFIDENTIAL MATTERS**

**15. ADJOURNMENT**

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

**DATE:** March 3, 2025

**REPORT NO:** PD-08-2025

**SUBJECT:** **Information Report – Proposed Street Naming for Crossings on the Twenty North Draft Plan of Condominium (File No. 2100-072-08)**

**CONTACT:** Susan Smyth, Senior Planner  
Gerrit Boerema, Director of Growth and Sustainability

**OVERVIEW:**

- The Crossings on the Twenty North Draft Plan of Condominium contains 10 townhouse dwelling units located on a private road and DeHaan Homes Inc. (Owner/Developer) is seeking approval of the street name “Callum Drive” for this development.
- The Condominium development received Council approval for a one year draft plan extension in November 2024, and report [PD-48-2024](#) provides the details of the extension for the draft plan. The one-year extension will enable the Owner/Developer to continue to clear conditions of draft plan approval as documented in Schedule B of report PD-48-2024.
- One of the conditions to be cleared is Condition #11 of which requires the street naming fee and proposed street name be presented at a public meeting and through passing of a by-law to the satisfaction of the Township as per the Township’s Street Naming Policy.

**RECOMMENDATION:**

1. That, Information Report PD-08-2025 titled “Information Report for the proposed street naming for Crossings on the Twenty North Draft Plan of Condominium (File No. 2100-072-08)” dated March 3, 2025, be received for Information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #1**

- **Build** a safe, connected, caring and active community. Establish, provide and sustain a high quality of life for our residents.

**BACKGROUND:**

The Crossings on the Twenty North Condominium community is a draft plan approved 10-unit condominium located on the north side of the Twenty Mile Creek on the former Dunnville Spur Railroad Line off St. Catharines Street in Smithville. (Refer to Schedule B for the Site Plan). The parcel south of Twenty Mile Creek, south of the development is referred to as Crossings on the Twenty South Condominium and is a 24-unit condominium community located on Carter Drive and is fully constructed. Both condominiums received draft plan approval in 2009 following an appeal to the Ontario Municipal Board, and have received several extensions since that time. (Refer to Schedule A for the Draft Plan of Condominium).

Pursuant to the Township’s Street Naming Policy, the Township of West Lincoln is required to approve an appropriate street name for the condominium development and to hold at least one public meeting.

**CURRENT SITUATION:**

DeHaan Homes Inc. (Owner/Developer) has provided the required fee and the proposed street name of Callum Drive for the 10 townhouse unit private condominium development. This name is not on the Township’s approved street name list under the Street Naming Policy POL-PD-01-11 and instead has been requested to be named after a family member.

If approved, the requested street name will clear Condition #11 of the draft plan approval to the satisfaction of the Township and remain under private ownership.

The formal naming of Callum Drive can occur once the public meeting is held and approval of Township Committee and Council is granted.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications with the street naming of this private road. Administration Staff confirms that DeHaan Homes Inc. has posted \$581,354.08 in securities to allow this development to continue and to clear the outstanding conditions with the full approval and registration of the Condominium Agreement to be completed before the lapsing date of December 12, 2025.

**INTER-DEPARTMENTAL COMMENTS:**

The Public Works and Building Departments as well as Fire Services have been informed of this requested street name and the name Callum Drive will clear Condition #11. No issues with the proposed name was received.

**CONCLUSION:**

The Owner/Developer has requested the proposed street name of Callum Drive for the Crossings on the Twenty North. Administration has confirmed there are no emergency services related issues with the proposed name. Administration will prepare and present a recommendation report for approval by Council at a future committee meeting.

**SCHEDULES:**

- A. Draft Plan of Condominium for Crossings on the Twenty
- B. Site Plan for Crossings on the Twenty North

**Prepared & Submitted by:**

**Susan Smyth**  
**Senior Planner**

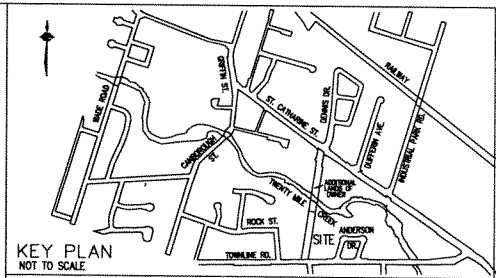
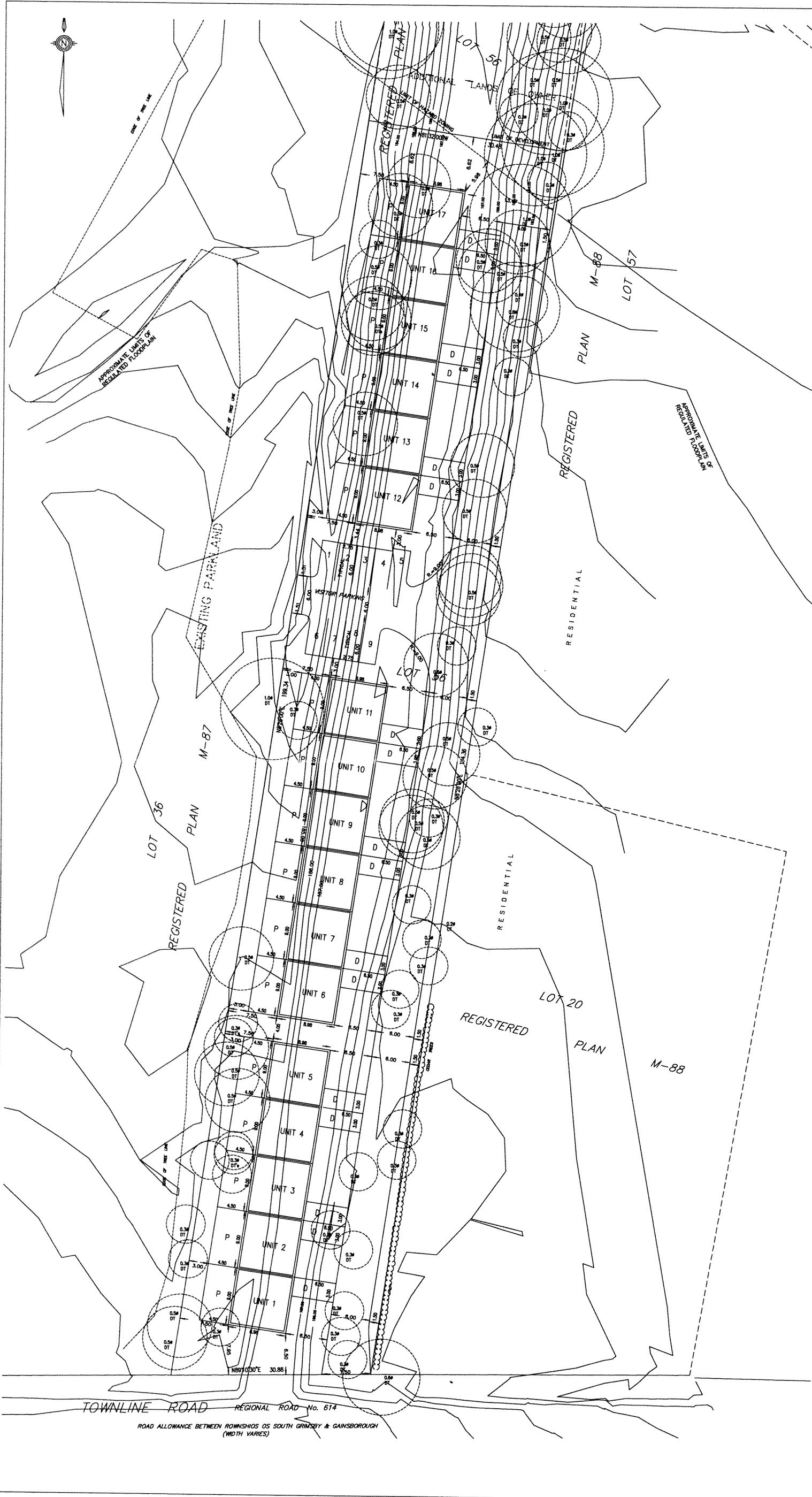
**Approved by:**

**Gerrit Boerema**  
**Director of Growth and Sustainability**

**Truper McBride**  
**CAO**







**DRAFT APPROVAL**

SUBJECT TO THE CONDITIONS, IF ANY, SET OUT IN OUR LETTER DATED THIS

DRAFT PLAN IS APPROVED UNDER SECTION 51 OF THE PLANNING ACT, 1990 AS AMENDED THIS DAY OF

BY THE COUNCIL/DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES, OF THE TOWNSHIP OF WEST LINCOLN

\_\_\_\_\_  
DIRECTOR OF PLANNING

**OWNER'S CERTIFICATE**

IN ACCORDANCE WITH THE CONDOMINIUM ACT AND THE PLANNING ACT, I HEREBY AUTHORIZE ASHENHURST NOUWENS LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.

COMPANY: WEST NIAGARA ENTERPRISES INC.

25/04/2008  
DATE

*Arne DeHamm*  
ARNE DEHAMM, PRESIDENT  
I HAVE THE AUTHORITY TO BIND THE CORPORATION

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY SHOWN.

25/04/2008  
DATE

*John P. Nouwens*  
JOHN P. NOUWENS  
ONTARIO LAND SURVEYOR

**METRIC**

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**DESIGN AND LANDUSE SCHEDULE**

| USE                               | No. OF UNITS |
|-----------------------------------|--------------|
| TOWNHOUSE UNITS                   | 17           |
| VISITOR PARKING                   | 9            |
| TOTAL SITE AREA = 5999.93 SQ. M.± |              |

**SCHEDULE**

UNDER SECTION 51 (17) OF THE PLANNING ACT, R.S.O. 1991, c.P.13 AS AMENDED

|                    |  |
|--------------------|--|
| A. AS SHOWN        | G. AS SHOWN                            |
| B. AS SHOWN        | H. MUNICIPAL WATER                     |
| C. AS SHOWN        | I. CLAY LOAM                           |
| D. AS LISTED ABOVE | K. AS SHOWN                            |
| E. AS SHOWN        | L. MUNICIPAL SANITARY AND STORM SEWERS |
| F. AS SHOWN        | L. AS SHOWN                            |

**LEGEND**

D = DRIVEWAY (EXCLUSIVE USE)  
P = PATIO AREA (EXCLUSIVE USE)

**DRAFT PLAN OF CONDOMINIUM**  
Subject to the conditions, if any, set forth in our letter dated

OCTOBER 28, 2009

this draft plan of condominium is approved under Section 51(31) of the Planning Act and Section 50(2) of the Condominium Act

This 19<sup>th</sup> day of NOVEMBER, 2009

*Shirley Zude*  
Authorized Signature

The Corporation of the Township of West Lincoln

DRAFT PLAN OF:  
**CROSSINGS ON THE TWENTY**  
BEING A CONDOMINIUM OF  
PART OF LOT 56  
REGISTERED PLAN M-88  
IN THE  
TOWNSHIP OF WEST LINCOLN  
REGIONAL MUNICIPALITY OF NIAGARA

SCALE 1:300 m.  
0 5 10 15 METRES 20

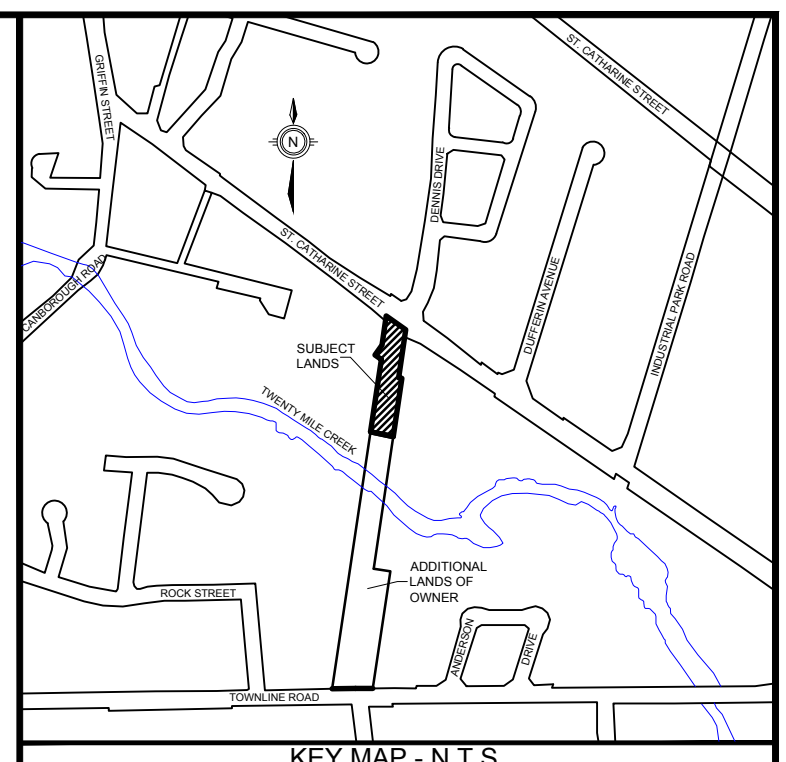
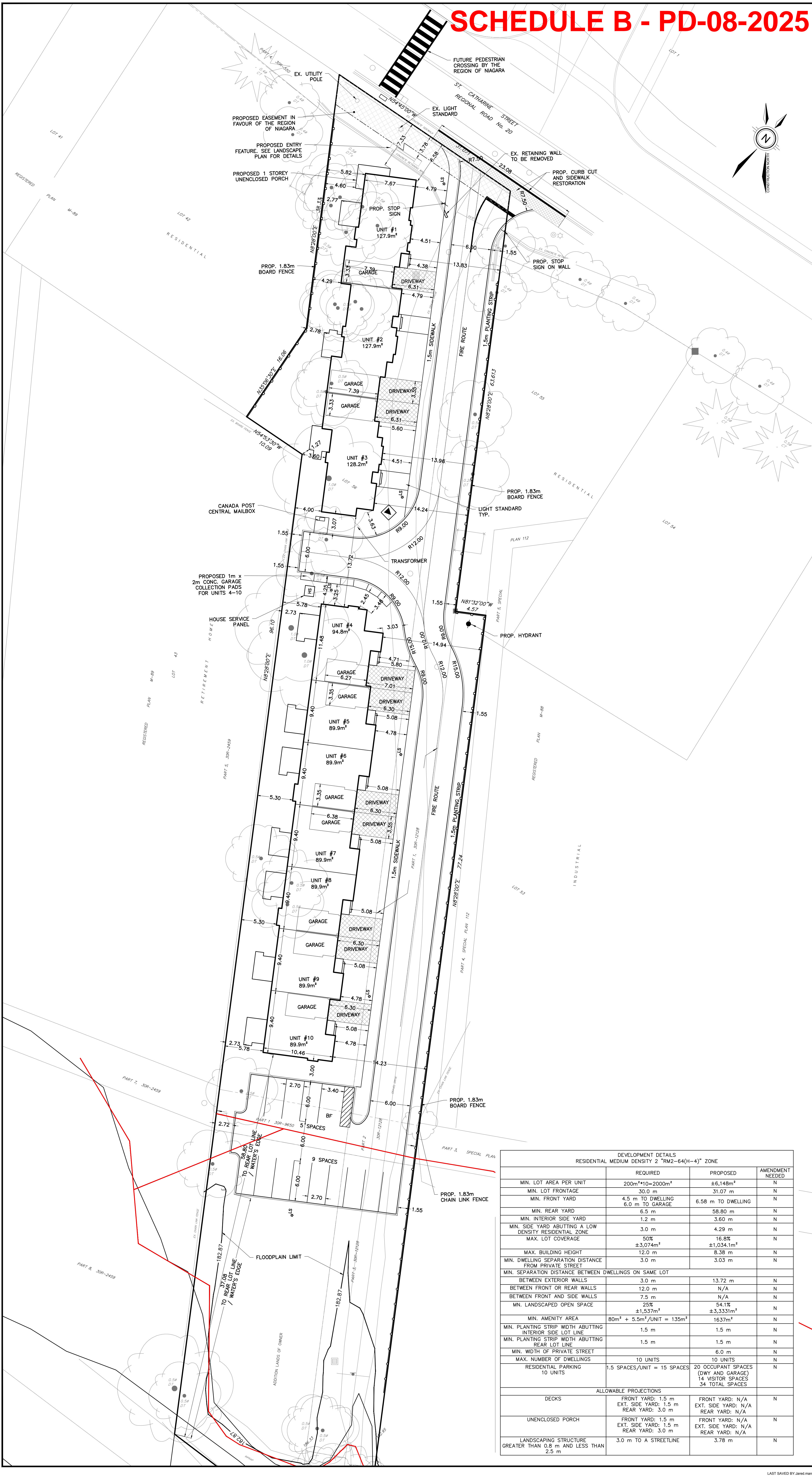
JOHN P. NOUWENS ONTARIO LAND SURVEYOR

**ASHENHURST NOUWENS LIMITED**  
Professional Engineers & Ontario Land Surveyors  
201-315 YORK BLVD. HAMILTON, ONTARIO L8R 3K5  
(905) 529-6316 / 529-4314 FAX (905) 529-6651  
1-800-824-6224 e-mail: anl@AshenurstNouwens.com

DRAWN BY: B.P. CALC'D BY: CHK'D BY: J.P.N.  
DATE: NOV. 12, 2008 FILE No. 28605DPLs-B



# SCHEDULE B - PD-08-2025



LEGEND

**NOT FOR CONSTRUCTION**

SOURCE: TOPOGRAPHIC BOUNDARY AND SURVEY INFORMATION OBTAINED FROM ASHENHURST NOUWENS LIMITED, DATED OCTOBER 18, 2013, DRAWING NO. 13262.

BENCHMARK ELEVATIONS ARE ASTRONOMIC AND ARE REFERRED TO THE EASTERLY LIMIT OF LOT 86, AS SHOWN ON REGISTERED PLAN M-88, HAVING A BEARING OF N8°28'00"E. TOP NUT OF FIRE HYDRANT, OPPOSITE LOT 20. ELEVATION = 186.12m

SCALE  
 0 5 10  
 1:250 (m)

DESIGN BY: J. MARCUS CHECKED BY: J. JARIENS  
 DRAWN BY: J. MARCUS DATE: 2018-10-23

| # | DATE       | BY | DESCRIPTION                 |
|---|------------|----|-----------------------------|
| 4 | 2023-05-17 | JM | THIRD SITE PLAN SUBMISSION  |
| 3 | 2022-06-24 | JM | SECOND SITE PLAN SUBMISSION |
| 2 | 2021-10-12 | JM | FIRST SITE PLAN SUBMISSION  |
| 1 | 2018/10/24 | JM | PRE-CONSULTATION MEETING    |

DRAWING ISSUE RECORD

| DEVELOPMENT DETAILS<br>RESIDENTIAL MEDIUM DENSITY 2 "RM2-64(H-4)" ZONE |  |   |                  |
|--|--|---|------------------|
|  | REQUIRED   | PROPOSED  | AMENDMENT NEEDED |
| MIN. LOT AREA PER UNIT   | 200m <sup>2</sup> ±10=2000m <sup>2</sup>                       | ±6,148m <sup>2</sup>  | N                |
| MIN. LOT FRONTAGE  | 30.0 m   | 31.07 m   | N                |
| MIN. FRONT YARD  | 4.5 m TO DWELLING<br>6.0 m TO GARAGE                           | 6.58 m TO DWELLING  | N                |
| MIN. REAR YARD   | 6.5 m  | 58.80 m   | N                |
| MIN. INTERIOR SIDE YARD  | 1.2 m  | 3.60 m  | N                |
| MIN. SIDE YARD ABUTTING A LOW DENSITY RESIDENTIAL ZONE                 | 3.0 m  | 4.29 m  | N                |
| MAX. LOT COVERAGE  | 50%  | 16.8%   | N                |
| MAX. BUILDING HEIGHT   | ±3,074m <sup>2</sup>   | ±1,034.1m <sup>2</sup>  | N                |
| MIN. DWELLING SEPARATION DISTANCE FROM PRIVATE STREET                  | 12.0 m   | 8.39 m  | N                |
| MIN. DWELLING SEPARATION DISTANCE FROM PRIVATE STREET                  | 3.0 m  | 3.03 m  | N                |
| MIN. SEPARATION DISTANCE BETWEEN DWELLINGS ON SAME LOT                 |  |   |                  |
| BETWEEN EXTERIOR WALLS   | 3.0 m  | 13.72 m   | N                |
| BETWEEN FRONT OR REAR WALLS  | 12.0 m   | N/A   | N                |
| BETWEEN FRONT AND SIDE WALLS   | 7.5 m  | N/A   | N                |
| MIN. LANDSCAPED OPEN SPACE   | 25%  | 54.1%   | N                |
| MIN. AMENITY AREA  | 80m <sup>2</sup> + 5.5m <sup>2</sup> /UNIT = 135m <sup>2</sup> | 1637m <sup>2</sup>  | N                |
| MIN. PLANTING STRIP WIDTH ABUTTING INTERIOR SIDE LOT LINE              | 1.5 m  | 1.5 m   | N                |
| MIN. PLANTING STRIP WIDTH ABUTTING REAR LOT LINE                       | 1.5 m  | 1.5 m   | N                |
| MIN. WIDTH OF PRIVATE STREET   |  | 6.0 m   | N                |
| MAX. NUMBER OF DWELLINGS   | 10 UNITS   | 10 UNITS  | N                |
| RESIDENTIAL PARKING  | 1.5 SPACES/UNIT = 15 SPACES<br>10 UNITS                        | 20 OCCUPANT SPACES (DRY AND GARAGE)<br>14 VISITOR SPACES<br>34 TOTAL SPACES | N                |
| ALLOWABLE PROJECTIONS  |  |   |                  |
| DECKS  | FRONT YARD: 1.5 m<br>EXT. SIDE YARD: 1.5 m<br>REAR YARD: 3.0 m | FRONT YARD: N/A<br>EXT. SIDE YARD: N/A<br>REAR YARD: N/A                    | N                |
| UNENCLOSED PORCH   | FRONT YARD: 1.5 m<br>EXT. SIDE YARD: 1.5 m<br>REAR YARD: 3.0 m | FRONT YARD: N/A<br>EXT. SIDE YARD: N/A<br>REAR YARD: N/A                    | N                |
| LANDSCAPING STRUCTURE GREATER THAN 0.8 m AND LESS THAN 2.5 m           | 3.0 m TO A STREETLINE  | 3.78 m  | N                |

IBI GROUP  
 200 East Wing-360 James Street North  
 Hamilton ON L8L 1H5 Canada  
 tel 905 546 1010 fax 905 546 1011  
 ibigroup.com

**APPROVALS**

LOT 20, PART OF LOTS 56 & 57,  
 REGISTERED PLAN M-88,  
 TOWNSHIP OF WEST LINCOLN,  
 REGIONAL MUNICIPALITY OF NIAGARA

CROSSINGS ON THE TWENTY NORTH  
 DEHAAN HOMES INC.

**SITE PLAN**

FILE NUMBER: 118800 SHEET NUMBER: SP

**DATE:** March 3, 2025

**REPORT NO:** BLDG-03-2025

**SUBJECT:** **Information Report – Building Department Annual Budget Report 2023**

**CONTACT:** Ben Agro, CBO  
Gerrit Boerema, Director of Growth and Sustainability

**OVERVIEW:**

- The purpose of this report is to provide Planning / Building / Environmental Committee (the Committee) and Council with information regarding revenues and expenses associated with administering and enforcing the Building Code Act during 2023.
- This report is required annually as outlined in Section 7(4) of the Building Code Act.
- This report will also be posted on the Township website to ensure compliance with the public requirements of Section 7(4).

**RECOMMENDATION:**

1. That, Information Report BLDG-03-2025, titled “2023 Building Department Annual Budget Report”, dated March 3, 2025 be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

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

**BACKGROUND:**

In accordance with Section 7(4) of the *Building Code Act*, the Building Department is required to report annually on the direct and indirect costs of operating the Building Department. This has historically been published with each year's Township Budget document. Most municipalities however, prepare statements in a form such as the Table found as Schedule A to the report and then the annual report is posted on the municipal website.

In 2023 Township Building staff processed 192 building permits as compared to 210 total permits for 2022.

**CURRENT SITUATION:**

Section 7(4) of the Building Code Act states that every twelve months each municipality shall prepare a report that contains such information as may be prescribed, about any fees authorized under the Act and any costs that are incurred by the municipality to administer and enforce the Act in its area of jurisdiction.

The Building Division Annual Budget Report consists of three components: total fees collected, costs both direct and indirect and finally the balance of the building reserve fund.

**Total Fees Collected:** This refers to revenues generated from building permit fees. This does not include revenues generated from other sources such as fines or fees or revenues from other municipal services.

**Direct and Indirect Costs:** The second component of the annual report sets out the direct and indirect costs of administration and enforcement of the Building Code Act. Direct costs are the costs of the building department itself, while indirect costs are for services provided to the building department by other departments within the municipality.

**Reserve Funds:** The final component of the report includes information on the reserve fund. Reserves are created when the total fees received exceed the total direct and indirect costs. Reserve funds are intended to be set aside to offset costs in years where building fee revenues are less than the cost of delivering the Building Department service.

For Council's information, there was a deficit in revenue of \$218,757 in 2023. As directed by legislation, a deficit cannot be carried forward to the next year; only a surplus can be carried forward. Therefore, a corresponding amount was drawn from the reserve account to balance the Building Department budget for 2023. Increases to building permit fees occurred January 1<sup>st</sup>, 2023 and again on January 1<sup>st</sup>, 2024 through the implementation of the Township's Rates and Fees Comprehensive Booklet, which should ultimately help to offset the deficit from 2023. Another deficit is projected in 2024 due to the timing of subdivision approvals and delays in new housing starts.

This report is prepared to satisfy the requirements of Section 7(4) of the Building Code

Act, and is provided to Committee and Council for their information.

**FINANCIAL IMPLICATIONS:**

The Building Department is intended to be self-sustaining and not have an impact to the Township's main operating budget and levy, however, due to a reduction in permit activity, Building revenues have been decreasing. A Building User Fee Review is currently underway to review the Building Permit fees and ensure that the fees are appropriately covering the underlying costs of performing the associated services of the Building Department. This fee review is expected to be completed later this year.

**INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the CAO and Director of Corporate Services/CFO. Schedule A was provided by the Finance Department.

**CONCLUSION:**

Staff presents this report to Committee and Council in order to fulfil the obligation in accordance with Section 7(4) of the Building Code Act. This report will be placed on the Township website in order to inform the public as required by the Act.

**ATTACHMENTS:**

1. Schedule A – 2023 Building Department Annual Budget Report as of December 31, 2023

**Prepared & Submitted by:**

**Approved by:**

**Ben Agro,  
CBO**

**Gerrit Boerema  
Director of Planning & Building**

**Truper McBride  
CAO**

**TOWNSHIP OF WEST LINCOLN  
BUILDING PERMIT FEE ANNUAL REPORT  
FOR THE 12 MONTHS ENDING DECEMBER 31**

|  | <b>Actual<br/>2023</b> |
|--|------------------------|
| <b>TOTAL FEES</b>                        | \$ 335,778             |
| <b>DIRECT COSTS</b>                      |                        |
| Staffing Costs                           | 282,919                |
| Office Expenses                          | 82,156                 |
| Capital Expenditures                     | -                      |
| <b>TOTAL DIRECT COSTS</b>                | 365,075                |
| <b>INDIRECT COSTS</b>                    | 189,500                |
| <b>TOTAL DIRECT &amp; INDIRECT COSTS</b> | 554,575                |
| <b>SURPLUS (DEFICIT)</b>                 | \$ (218,797)           |
| <br><b>STATEMENT OF RESERVES</b>         |                        |
| Opening Balance, January 1               | \$ 123,597             |
| Transfer to (from) Reserves              | (218,797)              |
| Interest Earned on the Reserve           | 693                    |
| Closing Balance, December 31             | \$ (94,507)            |

**Basis:** Section 7(4) of the Building Code Act requires an annual report be prepared setting out the total fees collected, the direct and indirect costs related to administration and enforcement, and the statement of reserve funds for the building department.

**DATE:** March 3, 2025

**REPORT NO:** PD-10-2025

**SUBJECT:** **Recommendation Report  
Energy and Conservation Demand Management Plan 2024-2029**

**CONTACT:** Gerrit Boerema, Director of Growth and Sustainability

**OVERVIEW:**

- In November of 2019 the Township Council adopted the Energy and Conservation Demand Management Plan 2019-2024 as required to comply with Ontario Regulation 25/23 of the Electricity Act.
- The Electricity Act requires that Municipalities prepare and adopt an Energy and Conservation Demand Management Plan every 5 years and implement an energy reduction target.
- The proposed 2024-2029 ECDM Plan was prepared by Bluesky Engineering and Consulting Inc. AMO and LAS together with Township Administration and proposes an energy reduction target of two percent over five years.
- This will be achieved through completing energy audits on Township facilities and implementing energy efficient improvements mainly to facilities over five years.

**RECOMMENDATION:**

1. That Recommendation Report PD-10-2025 titled “Recommendation Report, Conservation and Energy Demand Management Plan 2024-2029,” dated March 3<sup>rd</sup>, 2025, be received; and,
2. That Committee and Council adopt the Energy and Conservation Demand Management Plan 2024-2029, as found in Schedule A to this report.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #**

- **Foundational: Advance organizational capacity and effectiveness.**

**BACKGROUND:**



In November 2019 Township Council approved the Township's first Energy and Conservation Demand Management Plan 2019-2024. Ontario Regulation 25/23 of the Electricity Act requires municipalities to adopt a Conservation and Energy Demand Management Plan every five years to incorporate energy savings mainly into the operation of municipal facilities.

**CURRENT SITUATION:**

Bluesky Engineering and Consulting was retained by the Township to complete the 2024-2029 ECDM Plan in 2024. The consultant, together with Administration reviewed the 2019-2024 ECDM Plan and reviewed energy usage of Township facilities over the past five years.

Energy usage increased over the past five years, mainly due to the construction and opening of the Township's new Community Centre and the new Fire Station 2. While these facilities are more energy efficient, due to the size and operation, the energy use has increased. Future work proposed in the ECDM Plan 2024-2029 would conduct energy audits on a number of municipal facilities to find opportunities for energy savings and ultimately operational cost savings to the municipalities.

The 2024-2029 ECDM Plan proposes a two percent energy reduction over five years which is mainly achieved through the recommendations found from energy audits of Township facilities.

**FINANCIAL IMPLICATIONS:**

The Township retained BlueSky Engineering and Consulting, through the Local Authority Services, which is a not-for-profit organization under the Association of Municipalities of Ontario to provide public sector organizations with services, including the delivery of energy plans.

The project budget for this plan was \$7,000 which came from the Planning Operating budget.

**INTER-DEPARTMENTAL COMMENTS:**

The draft ECDM Plan and recommendations has been reviewed and supported by senior Administration staff. The recommendations contained in the report would be implemented by various departments over the next five years depending on budget availability.

**CONCLUSION:**

The Ontario Electricity Act requires municipalities to adopt an ECDM Plan every five years to establish energy use targets mainly for municipal facilities. An ECDM Plan has been

prepared by Administration and BlueSky Engineering and Consulting and is being recommended for adoption.

**ATTACHMENTS:**

1. 2024-2029 Energy Conservation and Demand Management Plan

**Prepared & Submitted by:**

**Approved by:**

**Gerrit Boerema  
Director of Planning & Building**

**Truper McBride  
CAO**



# Energy Conservation & Demand Management Plan 2024-2029

## The Township of West Lincoln

## Our Commitment to Energy Conservation

On behalf of Council and Staff, I am proud to present the Township of West Lincoln's 2024-2029 Energy Conservation and Demand Management Plan. This plan represents our commitment to responsible energy use, environmental stewardship, and long-term sustainability.

Implementing environmentally sustainable practices at an operational and service level was identified in our strategic plan. We recognize the importance of efficient energy management, not only to reduce costs for taxpayers, but also to contribute to broader provincial and national climate goals.

As our municipality grows, so do the needs of our community. Having an energy plan that focuses on conservation and long-term sustainability allows us to take a step back and consider the big picture of energy. With this awareness, we can set realistic goals, and continue to keep a diversified energy portfolio while exploring a gradual transition to renewable energy opportunities where feasible.

We are proud to take this step toward a more energy efficient and sustainable future. This plan will help to guide decisions and policy as we continue to protect our natural assets, create efficiencies and savings and build a resilient community that is prepared for the challenges of tomorrow.



Cheryl Ganann, Mayor

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# 1.0 Introduction

## Background

This report presents the Township of West Lincoln (the Township) Energy Conservation and Demand Management (ECDM) plan which has been prepared to comply with Ontario Regulation 25/23 of the Electricity Act. The Township adopted this plan in November 2024.

In an era of growing environmental concerns, rising energy costs, and evolving regulatory requirements, energy conservation and demand management have become critical priorities for organizations. An effective Energy Conservation and Demand Management Plan (ECDM) serves as a strategic roadmap to optimize energy usage, reduce greenhouse gas emissions, and achieve cost savings while supporting sustainability goals.

This plan outlines a systematic approach to identify energy-saving opportunities, implement efficient technologies, and foster behavioral changes across all levels of the organization. By focusing on both supply-side and demand-side management, the plan aims to minimize energy consumption during peak demand periods, enhance the reliability of energy supply, and contribute to a cleaner environment.

The Township's Chief Administrative Officer (CAO) has overall responsibility for the maintenance and implementation of this plan.

In line with our mission to promote sustainability and operational efficiency, we have developed a detailed Energy Conservation and Demand Management Plan. This plan is designed to:

1. **Reduce Energy Consumption:** Through the adoption of energy-efficient technologies and practices.
2. **Enhance Operational Efficiency:** By optimizing our energy use and minimizing waste.
3. **Promote Sustainability:** By integrating environmentally friendly practices into our core operations.
4. **Ensure Long-term Savings:** By lowering operational costs associated with energy use.

Our plan encompasses a range of strategies including, but not limited to, energy-efficient upgrades, the implementation of renewable energy sources, and the promotion of conservation practices among our staff.

The plan also examines past performance with summaries of the Township's energy baseline, carbon emissions and renewable energy systems. Our conservation successes are reviewed and a specific conservation action plan for the next five-year period is included with strategic priorities and targets. We are committed to regularly monitoring and evaluating the effectiveness of these measures and adjusting our approach as needed to achieve our energy-saving goals.

By committing to this plan, the organization positions itself as a leader in energy stewardship, ensuring a more sustainable and resilient future for all stakeholders.

## Plan Development

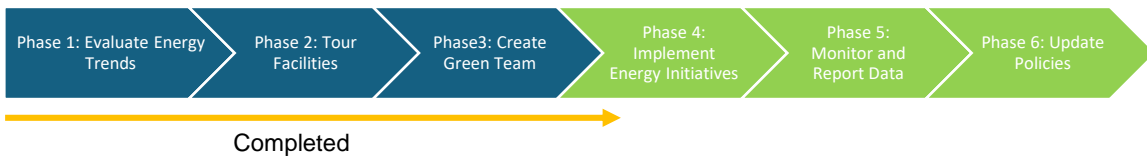
This ECDM plan builds on previous energy management (the last ECDM plan published in 2019) in addition to supporting the requirements laid out in O. Reg. 25/23. It also supports the Township's capital plan, strategic plan, and asset management policy.

This work focuses on financial, environmental and social priorities. By creating a detailed conservation plan and increasing corporate awareness of energy consumption, total energy use and the related GHG emissions will decrease. It is recognized that this work will also enhance operational efficiency and improve long-term sustainability.

The ECDM plan was created in three steps, by:

1. Assessing the Township's current energy baseline
2. Revisiting its energy management vision & objectives, and targets
3. Identifying specific and measurable actions for improvement for the next five years to achieve the vision, objectives and targets.

The Township's energy conservation efforts follow the Phased approach illustrated in Figure 1.1 below. Phases 1, 2 and 3 have been completed and the Township is currently focused on Phase 4, 5 and 6.



**Figure 1.1: Plan Phases**

The plan and supporting action list were developed by a multi-departmental team from Finance, Planning, and Parks and Recreation with support from outside expertise.

## Ontario Regulation 25/23 of the Electricity Act

In 2008, Ontario's 445 municipalities spent \$680 million on electricity, equating to 4.3% of Ontario's consumption (Power Application Group 2008). In response, Ontario's Green Act was created to expand renewable energy generation, encourage energy conservation and promote the creation of green energy jobs (Ministry of Energy 2014).

Under the Green Energy Act, Ontario Regulation 397/11 was introduced for public agencies- municipalities, municipal service boards, universities, colleges, hospitals and school boards to apply the Act's principles. This Regulation is now part of the Electricity Act, Ontario Regulation 25/23.

Under this Regulation, public agencies must report annual energy consumption and greenhouse gas emissions for buildings that have heating and cooling, and for operations related to water and sewer services. Public agencies must also create an Energy Conservation and Demand Management Plan (ECMP) which requires updating every five years.



The CEMP must include goals for increasing energy efficiency, measures for obtaining the goals, timelines for implementation, costs of implementation and estimated savings.

Energy management is important to the Township of West Lincoln because it results in reduced costs through better equipment maintenance, economic growth, facility upgrades and cost-effective planning. Responsible energy management promotes green development and sets a good example for the community.

## Overview of Township Facilities

As discussed, the Regulation states that energy use and greenhouse gas emissions must be reported for buildings or facilities the Township owns or leases that:

*“(a) the building or facility is heated or cooled, and the public agency is issued the invoices and is responsible for making the payments for the building or facility’s energy consumption; or*

*(b) the operation is related to the treatment of water or sewage, whether the building or facility is heated or cooled, and the public agency is issued the invoices and is responsible for making the payments for the building or facility’s energy consumption.*

*(O. Reg. 25/23 s. 6).”*

In addition to the mandatory facilities that are required by the regulation, the Township also tracks the energy use of several additional items including outside parks and streetlighting. The full list of Township facilities included in this report can be found below in Table 1.1.

**Table 1.1 Township Facilities and Infrastructure Within This Plan's Scope**

| Facility                                       | Address               | Use   | Area (ft <sup>2</sup> ) |
|--|-----------------------|---|-------------------------|
| <b>Facilities Covered by the O.Reg. 25/23:</b> |                       |   |                         |
| Administration Building                        | 318 Canborough St     | Administrative offices and council chambers     | 14,671                  |
| Public Works Operations                        | 6218 London Rd        | Offices   | 7,427                   |
| Smithville Fire Station #1                     | 344 Canborough St     | Fire station, associated offices and facilities | 12,424                  |
| Former Caistor Fire Station #2                 | 8635 Regional Rd 65   | Fire station, associated offices and facilities | 4,978                   |
| New Caistor Fire Station #2                    | 8635 Regional Rd 65   | Fire station, associated offices and facilities | 6,092                   |
| Caistorville Library                           | 9549 York Rd          | Public library                                  | 2,355                   |
| Wellandport Community Centre and Library       | 5042 Canborough Rd    | Public library                                  | 8,700                   |
| West Lincoln Community Centre                  | 177 West St           | Indoor recreational facility                    | 95,753                  |
| Silverdale Community Centre                    | 4610 Sixteen Road     | Community Center                                | 1,500                   |
| Abingdon Community Centre                      | 9184 Regional Rd 65   | Community Centre                                | 4,300                   |
| <b>Optional Sites included in the Plan:</b>    |                       |   |                         |
| Streetlighting                                 | Various               | Lighting  | n/a                     |
| Christmas Lights                               |                       | Lighting  | n/a                     |
| Leisureplex                                    | 2543 S Grimsby Rd Six | Parks and Recreation                            | n/a                     |
| Caistor Park                                   | 9184 Regional Rd 65   | Parks and Recreation                            | n/a                     |
| West Lincoln Community Centre Park             | 177 West St           | Parks and Recreation                            | n/a                     |
| Murgatroyd Parkette                            | 104 Griffin St        | Parks and Recreation                            | n/a                     |
| St. Catharines Street Parkette                 | 124 Griffin St N      | Parks and Recreation                            | n/a                     |
| Water Bulk Fill Station                        | 6253 London Rd        | Environmental Services                          | n/a                     |

## Renewable Energy Sources

O. Reg. 25/23 requires the Township to consider renewable energy as a supplement to reducing energy consumption and electricity demand for its buildings/facilities.

The Township is currently home to seventy-six (76) industrial wind turbines operated by Boralex. The wind farm, operated by Boralex has a capacity of 230 MW and has no direct supply to the Township nor is the Township involved in its operations. The Township does not have any installed renewable energy systems. However, through asset and

capital management programs, will consider high efficiency upgrade measures such as air source heat pumps.

## 2.0 Our Accomplishments

The Township has delivered many improvements to its facilities over the last 5 years resulting in energy savings including the project listed below and shown in Figure 2.1 and 2.2.

- Town Hall Administration Building lighting upgrade to LED
- Two ball diamonds and lighting at Leisureplex Metal Halide to LED
- Completed conversion of all streetlights to LED

Although our total energy consumption has increased compared to 2014 (due to the increase in services and facilities from the addition of the new West Lincoln Community Centre), the energy use intensity (EUI) has dropped by almost 20%. This means that although we are growing, we are using our energy resources in a more effective manner.



**Figure 2.1 Town Hall Lighting Upgrade**



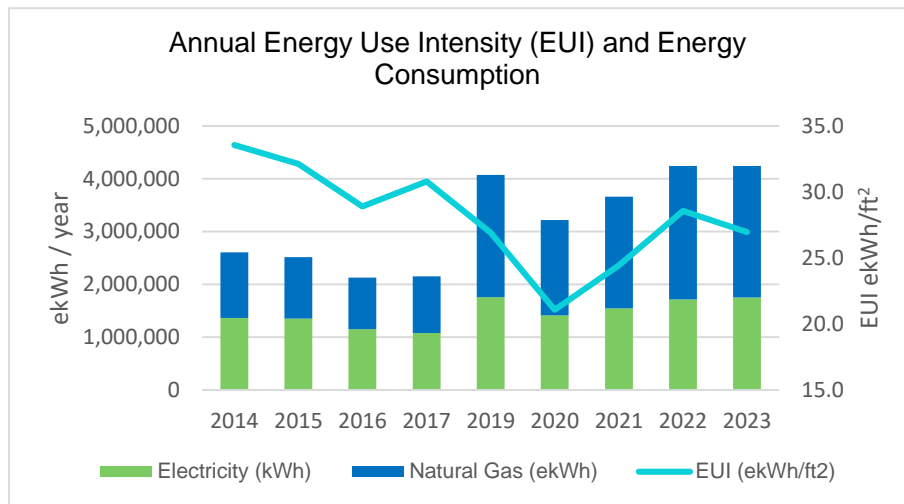
**Figure 2.2 Ball Diamond Lighting Upgrade**

### 3.0 Current and Historical Consumption and Emissions

#### Our Energy Baseline

This section provides a picture of energy consumption at the Township over the last decade and illustrates further detailed breakdowns for the current 2023 results. An energy baseline was established to provide a quantitative reference case for comparing the Township's energy performance. As in previous reports, 2014 has been selected as the energy baseline year for the Township.

Figure 3.1 below shows the total energy consumption at the Township by year along with the energy use intensity (EUI) for all facilities and sites outlined in Section 1.0.



**Figure 3.1 Total Energy Consumption and Energy Intensity 2014 - 2023**

Energy use intensity (EUI) is the measure of total energy consumed by building area and in this case, we have used the units of ekWh/ft². Please note that 2018 was not included in this chart because the square footage was incomplete.

The energy consumption and emissions across the Township in 2023 have exceeded that of both 2014 and 2019 (an interim year from the last report). Although our total energy consumption has increased compared to 2014 (due to the increase in services and facilities from the addition of the new West Lincoln Community Centre), the energy use intensity (EUI) has dropped by almost 20%. This means that although we are growing, we are using our energy resources in a more effective manner.

The average energy intensity of all enclosed/heated facilities is shown in Table 3.1 below.

**Table 3.1: Township Average Energy Use Intensity, All Facilities**

|                          | 2014 | 2023 | % Change |
|--------------------------|------|------|----------|
| Energy Intensity (GJ/m²) | 1.30 | 1.05 | -19.6%   |

Several other trends can be seen in Figure 3.1 including:

- The dip in energy consumption in 2020 and 2021 was predominantly influenced by COVID-19 closures.
- Gains in energy efficiency including a significant decrease in electricity consumption from street lighting improvements in 2016, have been obscured by the increases due to the addition of several new facilities (West Lincoln Community Centre and Caistor Fire Station #2).

Table 3.2 below presents the Township’s 2023 energy performance, compared to the baseline year of 2014 and interim year 2019. Municipal facilities, Parks and Recreation, the Water Bulk Fill Station and Streetlighting have been represented separately.

**Table 3.2: West Lincoln Energy Consumption Compared to Baseline**

| Account Centre             | Energy Type            | 2014           | 2019           | 2023           | % Change vs 2019 | % Change vs 2014 |
|----------------------------|------------------------|----------------|----------------|----------------|------------------|------------------|
| Municipal Facilities       | Electricity (MWh)      | 391.0          | 410.3          | 430.4          | 4.9%             | 10.1%            |
|                            | Natural Gas (m3)       | 77,082         | 80,695         | 78,816         | -2.3%            | 2.2%             |
|                            | <b>Subtotal (eMWh)</b> | <b>1,185.2</b> | <b>1,241.9</b> | <b>1,242.5</b> | <b>0.1%</b>      | <b>4.8%</b>      |
| Water Bulk Fill Station    | Electricity (MWh)      | 9.5            | 9.6            | 16.8           | 74.7%            | 76.7%            |
| Parks and Recreation       | Electricity (MWh)      | 458.5          | 1,112.0        | 1,174.0        | 5.6%             | 156.1%           |
|                            | Natural Gas (m3)       | 43,334         | 143,664        | 162,526        | 13.1%            | 275.1%           |
|                            | <b>Subtotal (eMWh)</b> | <b>906.1</b>   | <b>2,596.0</b> | <b>2,813.7</b> | <b>8.4%</b>      | <b>210.5%</b>    |
| Streetlights               | Electricity (MWh)      | 504.4          | 226.6          | 171.4          | -24.4%           | -66.0%           |
| <b>Total Energy</b>        | <b>(eMWh)</b>          | <b>2,605</b>   | <b>4,074</b>   | <b>4,244</b>   | <b>4.2%</b>      | <b>62.9%</b>     |
| <b>Total GHG Emissions</b> | <b>(tCO2e)</b>         | <b>432.5</b>   | <b>481.9</b>   | <b>516.2</b>   | <b>7.1%</b>      | <b>19.3%</b>     |

**Note 1:** ekWh (equivalent kWh) is a calculated value using the thermal energy content of Natural Gas to convert consumption to units of “equivalent” kWh (ekWh) for comparison.

The following six facilities utilize over 90% of the total energy consumed at the Township (all fuel types combined). Table 3.3 lists their energy consumption along with the facility energy use intensity.

**Table 3.3 Facilities with Highest Energy Consumption in 2023**

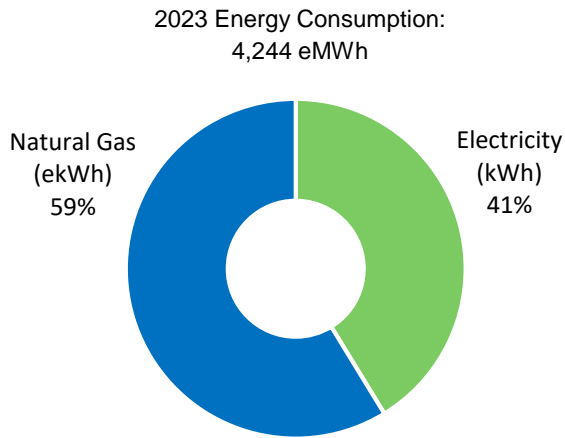
| Facility                             | Address             | Area (ft <sup>2</sup> ) | Energy Consumption 2023 (eMWh) | EUI 2023 (ekWh/ft <sup>2</sup> ) |
|--------------------------------------|---------------------|-------------------------|--------------------------------|----------------------------------|
| West Lincoln Community Centre        | 177 West St         | 95,753                  | 2,773                          | 29.0                             |
| Administration Building              | 318 Canborough St   | 14,671                  | 393                            | 26.8                             |
| Public Works Operations              | 6218 London Rd      | 7,427                   | 273                            | 36.8                             |
| Caistor Fire Station #2 <sup>1</sup> | 8635 Regional Rd 65 | 4,978                   | 222                            | 44.5                             |
| Smithville Fire Station #1           | 344 Canborough St   | 12,424                  | 190                            | 15.3                             |

**Note 1:** Please note that the Caistor Fire Station data refers to the older facility as the new facility opened in 2024.

## Energy Consumption Breakdown

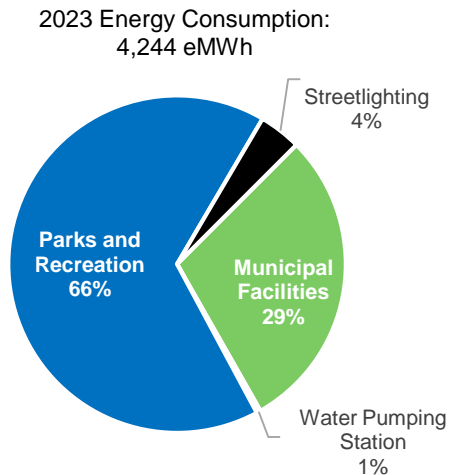
Historical energy consumption is broken down further to help understand the energy picture at the Township, to help identify opportunities for conservation and to measure progress.

### Total Energy Breakdown:



The Township consumes two main fuels, electricity and natural gas. To compare different energy sources, the natural gas consumption was converted to equivalent kWh (ekWh) using standard conversion rates. Figure 3.2, illustrates energy consumed by the Township broken down by fuel type for 2023, with natural gas use (59%) followed by electricity (41%).

**Figure 3.2: 2023 Total Energy Consumption by Fuel Source**

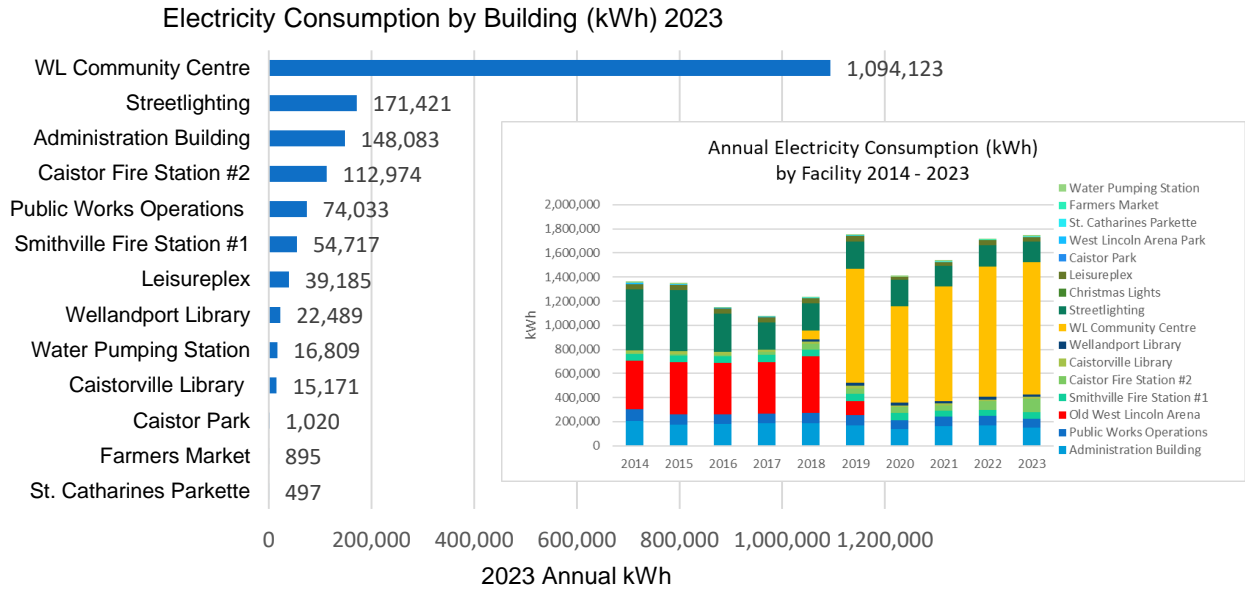


The energy consumption is broken down by department in Figure 3.3. Parks and Recreation leads with 66% of the energy consumed in 2023 primarily at the new West Lincoln Community Centre.

**Figure 3.3: 2023 Total Energy Consumption by Department**

### Electricity Breakdown:

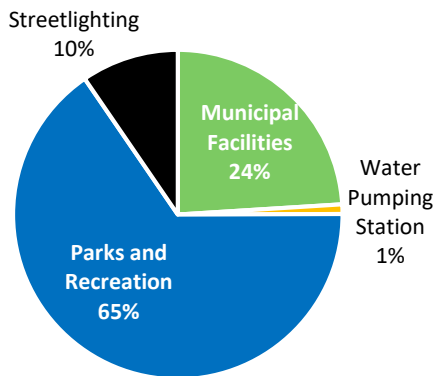
The following section breaks down electricity consumption at the Township. Figure 3.4 illustrate electricity use by facility in 2023, and the graph on the right illustrates historical consumption from 2014 to 2023.



**Figure 3.4 Electricity Consumption by Facility**

The West Lincoln Community Center is the largest electricity consumer, responsible for over 60% of the total Township electricity consumption, followed by Streetlighting and the Administration building. Electricity use by department is shown below in Figure 3.5.

2023 Electricity Consumption: 1,751 MWh



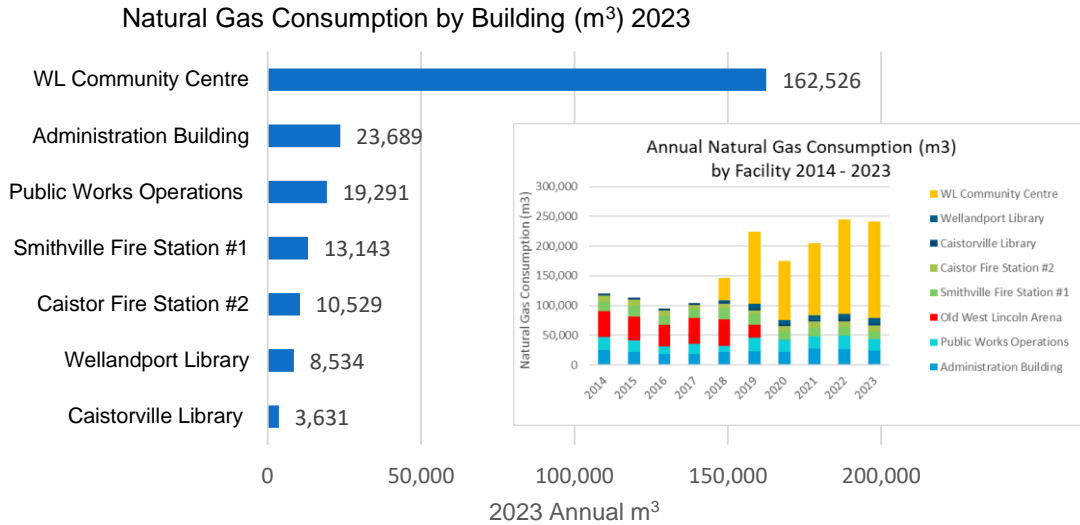
**Figure 3.5: 2023 Electrical Consumption by Department**

The Parks and Recreation department is the largest consumer of electricity followed by the municipal facilities (24%), and streetlighting (10%).



**Natural Gas Breakdown:**

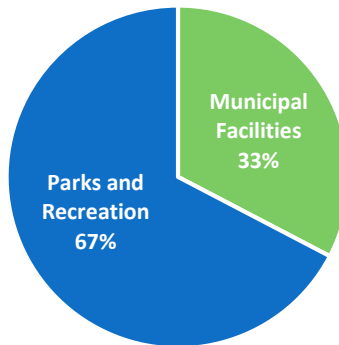
Figure 3.5 below shows the natural gas consumption in order of greatest use, for 2023. The graph on the right trends this consumption by facility annually from 2014 to 2023.



**Figure 3.6 Natural Gas Use by Facility**

The West Lincoln Community Center is also the largest natural gas consumer, responsible for over 67%, followed by the Administration building and the Public Works Operation. Natural Gas use broken down by department is shown below in Figure 3.7.

2023 Natural Gas Consumption: 241,630 m<sup>3</sup>

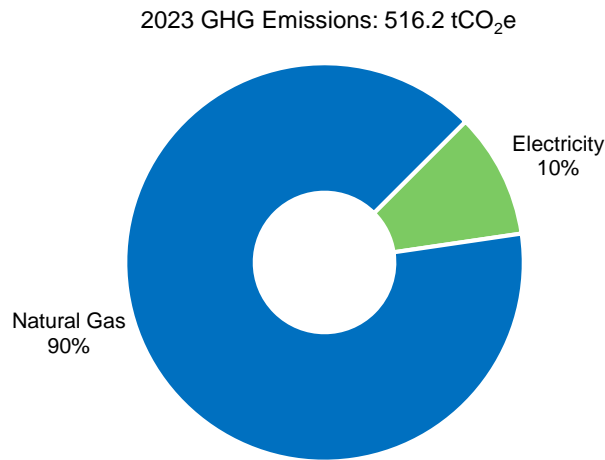


**Figure 3.7 2023 Natural Gas Use by Department**

The Parks and Recreation department is the largest consumer of natural gas (67%) followed by the municipal facilities (33%).

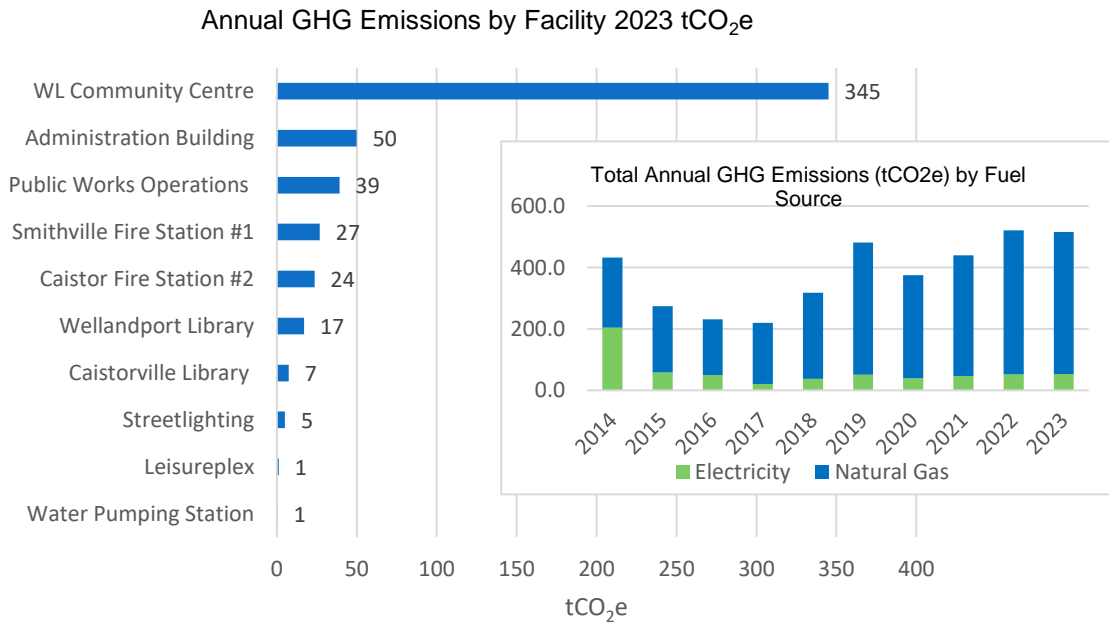
## Carbon Emissions

The carbon footprint related to energy consumption by the Township is broken down below. The rate of greenhouse gas production varies by energy source and is directly affected by the emissions conversion factors and the Township consumption. Emission conversion factors used in this report were published values for Ontario and can vary year to year based on the how clean is the energy generation. The GHG emissions were calculated for the Township and are broken down by fuel source in Figure 3.8 below.



**Figure 3.8 Total 2023 GHG Emissions by Fuel Source**

In order to ensure that carbon emissions are reduced, the energy conservation plan will in part focus on measures to reduce natural gas use (heating system efficiency improvements) as it is responsible for 90% of the Township’s emissions.



**Figure 3.9 Total Annual GHG Emissions from 2014 to 2023 by Fuel Source**

Figure 3.9 above shows the relative GHG emissions generated from energy consumption by facility for 2023, and the graph on the right illustrates total amount of GHG emissions annually from 2011 to 2023 by fuel type.

Please note that emissions conversion factors have changed significantly for electricity production in Ontario. Specifically in 2014 electricity became significantly cleaner when the last of the coal fired electricity generation plants were shut down which can be seen in Figure 3.9 above.

Emissions have risen approximately 19% since 2014 and 7% from 2019 primarily due to additional services provided by the new community center as discussed previously.

## 4.0 Energy Conservation Vision, Goals and Targets

### Vision

The Township's 5-year Corporate Energy Conservation & Demand Management Plan lays our path to achieve our vision and continuing commitment to energy conservation. Our vision is simple:

---

**Promote:** energy conservation to staff and the community

**Consider:** energy conservation with all Township purchases

**Incorporate:** energy conservation initiatives through all Township departments

---

### Objectives and Goals

The Township will continue to support the objectives laid out in the previous 2019 Energy Conservation and Demand Management Plan including:

- Reduce energy consumption and GHG emissions across Township facilities
- Promote energy conservation for users of the facilities
- Increase the visibility of energy consumption data through monitoring and review
- Explore alternative and renewable energy opportunities
- Secure funding to implement energy efficiency savings

In addition, the Township will add the following objectives:

- Complete energy audits at each of our facilities to identify energy conservation opportunities
- Incorporate life cycle costing into capital equipment purchasing

### Targets

Our energy reduction target is to reduce our consumption of fuels and electricity in all Township operations by 2% (128 eMWh) by 2029 measured against the total 2023 annual energy consumption of 4,244 eMWh.

## 5.0 Our Conservation Strategy

In order to achieve the vision, mandate and targets set out in Section 4.0 of this report, West Lincoln will focus on the following key conservation strategies.

### Focus Area: Energy Management Leadership

To ensure that our energy management vision is realized, staff and council will be asked to incorporate energy management into all areas of activity including our procurement practices, financial management and investment decisions, and facility operations and maintenance.

This will be accomplished by:

1. Ensuring the necessary resources are allocated to enable the actions outlined in the Plan to be undertaken
2. Holding all staff accountable and responsible for managing energy through corporate targets
3. Ensuring that staff, council and residents are updated yearly on progress as measured against the targets and performance indicators included in this Plan.

Over the last decade, facility staff have provided the leadership required to achieve energy conservation savings across the built environment. The Township's Green Team, described below, will be responsible for delivering this plan's objectives and goals as well as maintaining the Township's focus on energy management in the years to come. The team members and responsibilities are as follows:

**Green Leader** – The lead will have the overall responsibility for corporate energy management planning. The leader ensures compliance regulations are met, the plan is executed as planned and works closely with council to make required changes.

**Green Team** – This will be comprised of staff members from various departments who are responsible for energy performance and can provide essential input to the energy management process. The green team will ensure the delivery of energy conservation measures in each of the facilities and will be responsible for the consumption of energy within their respective departments. As such, they will be tasked with reviewing facility energy consumption data and managing energy issues as required. The Green Team will have direct knowledge of the Township's major energy-using facilities and assets and are responsible for developing and maintaining the focus on energy conservation.

**Finance** – The role of Finance is to provide clear guidance and support to the energy conservation team on internal and external funding mechanisms and to include the team in relevant decision-making and budget discussions. Finance will also be responsible for providing the energy consumption data to the facilities staff and Council for review.

In addition to planning and executing energy conservation strategies, the team will be responsible for staff **energy training**. This training will include a communication strategy to educate all employees in conservation and efficiency opportunities associated with specific job functions. This will allow staff to understand energy consumption principles

and help foster a commitment to managing energy consumption as activities across all departments and buildings impact the GHGs emissions that the Township emits.

## Focus Area: Capital Planning – Energy Efficiency Policies and Guidelines

The Township will consider developing a purchasing policy to ensure energy efficient standards are used in major capital purchases. The policy could include energy guidelines and standards as well as list of approved specific technologies best suited for application at the Township. The Township will focus first on the following topics and continue to build the policy through time:

- Heating systems - boilers, furnaces, packaged rooftop units, space heaters, heat pumps
- Air Handling – exhaust fans, energy or heat recovery ventilators (ERVs, HRVs)
- Cooling systems – air source heat pumps, refrigeration and cooling systems

Other focus areas which may be covered in the future include lighting, domestic hot water and building controls.

## Focus Area: Efficiency Improvement Projects

Through the capital replacement process, the Township will improve the energy efficiency of building systems and deliver energy savings. In addition, energy conservation opportunities (process, program and project improvements) identified through energy audits or building reviews will be implemented. The opportunities will fall into the following categories:

- Heating systems - boilers, packaged rooftop units,
- Refrigeration and cooling systems – space cooling, refrigerators, freezer chests
- Air Handling
- Building and Process Controls
- Building Envelope
- Lighting
- Domestic Hot Water

## Focus Area: Measurement, Monitoring and Tracking

The Township will aim to continue to improve energy measurement, monitoring and tracking systems to increase understanding and visibility of energy use across the portfolio. The objective will be to improve the data availability such that staff can access and use the information to track consumption, monitor progress from projects, and to identify opportunities.

## 6.0 Our Energy Conservation Action Plan



A critical part of any plan is the detailed list of specific actions needed to achieve the desired goals and objectives. Using the strategies outlined in Section 5.0, the Township of West Lincoln has developed a key project list to improve energy use and ensure the Township meets our energy reduction goals.

The list of projects and programs included in the conservation plan are shown on Table 6.1 below.

**Table 6.1: West Lincoln ECDM Action Plan 2024 – 2029**

| Project Type            | Measure                     | Description   | Project Annual Savings                 |
|-------------------------|-----------------------------|---|--|
| Monitoring and Tracking | Energy Consumption Tracking | Create a plan to effectively record and report energy data  | Indirect Savings                       |
|                         | Capacity Building           | Build relationships with representatives from NPEI and Enbridge   | Indirect Savings                       |
|                         | Capacity Building           | Create a long-term training program that will help improve the energy consumption behavior of staff   | Indirect Savings                       |
| Administration          | Policy Update               | Develop a procurement policy that reflects energy conservation guidelines / savings opportunities and lifecycle costs for all large capital purchases | Indirect Savings                       |
|                         | Research                    | Research grant opportunities to purchase energy-efficient equipment   | Indirect Savings                       |
| Project Identification  | Energy Audit                | Energy audits on Township facilities including the Community Centre   | Will depend on final design            |
| Building Envelope       | Audit Results               | Implement Energy Audit Recommendations  | Dependent on Energy Audits             |
|                         | Windows                     | Install new windows in Township Administration Building<br>Old Smithville Fire hall (attached to Admin Building) window and overhead door replacement | Modest<br>Modest                       |
| Building Lighting       | Controls                    | Install Occupancy sensors in the washroom, meeting rooms and offices in the Township Administration Building.   | Potential reduction of 50% of kWh used |
| HVAC Systems            | Controls                    | Program HVAC thermostats for Township facilities  | 3-4% savings for every Celsius setback |
|                         | Controls                    | Change large bay door control such that only one opens not multiple in Fire Station #1  | TBD                                    |
| Miscellaneous           | Plug Load                   | Install vending machine misers and unscrew lighting on machines   | \$50                                   |
|                         | DHW                         | Consider reducing the size of hot water tanks and switching from natural gas to electric wherever possible.   | 75% of annual kWh used currently       |
| Building/Facilities     | Fuel Switching Projects     | Install electric, air source heat pumps when natural gas HVAC assets are due for replacement  |  |
|                         | Station #2                  | Removal of former Fire Station #2   | Modest                                 |
|                         | Public Works Yard           | Initiate feasibility study for future replacement of Public Works Facility  | Modest                                 |
| Renewable Energy        | Fuel Switching              | Develop renewable energy implementation business case   | Modest                                 |
| Fleet and Facilities    | Green Fleet Study/          | Develop green fleet business case   | Modest                                 |



---

| Project Type | Measure             | Description                      | Project Annual Savings |
|--------------|---------------------|----------------------------------|------------------------|
|              | EV Charging Station | EV Charger Implementation Review | Modest                 |

## 7.0 Conclusion

The implementation of an effective energy management plan is the key to ensuring that energy is used in an efficient, effective and sustainable manner. An effective energy conservation strategy will continuously monitor, control and reduce our energy consumption and the related carbon emissions.

Our plan encompasses a range of strategies including, but not limited to, strengthening our energy conservation leadership, delivery of energy-efficient upgrades, the implementation of renewable energy sources, and the promotion of conservation practices among our staff. We are committed to regularly monitoring and evaluating the effectiveness of these measures and adjusting our approach as needed to achieve our energy-saving goals.

This plan builds on previous conservation work and planning by the Township staff and involves all facilities. It has been designed to deliver cost-effective programs, by identifying and addressing energy waste and by utilizing new efficient technologies. The Township of West Lincoln is committed to continuously improving our energy footprint to responsibly manage energy cost, reduce GHG emissions, and to be a responsible member of the community.



**DATE:** March 3, 2025

**REPORT NO:** PD-09-2025

**SUBJECT:** **Information Report**  
**Site Alteration Permit 3118 Grassie Road**

**CONTACT:** Gerrit Boerema, Director of Growth and Sustainability

**OVERVIEW:**

- An application for a site alteration permit has been submitted by Meritech Engineering on behalf of the property owner of 3118 Grassie Road.
- The owners of 3118 Grassie Road are constructing a new dwelling on the property and are requesting a site alteration permit to import additional fill to the property.
- On May 13, 2024 Council was presented recommendation report [PD-26-2024](#) (Page 92 of the May agenda) and approved a site alteration permit for the subject property to permit 4,617 cubic metres (or approximately 462 truck loads) of material be brought to the site.
- In the fall of 2024 the Township received a number of ‘report a concern’ submissions and it became apparent that additional fill material beyond what was permitted was brought to the site and subsequently Bylaw Services issued an order to comply.
- The new application for site alteration is proposing to permit the additional fill that has already been brought to the site and permit an additional 300 loads be brought to the property for grading of the house, and an additional 952 loads to grade the rear of the property for future agricultural uses.
- Under the Township’s site alteration bylaw, site alteration in excess of 1,000 cubic meters requires a public meeting and Council approval.

**RECOMMENDATION:**

1. That Information Report PD-09-2025 titled “Information Report, Site Alteration Permit 3118 Grassie Road”, dated March 3, 2025 be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #**

- **Champion strategic and responsible growth**

Respecting Our Roots, Realizing Our Future

**BACKGROUND:**

An application for site alteration has been submitted by Meritech Engineering on behalf of the property owner of 3118 Grassie Road. The subject property is located at the intersection of Grassie Road and Young Street and is 13.6 acres in size. A permit for a new dwelling and septic system was issued in November 2023, which is currently under construction.

In May of 2024 Township Council approved a site alteration permit for 462 truckloads of fill material for grading work around the dwelling as well as recycled material for the driveway.

In the fall of 2024, Bylaw Services received a number of complaints regarding the quantity of fill material being brought to the site. Through discussions with the applicant, administration became aware that the permitted amount of fill had been exceeded and over 700 loads of material had been brought to the site, and an additional 700 loads of material were still planned to complete grading around the dwelling and in the rear of the property. The applicant had indicated that verbal permission was granted by administration in the past to add fill to the rear of the property, but nothing appears to be documented.

As a result, the Township issued an Order to Comply with the Township's site alteration permit. The applicants immediately ceased any additional fill importation and retained Meritech Engineering to submit a site alteration application to address the fill material already brought to the property and to permit additional material to be brought to the property.

**CURRENT SITUATION:**

The application includes a new grading plan showing the extent of the proposed grading, a truck haul route and additional information regarding the material already brought to the property and proposed to be brought to the property. These can be found as schedules to this report.

The applicants have stated that the original site alteration request was for 462 loads of material, and the new site alteration request is for 1,060 loads to raise the agricultural lands in the rear of the property, for a total site alteration of 1,522 loads.

The Township's Site Alteration Bylaw 2016-41, as amended, requires a public meeting and requires Council approval for site alteration over 1,000 cubic metres of material.

**FINANCIAL IMPLICATIONS:**

As part of the original site plan approval, a \$7,000 road deposit was required, however, it does not appear that the deposit was ever provided to the Township. If approved, the Township would have to require that the road grading security be provided to ensure that the Township road remains in good condition.

**INTER-DEPARTMENTAL & AGENCY COMMENTS:**

**West Lincoln Building & Septic**

Building and Septic have attended the site and have provided comments that it would appear that there is sufficient material on-site to complete the grading work required for the house and septic system.

**West Lincoln Engineering**

An entrance permit is required for alterations done to one of the entrances on Grassie Road, as well as a final inspection on another new entrance that did obtain a permit. The truck haul route is acceptable to the Township, however, there are load restrictions in place. Silt fencing and erosion controls are also required to be in place on the property. Please see the full comments found in Schedule D.

**Niagara Peninsula Conservation Authority (NPCA)**

The NPCA has provided comments indicating that they do not have regulated lands on the subject property and therefore they have no objections.

**Region of Niagara**

No comments have been received from the Region of Niagara at the time of writing this report.

**PUBLIC COMMENTS**

At the time of writing this report, one written public comment has been received. The written comment provides concerns with the amount of additional fill material already brought to the property, the truck traffic and mud and stones on the road, and impacts to pedestrians, and the environment. The full comment can be found in Schedule D.

**CONCLUSION:**

An application for site alteration has been submitted to permit fill already placed on the subject property that was imported beyond what the original site alteration permit approval permitted, and to permit an additional 300 loads for grading around the dwelling and 952 loads for grading in the rear yard.

A recommendation report will be presented at a future Growth and Sustainability Committee meeting.

**ATTACHMENTS:**

- a) Site Grading Plan
- b) Application and Additional Information
- c) Proposed Truck Haul Route
- d) Public and Agency Comments

**Prepared & Submitted by:**

**Approved by:**

**Gerrit Boerema  
Director of Planning & Building**

**Truper McBride  
CAO**

# Schedule A - PD-09-2025

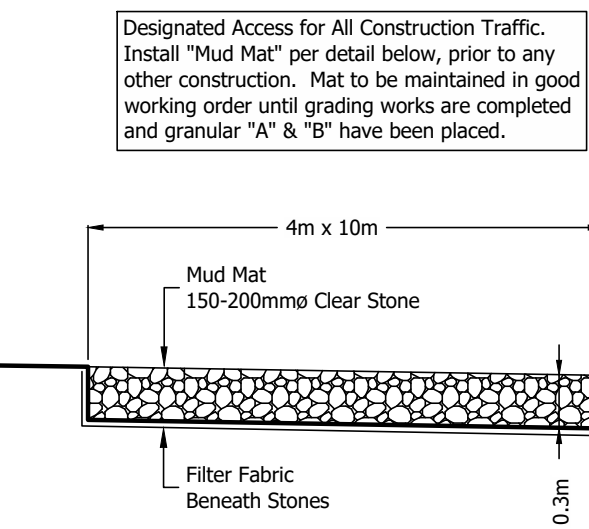
- General Notes**
- All dimensions are in metres unless otherwise noted. This drawing shall not be scaled.
  - All work shall be in accordance with the requirements of the local municipality, the latest relevant sections of the OPSS's, OPSD's, and the Ontario Building Code.
  - Soil Management Regulations: All import or export of soil related to this site is to be completed in conformance with Ontario Regulation 406/19: On-site and Excess Soil Management. Per the regulation, it is the responsibility of the owner to retain a Qualified Person (QP) to investigate and/or develop (or supervise the development of) a site-specific excess soil plan.
  - The Contractor shall obtain all necessary locates & permits prior to commencing work.
  - The Contractor shall notify the Engineer 24 hours prior to constructing any works in order to coordinate inspections.
  - The Contractor shall, at their own cost, install and maintain erosion control measures for the duration of construction, in accordance with local and provincial regulations or as directed by the Engineer.
  - Only drawings stamped "Issued for Construction" shall be used for construction.
  - All embankment slopes are at maximum 3:1, unless otherwise shown.
  - Proposed grades are to match existing grades at the perimeter of the work site, unless otherwise shown.

- Erosion and Sediment Control Strategy**
- The Contractor shall attend pre-construction meeting with agencies and provide approved final Erosion and Sediment Control Plan a minimum of one week prior to construction.
  - Any deviations from the approved strategy must be approved by the Contract Administrator and Engineer.
  - Newly constructed banks to be seeded per specifications.
  - All materials and equipment used for the purpose of site preparation and project completion should be operated and stored in a manner that prevents any deleterious substance (eg. petroleum products, silt, debris, etc.) from entering the water.
  - Once grading in a particular area is complete, that area shall be revegetated per plans.
  - Erosion and Sediment controls are to be removed at the completion of the project after as joint inspection by the Contractor and Engineer.

- Standard Environmental Measures Notes:**
- Every reasonable attempt must be made to minimize construction related disturbance to a watercourse.
  - Refuelling activities shall be conducted in an environmentally responsible manner. This includes maintaining a 30m setback from the water edge, drainage pathway or unless otherwise directed by the Contract Administrator. Spill kits and sufficient amount of sorbent material shall be available on the fuel or service vehicles.
  - Any part of equipment entering the active watercourse shall be free of fluid leaks and externally cleaned and degreased to prevent any deleterious substances from entering the water.
  - Any spills resulting from refuelling operations, hydraulic leaks, maintenance etc. must be reported immediately to the Contract Administrator who shall then notify the Spills Action Centre as required.
  - Weather conditions shall be monitored to adequately prepare the site for rain events.
  - Cleanliness of adjacent streets shall be maintained at all times.

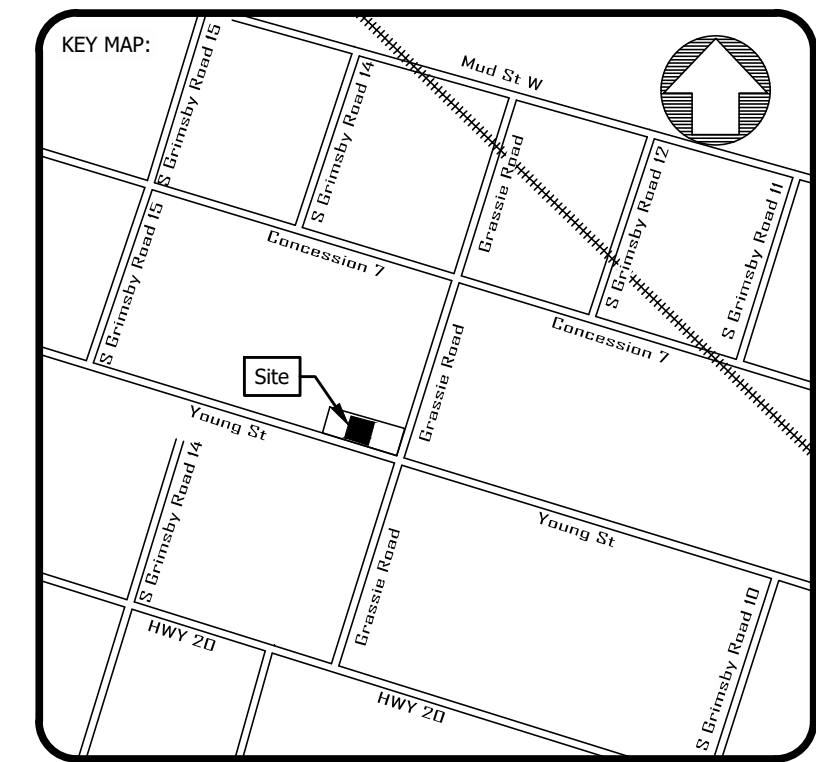
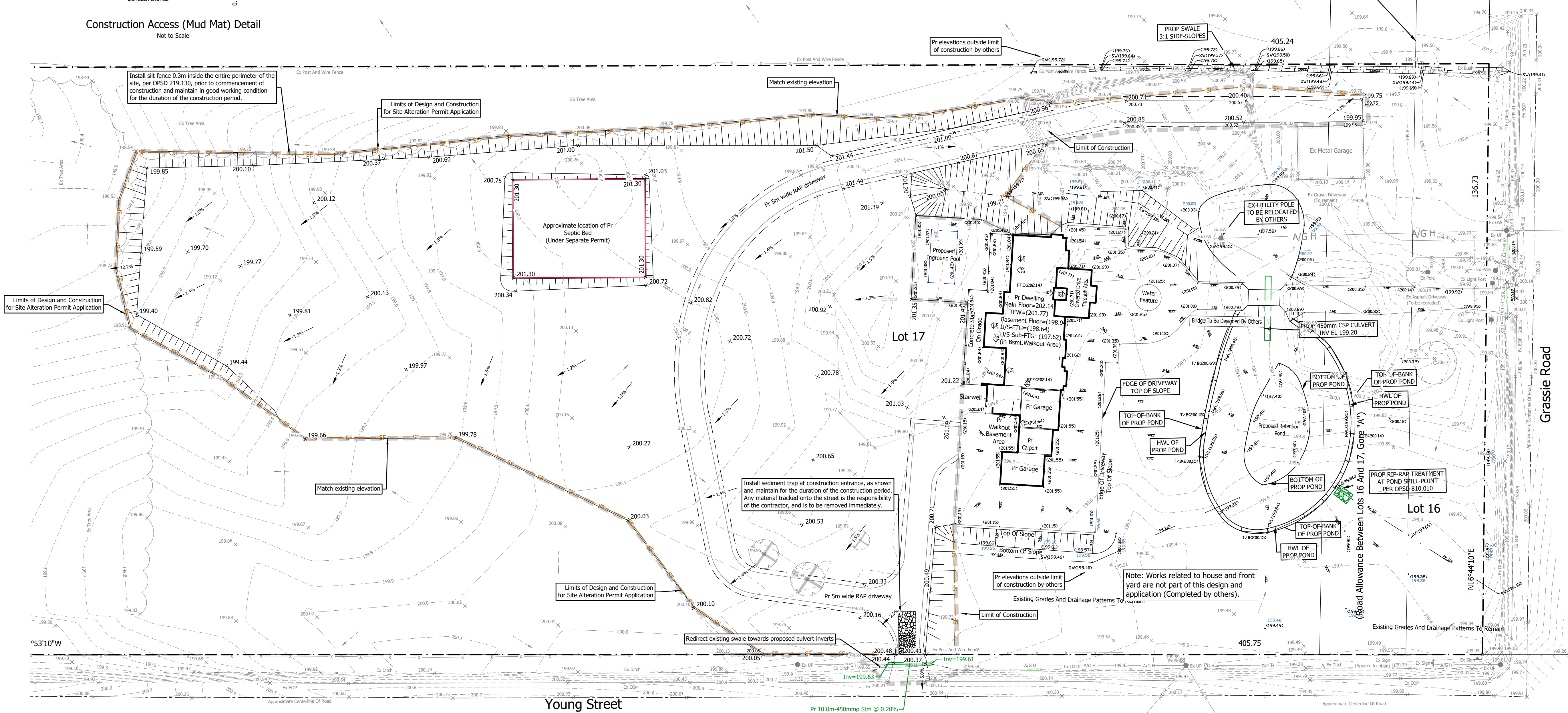
- Area Grading Implementation Schedule**
- Install all silt fencing per OPSD 219.130, as shown on plan.
  - Construct mudmat on Young Street, per detail.
  - Remove trees as per plan.
- Erosion and Sediment Control Notes**
- All works to be done in accordance with OPSS 805.
  - All silt fence to be installed prior to commencement of any area grading, excavating or demolition, unless noted otherwise.
  - Erosion control fencing to be placed around the base of all stockpiles. All stockpiles to be kept a minimum of 5.0m from all property lines. A 5m maintenance strip must be maintained around all stockpiles (between the stockpile and the fencing).
  - Additional erosion control measures may be required as site development progresses. Contractor to provide all additional erosion control structures in accordance with the contingency allowance.
  - The Engineer shall monitor the site development to ensure all erosion controls are installed and maintained to the municipal requirements, and any damage repaired immediately. Contractor to comply with the Engineer's instructions to install, modify, or maintain erosion control works. Sediments to be removed when accumulations reach a maximum of one third (1/3) the height of the silt fence.
  - All erosion control structures to remain in place until all disturbed ground surfaces have been re-stabilized either by paving or restoration of vegetative ground cover.
  - No alternate methods of erosion control protection shall be permitted unless approved by the Engineer and the municipality.
  - The contractor is responsible for removing sediments from the municipal roadway and sidewalks at the end of each work day.
  - Sediment traps to be provided on site at all locations where construction vehicles exit the site. Sediment traps shall be a minimum of 4.0m wide, 10.0m long and 300mm deep and shall consist of 50-150mm angular rip rap material or approved equivalent. Contractor to ensure all vehicles leave the site via the construction access and that the sediment trap is maintained in a manner to maximize its effectiveness at all times.
  - Areas affected by grading activities shall be topped (125mm minimum thickness) and seeded within 30 days of site activity ceasing.
  - Excess fill material shall not be disposed of within environmentally sensitive areas, including wetlands, woodlots, regulated areas, or adjacent properties.
  - The property owner is responsible for restoration of all damaged and/or disturbed property within the municipal right-of-way to the municipal standards.
  - If, for unforeseen reasons the Owner and/or his representative must encroach onto private lands to undertake any works, he/she must obtain written permission from the adjacent property owners prior to entering upon the private property to perform any works. Copies of these letters of consent must be submitted to the municipality, prior to any work being performed. Failure to comply with the above is at the owners own risk.
  - Monitoring and weekly inspection reporting per the municipal requirements.

Approximate Fill Volume = 10600m<sup>3</sup>



Construction Access (Mud Mat) Detail  
Not to Scale

- Grading Legend**
- (201.15) Design elevations by AHA
  - ✕ 200.71 Proposed elevations for Site Alteration Permit
  - ✕ 200.71 Existing elevation



- Project Notes**
- This drawing is to be read with the standard notes, specifications and details shown on Meritech dwg 5311-1.
    - Front site grading design by Ashenhurst Nouwens & Associates Inc., dated Sep, 2023
    - Survey and elevations:
      - Topographic survey completed by Ashenhurst Nouwens & Associates Inc., dated Oct, 2022
      - Benchmark: Township of West Lincoln Benchmark No.0011985U176. Elevation = 197.115 (CGVD 28-78) Hamilton-Wentworth iron pipe with brass cap, at intersection of Mud Street with County Road No.50, in line with power poles 29.3 North of centre line of Mud Street, 8.2m West of centre line of County Road 50, 21.6m North of hydro pole No.2190, 15cm East of benchmark sign post, at road level.

(Road Allowance Between Lots 16 And 17, Gore "A")  
Conveyed By By-law 7-71,  
Inst. RO219141

1316 Bishop Street North, Suite 202, Cambridge  
T 519.623.1140 F 519.623.7334 www.meritech.ca

Information shown on this plan is compiled from various sources, and is for informational purposes only. Meritech Engineering is not responsible for the accuracy of the information. The Contractor is responsible for verifying the information. Meritech Engineering is not responsible for the design of the project. Meritech Engineering is not responsible for the design of the project. Meritech Engineering is not responsible for the design of the project.

| DRAWING  | DESIGNED BY | CHECKED BY | DATE         | SCALE | REVISION/ISSUE                    | DATE         | BY  |
|--|-------------|------------|--------------|-------|-----------------------------------|--------------|-----|
| Grading Plan   | JAS         | BRE        | Dec 23, 2024 | 1:500 | Issued for Site Alteration Permit | Dec 23, 2024 | JAS |
| PROJECT: 3118 Grassie Road<br>Part of Lots 16&17 and Part of road allowance Lot 16&17 Gore A, Town of West Lincoln<br>FILE NAME: 5311<br>SHEET: 1 of 1 |             |            |              |       |                                   |              |     |

OWNER: Town of West Lincoln

LOCATION: 3118 Grassie Road

PROJECT: 3118 Grassie Road

DATE: Dec 23, 2024

SCALE: 1:500

PROJECT: 3118 Grassie Road

FILE NAME: 5311

DATE: Dec 23, 2024

SCALE: 1:500

Part of Lots 16&17 and Part of road allowance Lot 16&17 Gore A, Town of West Lincoln

Filename: C:\W\Meritech\Engineering\PD - DOCS\5311\CAD\Sheets\5311.dwg, 5311-1 - Printed: December 23, 2024 3:03 PM, JAnkers

Page 47 of 63

# Township of West Lincoln

Required fields are marked with asterisks (\*)

Site Alteration - Application for more than 500m<sup>3</sup> Per Year of Fill

Please complete all applicable sections of the application form. An incomplete application will not be processed. Please click the submit button when completed or return completed forms to the Director of Planning and Building and/or the Director of Public Works and Engineering.

**Date**

2024-12-23



## Property Information

### Municipal Address

**Lot Number**

**Plan Number**

**Concession Number**

**Town Lot Number**



**Current Zoning**

**Land Owner \***

Person

Company

**Registered Land Owner**

**Last Name \***

Gulacha

**First Name \***

Sikandar

**Middle Initial**

**Address \***

50 Tuscani Dr Stoney Creek L8E5W4

**Mailing Address (only fill in if different than proposed site alteration address above)**

**Telephone (Primary Number) \***

905-961-5304

**Fax**

## Consultant Information

### **Company Name**

Meritech Engineering

### **Telephone**

519-623-1140

### **Fax**

519-623-7334

### **E-mail**

briane@meritech.ca

### **Address**

1315 Bishop Street North, Suite 202, Cambridge, ON, N1R 6Z2

### **Legal Name (for use with agreements)**

### **Designate (to which all correspondence will be sent)**

Brian Enter

## Contractor Information

### **Company Name \***

Nicholls Ventures Inc.

### **Telephone \***

(905) 802-1189

**E-mail \***

nventuresinc@gmail.com

**Address \***

119 Book Road West, Ancaster ,ON, L9G 3L1

**Legal Name (for use with agreements) \***

Nicholls Ventures Inc.

**Designate (to which all correspondence will be sent) \***

Jeremy Nicholls

## Type of Work

**Placement of Topsoil \***

- Yes
- No

**Placement of Fill (per year) \***

- No
- 500m3 to 1000m3 imported fill
- over 1000m3 imported fill

**Commercial Fill Operation \***

- Yes
- No

**Proposed Start Date \***

January 6, 2025



**Proposed Completion Date \***

June 30, 2025



Import of fill in year yard to raise the elevations to eliminate impact of seasonal flooding on proposed amenity space and potential planting of fruit tree orchard.

### **Sketch or Plan**

Browse... See attached with email

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

### **Estimated Volume of Fill to be Imported (including all material for driveway and/or septic construction) \***

10,600m<sup>3</sup> Earth Works

Note: Septic System shown on plan previously approved.

## **Financial**

### **Permit Fees**

- Application Fee (500m<sup>3</sup>/year to less than 1000m<sup>3</sup>/year) - \$500.00
- Application Fee (1000m<sup>3</sup>/year or greater) - \$1000.00
- Road Damage Deposit - not to exceed \$5000.00

### **Application Fee \***

\$1000

### **Municipal Service Fee**

### **Security Amount**

### **Agreement Preparation Fee**

# Owner Authorization (if an agent is used)

The owner must complete this section. For more than one owner, please fill out an additional separate section for each owner.

I, SIKENDER M. GULACHA

Insert Full Name

being the registered owner of the subject lands, hereby authorize

Insert Agent Name ~~ME~~ MERITECH ENGINEERING

to submit the above application to the Township of West Lincoln for approval thereof.

## Signature



Clear

Date ~~12/23~~ 12/23/2024



Name SIKENDER M. GULACHA

Title OWNER


# PERMISSION TO ENTER

Schedule B - PD-09-2025

The applicant acknowledges that a site walk may be required in order to view the property and its relation to the surrounding lands, and in this regard authorizes members of Council (or a representative thereof), Township staff, Peer Review Consultants retained by the Township, and relevant External Agency Review Staff to enter onto the subject property for the purpose of evaluating the merit of the application, at an arranged time.

Owners(s)/Agent(s) Signature

**Signature \***



Clear

**Date** 12/24/2024



**Name \*** SIKENDER M. GUJACHA

**Title** OWNER

*Note: Original signatures(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officier(s) with authority to bind the corporation.*

# Consent for Release of Information

Schedule B - FDO-2023

In accordance with the provisions of the *Municipal Act*, as amended, I understand that all information and material that is submitted with any application may be made available to the public, and specifically any application to Council relating to a site alteration in excess of 1000 cubic metres shall become part of the public record.

In submitting this application and any supporting materials or information, I hereby acknowledge the above-noted and provide my consent.

Further, I understand and acknowledge that my application will be shared with the Niagara Peninsula Conservation Authority.

## Signature \*



Clear

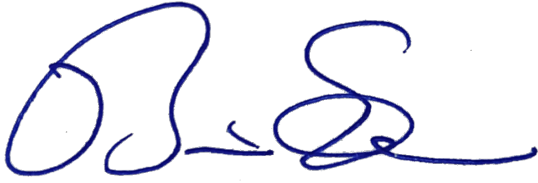
**Date \*** 12/23/2024



**Name \*** ALEXANDER M. GUCACHA

**Title** OWNER

*Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.*



Clear

**Date \***

2024-12-23



**Name \***

Brian Enter

**Title**

Project Engineer

For Office Use Only

Completed Application Recieved:

Application Approved for Receipt:

Approved By:

Site Aleration Permit Issued:

Permit Issued By:

Submit



**Township of West Lincoln**

318 Canborough St.

Box 400

Smithville, ON L0R 2A0

Phone: 905-957-3346 (tel:905-957-3346).

Fax: 905-957-3219

(tel:905-957-0680).

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## Important Information

Schedule B - PD-09-2025

- The security deposit will be refunded to the individual/company who provided initial payment following a final inspection by Township staff. Please note that the deposit will applied to an unpaid taxes and/or water and sewer charges. Any applicable fee, municipal services fee, and agreement preparation fee are non-refundable. The deposit will be refunded upon cancellation of a permit, less the administration fee, provided that no work has been commenced.
- The owner hereby authorizes the Township of West Lincoln to enter onto the subject lands for the purposes of inspection or with labour and equipment to complete or repair any works as deemed necessary by the Township.
- The Township of West Lincoln may engage legal, engineering, hydrology, environmental, arborists, landscape or any other consultant as deemed necessary by the Director of Planning and Building in order to evaluate studies and/or agreements in which case the costs incurred for such evaluations shall be charged back to the applicant.
- Fees shall be adjusted upon completion of work where required to reflect totals based on accurate fill volumes verified by a professional engineer prior to final clearance.
- It is the landowner's responsibility to obtain all necessary approvals from any federal, provincial, regional or municipal agencies, including the conservation authority, prior to providing application for a site alteration permit.

## Applicant Certification

The applicant certifies to have read the Site Alteration By-law and Schedules and agrees to abide by all the conditions therein; and,

The undersigned certifies to the Township that any and all Fill used in completing the Site Alteration contains no contaminants within the meaning of the Environmental Protection Act, R.S.O. 1990, c.E. 19. The undersigned hereby releases and agrees to indemnify and save harmless the Township, its employees, representatives, agents and contractors, from and against all claim, demands, damages, causes of action, costs, expenses and other liabilities of any nature, which may arise in the event that the Fill is determined to contain contaminants.

**I, \***

Brian Enter

hereby make the above application for Site Alteration, declaring that all information contained herein is true and correct, and acknowledge the Township of West Lincoln will process the application based on the information provided.

## Gerrit Boerema

---

**From:** Brian Enter <briane@meritech.ca>  
**Sent:** January 31, 2025 2:42 PM  
**To:** Gerrit Boerema  
**Cc:** filing@meritech.ca; Marylou Ford; Tim Carr; Ben Agro; Jerome Nicholls  
**Subject:** RE: 3118 Grassie Road - Site Alteration Permit - JQ5311  
**Attachments:** 5311.Haul Route Permit.dwg.pdf

Hi Gerrit,

Further your email and our phone call, we offer the following additional information:

### Sequence of events

- May 2024 - Initial Site Alt Permit
- Topsoil on the site was stripped and temporary stockpiles in various locations on the site including front and back.
- Oct 2024 - Contractor coordinated with Township staff (Brian Treble and Tim Carr) on behalf of the owner for additional fill to raise the back of the lot out of seasonally wet conditions primarily for future orchard use. The contractor's understanding was that this was being permitted because the Site Alt By-law makes provision for leveling for agricultural use. Contractor was provided verbal consent to continue (he sent a follow up email was to staff member to confirm).
- Site conditions on site were wet making construction difficult. Works at the rear were started with import of "clean rubble" for creation of proposed driveway and access to site given wet conditions.
- Nov 2024 - Town staff indicate site alteration permit required for additional "back" work.

### Volumes

- Original Site Alt Permit - Permitted Import Volume per Site Alteration Permit 01-2024: 4617m<sup>3</sup>/462 loads
- Import activities
  - o Nicholls Ventures diligently tracked and reported 731 loads imported to site. This includes:
    - 50 Loads (estimate of new granular materials for building construction for basement (20 loads), garages (15 loads) , carport (20 loads) which should not have been reported as import related to the site alteration permit.
    - 120 loads of topsoil were imported. 100 of these loads should not count given 100 loads permitted without permit in the by-law.
    - 108 loads (estimated volumes provided to the Township previously in messages from contractor to Township staff) of clean rubble material for the driveway in the "back" and an access area north of the existing metal garage in the NE corner of the site. The contractor had not previously believed this was associated with site alteration permits. His understanding has since been corrected and will be included.
  - o So, total imported to site to date is estimated at 731-50-100 = 581 loads imported to date
- Total "Proposed" Import per ANA and Meritech designs
  - o Original Site Alt ("front") – 462 Loads for house project
  - o New Site Alt ("back") – 1060 loads for raising agricultural lands
  - o Total Loads = 1522 loads
- Required/Outstanding
  - o Front (original Site Alt Permit) : The contractor estimates approximately 300 loads are required to finalize the proposed design/original site alt permit to address front works where site is approx. 0.4m low, and to construct berms
  - o Back (new Site Alt Permit application): 1060 loads – 108 (driveway bases already imported) = 952 loads

Fill Material

- It is confirmed by the contractor that the material is all clean fill. The purpose of the fill material includes: bulk fill to raise the agricultural lands in the "back" and minor fill for front grading, and then topsoil for the finalizing the yard grading and to top the agricultural lands for orchard use.

Haul Route

- Please find attached the proposed and alternate haul route.

Please contact me if you have any questions or need any assistance in preparing your report for Council.

Best regards,  
Brian

**Brian Enter, P.Eng.**  
Senior Engineer



1315 Bishop Street North, Suite 202  
Cambridge ON N1R 6Z2

t 519.623.1140 x273  
c 905.536.7727  
f 519.623.7334

[meritech.ca](http://meritech.ca)

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---

**From:** Gerrit Boerema <gboerema@westlincoln.ca>  
**Sent:** Friday, January 17, 2025 2:34 PM  
**To:** Brian Enter <briane@meritech.ca>; Jerome Nicholls <nventuresinc@gmail.com>  
**Cc:** filing@meritech.ca; Marylou Ford <marylouf@meritech.ca>; Tim Carr <tcarr@westlincoln.ca>; Ben Agro <bagro@westlincoln.ca>  
**Subject:** RE: 3118 Grassie Road - Site Alteration Permit - JQ5311

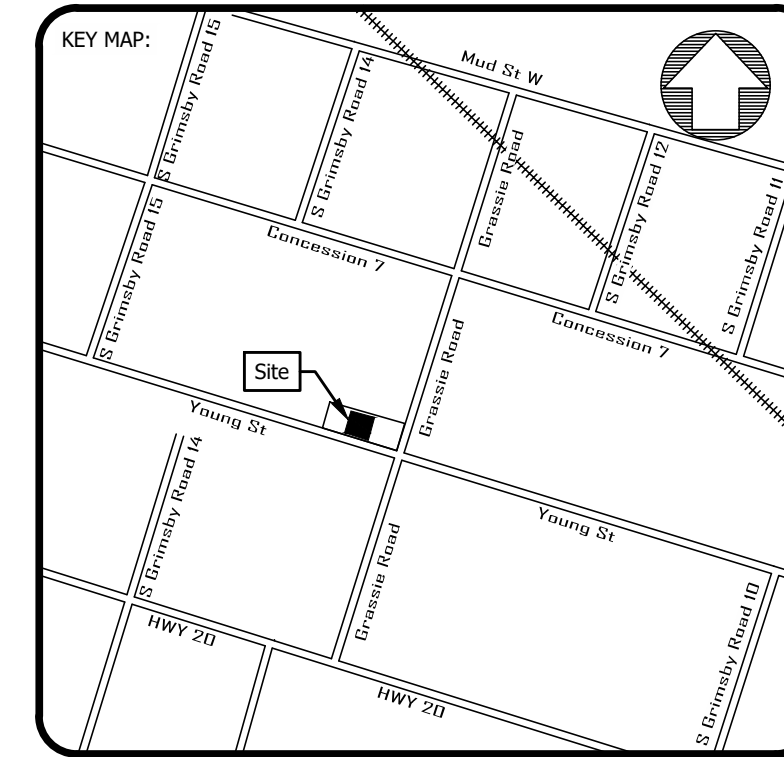
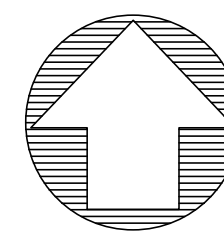
Hi Brian,

On the grading plan you have Approximate fill volume: 10,600m<sup>3</sup>. Can you clarify if that is the total amount of fill, or is that what is still required as part of this permit.

Please also provide us with the truck route drawing, confirmation that the material is clean fill, purpose of fill material.

Thanks,

Gerrit,



**MERITECH**  
engineering

1315 Bishop Street North, Suite 202, Cambridge  
T 519.623.1140 F 519.623.7334 www.meritech.ca

Information shown on this plan is compiled from various sources, and is not intended to be used for any purpose other than that for which it was prepared. The Contractor is responsible for verifying, where possible, all information. The Contractor is responsible for any errors or omissions in this plan, and for any consequences that may result therefrom. The Contractor shall not be held responsible for any errors or omissions in this plan, and for any consequences that may result therefrom. The Contractor shall not be held responsible for any errors or omissions in this plan, and for any consequences that may result therefrom.

- Project Notes**
- This drawing is to be read with the standard notes, specifications and details shown on Meritech dwg 5311-1.
    - Front site grading design by Ashenhurst Nouwens & Associates Inc., dated Sep, 2023
  - Survey and elevations:
    - Topographic survey completed by Ashenhurst Nouwens & Associates Inc., dated Oct, 2022.
    - Benchmark: Township of West Lincoln Benchmark No.0011985U176, Elevation = 197.115 (CGVD 28-78) Hamilton-Wentworth iron pipe with brass cap, at intersection of Mud Street with County Road No.50, in line with power poles 29.3 North of centre line of Mud Street, 8.2m West of centre line of County Road 50, 21.6m North of hydro pole No.2190, 15cm East of benchmark sign post, at road level.



Base Map Source - Bing Maps

| NO. | REVISION/ISSUE                    | DATE         | BY  |
|-----|-----------------------------------|--------------|-----|
| 2.  | Issued for Haul Route Permit      | Jan 31, 2025 | JAS |
| 1.  | Issued for Site Alteration Permit | Dec 23, 2024 | JAS |

|   |                                       |
|---|---------------------------------------|
| <b>DRAWING:</b>   | <b>Truck Haul Route</b>               |
| <b>DESIGNED BY:</b> JAS   | <b>CHECKED BY:</b> BRE                |
| <b>DRAWN BY:</b> JAS  | <b>DATE:</b> Dec 23, 2024             |
| <b>DRAWING:</b> 5311-2  | <b>SCALE:</b> Not to Scale            |
| <b>SHHEET:</b> 2 of 2   |                                       |
| <b>OWNER:</b> Sikandar Gulacha  | <b>LOCATION:</b> Town of West Lincoln |
| <b>PROJECT:</b> 3118 Grassie Road   | <b>FILE NAME:</b> 5311                |
| <small>Part of lots 16&amp;17 and Part of road allowance, Lot 16&amp;17, Care A, Town of West Lincoln</small> |                                       |

Filename: C:\Meritech\Engineering\PD - DOCS\5311\CAD\Sheets\5311.dwg, 5311-1 - Printed: January 31, 2025 2:27 PM, Jashars

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# Memo

**To:** Gerrit Boerema, Director, Growth and Sustainability  
**From:** Jennifer Bernard, Manager, Civil Land Development  
**Date:** February 25, 2025  
**Re:** Site Alteration File No. 3000-005-24 – 3118 Grassie Road

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A review has been completed of this site alteration application to import fill to 3118 Grassie Rd where a new dwelling is being constructed.

The Grading Plan, dated December 23, 2024 proposes a new entrance onto Young St. The proponent applied for an Entrance Permit for this new entrance in April 2024 and it is in place, a final inspection is still required. The existing entrance onto Grassie Rd appears to have been altered/widened. The proponent did not apply for an Entrance Permit for that entrance and is required to submit an application so an inspection can be completed, the application is available on the Township website.

A proposed truck route through the Township to the site was submitted for review which indicates RR20 will be the main haul route to Grassie Rd with Mud St being the alternative. This proposal is acceptable as it avoids surface treated roads. A road damage deposit will be collected.

The Township's Consolidated Traffic and Parking By-law 89-2000 has established reduced load restrictions on Township roads from March 1<sup>st</sup> to April 30<sup>th</sup>, Grassie Road is under this restriction.

A mud mat should be installed on site and roads are to be kept clean and clear of debris, the proponent is to bring in a street sweeper as required.

The silt fence is to be installed as per the final approved Grading Plan and is to be monitored and maintained.

The Township is to be notified when the trucking operation will begin.

**Gerrit Boerema**

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**To:** Susan Smyth; Ben Agro  
**Subject:** RE: 3118 Grassie Rd file#: 3000-005-24

-----Original Message-----

From: Liz Lamb [REDACTED]  
Sent: February 25, 2025 9:53 AM  
To: Jason Trombetta <jtrombetta@westlincoln.ca>  
Cc: Justin Paylove <jpaylove@westlincoln.ca>  
Subject: 3118 Grassie Rd file#: 3000-005-24

Jason,

I wish to express my concern regarding the site alteration application as it relates to the above address. I wish this to be considered as a written submission for the meeting on March 3rd, 2025

Firstly it is identified that the original site alteration application was exceeded by approximately 300 truck loads and now the owner is requesting a permit for an additional 952 loads.

My concerns are as follows:

1. Clearly this individual does not follow the rules. How do we know he won't add another additional 300 truck loads??
2. As a resident of Young st, west of this property, I spent all last year driving through mud on the Young st plus had to navigate around large trucks waiting to unload. I did complain to the town at one point about large stones on the road.
3. Young st ( from Grassie Rd to #15) is a common walk for many residents of this area. So the truck issue is especially acute for pedestrians
4. I thought West Lincoln was not allowing site alteration any longer? What about the environmental impact? Run off is an issue all around me and even if this property does not have a perceived waterway, water runoff will be effected by this degree of site alteration. Plus this is an environmental issue in many other ways: aesthetics, wildlife habitat, impact on natural tree regeneration.

I'm conclusion, what benefits does this request offer to the residents of West Lincoln: none. And what risks: significant.

Thank you for your concern and representation.

Liz Lamb  
[REDACTED]

Sent from my iPhone