



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN COUNCIL AGENDA

MEETING NO. FOURTEEN

Tuesday, October 28, 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.

Pages

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

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

1. The public may submit comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
2. This meeting is being livestreamed as well as recorded and will be available on the Township's website.

2. **LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. **OPENING PETITION - Joann Chechalk**

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

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

6. **REQUEST TO ADDRESS ITEMS ON THE AGENDA**
NOTE: Requests to address items on the agenda are restricted to specific items as follows per Section 6.7 of the Procedural By-law:

6.7 Public Comment at Council

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

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

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

7. **APPOINTMENTS/PRESENTATIONS**

- 7.1 Grace Simpson
Re: Traffic Calming Measures - South Chippawa Rd
- 7.2 Truper McBride, CAO
Re: 2025 Administration Goals and Accomplishments
POWERPOINT PRESENTATION

6

8. **REGIONAL COUNCILLOR’S REMARKS**

9. **CONFIRMATION OF MINUTES**

- 9.1 Council Minutes
Re: Minutes - September 22, 2025

Moved By Councillor Greg Maychak
1. That, the minutes relating to the September 22, 2025, Council Meeting, and the recommendations contained therein, be accepted.

20

- 9.2 Public Meeting Under the Planning Act
Re: Minutes - October 14, 2025

30

- Moved By Councillor Joann Chechalk
- 1. That the minutes relating to the October 14, 2025, Public Meeting, be accepted.

10. **COMMUNICATIONS**
There are no communications

11. **MAYOR’S REMARKS**

12. **STAFF REPORTS**

- 12.1 Manager, Legislative Services/Clerk (Justin Paylove)

51

Re: Recommendation Report LLS-12-2025 - Economic Development Roundtable Update and Findings

Moved By Councillor Shelley Bradaric

- 1. That, Recommendation Report LLS-12-2025 titled “Economic Development Roundtable Update and Findings” dated October 28, 2025, be received; and,
- 2. That, Administration proceed with pursuing the Planning and Building software upgrade in the 2026 Draft budget.

13. REPORT OF COMMITTEE

13.1 Growth and Sustainability Committee 59

Re: October 14, 2025 - Minutes

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Joann Chechalk

- 1. That, the minutes relating to the October 14 2025, Growth and Sustainability Committee Meeting, and the recommendations contained therein, be accepted.
- 2. That the confidential minutes relating to the closed session portion of the October 14, 2025, Growth and Sustainability Committee Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

13.2 Corporate Services Committee 67

Re: Minutes - October 20, 2025

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Shelley Bradaric

- 1. That, the minutes relating to the October 20 2025, Corporate Services Committee Meeting, and the recommendations contained therein, be accepted.
- 2. That the confidential minutes relating to the closed session portion of the October 20, 2025, Corporate Services Committee Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

13.3 Infrastructure Committee 98

Re: Minutes - October14, 2025

Moved By Councillor William Reilly

- 1. That, the minutes relating to the October 14 2025, Infrastructure Committee Meeting, and the recommendations contained

therein, be accepted.

- 13.4 Community and Protective Services Committee
Re: Minutes - October 20, 2025

117

Moved By Councillor Jason Trombetta

1. That, the minutes relating to the October 20, 2025, Community and Protective Services Committee Meeting, and the recommendations contained therein, be accepted.

14. RECONSIDERATION

(“Definition”) This section is for a Member of Council to introduce a motion to reconsider action taken at this Council Meeting or the previous regular Council meeting. A motion to reconsider must be made by a Council Member who voted in the majority on the matter to be reconsidered. The Chair may rule that a motion to reconsider will be dealt with at the next following Council Meeting if for some reason it cannot be dealt with at this meeting.

15. NOTICE OF MOTION TO RESCIND

(“Definition”) This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.

16. OTHER BUSINESS

- 16.1 Members of Council
Re: Council Remarks

17. NEW ITEMS OF BUSINESS

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

18. CONFIDENTIAL MATTERS

Moved By Councillor Shelley Bradaric

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

18.1 Mayor Cheryl Ganann

Re: CAO Performance Evaluation

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

- 18.1 Mayor Cheryl Ganann
Re: CAO Performance Evaluation

19. DISCLOSURE OF CONFIDENTIAL MATTERS

20. BY-LAWS

Moved By Councillor Jason Trombetta

- 1. That leave be granted to introduce By-Laws 2025-59, 2025-60, 2025-61, 2025-62, 2025-63, 2025-64 and 2025-65 and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
- 2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

20.1	BY-LAW 2025-59 A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.	121
20.2	BY-LAW 2025-60 A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.	124
20.3	BY-LAW 2025-61 A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.	127
20.4	BY-LAW 2025-62 A By-law to amend By-law 2025 to amend By-law 2025-02 Delegation to the CAO by amending Schedule A	131
20.5	BY-LAW 2025-63 A By-law to amend By-law 2025-02 Delegate Powers and Duties to Officers, to add Schedule "E", Manager, Legislative Services/Clerk and Schedule "F", Director, Community and Protective Services and Schedule "G" Director, Legal and Legislative Services	134
20.6	BY-LAW 2025-64 Being a By-law to provide for a Drainage Works in the Township of West Lincoln, Region of Niagara, known as the Mill Creek Drain be deemed not required	143
20.7	BY-LAW 2025-65 A By-law to adopt, confirm and ratify matters dealt with by Council resolution.	159

21. ADJOURNMENT

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



2025 Accomplishments and the Road Ahead

Overview

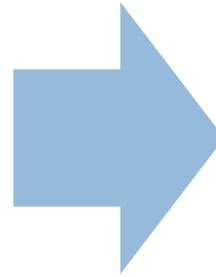
- **2025 Accomplishments to date**
- **Corporate Transformation Projects**
- **Organizational Goals**

2025 Accomplishments

Office of the CAO

Functions

General Administration
Human Resources
Labour Relations
Strategic Planning



Year in Review Accomplishments

- Organizational Restructuring
- Strategic Plan reporting
- Performance Review Process
- Human Resource Policy
 - Vacation
 - Short Term Disability
 - Discipline
 - Non-Union Wage Review

Legal and Legislative Services

Functions

Legal Services
Legislative Services
Bylaw Services
Records Management
Freedom of Information
Elections
Marriage Licenses
Communications



Year in Review Accomplishments

- November 2024 Bi-Election
- New General Counsel / Legal Services Model
- West Lincoln Promotional Video
- Business View Magazine Profile of West Lincoln
- Animal Control Bylaw
- Delegation of Authority Bylaws
- 72% increase in website subscriptions
- 12.5% increase on social media channels
- Marriage Licenses
- 63% of Bylaw Complaints resolved through voluntary compliance

Growth and Sustainability

Functions

Development Approvals

Urban Design

Buildings Services

Environmental Planning

Long Range Planning

Civil Land Development Engineering Services



Year in Review Accomplishments

- New Planning Service Delivery Model
- HEWSF Grant Award, \$4 million (joint with Infrastructure and Corporate Services)
- New Developers' Roundtable Sessions
- Three Economic Development Roundtables and Action Report
- Ongoing advocacy for natural gas expansion with Enbridge
- Trees for All Program
- Planning and Building Fee Review
- Parks and Recreation Master Plan

Corporate Services

Functions

Accounting

Revenue

Information Technology

GIS

Audits

Procurement

Reception

Payroll

Property Taxation

Water Billing

Budgets, Financial Analysis and Long-Term Planning



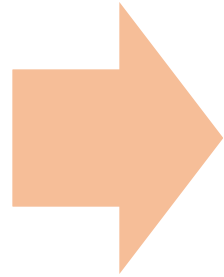
Year in Review Accomplishments

- IT Strategic Plan underway
- Budget Process and Schedule advanced to support in-year decision making and earlier public engagement
- WLMH hospital contribution finalized and debenture issued
- Wellandport Library fibre-optic internet upgrade collaboration
- Support of departmental user fees and charges reviews and studies
- Implementation of new Public Sector Accounting Standards
- Water and property tax paperless billing enrollment increased 14% from December 2024 (total of 1,250 paperless customers, to date)
- Windows 11 upgrade
- Microsoft 365 implementation and Go Live
- Implementation of E-Transfer Payment Option
- Adoption of new IT Service Model
- Succession Planning and Training
- Computer and device lifecycling

Community and Protective Services

Functions

Parks
Recreation
Fire Suppression
Fire Prevention
Emergency Management
Facilities
Programming
Festivals and Events



Year in Review Accomplishments

- Parks and Recreation Strategic Plan
- Service Delivery Model being reviewed
- Formalized emergency management coordination
- International Plowing Match Support and Coordination
 - IPM Line Dances / WL Community Care donation at the IPM
 - IPM First place winner of the Beautification Competition
- Recreation Fee Review
- Fire Service Pumper replacement
- Summer camp spaces were increased from 65 spots to 80 spots in 2025. We provided early registration for West Lincoln families for the first time ever. Every spot was filled with a West Lincoln child.
- Community Centre programs went from 10 weekly registered programs in Fall 2024 to 13 in 2025
- Increased from one weekly program at Community Centre in 2024 to six in 2025
- Harvest Routes has grown from 12 programs in 2024 to 20 in 2025
- Offering of the CC Arena non-prime ice rentals have gone from 7 weekly hours to 12.5 weekly hours

Infrastructure

Functions

Road maintenance

Road reconstruction/conversion

Capital projects

Water/Wastewater

Fleet Management

Winter Control

Bridges

Drainage



Year in Review Accomplishments

- Agile Reporting on Water/Wastewater capacity
- Road Safety Action Plan Commenced
- Water/wastewater fee review
- Silverdale Road Resurfacing
- St. Ann's Road reconstruction and Bridge rehabilitation
- Spring Creek Rd Extension & South Grimsby Road 5 – Budget is approved for Detailed Design Ongoing I&I reduction work
- Upsizing existing gravity sewer on Townline Road – Budget is approved for Detailed Design.
- Dufferin Street Sanitary Sewer Replacement and Watermain Replacement
- Townline Storm Water Management Pond cleanout – complete in 2026
- Detailed Design work underway for Wallandport Park and Shoreline Enhancement
- Regional Road 20 (West St) and Wade Road Sanitary and Watermain upsizing – HEWSF
- Barbara St, Brooks Cir, and Killins Street Watermain Replacement and Road Rehabilitation
- Abingdon Road (North Chippawa to Concession Road 2) Resurfacing
- Concession 3 Road (Smithville Rd to Caistor Gainsborough Townline Rd) Resurfacing
- Hard Topping of Vaughan Road (Wellandport Rd to Heaslip Rd)
- Campbell Bridge Rehabilitation
- 15 Mile Municipal Drain (Rosedene Branch) Clean Out
- Synder Bridge Rehabilitation – Detailed Design budget is approved, Design is proceeding
- Pavement Management System Update / Condition Inspections
- Biennial Bridge Inspections and Bridge Management System Update

Capital Achievements 2022 to 2026 Term of Office

22.6km of paved roads
10.4km of gravel roads converted
123km asphalt edging
9,000 potholes repaired
130 new/replaced traffic signs
41 winter events
308 km pavement markings painted

Corporate Transformation Projects Upcoming

- IT Strategic Plan
- Official Plan
- Parks / Recreation Plan Implementation
- Fire Master Plan
- Service Automation – Planning / Buildings

Organizational Goals for 2026

Technology and Automation

IT Strategic Plan to provide a road map for automating repetitive tasks and reduce the need for future staffing requirements

Service Review Community Centre

Establishing a stronger cost recovery model for the West Lincoln Community Centre and working to activate it as the activity and social hub for the municipality

Long Range Planning

Establishing a clear competitive brand identity for West Lincoln to tell our story

Building a one community vision and new Official Plan

People and Culture

Advancing a people strategy

Succession Planning

Establishing a 'One Team' approach

Election Preparations and Execution

New Website Enhancement for Communication

- New online Strategic Plan reporting
- West Lincoln Council Progress Report released with next billing
- Beginning next term, the public will be able to follow projects identified in the strategic plan online for progress updates

West Lincoln Corporate Strategy





THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
COUNCIL MINUTES

MEETING NO. THIRTEEN

September 22, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Kevin Geoghegan, IT Help Desk Analyst
Justin Paylove, Manager, Legislative Services/Clerk
Truper McBride, CAO
Jessica Dyson, Director Legal and Legislative Services
Cynthia Summers, Director, Community and Protective Services

*Attended part-time Albert Witteveen, Regional Councillor

1. SINGING OF "O CANADA" - Cairn Christian School

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

1. The public may submit comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
2. This meeting is being livestreamed as well as recorded and will be available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. OPENING PETITION - Councillor Shelley Bradaric

Councillor Shelley Bradaric read the Opening Petition

4. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of items on agenda

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

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

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

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

6.7 Public Comment at Council

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

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

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

7. APPOINTMENTS/PRESENTATIONS

There were no appointments/presentations

8. REGIONAL COUNCILLOR’S REMARKS

Regional Councillor Albert Witteveen read from a prepared statement attached hereto as Schedule “A”

9. CONFIRMATION OF MINUTES

9.1 Council and (All Committee) Minutes

Re: Minutes - August 11, 2025

Moved By Councillor William Reilly

Seconded By Councillor Joann Chechalk

1. That, the minutes relating to the August 11, 2025 Council (including all Committees) Meeting, and the recommendations contained therein, be accepted.

Carried

9.2 Public Meeting under the Planning Act

Re: Minutes - August 11, 2025 and September 8, 2025

Moved By Councillor Joann Chechalk

Seconded By Councillor Greg Maychak

1. That the minutes relating to the August 11, 2025 and September 8, 2025, Public Meetings, be accepted.

Carried

10. COMMUNICATIONS

There were no communications

11. MAYOR'S REMARKS

The Mayor read from a prepared statement attached hereto as Schedule "B"

12. REPORT OF COMMITTEE

12.1 Growth and Sustainability Committee

Re: Minutes - September 8, 2025

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Greg Maychak

Seconded By Councillor William Reilly

1. That, the minutes relating to the September 8, 2025, Growth and Sustainability Meeting, and the recommendations contained therein, be accepted.

2. That the confidential minutes relating to the closed session portion of the September 8, 2025, Council Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

Carried

12.2 Operations Committee

Re: Minutes - September 8, 2025

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, the minutes relating to the September 8, 2025, Operations Committee Meeting, and the recommendations contained therein, be accepted.

Carried

12.3 Corporate Services Committee

Re: Minutes - September 15, 2025

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Shelley Bradaric

Seconded By Councillor Jason Trombetta

1. That, the minutes relating to the September 15, 2025, Corporate Services Meeting, and the recommendations contained therein, be accepted.
2. That the confidential minutes relating to the closed session portion of the September 15, 2025, Corporate Services Committee Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

Carried

12.4 Community and Protective Services Committee

Moved By Councillor Jason Trombetta

Seconded By Councillor William Reilly

1. That, the minutes relating to the September 15, 2025, Community and Protective Services Meeting, and the recommendations contained therein, be accepted.

Carried

13. RECONSIDERATION

(“Definition”) This section is for a Member of Council to introduce a motion to reconsider action taken at this Council Meeting or the previous regular Council meeting. A motion to reconsider must be made by a Council Member who voted in the majority on the matter to be reconsidered. The Chair may rule that a motion to reconsider will be dealt with at the next following Council Meeting if for some reason it cannot be dealt with at this meeting.

14. NOTICE OF MOTION TO RESCIND

(“Definition”) This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.

15. OTHER BUSINESS

15.1 Members of Council

Re: Council Remarks

Councillor Greg Maychak

Re: Age Friendly Event – September 26, 2025

Councillor Shelley Bradaric

Re: International Plowing Match

Councillor William Reilly

Re: International Plowing Match

Recognizing Veterans

Policing – False Accusations

Councillor Joann Chechalk

Re: International Plowing Match – Farm Community
Line Dancing

Mayor Cheryl Ganann

Re: Invitation to 100year North Niagara Plowing Match
Blood Donor Clinic – October 3, 2025

16. NEW ITEMS OF BUSINESS

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

17. CONFIDENTIAL MATTERS

There were no Confidential Matters

18. BY-LAWS

Moved By Councillor Greg Maychak

Seconded By Councillor Mike Rehner

1. That leave be granted to introduce By-Laws 2025-56, 2025-57, and 2025-58, and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

Carried

18.1 BY-LAW 2025-56

A By-law to amend By-law 2023-03 which confirmed various appointments and/or recommendations for appointments to Boards, Committees and Municipal positions.

18.2 BY-LAW 2025-57

A By-law to Amend Zoning By-law No. 2017-70, as amended, and repeal Bylaw No. 2025-4 of the Township of West Lincoln.

18.3 BY-LAW 2025-58

A By-law to adopt, confirm and ratify matters dealt with by Council resolution.

19. ADJOURNMENT

The Mayor to declare this meeting adjourned at the hour of 7:10 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

MAYOR CHERYL GANANN

SCHEDULE "A" TO THE SEPTEMBER 22, 2025 COUNCIL MINUTES

Good evening Mayor, members of council, staff and members of the public

The Niagara Region is working through the budget process and this past month we were presented with the Waste management budget. We were given an overview of this service. Niagara Region manages 190,000 tonnes of waste this past year at 2 landfill sites. It also looks after 3 drop off depots and 4 House hold hazard waste sites. All in all they service 330,000 customers a year and attend in person 150 events per year as part of their outreach program. This department is requesting a below cost of living increase for its operating budget for 2026.

We were also presented with the Niagara Region Police budget request this past month as well. The Police board is reviewing the budget request put forward by council to hold their increase to the 3.5% guidance. The Police will be coming back later this year with a final request for our overall budget.

At our Public Works committee meeting in Sept we were given progress reports on mayor projects and timelines for completion. Staff updated us on the Vision Zero program with its success and request from neighbouring municipalities to expand the program. Staff have also purchased portable speed indicator signs that will let drivers know of their speed in areas of concerns. As you are all well aware of that the

Premier, Doug Ford made a statement of getting rid of the speed cameras.

To date we have not been given an update on this announcement.

And lastly I would like to say that I spent last week volunteering at the International Plowing match welcoming visitors as they arrived throughout the week. I would say that this event was a success and it was a great opportunity to show case our hospitality and our facilities. I heard many positive comments from those that attended and completed us on the location for this event.

This is my report and if any members have any questions I will answer them for you,

Albert Witteveen

SCHEDULE "B" TO THE SEPTEMBER 22, 2025 COUCIL MINUTES

Mayor's Remarks September 22/25 Council

Snapshot of the item below:

Mayor's Remarks September 22/25 Council

At our last meeting on August 11th before the AMO Conference I reported that we had *not* been successful in securing delegations to the various ministries at the AMO Conference. However later that week with the help of our MPP Sam Oosterhoff, we were able to meet with Tourism, Culture and Gaming Minister Stan Cho, regarding the fact that the Provincial Library Operating Grant had not changed for more than 20 years in spite of the rising costs of operating our libraries. Additionally we were able to meet with the minister of Sport, Neil Lumsden and discuss methods of strengthening our application for a grant aimed to greatly improve the Wellandport Park area. Thanks to Councillors Chechalk, Reilly, Maychak, Rehner, Regional Councillor Witteveen and CAO McBride for attending those delegations with me, to show their support for these issues. Since the AMO Conference, I have attended a great many events as the representative of our municipality including the 20th Year Celebration of the Greenbelt and additionally, a presentation regarding the status of the application for Niagara's UNESCO Global Geopark Application, at which I was able to advocate for the inclusion of West Lincoln's unique Karst topography as a feature of this application moving forward.

I have attended a webinar update on MPAC, a Provincially mandated session on Strong Mayor Powers and an IESO webinar.

I attended the Celebration of Life at the Smithville Legion for Charlie Cole, a longtime member of Smithville Legion Branch 393. Even if you did not know his name, you might remember Charlie as the older man who year after year sat at our local Foodland selling poppies during the Legions poppy campaign.

As well, I was pleased to attend the retirement celebration for Pastor Peter Taminga from the Smithville Christian Church on Townline. Again, you might remember Pastor Peter as the person who provided a very inspirational community-based invocation at our Inaugural Meeting in 2022.

Other events that I have attended as our representative include the NPEI AGM, Media Day for the IPM, the kick-off to the Terry Fox Run and the 40th Anniversary Celebration for Rose Cottage.

Councillors Bradaric, Chechalk, John and I all helped with Silverdale's annual Chili, Soup and Corn Roast as well. It has been quite a busy few weeks!



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

MEETING NO. SEVEN

October 14, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Jessica Dyson, Director, Legal and Legislative Services
 Gerrit Boerema, Director, Growth and Sustainability
 Kevin Geoghegan, IT Help Desk Analyst
 Susan Smyth, Manager, Community Planning and Design
 Robin Shugan, Senior Planner
 Justin Paylove, Manager, Legislative Services/Clerk
 Truper McBride, CAO

Attendees: John Ganann
 Albert Witteveen, Regional Councillor
 Wayne Dutton
 S. Gulacha
 Karam Gulacha
 Jeremy Brown
 Tim Amos
 Britney Amos
 Maria Dutton
 Brad Musica
 Tony Vandenarend
 Harry Kalantzakos

**1185 Port Davidson Road, (Rudy and Janine Kerec) Zoning By-law Amendment
Temporary Use By-law File No. 1601-008-25**

1. **Chair states that this application had been deferred to a later time at the request of the applicant to make changes to their application**

**1538 Regional Road 20 (Part Lot 11, Concession 4) Jeremy Brown, Niagara
Planning Consultants (Agent) File No. 1601-009-25 (Zoning By-law Amendment)**

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

The Chair advised that this is a public meeting to consider an application for a Zoning By-Law Amendment to the Township of West Lincoln's Zoning By-law under Section 34 of the Planning Act.

3. **EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION**

The intent of this application was submitted for a Zoning By-law Amendment for the lands municipally known as 1538 Regional Road 20 (Part lot 11, Concession 4) pursuant to Section 34 of the Planning Act. 1990.

This application is to fulfill a condition of severance (File No. B0122025WL) to rezone Part 1 from Agricultural (A) Zone, Low Density Residential (R1A) Zone and Service Commercial (C3) Zone to a site specific R1A Zone. The site-specific provision request is for the reduction of lot frontage to permit the use of a single detached dwelling.

This application also seeks to rezone Part 2 from Agricultural (A) Zone Environmental Conservation (EC) Zone to a site-specific A Zone. The site-specific provision request is for the reduction of lot area. EC Zone to remain as is.

4. **Purpose of the Public Meeting**

The Chair stated that Council must hold a public meeting for the purpose of informing the public.

The purpose of this public meeting is to receive comments from the public and is the only opportunity to provide Council feedback with respect to the application.

It is the function of Council to listen to public comments and ask questions of clarification only. It is not the function of Council to debate the merits of the application during the public meeting or respond to questions posed by the public during this public meeting. Should the public have any questions on the

application, please contact Planning staff and they will provide any information being requested.

Please be aware that Council debate of the application will occur at a subsequent meeting with an accompanying recommendation report regarding the proposed site alteration permit.

We stress that, at this point, no decision has been made on the proposed amendment and any comments received will be taken into consideration by Council.

5. Public Meeting

The Chair stated that in accordance with the Planning Act and the Minister, the applicant or specified person, public body or registered landowner of any land to which the by-law amendment will apply who made oral submissions at a public meeting or written submissions to Council prior to the adoption and/or passage of the by-law may appeal the by-law amendment to the Ontario Land Tribunal.

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

In response to the Chair, the Manager, Legislative Services/Clerk Justin Paylove explained that proper notice was given.

The Chair asked the Senior Planner, Robin Shugan to explain the purpose and reason for the proposed Zoning By-Law Amendment.

In response to the Chair, Senior Planner, Robin Shugan gave a brief explanation in regards to the purpose and reason for the proposed Zoning By-law Amendment.

The Chair asked if Council had questions to Administration

Councillor Rehner inquired to the Senior Planner, Robin Shugan on how this application protects the agricultural lands when it is being reduced from the required 40 hectares.

In response to Councillor Rehner's concern Senior Planner Robin Shugan explained that the reduction in lot area is minor and will not impact agricultural activity, the area being severed as Part 1 is in the Bismark Hamlet area for residential purposes.

Councillor Rehner inquired to the Director, Growth and Sustainability, Gerrit Boerema whether this application is similar to a farm surplus dwelling.

In response to Councillor Rehner's inquiry the Director, Growth and Sustainability Gerrit Boerema explained that Part one is the severed lands located within the Bismark hamlet settlement area and it is appropriate to designate and rezone these lands for residential purposes as they are designated for the hamlet settlement area. He noted the rezoning of this application falls under a different policy, as these lands are in a hamlet area. He noted this is not similar to a farm surplus.

Councillor Rehner further inquired if this development can be done again.

In response to Councillor Rehner, the Director, Growth and Sustainability, Gerrit Boerema explained the frontage is small with a 32 1/2 metre frontage. He stated based on lot area with the lot size, this gives potential for severance in the future to have development agreements for the adjacent landowners that don't meet the requirements.

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

Jeremy Brown, Niagara Planning Consultants (Agent) representing the owner had nothing further regarding the application but was available for clarification.

The Chair asked if there are any questions of clarification from Council to the applicant?

Councillor Rehner inquired to the Director, Growth and Sustainability, Gerrit Boerema about the lot size of 1.4 hectares.

In response to Councillor Rehner's inquiry Director, Growth and Sustainability, Gerrit Boerema explained that the lot size is two and a half acres to the hectare. He stated they are severing off the portion in the hamlet. He explained that, the severance follows the hamlet boundary, that ended up being the size of the property. He noted the Township Policy is minimum of one acre, typically 1 hectare is required, but a severance can have a 1-acre parcel if they do a hydro geological study. He continued explaining that they are over the one hectare and did not require a hydro geological study.

Councillor Rehner further questioned if there could be any future severing again.

In response to Councillor Rehner's inquiry, Director, Growth and Sustainability, Gerrit Boerema explained that there is always a possibility for a future severance application with that lot size.

Councillor Reilly inquired to the Director, Growth and Sustainability, Gerrit Boerema regarding Part 3 of the staff presentation attached as Schedule A,

noting the piece of property is a weird shape and questioned if this is going to be a traffic circle.

In response to Councillor Reilly's inquiry the Director, Growth and Sustainability, Gerrit Boerema explained that the Region did approach the Township for a road widening of 9 metres but only required 3 metres to acquire land within their official plan. He noted the Region would require an environmental assessment if they proposed a traffic circle.

The Chair stated that the floor is now open for members of the public to come forward and provide Council with any oral or written submissions (either in-person or on Zoom) pertaining to the proposed Zoning By-Law Amendment. When coming forward to speak, please provide your full name and Speakers will be allowed up to five (5) minutes to make comments to Council, after which Council may ask questions of clarification related to the submission. Individuals are allowed to speak once to an application.

There were none.

The Chair asked if there anyone online that would like to make any oral or written submissions regarding the proposed zoning bylaw?

There were none

The Chair asked the applicant is now invited to provide any closing comments to respond to any new information presented during this public meeting.

There were none

The Chair asked if any Members of Committee have any final questions of clarification only to Administration or written submissions on the proposed Zoning By-Law Amendment?

There were none

The Chair states please be advised that a recommendation Report will be brought to a future Committee meeting whereby Council will debate the merits of this application. No decision will be made this evening to allow Administration time to review comments received during this public meeting and provide final recommendations to Council being considered by the Committee this evening.

6. Adjournment

The Chair stated that this public meeting with respect to the proposed Zoning By-Law Amendment is concluded at the hour of 7:01 p.m.

3118 Grassie Road (Concession Gore A, Part Lot 16 and Part Lot 17)
Sikendar Gulacha(owner) and Ashenhurst Nouwens and Associates
(applicant) File No. 3000-007-25

7. Application for Site Alteration

The Chair advised that this is a public meeting to consider an application for a Site Alteration Application.

8. EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION

A site alteration permit has been re-applied for by the owner and Ashenhurst Nouwens of 3118 Grassie Road to import additional material to the 13.6 acre property where a new dwelling is being constructed.

In May of 2024 Council approved site alteration application 3000-001-24 to permit 4,617 cubic metres of material to the site to complete grading around the new dwelling. The applicant has exceeded the original permit and has brought approximately 7,310 cubic metres (731 truck loads) of material to the property, including granular, topsoil, rubble, and earth fill material.

Council denied the applicants request to bring in more fill material to the property but did approve allowing the excess material already brought to the site to remain, subject to the owner entering into an agreement with the Township within 10 days of Council's approval. The owner did not enter into this agreement and therefore has re-applied to permit the existing excess soil which is approximately 119 truck loads of material.

9. Purpose of the Public Meeting

The Chair stated that Council must hold a public meeting for the purpose of informing the public.

The purpose of this public meeting is to receive comments from the public and is the only opportunity to provide Council feedback with respect to the application.

It is the function of Council to listen to public comments and ask questions of clarification only. It is not the function of Council to debate the merits of the application during the public meeting or respond to questions posed by the public during this public meeting. Should the public have any questions on the application, please contact Planning staff and they will provide any information being requested.

Please be aware that Council debate of the application will occur at a subsequent meeting with an accompanying recommendation report regarding the proposed site alteration permit.

We stress that, at this point, no decision has been made on the proposed amendment and any comments received will be taken into consideration by Council.

10. Public Meeting

The Chair stated that In accordance with the Planning Act and the Minister, the applicant or specified person, public body or registered landowner of any land to which the by-law amendment will apply who made oral submissions at a public meeting or written submissions to Council prior to the adoption and/or passage of the by-law may appeal the by-law amendment to the Ontario Land Tribunal.

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

In response to the Chair, the Manager, Legislative Services/Clerk Justin Paylove explained that proper notice was given.

The Chair inquired to explain the purpose and reason for the proposed Site Plan Application.

In response to the inquiry by the Chair, Director, Growth and Sustainability Gerrit Boerema explained the purpose and reason for the proposed Site Plan Application.

The Chair inquired to Council to see if they had any questions of clarification for Administration with respect to this application.

Councillor Trombetta had a concern to the Director, Growth and Sustainability, Gerrit Boerema concerning the security deposit.

In response to Councillor Trombetta, Director, Growth and Sustainability Gerrit Boerema explained that the minimum deposit is \$5,000 but administration is asking for \$10,000 if approved by Council. He noted this would assure the grading would be completed according to the proposed grading plan.

Councillor Rehner had an inquiry to the Director, Growth and Sustainability Gerrit Boerema about the complaints received regarding drainage issues.

In response to Councillor Rehner the Director, Growth and Sustainability Gerrit Boerema explained that would be a better question for the Engineer, as this was one of the concerns brought forward at the Public Meeting in April.

Councillor Maychak inquired to the Director, Growth and Sustainability, Gerrit Boerema if he was more confident and reassured should that application be approved by Council.

In response to Councillor Maychak, Director, Growth and Sustainability, Gerrit Boerema noted he could not assure compliance but noted the applicant is motivated to complete the works.

Councillor Bradaric stated that her concern to the Director, Growth and Sustainability, Gerrit Boerema was if the Township received any further complaints concerning drainage since April.

In response to Councillor Bradaric, Director, Growth and Sustainability, Gerrit Boerema explained that only when the application was recirculated the Township received some concerns.

Councillor Trombetta questioned if this application was for information only and that no decision would be made tonight.

In response to Councillor Trombetta, the Chair explained that this is a new application and a recommendation report will be brought forward at a future meeting.

Councillor Reilly had a question to the Director, Growth and Sustainability, Gerrit Boerema if the applicants were asking for anything new from the April Public Meeting.

In response to Councillor Reilly the Director, Growth and Sustainability, Gerrit Boerema explained that the only thing that is different with this application is that they are not asking for the 900 loads of fill.

Councillor Reilly further inquired to the Director, Growth and Sustainability, Gerrit Boerema if there is nothing new to this application and Council approved this previously would the recommendation come back differently.

In response to Councillor Reilly, the Director, Growth and Sustainability, Gerrit Boerema explained that the recommendation could be the same, he also stated that the site alteration by-law requires public consultation, to receive comments and concerns from the public for consideration for the recommendation report that would come forward to allow for the 119 loads of fill to stay.

Councillor Reilly further inquired to the Director, Growth and Sustainability, Gerrit Boerema, in regard to the comments made at the April public meeting, he questioned if they would be grandfathered even though this is a new application.

In response to Councillor Reilly's further inquiry the Director, Growth and Sustainability, Gerrit Boerema explained that this application is under the site alteration by-law and does not follow the Planning Act, concerns and discussions previously made will be still considered for this application.

Councillor Reilly further inquired to the Director, Growth and Sustainability, Gerrit Boerema if the decision on this application can be appealed.

In response to Councillor Reilly's concern the Director, Growth and Sustainability, Gerrit Boerema explained that an appeal cannot be applied to the Ontario Land Tribunal, this application is under the Site Alteration By-law.

Councillor Chechalk inquired to the Director, Growth and Sustainability, Gerrit Boerema about the \$10,000 deposit and if it would cover the cost of removal of the fill.

In response to Councillor Chechalk's inquiry the Director, Growth and Sustainability, Gerrit Boerema explained the last application that was applied for in the Spring, had a recommendation at that time for \$10,000. He stated that it may not sufficiently cover the removal of the fill and that is something administration could review.

Councillor Chechalk further inquired if the Township kept 75% of the deposit would that be substantial enough for the Township not to be burdened with the cost of the removal, if approved.

In response to Councillor Chechalk's further inquiry, the Director, Growth and Sustainability, Gerrit Boerema explained that the \$10,000 deposit that Council approved in April was for the grading to be properly completed and if there were any road issues damaged by the large trucks the deposit would help cover any costs. He also noted at the time of the approval it was not for the removal of the fill because at the time council granted approval for the 119 loads of fill. He further stated that the Township has other tools like AMPS to achieve compliance.

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

Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) representative for the owner.

Harry Kalantzakos , Ashenhurst Nouwens and Associates Inc. (Agent) gave a brief description of the intent of this application. He stated that a revised grading plan has addressed the comments made regarding the grading plan. He also noted that the water has since increased by holding onto the property, displacing less water into the ditches and neighbours. He stated that the ditches need some repair and they are working with the Township to fix the issue.

Councillor Maychak inquired to Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) in regards to why this plan has taken so long.

In response to Councillor Maychak Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) explained that they had surveyed the whole property, and the concerns from neighbouring properties and the Township were addressed. He also stated that a grading plan has been achieved and sufficed most questions regarding the grading.

Councillor Rehner inquired to Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) regarding the drainage and that he is receiving complaints from neighbouring properties.

In response to Councillor Rehner Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) explained that they have undertaken to improve the situation.

Councillor Trombetta inquired to Director, Growth and Sustainability Gerrit Boerema what is the completion timeline of this project and will issues arise requiring more fill.

In response to Councillor Trombetta's inquiry the Director, Growth and Sustainability, Gerrit Boerema stated that a table in the staff report show how the 119 loads were exempt and how they achieved the thresholds on what they were allowed to do based on their building permit for their house.

Councillor Trombetta further inquired to Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) that he would like to see a timeframe.

In response to Councillor Trombetta, Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) upon the approval from Council and the grading plan, the owners are planning to be done prior to winter.

The Chair asked if there are any questions of clarification from Council to the applicant?

There were none.

The Chair stated that the floor is now open for members of the public to come forward and provide Council with any oral or written submissions (either in-person or on Zoom) pertaining to the proposed Site Alteration Application. When coming forward to speak, please provide your full name and Speakers will be allowed up to five (5) minutes to make comments to Council, after which Council may ask questions of clarification related to the submission. Individuals are allowed to speak once to an application.

Tony Vendenar

Tony Vendenar, Resident, South of 3118 Grassie Road expressed concerns regarding the number of loads of fill and the cleanliness of the fill and how it is monitored. He also stated that this is a concern for his well and ponds.

Tim and Britney Amos

Tim and Britney Amos, Resident, West of 3118 Grassie Road on Young Street, stated their concerns regarding drainage, and the type of soil that is being brought to the site. He also inquired if there are soil analysis reports.

Dennis Wholenberg

Dennis Wholenberg, resident at 3107 South Grimsby Road 15, expressed concerns in regard to where was the fill coming from and if it has been tested.

The Chair asked if there was anyone online that would like to make any oral or written submissions regarding the proposed site alteration permit?

Two written submissions were submitted attached as Schedule "B" and "C".

The Chair asked if Council have any questions of clarification from the presenter?

There were none

The Chair asked that the applicant is now invited to provide any closing comments to respond to any new information presented during this public meeting.

Harry Kalantzakos, Ashenhurst Nouwens and Associates Inc. (Agent) stated that for the flooding drainage issue to the west of 3118 Grassie Road that not only did the neighbouring properties get flooded, so did the owners even when in construction. He also stated that they will be definitely improving the situation for the entire site.

The Chair asked if any Members of Committee had any final questions of clarification only to Administration or written submissions on the proposed Site Alteration Application?

Councillor Maychak inquired to the Director, Growth and Sustainability, Gerrit Boerema in regard to the lack of soil analysis and will there be soil sampling to ensure the fill is clean.

In response to Councillor Maychak's inquiry the Director, Growth and Sustainability, Gerrit Boerema stated that the new applications going forward will have a standard requirement with soil testing, truck route mapping and the

source of the material. He also stated that the agreement drafted stated that the soil at 3118 Grassie Road be clean.

The Chair stated please be advised that a recommendation Report will be brought to a future Committee meeting whereby Council will debate the merits of this application. No decision will be made this evening to allow Administration time to review comments received during this public meeting and provide final recommendations to Council. being considered by the Committee this evening.

11. Adjournment

The Chair stated that this public meeting with respect to the proposed Site Alteration Application is concluded at the hour of 8:00 p.m.

8427 Concession 5 Road, Caistor Centre, Concession 6, Part Lot 10 (Marie and Wayne Dutton) owner, File No. 3000-006-25

12. Application for Site Alteration

The Chair advised that this is a public meeting to consider an application for a Site Alteration Application.

13. EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION

A site alteration permit was submitted by Maria and Wayne Dutton (owners) of 8427 Concession 5 Road, Caistor Centre to permit the importation of 2200 cubic meters of aggregate material recently brought to the subject property and stockpiled as well as an additional 1000 cubic meters of aggregate materials proposed for a driveway and base for a future barn.

14. Purpose of the Public Meeting

The Chair stated that Council must hold a public meeting for the purpose of informing the public.

The purpose of this public meeting is to receive comments from the public and is the only opportunity to provide Council feedback with respect to the application.

It is the function of Council to listen to public comments and ask questions of clarification only. It is not the function of Council to debate the merits of the application during the public meeting or respond to questions posed by the public during this public meeting. Should the public have any questions on the application, please contact Planning staff and they will provide any information being requested.

Please be aware that Council debate of the application will occur at a subsequent meeting with an accompanying recommendation report regarding the proposed site alteration permit.

We stress that, at this point, no decision has been made on the proposed amendment and any comments received will be taken into consideration by Council.

15. Public Meeting

The Chair stated that In accordance with the Planning Act and the Minister, the applicant or specified person, public body or registered landowner of any land to which the by-law amendment will apply who made oral submissions at a public meeting or written submissions to Council prior to the adoption and/or passage of the by-law may appeal the by-law amendment to the Ontario Land Tribunal.

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

In response to the Chair, the Manager, Legislative Services/Clerk Justin Paylove explained that proper notice was given.

The Chair inquired to the Director, Growth and Sustainability Gerrit Boerema to explain the purpose and reason for the proposed Site Plan Application.

In response to the inquiry by the Chair, Director, Growth and Sustainability Gerrit Boerema explained the purpose and reason for the proposed Site Plan Application.

The Chair inquired to Council to see if they had any questions of clarification for Administration with respect to this application.

There were no questions to administration with respect to this application.

Wayne Dutton, owner

Wayne Dutton was present to answer any question from Council and explained that the materials that was brought to site was clean material and he stated he was unaware that a permit was required until a fine was received.

The Chair asked if there are any questions of clarification from Council to the applicant?

There were none

The Chair stated that the floor is now open for members of the public to come forward and provide Council with any oral or written submissions (either in-

person or on Zoom) pertaining to the proposed Site Alteration Application. When coming forward to speak, please provide your full name and Speakers will be allowed up to five (5) minutes to make comments to Council, after which Council may ask questions of clarification related to the submission. Individuals are allowed to speak once to an application.

There were no public members with any oral or written submissions.

The Chair asked if Council have any questions of clarification from the presenter?

There were none.

The Chair asked that the applicant is now invited to provide any closing comments to respond to any new information presented during this public meeting.

Wayne Dutton, Owner stated that he had no closing remarks.

The Chair asked if any Members of Committee had any final questions of clarification only to Administration or written submissions on the proposed Site Alteration Application?

There were none

The Chair stated that please be advised that a recommendation Report will be brought to a future Committee meeting whereby Council will debate the merits of this application. No decision will be made this evening to allow Administration time to review comments received during this public meeting and provide final recommendations to Council. being considered by the Committee this evening.

16. Adjournment

The Chair stated that this public meeting with respect to the proposed Site Alteration Application is concluded at the hour of 8:18 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

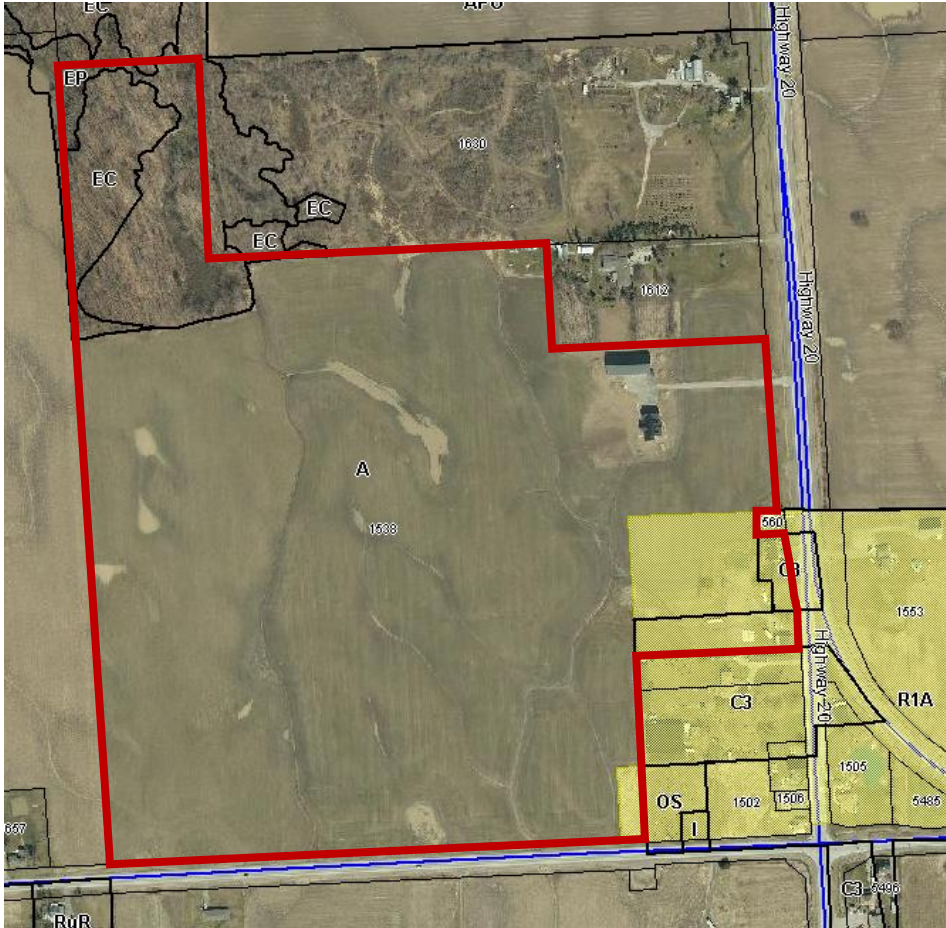
COUNCILLOR JOANN CHECHALK,
CHAIR

Zoning By-law Amendment

Application 1601-009-25– 1538 Regional Road 20



Official Plan and Zoning By-law 2017-70



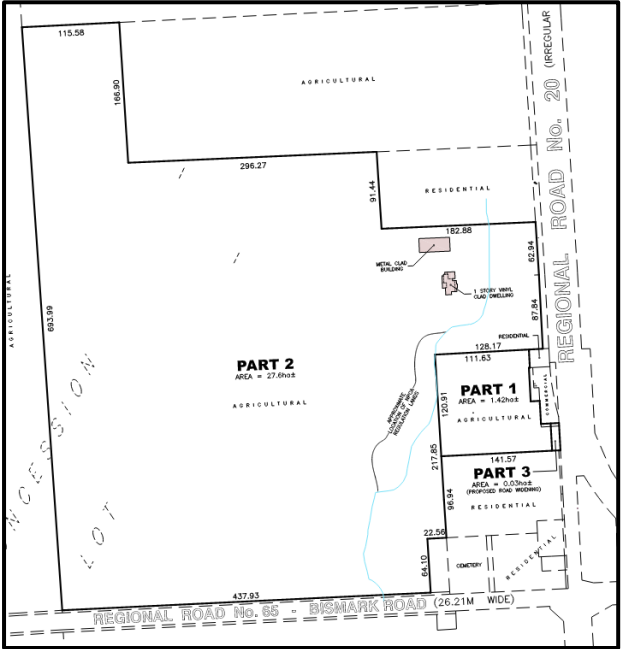
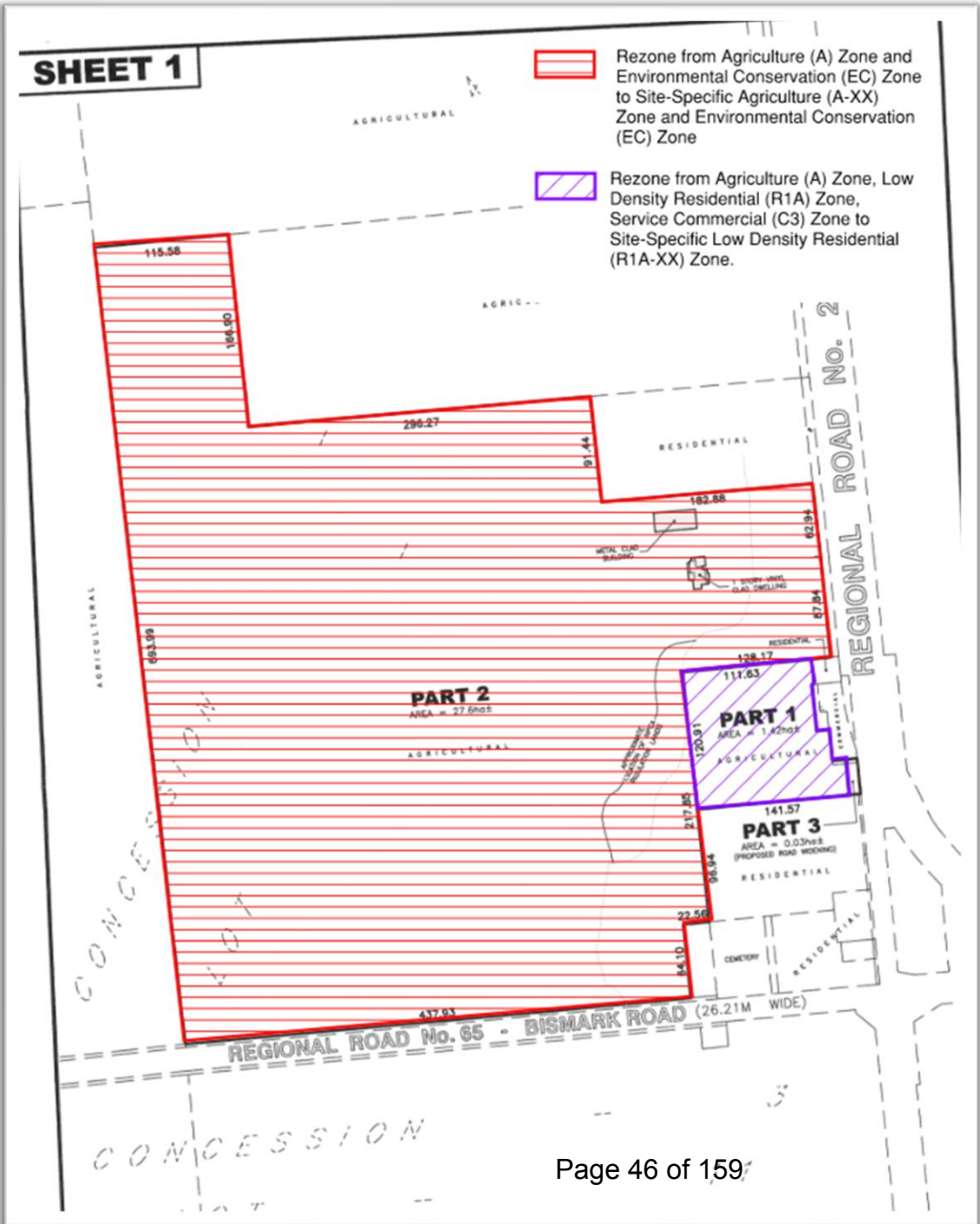
Official Plan Designation

- Agriculture
- Bismark Hamlet Settlement Area
- Environmental Conservation
- Environmental Protection

Zoning By-law

- Agriculture
- Bismark Hamlet Settlement Area
- Environmental Conservation
- Environmental Protection

Site Plan



Proposed Site-Specific Zoning

Part 1 (Severed lands)

Low Density Residential (R1A) Zone	Required	Proposed
Lot Frontage	45 metres	32.5 metres

Part 2 (Retained lands)

Agriculture (A) Zone	Required	Existing	Proposed
Lot Area	40 hectares	29 hectares	27.6 hectares

Good morning Justin. I was made aware of the meeting today in regards to the property on Grassie Rd (file 3000-007-25) by my parents Gino and Antonina Mucci located at 3066 Grassie Rd. We are submitting our concerns in my own words as their English may not convey the message as clearly as they would like.

Our concerns are with the site alterations being made to the subject property and the affects it has /will cause to adjacent properties in regards to drainage,soil contamination and road damage. As it is the project manager did not conform to the original agreement and we feel that the number of loads over what was originally agreed upon can not be confirmed ,only estimated. Also we are unsure of where these loads have been brought in from and if they have been properly tested for soil contamination by a 3rd party. If a soil report is available with a contact name and information, can it be shared amongst the constituents in the affected area? Beening the area has many farm field being actively worked, leeching of contaminates is a concern for all lands affected down the line. Also has a lot grading plan been submitted showing where water is being displaced in such a large area and as to not affect adjoining properties? During the process of bringing fill to the subject land,there has been a steady concern of large pieces of mud being brought onto Grassie rd and Young st causing dangerous situations with traffic flow. I can attest to the dangers as I had to evade large pieces of debris while riding my motorcycle at night at that intersection. Has a report of pre and post road conditions been submitted to council?

In closing,as a community we feel that the excess loads should not be allowed to remain on site. If the project manager did not adhere to the original contract and then did not enter into the contract offered within the time limit allotted after the discrepancy,the township should only allow what was originally applied for and have them remove all excess fill with a 3rd party representative onsite to confirm that they adhere to the rules, the quantities of loads to be removed and maintain safe road conditions this time. If they are allowed to keep the material onsite we feel that it will open a door for future applicants to go down the same path and abuse the process set out by the township. If this application goes forward and the subject land is allowed to keep the fill ,it shows an absolute disrespect for both the township and the community.

I can be reached by email if any further information is required.

Thank you,

Berardo Mucci

Re: 3118 Grassie Rd – Proposed Site Alteration

File 3000-007-25

To Whom it may Concern.

My name is Dave Grant. My wife Lynn and I own and live at 8095 Young St in Grassie, our property is directly across from 3118 Grassie Road where they are again, proposing a site alteration.

The last time this came up and there was a council meeting to discuss it I sent an email with my concerns. This was sent to Jason Paylove on March 2 of this year. On March 3 Jason acknowledged receipt of the email stating it would be forwarded to the Planning dept and available to council. Unfortunately, I never received any updates after the meeting to learn about the decisions made at the time.

I did learn later that the request for additional fill was denied but the additional, unpermitted soil would be allowed to stay if the owner entered into an agreement with the Township within 10 days of approval. Now I have learned this also did not happen.

My original concerns included run off waters and capacity to move that run off water, flooding neighboring properties, impact to neighboring wells, pooling of water creating hot spots for mosquitoes and the like, environmental concerns with imported soil, especially given the fact that there was no regard for due process when a decision was made to ignore agreements for the amount of soil brought in.

It is my understanding through conversations but not personal knowledge that many loads of dirt were moved to the property after normal business hours. I believe that after hours work like this allows opportunity to skirt regulations and agreements (think environmental, extra dirt, unsafe/overweight heavy vehicles on back country roads). I am not suggesting these things happened here, but when there is already a lack of regard for rules and agreements, the door is already cracked open and can easily, given a little push, open further.

Now I can add to that list.

1. Why was the additional, unapproved soil not removed after the owner failed to enter into an agreement with the town.
 1. Why is this being revisited?
2. Was all this additional soil included in the original approvals for a septic bed for that house and if not, how does that impact the working of the septic bed.
 1. If the Septic does not work properly, how does this impact farm fields and neighbors close to the property?
3. With all the dump trucks and heavy grading equipment moving around the property, how can anyone be sure the septic bed has not been damaged?
 1. Same question as 2a.

(4) What assurances will be put in place to ensure the property owner will not, once again, do as they please rather than what was agreed upon?

Unfortunately, my wife and I will not be able to attend this meeting, but I would appreciate a response after to understand what decisions or agreements were made.

Thank you for the taking the time to read this.

Dave and Lynn Grant

DATE: October 28, 2025

REPORT NO: LLS-12-2025

SUBJECT: Economic Development Roundtable Update and Findings

CONTACT: Justin Paylove, Manager, Legislative Services/Clerk
Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- On June 3, 2025, Mayor Cheryl Ganann issued a Strong Mayor Directive instructing staff to research the potential structure, objectives, and requirements of an Economic Development initiative for the Township of West Lincoln.
- Council endorsed this direction at the June 9, 2025 Growth and Sustainability Committee meeting, directing staff to engage with local industries through sector-based roundtables.
- Three roundtable sessions were held on September 23, 2025, with representatives from large industrial businesses, agricultural producers, and general/downtown businesses.
- Key themes that emerged across all sectors included the need for greater efficiency and clarity in development approvals, improved infrastructure and servicing advocacy, stronger community identity and promotion, and ongoing collaboration and engagement with the business community.
- Feedback gathered through these sessions will guide the development of future economic initiatives, including a formal Economic Development Strategy, updated branding, and continued process improvements to support local growth and investment.

RECOMMENDATION:

1. That, Recommendation Report LLS-12-2025 titled “Economic Development Roundtable Update and Findings” dated October 28, 2025, be received; and,
2. That, Administration proceed with pursuing the Planning and Building software

upgrade in the 2026 Draft budget.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1,2,3,4

- **Build a Safe, Connected, Caring and Active Community**
- **Champion strategic responsible growth**
- **Enrich our strong agricultural legacy**
- **Advance organizational capacity and effectiveness**

BACKGROUND:

On June 3, 2025 Mayor Cheryl Ganann issued a Strong Mayor Directive to staff, instructing staff to conduct preliminary research into the potential structure, objectives, and requirements of an Economic Development initiative in West Lincoln. This Directive was further endorsed by Council during the June 9, 2025, Growth and Sustainability Committee Meeting, where Committee directed administration to conduct roundtable sessions to engage with key sectors of the Township's economy including:

1. Large industrial businesses
2. Agricultural businesses
3. General businesses

The intent of these sessions was to better understand the opportunities and challenges facing each sector, strengthen relationships with the business community, and ensure that Township priorities are aligned with the needs of those driving our local economy.

These sessions did not include residential land developers, as they have opportunities to share feedback as part of the quarterly developers round table meetings hosted by the Township.

CURRENT SITUATION:

The roundtables were held on September 23, 2025, at the West Lincoln Community Centre. The discussions separated businesses into three distinct focus groups, 1) Large Industrial Businesses 2) Agricultural Businesses, and 3) General Business. Administration was able to capture the unique perspectives of each group while also highlighting common themes to identify actionable steps to assist local businesses. Below is a summarization of key areas of insight that each sector highlighted during their roundtable discussion.

1. Large Industrial Roundtable – Servicing, Permitting, and Advocacy

Participants in the industrial sector emphasized the importance of speed and predictability in the development approval processes. The key messages included:

- **Efficiency in Permitting and Approvals:** Delays and unclear timelines for site plan approvals, building permits, and inspections can deter investment. Participants encouraged the Township to improve coordination across departments and

agencies and increase communication with applicants.

- **Infrastructure and Servicing Needs:** Industrial operators strongly identified the lack of natural gas capacity and other servicing limitations as barriers to growth. They encouraged the Township to play a leadership role in advocating for servicing and infrastructure upgrades.
- **Revision of Development Charges:** Many of the businesses were concerned with the amount of development charges required as part of their developments. They raised the point that if business can expand, that generates an increase in municipal tax revenue.
- **Labour Force and Retention:** Several businesses raised concerns about workforce attraction and retention, housing affordability, and access to transit for workers.

2. Agricultural Roundtable – Strengthening and Celebrating Our Agricultural Identity

Agricultural producers and agri-businesses provided feedback distinct from other sectors, with strong alignment around infrastructure, communication, and advocacy:

- **Infrastructure Needs:** Like industry, the agriculture sector identified natural gas and broadband connectivity as critical needs, especially for the processing of agricultural materials. Road maintenance and safety, drainage and irrigation were also raised as issues.
- **Civic Pride and Promotion:** Participants felt the Township’s agricultural identity is a strength that should be celebrated, rather than overlooked. There was strong interest in “telling our story”. Better positioning West Lincoln as a place where agriculture and a thriving downtown core coexist.
- **Advocacy and partnership:** Participants noted that the Township should explore communication regarding farming and farming practices. This would potentially include social media campaigns regarding road safety around farming equipment, proper signage, and working with farmers to ensure rural roads are structurally capable of supporting large machinery.
- **Growing up and not out:** Participants unanimously agreed that West Lincoln needs to grow, however the desire from the agricultural community was to ensure this growth did not take away crucial farmland. The participants supported the Council approved Urban Boundary expansion, which will see a centralized approach to growth, and not lead to further urban sprawl.

3. General and Downtown Business Roundtable – Identity, Experience, and Communication

The downtown and general business community echoed many of the same concerns while focusing on business experience and community identity:

- **Brand and Identity:** There is a clear opportunity to refresh the municipal brand to tell a positive, authentic story about the Township’s strengths. This can be further supported by local business spotlights, highlighting what makes West Lincoln, West Lincoln.

- **Downtown Smithville Revitalization:** Participants identified the need for a cohesive downtown plan and parking strategy, complemented by smaller projects to enhance public spaces and pedestrian connections. Concerns regarding expansion, new developments, and new businesses made it clear a more defined and well thought out urban core would support existing businesses as well as attract new opportunities.
- **Customer Service:** Business owners want clarity and consistency in municipal interactions. They acknowledged progress but urged continued improvement in communication, especially during permitting and inspections.

What We Heard - Common Themes Across Business Sectors:

Through the three roundtable discussions held with West Lincoln's large industrial businesses, agricultural producers, and general/downtown businesses, several consistent themes emerged. While each sector provided unique insights, all shared a desire for improved municipal responsiveness, clearer communication, and stronger local advocacy to support investment and growth.

1. Efficiency and Clarity in Development Approval Processes

Across all roundtables, participants emphasized that predictability and efficiency in permitting, approvals, and inspections are essential to maintaining business confidence. Industrial and downtown businesses noted that delays or unclear timelines can deter investment. Participants recognized recent efforts by administration to streamline processes but noted the need for a more streamlined and simple process for businesses. A deterrence to new and expanding development are development charges.

2. Infrastructure and Servicing Advocacy

Businesses and producers alike identified the infrastructure limitations within the Township, particularly natural gas, but also water and wastewater, and broadband internet connectivity as major constraints on growth. Industrial participants urged the Township to play a leadership role in advocating for capital upgrades, while agricultural producers highlighted the need for continued investment in drainage, rural road maintenance, and connectivity. Affordable and attainable housing was also raised by several participants as a factor in workforce attraction and retention, supporting the advancement of the Affordable Housing CIP to help address these local labour market pressures.

3. Community Identity and Promotion

All three sectors expressed a desire to see West Lincoln define its own story and better showcase what makes it unique. Agricultural participants encouraged the Township to celebrate its strong rural and agricultural heritage, while downtown businesses emphasized the need for a clear and unified brand that communicates why people

should live, invest, and do business here. These discussions reinforced the importance of pursuing a municipal rebranding initiative that aligns with West Lincoln's authentic identity and supports long-term economic growth and marketing efforts.

4. Collaboration and Engagement

Participants appreciated the opportunity to engage directly with the Township and supported continued collaboration whether through advisory committees, business retention visits, or regular communication updates. The roundtable format was viewed as constructive and should be continued periodically to measure progress and maintain two-way dialogue.

Acknowledging Shortcomings & Progress:

Administration recognizes that in the past, processes have not always met the expectations of our business community. However, important steps have already been taken to improve, including streamlining engineering consultation by reviewing development applications in-house, realignment of the organizations departments to properly reflect the needs of the community, and beginning to upgrade hardware resources for departments to fully service the public. Administration has also taken a more proactive approach to businesses opportunities, with the intent on not only servicing existing businesses and organizations, but attracting new industry as well, by taking a leadership role in advocacy to higher levels of government. Administration remains committed to building on this progress, with a continued focus on responsiveness, transparency, and efficiency. Administration will continue to explore opportunities to streamline the development approvals process, including working on the Township's new Official Plan and Zoning Bylaw updates.

Administration also has included in the 10 year capital plan budget to complete an Economic Development Strategy, to better position the Township to respond to the concerns raised by local businesses and to adapt to changing economic conditions. Administration has also submitted a grant application which, if approved, would provide funding for half of that project.

After the direction from the Mayor and Council regarding the start of an Economic Development Taskforce, numerous departments within the organization have played a pivotal role in producing important grants, communications, and various important information for Economic Development initiatives. Currently Gerrit Boerema, Director of Growth & Sustainability and Justin Paylove, Clerk, are acting as project leads secondary to their traditional roles within the organization.

This current model of producing economic development initiatives and strategy is being adequately maintained through a shared approach between these two staff members within the Township. However, Administration recommends this delivery model be re-evaluated should Council wish to pursue a multi-faceted approach to economic development.

NEXT STEPS AND POTENTIAL ACTION ITEMS:

Based on the input received and Council's ongoing priorities as set out in the Strategic Plan, administration have identified the following initiatives for exploration over the next four years. The following projects are tentative, and subject to either Council approval, or budgetary considerations.

Initiative	Purpose / Rationale	Planned Timing
1. Planning & Building Software Modernization (High Priority)	Improve permitting efficiency, transparency, and online accessibility to support businesses and residents.	2026–2027
2. Brand Update (High Priority)	Refresh and clarify West Lincoln's identity to improve marketing, investment attraction, and community pride.	2026–2027
3. Affordable Housing Community Improvement Plan (CIP)	Support attainable and workforce housing opportunities to address labour supply and affordability.	2025-2026
4. Economic Development Strategy Update	Develop a long-term framework to guide growth, investment, and job creation; supported through potential grant funding.	2026–2027
5. Agricultural & Economic Development Advisory Committee	Provide a formal voice for agriculture and rural business interests in economic planning and policy development.	2027
6. Downtown Smithville Revitalization Plan	Establish a macro-level vision and parking strategy; explore micro-level urban park and placemaking enhancements.	2027–2028
7. Improved Transit Connections	Explore options to improve regional mobility for residents and	2028–2029

Initiative	Purpose / Rationale	Planned Timing
	workers, including partnership models or pilots.	
8. New Official Plan and Zoning Updates	Create a new Official Plan and implement zoning changes to reduce and remove barriers for economic development, where appropriate.	2025-2027

FINANCIAL IMPLICATIONS:

There are no Financial implications associated with this report. Administration will propose projects listed above through the annual budgeting process as budget pressures allow.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Clerk's department, the Growth and Sustainability Department, and the CAO.

CONCLUSION:

The roundtable sessions provided invaluable insights into the needs of our business community and reinforced the importance of aligning our efforts with Council's strategic priorities. By listening to our stakeholders, acknowledging where we have fallen short, and committing to ongoing improvements, the Township is better positioned to support economic growth, create jobs, and strengthen our local economy while maintaining our agricultural heritage.

Administration will continue to advance the themes identified through this engagement and will report back to Council with recommendations for next steps, including potential process improvements and advocacy initiatives.

ATTACHMENTS:

N/A

Prepared & Submitted by:

Approved by:

Justin Paylove
Clerk

Truper McBride

CAO

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

MEETING NO. SEVEN

October 14, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Jessica Dyson, Director, Legal and Legislative Services
Gerrit Boerema, Director, Growth and Sustainability
Kevin Geoghegan, IT Help Desk Analyst
Justin Paylove, Manager, Legislative Services
Truper McBride, CAO
Susan Smyth, Manager, Community Planning and Design
Robin Shugan, Senior Planner

*Attended part-time John Ganann
Albert Witteveen, Regional Councillor
Wayne Dutton
S. Gulacha
Karim Gulacha
Jeremy Brown

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

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

Public Meeting(s)

4. PUBLIC MEETING(S)

4.1 (POSTPONED FOR A FUTURE MEETING) 1185 Port Davidson (Rudy and Janine Kerec owner/applicant), Zoning By-law Amendment (Temporary Use By-law) File No. 1601-008-25

Re: An application was submitted by Rudy and Janine Kerec for a temporary use, to temporary permit an accessory dwelling unit (garden suite) with a maximum floor area no greater than 57.5m² for 20 years to allow a relative to live close to their family members who reside on the property.

4.2 1538 Regional Road 20 (Part lot 11, Concession 4) Jeremy Brown, Niagara Planning Consultants (Agent) File No. 1601-009-25

Re: An application was submitted by Jeremy Brown, Niagara Planning Consultants (Agent) to fulfill a condition of severance (File No.

B0122025WL) to rezone Part 1 from Agriculture (A) Zone, Low Density Residential (R1A) Zone and Service Commercial (C3) Zone to a site-specific R1A Zone. The site-specific provision request is for the reduction of lot frontage to permit the use of a single detached dwelling.

The application also seeks to rezone Part 2 from Agriculture (A) Zone and Environmental Conservation (EC) Zone to a site-specific A Zone. The site-specific provision request is for the reduction of lot area. EC Zone is to remain as is.

4.3 3118 Grassie Road, (Concession Gore A, Part Lot 16 and Part Lot 17) Sikendar Gulacha (owner) Ashenhurst Nouwens and Associates (applicant) File No. 3000-007-25

Re: A site alteration permit has been re-applied for by the owner and Ashenhurst Nouwens of 3118 Grassie Road to import additional material to the 13.6 acre property where a new dwelling is being constructed.

In May of 2024 Council approved site alteration application 3000-001-24 to permit 4,617 cubic metres of material to the site to complete grading around the new dwelling. The applicant has exceeded the original permit and has brought approximately 7,310 cubic metres (731 truck loads) of material to the property, including granular, topsoil, rubble, and earth fill material.

Council denied the applicants request to bring in more fill material to the property but did approve allowing the excess material already brought to the site to remain, subject to the owner entering into an agreement with the Township within 10 days of Council's approval. The owner did not enter into this agreement and therefore has re-applied to permit the existing excess soil which is approximately 119 truck loads of material.

4.4 8427 Concession 5 Road, Caistor Centre (Concession 6, Part lot 10) Maria and Wayne Dutton (owner) File No. 3000-06-25

Re: A site alteration permit has been submitted by Maria and Wayne Dutton (owners) of 8427 Concession 5 Road, Caistor Centre to permit the importation of 2200 cubic meters of aggregate material recently brought to the subject property and stockpiled as well as an additional 1000 cubic meters of aggregate materials proposed for a driveway and base for a future barn.

5. CHANGE IN ORDER OF ITEMS ON AGENDA

6. APPOINTMENTS

There were no appointments/presentations

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. COMMUNICATIONS

There were no communications

9. STAFF REPORTS

9.1 ITEM GS40-25

Director, Growth and Sustainability (Gerrit Boerema) and CBO (Ben Agro)
Re: Information Report BLDG-07-2025 - Site Alteration Application - 8427
Concession 5, Caistor Centre, (File No. 3000-006-25)

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

1. That Information Report BLDG-07-2025 titled "Site Alteration Application 8427 Concession 5, Caistor Centre, File No. 3000-006-25," dated October 14th, 2025 be received for Information.

Carried

9.2 ITEM GS41-25

Director, Growth and Sustainability (Gerrit Boerema) and CBO (Ben Agro)
Re: Information Report PD-15-2025 - Site Alteration Application - 3118
Grassie Road, (File No. 3000-007-25)

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, Information Report PD-15-2025 titled "Site Alteration Application – 3118 Grassie Road, File No. 3000-007-25", dated October 14, 2025 be received for Information.

Carried

9.3 ITEM GS42-25

Manager, Community Planning and Design (Susan Smyth) and Senior Planner (Robin Shugan)

Re: Recommendation Report PD-39-2025 - Zoning By-law Amendment for 1538 Regional Road 20 (File No. 1601-009-25)

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

1. That, Recommendation Report PD-39-2025, titled "Recommendation Report - Zoning By-law Amendment for 1538 Regional Road 20 (File No. 1601-009-25)" dated October 14, 2025 be received; and,
2. That, the Application for the Zoning By-law Amendment File No. 1601-009-25 to rezone the severed parcel (Part 1) from Agriculture (A) Zone, Residential Low Density (R1A) Zone and Service Commercial (C3) Zone to the site-specific Residential Low Density (R1A-247) Zone be approved; and,
3. That, the Application for the Zoning By-law Amendment File No. 1601-009-25 rezone the retained parcel (Part 2) from Agriculture (A) Zone to the site-specific Agriculture (A-248) Zone contained in Schedule B, be approved in accordance with the attached amending Zoning By-law and Schedule, and that Council authorize the Mayor and Clerk to sign the necessary by-law.

Carried

9.4 ITEM GS43-25

Senior Planner (Robin Shugan) and Manager Community Planning and Design (Susan Smyth)

Re: Recommendation Report PD-36-2025 - Zoning By-law Amendment for 9860 Regional Road 20 (File No. 1601-002-23) GTA Exotics

Moved By Councillor Jason Trombetta

Seconded By Councillor William Reilly

1. That, Recommendation Report PD-36-2025, titled "Recommendation Report- Zoning By-law Amendment for 9860

Regional Road 20 (File No. 1601-002-23) GTA Exotics” dated October 14, 2025 be received; and,

2. That, Application for the Zoning By-law Amendment File No. 1601-002-23 to rezone the Agriculture (A) Zone to the site-specific Agriculture (A-249) Zone with additional provisions for maple syrup production and retail sales, exotic car rental tour business as a Home Industry and On-Farm Diversified Use, reduced lot area and increased gross floor area dedicated for On-Farm Diversified Uses contained in Schedule B, be approved in accordance with the attached amending Zoning By-law and Schedule, and that Council authorize the Mayor and Clerk to sign the necessary by-law.

Carried

9.5 ITEM GS44-25

Manager, Community Planning and Design (Susan Smyth) and Director, Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report PD-37-2025 – Zoning By-law Amendment and Draft Plan of Subdivision for 7283 Regional Road 20 (Joshua Court Subdivision (File No. 1601-002-25)

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

RECOMMENDATION:

1. That, Recommendation Report PD-37-2025, titled “Recommendation Report – Zoning By-law Amendment and Draft Plan of Subdivision for 7283 Regional Road 12 (Joshua Court Subdivision)”, dated October 14, 2025 be received; and,
2. That, Section 34(12) of the Planning Act apply and that no further public meeting is required; and,
3. That, Application for Zoning By-law Amendment (File No. 1601-002-25) to change the Development (D) Zone to Rural Residential (RuR-246) Zone with site-specific provisions, and Open Space (OS) Zone for the stormwater management facility, and balance of lands to Agricultural (A) Zone as shown in Schedule B, be approved in accordance with the attached Zoning By-law and Schedule, and the Council authorize the Mayor and Clerk to sign the necessary by-law; and,

4. That, Application for Draft Plan of Subdivision (File No. 2000-001-25), be approved, in accordance with the provisions of the Planning Act, R.S.O., 1990, c.P.13, and regulations thereunder, subject to draft plan approval conditions contained in Schedule C; and,
5. That, the Applicant is advised that the Township's draft approval of this Plan of Subdivision will lapse three years from the date of approval unless the Township Council grants an extension of the approval period prior to the lapsing date. If an extension is requested, an updated review will occur and revisions to the conditions of draft plan approval may be necessary at that time.

Carried

10. OTHER BUSINESS

10.1 ITEM GS45-25

Members of Committee

Re: Other Business Matters of an Informative Nature

Councillor Mayor Ganann

Re: Reminder of the upcoming Community Recognition Award Ceremony

11. 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).

12. CONFIDENTIAL MATTERS

Moved By Councillor Mike Rehner

Seconded By Mayor Cheryl Ganann

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

12.1 Councillor Mike Rehner

Re: Staffing Update of Local Board - NPEI

VERBAL UPDATE

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

Carried

12.1 Councillor Mike Rehner

Re: Staffing Update of Local Board - NPEI
VERBAL UPDATE

13. DISCLOSURE OF CONFIDENTIAL MATTERS

Council rose without reporting.

14. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:56 P.M.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/ CLERK

COUNCILLOR JOANN
CHECHALK, CHAIR

**TOWNSHIP OF WEST LINCOLN
CORPORATE SERVICES COMMITTEE
MINUTES**

MEETING NO. SEVEN

October 20, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Mike DiPaola, Director Infrastructure
Katelyn Repovs, Director, Corporate Services/CFO
Tim Hofsink, Fire Chief
Jessica Dyson, Director, Legal and Legislative Services
Kevin Geoghegan, IT Help Desk Analyst
Justin Paylove, Manager, Legislative Services/Clerk
Truper McBride, CAO
Cynthia Summers, Director, Community and Protective Services

Attendees John Ganann

1. CHAIR - Councillor Shelley Bradaric

Prior to commencing with the Corporate Services Committee meeting agenda, Chair Bradaric will note the following:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca 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 Hattiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

5.1 ITEM CS55-25

Watson & Associates Economists Ltd.
Re: Water/Wastewater User Rate Study
POWERPOINT PRESENTATION

Byron Tan, Consultant Watson & Associates Economists Ltd. Presented a brief powerpoint presentation attached as Schedule "A".

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

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

7. COMMUNICATIONS

There were no communications

8. STAFF REPORTS

8.1 ITEM CS56-25

Director, Infrastructure (Mike Dipaola) and Director, Corporate Services / CFO (Katelyn Repovs)

Re: Recommendation Report I-23-2025 - 2025 Water and Wastewater Rate Study and Financial Plan

Moved By Councillor Greg Maychak

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report I-23-2025, dated October 20, 2025, regarding the “2025 Water and Wastewater Rate Study and Financial Plan” be received; and,
2. That the Water and Wastewater Systems Rate Structure and Rates recommended in the report prepared by Watson and Associates Economists Ltd., attached as Schedule A to this report, dated October 9, 2025, be accepted and approved; and,
3. That, the Water Ontario Regulation 453/07 Financial Plan No. 077-301, attached as Schedule B to this report, prepared by Watson and Associates Economists Ltd., dated October 9, 2025, be accepted and approved.

Carried

8.2 ITEM CS57-25

Manager of Finance/Deputy Treasurer (Steve Emslie) and Director of Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-16-2025 - Draft Financial Statements and Audit Findings for Year-End 2024

Moved By Councillor Jason Trombetta

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report T-16-2025 titled “Draft Financial Statements and Audit Findings for Year-End 2024”, dated October 20, 2025, be received; and,
2. That, the 2024 Draft Audited Financial Statements, attached as Schedule A to this report, be approved; and,

3. That, the 2024 Audit Findings Report, attached as Schedule B to this report, be received.

Carried

8.3 ITEM CS58-25

Director of Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-17-2025 - 2024 Accumulated Operating Surplus

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

1. That, Recommendation Report T-17-2025, titled "2024 Accumulated Operating Surplus", dated October 20, 2025, be received; and,
2. That, Council authorizes that \$150,000 of the 2024 Accumulated Operating Surplus be used as revenue in the 2026 Operating Budget; and,
3. That, Council authorizes that \$1,285,400 of the remaining Accumulated Operating Surplus be transferred to the Contingency Reserve.

Carried

8.4 ITEM CS59-25

Human Resources Advisor (Janine Buffo)

Re: Recommendation Report HR-01-2025 - Township Hours of Operation for Winter Break - 2025

Moved By Councillor Joann Chechalk

Seconded By Councillor Jason Trombetta

1. That, Recommendation Report HR-01-2025 titled "Township Hours of Operation for Winter Break - 2025" dated October 20, 2025, be received; and
2. That, the following Winter Break operating schedule be approved:
 - a. That, the Township Administration Building be closed on December 29, 30 and 31, 2025 (office closed for the period

between December 24, 2025 to and including January 1, 2026);
and,

- b. That, the Public Works Yard remain open on December 29, 30 and 31, 2025; and
 - c. That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2025 to January 1, 2026 inclusive, with the exception of December 25, 2025.
3. That, Administration be directed to return to Council with an amending By-law to the Delegation of Authority by-law (CAO) to include the Holiday Closure Schedule.

Carried as Amended

Moved By Councillor William Reilly

Seconded By Councillor Mike Rehner

That, Administration be directed to return to Council with an amending By-law to the Delegation of Authority by-law (CAO) to include the Holiday Closure Schedule.

Carried

8.5 ITEM CS60-25

Manager, Legislative Services/Clerk (Justin Paylove)

Re: Recommendation Report LLS-10-2025 - Amendment to Delegation of Authority By-law – Addition of the Director of Legal and Legislative Services, the Director of Community and Protective Services, and the Clerk

Moved By Councillor Greg Maychak

Seconded By Councillor Mike Rehner

1. That Recommendation Report LLS-10-2025 titled “Amendment to Delegation of Authority By-law – Addition of the Director of Legal and Legislative Services, the Director of Community and Protective Services, and the Clerk” dated October 20, 2025, be received; and,
2. That, an amending by-law such as the one attached as Schedule “A” be approved.

Carried

8.6 ITEM CS61-25

Manager, Legislative Services/Clerk (Justin Paylove) and Coordinator,
Legislative Services/Deputy Clerk (Barb Hutchinson)
Re: Recommendation Report LLS-11-2025 - Election Sign By-law Update

Moved By Councillor William Reilly

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report LLS-11-2025 titled "Election Sign By-law Update" dated October 20, 2025 be received; and,
2. That, By-law 2018-36, being a By-law to Govern the Erection of Signs within West Lincoln be repealed; and,
3. That, a by-law such as the draft by-law attached as Schedule "A" be approved.

Carried

9. OTHER BUSINESS

9.1 ITEM CS62-25

Members of Committee

Re: Verbal Updates from Members of Boards and Committees - If required

Councillor Bradaric

Re: Diwali Celebration

9.2 ITEM CS63-25

Members of Council

Re: Other Business Items of an Informative Nature

10. 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)

11. CONFIDENTIAL MATTERS

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

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

11.1 Mayor Cheryl Ganann

Re: CAO Performance Evaluation Procedure Update

VERBAL UPDATE

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

11.1 Mayor Cheryl Ganann

Re: CAO Performance Evaluation Procedure Update

VERBAL UPDATE

12. DISCLOSURE OF CONFIDENTIAL MATTERS

Council rose without reporting.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:55 P.M.

JUSTIN PAYLVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR SHELLEY
BRADARIC, CHAIR



Township of West Lincoln Water and Wastewater Rate Study

Committee Presentation
October 20, 2025

Areas of Discussion



- Study Purpose
- Legislation for Water and Wastewater;
- Existing and Forecasted Customers and Volumes;
- Capital Needs, Lifecycle Costs, Operating Expenditures, and Financing;
- Water and Wastewater Rates;
- Municipal Comparators; and
- Next Steps.

Study Purpose



- Identify all current and future water and wastewater system capital needs;
- Identify cost recovery options for capital;
- Estimate future operating costs over the next 10 years;
- Recommend new rates to recover the cost of the water and wastewater systems; and
- Prepare a Water Financial Plan as part of the Township's Drinking Water Licence Application.

Legislation for Water and Wastewater



- Since Walkerton, new legislation has been passed by the Province to enhance the provision of services. These include the following:
 - Safe Drinking Water Act;
 - Sustainable Water and Sewage Systems Act;
 - O.Reg. 453/07 - Safe Drinking Water Act;
 - Clean Water Act; and
 - Water Opportunities Act.
- Further Requirements:
 - Municipal Infrastructure Strategy
 - Infrastructure for Jobs and Prosperity Act, 2015

Principal of
Full Cost
Recovery

2025 Rates



2025 - Water Billing Rates		
Base Charge - Per Quarter		
5/8"		50.87
3/4"		50.87
1"		127.16
1 1/4"		190.73
1 1/2"		254.32
2"		406.89
3"		813.79
4"		1,271.55
6"		2,543.08
8"		4,068.93
Volume Charge		
\$	1.810	per m ³
Volume Charge (Bulk Water)		
\$	2.460	per m ³

2025 - Wastewater Billing Rates		
Base Charge - Per Quarter		
5/8"		117.26
3/4"		117.26
1"		293.17
1 1/4"		439.73
1 1/2"		586.33
2"		938.10
3"		1,876.21
4"		2,931.57
6"		5,863.14
8"		9,381.02
Volume Charge		
\$	2.090	per m ³

Customer Profile and Volumes



Customer Profile

Metered	Water	Wastewater
5/8"	2,550	2,541
1"	13	11
1 ½"	15	13
2"	20	18
3"	3	3
4"	3	3
Subtotal	2,604	2,589
Bulk	59	-
Subtotal	59	-
Total	2,663	2,589

Volumes

Metered	Water	Wastewater
Residential	386,911	378,736
Non-Residential	215,105	212,758
Subtotal	602,016	591,494
Bulk Water	256,944	-
Subtotal	256,944	-
Total	858,960	591,494

Water Users and Volume Forecast

Year	Total Users	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2025	4	2	4	4	4	4	4	4	4	4	4
2026	68		34	68	68	68	68	68	68	68	68
2027	136			68	136	136	136	136	136	136	136
2028	272				136	272	272	272	272	272	272
2029	272					136	272	272	272	272	272
2030	272						136	272	272	272	272
2031	272							136	272	272	272
2032	272								136	272	272
2033	272									136	272
2034	272										136
2035	272										
Total	2,384	2	38	140	344	616	888	1,160	1,432	1,704	1,976
m ³ /user	161	161	161	161	161	161	161	161	161	161	161
Annual Flow		322	6,118	22,540	55,384	99,176	142,968	186,760	230,552	274,344	318,136

Water Customer Forecast	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604
New - Growth	2	38	140	344	616	888	1,160	1,432	1,704	1,976
Total	2,606	2,642	2,744	2,948	3,220	3,492	3,764	4,036	4,308	4,580

Water Volume Forecast (m ³)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	602,016	602,016	602,016	602,016	602,016	602,016	602,016	602,016	602,016	602,016
New - Growth	322	6,118	22,540	55,384	99,176	142,968	186,760	230,552	274,344	318,136
Total	602,338	608,134	624,556	657,400	701,192	744,984	788,776	832,568	876,360	920,152

Water Volume Forecast (m ³) - Purchased	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Water Flow Metered	602,338	608,134	624,556	657,400	701,192	744,984	788,776	832,568	876,360	920,152
Water Flow Bulk	256,944	256,944	256,944	256,944	256,944	256,944	256,944	256,944	256,944	256,944
Sum	859,282	865,078	881,500	914,344	958,136	1,001,928	1,045,720	1,089,512	1,133,304	1,177,096
Unaccounted for Water Percentage	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%
Total	1,023,636	1,030,541	1,050,104	1,089,230	1,141,398	1,193,566	1,245,734	1,297,902	1,350,071	1,402,239

Note: Rate paid to Niagara Region assumed to be increasing at 4.3% annually - based on Region's Water and Wastewater Financial Plan.

Wastewater Users and Volume Forecast



Year	Total Users	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2025	4	2	4	4	4	4	4	4	4	4	4
2026	68		34	68	68	68	68	68	68	68	68
2027	136			68	136	136	136	136	136	136	136
2028	272				136	272	272	272	272	272	272
2029	272					136	272	272	272	272	272
2030	272						136	272	272	272	272
2031	272							136	272	272	272
2032	272								136	272	272
2033	272									136	272
2034	272										136
2035	272										
Total	2,384	2	38	140	344	616	888	1,160	1,432	1,704	1,976
m ³ /user	161	161	161	161	161	161	161	161	161	161	161
Annual Flow		322	6,118	22,540	55,384	99,176	142,968	186,760	230,552	274,344	318,136

Wastewater Customer Forecast	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589
New - Growth	2	38	140	344	616	888	1,160	1,432	1,704	1,976
Total	2,591	2,627	2,729	2,933	3,205	3,477	3,749	4,021	4,293	4,565

Wastewater Flows Forecast (m ³)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	591,494	591,494	591,494	591,494	591,494	591,494	591,494	591,494	591,494	591,494
New - Growth	322	6,118	22,540	55,384	99,176	142,968	186,760	230,552	274,344	318,136
Total	591,816	597,612	614,034	646,878	690,670	734,462	778,254	822,046	865,838	909,630

Note: Rate paid to Niagara Region assumed to be increasing at 8.5% annually - based on Region's Water and Wastewater Financial Plan.

Capital Infrastructure



- Capital needs were developed by Township staff based on Council approved documents such as the Township's 2025 Ten Year Capital Plan, Development Charges Background Study, and other Budget Documents.
- Capital works were identified by
 - Need;
 - Timing; and
 - Costs.

Water System Operational & Capital Needs 2025 – 2034

(Inflated \$)



Description	Total 2025 - 2034	Timing
<u>Capital Expenditures</u>		
322 - Leak Detection Program	117,000	2033
324 - Water Rate Study and Financial Plan	60,000	2025
325 - Cube Van - To replace 2007 Chevrolet Van TR# 12004	80,000	2025
420 - Water Meter Replacement Program	590,000	2025-2034
658 - Bulk Water Station - Replace roof shingles	10,000	2027
679 - South Grimsby Rd 5 Water Main - From: Northridge Dr To: HWY 20	356,000	2027
682 - St. Catherines St. Water Main - From: Industrial Park Rd To: Frank St	832,000	2027
683 - Frank Street Water Main - From: RR20 To: RR14	125,000	2027
684 - Griffin St. N Water Main - From: Griffin Street to McMurchie Lane	104,000	2027
723 - Miscellaneous Water Equipment	60,000	2025-2034
743 - Water Meters - New Installation	439,000	2025-2034
927 - Industrial Park Rd Water Main - From: Pearson Rd to New Urban Boundary	832,000	2027
943 - Water Loss Study	57,000	2032
1191 - Edward Ct, Leslie Ct, & Margaret St. Watermain Replacement	645,000	2027, 2029
1192 - Erie Ave, Morgan Ave., College St., & McMurchie Ln Watermain Replacement	1,285,000	2028, 2031
1193 - Wade Rd, Wallis Ave., & Colver St. Watermain Replacement	2,213,000	2030, 2033
1194 - Thompson Rd., London Rd., & Skyway Rd. Watermain Replacement	1,367,000	2032, 2034
1195 - Rock St., Silver St., Tara Pl., Ellis St., Davis St., & Mill St. Watermain Replacement	2,080,000	2032, 2034
1243 - Water Valve Turning Machine	130,000	2027
1252 - Dufferin Street Watermain Replacement	570,000	2025-2026
1265 - Water Master Plan Update	81,000	2029
1275 - AMI Gateway Antennas	125,000	2027
Total Capital Expenditures	12,158,000	

Wastewater System Operational & Capital Needs 2025 – 2034

(Inflated \$)



Description	Total 2025 - 2034	Timing
<u>Capital Expenditures</u>		
374 - Pollution Control Plan - CSO Study - Extraneous Flow Reduction Program	223,000	2028, 2033
430 - Urban Boundary Expansion - WW-SL-004B - Wastewater Servicing (Stage 3A)	1,422,000	2025, 2033
500 - Inflow & Infiltration Reduction Program	1,083,000	2025-2033
733 - Miscellaneous Wastewater Equipment	63,000	2025-2034
1160 - Urban Boundary Expansion - WW-SL-001 Wastewater Servicing (Stage 1)	12,061,000	2032
1161 - Urban Boundary Expansion - WW-SL-002 Wastewater Servicing (Stage 1)	1,838,000	2032
1162 - Urban Boundary Expansion - WW-SL-003 Wastewater Servicing (Stage 2)	2,183,000	2032
1250 - Dufferin Street Sanitary Sewer Replacement	621,000	2025-2026
1264 - Sanitary Sewer Masterplan update	81,000	2029
Total Capital Expenditures	19,575,000	

Capital Financing Options



- ✓ Reserves
- ✓ Operating Budget Transfers (Funding Reserves)
- ✓ Grants
- ✓ Development Charges
- ✓ Debt
- Municipal Act (Part 12)

Reserve Balances – As of December 31, 2024



Reserve	Dec. 31 2024
Water	
Water Reserve	1,271,664
DC - Water Reserve	235,441
Wastewater	
Sewer Reserve	2,126,823
DC - Sewer Reserve	102,184

Operating Budgets



- The operating expenditures presented in the rate study have been adjusted to recognize the current rates of inflation. The following adjustments to the operating forecast are assumed:
 - Personnel – 2.9% annual increases
 - Purchases from Niagara Region – 4.3% annual increases for water
 - Purchases from Niagara Region – 8.5% annual increases for wastewater
 - All other operating expenditures – 2% annual increases

Proposed Capital Financing Sources

2025-2034 (Inflated \$)



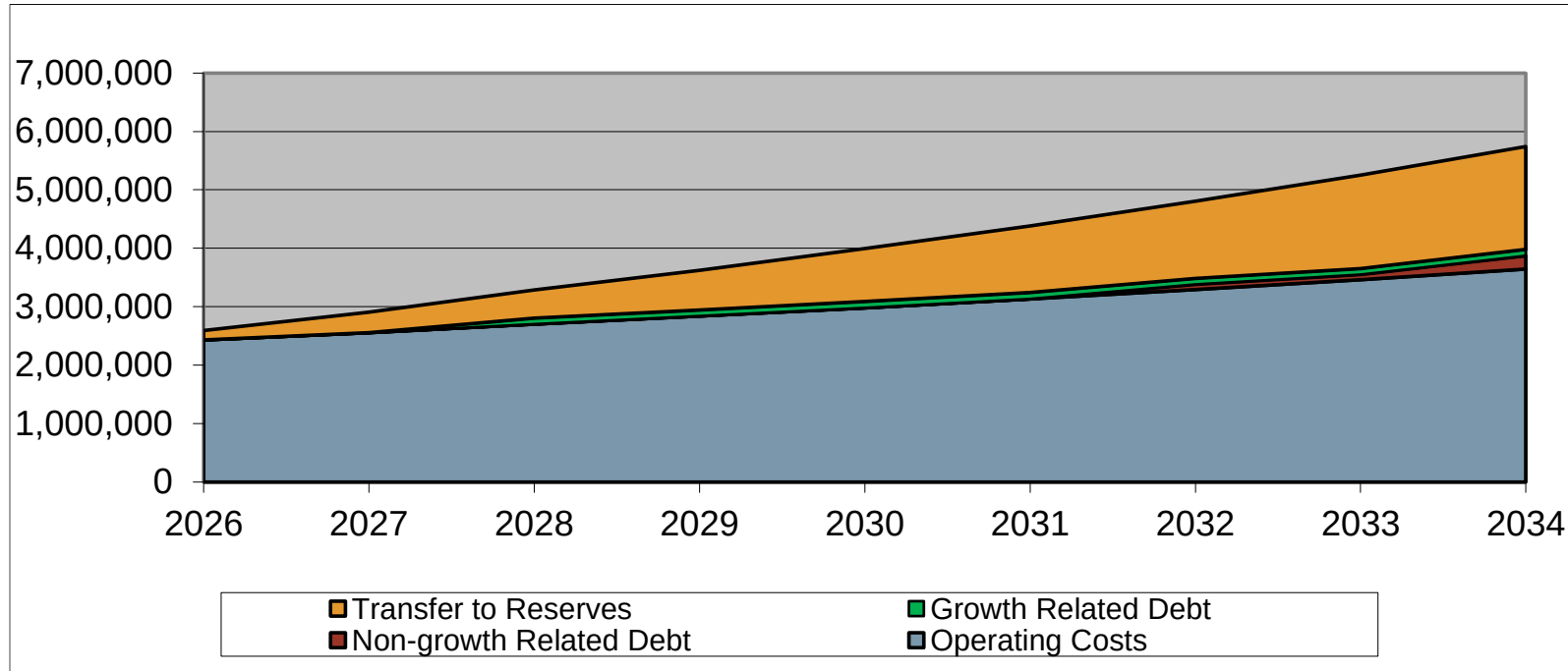
Description	Water	Wastewater
Capital Financing		
Provincial/Federal Grants	-	500,000
Development Charges Reserve Fund	250,000	5,282,586
Non-Growth Related Debenture Requirements	6,106,000	-
Growth Related Debenture Requirements	1,444,000	12,061,000
Operating Contributions	-	-
Water Reserve	4,358,000	1,731,414
Total Capital Financing	12,158,000	19,575,000

Water Rates Forecast



- The quarterly base charges (for customers with a 5/8" meter) are anticipated to increase by an average of \$3.97 per year over the forecast period.
- The volume rates are anticipated to increase by an average of \$0.14 per year over the forecast period.
- These increases will:
 - Align with the anticipated Regional Water increases of 4.3% annually
 - Provide for positive water reserve fund balances annually over the forecast period
 - Assumed debt of \$6.1 million to fund future capital infrastructure (aligns with the 10-year capital budget)
 - The water reserve balance at the end of 2034 is estimated to be \$5,860,000 (to assist with Asset Management and emergencies)

Water Operating Budget



Description	2026	2027	2028	2029	2030	2031	2032	2033	2034
Operating Costs	2,431,261	2,554,783	2,701,142	2,838,516	2,982,883	3,134,896	3,294,825	3,463,362	3,641,017
Non-growth Related Debt	-	-	-	-	-	-	83,736	83,736	231,872
Growth Related Debt	-	-	101,361	101,361	107,384	107,384	107,384	107,384	107,384
Transfer to Reserves	160,084	353,832	480,176	683,555	901,858	1,143,278	1,317,400	1,600,615	1,762,848
Total	2,591,345	2,908,615	3,282,678	3,623,432	3,992,125	4,385,558	4,803,345	5,255,097	5,743,122

Water Annual Bill Forecast

Based on Annual Volumes of 161 m³



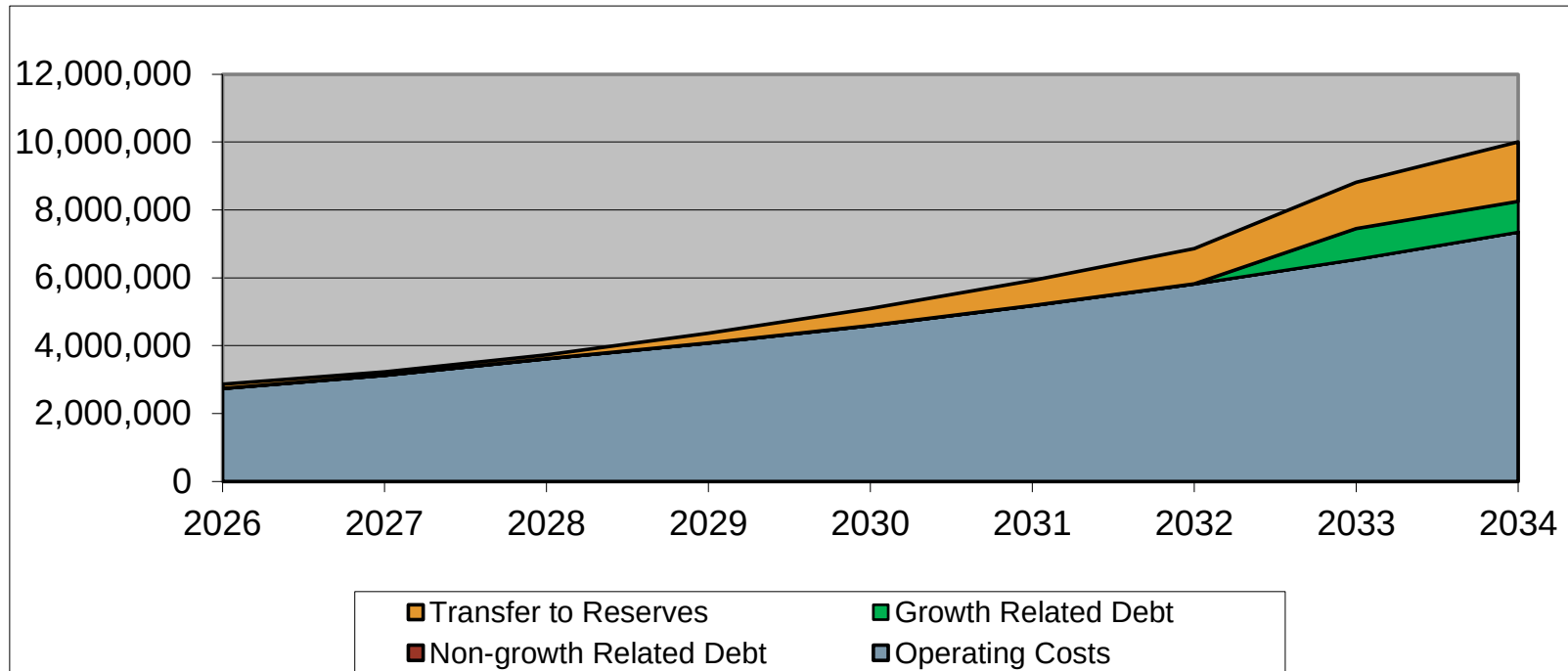
Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Quarterly Base Rate	\$50.87	\$55.96	\$61.55	\$64.63	\$67.86	\$71.25	\$74.82	\$78.56	\$82.49	\$86.61
Constant Rate	\$1.81	\$1.99	\$2.19	\$2.30	\$2.42	\$2.54	\$2.67	\$2.80	\$2.94	\$3.09
Annual Base Rate Bill	\$203.48	\$223.83	\$246.21	\$258.52	\$271.45	\$285.02	\$299.27	\$314.23	\$329.95	\$346.44
Volume	161	161	161	161	161	161	161	161	161	161
Annual Volume Bill	\$291.41	\$320.39	\$352.59	\$370.30	\$389.62	\$408.94	\$429.87	\$450.80	\$473.34	\$497.49
Total Annual Bill	\$494.89	\$544.22	\$598.80	\$628.82	\$661.07	\$693.96	\$729.14	\$765.03	\$803.29	\$843.93
Change in Annual Bill		\$49.33	\$54.58	\$30.02	\$32.25	\$32.89	\$35.18	\$35.89	\$38.25	\$40.65
Change per Quarter		\$12.33	\$13.65	\$7.51	\$8.06	\$8.22	\$8.80	\$8.97	\$9.56	\$10.16

Wastewater Rates Forecast



- The quarterly base charges (for customers with a 5/8" meter) are anticipated to increase by an average of \$15.27 per year over the forecast period.
- The volume rates are anticipated to increase by an average of \$0.27 per year over the forecast period.
- These increases will:
 - Align with the anticipated Regional Wastewater increases of 8.5% annually
 - Does not require non-growth related debt
 - Provide for positive wastewater reserve fund balances annually over the forecast period
 - The wastewater reserve balance at the end of 2034 is estimated to be \$6,942,000 (to assist with Asset Management and emergencies)

Wastewater Operating Budget



Description	2026	2027	2028	2029	2030	2031	2032	2033	2034
Operating Costs	2,745,031	3,128,987	3,621,277	4,082,620	4,599,381	5,177,805	5,824,484	6,546,719	7,353,498
Non-growth Related Debt	0	0	0	0	0	0	0	0	0
Growth Related Debt	0	0	0	0	0	0	0	896,925	896,925
Transfer to Reserves	119,849	94,332	102,544	283,097	499,665	747,974	1,038,749	1,367,163	1,753,044
Total	2,864,880	3,223,320	3,723,822	4,365,717	5,099,046	5,925,780	6,863,233	8,810,807	10,003,467

Wastewater Annual Bill Forecast

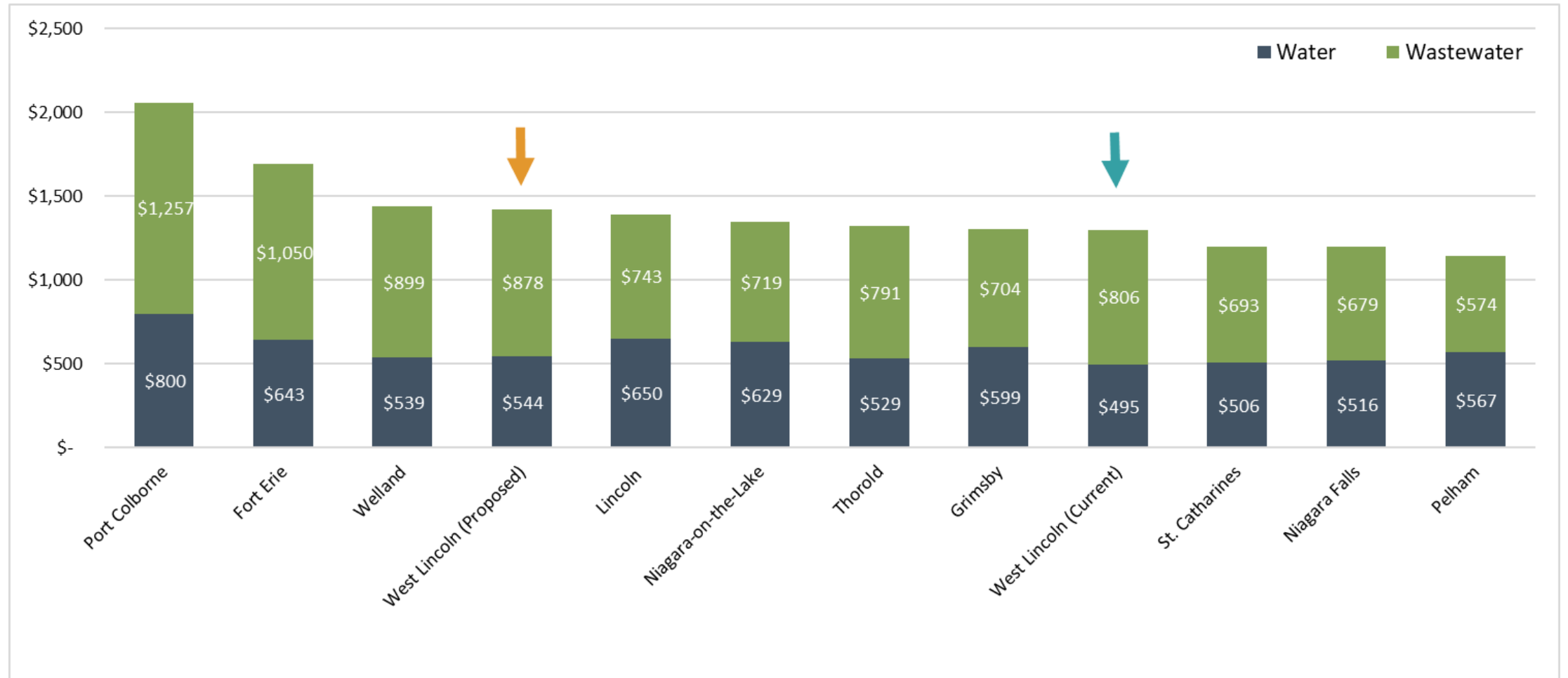
Based on Annual Volumes of 161 m³



Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Quarterly Base Rate	\$117.26	\$127.81	\$139.32	\$151.86	\$165.52	\$180.42	\$196.66	\$214.36	\$233.65	\$254.68
Constant Rate	\$2.09	\$2.28	\$2.49	\$2.71	\$2.95	\$3.22	\$3.51	\$3.83	\$4.17	\$4.55
Annual Base Rate Bill	\$469.04	\$511.25	\$557.27	\$607.42	\$662.09	\$721.68	\$786.63	\$857.42	\$934.59	\$1,018.70
Volume	161	161	161	161	161	161	161	161	161	161
Annual Volume Bill	\$336.49	\$367.08	\$400.89	\$436.31	\$474.95	\$518.42	\$565.11	\$616.63	\$671.37	\$732.55
Total Annual Bill	\$805.53	\$878.33	\$958.16	\$1,043.73	\$1,137.04	\$1,240.10	\$1,351.74	\$1,474.05	\$1,605.96	\$1,751.25
Change in Annual Bill		\$72.80	\$79.82	\$85.57	\$93.31	\$103.06	\$111.64	\$122.32	\$131.91	\$145.29
Change per Quarter		\$18.20	\$19.96	\$21.39	\$23.33	\$25.76	\$27.91	\$30.58	\$32.98	\$36.32

Survey of Water and Wastewater Bills

Based on Annual Volumes 161 m³



Matters for Committee's Consideration



1. Provide feedback on the Capital and Operating Program
2. Consider the Proposed Water Rates
3. Consider the Proposed Wastewater Rates
4. Finalize the Rate Study and Financial Plan based on the rates approved by the Township
5. Approve and submit the Financial Plan to the Province as part of the Municipality's Water Licence Renewal
6. Consider implementing the Rates by January 1, 2026

Questions



Questions?

**TOWNSHIP OF WEST LINCOLN
INFRASTRUCTURE COMMITTEE
MINUTES**

MEETING NO. FIVE

October 14, 2025, 5:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Mike DiPaola, Director, Infrastructure
Jessica Dyson, Director of Legal and Legislative Services
Kevin Geoghegan, IT Help Desk Analyst
Justin Paylove Manager, Legislative Services/Clerk
Truper McBride, CAO

*Attended part-time John Ganann
Albert Witteveen, Regional Councillor
Dewan Karim, LEA Consulting Ltd.
Adam Poniello, LEA Consulting Ltd.
Tyler and Grace Simpson

1. CHAIR - Councillor William Reilly

Prior to commencing with the Operations Committee meeting agenda, Chair Reilly noted the following:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.

2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca 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. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of Items on Agenda

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

5. APPOINTMENTS

5.1 Dewan Karim, LEA Consulting Ltd.

Re: Township of West Lincoln Road Safety Study & Action Plan -
Infrastructure Committee

POWERPOINT PRESENTATION

Dewan Karim, LEA Consulting Ltd. presented a brief powerpoint presentation attached as Schedule "A"

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

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

7. COMMUNICATIONS

There were no communications.

8. STAFF REPORTS

8.1 ITEM IC-24-25

Manager, Capital Design and Delivery (Ray Vachon) and Director,
Infrastructure (Mike DiPaola)

Re: Information Report O-21-2025 - 2025 Capital Completion Update

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

1. That, Information Report O-21-2025 titled "2025 Capital Project Completion Update, dated October 14, 2025, be received.

Carried

9. OTHER BUSINESS

9.1 ITEM IC-25-25

Members of Council

Re: Other Business Items of an Informative Nature

10. 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)

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of 6:16 P.M.

JUSTIN PAYLOE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR WILLIAM REILLY,
CHAIR



Township of West Lincoln

Road Safety Study & Action Plan

- Infrastructure Committee

October 14, 2025

Presented by: LEA Consulting Ltd.

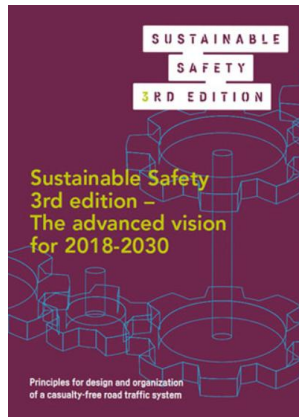
Land Acknowledgement

We acknowledge that the land on which our office is situated is the traditional territories of Indigenous peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, and Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa, and the current treaty holders Mississaugas of the Credit peoples.

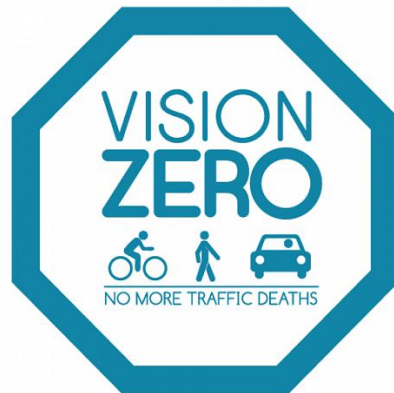
Let this acknowledgement serve as a reminder of our ongoing efforts to recognize, honour, reconcile and partner with Indigenous people who have lived and worked on this land historically and presently.

Why Road Safety Matters

- **Vision Zero** – eliminating serious injuries and fatalities
- **Safe Systems Approach:** Recent safety approach and practices



Netherlands 1973



Sweden 1997



UN - 2010-20



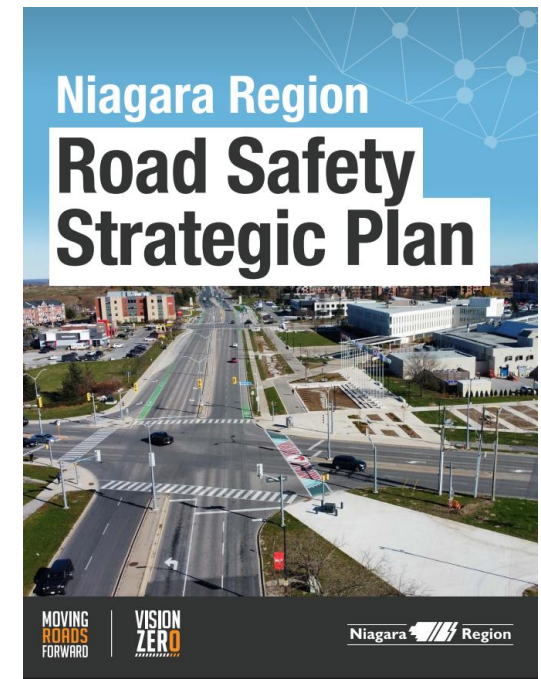
Why Road Safety Matters

- **Safe Systems Approach:** Basic principles

	Traditional	Safe Systems Approach
What is the problem?	Accidents risk	Fatalities and serious injuries
What causes the problem?	Human factors	Humans make mistakes Humans are fragile
Responsibility?	Individual road users	System designers
Peoples demand for road safety?	People don't want safety	People want safety
	Optimum number of fatalities and serious injuries	Eliminate fatalities and serious injuries

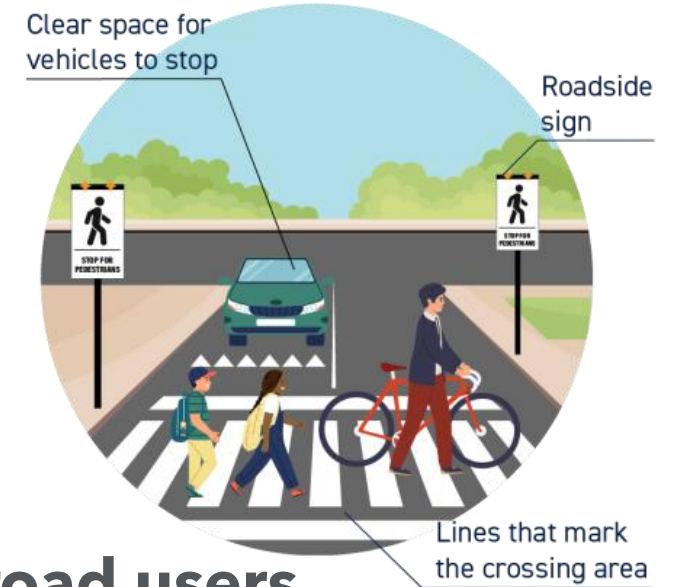
Why Road Safety Matters

- **Local safety challenges:**
 - Rural high-speed roads and other safety issues
 - Subdivision speeding concerns
 - Vulnerable road users (youth, seniors, cyclists, farm vehicles, other users)
 - Niagara Region's Vision Zero revenue sharing



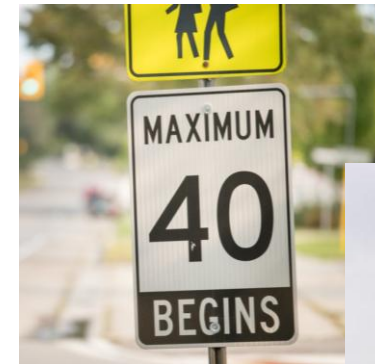
Project Objectives

- Create a **comprehensive “Road Safety Action Plan”**
- Align with **Vision Zero/Safe System principles**
- Develop safety plan to create safe road network for **all road users**
- Provide Council and staff with a **clear, implementable roadmap towards road safety goals**



Project Scope

- **Assessment & Data Collection:** review policies, industry standards/procedures, traffic counts, collision trends, GIS analysis, hot spots
- **Road Safety Campaign:** education & awareness
- **Urban Speed Reduction Pilot:** 40 km/h subdivisions, urban safety measures
- **Rural Safety Measures:** pilot project, markings, signage, lighting, "Share the Road", other rural safety measures
- **Infrastructure & Design Standards:** traffic calming toolbox, future capital projects, engineering standards for new development / capital renewal projects



Work Plan & Deliverables

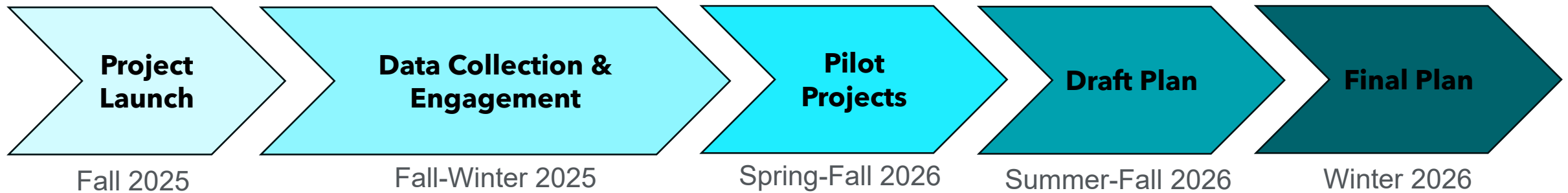
Year 1

- ☐ Inception Presentation / Report (Council endorsement)
- ☐ Public Engagement Report
- ☐ Summary memos
 - ☐ Urban speed subdivisions
 - ☐ Rural safety measures

Year 2

- ☐ Draft Road Safety Action Plan
- ☐ Final Road Safety Action Plan
- ☐ Final Presentation to Council

Timeline & Phasing



Phased implementation (1-5 years; 5-10 years)

Public Engagement Strategy



- **Methods:** surveys, local community meetings, local/key location posters, pop-ups, online tools
- **Tailored outreach:** schools, seniors, youth, farmers,
- **Goal:** ensure community voices guide priorities
- Council's support will address **public safety concerns and issues**



— Implementation & Sustainability

- Funding: Dedicated or general revenues + grants/partnerships
- Capital vs. operating cost forecasts
- Safety program, staffing & resource needs (gap analysis)
- Evaluation, monitoring & performance indicators (KPIs)

Council's Role

- Provide feedback and endorsement of the work plan
- Act as community ambassadors
- Respond to resident questions with detail information and project findings
- Review and support phased rollout of pilot projects and initiatives



Next Steps

- Council endorsement of workplan
- Launch public engagement (end of October)
- Data, Information and Public/stakeholder Feedback
- Safety assessment and sharing preliminary findings/initial directions
- Begin pilot project planning and implementation in rural and urban areas
- Draft recommended improvements and implementation process
- Future updates back to Infrastructure Committee/Council



Questions & Discussion



www.lea.ca

TOWNSHIP OF WEST LINCOLN
COMMUNITY AND PROTECTIVE SERVICES COMMITTEE
MINUTES

MEETING NO. FIVE

October 20, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Mike DiPaola, Director, Infrastructure
Tim Hofsink, Deputy Fire Chief
Jessica Dyson, Director, Legal and Legislative Services
Kevin Geoghegan, IT Help Desk Analyst
Justin Paylove, Manager, Legislative Services/Clerk
Cynthia Summers, Director, Community and Protective Services

Attendees: John Ganann

1. CHAIR - Councillor Jason Trombetta

Prior to commencing with the Community and Protective Services Committee meeting agenda, Chair Trombetta noted the following:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca 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 Hattiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

There were no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

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

7. COMMUNICATIONS

7.1 West Lincoln Age Friendly Advisory Committee

Re: Minutes - August 8, 2025

Moved By Councillor William Reilly

Seconded By Councillor Joann Chechalk

1. That, the minutes relating to the August 8, 2025 Age Friendly Advisory Committee Meeting, and the recommendations contained therein, be accepted.

Carried

7.2 Joint Accessibility Advisory Committee

Re: Minutes - September 18, 2025

Moved By Councillor Mike Rehner

Seconded By Councillor Shelley Bradaric

1. That, the minutes relating to the September 18, 2025, Joint Accessibility Advisory Committee, and the recommendations contained therein, be accepted.

Carried

8. STAFF REPORTS

8.1 ITEM CPS20-25

Fire Chief (Tim Hofsink)

Re: Information Report WLFD-09-2025 - Monthly Update - September 2025

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

That, Information Report titled "Monthly Update – September 2025" dated October 20, 2025, be received for information.

Carried

9. OTHER BUSINESS

9.1 ITEM CPS21-25

Members of Council

Re: Other Business Items of an Informative Nature

Councillor Trombetta

Re: Breakfast at the Caistor Fire Hall

Councillor Bradaric

Re: Trivia Night at the West Lincoln Public Library Friday October 24,
2025

10. 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)

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of 9.09 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR JASON
TROMBETTA, CHAIR

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-59

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

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

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

1. That Schedule 'A' Map 'A1' to Zoning By-law No. 2017-70, as amended, is hereby amended by changing the zoning on PT LT 42; CON 9, West Lincoln, municipally known as 9860 Regional Road 20, shown on Schedule 'A', attached hereto and forming part of this By-law.
2. That Map 'A1' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) Zone to site-specific Agricultural (A-249) Zone, and maintaining the Environmental Conservation (EC) Zone and Environmental Protection (EP) Zone.
3. That Part 5 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

A-249

Permitted Uses:

As per the parent zone, and the addition of On-Farm Diversified Use for Maple Syrup Production and Retail Sales and Home Industry being Exotic Car Tour Rental Business.

Regulations:

All regulations of the Agricultural Zone except:

- a) Minimum lot area of 4.9 hectares.
 - b) On-Farm Diversified Use, the area of the lot permanently, temporarily or seasonally devoted to On-Farm Diversified Uses shall not exceed 1.3% of the lot area.
 - c) On-Farm Diversified Use within all main buildings or structures and accessory buildings and structures permanently, temporarily or seasonally devoted to the On Farm Diversified Use shall not exceed a total gross floor area of 519.25 square metres.
 - d) An Exotic Car Tour Rental Business shall be permitted as a Home Industry Use as on On-Farm Diversified Use.
 - e) The maximum number of exotic cars for rent shall not exceed 10 cars.
 - f) The maximum gross floor area of the Exotic Car Tour Rental Business as Home Industry Use within accessory buildings and structures shall not exceed 313 square metres.
4. That, this By-law shall become effective from and after the date of passing thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 28
DAY OF OCTOBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2025-59

Location:

This By-law involves a parcel of land located on the south side of Regional Road 20 west of Westbrook Road and east of South Grimsby Road 21.

Subject lands are legally described as PT LT 42; CON 9, West Lincoln municipally known as 9860 Regional Road 20.

Purpose & Effect:

The subject lands have a site-specific Agricultural A-249 zone that permits:

- An On-Farm Diversified Use for Maple Syrup Production and Retail Sales and Home Industry with a reduced lot area of 4.9 hectares.
- On-Farm Diversified Use area of the lot permanently, temporarily or seasonally devoted to On-Farm Diversified Uses shall not exceed 1.3%.
- Total gross floor area that is permanently, temporarily or seasonally devoted to On-Farm Diversified Uses shall not exceed 519.25 square metres.
- Add exotic car tour rental business as a Home Industry on the subject lands.
- Maximum gross floor area of a Home Industry shall not exceed 313 square meters in the detached accessory buildings and structures.

Public Consultation:

The Public Meeting was held on September 8, 2025. All written and oral comments have been considered in the making of the decision by Council. Agency comments regarding this application have been included in the amending by-law.

File: 1601-002-23 (GTA Exotics)

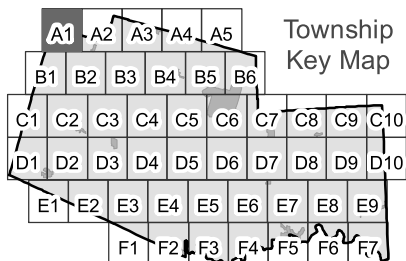
SCHEDULE 'A'

City of
Hamilton

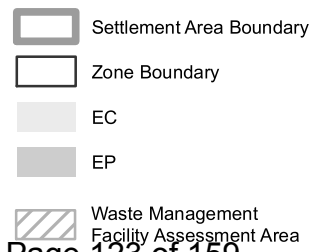
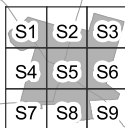
See Map A2



See Map B1



Smithville Key Map



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

Map
A1

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

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-60

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

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

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

1. That Schedule 'A' Map 'B4' to Zoning By-law No. 2017-70, as amended, is hereby amended by changing the zoning on South Grimsby CON 8; PT LOT 17; RP 30R-15615; PT 1, West Lincoln, municipally known as 7283 Regional Road 20, shown on Schedule 'A', attached hereto and forming part of this By-law; and,
2. That Map 'B4' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from Development (D) Zone to Rural Residential (RuR-246) with site-specific provisions for single detached dwelling lots; Open Space (OS) Zone for the stormwater management facility, and Agricultural (A) Zone; and,
3. That, Part 6 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

RuR-246

Permitted Uses:

As per the parent zone.

Regulations:

All regulations of the Rural Residential Zone except:

(a) Minimum lot frontage of 18 metres

4. That, this By-law shall become effective from and after the date of passing thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 28
DAY OF OCTOBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2025-60

Location:

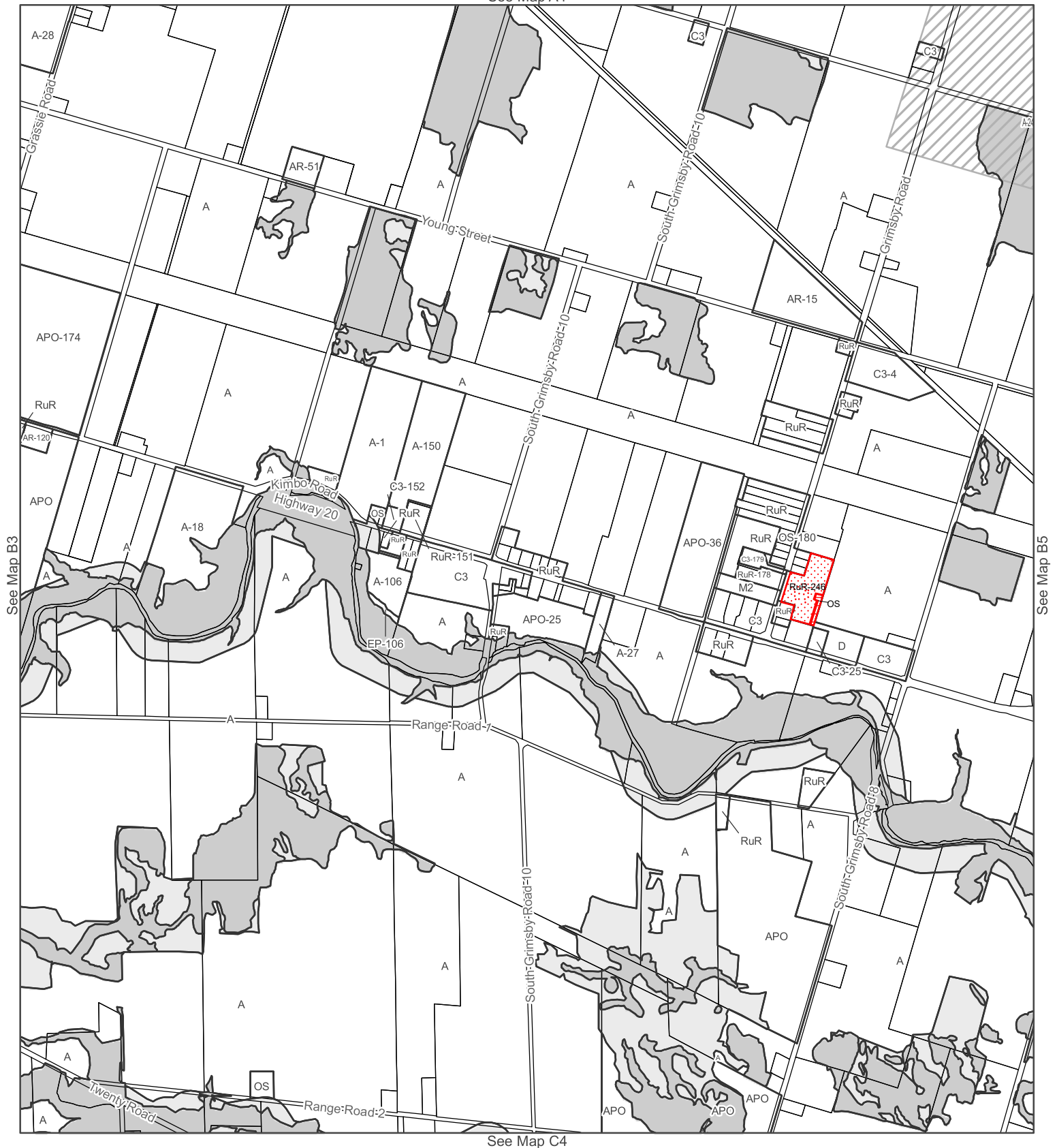
This By-law involves a parcel of land located on the east side of Grimsby Road and north of Regional Road 20 in the Hamlet of Regional Road 12.

Subject lands are legally described as South Grimsby CON 8; PT LOT 17; RP 30R-15615; PT 1, West Lincoln municipally known as 7283 Regional Road 20.

Purpose & Effect:

The subject lands have a site-specific Rural Residential (RuR-246) Zone that permits single detached dwelling lots with a reduced lot frontage of 18 metres, Open Space (OS) Zone for the stormwater management facility and Agricultural (A) Zone for the lands lying outside of the Hamlet boundaries.

File: 1601-002-25 (RVL Contracting Inc.)



Legend



Lands to be rezoned from Development (D) Zone to Rural Residential (RuR-246) Zone.



Lands to be rezoned from Development (D) Zone to Open Space (OS) Zone.

Township of West Lincoln

Schedule A

Zoning By-law No. 2017-70

Map

B4

1:20,000

0 500 m



Last Updated: July 2019

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-61

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

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

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

1. That Schedule 'A' Map 'E6' to Zoning Bylaw No. 2017-70, as amended, is hereby amended by changing the zoning on CON 4; PT LOT 11, West Lincoln, municipally known as 1538 Regional Road 20, shown on Schedule 'A', attached hereto and forming part of this By-law.
2. That Map 'E6' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the severed lands (Part 1) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A), Service Commercial (C3), Residential Low Density (R1A) Zone to site-specific Residential Low Density (R1A-247) Zone.
3. That Part 6 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

R1A-247

Permitted Uses:

As per the parent zone.

Regulations:

All regulations of the Residential Low Density Zone except:

- a) Minimum lot frontage of 32.50 metres

4. That Map 'E6' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the remnant lands (Part 2) shown on Schedule 'A', attached hereto and forming part of this By-law from Agriculture (A) Zone to a site-specific Agriculture (A-248) Zone, and maintaining the Environmental Conservation (EC) Zone and Environmental Protection (EP) Zone.
5. That Part 5 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

A-248

Permitted Uses:

As per the parent zone.

Regulations:

All regulations of the Agricultural Zone except:

- a) Minimum lot area of 27.6 hectares

6. That all other provisions of By-law 2017-70 continue to apply.
7. That, this By-law shall become effective from and after the date of passing

thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 28
DAY OF OCTOBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2025-61

Location:

The subject property is located on the west side of Regional Road 20, north of Bismark Road partly within the Bismark Hamlet.

Subject lands are legally described CON 4; PT LOT 11, West Lincoln, municipally known as 1538 Regional Road 20.

Purpose & Effect:

The severed lands (Part 1) to have a site-specific Residential Low Density (R1A-247) Zone that permits:

- A minimum lot frontage of 32.50 metres to permit the construction of a single detached dwelling.

The remanent lands (Part 2) to have a site-specific Agricultural A-248 Zone that permits:

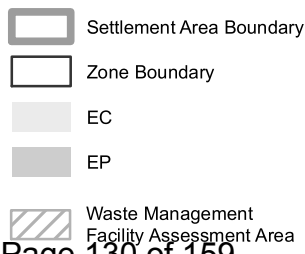
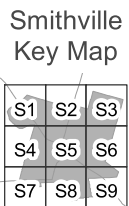
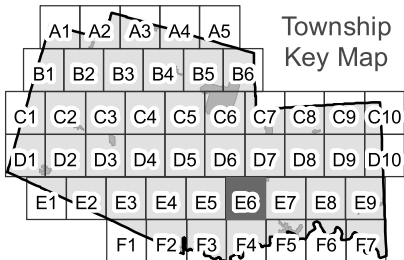
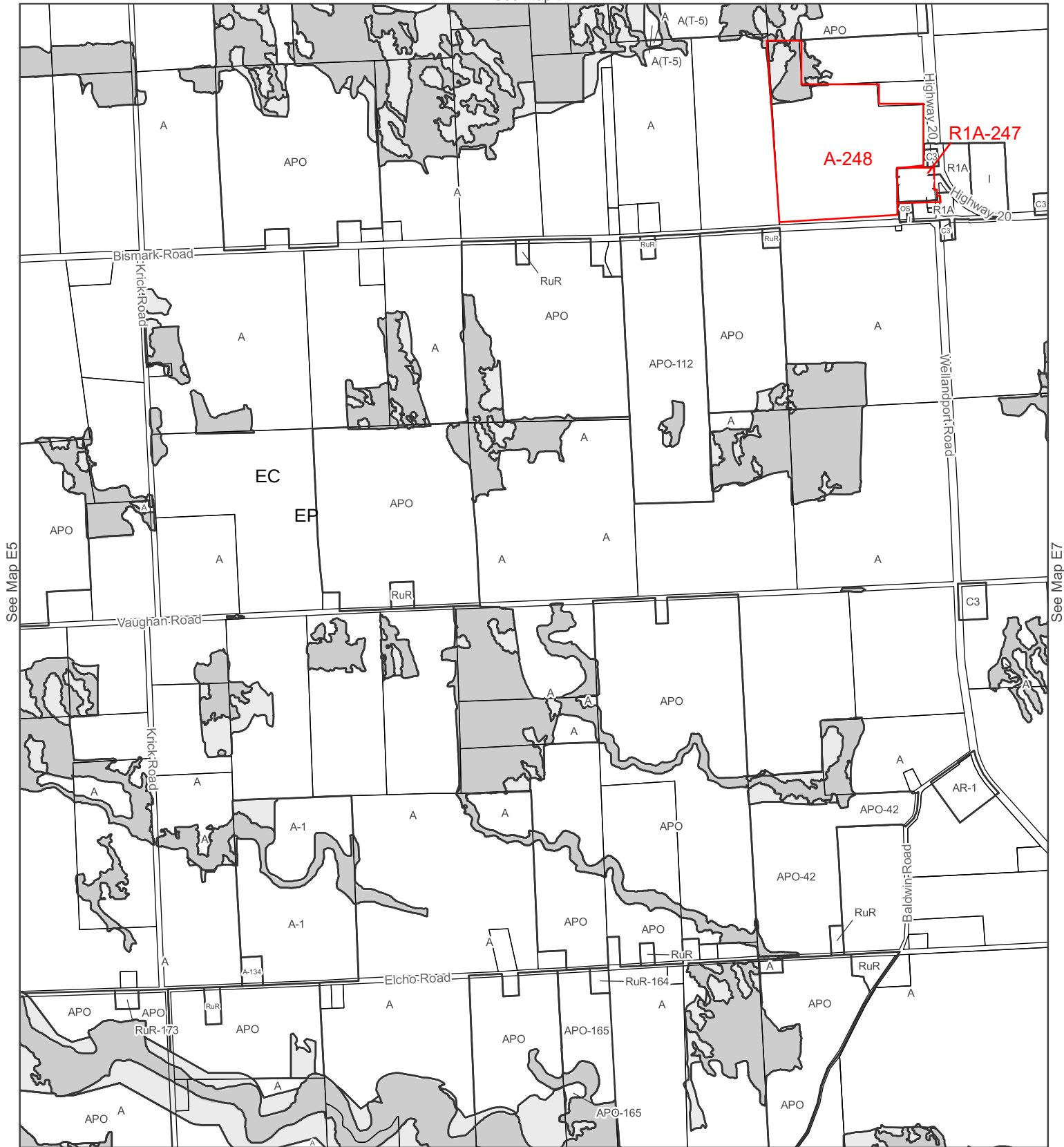
- A minimum lot area of 27.6 hectares and will maintain the existing structures and agricultural use.

Public Consultation:

The Public Meeting was held on October 14, 2025. All written and oral comments have been considered in the making of the decision by Council. Agency comments regarding this application have been included in the amending By-law.

File: ZBA 1601-009-25 (1538 Regional Road 20)

Related File: Consent B01-22025WL



Township of West Lincoln
Schedule A
Zoning By-law No. 2017-70
Map
E6

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

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-62

**A BY-LAW TO AMEND BY-LAW 2025-02 DELEGATION TO
THE CAO BY AMENDING SCHEDULE “A”**

WHEREAS the Township of West Lincoln has adopted By-law No. 2025-02, being a By-law to delegate powers and duties to officers, employees and agents of the corporation of the Township of West Lincoln;

WHEREAS the Township of West Lincoln considers it desirable and necessary to amend Schedule “A” of By-law No. 2025-02, Delegate Powers and Duties to officers, employees and agents of the Corporation of the Township of West Lincoln

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

- 1. That Schedule “A” of By-law No. 2025-02 being a Delegation to the CAO be amended by including the following delegated authority:
 - a. “Set the Holiday Closure Schedule for Municipal Buildings and Services.”

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
28 DAY OF OCTOBER 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

Schedule "A": Delegated Municipal Powers and Duties

	Delegation	Delegate	Limitation
CAO OFFICE			
Chief Administrative			
1	A by-law to provide for the appointed office of Chief Administrative Officer and to define the duties and responsibilities of the position	CAO	Subject to the limitations set out in the by-law. By-law 2024-38
2	Apply for, negotiate, enter into, and execute grant agreements and applications for federal, provincial or other grant funding to the town in amounts over \$250,000.00	CAO	Relevant department to review and prepare grant application in consultation with Finance and Legal Director of Corporate Services and Treasurer to be secondary
3	Execute agreements and other documents related to the general management of the affairs of the Township and negotiate, enter into and execute agreements for the purposes of a capital project as required to implement an approved capital project up until \$100,000.	CAO / Clerk	Relevant department to review and prepare document in consultation with Finance and Legal. Capital project approved by Council through the budget process or other means, alignment with Purchasing Policy
	Delegation	Delegate	Limitation
4	The hiring, dismissal, and negotiation of severance of any employee of the Township (Excluding Statutory Officers without Council Approval)	CAO	

5	Authority to make any expenditures or incurring any other liability which exceeds \$50,000, that was not included in the most recent budget adopted by the council before nomination day in the election	CAO	
6	Authority to Set the Holiday Closure Schedule for Municipal Buildings and Services	CAO	

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-63

A BY-LAW TO AMEND BY-LAW 2025-02 DELEGATE POWERS AND DUTIES TO OFFICERS, TO ADD SCHEDULE “E”, MANAGER, LEGISLATIVE SERVICES/CLERK AND SCHEDULE “F”, DIRECTOR, COMMUNITY AND PROTECTIVE SERVICES AND SCHEDULE "G" DIRECTOR, LEGAL AND LEGISLATIVE SERVICES

WHEREAS the Township of West Lincoln has adopted By-law No. 2025-02, being a By-law to delegate powers and duties to officers, employees and agents of the corporation of the Township of West Lincoln;

WHEREAS the Township of West Lincoln considers it desirable and necessary to amend By-law No. 2025-02, Delegate Powers and Duties to Officers, to add Schedule “E”, Manager, Legislative Services/Clerk and Schedule “F”, Director, Community and Protective Services and Schedule “G”, Director, Legal and Legislative Services.

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

1. That By-law No. 2025-02, being a By-law to delegate powers and duties to officers, employees and agents of the corporation of the Township of West Lincoln be amended by adding Schedule “E”, Manager, Legislative Services/Clerk, Schedule “F” Director, Community and Protective Services and Schedule “G”, Director, Legal and Legislative Services.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 28 DAY OF OCTOBER 2025.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

Schedule “E”: Delegated Municipal Powers and Duties

	Delegation	Delegate	Limitation
LEGISLATIVE SERVICES			
Clerk			
1	Authority to comment on a Liquor License Application	Clerk	Consultation required with Growth and Sustainability and Community and Protective Services
2	Designate an event as an event of municipal significance for the purposes of prescribing it as a special event occasion where an application has been made pursuant to subsection 19(1) of the Liquor License Act, R.S.O. 1990, c. L. 19	Clerk	In accordance with Requests for Designation of Public Events as Municipally Significant Procedure Consult with Growth and Sustainability and Community and Protective Services and Council
3	All of the powers and duties of the “head” in regards to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56	Clerk	
4	The Clerk is authorized to correct clerical, spelling, or minor errors of an administrative nature in by-laws of the township.	Clerk	Provides the ability for the Clerk to correct clerical, spelling and minor errors of an administrative nature in Township By-laws
5	The clerk is authorized to execute licences ie: (marriage, refreshment, and kennel licences	Clerk	Subject to the limitations set out in the by-laws.
6	The Clerk is delegated the powers and duties of Council as head of a public sector body that is a municipality for the purposed of the Ombudsman Act.	Clerk	The authority fulfills the requirement for a designate head of the municipality in accordance with the Ombudsman Act.

7	The Clerk is authorized to sign documents to implement and Administer the Administrative Monetary Penalty Program (AMPS), a license agreement with the Ministry of Transportation on behalf of the Council of the Corporation of the Township of West Lincoln.	Clerk	
8	The Clerk or Treasurer, or his/her delegate, shall issue and sell municipal Hunting Licences	Clerk Director of Corporate Services/CFO	By-law 2010-20
9	Authority to appoint on behalf of the Town valuers for the purposes of investigating or assessing damage to livestock or poultry caused by wild animals as may be required pursuant to s. 7(6) of the Ministry of Agriculture, Food and Rural Affairs Act, R.S.O. 1990, M. 16	Clerk	

Schedule “F”: Delegated Municipal Powers and Duties

	Delegation	Delegate	Limitation
COMMUNITY AND PROTECTIVE SERVICES			
1	Authority for the negotiation, entering into and execution of license agreements for the use of Community Centre Facilities by not-for-profit	Director, Community and Protective Services	Legal to approve form of agreement
2	Receiving grant applications from applicants for town grants	Director, Community and Protective Services	In accordance with the Corporate Sponsorship Policy
3	Signing permits (facility booking)	Director, Community and Protective Services or Delegate	Subject to the Administration of Recreation and related procedures Subject to the rates and fees By-law established by Council
4	Partnership agreements/letters of agreement with service providers to support Town programming	Director, Community and Protective Services	Agreements must be in form satisfactory to Legal Consultation with Finance where required
5	Applying to federal or provincial funding agencies re: operating subsidies / new activity/program subsidies / wage subsidy	Director, Community and Protective Services	
6	Applying to federal or provincial funding agencies re: operating subsidies / new activity/program subsidies / wage subsidy	Director, Community and Protective Services	

	Delegation	Delegate	Limitation
7	From time to time, authority to introduce new fees related to facility rentals, programs or services, in addition to promotional offers	Director, Community and Protective Services	Any new fees would be included in the next budget development cycle and included in the following year's rates and fees document
8	Negotiate, enter into and execute sponsorship agreements	Director, Community and Protective Services	In accordance with the limitation and thresholds identified in the <u>Corporate Sponsorship Policy</u> Consult with Finance and Legal
9	The Program of Recreation and Community Centres shall be directed, managed, supervised and under Community and Protective Services	Director, Community and Protective Services	
10	Power to sell or otherwise dispose of any abandoned vessel and/or trailer in the harbour or yard in accordance with the provisions of the <i>Repair and Storage Lien Act</i> , as may be amended or replaced	Director, Community and Protective Services	Consult with Legal and Finance
11	Delegated authority to execute provisions of the By- Law, including the imposition of conditions as necessary to ensure compliance with By- law Re: A by-law to establish rules and regulations for Township of West Lincoln Cemeteries	Director, Community and Protective Services	Consult with Legal
12	Delegated authority to make designations assigned pursuant to the Parks By-law	Director, Community and Protective Services	
13	Authority to approve operational aspects of commercial filming on Municipal Parkland, including the use of special effects; hours of filming; and notification and consent	Director, Community and Protective Services	Ward councillors to be notified by staff when a film application has been received prior to permit approval
14	Execute connection agreements to the Corporation's central fire alarm panel	Director, Community and Protective Services	Consult with Legal

16	To authorize a programing within and maintenance of community centres	Director, Community and Protective Services	
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Schedule "G": Delegated Municipal Powers and Duties

Legal and Legislative Services			
Director, Legal and Legislative Services			
	Delegation	Delegate	Limitation
1	Accept service of any legal document on behalf of the Town	Director, Legal and Legislative Services or Township Clerk	
2	Title clean-up of Town lands that does not have the effect of conveying an interest in land to a third party	Director, Legal and Legislative Services	
3	Removal of expired or no longer relevant agreements or easements from title	Director, Legal and Legislative Services	Consultation required with Growth and Sustainability, Infrastructure Community and Protective Services, as applicable
4	Execution of required documentation in connection with a real estate closing where the real estate transaction itself has been approved	Director, Legal and Legislative Services	The real estate transaction which is the subject of closing must have received the necessary approval(s)
5	Delegated the authority to appoint or rescind the appointment of Screening Officers and Hearing Officers together with the authority to determine the appropriate terms of such appointments	Director, Legal and Legislative Services	
6	Appoint By-law Enforcement Officers for purposes of enforcing the municipal by-laws of the Township of West Lincoln.	Director, Legal and Legislative Services	
7	Authority to appoint or rescind the appointment of municipal law enforcement officers for the purposes of enforcing parking on private property contrary to the by-laws of The Corporation of the Township of West Lincoln	Director, Legal and Legislative Services	Authority to appoint or rescind the appointment of municipal law enforcement officers for the purposes of enforcing parking on private property contrary to the by-laws of The Corporation of the Township of West Lincoln

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

DRAINAGE BY-LAW NO. 2025-64

Drainage Act, R.S.O. 1990

**BEING A BY-LAW TO PROVIDE FOR A
DRAINAGE WORKS IN THE TOWNSHIP OF
WEST LINCOLN, REGION OF NIAGARA,
KNOWN AS THE MILL CREEK DRAIN BE
DEEMED NOT REQUIRED**

WHEREAS the Council of the Township of West Lincoln, in the Region of Niagara, in accordance with the provisions of Section 4 of the Drainage Act, R.S.O. 1990, has appointed an engineer to prepare a report for the improvement of the drainage of lands and roads affected by the Mill Creek Drain which Report is attached as Schedule "A" and forms part of this By-law, for lands described as:

**Parts of Lots 26 and 27, Concession BF
Township of West Lincoln**

AND WHEREAS the estimated total cost of constructing the drainage work is \$137,376.00

AND WHEREAS \$137,376.00 is the amount being assessed in the Township of West Lincoln, in the Region of Niagara, for the construction of the drainage works; and

NOW THEREFORE, the Council of the Corporation of the Township of West Lincoln, under the Drainage Act, enacts as follows:

The Corporation may issue debentures for the amount borrowed less the total amount of,

1. The Engineer's report dated May 27, 2025, and attached hereto as Schedule A is hereby adopted and the drainage works as therein indicated.
2. The Corporation may issue debentures for the amount borrowed less the total amount of,
 - a. commuted payments made in respect of lands and roads assessed within the Municipality;
 - b. moneys paid under subsection 61(3) of the Act; and
 - c. moneys assessed in and payable by another municipality,

and such debentures shall be made payable within five years from the date of the debentures and shall bear interest at a rate not higher than the rate charged by Ministry of Agriculture, Food and Agribusiness on the date of sale of such debentures."

3. Section 40 of the Drainage Act, R.S.O. 1990 states:
Where the Engineer finds that a drainage works is not required or is impractical, or cannot be constructed under this Act, he shall forthwith file with the Clerk of the initiating Municipality a report to that effect, stating his reasons therefore, the amount of his fees and other charges and by whom they shall be paid, and clerk shall forthwith send a notice of the filing of such report by prepaid mail, to all persons who signed the petition or requisition as the case maybe, and the matter shall not be further proceeded with unless the decision of the engineer is reversed.
4. A special amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and as the same time as other

taxes are collected in each year for five years after the passing of this by-law.

5. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
6. All assessments of \$50.00 or less shall be payable by the Municipality from the general funds of the Municipality.
7. This By-law comes into force on the passing thereof and may be cited as "Mill Creek Drain"

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
28 DAY OF OCTOBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK



May 27, 2025

Via: E-Mail

Justin Paylove, Clerk
Township of West Lincoln
318 Canborough Street
Smithville, ON L0R 2A0

Dear Justin:

**Re: Mill Creek Municipal Drain Improvement
Section 40 Report
Project No.: 300051132.0000**

In accordance with the Landowner's request to end the process, as discussed with municipal staff and your report dated September 16, 2024, outlining Council's support to prepare a report under Section 40 of the Drainage Act, R.S.O. 1990, we hereby submit this report which includes the summary of costs to date and a schedule outlining by whom they shall be paid.

The following timeline describes the correspondence, project milestones, and meetings held with landowners, municipal staff, and representatives from reviewing agencies including both the Niagara Peninsula Conservation Authority (NPCA) and Fisheries and Oceans Canada (DFO).

- The petition dated September 26, 2019, was submitted by Frank Svob, owner of F. Svob (Roll No. 006-140-00) & Frank Svob Farms Ltd (Roll No. 006-153-00) properties, consisting of Part of Lots 26 & 27, Concession BF in the Township of West Lincoln (Geographic Township of Gainsborough), in the Regional Municipality of Niagara.
- Letter of appointment dated December 17, 2019, to prepare a preliminary report in accordance with Sections 4 and 10 of the Drainage Act, R.S.O 1990 to investigate drainage issues on the properties of the petitioners.
- On-Site meeting No. 1 was held August 6, 2020, on Wiley Road.

Table 1: On-Site Meeting No. 1 – Attendees who signed the attendance sheet.

Name	Position	Roll No.
Frank Svob	Petitioning Landowner	(006-140-00 & 006-153-00)
Paul & Virginia Burt	Landowner	(006-003-00)
Nick Misdorp	Landowner	(006-152-00)
Art & Rick Wiley	Landowner	(006-154-00 & 006-155-00)
Scott Shedden	Landowner	(006-039-00)
Jason Beamer	Landowner	Multiple properties
Mike Vahrmeyer	Landowner	-
Danielle Anders	Drainage Superintendent	GEI Consultants (GEI)
Nathan D'Souza	-	GEI
Ray Vachon	Manager, Capital Design Delivery	Township of West Lincoln
Sid Vander Veen	Project Engineer	R.J. Burnside & Associates Limited (Burnside)
Ed DeLay	Project Engineer	Burnside

- Preliminary site investigation and limited topographic survey was completed (Winter and Spring 2020).
- Species at risk (SAR) screening investigation (February 2021).
- A Preliminary Report dated April 14, 2021, was submitted to the Township and is available upon request.
- On May 31, 2021, the Preliminary Report was considered by Council. Council voted to proceed to a Final Report.
- Additional field survey (September 2021).
- On September 7, 2022, a virtual information meeting was held to receive feedback from the affected stakeholders.

Table 2: Information Meeting No. 1 (Virtual) – Attendees who signed the attendance sheet

Name	Position	Roll No.
Frank Svob	Petitioning Landowner	(006-140-00 & 006-153-00)
Mike DiPaola	Director, Infrastructure	Township of West Lincoln
Ray Vachon	Manager, Capital Design Delivery	Township of West Lincoln
Sid Vander Veen	Project Engineer	Burnside
Ed DeLay	Project Engineer	Burnside

- Site meeting with Rick Wiley to discuss the municipal drain and design options (June 2023).
- Field survey of new channel on the Wiley property (Roll No's. 006-154-00 & 006-155-00) (June 2023).
- Field verification of watershed (November 2023).
- Ongoing coordination throughout the project with landowners and Township staff, primarily Rick Wiley, Frank Svob, and Ray Vachon of the Township of West Lincoln.

- A second information meeting with the affected landowners was held in Council Chambers (July 17, 2024). An overview of the preliminary design and proposed improvement was presented to the stakeholders in attendance. A copy of the presentation is available upon request.

Table 3: Information Meeting No. 2 – Attendees who signed the attendance sheet.

Name	Position	Roll No.
Frank Svob	Petitioning Landowner	(006-140-00 & 006-153-00)
Jeanne May	Landowner	(006-239-00)
Terry & Rhonda Reece	Landowner	(006-137-01)
Trevor & Elizabeth Price	Landowner	(006-162-00)
Jason & Jody Beamer	Landowner	Multiple properties
Scott Shedden	Landowner	(006-039-00)
Debra Sims & Harold Wrigley	Landowner	(006-244-05)
David Gillies	Representative	(006-138-00)
Danielle Anders	Drainage Superintendent	GEI
Ray Vachon	Manager, Capital Design Delivery	Township of West Lincoln
Chris Thompson	Engineering Assistant	Burnside
Sid Vander Veen	Project Engineer	Burnside
Ed DeLay	Project Engineer	Burnside

- A letter request to staff from Mr. Svob to stop the drainage process (August 2024) and subsequent letter of support for a Section 40 report received from the Township of West Lincoln Council (September 2024).

We have included a copy of the preliminary drawings that were prepared for the information meeting held in July 2024 for future reference.

Section 40 of the Drainage Act, R.S.O. 1990 states:

Where the engineer finds that a drainage works is not required or is impractical, or cannot be constructed under this Act, he shall forthwith file with the clerk of the initiating Municipality a report to that effect, stating his reasons therefore, the amount of his fees and other charges and by whom they shall be paid, and the clerk shall forthwith send a notice of the filing of such report, by prepaid mail, to all persons who signed the petition or requisition, as the case may be, and the matter shall not be further proceeded with unless the decision of the engineer is reversed on appeal.

The Petitioner that indicated the need for increased drainage capacity now wishes to end the process under the Act. The Petitioner has received the preliminary design and cost estimates provided and indicated that they feel it is cost prohibitive to continue the process and that the drain is no longer required. Other landowners have indicated they are content with the current system and there is no need for increased capacity or overall improvement of the watercourse from its current state.

Therefore, we have deemed that the drain is no longer required at this time.

The drain costs to date are approximately \$135,000.00 (\$137,376.00 including net HST) and include the engineering fees to date.

As such, in accordance with Section 40, we direct that the drain costs to date (after the HST rebate) be borne by the following parties as outlined in the attached schedule of assessment.

The assessment is based on the length of drain investigated on each property and for investigations regarding the design of the proposed improvements to the channel, crossings, and channel relocation.

- (35%) to the petitioning landowner Frank Svob property (Roll No. 006-140-00).
- (22%) to the petitioning landowner Frank Svob Farms Ltd. property (Roll No. 006-153-00).
- (15%) to the Town of West Lincoln (Wiley Road), regarding three culvert investigations.
- (5%) to the Town of West Lincoln (East Chippawa Road), regarding one culvert investigation.
- (5%) to the Regional Municipality of Niagara (Regional Road 24 – Victoria Avenue), regarding channel improvement, and R.O.W. property investigation.
- (1%) to the Arthur & Rick Wiley property (Roll No. 006-154-00), regarding site meetings, investigations, and design of channel improvement.
- (5%) to the Arthur & Rick Wiley property (Roll No. 006-155-00), regarding site meetings, investigations, and design of channel improvement.
- (1%) to the Thomas & Sung Inc. property (Roll No. 006-117-00), regarding design, crossing, and channel improvement investigation.
- (1%) to the John & Lorraine Juhasz property (Roll No. 006-138-00), regarding design, crossing, and channel improvement investigation.
- (1%) to the Thomas & Sung Inc. property (Roll No. 018-128-00), regarding design, crossing, and channel improvement investigation.
- (1%) to the Town of Pelham Unopened ROW (South of Regional Road 24), regarding design, crossing, and channel improvement investigation.
- (8%) to all properties in the watershed based on equivalent areas as shown in the attached assessment schedule. This amount is based on the investigation and preparation of the contributing watershed and landowner correspondence.

Per the Agricultural Drainage Infrastructure Program guidelines, the cost of preparation for reports under Section 40 are not eligible for grants.

A notice of the filing of this report and a copy of this report should be forwarded to all the assessed properties at your earliest convenience.

Should you have any questions or if we can be of any further assistance in the meantime, please contact us.

Yours truly,

R.J. Burnside & Associates Limited


Edward M. DeLay, M.Eng., P.Eng.
Water Resources Engineer
EMD:cvh


Chris Thompson, EIT
Engineering Assistant

Enclosures: 1. Schedule of assessment for final project costs.
2. Detailed Watershed Plan from information Meeting No. 2 (July 2024).
3. Drawing set from information Meeting No. 2 (July 2024).

cc: Ray Vachon, C.E.T., Township of West Lincoln, (Via: E-Mail).
Danielle Anders, Drainage Superintendent, Township of West Lincoln, (Via: E-Mail).

051132 Mill Creek MD - Section 40 Report
27/05/2025 1:55 PM

Project: Mill Creek Municipal Drain
 Date: May-25

 Township: West Lincoln
 Project #: 300051132

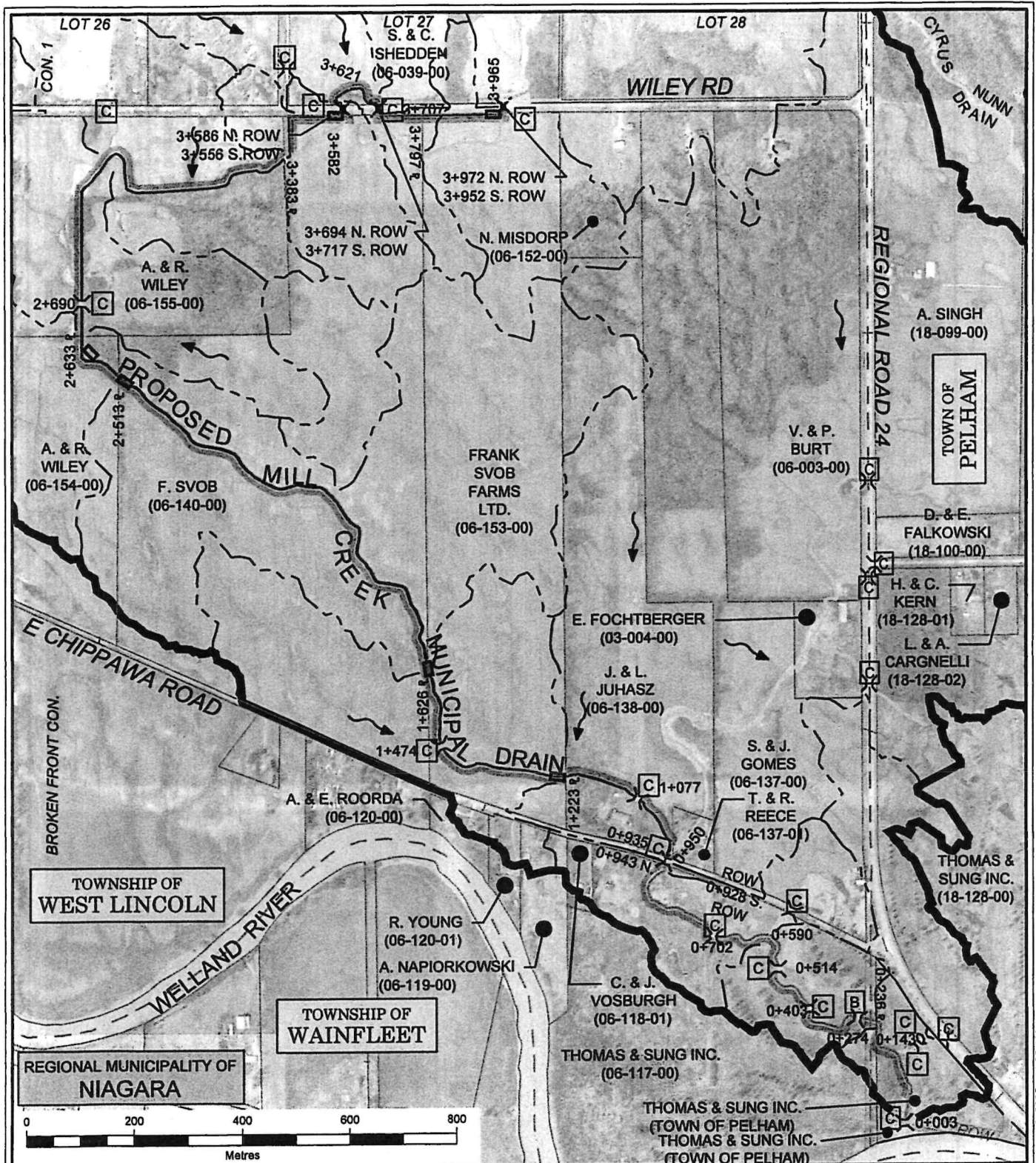
Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	W3 Plan No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Specific Assessment (%)	Specific Assessment (\$)	Watershed Assessment (\$)	Total Assessment (\$)
			Lands								
	TOWNSHIP OF WEST LINCOLN										
BFC	PL 28	F	P. & V. Burt	(000-003-00)		23.61	18.03		\$ -	\$ 262.51	\$ 262.51
BFC	PL 28	F	E. Fochberger	(000-004-00)		2.28	1.82		\$ -	\$ 20.50	\$ 20.50
1	PL 28	*	R. & D. Mikolajsek	(000-009-00)	8	0.27	0.40		\$ -	\$ 5.85	\$ 5.85
1	PL 28	F	L. & R. Snippe	(000-012-00)		29.43	25.11		\$ -	\$ 305.01	\$ 305.01
1	PL 28	F	E. & M. Rosinski	(000-013-00)		11.31	8.37		\$ -	\$ 121.89	\$ 121.89
2	PL 28	F	C. Talaris	(000-014-00)		11.30	10.01		\$ -	\$ 145.74	\$ 145.74
2	PL 28	*	R. & D. Bauer	(000-017-00)	25	0.02	0.03		\$ -	\$ 0.39	\$ 0.39
2	PL 28	*	J. & J. De Ruiter	(000-020-00)	35	0.05	0.07		\$ -	\$ 1.05	\$ 1.05
2	PL 28	*	I. & H. Konvemaker	(000-021-00)	30	0.09	0.14		\$ -	\$ 2.03	\$ 2.03
2	PL 28	*	K. Tunball	(000-022-00)	37	0.09	0.14		\$ -	\$ 2.03	\$ 2.03
2	PL 28	*	K. & T. Langendoen	(000-023-00)	38	0.09	0.14		\$ -	\$ 1.97	\$ 1.97
2	PL 28	*	J. DeRoos	(000-024-00)	39	0.28	0.41		\$ -	\$ 6.03	\$ 6.03
2	PL 27 & 28	F	A. Mulr - Lampman	(000-029-00)		5.27	3.10		\$ -	\$ 48.01	\$ 48.01
1	PL 27	F	S. & C. Shedden	(000-039-00)		40.80	38.01		\$ -	\$ 524.34	\$ 524.34
1	PL 28	*	K. & J. Adams	(000-042-00)		4.74	3.90		\$ -	\$ 50.70	\$ 50.70
1	PL 25	F	J. & J. Deamer	(000-057-00)		13.01	13.01		\$ -	\$ 189.41	\$ 189.41
1	PL 25	F	Deamer Farms Inc.	(000-058-00)		17.05	17.05		\$ -	\$ 248.24	\$ 248.24
1	PL 25	F	J. Deamer	(000-059-00)		19.91	18.91		\$ -	\$ 289.87	\$ 289.87
1	PL 25	F	Deamer Farms Inc.	(000-060-00)		16.44	16.44		\$ -	\$ 239.33	\$ 239.33
1	PL 25	*	P. & L. Vogel	(000-001-00)	10	0.31	0.43		\$ -	\$ 6.19	\$ 6.19
1	PL 25	*	A. & T. Koopman	(000-001-05)	11	0.10	0.29		\$ -	\$ 4.15	\$ 4.15
2	PL 25	F	L. & K. Slack	(000-009-00)		0.18	0.18		\$ -	\$ 2.60	\$ 2.60
BFC	PL 28	*	Thomas & Sung Inc.	(000-117-00)		11.35	9.21	1.0%	\$ 1,373.78	\$ 134.15	\$ 1,507.91
BFC	PL 28	*	C. & J. Vosburgh	(000-118-01)	3	0.47	0.70		\$ -	\$ 10.10	\$ 10.10
BFC	PL 27	*	A. Napierkowski	(000-110-00)		0.85	0.98		\$ -	\$ 14.22	\$ 14.22
BFC	PL 27	*	A. & E. Roorda	(000-120-00)	1	0.36	0.54		\$ -	\$ 7.93	\$ 7.93
BFC	PL 27	*	R. Young	(000-120-01)	2	0.42	0.62		\$ -	\$ 9.06	\$ 9.06
BFC	PL 27	*	D. Matthews	(000-121-01)		0.27	0.40		\$ -	\$ 5.83	\$ 5.83
BFC	PL 28	F	S. & J. Gomes	(000-137-00)		26.69	22.17		\$ -	\$ 322.78	\$ 322.78
BFC	PL 28	*	T. & R. Reace	(000-137-01)	4	0.70	1.05		\$ -	\$ 15.29	\$ 15.29
BFC	PL 28	F	J. & L. Juhasz	(000-138-00)		21.72	20.80	1.0%	\$ 1,373.78	\$ 302.93	\$ 1,676.69
BFC	PL 28 & 27	F	F. Svob	(000-140-00)		49.29	48.88	35.0%	\$ 48,081.00	\$ 711.79	\$ 48,793.39
BFC	PL 28	*	N. Misdorp	(000-152-00)		4.04	3.23		\$ -	\$ 47.01	\$ 47.01
BFC	PL 28	F	Frank Svob Farms Ltd.	(000-153-00)		32.84	32.84	22.0%	\$ 30,222.72	\$ 478.10	\$ 30,700.91
BFC	PL 28	F	A. & R. Wiley	(000-154-00)		8.13	7.91	1.0%	\$ 1,373.78	\$ 115.10	\$ 1,488.92
BFC	PL 25 & 28	F	A. & R. Wiley	(000-155-00)		31.84	28.48	5.0%	\$ 8,808.00	\$ 414.73	\$ 7,283.53
BFC	PL 25	F	G. Wiley & J. Wiley	(000-155-05)		4.53	2.72		\$ -	\$ 39.54	\$ 39.54
BFC	PL 25	*	O. & E. Wiley	(000-155-10)	7	0.37	0.50		\$ -	\$ 8.08	\$ 8.08
1	PL 20	F	M. & E. Vahrmeyer	(000-181-00)		15.17	12.40		\$ -	\$ 181.40	\$ 181.40
1	PL 20	F	E. & T. Price	(000-182-00)		21.08	21.08		\$ -	\$ 308.98	\$ 308.98
1	PL 27	*	F. & J. Olesuk	(000-180-00)	12	0.96	0.99		\$ -	\$ 14.37	\$ 14.37
1	PL 27	F	J. Deamer	(000-180-10)		48.21	37.01		\$ -	\$ 547.07	\$ 547.07
1	PL 28	F	M. & W. Hoeksma	(000-188-00)		20.30	20.33		\$ -	\$ 296.00	\$ 296.00
1	PL 28	F	Deamer Family Holdings	(000-189-00)		21.20	21.20		\$ -	\$ 308.05	\$ 308.05
2	PL 28	*	J. Bauer	(000-203-00)	24	0.08	0.11		\$ -	\$ 1.84	\$ 1.84
2	PL 28	*	M. Montgomery-Dykstra	(000-204-00)	23	0.22	0.32		\$ -	\$ 4.72	\$ 4.72
2	PL 28	*	C. Beaudoin	(000-206-00)	22	0.12	0.18		\$ -	\$ 2.50	\$ 2.50
2	PL 27 & 28	F	J. Delhaan	(000-207-00)		14.22	14.97		\$ -	\$ 218.01	\$ 218.01
2	PL 27	F	L. & D. Schumacher	(000-207-01)		6.86	7.25		\$ -	\$ 105.61	\$ 105.61
2	PL 28	*	B. & M. Egarter	(000-207-10)	21	0.43	0.65		\$ -	\$ 9.40	\$ 9.40
2	PL 28	*	R. & C. Sleight	(000-207-20)	20	0.43	0.65		\$ -	\$ 9.40	\$ 9.40
2	PL 28	*	S. Hyder	(000-207-30)	19	0.43	0.65		\$ -	\$ 9.40	\$ 9.40
2	PL 28	*	D. & C. McCluskey	(000-207-40)	18	0.43	0.65		\$ -	\$ 9.40	\$ 9.40
2	PL 27	F	D. Scott	(000-208-00)		4.33	3.15		\$ -	\$ 45.81	\$ 45.81
2	PL 28	F	D. Boverhof	(000-209-00)		8.58	8.72		\$ -	\$ 127.02	\$ 127.02
2	PL 28	F	J. & T. Ball	(000-210-00)		3.48	3.09		\$ -	\$ 44.93	\$ 44.93
2	PL 25 & 28	F	D. & M. Wall	(000-210-01)		0.24	0.23		\$ -	\$ 90.72	\$ 90.72
2	PL 25	*	R. & L. Hunter	(000-212-00)	10	0.50	0.76		\$ -	\$ 11.00	\$ 11.00
2	PL 25	*	D. & S. Francalanza	(000-213-00)	15	0.29	0.44		\$ -	\$ 0.42	\$ 0.42
2	PL 25	*	L. & C. Williams	(000-214-00)	14	0.30	0.41		\$ -	\$ 5.92	\$ 5.92
2	PL 25	*	M. & E. Rice	(000-215-00)	13	0.13	0.20		\$ -	\$ 2.93	\$ 2.93
2	PL 28	*	M. & R. Forestell	(000-230-00)	34	0.12	0.19		\$ -	\$ 2.71	\$ 2.71
2	PL 28	*	R. Bauer & N. Vaughan	(000-231-00)	33	0.16	0.27		\$ -	\$ 3.95	\$ 3.95
SFR	PL Lot 5	*	M. & J. Filikama	(000-232-00)		0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	J. & S. Berry	(000-233-00)	32	0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	D. Powell & S. Green	(000-234-00)	31	0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	D. Anger & C. Farkas	(000-235-00)	30	0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	H. Burns	(000-236-00)	29	0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	O. Scholman	(000-237-00)	28	0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	S. & K. DeVries	(000-238-00)	27	0.22	0.33		\$ -	\$ 4.70	\$ 4.70
2	PL 28	*	G. & A. Baxter	(000-238-01)	26	0.50	0.88		\$ -	\$ 12.78	\$ 12.78
2	PL 27 & 28	F	J. May	(000-239-00)		27.72	20.10		\$ -	\$ 293.53	\$ 293.53
2	PL 27	F	D. & C. Rennie	(000-240-00)		25.80	23.00		\$ -	\$ 344.59	\$ 344.59
2	PL 28	F	K. Macsporrans	(000-242-00)		28.13	22.27		\$ -	\$ 324.27	\$ 324.27
2	PL 28	F	B. & S. Nicholls	(000-243-00)		8.58	8.03		\$ -	\$ 118.89	\$ 118.89
2	PL 25 & 28	F	B. Langley	(000-244-00)		14.50	11.42		\$ -	\$ 160.32	\$ 160.32
2	PL 28	*	D. Sims	(000-244-05)	17	0.79	1.19		\$ -	\$ 17.26	\$ 17.26
2	PL 28	F	M. & V. Metzke	(000-282-00)		8.13	5.73		\$ -	\$ 83.45	\$ 83.45
LANDS - TOWNSHIP OF WEST LINCOLN						872.11	814.20	65.0%	\$ 89,294.40	\$ 8,944.86	\$ 98,239.26

Project: Mill Creek Municipal Drain
Date: May-25

Township: West Lincoln
Project #: 300051132

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	WS Plan No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Specific Assessment (%)	Specific Assessment (\$)	Watershed Assessment (\$)	Total Assessment (\$)
TOWN OF PELHAM											
12	Pl. 20	*	A. Singh	(018-099-00)		22.98	23.33		\$ -	\$ 339.70	\$ 339.70
12	Pl. 19	*	OWNER	(018-099-02)		3.87	3.87		\$ -	\$ 58.35	\$ 58.35
12	Pl. 20	*	D. & E. Falkowski	(018-100-00)		2.10	2.52		\$ -	\$ 36.68	\$ 36.68
13 & 14	Pt. 20 & 19	*	Thomas & Sung Inc.	(018-128-00)		20.21	16.69	1.0%	\$ 1,373.76	\$ 243.08	\$ 1,616.84
13	Pl. 20	*	H. & C. Kern	(018-128-01)	5	0.81	1.21		\$ -	\$ 17.67	\$ 17.67
13	Pl. 20	*	L. & A. Cargnelli	(018-128-02)	6	0.81	1.21		\$ -	\$ 17.67	\$ 17.67
LANDS - TOWN OF PELHAM						50.78	48.84	1.0%	\$ 1,373.76	\$ 711.15	\$ 2,084.91
TOTAL ON LANDS						722.89	663.13	66.0%	\$ 90,668.16	\$ 9,656.01	\$ 100,324.17
Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	WS Plan No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Specific Assessment (%)	Specific Assessment (\$)	Watershed Assessment (\$)	Total Assessment (\$)
TOWNSHIP OF WEST LINCOLN											
			Roads								
East Chippawa Road				R		1.71	5.14	5.0%	\$ 8,668.80	\$ 74.83	\$ 6,943.63
Wiley Road				R		3.67	14.68	15.0%	\$ 20,606.40	\$ 213.76	\$ 20,820.16
Concession Road 1				R		3.28	9.83		\$ -	\$ 143.20	\$ 143.20
Canborough Road				R		3.04	12.17		\$ -	\$ 177.18	\$ 177.18
Sheddon Road				R		3.16	12.66		\$ -	\$ 184.29	\$ 184.29
Vaughan Road (Unopened)				R		0.60	1.81		\$ -	\$ 26.34	\$ 26.34
ROADS - TOWNSHIP OF WEST LINCOLN						15.47	56.29	20.0%	\$ 27,475.20	\$ 619.59	\$ 28,294.79
TOWN OF PELHAM											
Chanter Road				R		0.70	2.79		\$ -	\$ 40.65	\$ 40.65
Unopened ROW (South of Chanter Road)				R		0.46	0.27		\$ -	\$ 3.98	\$ 3.98
Unopened ROW (North of Chanter Road)				R		1.15	0.69		\$ -	\$ 10.07	\$ 10.07
Unopened ROW (South of Regional Road 24)				R		0.08	0.08	1.0%	\$ 1,373.76	\$ 1.16	\$ 1,374.92
ROADS - TOWN OF PELHAM						2.39	3.84	1.0%	\$ 1,373.76	\$ 55.87	\$ 1,429.63
REGION OF NIAGARA											
Regional Road 24 (Victoria Avenue)				R		6.30	31.50	5.0%	\$ 8,668.80	\$ 458.61	\$ 7,327.41
ROADS - REGION OF NIAGARA						6.30	31.50	5.0%	\$ 8,668.80	\$ 458.61	\$ 7,327.41
TOTAL ON ROADS						24.16	91.62	26.0%	\$ 35,717.76	\$ 1,334.07	\$ 37,051.83
ALL LANDS AND ROADS						747.04	754.75	92.0%	\$ 126,385.92	\$ 10,990.08	\$ 137,376.00

- Notes:
- (1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without ("N"), based on ADIP grant eligibility.
 - (2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFA grant, under ADIP policies as eligibility has not been confirmed as part of the preparation of this report.
 - (3) The NET Assessment includes the total estimated property assessment, less both applicable ADIP grant and allowances.
 - (4) Per the Agricultural Drainage Infrastructure Program guidelines, the cost of preparation for reports under Section 40 are not eligible for grants.



LEGEND

- WATERSHED BOUNDARY
- SUB-WATERSHED BOUNDARY
- PROPOSED OPEN DRAIN
- EXISTING OPEN DRAIN
- EXISTING CLOSED DRAIN
- OVERLAND FLOW DIRECTION
- EXISTING CULVERT



449 Josephine St., P.O. Box 10, Wingham, Ontario, N0G 2W0
telephone (519) 357-1521 fax (519) 357-3624

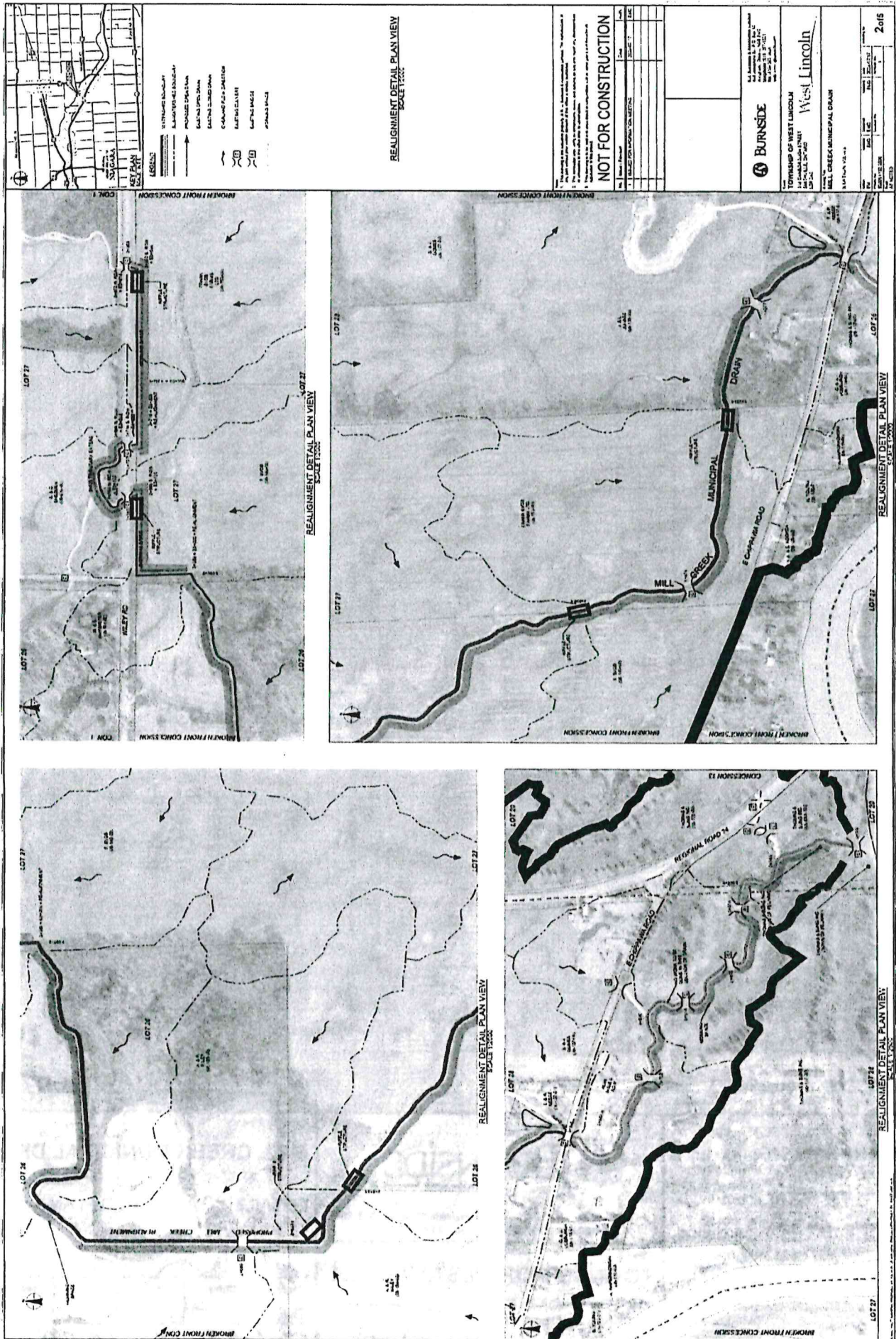
Client
TOWNSHIP OF WEST LINCOLN
318 CANBOROUGH STREET
SMITHVILLE, ONTARIO
L0R 2A0

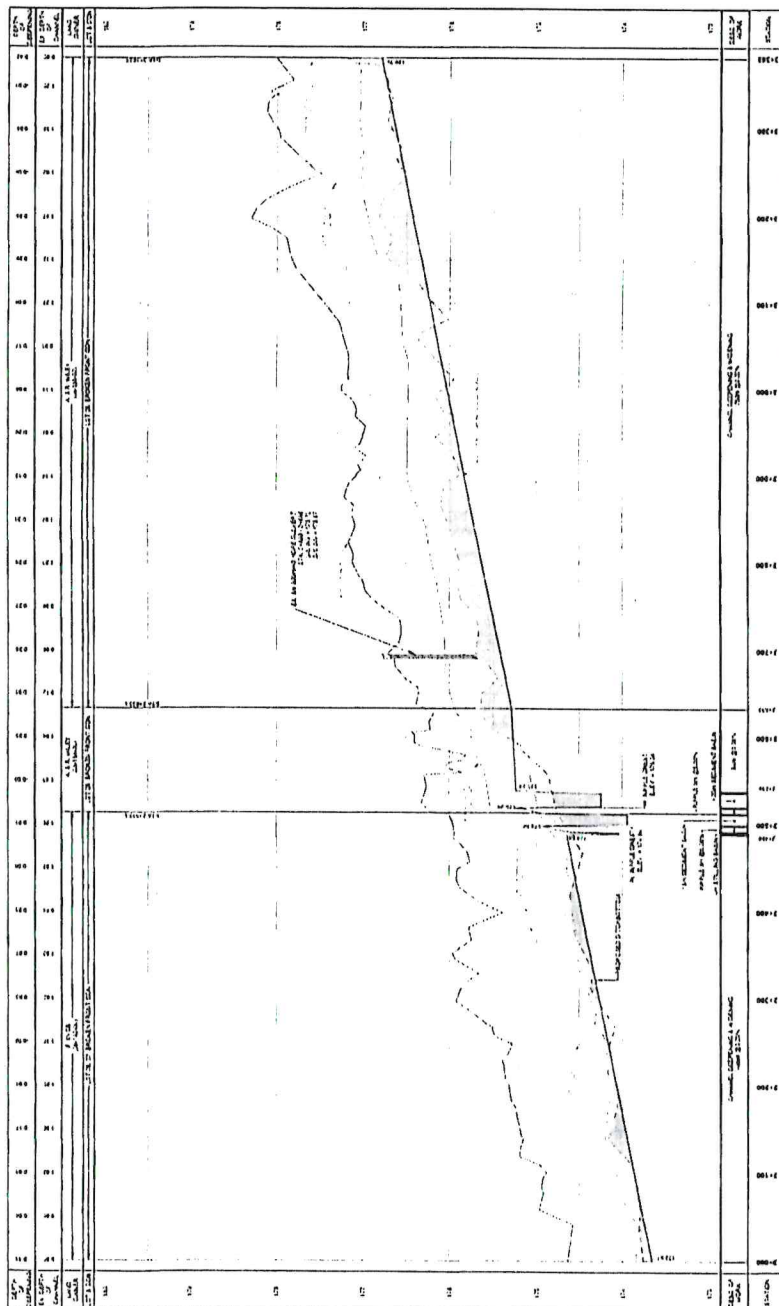
West Lincoln

Drawing Title

MILL CREEK MUNICIPAL DRAIN
DETAILED WATERSHED PLAN

Drawn	Checked	Date	Drawing No. 1 of 5
EM	EMD	2024/07/17	
Scale	Project No.		
1:10,000	300051132.0000		





NOT FOR CONSTRUCTION

BURNSIDE

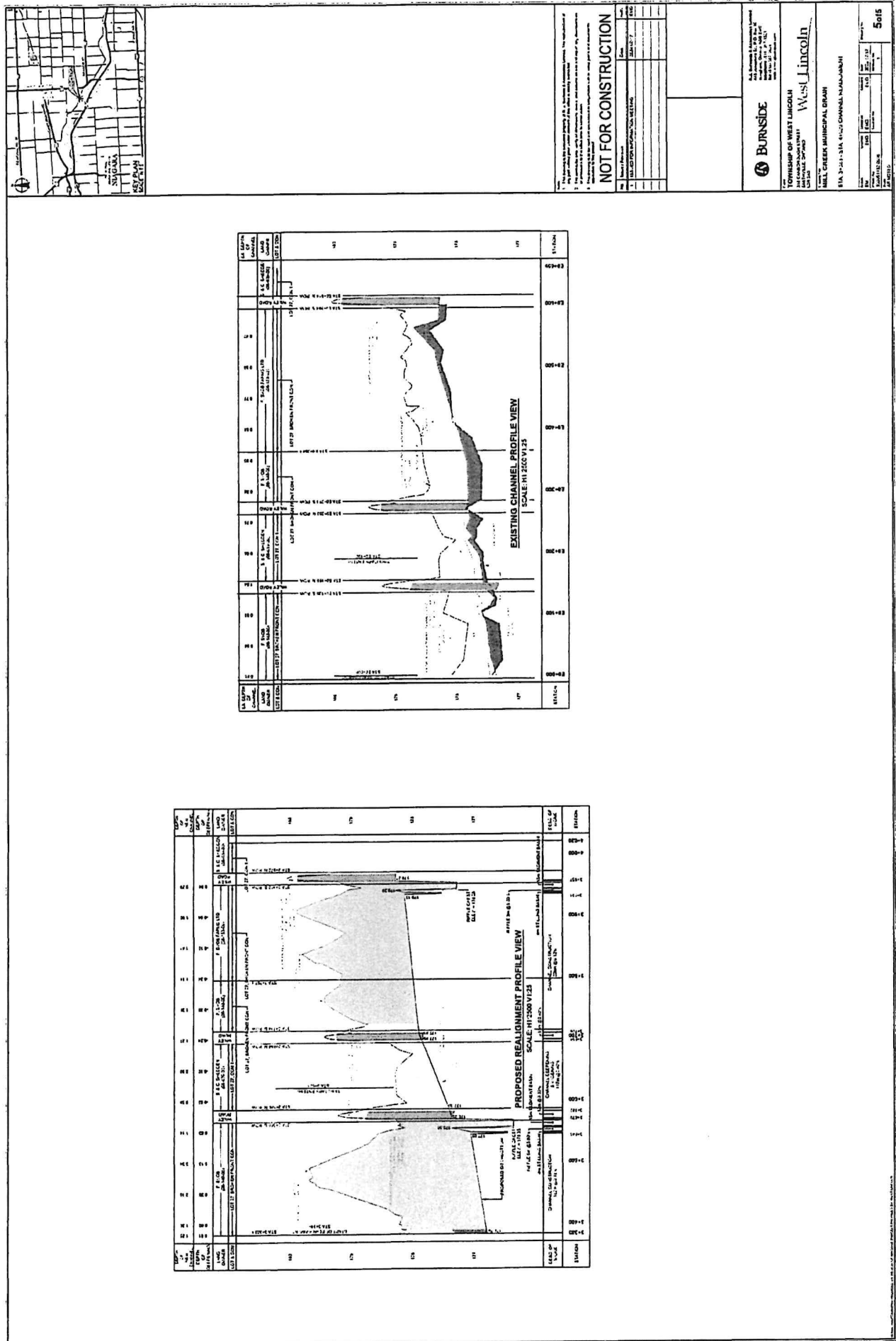
TOWNSHIP OF WEST LINCOLN
 14000 140th Street
 Burnside, Saskatchewan
 S0A 1A0
 Tel: 306-461-2222

West Lincoln

MILL CREEK MUNICIPAL DRUM

TEL: 306-536-3374, P: 311 DONNA M. PETERLIS

Name		Address		City		Province		Country		Zip		Phone		Fax		E-mail		Web		Notes	
1	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
2	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
3	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
4	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
5	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
6	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
7	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
8	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
9	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									
10	Mr. & Mrs. [Name]	[Address]	[Address]	[City]	[Province]	[Country]	[Zip]	[Phone]	[Fax]	[E-mail]	[Web]	[Notes]									



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-65

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

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

AND WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(3) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

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

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

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

1. That the actions of the Council at its regular meeting of October 28, 2025 in respect of which recommendations contained in the reports of the committees considered at each meeting and in respect of each motion, resolution and other action taken by the Council at its meeting are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned minutes or with respect to the exercise of any powers by the Council in the above mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the proper officers of the Corporation of the Township of West Lincoln are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, Clerk, and/or the Administrator are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of West Lincoln and to affix thereto the corporate seal of the Corporation of the Township of West Lincoln.
4. That this By-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
28 DAY OF OCTOBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK