



TOWNSHIP OF WEST LINCOLN
ALL COMMITTEES MEETING (INCLUDING PUBLIC MEETINGS)
AGENDA

MEETING NO. SIXTEEN

Monday, December 8, 2025, 5:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Pages

1. CHAIR - Mayor Cheryl Ganann

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. CONFIDENTIAL MATTERS

RECOMMENDATION:

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

3.1 Jason W. Reynar,

Re: Annual Legal File Update

Applicable closed session exemption(s):

- Advice subject to Solicitor-Client privilege; and,
- Litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board.

3.1 General Counsel(Jason Reynar, Lerner LLP) and Director, Legal and Legislative Services (Jessica Dyson)
Re: Confidential Information Report LLS-14-2025 – Year End Legal Matters Update 2025

4. DISCLOSURE OF CONFIDENTIAL MATTERS

5. CHANGE IN ORDER OF ITEMS ON AGENDA

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

7. APPOINTMENTS

There are no appointments

8. 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.

9. PUBLIC MEETING(S)

9.1 Proposed Amendment to the fees and and Charges By-law for 2026 and the intent to pass an associated By-law.

In accordance with the Building Code Act, S.O. 1992 Section 7 and The Municipal Act, 2001, the Township of West Lincoln gives notice it will hold a Public Meeting in relation to new building fees and charges for 2026 and the intent to pass an associated by-law

9.2 4421 and 4373 Regional Road 20, Concession 4 Part Lot 19 and Concession 4 Part Lot 20, File No: 1601-11-2025

An Application was submitted to fulfill conditions of consent related to Consent File No. B082025WL to rezone Parcel 1 from Agriculture (A) Zone to a site-specific Rural Residential (RuR) Zone. The site-specific provision request is to permit the use of the existing semi-detached dwelling. Additionally, this application seeks to rezone Parcel 2 from Agriculture (A) Zone to a site-specific Rural Residential (RuR) Zone. The site-specific provision request is to increase the maximum ground floor area of an existing accessory building from 120 square metres to 350 square metres.

9.3 3750 Concession 1 Road, Concession 1 Part Lot 26, Former Township of Gainsborough File No. 1601-010-2025

An application was submitted to fulfill Conditions of Consent related to

Consent File No. B07/2025WLis to rezone 3750 Concession 1 Road from Agriculture (A) Zone to a site-specific Rural Residential (RuR) Zone for Part 1 (severed parcel) with the single detached dwelling. The site-specific provision request is to permit the use of the existing single detached dwelling with a reduced front yard setback of 9.12 metres. Additionally, this application seeks to rezone Part 2 (retained agricultural lands) from Agriculture (A) Zone to a site-specific Agricultural Purposes Only (APO) Zone with a site-specific provision for a reduced lot area of 20.2 hectares.

10. STAFF REPORTS

10.1 Growth and Sustainability Committee

1. Director, Growth and Sustainability (Gerrit Boerema) and Chief Building Official (Ben Agro)
Re: Recommendation Report BLDG-12-2025 - Building Fees By-law Review and Proposed 2026 Fees

1

RECOMMENDATION:

1. That, Recommendation Report BLDG-12-2025 titled “Recommendation Report – 2025 Building Fees By-Law Review Report” dated December 8, 2025, be received; and,

2. That, the “Building Permit Fees Review”, as attached to this report, prepared by BMA Management Consulting, be accepted and approved; and,

3. That, Council direct Administration to implement all recommendations as outlined in the attached “Building Permit Fees Review”, and to include the new building permit fees in the Consolidated User Fees and Charges By-Law, for approval with an effective date of January 1, 2026.

2. Manager, Community Planning and Design (Susan Smyth) and Senior Planner (Robin Shugan)
Re: Recommendation Report PD-46-2025Zoning By-law Amendment Application for 4421 and 4373 Regional Road 20 (File No. 1601-011-25)

50

RECOMMENDATION:

1. That, Recommendation Report PD-46-2025, titled “Recommendation Report - Zoning By-law Amendment for 4421 and 4373 Regional Road 20 (File No. 1601-011-25)” dated December 8, 2025 be received; and,

2. That, the Application for the Zoning By-law Amendment File No. 1601-011-25 to rezone Parcel 1 from Agriculture (A) Zone to the site-specific Rural Residential Zone (RuR-252) and Parcel from Agriculture (A) Zone to the site-specific Rural Residential Zone (RuR-253) 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.

3.

Manager, Community Planning and Design (Susan Smyth)
Re: Recommendation Report PD-47-2025 – Zoning By-law Amendment Application (File No. 1601-010-25) for 3750 Concession 1 Road

69

RECOMMENDATION:

1.

That, Recommendation Report PD-47-2025, titled “Recommendation Report – Zoning By-law Amendment Application (File No. 1601-010-25) for 3750 Concession 1 Road”, dated December 8, 2025, be received; and,
2.

That, the Application for Zoning By-law Amendment File No. 1601-010-25 to rezone the severed parcel (Part 1) from Agricultural (A) Zone to a site-specific Rural Residential (RuR-250) Zone and the retained parcel (Part 2) from Agricultural (A) Zone to a site-specific Agricultural Purpose Only (APO-251) Zone be approved in accordance with the attached amending Zoning By-law and Schedule; and,
3.

That, Council authorizes the Mayor and Clerk to sign the necessary by-law.

4.

Chief Building Official (Ben Agro)
Re: Information Report BLDG-11-2025 - 2024 Building Department Annual Budget Report

81

RECOMMENDATION:

1.

That, Information Report BLDG-11-2025, titled “2024 Building Department Annual Budget Report”, dated December 8, 2025, be received.

5.

Manager, Community Planning and Design (Susan Smyth) and Director, Growth and Sustainability (Gerrit Boerema)
Re: Recommendation Report PD-44-2025 - Township Initiated House Keeping Amendments to Zoning By-law 2017-70, as amended

85

RECOMMENDATION:

1.

That, Recommendation Report PD-44-2025, titled “Recommendation Report – Township Initiated House Keeping Amendments to Zoning By-law 2017-70, as amended” (File 1601-012-25), be received; and,
2.

That, Administration be directed to conduct public consultation and prepare an Information Report and present at a future Public Meeting.

6. Director, Growth and Sustainability (Gerrit Boerema) 88
 Re: Information Report PD-49-2025 - Update on Provincial Legislation Changes – Bill 17, 56 and 60

RECOMMENDATION:

That, Information Report PD-49-2025 titled “Information Report, Update on Provincial Legislation Amendments – Bill 17, 56 and 60” dated December 8, 2025, be received.

7. Manager, Community Planning and Design (Susan Smyth) and Director, Growth and Sustainability (Gerrit Boerema) 93
 Re: Information Report PD-45-2025 – Status of Site Plan Approvals

RECOMMENDATION:

1. That, Information Report PD-45-2025 titled “Information Report – Status of Site Plan Approvals”, dated December 8, 2025, be received.

10.2 Community and Protective Services Committee

1. Director, Community and Protective Services (Cynthia Summers) 97
 Re: Recommendation Report CS-10-2025 - YMCA Partnership – 2026 March Break Camp – Fee Waiver

RECOMMENDATION:

1. That, Recommendation Report CS-10-2025 titled “YMCA Partnership – 2026 March Break Camp – Fee Waiver” dated November 17, 2025, be received; and,
 2. That, Council approves a fee waiver of \$1,740 to allow for the YMCA to provide March Break Programming at the West Lincoln Community Centre for 2026.

2. Fire Chief (Tim Hofsink) 100
 Re: Information Report WLFD-11-2025 - Monthly Update - November 2025

RECOMMENDATION:

1. That, Information Report WLFD-11-2025 titled “Monthly Update - November 2025”, dated December 8, 2025, be received.

11. COMMUNICATIONS

- 11.1 Councillor William Reilly
 Re: Sex Offender Registry

RECOMMENDATION:

WHEREAS the current provisions of Christopher’s Law (Sex Offender Registry), 2000, restrict access to the Ontario Sex Offender Registry to

law enforcement agencies, limiting public awareness of individuals convicted of sexual offences living within their communities;
AND WHEREAS public access to information about registered sex offenders can empower residents to take informed precautions to enhance community safety, particularly for vulnerable populations such as children;
AND WHEREAS transparency and access to information are key components of public safety policy, and a public version of the registry could balance safety and privacy;
AND WHEREAS there is growing concern regarding the revolving door justice system and the need for stronger measures to address repeat and high-risk offenders;
NOW THEREFORE BE IT RESOLVED that Council for Corporation of the Township of West Lincoln enacts as follows:

1. That Council formally request that the Government of Ontario amend Christopher’s Law (Sex Offender Registry), 2000, to permit public access to the Ontario Sex Offender Registry; and
2. That Council further request that the Government of Ontario:
3. Take action to end the revolving door justice system by strengthening bail laws and ensuring repeat offenders are kept off the streets;
4. Impose tougher sentencing for serious crimes, particularly those involving children; and
Strengthen and expand the Sex Offender Registry to include stronger monitoring, supervision, and restrictions for repeat and high-risk offenders; and
5. That a copy of this resolution be circulated to the Premier of Ontario, the Attorney General of Ontario, the Solicitor General of Ontario, all regional Members of Provincial Parliament, Niagara region municipalities and all Niagara MPP's.

11.2 Joint Accessibility Advisory Committee
Re: Minutes - November 13, 2025

105

RECOMMENDATION:

1. That, the minutes from the Joint Accessibility Advisory Committee dated November 13, 2025 be received.

12. OTHER BUSINESS

- 12.1 Members of Committee
- 12.2 Members of Council

13. NEW BUSINESS

14. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of ____p.m.

DATE: December 8, 2025

REPORT NO: BLDG-12-2025

SUBJECT: **Recommendation Report**
Building Fees By-law Review and Proposed 2026 Fees

CONTACT: Gerrit Boerema, Director, Growth and Sustainability
Ben Agro, Chief Building Official

OVERVIEW:

- BMA Management Consulting Inc. was retained by the Township to complete a review of the Building Permit Fee Schedule and to recommend new fees based on the operating costs of the Division.
- The Building Code Act requires that a Building fee by-law be amended publicly to charge permit fees such that the Building Division can operate self-sufficiently and not be a burden to the Township tax levy.
- Over the last few years the cost to operate the Building Division have exceeded the revenues it has generated through building permit fee collection, which has resulted in deficits that have impacted the Building Reserve.
- It is acknowledged that from time to time due to construction activity, the Building Division costs could exceed permit revenues or permit revenues could exceed operating costs in a given year, but overall, revenues are required to cover all of the Division al costs. In years when permit revenues exceed operating costs the surplus funds can be directed to a reserve account to be drawn on, to balance the Division budget in slower or more depressed economic times. Permit fees should be adjusted to reflect actual costs.
- The purpose of this report is to recommend Committee and Council, following the public meeting to approve the proposed changes to the Building Division's fees by-law that results from the BMA Review.
- Staff recommends that the by-law be passed such that the new fees take effect on January 1, 2026.

RECOMMENDATION:

1. That, Recommendation Report BLDG-12-2025 titled “Recommendation Report – 2025 Building Fees By-Law Review Report” dated December 8, 2025, be received; and,
2. That, the “Building Permit Fees Review”, as attached to this report, prepared by BMA Management Consulting, be accepted and approved; and,
3. That, Council direct Administration to implement all recommendations as outlined in the attached “Building Permit Fees Review”, and to include the new building permit fees in the Consolidated User Fees and Charges By-Law, for approval with an effective date of January 1, 2026.

ALIGNMENT TO STRATEGIC PLAN:

Theme

- **Champion strategic and responsible growth**
- **Advance organizational capacity and effectiveness**

BACKGROUND:

Building Permit Fees are permitted to be charged through the Ontario Building Code Act to cover all anticipated reasonable operational costs of the Building Division.

Building Division fees have not been increased as part of an operational Division review (with exception of annual inflationary increases) since 2022. The Building Permit Fees are intended to cover the direct and indirect cost of all operations of the Building Division as a self-sufficient unit and includes the concept of building a reserve account for surplus revenues (from the high construction activity years) to cover the costs of operating the building Division in the slower years as well. The Building Reserve reflects all Building Division financial information, inclusive of all revenues and expenditures, so the Building Division financial activity is appropriately segregated and tracked separate from the tax levy funded Divisions.

Building Division operational costs have been exceeding permit revenues due to limited development activity for the last 5 years or so and as a result, the reserve account is being depleted. Budgets are prepared based on a breakeven operating budget model, however we have now completed over 4 consecutive years of drawing on reserves to cover costs to maintain the day to day operations of the Division. As the Building Reserve continues to be depleted, there are insufficient funds to cover the Division’s operating costs, resulting in the tax levy funded cash balances effectively covering the shortfall in Building permit activity.

The recently completed Building Permit Fee Review by BMA Management Consulting Inc. Fee Review refines the Building Permit Fees and adjusts the areas where fees did not properly reflect all costs incurred to provide the underlying service.

Notice of the Public Meeting was advertised in the local paper on November 14, 2025 and

was also made available on the Township website on November 14, 2025.

CURRENT SITUATION:

It has now been determined that a further refinement of the building fee adjustments should help the Division cover current and future anticipated Division operational costs for a self-funded Division without reliance on other forms of funding.

The fee schedule included within the Building Permit Fee Review, as attached to this report, has been adjusted to reflect the various scales of fee adjustments. By doing this, as a comparison, fees will now generally be in line with other building fees from across Niagara.

FINANCIAL IMPLICATIONS:

If approved by Council, Administration recommends that the updated user fees and charges will be charged to ratepayers starting as of January 1, 2026. Given the majority of fees are presented with increases over the previously approved fees, this will result in increased revenue opportunities.

It is projected that the Building Division's 2025 year will experience an overall shortfall. This situation further confirms that the proposed adjustment to Building fees is warranted.

INTER-DEPARTMENTAL COMMENTS:

This report, together with the report completed by BMA as found attached, has been reviewed by the CAO, CBO, Director of Growth and Sustainability and the CFO/Director of Corporate Services.

CONCLUSION:

The purpose of this report is to advise Committee, Council, and the public of the proposed fee increase changes to the Building Division's fees and charges to take another step forward towards having a properly balanced Division budget. This recommendation report recommends that the proposed building permit fees be approved as found within the BMA report, as part of the Consolidated User Fees and Charges By-Law being presented to Council on December 15th, 2025.

SCHEDULE:

- A. BMA Management Consulting Inc. Building Fees Review Report

Prepared & Submitted by:

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

Ben Agro
Chief Building Official

Building Permit Fees Review Town of West Lincoln

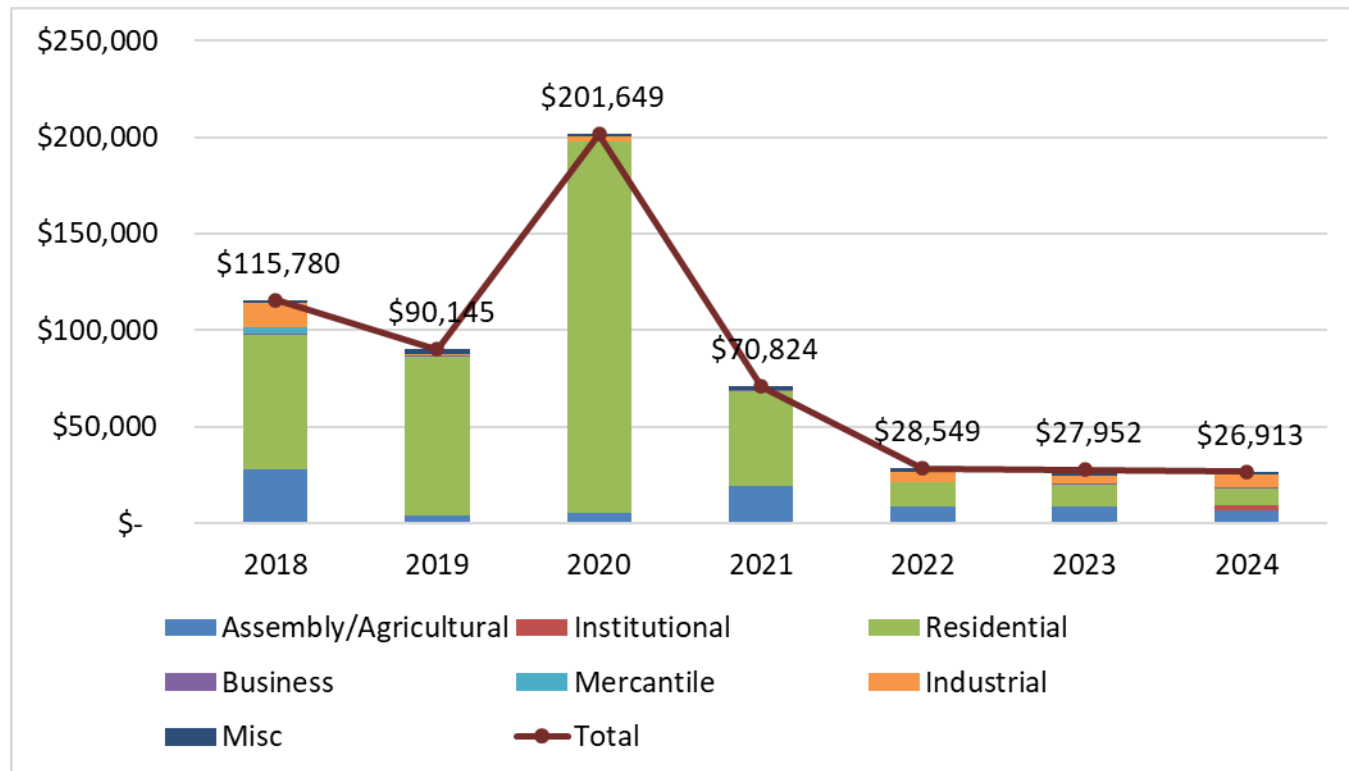
*BMA Management Consulting Inc.
December 2025*



Fee Setting Principles

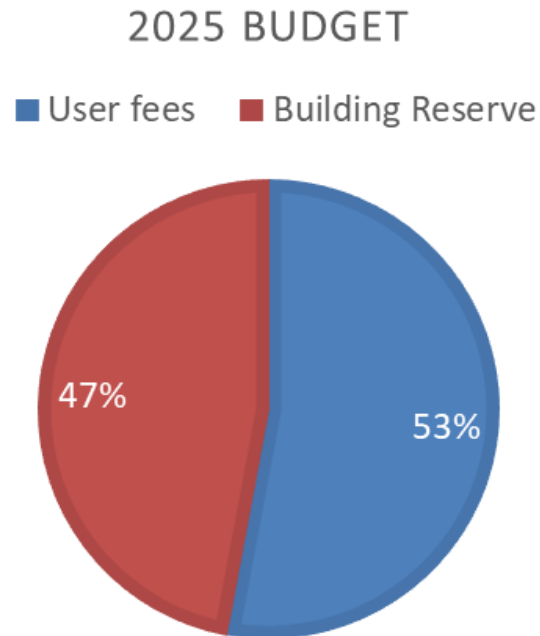
- ***Fairness and Equity*** – Equitable cost distribution across application types
- ***Legislative Compliance*** – fees reflect “anticipated reasonable cost”
- ***Transparency and Accountability*** – clear rationale for fee calculation
- ***Affordability and Competitiveness*** – competitive with peer municipalities

Construction Activity Levels (000s)



- Construction activity decreased from a high of \$201.7 million in 2020 to \$26.9 million in 2024

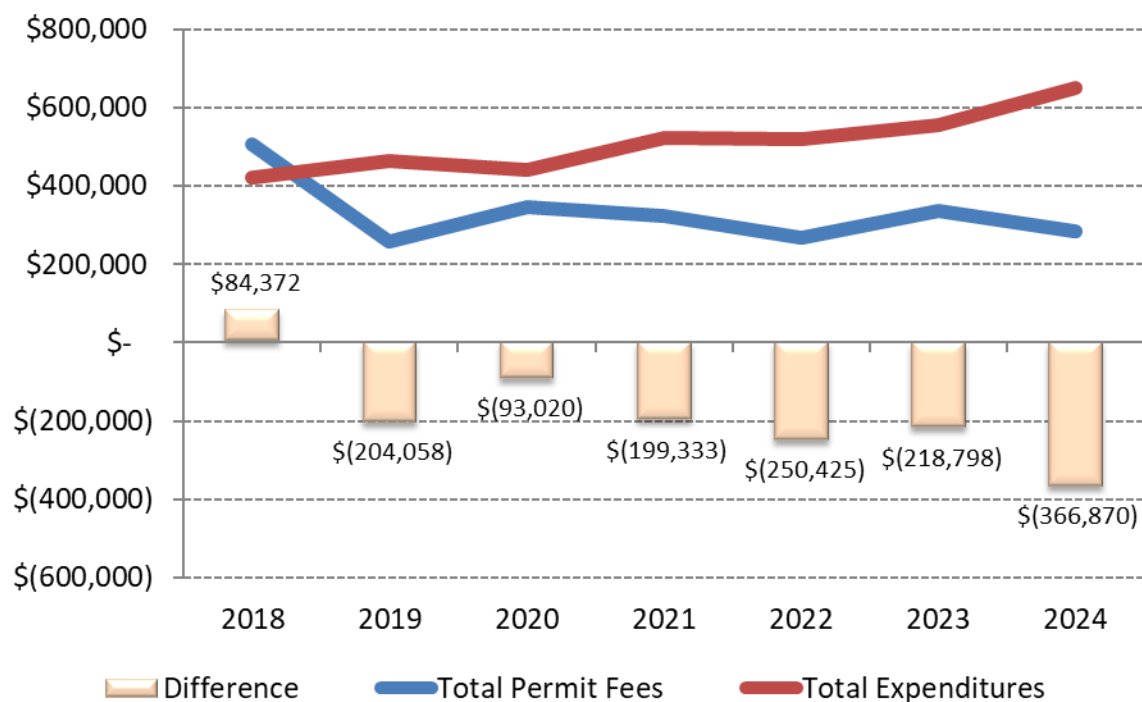
Building Budget – Sources of Revenues



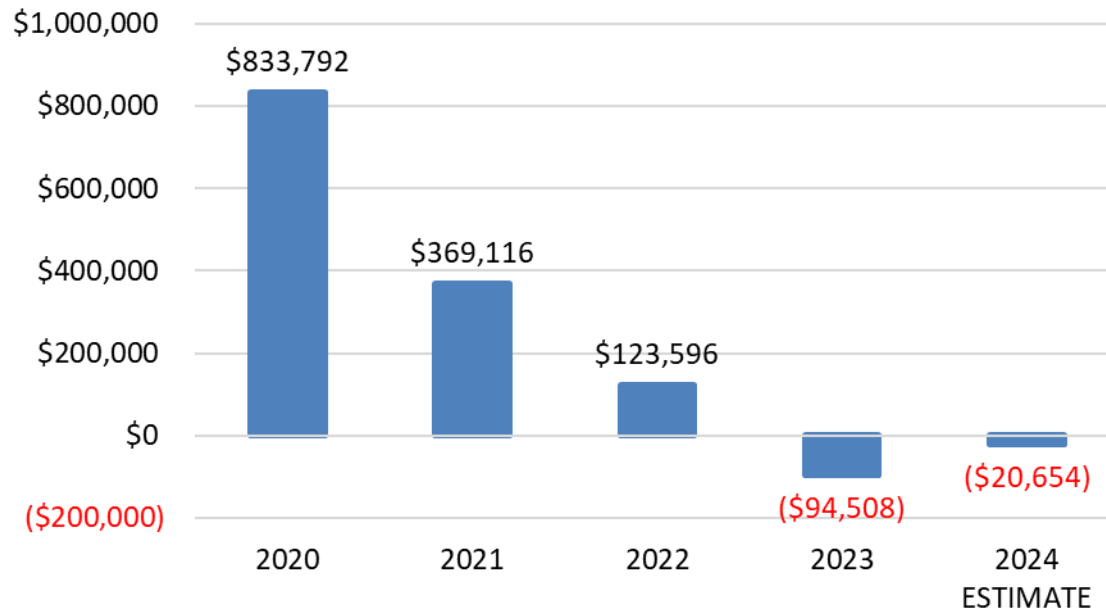
- \$335,970 budget from building reserve
- \$377,720 budget funded from user fees

Building Budget – Operating Costs

- Existing fees have consistently fallen short of operating costs



Building Reserve – Year-End balances

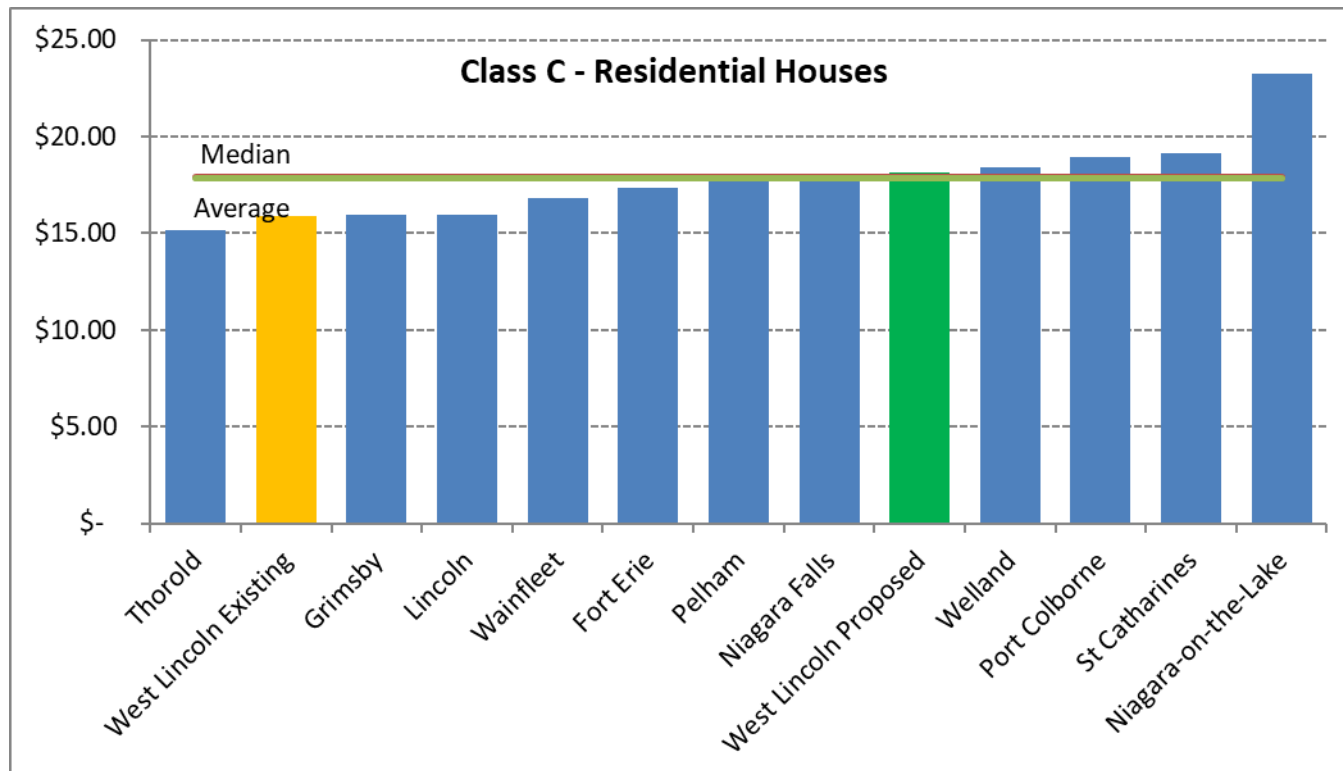


- Current fee levels cannot sustain operational needs

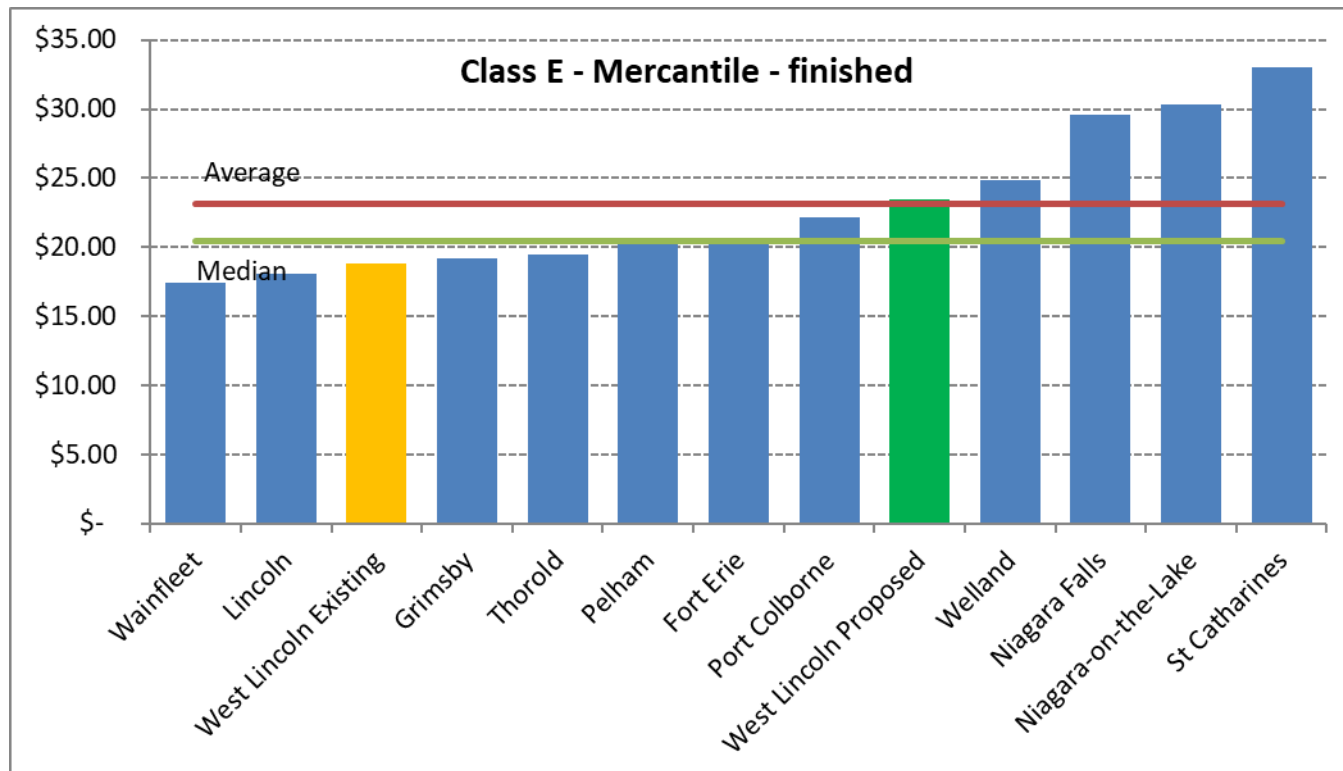
Methodology

- Operating Budget Analysis – Included direct and indirect costs (including corporate support costs based on Ministry guidelines)
- Process Mapping – Step by step process map to identify the time associated with processing permits
- Activity Based Costing to assign a percentage of overhead costs to each employee
- Calculate full cost of service
- Comparison with peer municipalities

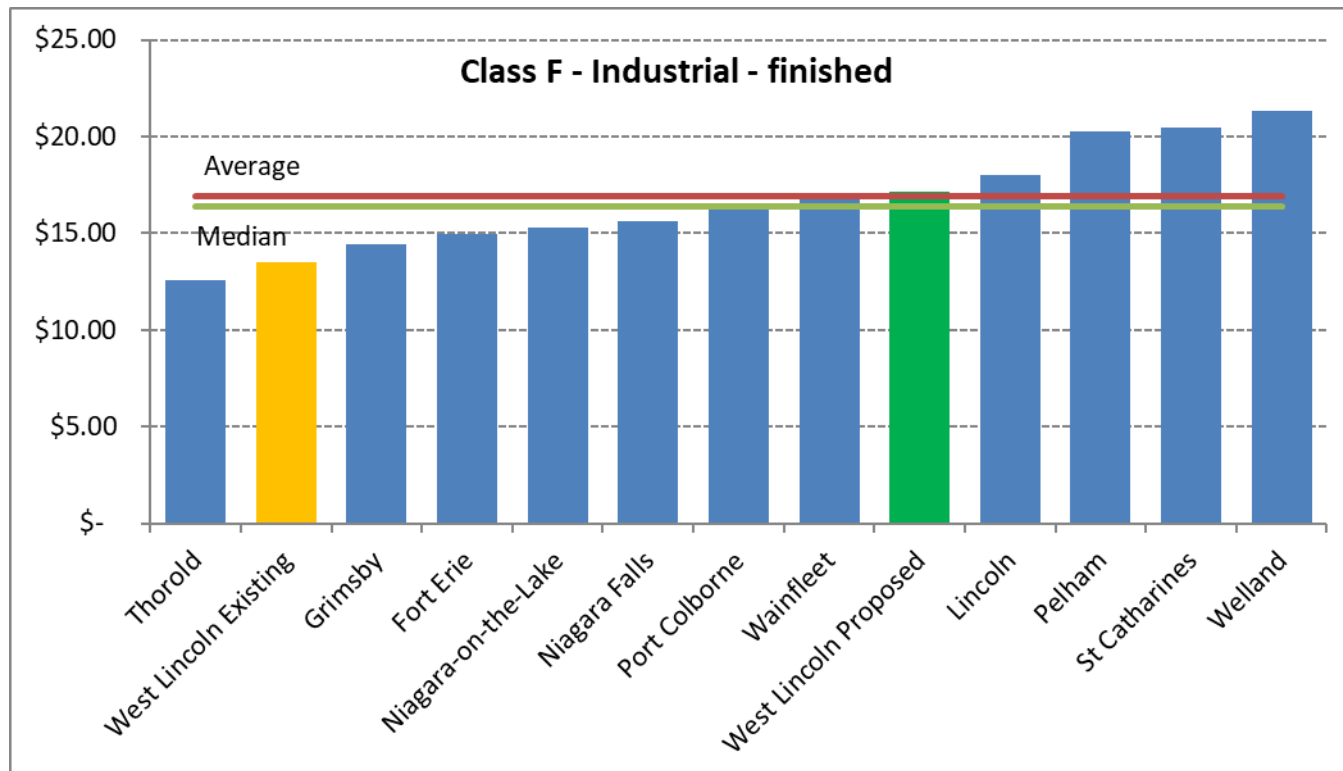
Peer benchmarking – Class C



Peer benchmarking – Class E



Peer benchmarking – Class F



Summary – Building Fee Update

- ✓ ***Fairness and Equity*** – applicants pay for direct benefit
- ✓ ***Legislative Compliance*** – Fees calculated to include ‘anticipated reasonable costs’
- ✓ ***Transparency and Accountability*** – Process mapping, activity-based costing and benchmarking
- ✓ ***Affordability and Competitiveness*** – Fees at or below the peer average

Recommendations

- Approve updated fee schedule
- Index fees annually
- Undertake comprehensive review every 4–5 years

Questions & Answers

Questions
& Answers



BMA
Management Consulting Inc.

Building Permit Fees Review

Township of West Lincoln

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1 Executive Summary

1.1 Executive Summary – West Lincoln Building Permit Fees Review

The Township of West Lincoln, with support from BMA Management Consulting Inc., conducted a comprehensive review of building permit fees to ensure financial sustainability and full cost recovery in alignment with the **Ontario Building Code Act**.

Purpose of the Review

- Adjust fees to reflect increased costs and permit complexity
- Respond to legislative and regulatory changes
- Assess the financial health of the **Building Reserve Fund**
- Develop a full cost recovery model for fee setting

Key Findings

- **Construction Activity** declined sharply from \$201 million in 2020 to an average of \$27.8 million (2022–2024), affecting revenue.
- **Permit Revenues** have consistently fallen short of operating costs—resulting in a \$366,870 shortfall in 2024.
- The **Building Reserve Fund** dropped from a \$834,000 surplus in 2020 to a projected \$21,000 deficit in 2024.
- Current fee levels cannot sustain operational needs or meet the recommended reserve target of 150% of annual operating expenses.

Cost of Service & Fee Modeling

- Fees were calculated using **Activity-Based Costing**, time tracking, and process mapping.
- Full burdened hourly rates were established for staff roles and applied to application workflows.
- A detailed **financial model** was used to determine the cost by permit type.

Benchmarking

- West Lincoln's fee structure was compared against peer municipalities in the Niagara Region.
- West Lincoln's proposed permit fees are competitive with the peer Niagara Region municipalities.

Recommendations

- Adopt the proposed 2026 fees as outlined in Appendix A and apply **annual inflationary increases**
- Set a Reserve Fund target balance of **150% of gross operating costs**

2 Introduction

2.1 Study Overview

The Township of West Lincoln initiated a comprehensive review of building permit fees to assess cost recovery aligned with legislative requirements and maintaining financial sustainability. With guidance from BMA Management Consulting inc., the findings support increased fee adjustments to ensure permit revenues reflect the true cost of services.

- The purpose of the *Building Code* is to protect public health, safety and general welfare as it relates to the construction and occupancy of buildings and structures.
- West Lincoln's building department enforces the Ontario Building Code for new construction, renovations and related Building Services. As allowed under the Ontario Building Code Act, building permit fees are the sole source of revenue used to fund these services.
- Leading practice research in Ontario suggests that municipalities should undertake a comprehensive review of building permit fees every four to five years to help ensure that the building permit fees keep pace with the cost of providing this service.
- The purpose of this review was to:
 - respond to increase service demands and complexity of permit applications
 - reflect recent legislative and Regulatory changes
 - evaluate the financial health of the building Reserve fund
 - develop a fee structure based on full cost recovery

2.2 Methodology

This study included the following steps:

- Legislative review of section 7 of the *Ontario Building Code Act* (OBC) evaluation of historical construction activity, revenue analysis of operating expenditures and departmental deficits assessment of the Building Reserve fund status and policy targets.
- Process mapping and time tracking of permit services activity-based costing to calculate staff hourly rates fee benchmarking with peer municipalities in the Niagara Region.
- Review of construction activity.
- Analysis of the Building Reserve Fund.
- Process mapping and time estimates.
- Activity based accounting to calculate the full cost of building permit fees.
- Benchmark fees with other municipalities.

2.3 Guiding Principles

Based on the requirements of the Act, the following Guiding Principles were established to calculate the building permit fees and fee structure:

- ✓ Building permit fees are fair and equitable;
- ✓ A rational basis to determine fees and the fee structure;
- ✓ Fees are set to recover the anticipated full cost of service; and
- ✓ Fees are compliant with all relevant legislative and regulatory requirements.

2.4 Legislative Review

- The authority to charge for building permits is contained in Section 7 of the *OBC Act*.
- Under the Act municipalities are required to uphold three principles when setting building permit fees

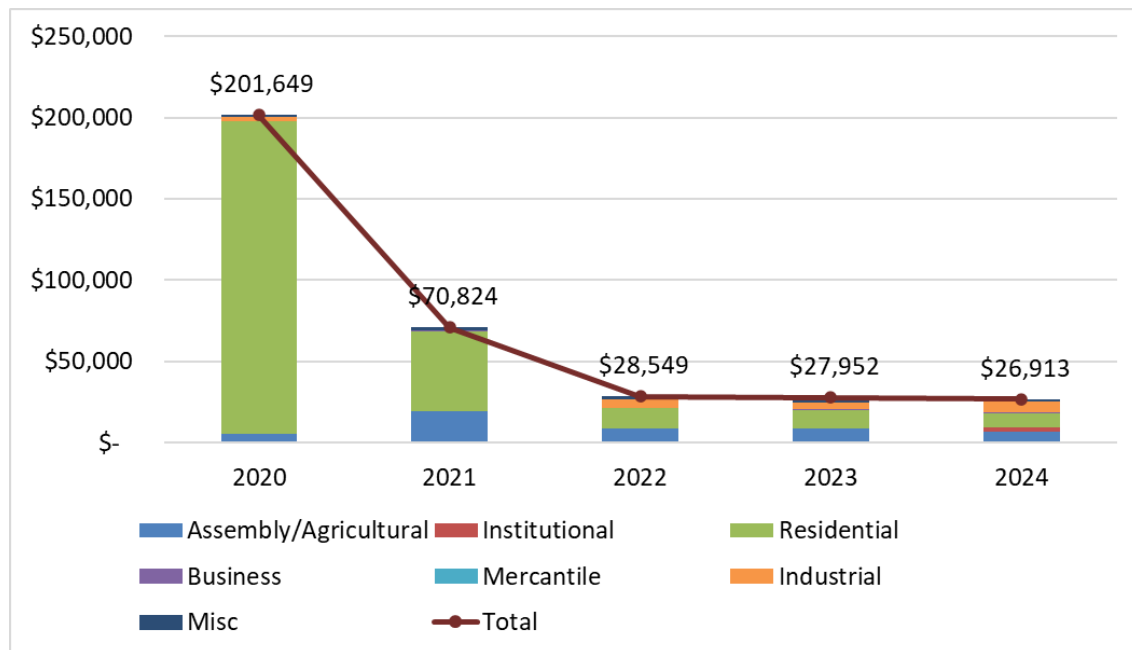
Fairness and Equity
<ul style="list-style-type: none">• Section 7(2) of the Act states that the amount of the fees must not exceed the anticipated reasonable costs of the municipality to administer and enforce the Act.• Municipalities are expected to calculate both the direct costs required to operate the building plans examination and inspection service and indirect costs related to all other municipal departments who provide support services to the building department.• Building permit fees can also include a component designated for a reserve fund.
Accountability
<ul style="list-style-type: none">• Section 7(4) of the Act requires that the municipality's prepare annual public reports that disclose the revenue, operating costs and Reserve balances.
Transparency
<ul style="list-style-type: none">• Public notice must precede any fee adjustments or new fee proposals at least 21 days.

3 Financial Review

3.1 Construction Trends

- Prior to undertaking a review of the building permit fees, it is necessary to gain an understanding of the trends in terms of total construction activity, type of construction activity and associated permit fee revenues and expenditures.
- Trends in construction activity are important to understand as these trends have an impact on the financial position of the Building Department.
- Figure 1 reflects the construction value by type of application for the 5-year period from 2020 to 2024.

Figure 1 - Construction Value (000\$) by Type of Application (2020-2024)

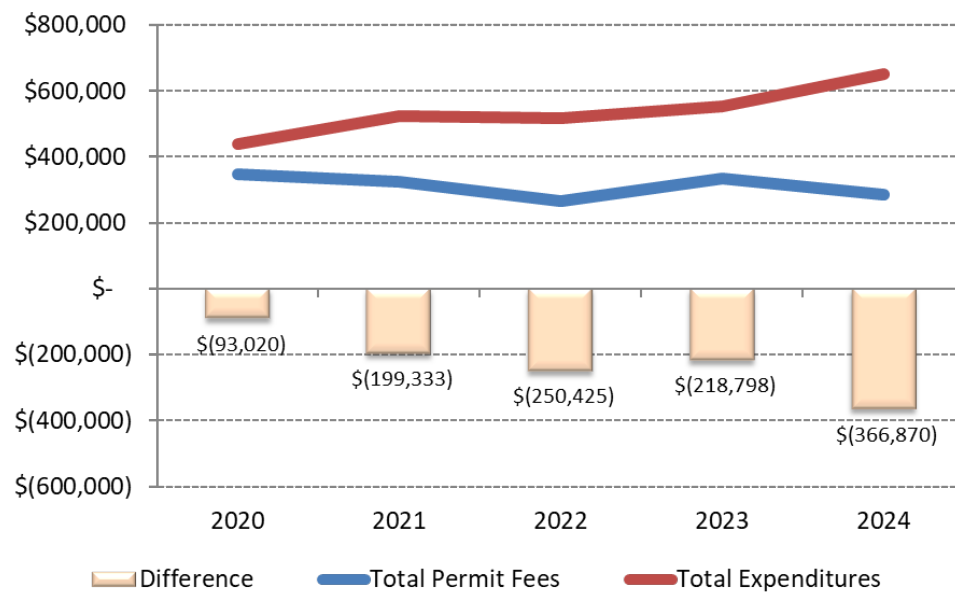


- The value of total construction activity peaked in 2020 to approximately \$201 million but since then has decreased significantly. From 2022-2024 the average annual construction value was only \$27.8 million. Growth projections in the 2024 Development Charges Background Study anticipates construction activity will increase once servicing is extended.

3.2 Revenues vs. Expenditures

- As shown in Figure 2, revenues have not kept pace with the expenditure and the gap is widening. This is the result of the decline in construction activity and permit fees not recovering the full cost of services. In 2024 there was a shortfall in revenues of \$366,870.

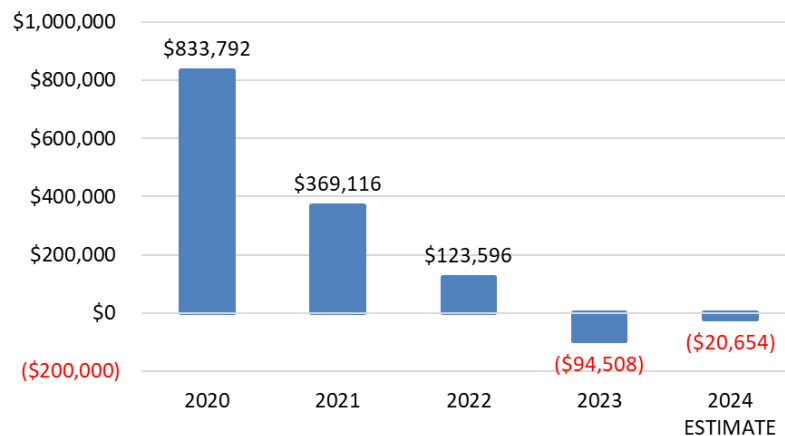
Figure 2 - Permit Revenues and Operating Expenditures



3.3 Building Reserve Fund

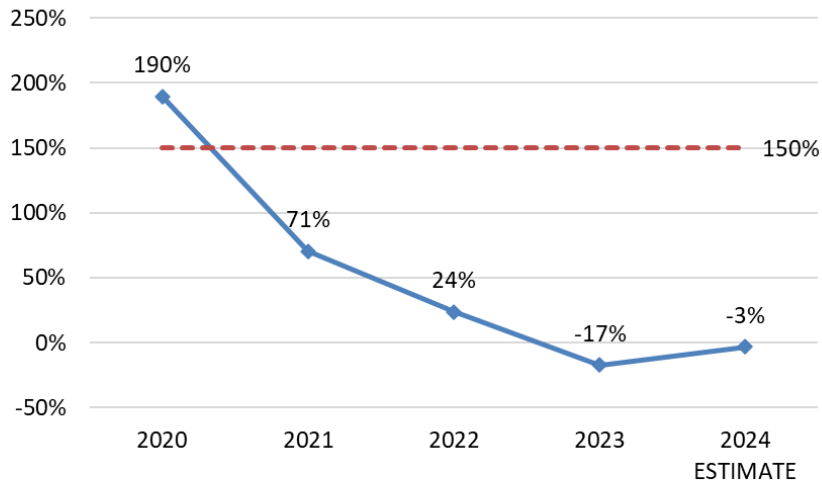
- The West Lincoln Building Department operates as an “Enterprise Model,” meaning that all costs associated with the enforcement of the Ontario *Building Code Act* are recovered from building permit fees. There is no tax levy impact to taxpayers.
- Optimally, under an Enterprise Model, revenues and expenditures are matched on an annual basis, however as shown previously construction activity is highly cyclical and building operations do not have sufficient elasticity to adjust operating expenditures to quickly align with the fluctuations in building activity. The *Building Code Act* allows municipalities to establish Reserve Funds to help maintain staffing and operations during downturns in construction activity.
- The Act does not specify a limit with respect to the size of the Reserve Fund, however, to ensure sufficient funds are available to spread the impact of a downturn in construction activity, a municipal best practice is to set a minimum reserve fund target based on historical permit activity and projected service costs. Based on the construction activity analysis as shown previously, it is recommended that West Lincoln set a minimum reserve fund target of 150% of gross operating costs to ensure that funds are available to spread the impact of market fluctuations across an economic cycle.
- Figure 3 shows the ending reserve balances from 2020 to 2024. The Building Reserve Fund has declined from a positive balance of \$834,000 in 2020 a negative balance of approximately \$21,000 in 2024.

Figure 3 - Building Reserve Fund End Year Balance



- As shown in Figure 4, the estimated 2024 Building Reserve balance is -3% of the annual gross expenditures, well below the proposed target of 150%.
- The Township currently has no protection to offset against any future budget deficits.

Figure 4 - Building Reserve Fund as a % of Operating Expenditures (%)



4 Cost of Service Calculation

4.1 Building Permit Fee Calculation

The steps to determine a proposed building permit fee structure included the following activities:

- Identify the full cost of service
- Process mapping and time estimates
- Calculate full burden hourly rates for each staff member
- Develop financial model to calculate fees
- Validate revenue

4.2 Identify the Full Cost of Service

The projected 2026 Operating Budget was used to determine the full cost of service and calculate permit fees. The salary, wages and benefit budget reflect the cost of staff directly involved in providing the service and an allocation other departmental administrative and supervisory staff required to support the direct service providers. Note inflationary factors were applied to the 2025 Operating Budget.

Figure 5 – 2025 & 2026 Budgets Comparison

Building Inspection	2025 Budget	2026
EXPENSES		
Salaries & wages	\$ 290,960	\$ 299,400
Benefits	\$ 98,210	\$ 101,060
Misc Expenses	\$ 31,750	\$ 32,390
Software Fees	\$ 34,840	\$ 51,580
Consulting Fees	\$ 24,630	\$ 50,370
Program Support	\$ 222,300	\$ 107,280
Transfer to Building	\$ 11,000	\$ 11,000
Total Expenses	\$ 713,690	\$ 653,080

Note this was calculated prior to the 2026 Proposed Budget being finalized and submitted to Council.

- As illustrated in Figure 5, the full cost of service is approximately \$653,080 in 2026.
 - Corporate departments such as Finance and Accounting, IT, and HR support all municipal services therefore, to understand the true cost of each service these corporate costs should be proportionally spread across all departments to calculate the full cost of each service. Currently the Township allocates corporate costs based on the number of staff in each department relative to the total number of staff in the Township.
 - The Ministry of Municipal Affairs and Housing recommends that for municipalities with a population of under 100,000 program support costs should be based on a percentage of the expenditures in each department relative to the total expenditures. The 2025 approved operating budget was used to calculate the corporate cost allocation using the Ministry's approach. This resulted in a significant reduction in corporate cost allocations to the Building Department of approximately \$115,000.
 - The projected 2026 Operating Budget also includes a contribution of \$11,000 to the Building Reserve Fund to help bring the reserve back up to a positive balance.
 - The software fees have also increased by \$15,000 to reflect the Region's proposed software project.

4.3 Process Mapping and Costing

- Municipal staff undertook a process mapping exercise for the various building permit classifications. The process maps identified:
 - each activity in the issuance and inspection of the building permit;
 - responsible staff role; and
 - average time to complete each activity.
- The process maps were used to calculate the anticipated cost of service. This is a reasonable and defensible approach to estimate the cost of service as they were prepared by experienced staff who understand service levels and processes unique to West Lincoln.

4.4 Activity Based Costing

- Activity based costing was used to assign a percentage of overhead and indirect costs of the department to each employee. The total employee cost was then divided by each employee's productive hours (total workable hours less non-productive activities such as vacation time, sick leave, statutory holidays, and staff training) to calculate the employees' fully burdened hourly rate.
- The fees are calculated by using the time estimates from the process maps for each of the staff members and multiplying their time by their fully burdened hourly rate.

4.5 Develop Financial Model

- A financial model was developed to calculate the fees for each type of building permit application. The hours identified in the process mapping exercise for each employee times the employees fully burden hourly rate was used to determine the total cost of the application. The total cost was then divided by the average floor area of a permit of that class to determine the square meter cost. The calculated recommended fees are attached in Appendix 'A'.

5 Benchmarking of Peer Municipalities

5.1 Benchmarking of Building Permit Fees

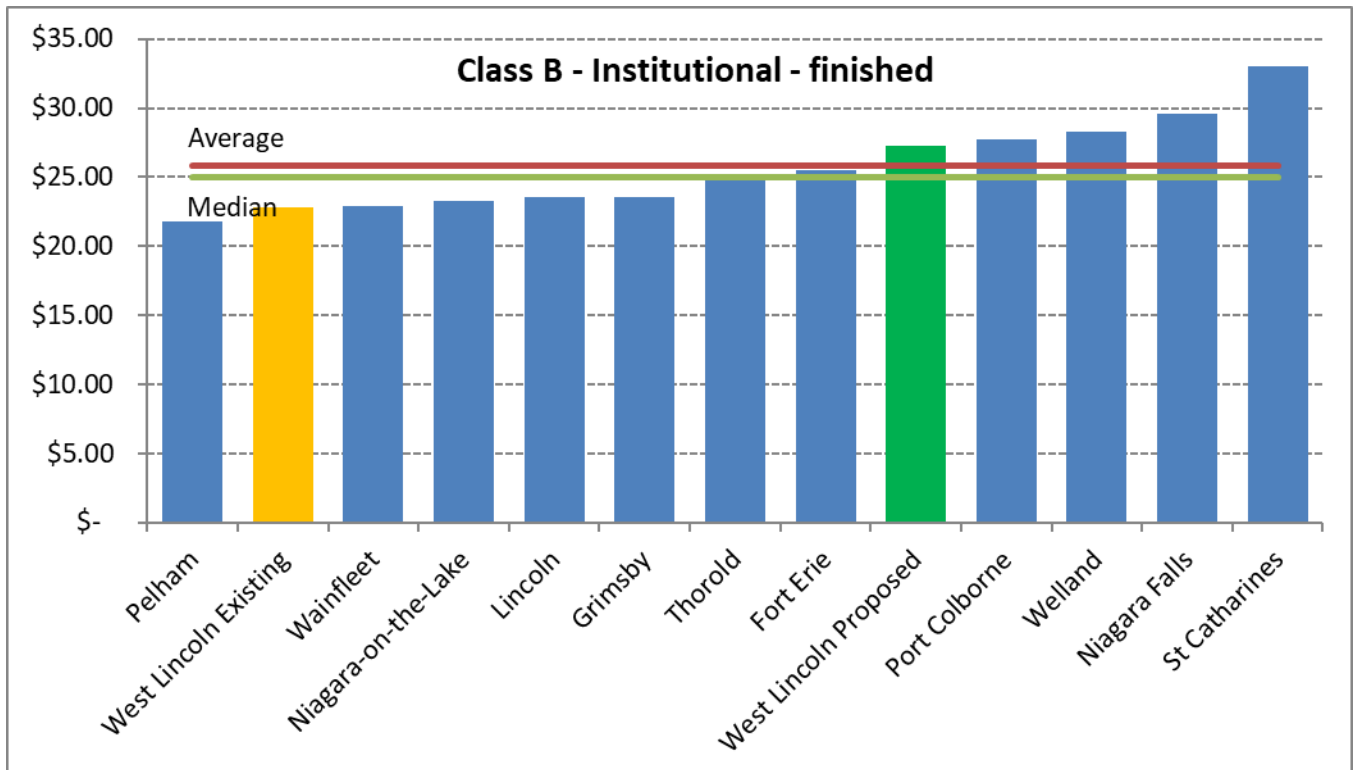
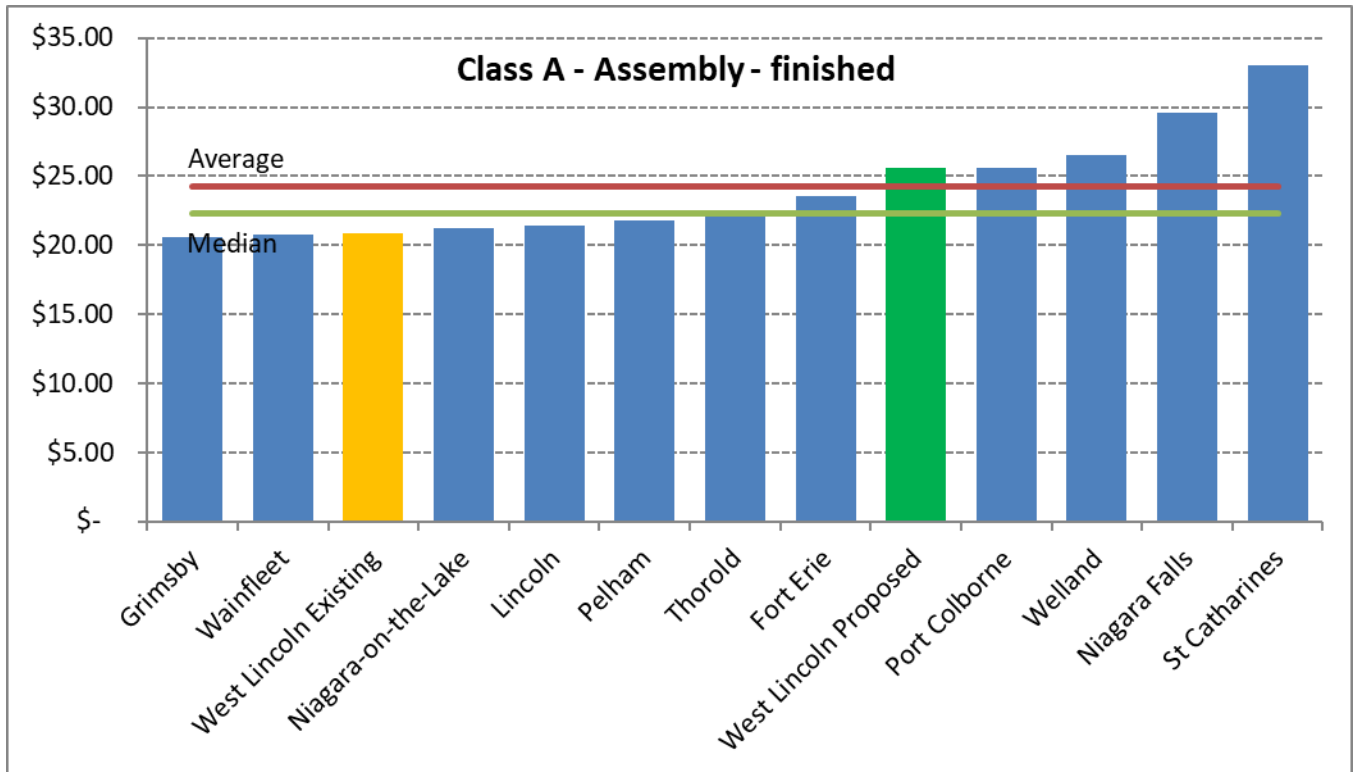
- There are a number of factors that have an impact on the cost of service including but not limited to:
 - demand for service and the service mix composition;
 - service levels and service standards;
 - land area served;
 - infilling versus new subdivisions, and
 - use of technology.
- Figure 6 shows the municipalities that were used in the fee comparison:

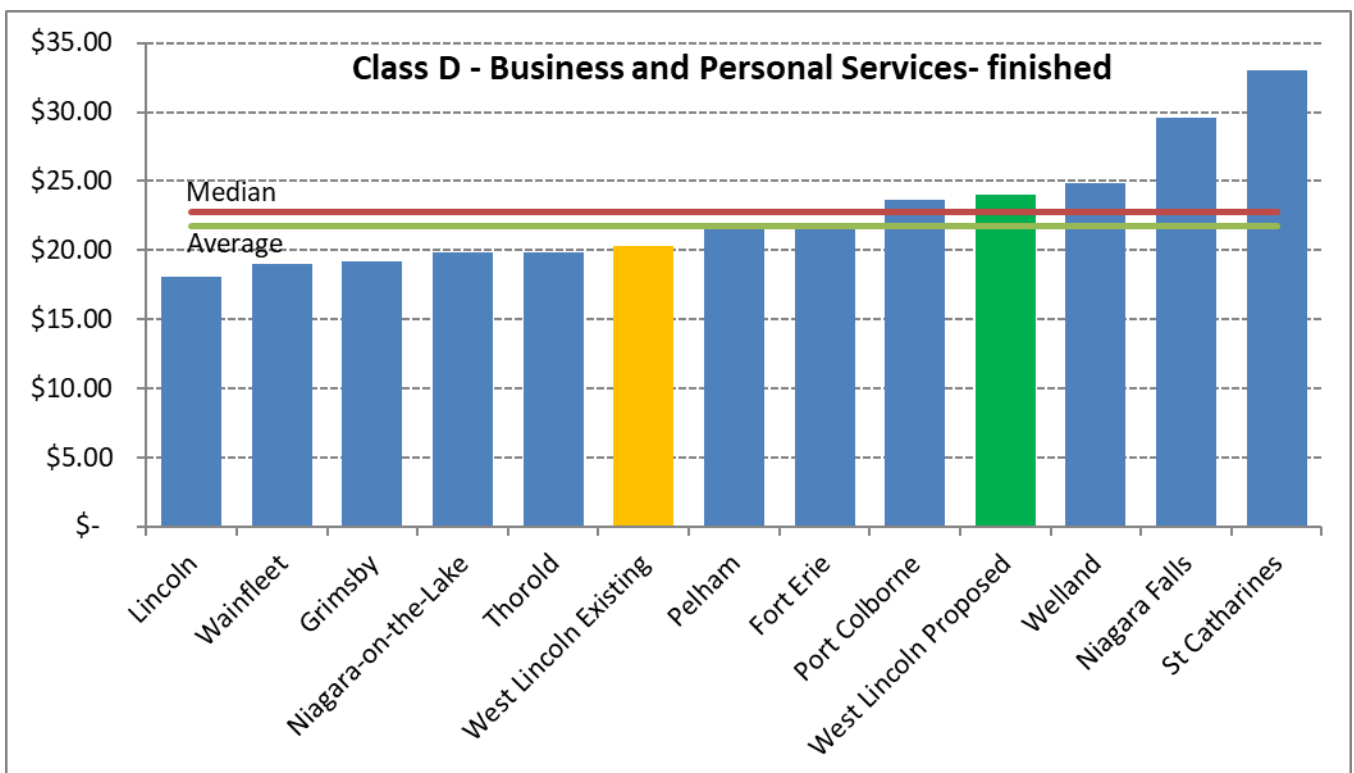
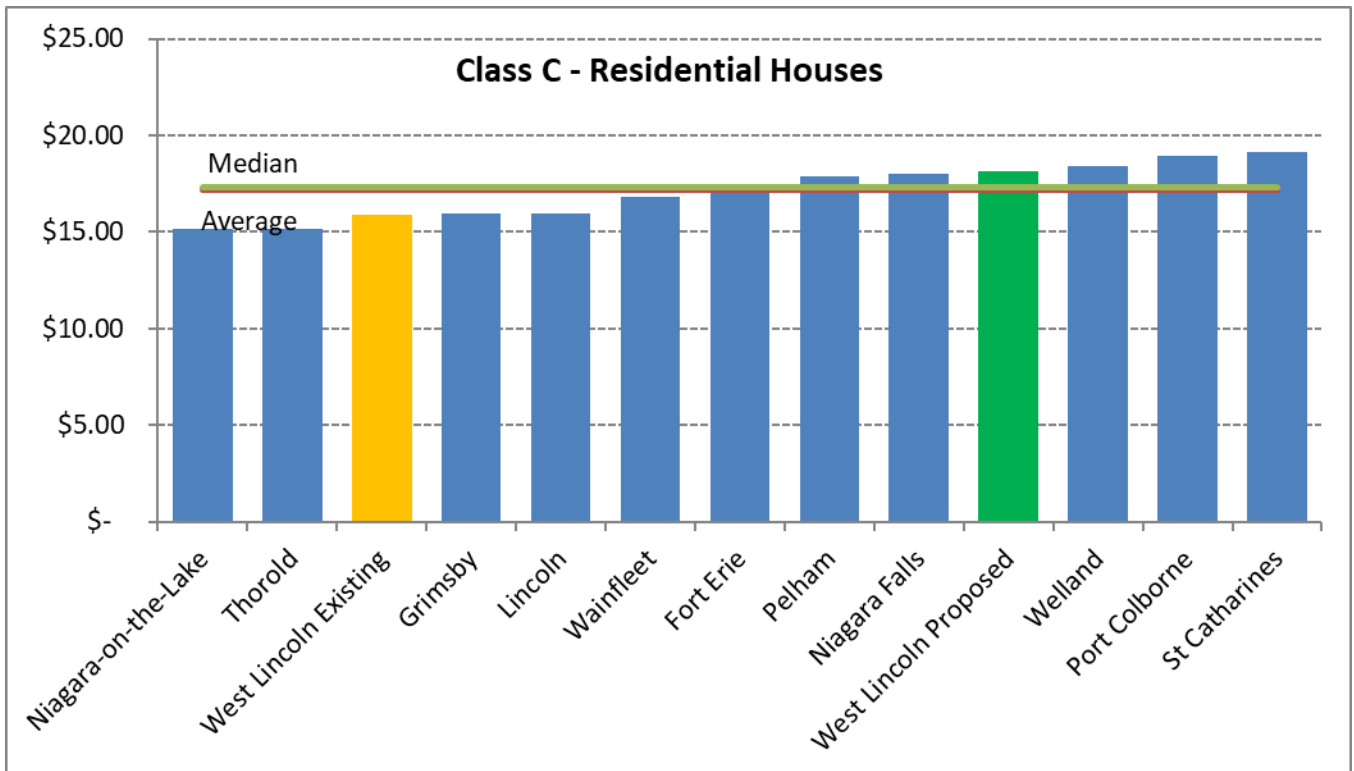
Figure 6 - Peer Municipalities

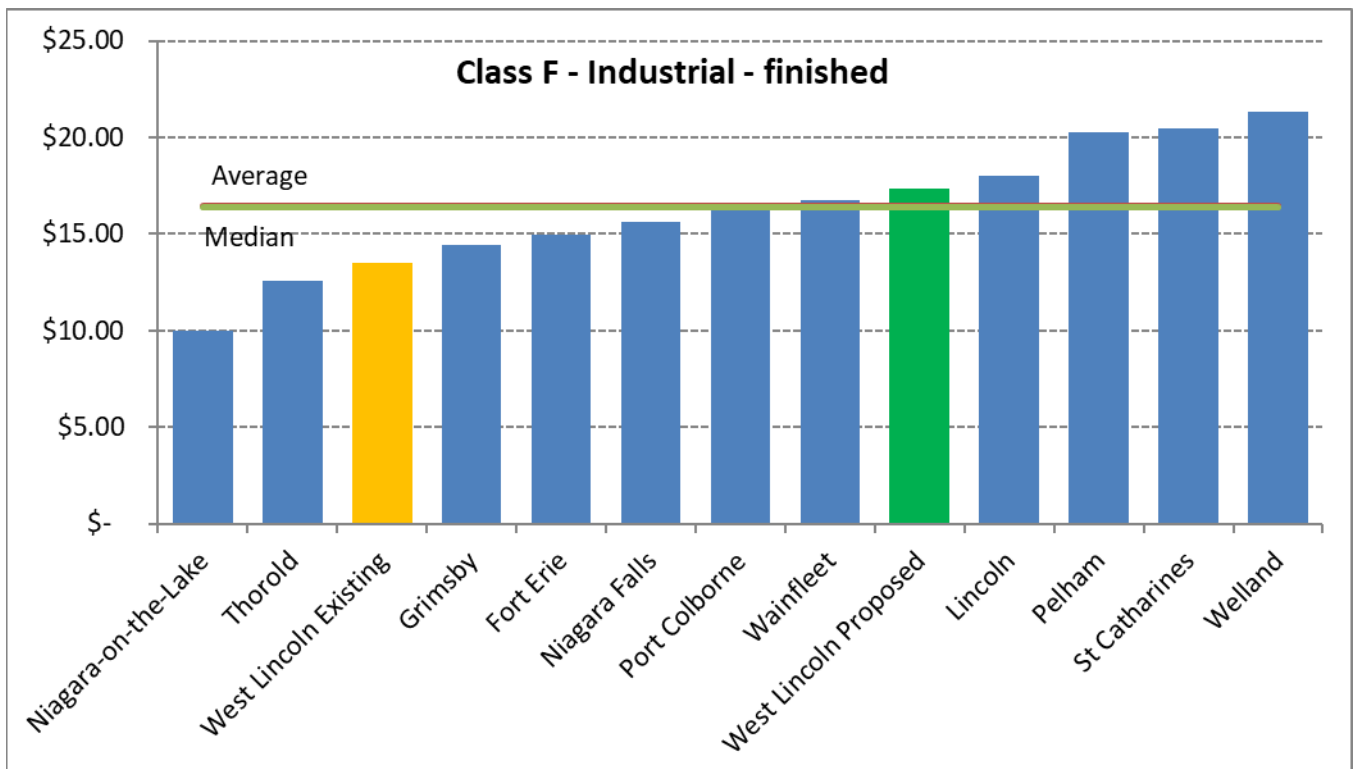
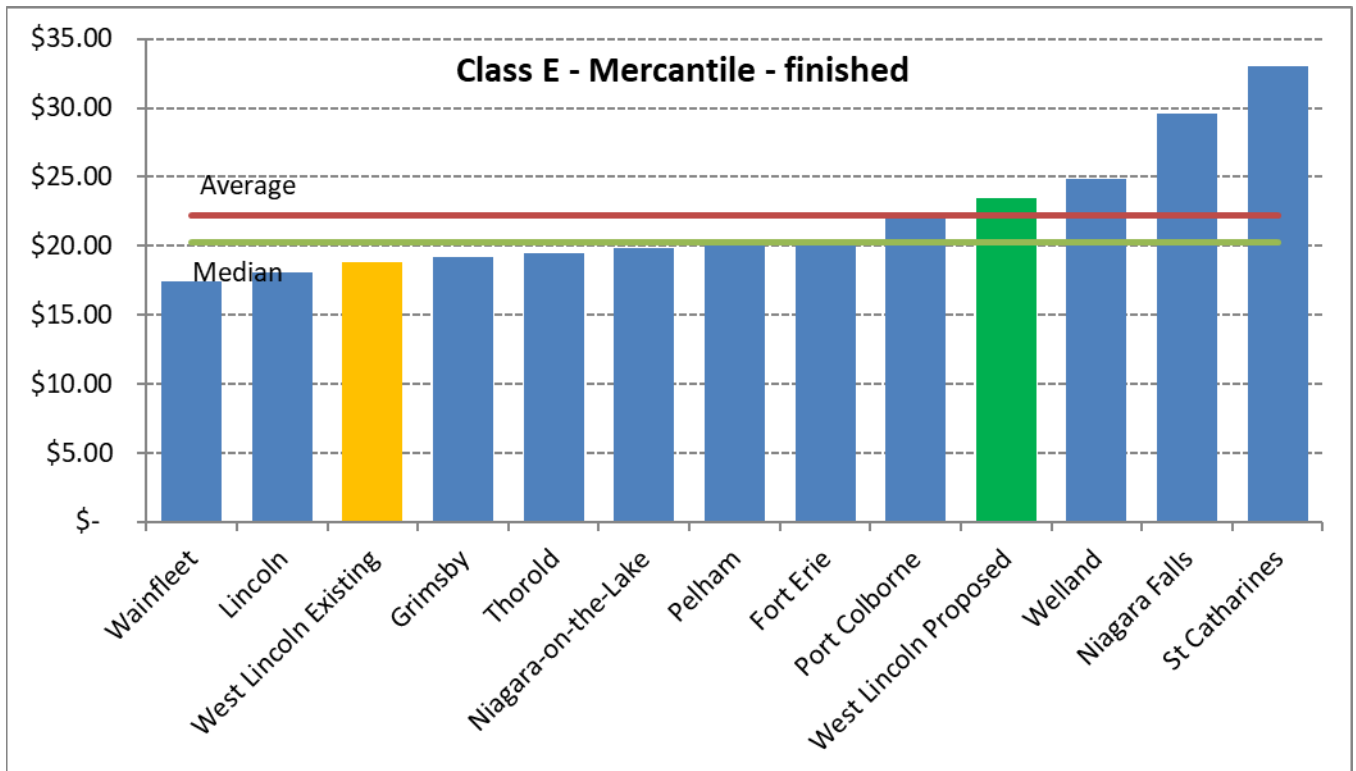
Municipality	2021-2023 Construction Activity 3 year average (000s)	2021-2023 Construction Activity % Residential	Average Construction Per Permit
Fort Erie	\$ 213,866	63.7%	\$ 287,583
Grimsby	\$ 45,926	66.6%	\$ 147,042
Lincoln	\$ 114,552	47.5%	\$ 338,577
Niagara Falls	\$ 254,588	78.5%	\$ 472,334
Niagara-on-the-Lake	\$ 105,807	81.7%	\$ 241,567
Pelham	\$ 108,318	90.7%	\$ 584,451
Port Colborne	\$ 63,631	64.3%	\$ 203,509
St. Catharines	\$ 179,181	52.3%	\$ 211,631
Thorold	\$ 283,177	90.3%	\$ 808,307
Wainfleet	\$ 35,919	57.5%	\$ 224,030
Welland	\$ 254,414	63.4%	\$ 261,294
Average	\$ 150,853	68.8%	\$ 319,091
West Lincoln	\$ 38,566	96.6%	\$ 142,311

- West Lincoln's average annual construction activity from 2021-2023 was \$38.5 million, as reported in the Financial Information Returns (FIRs), which is substantially lower than the peer average but consistent with Wainfleet and Grimsby.
- Most of the construction activity in West Lincoln was related to residential construction activity. Note that the analysis compared 2021-2023 as information on 2024 was not available for all municipalities.

- The proposed permit fees remain competitive with the other Niagara Municipalities as illustrated in the following graphs.







6 Recommendations

6.1 Recommendations

- 1. That Council adopt the 2026 building permit fees as set out in appendix 'A' of this report.***
- 2. That Council adjust the fees annually based on the Statistics Canada Consumer Price Index.***
- 3. That the building reserve fund target be set at 150% of gross operating expenses.***

7 Appendix A – Summary of Fees

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
NEW CONSTRUCTION AND ADDITIONS				
Group A – Assembly Occupancies				
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature - per sq. m.	\$20.20	\$20.81	\$25.56	N
outdoor public swimming pool	\$399.00	\$411.00	\$469.00	N
Group B – Institutional Occupancies				
hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. m.	\$22.14	\$22.80	\$27.28	N
Group C – Residential Occupancies				
single detached, semi-detached, duplex dwelling - per sq. m.	\$15.42	\$15.88	\$18.13	N
triplex, four plex, townhouse dwelling - per sq. m.	\$15.42	\$15.88	\$18.13	N
apartment building - per sq. m.	\$15.42	\$15.88	\$18.13	N
hotel / motel - per sq. m.	\$13.13	\$13.52	\$18.13	N
repeat plans for single detached, etc. - per sq. m.	\$13.11	\$13.50	\$15.41	N
garage, carport, deck, porch, shed (accessory building) - per sq. m.	\$3.89	\$4.00	\$5.00	N
finish basement in dwelling unit - per sq. m.	\$7.72	\$7.95	\$9.06	N
sunroom / solarium (not heated) - per sq. m.	\$8.48	\$8.74	\$9.97	N
swimming pool - seasonal	\$105.00	\$109.00	\$260.00	N
swimming pool - above ground	\$158.00	\$163.00	\$260.00	N
swimming pool - in ground	\$210.00	\$217.00	\$260.00	N
solar collectors for swimming pools	\$201.00	\$208.00	\$228.00	N
Group D – Business and Personal Service Occupancies				
office or medical building, financial institution and occupancies of a similar nature – FINISHED - per sq. m.	\$19.72	\$20.31	\$24.06	N
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$16.16	\$16.64	\$21.17	N
Group E – Mercantile Occupancies				
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – FINISHED - per sq. m.	\$18.26	\$18.81	\$23.45	N
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$14.52	\$14.96	\$19.99	N
Group F – Industrial Occupancies				
factory, plant, warehouse, industrial building and occupancies of a similar nature - per sq. m.	\$13.13	\$13.52	\$17.35	N
parking garage - per sq. m.	\$14.44	\$14.87	\$19.00	N
service station and/or car wash - per sq. m.	\$9.22	\$9.50	\$16.00	N
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles - per sq. m.	\$5.88	\$6.06	\$7.00	N
Private Sewage Systems				
new application and/or replacement of existing CLASS IV system	\$1,365.00	\$1,406.00	\$1,740.00	N
minor sewage system repair or septic tank replacement	\$630.00	\$649.00	\$720.00	N
CLASS V installation	\$630.00	\$649.00	\$800.00	N
building addition / alteration	\$368.00	\$380.00	\$550.00	N
comment on consent applications	\$368.00	\$380.00	\$550.00	N
Subdivision for each lot	\$368.00	\$380.00	\$490.00	N
Investigate complaint/site visit	\$368.00	\$380.00	\$490.00	N
Follow-up/site visit (non-routine inspections)	\$368.00	\$380.00	\$490.00	N
Analysis/report	\$368.00	\$380.00	\$490.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
NEW CONSTRUCTION AND ADDITIONS				
Farm Buildings				
Greenhouse - per sq. m.	\$1.13	\$1.13	\$1.26	N
barn or agricultural building other than a greenhouse - per sq. m. – under 250 per sq. m.	\$2.66	\$2.66	\$2.99	N
barn or agricultural building other than a greenhouse - per sq. m. - over 250 sq.m.	\$2.66	\$2.66	\$4.48	N
Mobile/ Portable Buildings				
trailer (construction trailer/sea container)	\$289.00	\$298.00	\$316.00	N
relocatable building/portable (support structure included)	\$430.00	\$443.00	\$491.00	N
CSA certified mobile home (foundation not included)	\$318.00	\$328.00	\$351.00	N
uncertified mobile home (foundation included) - per sq. m.	\$9.62	\$9.91	\$10.38	N
mobile home foundation - per sq. m.	\$3.89	\$4.00	\$4.57	N
Tents and Air Supported Structures				
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 sq. m.	\$247.00	\$255.00	\$263.00	N
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – 250 per sq. m. or more - per sq.m. over 250 sq.m.	\$2.18	\$2.25	\$2.32	N
Signs				
Ground sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	N
Ground sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$351.00	N
Ground sign - 10 sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$526.00	N
Portable ground sign (for each 30 day period or portion thereof)	\$158.00	\$163.00	\$175.00	N
Pole sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	N
Pole sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$351.00	N
Pole sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$526.00	N
Roof sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	N
Roof sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$351.00	N
Fascia/wall sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	N
Fascia/wall sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$351.00	N
Fascia/wall sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$526.00	N
Inflatable sign	\$158.00	\$163.00	\$175.00	N
Billboard	\$1,050.00	\$1,082.00	\$1,158.00	N
Permit renewal	\$158.00	\$163.00	\$175.00	N
Variance of sign regulations	\$788.00	\$812.00	\$877.00	N
Sign removal - less than 0.6 per sq. m. [6.46 per sq.ft.]	\$79.00	\$82.00	\$88.00	N
Sign removal - 0.6 per sq. m. [6.46 per sq.ft.] or greater (in addition to removal costs)	\$210.00	\$217.00	\$233.00	N
Storage fee for signs greater than 0.6 per sq. m. [6.46 per sq.ft.] (per day)	\$11.00	\$12.00	\$13.00	N
Designated Structures				
communication tower	\$370.00	\$382.00	\$438.00	N
retaining wall, pedestrian bridge, crane, runway (per \$1,000 of construction)	\$19.41	\$20.00	\$21.00	N
satellite dish with structural pedestal anchored to solid concrete pier and or building structure (per \$1,000 of construction)	\$19.41	\$20.00	\$21.00	N
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$303.00	\$313.00	\$313.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
NEW CONSTRUCTION AND ADDITIONS				
Miscellaneous Works				
roof structure (replace, modify or alter structure)	\$212.00	\$219.00	\$263.00	N
racking system (per \$1000 of construction)	\$19.41	\$20.00	\$21.00	N
installation of drainage layer & weeping tile system	\$242.00	\$250.00	\$250.00	N
minor alterations and repairs (not requiring plans)	\$177.00	\$183.00	\$219.00	N
underpinning /shoring (per \$1,000 of construction)	\$19.41	\$20.00	\$21.40	N
temporary stages	\$332.00	\$342.00	\$342.00	N
demising wall / party wall installation	\$183.00	\$189.00	\$228.00	N
fireplace / woodstove	\$158.00	\$163.00	\$163.00	N
Fire Systems				
electromagnetic locks	\$300.00	\$309.00	\$351.00	N
commercial kitchen hood & fire suppression system	\$370.00	\$382.00	\$482.00	N
fire alarm system upgrades / installations	\$492.00	\$507.00	\$614.00	N
sprinkler system upgrades / installations	\$492.00	\$507.00	\$614.00	N
standpipe system upgrades / installations	\$492.00	\$507.00	\$614.00	N
Energy Projects				
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy Act	\$12,942.00	\$13,331.00	\$14,264.00	N
Solar panels	\$318.00	\$328.00	\$351.00	N
solar collector – swimming pool	\$158.00	\$163.00	\$175.00	N
solar collector – ground mounted	\$423.00	\$436.00	\$438.00	N
solar collector – roof mounted	\$303.00	\$313.00	\$351.00	N
ALTERATIONS AND REPAIRS				
Group A – Assembly Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.13	\$12.49	\$15.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.11	\$11.44	\$14.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.10	\$10.40	\$13.00	N
Group B – Institutional Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$13.28	\$13.68	\$16.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$12.18	\$12.55	\$15.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$11.08	\$11.41	\$14.00	N
Group C – Residential Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$9.26	\$9.54	\$11.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$8.48	\$8.74	\$10.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$7.72	\$7.95	\$9.00	N
foundation only - per sq. m.	\$3.89	\$4.00	\$4.00	N
Group D – Business and Personal Service Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.83	\$12.19	\$14.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.85	\$11.17	\$13.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.86	\$10.16	\$12.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
ALTERATIONS AND REPAIRS				
Group E – Mercantile Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$10.89	\$11.22	\$14.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$9.99	\$10.29	\$13.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.07	\$9.34	\$12.00	N
Group F – Industrial Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$7.88	\$8.12	\$10.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$7.22	\$7.44	\$10.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$6.56	\$6.77	\$9.00	N
Farm Alterations				
Farm buildings up to 116 sq. m. gross floor area - per building - per sq. m.	\$6.72	\$6.72	\$8.00	N
Farm buildings over 116 sq. m. gross floor area - per sq. m.	\$6.13	\$6.13	\$7.00	N
Demolition				
Base fee for buildings less than 100 sq. m. in gross floor area	\$177.00	\$183.00	\$209.00	N
Base fee + per sq. m. in excess of 100 sq. m.	\$0.87	\$0.90	\$1.00	N
PLUMBING AND SEWER				
<i>Construction work related to plumbing and sewer installation when conducted as a component of other construction covered by a permit shall be included in the permit fee charged for that construction. Where plumbing or sewer works are done as standalone projects the following fees shall be applicable:</i>				
Single, Semi-Detached, Duplex, Triplex, Fourplex,				
first six (6) fixtures	\$229.00	\$236.00	\$263.00	N
Base Fee + each additional fixture over 6	\$10.35	\$11.00	\$12.00	N
All Other Buildings				
first five (5) fixtures	\$300.00	\$309.00	\$351.00	N
Base Fee + each additional fixture over 5	\$10.35	\$11.00	\$12.00	N
Sewer and Water Main Installations				
<i>The fee shown below shall include all buried pipe on private property outside the building.</i>				
first fifteen (15) metres	\$177.00	\$183.00	\$196.00	N
Base fee + each additional fifteen (15) metres over 15 m	\$45.30	\$47.00	\$50.00	N
Specialized Plumbing Fixtures and Appurtenances				
<i>The fee shown below shall include all plumbing contained inside the building.</i>				
back flow preventer installation (water line)	\$177.00	\$183.00	\$196.00	N
back water valve (sewer)	\$177.00	\$183.00	\$196.00	N
sump pump installation (weeping tile installation included)	\$370.00	\$382.00	\$409.00	N
grease / oil interceptor installation	\$370.00	\$382.00	\$409.00	N
OTHER FEES				
Administration				
minimum permit fee	\$177.00	\$183.00	\$196.00	N
transfer of permit	\$177.00	\$183.00	\$196.00	N
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$177.00	\$183.00	\$196.00	N
deferral of permit revocation (per instance)	\$177.00	\$183.00	\$196.00	N
limiting distance agreement (registered on title)	\$1,327.00	\$1,367.00	\$1,463.00	N
research request – Building Division Records search (per hour)	\$113.00	\$117.00	\$125.00	N
911 house number – sign, post and installation (rural lots)	\$177.00	\$183.00	\$196.00	N
911 house number – replacement of sign only	\$76.00	\$79.00	\$85.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
OTHER FEES				
Permits				
change of use (under 400 sq. m.)	\$177.00	\$183.00	\$196.00	N
change of use (400 sq. m. or more) - per sq. m.	\$0.98	\$1.01	\$1.08	N
change of use (no construction required)	\$95.00	\$98.00	\$105.00	N
partial occupancy permit for unfinished buildings	\$197.00	\$203.00	\$217.00	N
Inspections				
non routine inspection (per hour)	\$141.00	\$146.00	\$156.00	N
illegal grow operation – general inspection	\$786.00	\$810.00	\$867.00	N
illegal grow operation – occupancy inspection	\$943.00	\$972.00	\$1,040.00	N
off hours inspection (per hour)	\$212.00	\$219.00	\$234.00	N
unprepared for inspection	\$141.00	\$146.00	\$156.00	N
Plans Examination				
stock plans examination (model plans reviewed without building permit application)	\$619.00	\$638.00	\$683.00	N
off hours plans examination (per hour) (min. 4 hours)	\$212.00	\$219.00	\$234.00	N
review of alternative solution (per hour) (min. 4 hours)	\$177.00	\$183.00	\$196.00	N
secondary plans examination (per hour)	\$177.00	\$183.00	\$196.00	N
review of revisions / amendments to permits	\$177.00	\$183.00	\$196.00	N
engineer review as determined by Chief Building Official	actual plus 10% admin	actual plus 10% admin	actual plus 10% admin	N
CONDITIONAL / PARTIAL PERMITS				
conditional building permit agreement, in addition to all applicable building permit fees – the conditional building permit fee shall be non-refundable	\$943.00	\$972.00	\$1,040.00	N
Building Foundation – complete to grade including all underground services (% of permit fee)	15%	15%	15%	N
Completed Structural Shell – complete exterior shell without any interior finishes (% of permit fee)	55%	55%	55%	N
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls (% of permit fee)	80%	80%	80%	N
Complete Building – includes all tenant improvements and complete interior finishes (% of permit fee)	100%	100%	100%	N
FEE BASED ON VALUE OF CONSTRUCTION				
for categories of construction not listed above (minimum permit fee identified in subsection 1.2 of this schedule shall apply) (per \$1,000 of construction)	\$19.41	\$20.00	\$22.83	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
PERFORMANCE / SECURITY DEPOSITS				
<p><i>The performance / security deposit is collected by the Township to provide securities for any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and finally to ensure that the permit file can be appropriately closed at the conclusion of the works. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted.</i></p> <p><i>Where the Township incurs costs by the applicant through the course of the construction process these costs shall be deducted from the submitted deposits and upon close of the permit, any deposit funds will be refunded to the applicant. These deposits are non-interest bearing.</i></p>				
single, semi, duplex, triplex, four plex, townhome	\$1,208.00	\$1,208.00	\$2,500.00	N
addition(s) to buildings described above where excavation is required	\$907.00	\$907.00	\$1,500.00	N
buildings accessory to the buildings above with construction value greater than \$3,500	\$604.00	\$604.00	\$800.00	N
construction projects other than those described above (Site Plan Agreement IS required)	\$1,510.00	\$1,510.00	\$2,500.00	N
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$3,019.00	\$3,019.00	\$3,500.00	N
demolition project	\$907.00	\$907.00	\$1,000.00	N
moving a building	\$1,208.00	\$1,208.00	\$1,500.00	N
swimming pool - seasonal	\$-	\$-	\$-	N
swimming pool - above ground	\$263.00	\$263.00	\$270.00	N
swimming pool - in ground	\$525.00	\$525.00	\$550.00	N
LOT GRADING				
<p><i>The lot grading deposit is collected by the Township to provide securities to ensure compliance with the Calculated lot grading plan submitted with the application. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. These deposits are non-interest bearing.</i></p>				
Lot Grading Deposit				
each dwelling on property in a plan of subdivision that HAS NOT already been assumed by the Township	\$1,208.00	\$1,208.00	\$1,293.00	N
each dwelling on property other than those listed above	\$1,812.00	\$1,812.00	\$1,939.00	N
<p><i>Where an applicant requests an extension for the completion of lot grading to allow occupancy of the dwelling in a plan of subdivision or plan of condominium to occur prior to the completion of lot grading in accordance with Article 3.6.4 of the Building by-law, any such request shall be accompanied by the following applicable deposit(s) as specified below for each dwelling having occupancy being requested. These deposits are non-interest bearing.</i></p>				
Occupancy despite Incomplete Lot Grading Deposit				
single detached, semi-detached, duplex dwellings	\$4,200.00	\$4,325.00	\$4,628.00	N
triplex, four plex, street townhouse dwellings	\$3,623.00	\$3,730.00	\$3,991.00	N
condominium townhouse dwellings	\$3,019.00	\$3,110.00	\$3,328.00	N
any dwelling type other than those listed above	\$2,415.00	\$2,490.00	\$2,664.00	N
CONDITIONAL PERMIT				
<p><i>In the case of a conditional permit the applicant shall submit a conditional permit deposit which shall be calculated by the Chief Building Official to be a percentage of the value of construction as prescribed below. The conditional permit deposit shall be submitted as a condition of a Conditional Permit Agreement whereby the agreement shall establish a limitation to the extent of permitted construction. Where an applicant exceeds the limitations set out by the Conditional Permit Agreement, the Applicant shall be deemed to be in breach of the said agreement and as such the conditional permit deposit, in its entirety, shall be forfeited to the Township.</i></p>				
conditional building permit deposit (Minimum \$5,000) - % of construction value	10%	10%	10%	N

DATE: December 8, 2025

REPORT NO: PD-46-2025

SUBJECT: **Recommendation Report
Zoning By-law Amendment Application for 4421 and 4373
Regional Road 20 (File No. 1601-011-25)**

CONTACT: Susan Smyth, Manager, Community Planning and Design
Robin Shugan, Senior Planner

OVERVIEW:

- A Zoning By-law Amendment application has been submitted by Len and Lynn Snippe (Owners).
- The subject lands are designated as ‘Good General Agriculture’ and ‘Natural Heritage System’ within the Township’s Official Plan.
- The subject lands are zoned Agriculture (A), Environmental Conservation (EC) and Environmental Protection (EP) in the Township’s Zoning By-law 2017-70, as amended.
- This Zoning By-law Amendment application is related to Consent Application B08/2025WL as a condition of consent for the requirement to rezone two surplus farm dwelling properties conditionally severed from Agricultural ‘A’ to the Rural Residential (RuR) Zone with a number of site-specific exceptions to recognize the existing front yard setback for the single detached dwelling and existing accessory building and its building height, gross floor area, and accessory building lot coverage
- Following a review of the application in accordance with Provincial and Local policies, and after considering input from the Committee of Adjustment, commenting agencies, and public comments, Planning Staff recommends approval of the application.

RECOMMENDATION:

1. That, Recommendation Report PD-46-2025, titled “Recommendation Report - Zoning By-law Amendment for 4421 and 4373 Regional Road 20 (File No. 1601-011-25)” dated December 8, 2025 be received; and,
2. That, the Application for the Zoning By-law Amendment File No. 1601-011-25 to

rezone Parcel 1 from Agriculture (A) Zone to the site-specific Rural Residential Zone (RuR-252) and Parcel from Agriculture (A) Zone to the site-specific Rural Residential Zone (RuR-253) 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.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 2

- Enrich our strong agricultural legacy

BACKGROUND:

A Zoning By-law Amendment application was submitted by Leonard and Lynn Snippe for the lands municipally known as 4421 and 4373 Regional Road 20, Township of West Lincoln.

The subject properties are located on the north side of Regional Road 20, east of the Hamlet of Bismark. 4421 Regional Road 20 has an approximate lot area of 21.2 hectares and a lot frontage of approximately 257 metres. The property contains one single detached dwelling and is currently used for agricultural purposes (cash crop). Currently, 4373 Regional Road 20 has an approximate lot area of 20 hectares and a combined lot frontage of 135.86 along Regional Road 20.

The property contains one semi-detached dwelling and one single detached dwelling and accessory structure. These dwellings pre-date the Township's original zoning bylaw as they were constructed prior to 1979. According to Township records, neither dwelling was constructed as a farm help house. The dwelling unit located on Parcel 1 was originally constructed as semi-detached dwelling approximately in 1973 and a single detached dwelling unit on Parcel 2 approximately 1935. The subject lands are also being used for agricultural purposes. Refer to Figure 1 for the location of the subject property.

The Township's Official Plan designates the property as 'Good General Agriculture' and 'Natural Heritage System' within the Township's Official Plan (OP), and Prime Agricultural Area and Natural Environment in the Niagara Official Plan and Provincial Planning Statement. Refer to Figure 2 for the OP designation.

The Township's Zoning By-law 2017-70, as amended zones the property 4421 Regional Road 20 Agriculture (A), Environmental Protection (EP) and Environmental Conservation (EC). 4373 Regional Road 20 is zoned Agriculture (A) and Environmental Protection (EP). Refer to Figure 3 for the Zoning of the subject property.

Figure 1: Location of Subject Property



Figure 2: Township's Official Plan

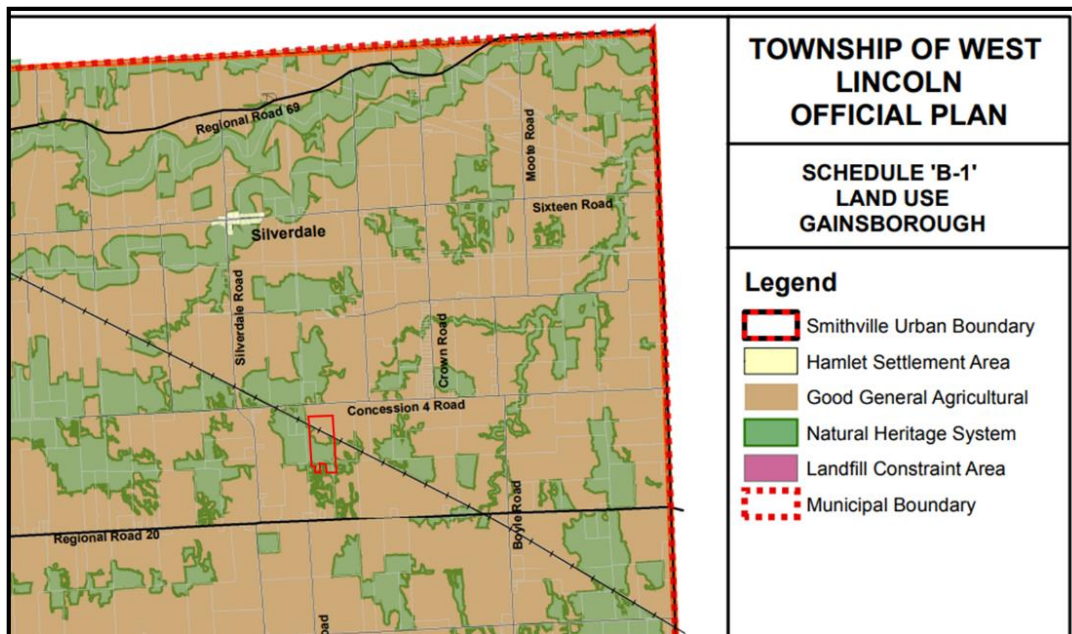
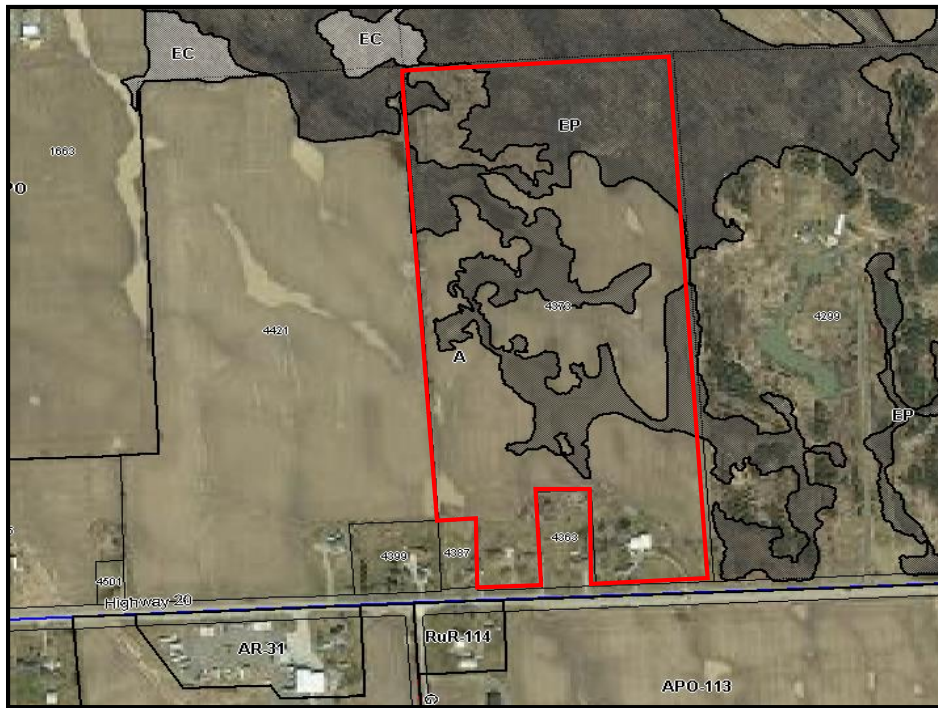


Figure 3: Township's Zoning By-law

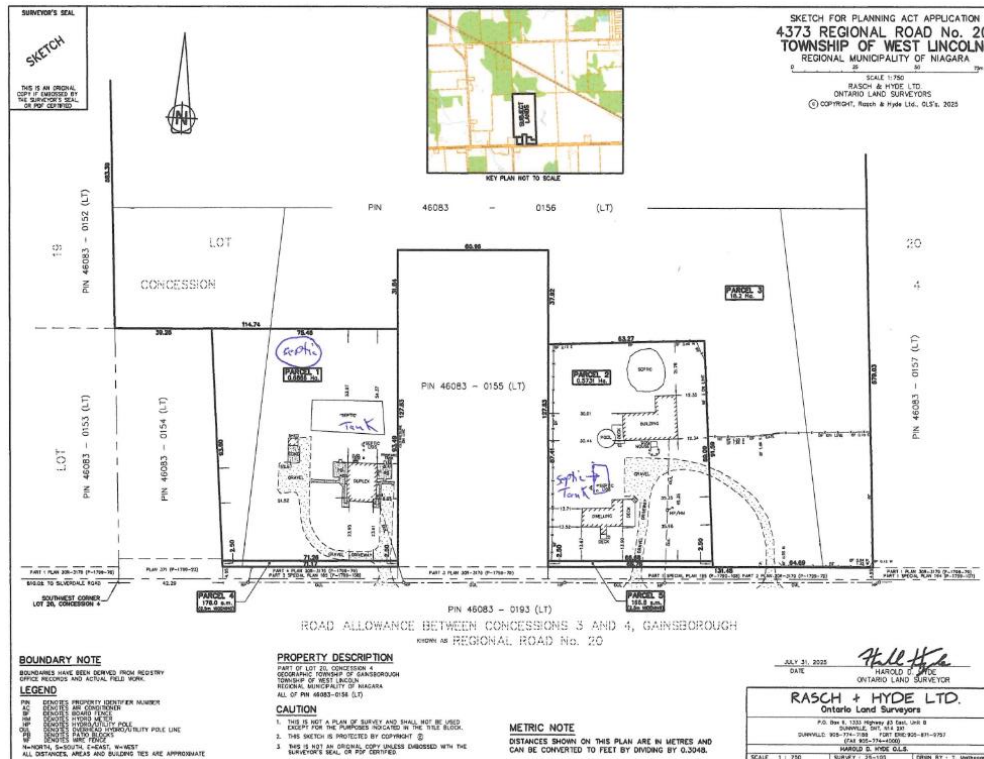
Planning Staff received an application for Consent in August 2025 to create two new rural residential lots by way of Surplus Farm Dwellings severance. The Consent application was for a lot boundary adjustment to merge approximately 18.2 hectares of land from 4373 Regional Road 20 to 4421 Regional Road 20 to consolidate the lands into a larger agricultural holding with a new lot area of approximately 39.4 hectares.

Additionally, the Consent application proposed to effectively sever two surplus farm dwellings, one through a severance and the second through a boundary adjustment. The proposed surplus farm dwelling severance (Parcel 1) will have a new lot area of approximately 0.6 hectares and lot frontage of 71 metres onto Regional Road 20. Parcel 1 will maintain the existing semi-detached dwelling unit. Parcel 2 will have a new lot area of approximately 0.5 hectares and a lot frontage of approximately 66.6 metres onto Regional Road 20. Parcel 2 will maintain the existing single detached dwelling and accessory structure.

On September 24, 2025 Consent Application B082025WL was approved by the Committee of Adjustment subject to the conditions outlined in Staff Report [COA-17-2025](#). As part of the conditions of severance an application for a Zoning By-law Amendment is required.

Refer to Figure 4 for the site plan that shows the different parts.

Figure 4: Site Plan



CURRENT SITUATION:

The proposed Zoning By-law Amendment application is related to Consent Application B08/2025WL as a condition of consent for the requirement to rezone Parcel 1 to a site-specific Rural Residential (RuR-252) Zone to recognize the existing use of a semi-detached dwelling unit, and rezone Parcel 2 to a site-specific Rural Residential (RuR-253) Zone to recognize the existing accessory building and its building height, gross floor area, and accessory lot coverage. Additionally, Parcel 2 is seeking a reduction in the front yard setback from 15 metres to 13.7 metres. The remnant lands (Parcel 3) that is being merged onto 4421 Regional Road 20 will remain zoned Agricultural (A) and Environmental Protection (EP). The Agricultural Purposes Only (APO) zone is not required in this instance as the remnant farmland is being merged and no additional single detached dwellings would be permitted.

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS 2024) provides guidance on all land use planning matters. The subject property is located within the Prime Agriculture under the PPS 2024. In accordance with the PPS, lot creation in the Prime Agricultural Area may only permit one new residential lot per farm consolidation for a residence surplus to an agricultural operation provided that the new lot is limited in size and can accommodate appropriate private sanitary and water services.

The proposed dwellings and related parcels are considered surplus to a bona-fide agricultural operation as the farmers reside on another farm property in the area. Both proposed lots are appropriately sized to adequately fit the existing dwellings and will be compatible with similar lot frontage and lot area to the undersized agricultural lots used for residential proposes along this section of Regional Road 20. Parcels 1 and 2 will support appropriate private sanitary and water services. The proposed agricultural parcel (Parcel 3) will continue to preserve prime agricultural lands and will maintain the agricultural characteristics of the surrounding lands.

It is of the opinion of Planning Staff that the proposed Zoning By-law Amendment is consistent with the policies of the PPS.

Township of West Lincoln Official Plan and Niagara Official Plan

Bill 23 has changed Niagara Region's role in land use planning and as of March 31, 2025, the Niagara Official Plan (NOP) is no longer a Regional Plan and is an Official Plan of the twelve area municipalities in Niagara. Therefore, the Township has considered the applicable policies of the NOP alongside the Township's Official Plan (OP).

The proposed severed lots (Parcels 1 and 2) are designated as 'Good General Agriculture' within the Township's Official Plan (OP). Section 4 of the OP states the main objectives of this designation is to provide the second highest level of protection to preserve the Township's agricultural lands. Parcel 1 contains an existing semi-detached dwelling unit, Section 4.4.2 g) of the Official Plan states *within the Agricultural Designation there exists a number of legally established non-agricultural related uses, buildings and structure that have been recognized through the Township's Zoning By-law. These uses can continue to exist as legally established, and changes to these uses, buildings and structures will be subject to approval by a Planning Act application.*

The proposed Zoning By-law Amendment application is to rezone Parcel 1 to site specific Rural Residential Zone to recognize the existing semi-detached dwelling unit. Additionally, the Zoning By-law Amendment application is to rezone Parcel 2 that contains a single detached dwelling unit and non-conforming accessory building. Furthermore, Section 4.4.2 c) supports the consolidation of existing agricultural holdings into larger agricultural holdings.

Section 18.13.2 g) of the OP only permits the creation of a new lot in the Good General Agricultural designation subject being surplus to a farm operation, a lot size of 0.4 hectares, or up to 1 hectare to adequately support private sewage and water services. Parcels 1 will have a lot area of 0.6 hectares and Parcel 2 will have a lot area of 0.5 hectares.

It is of the opinion of Planning Staff that the proposed Zoning By-law Amendment is consistent with the policies of the Township's Official Plan and policies of the Niagara Region Official Plan.

Township of West Lincoln Zoning By-law 2017-70, as amended

Parcels 1 and 2 are currently zoned Agriculture (A) Zone. The A Zone permits the use of a single detached dwelling with a minimum lot area 40 hectares and lot frontage of 100 metres.

Parcel 1 (Severed Surplus Farm Dwelling)- Proposed Rural Residential Lot

The purpose of this Zoning By-law Amendment is to rezone Parcel 1 to a site-specific Rural Residential (RuR-252) Zone to permit the continued use of the existing semi-detached dwelling. Under the Township's Zoning By-law, the RuR Zone only permits single detached dwellings, accessory buildings and accessory dwelling units, with a minimum lot area requirement of 0.4 hectares and a lot frontage of 45 metres.

Parcel 1 currently contains a semi-detached dwelling and an accessory building. The proposed site-specific amendment will recognize the semi-detached dwelling as a legal non-conforming use. Parcel 1 has a proposed lot area of 0.6 hectares and 71.26 metres of frontage, both of which exceed the minimum RuR Zone provisions and will provide adequate space for private servicing. The existing semi-detached building also complies with all required setbacks and overall lot coverage provisions.

Additionally, the combination of the RuR Zone requirements and the property's Official Plan designation will prevent the semi-detached dwelling from being further subdivided into two separately conveyable lots, as the resulting parcels would not meet current policy, zoning provisions or be able to accommodate private services. This ensures the long-term compatibility of the property with the surrounding rural residential neighbourhood.

Parcel 2 (Severed Surplus Farm Dwelling)- Proposed Rural Residential Lot

The Zoning By-law Amendment application proposes to rezone Parcel 2 to a site-specific Rural Residential (RuR-253) Zone to recognize several existing conditions on the property for the existing accessory structure for height, gross floor area, and lot coverage for the existing accessory building. The Zoning By-law Amendment also seeks a reduction in the front yard setback for the existing single detached dwelling. Parcel 2 proposes to have a lot area of 0.5 hectares and 67 metres of frontage, both of which comply with the requirements of the RuR Zone. The RuR Zone requires a minimum front yard setback for a single detached dwelling of 15 metres, the site-specific request is to permit a 13.7 metre front yard setback. The intent of the front yard setback is to primarily establish property functionality, appropriate distance from municipal roads, outdoor amenity space, and parking. The reduce front yard setback is the result of a Regional road widening requirement of 2.5 metres. The proposed 13.7 metre setback will adequately provide appropriate distance from municipal roads, amenity space and parking.

Parcel 2 contains an existing accessory building with a total ground floor area of 275-square-metre and a height of 5.8 metres. The RuR Zone permits accessory buildings to

have a maximum ground floor area of 120 square metres, maximum height of 5 metres and maximum lot coverage of 200 square metres. The intent of maximum ground floor area and height for an accessory building is to ensure that the accessory building remains subordinate to the main use. The accessory building will remain secondary to the main dwelling unit as it is not used for habitable space and is setback further back and slightly behind the main dwelling unit. The existing height will not further impact the abutting neighbour to the west as the building is setback 30 metres to interior lot line. The general intent of maximum lot coverage regulations is to ensure that lots maintain a balance of developed and undeveloped lands, sufficient space for maintenance and drainage and private amenity space, and massing. The increase in lot coverage from 200 square metres to 275 square metres will maintain sufficient drainage and private amenity space. No new development is being proposed; therefore, the massing will remain unchanged and maintain the characteristics of the neighbourhood. Furthermore, the proposed lot area of 0.5 hectares and existing structures does not exceed the lot coverage of 8% for accessory building and does not exceed the total overall maximum lot coverage of the RuR Zone.

Based on the review of the zoning regulations, Planning Staff are of the opinion that the proposed Zoning By-law Amendment meets general intent of the Township's Zoning By-law.

FINANCIAL IMPLICATIONS:

All costs associated with processing the application and the development of the subject property are to be borne by the Owner.

Cash-in-lieu of parkland dedication is required as a condition of consent.

INTER-DEPARTMENTAL COMMENTS:

Niagara Region

Staff acknowledges that the application is related to Consent B082025WL.

Natural Environment

The subject property is impacted by Natural Environment System of the NOP consisting of the Silverdale Provincially Significant Wetland Complex, Significant Woodland and a Linkage. The proposed Zoning By-law Amendment does not affect any NES features, no additional requirements are recommended.

Road Allowance

Regional Staff note that a 2.5 metre road widening was required across the frontage of the subject parcels as a condition of consent.

Regional Permit Requirements

Applicant is responsible for obtaining any applicable Regional road use permits

Waste Collection

Waste collection will remain the same.

Regional Infrastructure and Planning Development staff offer no objections to the proposed Zoning By-law Amendment.

Niagara Peninsula Conservation Authority (NPCA)

Comments provided at the time of Consent and no further comments received.

Township of West Lincoln

There are no issues or comments received by the Township's Building, Fire Services or Development Engineering Departments.

PUBLIC COMMENTS:

No public comments were received at the time of writing this report.

CONCLUSION:

Based on the above analysis, Planning Staff support the proposed Zoning By-law Amendment as it meets the intent of the surplus farm dwelling severance policy and preserves prime agricultural lands, meeting the requirements of the Planning Act, is consistent with the PPS, conforms to the Township's Official Plan and Niagara Region Official Plan. Therefore, it is recommended that the proposed Zoning By-law Amendment be enacted and passed.

ATTACHMENTS:

Schedule A – Site Plan
Schedule B – Comments
Schedule C - Zoning By-law and Schedule

Prepared & submitted by:

Robin Shugan
Senior Planner

Susan Smyth
Manager, Community Planning and Design

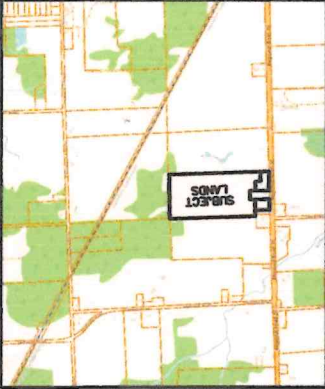
Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

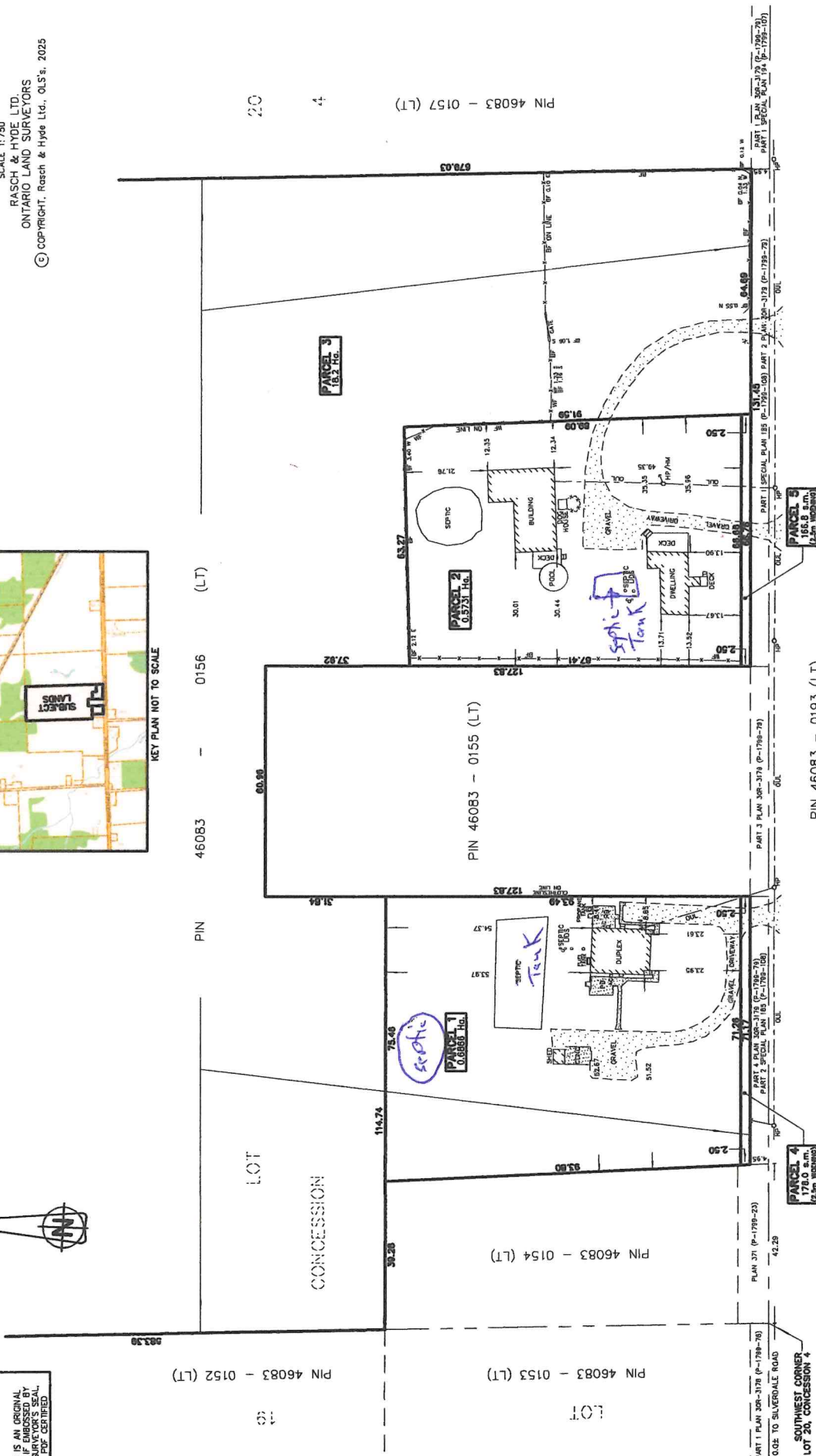
SKETCH FOR PLANNING ACT APPLICATION
4.373 REGIONAL ROAD No. 20
TOWNSHIP OF WEST LINCOLN
REGIONAL MUNICIPALITY OF NIAGARA

SCALE 1:750
RASCHE & HYDE LTD.
ONTARIO LAND SURVEYORS
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KEY PLAN NOT TO SCALE

SKETCH
THIS IS AN ORIGINAL
COPY OF THE SURVEY
OR PDF CERTIFIED



ROAD ALLOWANCE BETWEEN CONCESSIONS 3 AND 4, GAINSBOROUGH
KNOWN AS REGIONAL ROAD No. 20

BOUNDARY NOTE

BOUNDARIES HAVE BEEN DERIVED FROM REGISTRY
OFFICE RECORDS AND ACTUAL FIELD WORK.

LEGEND

PIN DENOTES PROPERTY IDENTIFIER NUMBER
BC DENOTES BACKLASH
BM DENOTES BOUNDARY MARKER
HM DENOTES HYDRO METER
HUP DENOTES HYDRO UTILITY POLE
CUP DENOTES CULVERT
WP DENOTES WIRE FENCE
W-NW DENOTES W-NW CORNER
ALL DISTANCES, AREAS AND BUILDING TIES ARE APPROXIMATE

PROPERTY DESCRIPTION

PART OF LOT 20, CONCESSION 4
TOWNSHIP OF WEST LINCOLN
REGIONAL MUNICIPALITY OF NIAGARA
ALL OF PIN 46083-0156 (LT)

CAUTION

- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.
- THIS SKETCH IS PROTECTED BY COPYRIGHT ©
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METRIC NOTE

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

JULY 31, 2025
DATE
HAROLD D. HYDE
ONTARIO LAND SURVEYOR

RASCHE & HYDE LTD.
Ontario Land Surveyors

P.O. Box 6, 1331 Highway 43 East, Unit 8
DUNNVILLE, ONT. M1A 2X1
DUNNVILLE: 905-774-7188
FAX: 905-774-4000

SCALE 1 : 750
SURVEY : 25-105
DRAWN BY : T. Matheson

Rezone Parcel 1 from
Agriculture (A) Zone to a
site specific Rural
Residential (RuR) Zone

Rezone Parcel 2 from
Agriculture (A) Zone to a
site specific Rural
Residential (RuR) Zone



- Legend
- Override 1
 - Override 2
 - Address Points

Maxar, Microsoft, Teranet Inc.



Public Works Infrastructure Planning and Development Division

1815 Sir Isaac Brock Way, Thorold, ON L2V 4T7

905-980-6000 Toll-free: 1-800-263-7215

Via Email Only

November 26, 2025

Region File: PLZBA202502275

Robin Shugan
Senior Planner
Township of West Lincoln
318 Canborough Street
Smithville, ON L0R 2A0

Dear Ms. Shugan:

Re: Regional Comments
Application Type: Zoning By-law Amendment
Township File Number: 1601-011-20205
Applicant: Bertha Lynn Snippe
4421 and 4373 Regional Road 20
Township of West Lincoln

Regional Infrastructure Planning and Development staff has reviewed the zoning by-law amendment application for lands municipally known as 4421 and 4373 Regional Road 20 in the Township of West Lincoln. This application proposes to rezone the subject parcels from Agricultural (A) zone to site-specific Rural Residential (RuR) zones to permit the use of the existing semi-detached dwelling and to increase the maximum ground floor area of an existing accessory building from 120 square metres to 350 square metres.

Staff acknowledges that this application is related to Consent File No. B082025WL, which was recently granted by the Township's Committee of Adjustment to permit the severance of two surplus farm dwellings as a result of farm consolidation.

A pre-consultation meeting was held to discuss a previous consent application on the subject lands on June 19th, 2025, with Township and Regional staff in attendance. The following comments are provided from a Regional perspective to assist Township Council with their consideration of the application.

Planning Act Changes

Staff advise pursuant to the *Planning Act*, as of March 31, 2025, Niagara Region

became an upper-tier municipality without planning responsibilities. The council of an upper-tier municipality, on conditions agreed upon with the council of a local municipality, may provide advice and assistance to local municipalities in respect of planning matters generally. Niagara Region has entered into a 'Planning Services Agreement' (PSA) with the Township of West Lincoln to continue providing support and advice to the Township for planning review with respect to natural environment system policies.

Please be advised that through a related change to the *Planning Act*, the *Niagara Official Plan, 2022* (NOP) is effectively an official plan of the Township of West Lincoln, which remains in effect until the Township revokes or amends it to provide otherwise. As such, Township staff should be satisfied that the application conforms to NOP policies.

On this basis, the following comments pertaining to natural environment system policies are provided as advice to assist the Township in their review of the application. Under the Memorandum of Understanding for Engineering Review between the Township and the Region (MOU), the comments related to Regional infrastructure and/or waste collection (as applicable) are considered Regional requirements with respect to the Region's interests.

Natural Environment System

The subject property is impacted by the Natural Environment System (NES) of the NOP, consisting of the Silverdale Provincially Significant Wetland Complex (PSW), Significant Woodland, and a Linkage.

Regional staff have reviewed the Township's Zoning By-law Schedule and are satisfied that the mapped NES features are appropriately identified within a sufficient environmental protection zone. As the proposed rezoning does not affect any NES features, staff advise that no requirements are recommended for this application from an environmental planning perspective.

Regional Road Allowance

The subject property has frontage along Regional Road 20. Regional staff note that a road widening of 2.50 metres (to be confirmed by field survey) was required across the frontage of the subject parcels (Parcels 4 and 5) as a condition of consent approval by the Township's Committee of Adjustment for related Consent File No. B08/2025WL. The widenings were required to achieve the designated road allowance of 35.0 metres (measured around the legal centreline).

Regional Permit Requirements

The applicant is responsible for obtaining any applicable Regional road use permits:

- Construction encroachment permit – needed for any construction work to be completed on or below the Regional road allowance.
- Entrance permit – needed for any private road entranceway, driveway, gate or facility constructed as a means of access to a Regional road.
- Sign permit – needed for placing any sign, notice or advertisement within 20 metres of the centreline of a Regional road.
- Road occupancy permit – needed for any item that will be installed and remain on a Regional road allowance for a period of time.

Permit applications can be made through the following link:

<https://www.niagararegion.ca/living/roads/permits/>

Restorations within the Regional right-of-way are to be to Niagara Region standards:

<https://www.niagararegion.ca/living/roads/permits/construction-encroachment-specifications.aspx>

Waste Collection

Niagara Region provides curbside waste collection services for developments that satisfy its Procedure for Requirements for Waste Collection. Existing waste collection service is expected to remain.

Circular Materials Ontario is responsible for the delivery of residential blue and grey box recycling collection services, and related information can be found at the following link:

<https://www.circularmaterials.ca/resident-communities/niagara-region/>

Conclusion

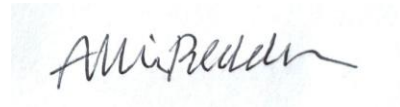
Regional Infrastructure Planning and Development staff offer no objections to the proposed zoning by-law amendment application to permit the use of the existing semi-detached dwelling and to increase the maximum ground floor area of an existing accessory building from 120 square metres to 350 square metres.

Please be advised that through changes to the *Planning Act*, the NOP is effectively an official plan of the Township of West Lincoln, which remains in effect until the Township revokes or amends it to provide otherwise. As such, Township staff should be satisfied that the application conforms to NOP policies.

If you have any questions regarding the above comments, please contact the undersigned at Alexandra.Reddon@niagararegion.ca, or Pat Busnello, Manager of Development Planning at Pat.Busnello@niagararegion.ca.

Please send notice of the Township's decision on this application.

Kind regards,

A handwritten signature in dark ink, appearing to read "Allie Reddon", is positioned above a faint, light blue rectangular stamp.

Allie Reddon
Development Planner

cc: Pat Busnello, MCIP, RPP, Manager of Development Planning, Niagara Region
Adam Boudens, Senior Environmental Planner/Ecologist, Niagara Region
Philippe Biba, Development Approvals Technician, Niagara Region

Schedule C to PD-46-2025

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN BY-LAW NO. 2025-XX

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 'D9' to Zoning Bylaw No. 2017-70, as amended, is hereby amended by changing the zoning on CON 4 PT LOT 19 and CON 4 PT LOT 20, West Lincoln, municipally known as 4421 and 4373 Regional Road 20, shown on Schedule 'A', attached hereto and forming part of this By-law.
2. THAT Map 'D9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the Severed Lands of the Surplus Farm Dwelling (Parcel 1) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) to site-specific Rural Residential (RuR-252) 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:

RuR-252

Permitted Uses:
All permitted uses of the RuR Zone including:
a) Semi-detached dwelling unit
4. THAT Map 'D9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the Severed Lands of the Surplus Farm Dwelling (Parcel 2) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) to site-specific Rural Residential (RuR-253) Zone.
5. THAT Part 6 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

RuR-523

Permitted Uses:
As per the part zone.

Regulations:
All regulations of the RuR zone except:
a) Minimum Front Yard setback 13.7 metres for the existing single detached dwelling
b) Maximum Ground Floor Area of existing Accessory Building 275 square metres
c) Maximum Height of the existing Accessory Building 5.8 metres
d) Maximum Lot Coverage for lot area for the existing Accessory Building 275 square metres
6. THAT, all other provisions of By-law 2017-70, as amended, 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 ____
DAY OF _____, 2025.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE
MANAGER, LEGISLATIVE SERVICES/CLERK

DRAFT

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

Location:

The subject properties are located on the north side of Regional Road 20.

Subject lands are legally described CON 4 PT LOT 19 and CON 4 PT LOT 20, West Lincoln, municipally known as 4421 and 4373 Regional Road 20.

Purpose & Effect:

The severed surplus farm dwelling (Parcel 1) to have a site-specific Rural Residential (RuR-252) Zone that permits:

- The use of the existing semi-detached dwelling unit

The severed surplus farm dwelling (Parcel 3) to have a site-specific Rural Residential (RuR-253) Zone that permits:

- Minimum Front Yard setback 13.7 metres for the existing single detached dwelling
- Maximum Ground Floor Area of existing Accessory Building 275 square metres
- Maximum Height of the existing Accessory Building 5.8 metres
- Maximum Lot Coverage for lot area for the existing Accessory Building 275 square metres

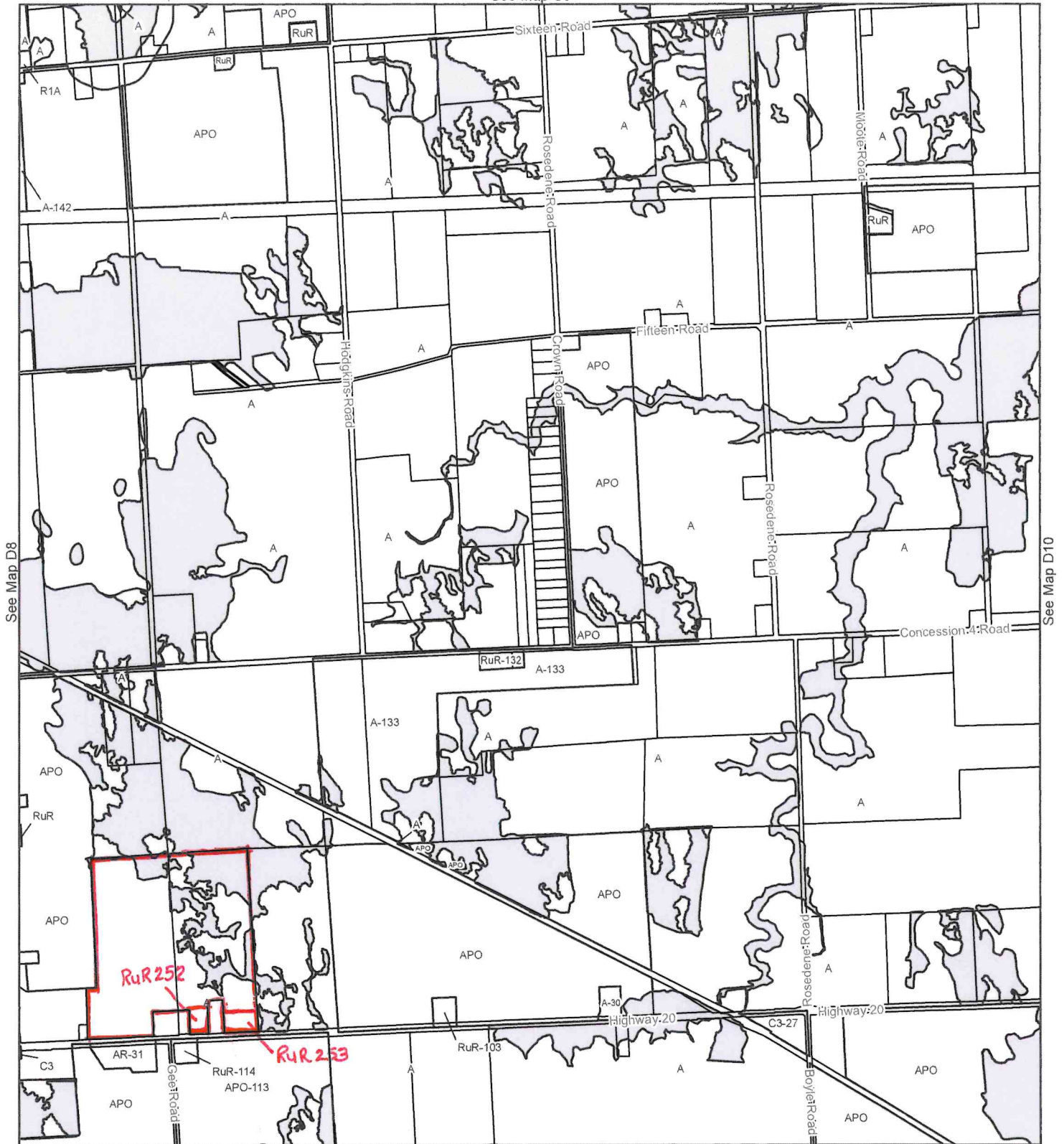
Public Consultation:

The Public Meeting was held on December 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.

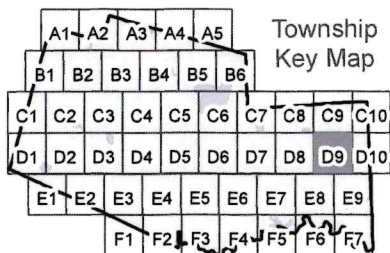
ZBA File: 1601-011-25 (4421 and 4373 Regional Road 20)

Related File: Consent B08-2025WL

See Map C9

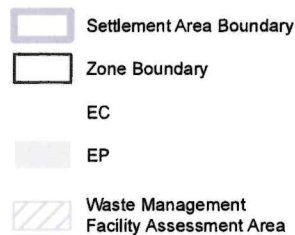
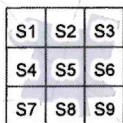


See Map E8



Township Key Map

Smithville Key Map



Township of West Lincoln

Schedule A
Zoning By-law No. 2017-70

Map

D9

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

DATE: December 8, 2025

REPORT NO: PD-47-2025

SUBJECT: **Recommendation Report – Zoning By-law Amendment Application (File No. 1601-010-25) for 3750 Concession 1 Road**

CONTACT: Susan Smyth, Manager, Community Planning and Design

OVERVIEW:

- A Zoning By-law Amendment Application has been submitted by KCAG Solutions (Kim Hessels-Glenney – Agent) on behalf of Jason and Jody Beamer (Owners).
- As a condition of severance (B072025WL), an application has been submitted to rezone Part 1 (severed lands) to a site-specific Rural Residential (RuR-250) Zone for reduced front yard setback and Part 2 (retained agricultural lands) to site-specific Agricultural Purposes Only (APO-251) Zone for reduced lot area.
- The subject lands are designated as ‘Good General Agriculture’ within the Township’s Official Plan, and zoned Agriculture (A) in the Township’s Zoning By-law 2017-70, as amended.
- Following a review of the application in accordance with Provincial and Local policies, and after considering input from the Committee, commenting agencies, and public comments, Planning Staff recommends approval of the application.

RECOMMENDATION:

1. That, Recommendation Report PD-47-2025, titled “Recommendation Report – Zoning By-law Amendment Application (File No. 1601-010-25) for 3750 Concession 1 Road”, dated December 8, 2025, be received; and,
2. That, the Application for Zoning By-law Amendment File No. 1601-010-25 to rezone the severed parcel (Part 1) from Agricultural (A) Zone to a site-specific Rural Residential (RuR-250) Zone and the retained parcel (Part 2) from Agricultural (A) Zone to a site-specific Agricultural Purpose Only (APO-251) Zone be approved in accordance with the attached amending Zoning By-law and Schedule; and,
3. That, Council authorizes the Mayor and Clerk to sign the necessary by-law.

ALIGNMENT TO STRATEGIC PLAN: Theme # 2 and 3

- Enrich our strong agricultural legacy

BACKGROUND:

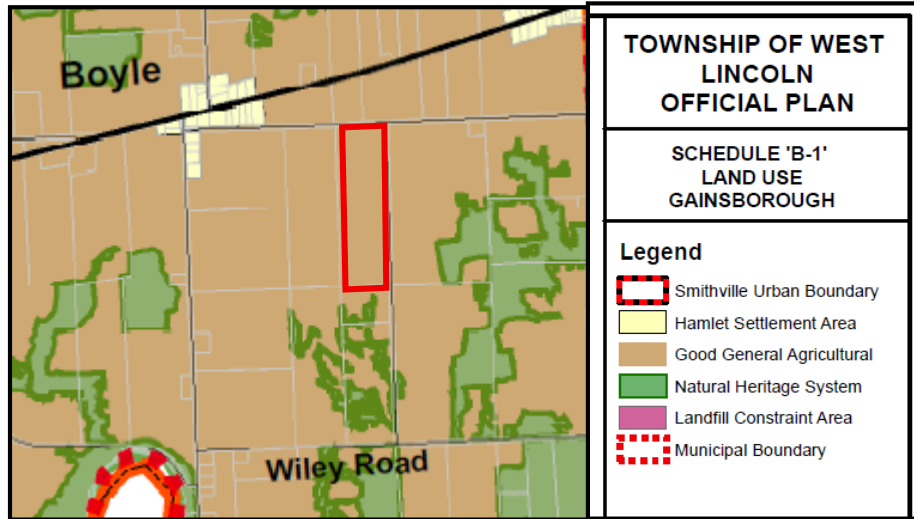
As a condition of consent, a Zoning By-law Amendment Application has been submitted by KCAG Solutions (Kim Hessels-Glenney – Agent) on behalf of Jason and Jody Beamer, Owners of 3750 Concession 1 Road.

The subject lands are located on the south side of Concession 1 and west side of Sheddon Road. The subject property currently has a total lot area of 20.6 hectares with a lot frontage of 253.24 metres on Concession 1 Road. The lands contain one single detached dwelling, two silos, metal clad building and open storage building.

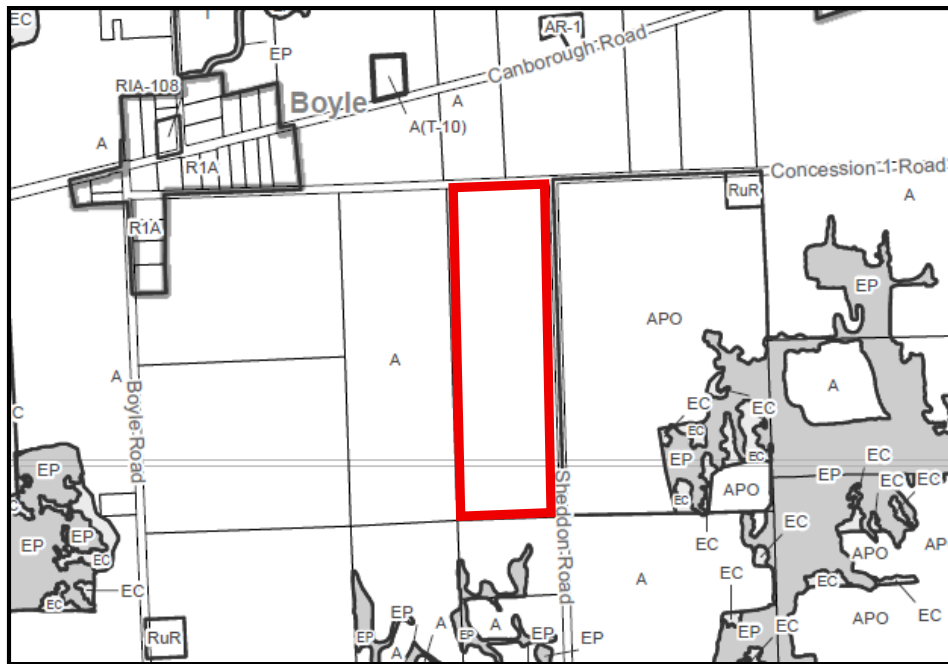
Figure 1: Location of Subject Lands



The Township's Official Plan designates the subject lands as 'Good General Agricultural', as shown in Figure 2.

Figure 2: Township's Official Plan Designation

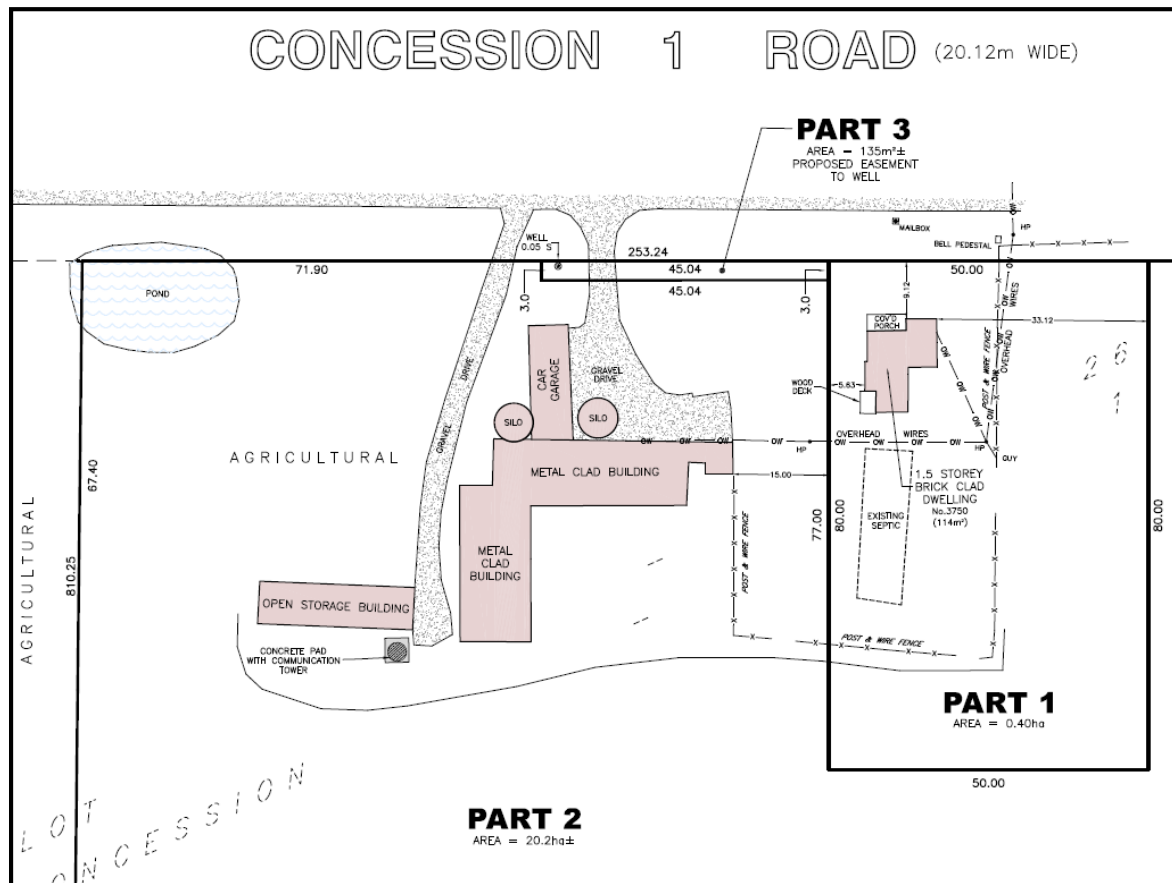
The Zoning By-law 2017-70, as amended zones the subject lands as 'Agricultural – A Zone'.

Figure 3: Township's Zoning By-law

Planning Staff received an application for consent in August 2025 to permit a Surplus Farm Dwelling Severance (Consent File B07/2025WL). The land being severed with the 1.5 storey dwelling is proposed to be 0.40 hectares (1 acre) shown as Part 1 on the sketch (Figure 4) and Part 2, being the retained farmland approximately 20.2 hectares (49.92 acres) following the severance. Also, an easement (Part 3) over Part 2 for

access to the well for domestic water usage for the lands to be severed.

Figure 4: Survey Sketch



CURRENT SITUATION:

On August 27, 2025, Consent Application B07/2025WL was approved by the Committee of Adjustment subject to conditions outlined in Staff Report [COA-14-2025](#). As part of the conditions of severance/consent is the requirement for an application for a Zoning By-law Amendment, as required by Provincial policy.

The proposed Zoning By-law Amendment application is to rezone Part 1 (severed parcel) to a site-specific Rural Residential (RuR-250) Zone for a reduction in the front yard setback and permit the continued use of the single detached dwelling. Additionally, rezone Part 2 (retained agricultural lands) to a site-specific Agricultural Purpose Only (A-251) Zone, to prevent the construction of any additional dwellings and to recognize a reduction in lot area and retain the agricultural parcel with the decommissioned barns to be used for storage.

Planning Staff have reviewed the application in accordance with the Provincial, Regional and Local policies and offer the following evaluation.

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS 2024) provides guidance on all land use planning matters. The subject lands are located within Prime Agricultural Area. In accordance with the PPS, lot creation in the Prime Agricultural Area may only permit one new residential lot per farm consolidation for a residence surplus to an agricultural operation provided that the new lot is limited in size to a minimum size in order to accommodate appropriate sewage and water services.

The proposed surplus farm dwelling severance is surplus to a bona-fide agricultural operation and is proposed to have lot area of 0.4 hectares which is the minimum lot size requirement of the Township's Official Plan and Zoning By-law. The proposed severed lot (Part 1) that is considered surplus to the farm operation and has an existing private sanitary sewage system that can accommodate the residential use. A private water well is located within the retained parcel (Part 2) and an easement for access to the existing private water well (Part 3) over Part 2 in favour of Part 1 to adequately provide domestic water usage.

It is of the opinion of Planning Staff that the proposed Zoning By-law Amendment is consistent with the policies of the PPS.

Township of West Lincoln Official Plan and Niagara Official Plan

Bill 23 has changed Niagara Region's role in land use planning and as of March 31, 2025, the Niagara Official Plan (NOP) is no longer a Regional Plan and is an Official Plan of the twelve area municipalities in Niagara. Therefore, the Township has considered the applicable policies of the NOP alongside the Township's Official Plan (OP) for the assessment to support proposed Surplus Farm Dwelling Severance.

The subject lands are designated as 'Good General Agriculture' within the Township's Official Plan (OP). Section 4 of the OP states the main objectives of this designation is to provide the second highest level of protection to preserve the Township's agricultural lands. Section 18.13.2 g) of the OP only permits the creation of a new lot in the Good General Agricultural designation subject being surplus to a farm operation, a lot size of 0.4 hectares, or up to 1 hectare to adequately support private sewage and water services, and that the remnant farmland parcel be rezoned to Agricultural Purposes Only (APO).

The proposed surplus farm dwelling severance is surplus to a bona-fide farm operation and will have a lot area of 0.4 hectares. An easement (Part 3) is being proposed for the existing private well to service the proposed severed lot for domestic water usage. The retained/remnant lands (Part 2) continued for agricultural uses are to be rezoned to Agricultural Purpose Only (APO-251) and prohibit any future non-farm related uses including residential. The severed lands (Part 1) will be rezoned to Rural Residential (RuR-250) for the continued for residential use.

Similarly, with the reference to the former Niagara Region Official Plan, lot creation within Prime Agricultural Areas lots shall have an area of 0.4 hectares and required to support private sewage and water supply system.

It is of the opinion of Planning Staff that the proposed Zoning By-law Amendment is consistent with the policies of the Township's Official Plan and policies of the Niagara Region Official Plan.

Township of West Lincoln Zoning By-law 2017-70, as amended

Part 1 (Severed Parcel) – Proposed Residential Lot

Currently, the parcel is zoned as Agricultural (A) Zone within the Township's Zoning By-law 2017-70, as amended. The A zone permits a variety of agricultural uses and permits the use of a single detached dwelling and accessory buildings and structures.

The proposed severed lot (Part 1) will be rezoned as Rural Residential (RuR-250) to permit the continued use of a single detached dwelling. According to Part 6, Table 14, Regulations for Permitted Uses in Low Density Residential and Rural Residential Zone, the RuR Zone requires a minimum lot area of 0.4 hectares and lot frontage of 45 metres of which Part 1 will meet these minimum requirements. The RuR zone requires a minimum front yard setback of 15 metres and the current front yard setback of the dwelling unit is 9.12 metres which does not comply and has been captured under the Zoning By-law Amendment application.

Part 2 (Retained Parcel) – Proposed Agricultural Purpose Only Lot

The amendment is required to rezone the retained farmland (Part 2) from Agricultural – A to Agricultural Purpose Only (APO) with an exception to capture deficiencies. The APO zone permits a range of agricultural uses only to further protect valuable agricultural lands. According to Part 5, Table 12, Regulations for Permitted Agricultural Zones, the APO Zone requires a minimum lot area of 39 hectares and a lot frontage of 100 metres. Part 2 will meet the minimum lot frontage requirement with 203.24 metres however has a deficient lot area of 20.2 hectares. Since the subject lands are an existing lot of record with a lot area that currently does not meet the minimum agricultural lot area of 40 hectares, the proposed severance will further undersize the farmland to have 20.2 hectares of farmland which does not comply with the required 39 hectares for an APO and therefore has been captured by the Zoning By-law Amendment application. The site specific APO-251 captures the reduced lot area of 20.2 hectares.

Based on the review of the zoning regulations, Planning Staff are of the opinion that the proposed Surplus Farm Dwelling Severance meets general intent of the Township's Zoning By-law.

FINANCIAL IMPLICATIONS:

All costs associated with processing the application and the development of the subject lands are to be borne by the Owners.

Cash-in-lieu of parkland dedication is required as a condition of consent.

INTER-DEPARTMENTAL COMMENTS:

Comments from internal and external agencies were received at the Consent Application stage. No additional comments were received at the Zoning By-law Amendment stage at the time of writing this report.

No public comments were received at the time of writing this report.

CONCLUSION:

Based on the above analysis, Planning Staff support the proposed Zoning By-law Amendment as it encourages appropriate rural residential infill development and preserves prime agricultural lands, meeting the requirements of the Planning Act, is consistent with the PPS, conforms to the Township's Official Plan and Niagara Region Official Plan. Therefore, it is recommended that the proposed Zoning By-law Amendment be enacted and passed.

ATTACHMENTS:

Schedule A – Survey Sketch

Schedule B – Zoning By-law and Schedule

Prepared & Submitted by:

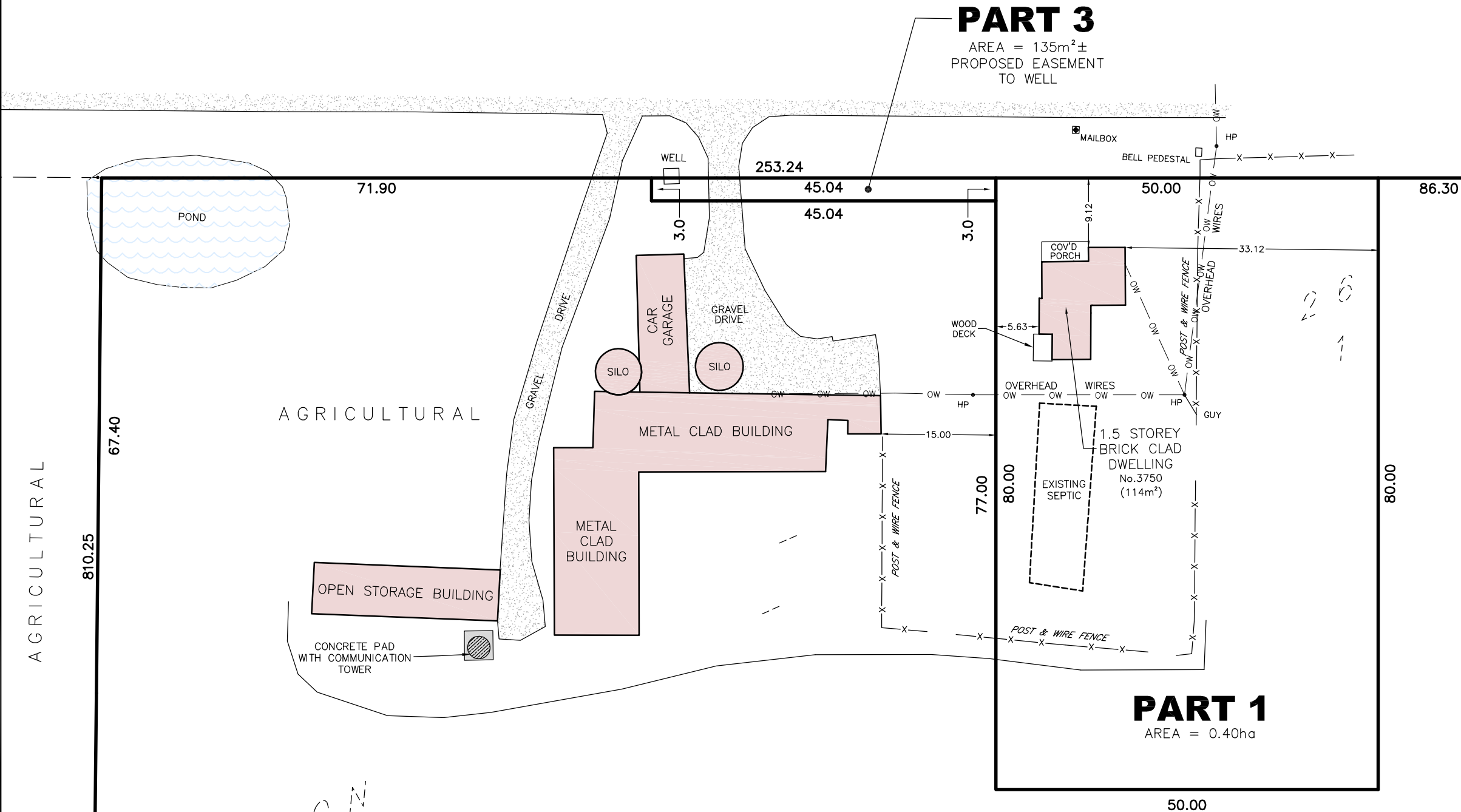
Susan Smyth
Manager, Community Planning and Design

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

CONCESSION 1 ROAD (20.12m WIDE)



SKETCH

PREPARED FOR SEVERANCE APPLICATION

PART LOT 26
CONCESSION 1
GEOGRAPHIC TOWNSHIP OF GAINSBOROUGH

IN THE
TOWNSHIP OF WEST LINCOLN
REGIONAL MUNICIPALITY OF NIAGARA
SCALE 1 : 600 (METRIC)

NOTE: THIS SKETCH IS PREPARED FROM COMPILED AND CALCULATED INFORMATION, NOT FROM AN ACTUAL SURVEY.
DO NOT SCALE FROM THIS DRAWING.
ALL MEASUREMENTS ARE +/- MEASUREMENTS.
SUBJECT AND ABUTTING LAND USE - RESIDENTIAL

CAUTION: THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

"THIS IS NOT AN ORIGINAL COPY UNLESS EMBOSSED WITH SEAL."

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JULY 24, 2025
DATE
Don Chambers
DONALD G. CHAMBERS, B. Sc., O.L.S.

CHAMBERS AND ASSOCIATES SURVEYING LTD
12 THOROLD ROAD EAST (905) 735-7841 / 735-7844
WELLAND ONTARIO FAX (905) 735-7333
L3C 3T2 www.casl-surveying.com
DWG 02089-2_SEV_sheet 2 FILE 02-98-2

LOT CONCESSION

PART 2
AREA = 20.2ha±

PART 1
AREA = 0.40ha

PART 3
AREA = 135m²±
PROPOSED EASEMENT TO WELL

SCHEDULE B - PD-47-2025

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
BY-LAW NO. 2025-XX

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 'E9' to Zoning Bylaw No. 2017-70, as amended, is hereby amended by changing the zoning on CON 1; PT LOT 26, West Lincoln, municipally known as 3750 Concession 1 Road, shown on Schedule 'A', attached hereto and forming part of this By-law.
2. THAT, Map 'E9' 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) zone to site-specific Rural Residential RuR-250 zone with a reduced front yard setback.
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-250

Permitted Uses:
As per the parent zone.

Regulations:
All regulations of the Rural Residential Zone except:
a) Minimum front yard of 9.12 metres
4. THAT, Map 'E9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the retained lands (Part 2) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) zone to site-specific Agricultural Purposes Only APO-251 with a reduced lot area.
5. THAT, Part 5 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

APO-251

Permitted Uses:
As per the parent zone.

Regulations:
All regulations of the Agricultural Zone except:
a) Minimum lot area of 20.2 hectares
6. THAT, all other provisions of By-law 2017-70, as amended, 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 ____
DAY OF _____, 2025.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE
MANAGER, LEGISLATIVE SERVICES/CLERK

DRAFT

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

Location:

The subject lands are located on the south side of Concession 1 and west side of Sheddon Road.

Subject lands are legally described CON 1; PT LOT 26, West Lincoln, municipally known as 3750 Concession 1 Road.

Purpose & Effect:

The severed lands (Part 1) to have a site-specific Rural Residential (RuR-250) Zone that permits:

- A minimum lot front yard setback of 9.12 metres

The retained lands (Part 2) to have a site-specific Agricultural Purpose Only (APO -251) Zone that permits:

- A minimum lot area of 20.2 hectares

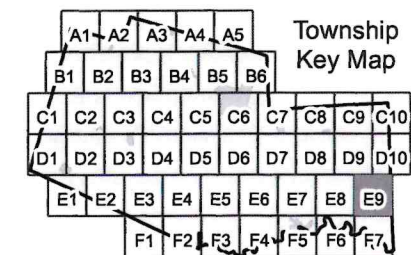
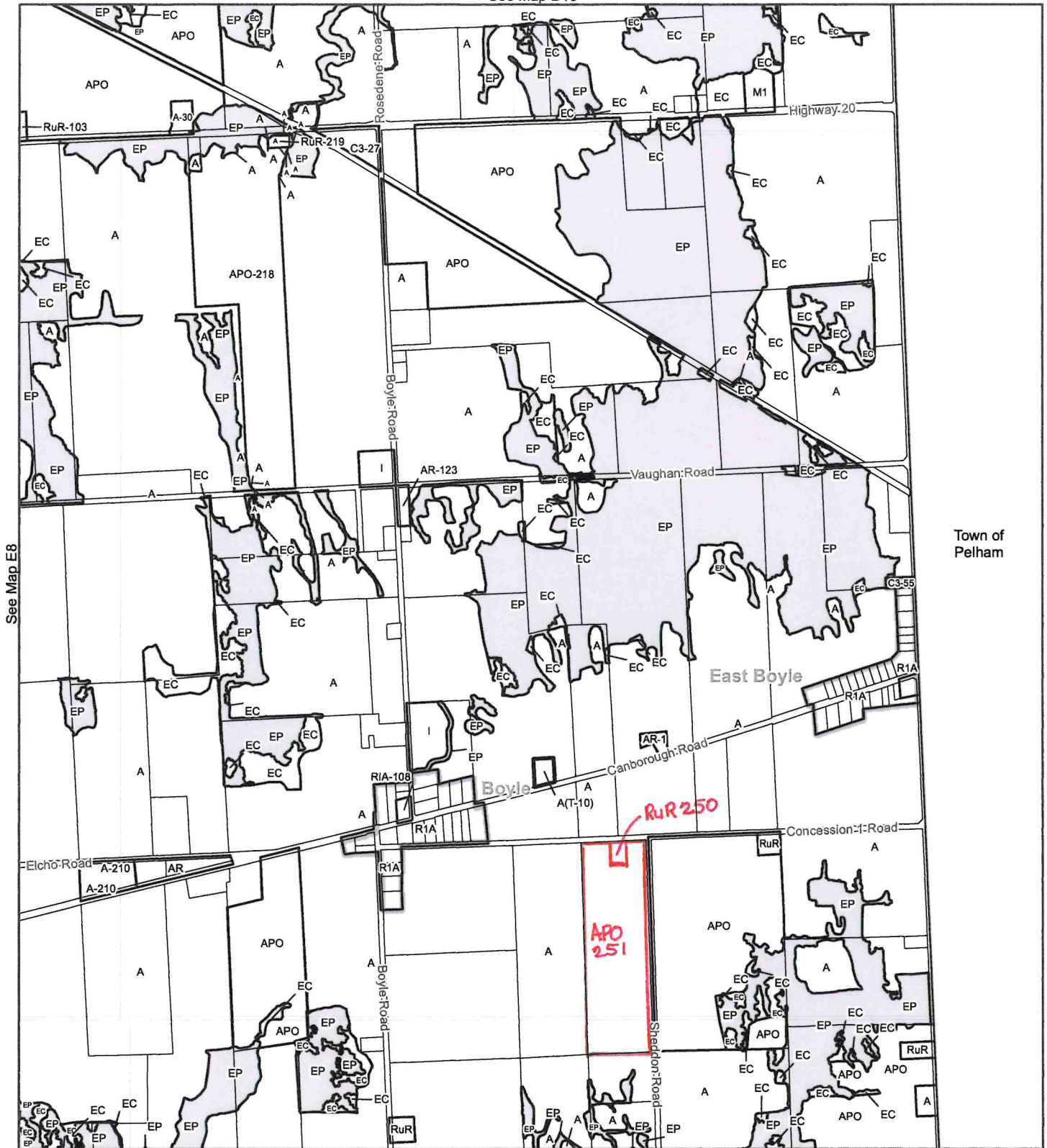
Public Consultation:

The Public Meeting was held on December 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.

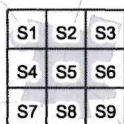
ZBA File: 1601-010-25 (3750 Concession 1 Road)

Related File: Consent B07/2025WL

See Map D10



Smithville Key Map



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

Township of West Lincoln

Schedule A
Zoning By-law No. 2017-70

Map

E9

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

REPORT
GROWTH AND SUSTAINABILITY
COMMITTEE

DATE: December 8, 2025

REPORT NO: BLDG-11-2025

SUBJECT: **Information Report**
2024 Building Department Annual Budget Report

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

OVERVIEW:

- The purpose of this report is to provide Committee and Council with information regarding revenues and expenses associated with administering and enforcing the Building Code Act during 2024.
- This report is required annually as outlined in Section 7(4) of the Building Code Act.
- This report will also be posted on the Township website to ensure compliance with the public requirements of Section 7(4).

RECOMMENDATION:

1. That, Information Report BLDG-11-2025, titled “2024 Building Department Annual Budget Report”, dated December 8, 2025, be received.

ALIGNMENT TO STRATEGIC PLAN:

- Advance organizational capacity and effectiveness
- Champion strategic and responsible growth

BACKGROUND:

In accordance with Section 7(4) of the *Building Code Act*, the Building Department is required to report annually on the direct and indirect costs of operating the Building Department. Most municipalities prepare statements in a form such as the Table found

as Schedule A to the report and then the annual report is posted on the municipal website. This report is prepared to satisfy the requirements of Section 7(4) of the Building Code Act and is provided to Committee and Council for their information.

In 2024 Township Staff processed 187 building permits as compared to 192 total permits for 2023.

CURRENT SITUATION:

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

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

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

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

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

For Council's information, there was a deficit in revenue of \$366,870 in 2024. As directed by legislation, a deficit cannot be carried forward to the next year; only a surplus can be carried forward. Therefore, a corresponding amount was drawn from the Building reserve account, along with an amount from the Contingency reserve, as discussed within Recommendation Report T-03-2025, both of which were used to balance the Building Department budget for 2024. Another deficit is anticipated for 2025 due to the timing of subdivision approvals and delays in new housing starts. To mitigate further deficits in future years, Administration has completed a Building Fee review to recommend new building fees for 2026.

FINANCIAL IMPLICATIONS:

The Building Department is intended to be self-sustaining and not have an impact to the Township's main operating budget and levy, however, due to a reduction in permit activity over the last few years, building revenues have been decreasing. A Building

User Fee Review has been completed by BMA Management Consulting to review the Building Permit fees and ensure that the fees are appropriately covering the underlying costs of performing the associated services of the Building Department. This fee review is being presented to Council for approval at the December 8, 2025 meeting.

INTER-DEPARTMENTAL COMMENTS:

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

CONCLUSION:

Staff present this report to Committee and Council in order to fulfil the obligation in accordance with Section 7(4) of the Building Code Act.

This report will be placed on the Township website in order to inform the public as required by the Act.

ATTACHMENTS:

1. Schedule A – 2024 Building Department Annual Budget Report as of December 31, 2024

Prepared & submitted by:

Approved by:

Ben Agro
CBO

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

Schedule A to Report BLDG-11-2025

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

	Actual 2024
TOTAL FEES	<u>\$ 284,227</u>
DIRECT COSTS	
Staffing Costs	309,580
Office Expenses	133,217
Capital Expenditures	-
TOTAL DIRECT COSTS	<u>442,797</u>
INDIRECT COSTS	208,300
TOTAL DIRECT & INDIRECT COSTS	<u>651,097</u>
SURPLUS (DEFICIT)	<u><u>\$ (366,870)</u></u>

STATEMENT OF RESERVES

Opening Balance, January 1	\$ (94,507)
Transfer to (from) Reserves	73,853
Interest Earned on the Reserve	-
Closing Balance, December 31	<u><u>\$ (20,654)</u></u>

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

DATE: December 8, 2025

REPORT NO: PD-44-2025

SUBJECT: **Recommendation Report
Township Initiated House Keeping Amendments to Zoning By-law 2017-70, as amended**

CONTACT: Susan Smyth, Manager, Community Planning and Design
Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- The Township has identified regulations and provisions in the Comprehensive Zoning By-law 2017-70, as amended that requires some minor amendments.
- These changes can be addressed through a housekeeping amendment to the Zoning By-law on matters related to administration and responsibility of enforcement of the Zoning By-law, address zoning provisions that are inconsistent with engineering requirements for culvert and entrance permits, and provisions related to on-farm diversified uses.
- The proposed housekeeping amendments also include pre-zoning the Spring Creek Heights Secondary Plan Employment Area from a development zone to an appropriate employment zone.
- The housekeeping amendments to the Zoning By-law provides an opportunity for the Township to keep the zoning regulations current and functional with current changes in Provincial legislation.
- The proposes changes to the by-law requires public consultation and allow an opportunity for feedback.

RECOMMENDATION:

1. That, Recommendation Report PD-44-2025, titled “Recommendation Report – Township Initiated House Keeping Amendments to Zoning By-law 2017-70, as amended” (File 1601-012-25), be received; and,
2. That, Administration be directed to conduct public consultation and prepare an Information Report and present at a future Public Meeting.

ALIGNMENT TO STRATEGIC PLAN:
Theme #1 and 2

- Build a safe, connected, caring and active community
- Champion strategic and responsible growth

BACKGROUND:

The Township of West Lincoln Council approved the Comprehensive Zoning By-law 2017-70 in June of 2017. This was the first time a new Comprehensive Zoning By-law was passed since the Township passed its first Zoning By-law in 1979.

Over the years, the By-law offered a significant improvement on the implementation of the regulations, however some issues have been identified that requires some attention.

A Township initiated Housekeeping By-law was passed by Council in November 2024 (By-law 2024-76) that addressed issues and opportunities triggered by Provincial changes and improvements to the implementation of regulations.

CURRENT SITUATION:

The new Comprehensive Zoning By-law was approved in 2017. At that time the Township did not have a dedicated By-law Enforcement Officer. Rather by-law enforcement was carried out by the Chief Building Official and Building Inspector. As such, the Zoning By-law, Section 1.2.1 states that enforcement of the zoning by-law is to be carried out by the CBO and Building Inspector.

Since this time, the Township has hired a full-time dedicated By-law Enforcement Officer position. To allow for more efficient enforcement of the zoning by-law, administration is proposing to add the Municipal By-law Enforcement Officer to the list of positions responsible for the enforcement of the by-law.

Additionally, to address inconsistency and restrictive regulations in Part 3: General Provisions of the By-law related to driveway accesses for agricultural parcels, and on-farm diversified uses. The amendments to the regulations will be in alignment with applicable Provincial and Regional legislation and guidelines as well as engineering standards to avoid confusion and minimize issues to release permits for construction/development applications.

Finally, administration is proposing to pre-zone employment lands within the Spring Creek Heights Secondary Plan area which are designated for restricted employment. These vacant lands have been designated restrictive employment for a number of years, but the zoning remains Development 'D'. There have been recent severance applications on those lands with potential for future employment related development.

Administration is aware that there may be further areas in the comprehensive zoning by-law that need to be reviewed, however, administration is recommending that more comprehensive review and update be undertaken following the completion of the new

West Lincoln Official Plan.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report as this application for Zoning Amendment is being initiated by the Township of West Lincoln. A newspaper notice will be required and paid as part of the operating budget for the Growth and Sustainability Department.

INTER-DEPARTMENTAL COMMENTS:

There are no comments at this time. Departments, as well as the Public and Agencies will have an opportunity to provide comments as part of the public consultation process.

CONCLUSION:

Staff is requesting that Committee direct staff to initiate a zoning by-law amendment and public consultation for the proposed housekeeping amendments to the Zoning By-law at a future Public Meeting.

Prepared & Submitted by:

Susan Smyth
Manager, Community Planning
and Design

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

DATE: December 8, 2025

REPORT NO: PD-49-2025

SUBJECT: **Information Report**
Update on Provincial Legislation Changes – Bill 17, 56 and 60

CONTACT: Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- The Province has introduced and passed several new pieces of legislation which impact growth and operations in the Township.
- Bill 17, the Protect Ontario by Building Faster and Smarter Act, 2025 was introduced in May 2025, and received Royal Assent on June 5, 2025.
- Bill 56, Building a More Competitive Economy Act, 2025 was Introduced in October and received Royal Assent on November 3, 2025.
- Bill 60, the Fighting Delays, Building Faster Act, 2025 was introduced on October 23, 2025 and at the time of writing this report has not yet received royal assent.
- These three pieces of legislation amended several Acts including, but not limited to; the Building Code Act, 1992, The Development Charges Act, 1997, the Ministry of Infrastructure Act, 2011 and the Planning Act.
- This report is being presented for information purposes.

RECOMMENDATION:

That, Information Report PD-49-2025 titled “Information Report, Update on Provincial Legislation Amendments – Bill 17, 56 and 60” dated December 8, 2025, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #

- **Strategic Responsible Growth**

BACKGROUND:

Over the last few months the Province has introduced and passed several pieces of legislation which have implications for the operations of the Township. These three pieces

of legislation include:

- Bill 17, the Protect Ontario by Building Faster and Smarter Act, 2025 was introduced in May 2025, and received Royal Assent on June 5, 2025.
- Bill 56, Building a More Competitive Economy Act, 2025 was Introduced in October and received Royal Assent on November 3, 2025.
- Bill 60, the Fighting Delays, Building Faster Act, 2025 was introduced on October 23, 2025 and received Royal Assent on November 27, 2025

These legislative amendments, as stated by the Province, are mainly to reduce red tape and to accelerate housing growth and the economy in Ontario.

CURRENT SITUATION:

Below is a summary of the changes that each bill is enacting as they impact the Township. The full list of changes can be found in each of the Bills online.

[Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025](#)

Building Code Act, 1992

- Amendments clarifying that municipalities do not have the authority to pass bylaws respecting the construction or demolition of buildings, whereas currently, certain municipalities have construction requirements that go beyond the Ontario Building Code.

Development Charges Act, 1997

- New provisions in the DC Act that allow the deferral of non-rental residential development charges to occupancy or occupancy permit, whichever is earlier.
 - As of November 3, 2025 this is now in effect, and the Township cannot require municipal development charges to be paid at time of building permit issuance.
 - Township Finance and Building Staff are developing a plan to ensure that Development Charges are collected at time of occupancy.
- Municipalities can no longer charge interest on certain statutory deferred DC payments.
- Long Term Care Homes are now explicitly exempted from DCs.
- No background study is required for reducing DCs.
- Greater powers to the Minister for creating regulations including what can be included by municipalities as recoverable capital costs, what constitutes a local service rather than DC, and merging related service categories for DC Credits.

Planning Act

- Complete Application Requirements
 - o For Planning Applications, municipalities will only be able to require studies and reports identified in their Official Plan. Any new amendments to the Official Plan to add further studies or reports requires written approval from the Minister of Municipal Affairs and Housing. Municipalities are now restricted from requesting certain studies, including sun/shadow, wind, urban design and lighting.
- As of Right Variations to Minimum Setbacks
 - o Proposed buildings in certain areas will be permitted to deviate from minimum setback requirements up to 10% as of right, without needing to obtain a minor variance.
 - o This has been expanded on in Bill 60 – see below.
- Schools on residential lands
 - o Elementary or secondary schools of a school board (or any ancillary uses) will be permitted as of right on urban land zoned for residential uses.

Bill 56, Building a More Competitive Economy Act, 2025

Highway Traffic Act

- Remove authority to operate Automated Speed Enforcement systems and permit the Ministry to direct municipalities to install signs in school zones, and provide authority for the province to install signs where a municipality does not comply. Red light cameras were not implicated in this change and are still permitted.

Species Conservation Act, 2025

- Protections for species at risk are clarified to include parts and products. The Minister can issue habitat protection orders in more situations.

Bill 60, the Fighting Delays, Building Faster Act, 2025

Planning Act

- As of Right Variances
 - o Expanding off of Bill 17, the Province has introduced limited specific to minimum setback distances. Landowners are now permitted to vary a parcel boundary setback requirement up to 10% without needing to apply for a minor variance.
 - o Bill 60 expands upon this by way of the Province created a new regulation creating a list of prescribed minimum standards that if imposed by a zoning bylaw may be unilaterally reduced by the landowner up to a prescribed percentage without the need to apply for a minor variance.
 - o These as of right variances will be limited to parcels of urban residential land, and would continue to restrict the ability within Greenbelt Area lands, non

- urban lands within 300 metres of railroads and/or 120 meters of conservation authority regulated lands.
- For transition, Section 34(1.5.1) of the Planning Act establishes that Zoning standards are fixed according to the date when the building permit is issued.
- Ministers Decision Exempt from the Provincial Planning Statement (PPS)
 - All ministerial decision will be exempted from PPS consistency requirements, where previously, all decisions made by a municipality, board, commission, agency, including the Ontario Land Tribunal (OLT), and the Minister, must be consistent with the Provincial Planning Statement.
- Ministers Zoning Order (MZO)
 - Bill 60 alters the implementation of MZO's through reducing consultation requirements and speeding up associated development agreements.
 - MZOs will now be exempted from the filing requirements under the Legislation Act, 2006 and not be required to post on the Environmental Registry, but rather on a separate provincial website.
- Community Improvement Plans
 - The ability to pass bylaws to create CIP areas was limited to lower and single tier municipalities following the removal of planning responsibilities from upper tier municipalities earlier this year through Bill 23. The apparent unintended consequence of this was the upper tier municipalities, such as the Niagara Region, lost their authority to create and administer CIP's as their Official Plans were no longer in effect. Bill 60 allows upper tier municipalities who lost their planning authority to continue with their CIP programs.

Further consultation has been posted on the Environmental Registry on further changes including consultation on Enhanced Development Standards (ERO 025-1101), Consultation on Minimum Lot Sizes (ERO 025-1100), Consultation on Simplifying and Standardizing Official Plans (ERO 025-1099).

Development Charges Act

- Land Costs
 - A new class of costs for Development Charges being land acquisition to assist municipalities in the acquisition of land.
- Local Service Policies
 - Section 59 of the Development Charges Act allows a municipality to require a developer to install local services as a condition of approval. Through Bill 60, municipalities are now required to adopt local service policies at a minimum identifying works related to a development that are intended to be local services. These local servicing policies are required to be reviewed regularly, in conjunction with the Development Charge Review process.
 - The Township currently has a Local Servicing Policy which was done in conjunction with the DC Bylaw.

- Reporting to the Minister
 - o The Minister now has the ability to require that a copy of either or both of a background study or a bylaw be provided to the government.

Water and Wastewater Public Corporations Act

- A new Act has been created which allows the Minister to designate a corporation as a water and wastewater public corporation which would provide water and sewage services on behalf of lower tier municipalities. The Act would allow such a corporation to assume ownership and operation of water and sewer utilities and to impose rates and fees on users. The Minister will be able to make regulations governing the structure of the corporation.

Highway Traffic Act

- Amendments to the Highway Traffic Act remove the ability of municipalities to reduce the number of marked lanes on a road for the purposes of installing bike lanes.

FINANCIAL IMPLICATIONS:

Changes approved specifically in Bill 17 and Bill 60 will have direct financial impacts mainly with respects to DC deferrals. There are also indirect financial impacts that could occur based on reduced number of minor variance applications due to the as-of-right variance provisions found within both Bills.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Director of Operations, Director of Corporate Services/CFO and the CAO.

CONCLUSION:

This Information Report provides Council with a summary of the legislative changes that have occurred and been implemented over the last few months. As legislation regarding Development Charges, Infrastructure and Planning continues to evolve, Administration will continue to provide regular updates to Council.

Prepared & Submitted by:

Gerrit Boerema
Director, Growth and Sustainability

Approved by:

Truper McBride
CAO

DATE: December 8, 2025

REPORT NO: PD-45-2025

SUBJECT: Information Report – Status of Site Plan Approvals

CONTACT: Susan Smyth, Manager, Community Planning and Design
Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- The Township passed By-law 2014-18 that designates the entire Township within site plan control.
- Site plan control is used by the Township to ensure that new development, such as a new industrial or commercial building or multi-unit residential building meets the design requirements of the Township and that the development is safe, functional and compatible.
- Site plan control is used to ensure that developments are built and maintained as approved by the Township, meet design standards, have safe and easy access for pedestrians and vehicles; have adequate landscaping and drainage; have adequate parking; and is compatible with nearby properties.
- In 2022 Township Council passed two bylaws delegating site plan approval and approval of various development agreements to Administration while requesting that Administration provide regular updates regarding applications being approved.
- Staff have been actively working on numerous developments in the Township that require site plan control, and this report provides a status update on these developments.

RECOMMENDATION:

1. That, Information Report PD-45-2025 titled “Information Report – Status of Site Plan Approvals”, dated December 8, 2025, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1 and 2

- Build a safe, connected, caring and active community
- Champion strategic and responsible growth

BACKGROUND:

Section 41 of the Planning Act allows the Township to designate areas of the Township for requiring site plan control. Township Council passed By-law 2014-18 that designates the entire Township within the site plan control area.

However, there are some developments that are exempted from site plan control, including:

- One or two-unit dwellings including accessory dwelling units
- Street townhouses located within a registered plan of subdivision
- Swimming pools
- Agricultural buildings accessory to a farm operation except cannabis production facilities
- Greenhouses less than 4000 m² in size

The Township Council passed By-law 2022-80 offering the delegated authority to approval site plan and agreements including the authority to impose conditions of approval pursuant to Section 41 of the Planning Act, and By-law 2022-81 to delegate powers and duties to the Director of Growth and Sustainability (formerly Director of Planning and Building) under Section 23.1 of the Municipal Act to execute site plan agreements.

CURRENT SITUATION:

Since January 2025, there have been twelve site plan applications submitted requiring approvals for new developments/new builds or amendments to existing site plan agreements for enlargements or expansions to existing buildings.

The following provides a summary of the active site plans for 2025.

File No.	Applicant/Address	Type	Status
2100-001-25	NGF Property Inc. (5377 Elcho Rd)	Amendment – expansion of outdoor storage area	Final registration required
2100-002-25	Niagara Pallet (2906 South Grimsby Rd 8)	Amendment – expansion of building	Final approval required
2100-003-25	Legion Villa (171 Mill St)	New – apartment building	In progress, agency review

File No.	Applicant/Address	Type	Status
2100-004-25	Phelps Homes (132 College St)	New – townhouse development	No formal submission, still require zoning by-law amendment and draft plan approval
2100-005-25	Roman Kulyk (121 Griffin St)	New – dentist office	Agreement to be signed
2100-006-25	723345 Ontario Inc. (6254 Skyway Rd)	New – warehouse building	Agreement to be signed
2100-007-25	Westover Express Pipelines Inc. (2418 Allen Rd)	New – office and vehicle storage building	Final approval required
2100-008-25	Roker Crane and Rigging Corp./Pembleton Holdings Inc. (1486 Boyle Rd)	Amendment – improved parking area	Final approval required
2100-009-25	Hinterland Estates (4299 Regional Rd 20)	New – on-farm diversified building, parking and accessory buildings	Final approval required
2100-010-25	KJLZ Holdings Ltd. / Zwaagstra Trucking Ltd. (7721 Silver St)	Amendment – improved parking for truck storage and drainage	In progress, agency review
2100-011-25	2067226 Ontario Inc. Niagara Real Estate Centre Inc. (103-107 West St)	New – mixed commercial and residential building	In progress, agency review
2100-012-25	Linde Truck and Trailer (4426 Regional Rd 20)	Amendment – expansion to an existing vehicle repair building	In progress, agency review

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

INTER-DEPARTMENTAL COMMENTS:

No agency comments are required for this report as it is for information only and updates on the status of site plan applications and approvals.

CONCLUSION:

Staff has provided the status of the site plan applications and approvals for information to Council to understand the type and scale of developments that are happening in the Township.

Prepared & Submitted by:

Susan Smyth
Manager, Community Planning and Design

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

REPORT
COMMUNITY AND PROTECTIVE
SERVICES COMMITTEE

DATE: December 8, 2025

REPORT NO: CS-10-2025

SUBJECT: **YMCA Partnership – 2026 March Break Camp – Fee Waiver**

CONTACT: Cynthia Summers, Director, Community and Protective Services and
DJ Brooks, Manager of Community Services.

OVERVIEW:

- The Township of West Lincoln and the YMCA would like to partner to operate a March break camp at the West Lincoln Community Centre.
- This would require that West Lincoln provide space to the YMCA free of charge.
- A fee waiver of \$1,740 is necessary to move forward with this program.

RECOMMENDATION:

1. That, Recommendation Report CS-10-2025 titled “YMCA Partnership – 2026 March Break Camp – Fee Waiver” dated November 17, 2025, be received; and,
2. That, Council approves a fee waiver of \$1,740 to allow for the YMCA to provide March Break Programming at the West Lincoln Community Centre for 2026.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

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

Theme #2

- **Champion strategic and responsible growth**

BACKGROUND:

The Township of West Lincoln looks for strong partnership opportunities to provide new and improved services at the West Lincoln Community Centre (“WLCC”). The YMCA of Niagara (“YMCA”) is a local community-based organization which delivers recreation services

throughout Niagara. The Administration and the YMCA are looking to partner to operate the March break camp at the WLCC.

CURRENT SITUATION:

Currently, the Township of West Lincoln operates camp programming over the summer months and during March break. The Township delivers these camps by hiring part-time staff and utilizing the WLCC program rooms and the gymnasium.

Historically the March break camp has been one of the more challenging programs to operate for multiple reasons.

1. The summer camp staff are often unavailable as they are studying at their post-secondary institutions during March break.
2. Furthermore, with the program being only one week, the administrative (management level staffing) time spent preparing for the camp and oversight of the program is proportionately much greater than the summer programs.

Partnering with the YMCA for the 2026 March break camp will allow us to address the above noted challenges and will allow us to pilot and assess the viability of future such collaborations. This March break partnership is an opportunity to have a smaller partnership agreement in a space fully supervised by Township staff to ensure we are comfortable with future potential partnerships.

This partnership model will continue to ensure that West Lincoln residents will have access to early registration prior to any non-resident applications.

Administration will be exploring future tools and opportunities to attract and streamline the process for organizations to utilize Township facilities for the benefit of West Lincoln residents.

FINANCIAL IMPLICATIONS:

Administration will enter into a March Break Camp Program Service Agreement with the YMCA, in order to operate the March Break programs from the WLCC. Within the Financial Terms of the agreement, it will be noted that YMCA is responsible for managing all program revenues and expenses. This means that the YMCA will oversee camp registration, revenue collection, staffing and daily oversight, promotion, parent communication, and program supply purchases. Any remaining net revenues after expenses will be shared equally (50/50) between the YMCA and the Township.

The March Break camp user fee charged to participants will be agreed upon by both the YMCA and the Township, which is anticipated to be set at \$180 for the week. This will align with the Township's Summer Camp program user fee.

Based on the budget projection provided by the YMCA, it is expected that the program may generate a net revenue amount of approximately \$725, which would be split evenly between the YMCA and the Township. This is under the assumption that all 40 participant spots are filled. In the event that the program generates a loss, YMCA will fully absorb this. A financial summary of the program will be provided by the YMCA to the Township within 90 days of completion.

The Township's 2026 Budget reflects the March Break camp program in the Youth Recreation Program subfunction. The proposed budget reflects a net program expenditure (revenue less expenses) of \$(2,325). By changing the program service delivery model, there is a potential revenue increase to the Township's total recreation budget and allows for new programming, new collaboration with a recreation-based community service and it allow full time staff to focus their planning on other programming opportunities.

While not directly quantifiable, it is important to note that in transitioning to a program delivery model through the YMCA, this is anticipated to generate internal staff efficiencies within the Recreation and support function departments, such as Payroll and Human Resources.

Further, there is a small lost opportunity cost of renting the three meeting rooms and gymnasium out to outside groups or organizations. If the space was rented out for the entire week, the revenue collected by the municipality would be a maximum of \$1,740. However, it is worth noting that if the Township was to run the March break camp, these spaces would be unavailable for public rental. Understanding this, there is no real revenue loss to the Township by providing this fee waiver.

INTERDEPARTMENTAL COMMENTS:

The Financial Implications section was developed in consultation with the Director, Corporate Services/CFO and the report was reviewed by the CAO and Clerk's Office.

CONCLUSION:

Administration recommends Council approve the fee waiver of \$1,740, to allow for the Township to full partner with the YMCA to deliver the March Break Camp services for 2026.

SCHEDULE(S)

N/A

Prepared & Submitted by:

Cynthia Summers
Director, Community
And Protective Services

Approved by:

Truper McBride
CAO

DATE: December 8, 2025
REPORT NO: WLFD-11-2025
SUBJECT: **Monthly Update - November 2025**
CONTACT: Tim Hofsink, Fire Chief

OVERVIEW:

- This report will address November 2025 fire responses and activities.

RECOMMENDATION:

That, Information Report WLFD-11-2025 titled “Monthly Update - November 2025”, dated December 8, 2025, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1 and #4

- **Build** – a safe, connected, caring and active community
- **Advance** – organizational capacity and effectiveness

CURRENT SITUATION:

Emergency Response Calls

See Attached Schedule A for November calls.

See Attached Schedule B for Heat Map of year’s MVCs

New Recruits: None

Retirement: None

Promotions: Following the retirement of Chief Fisher and the subsequent promotions in the Fire Chief and Deputy Fire Chief roles, the vacancy in the Captain role was filled by Tamara Clark. Tamara was promoted to Captain after serving 10 years as firefighter and moving up to Lieutenant of first Public Education/Prevention followed by a move into the Training Officer role.

Training: Training for the month of November included several different patient care drills. These included Silo/grain rescue drill, patient packaging with the International basket, Kendrick Extrication Device and spinal immobilization. As part of the Officer Development plans, a large group of firefighters have enrolled in the Department’s NFPA 1021 LVL 1

Fire Officer course, now underway. The first part of the hybrid course is done online, with in-person and exams planned for January 2026. Incident Command training is also being planned for the early part of 2026 to help ensure Officers are prepared to manage/communicate and document all emergency calls with confidence and skill.

Fire Prevention / Public Education: Information leaflets related to the changes in the Fire Code surrounding carbon monoxide detectors on all levels of each home were handed out during the annual Santa Claus Parade. The Public Education team visited two classes at John Calvin School (kindergarten and grade one) and read books for the children related to fire safety. The Team also provided a fire safety presentation at St Lukes church. The crew also participated in handing out Lithium-Ion battery awareness information to homes in the community.

Apparatus Fleet: The highly anticipated new pumper from Fort Garry Firetrucks in Winnipeg arrived in November. Training on the new apparatus is underway, the manufacturer's training occurred upon arrival of the truck, and once the safety inspection, registration and any other outstanding work is completed, the Operator driver training will commence. Some of the decals have been applied, and the remainder will be installed in the coming days. Work on equipment mounting and final preparations is also being planned out.

Fire Services Activities: The Team put fire apparatus from both Stations in the annual Santa Claus parade in Smithville, handed out candy, and gathered well over 400lbs of food for WLCC food bank. The Fire Team also participated in serving pancakes at St Luke's Anglican Church breakfast.

Plans are continuing to develop to increase the performance of the Team at rural water supply, with the new tankers and equipment enhancing the Department's abilities to provide large scale water shuttling to rural areas of the community.

The heat map of MVC calls attended by West Lincoln Fire, with Ward boundaries included, has been acquired and attached to this report as requested. This map includes all MVC calls year-to-date 2025.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Corporate Services/CFO, CAO and Clerk.

CONCLUSION:

This report is to inform Committee and Council of the November 2025 operations of West Lincoln Fire and Emergency Services.

SCHEDULE(S):

Schedule A – November Monthly Calls

Schedule B – Heat Map of Years MVCs

Prepared & Submitted by:

Tim Hofsink
Fire Chief

Approved by:

Cynthia Summers
**Director, Community and Protective
Services**

Truper McBride
CAO

Jurisdiction

WEST LINCOLN

2025 MONTHLY DISPATCHES BY DETERMINANT

Determinant Group	January	February	March	April	May	June	July	August	September	October	November	December	Total
⊕ Burning Complaint	1			1		3	1	9	2	1	1		19
⊕ Carbon Monoxide						2							2
⊕ Emergency Assistance		1		1	1	2	1		1	3	2		12
⊕ Grass/Tree/Brush Fire			2	4	1	2	6	1	3				19
⊕ Hazmat				1						1			2
⊕ Medical	8	5	6	8	4	4	12	6	8	11	11		83
⊕ MVCs	2	9	4	6	11	3	7	7	6	5	7		67
⊕ Non-Emergency Assistance			1	2	1				1				5
⊕ Non-Emergency Medical	1	1					1						3
⊕ Other Fire					1	2		1	3	1			8
⊕ Preliminary Assignment	1				1						1		3
⊕ Remote Alarm	3	1	2	3	7	3	5	1	2	5	2		34
⊕ Rescue													
⊕ Structure Fire	1		1	4	1	1	3	2	1	2	2		18
⊕ Unknown 911													
⊕ Vehicle Fire	2		1	2	1	2	1	1	1	5			16
⊕ Water Rescue													
Total Responses within Municipality	19	17	17	32	29	24	37	28	28	34	26		291

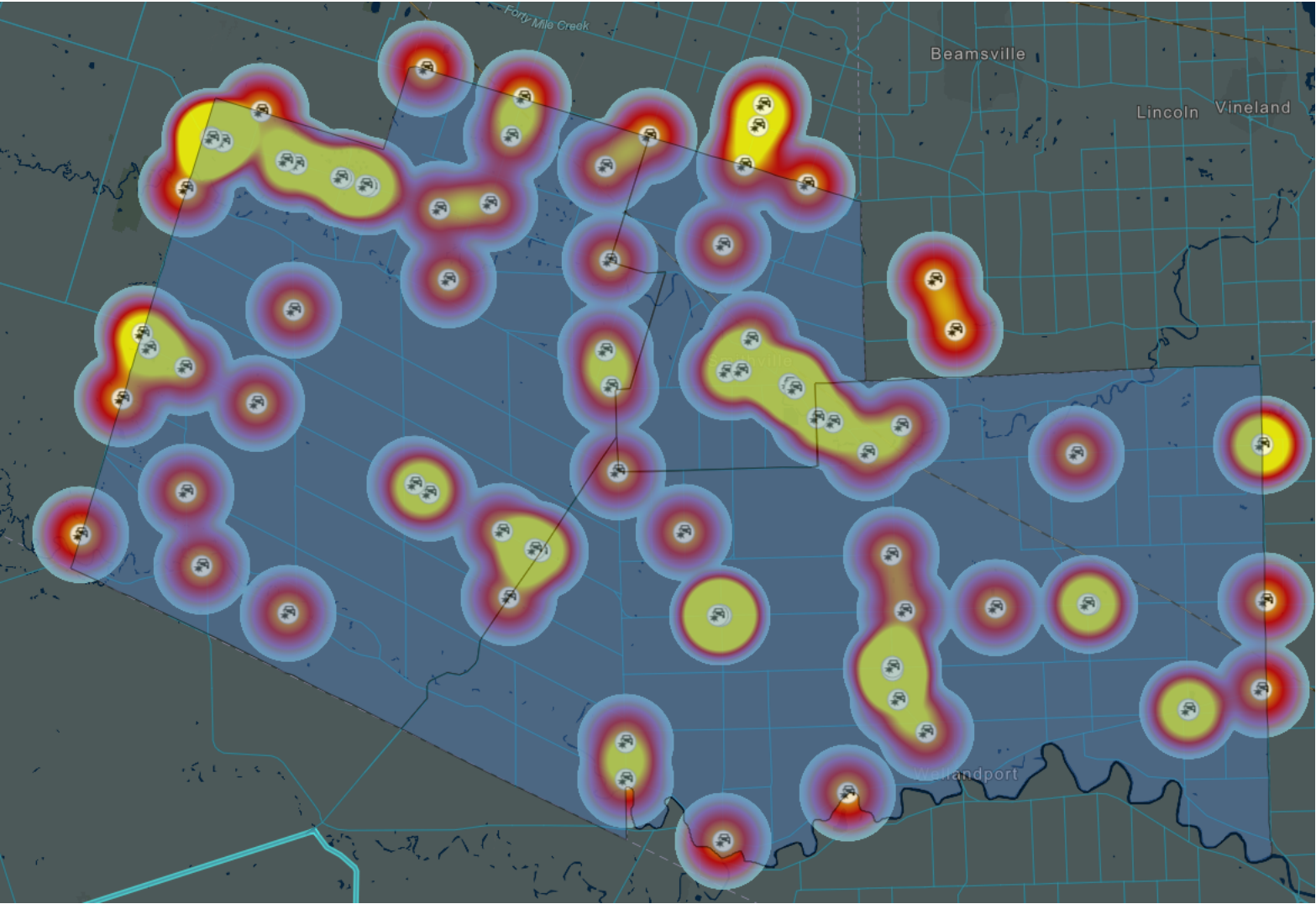
WEST LINCOLN

43

Year-to-Date Responses Out of Area

291

Total Events This Year



**Joint Accessibility Advisory Committee of
Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake,
Grimsby and Port Colborne
Meeting Minutes
Thursday, November 13, 2025
City of Thorold City Hall, Committee Room 1
3540 Schmon Parkway
6:30 p.m. – 8:30 p.m.**

Present: Joey Hewitt (Thorold), Rhys Evans (Pelham), Rebecca Hill (Lincoln), Jennifer Thiessen (Lincoln), Jennifer Korstanje (Grimsby), Dan Whipple (Pelham) Dave Antaya (NOTL), Dianne Rintjema (Lincoln) Lisa Peso (Grimsby), Nicholas Debono, Clerk, City of Thorold, Donna Herrington and Rachel Herrington (The Herrington Group).

Regrets: Laura Slade (Port Colborne) Lauren Bubnic (NOTL), Janice Desroches (Thorold).

Guests: Tim Jennings, Shaw Festival, Amanda Motyer and Meika McCunn, Unity Design Studio.

1. Call to order. Rhys chaired the meeting and called the meeting to order at 6:35 pm

2. Approval of the Agenda

Dianne asked to add the No Barrier Business Accessibility Award for the Town of Lincoln under New Business.

Rhys asked that Treat Accessibly be added to Business Arising from the Minutes.

Be it resolved that the agenda is approved as presented. Moved by Dave Antaya, seconded by Dianne Rintjema. CARRIED.

3. Approval of the Minutes of September 18, 2025

Be it resolved that the Minutes of September 18, 2025, are approved as presented. Moved by Rebecca Hill, seconded by Dave Antaya. CARRIED.

Business Arising from the Minutes:

4. Royal George Theatre Renovations, NOTL Presentation – Amanda Motyer, Unity Design Studio, Tim Jennings, Shaw Festival

Amanda provided a presentation on accessibility of Royal George Theatre renovation. The JAAC had questions about accessible parking and accessible seating.

How does the Rick Hansen Foundation system work? It doubles the accessibility framework and references other, better standards than the AODA.

Parking is still an issue. Fragrance free zones are important.

5. Treat Accessibly

Rhys mentioned that this initiative should be region wide and that Wayne Olsen, Regional Councillor for Pelham would like to see a presentation made to the Region.

This would be the responsibility of Dave Pantano from Treat Accessibly. Rhys was encouraged to ask Dave to reach out to the Region.

6. Community Guides/Website Accessibility Pages Subcommittee

Members were asked about their interest again as there was some confusion.

The subcommittee will include Rhys Evans, Jennifer Korstanje, Lisa Peso and Rebecca Hill. Donna will get the group together before the holidays.

7. Pelham Parks and Pools

Donna provided staff with the requested information. There were no further questions.

New Business:

8. No Barrier Business Accessibility Award for the Town of Lincoln

Dianne is spearheading this new award for the Town of Lincoln Chamber of Commerce. She and Donna are meeting with the Chamber next week to discuss the award criteria. It is hoped that the JAAC will assist in appointing the winner of the award.

9. **Accessibility Matters Here Award – St. Catharines**

The St. Catharines AAC is interested in joining our award program and expanding it to include the City of St. Catharines. This will require new marketing material, such as a new logo.

The JAAC is open to this as long as our identity within the award is preserved as we have done a lot of work to establish it.

Motion, Be it resolved that the JAAC agrees in principle with the St. Catharines AAC joining our Accessibility Matters Here campaign. Moved by Dan Whipple, seconded by Dianne Rintjema. CARRIED.

10. **Accessibility Matters Award – Business resource**

Rachel presented some information from the Award Program. Awareness of the JAAC is widely different between municipalities; we need to create uniformity.

We should keep a running list of who won in what year and make this easier to find (perhaps on our Accessibility Page?).

Also, our accessibility criteria could make a good guide for the general public, focusing on cheap and easy ways to create accessibility.

These suggestions will be brought forward to the subcommittee looking at our accessibility pages.

11. **Community News**

Dave Antaya is the Parade Marshal for the NOTL Santa Claus Parade this year and is looking for some accessibility ideas. Jennifer Korstanje from Grimsby has some to offer. Dave and Jennifer will connect.

12. **Next Meeting** – Thursday January 8, 2026, at City of Thorold, Committee Room 1, 6:30-8:00 p.m.

13. **Adjournment.** Dan motioned to adjourn the meeting; Dave seconded.