

TOWNSHIP OF WEST LINCOLN

ALL COMMITTEES MEETING (INCLUDING PUBLIC MEETINGS) AGENDA

MEETING NO. ONE

Monday, January 12, 2026, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Pages

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

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

There are no appointments

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

7. PUBLIC MEETING(S)

7.1 6910 Silver Street, Concession 3, Part Lot 2, Zoning By-law Amendment - File No. 1601-013-25

An application has been submitted to rezone 6910 Silver Street to a site specific Agricultural (A) Zone that will continues the existing salvage yard and add the permissions to store, process, and resale of rock and aggregate material. Additionally, to adjust the boundaries of the areas dedicated to agricultural uses and natural heritage features.

7.2 Abingdon Road and Regional Road 65, Street Naming - File No. 2000-91-22

An application was submitted proposing one of the following street names for Abingdon Road and Regional Road 65 Condominium Development

- Magnolia Court, or
- Magnolia Lane, or
- Magnolia Way, or
- Kerrigan Lane

8. COMMUNICATIONS

There are no communications

9. REPORT OF COMMITTEE

9.1 Community and Protective Services Committee

1. Director, Community and Protective Services (Cynthia Summers)

Re: Information Report CS-01-2026 - Parks and Recreation Code of Conduct Policy

1

RECOMMENDATION:

1. That, Information Report CS-01-2026 titled "Parks and Recreation Code of Conduct Policy" dated January 12, 2025, be received.

2. Fire Chief (Tim Hofsink)

Re: Information Report WLFD-01-2026 - Monthly Update - December 2025

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RECOMMENDATION:

1. That, Information Report titled "Monthly Update - December 2025", dated January 12, 2026, be received.

9.2 Growth and Sustainability Committee

1.	Director, Growth and Sustainability (Gerrit Boerema) and Manager, Legislative Services/Clerk (Justin Paylove) Re: Recommendation Report PD-01-2026 - Road Allowance Closure and Transfer Application, South Grimsby Road 3, Nicholls	8
RECOMMENDATION:		
1.	That Recommendation Report PD-01-2026 titled "Road Allowance Closure and Transfer Application, South Grimsby Road 3, Nicholls", dated January 12, 2026, be received; and,	
2.	That, Bylaws be passed to declare Part 2 of Plan 30R-16493, as surplus to the needs of the Township of West Lincoln, and that surplus lands be conveyed to the abutting land owner for cost.	
2.	Manager, Community Planning and Design (Susan Smyth) and Director, Growth and Sustainability (Gerrit Boerema) Re: Recommendation Report PD-03-2026 – Extension of Draft Plan Approval for P. Budd Developments Station Meadows West Subdivision (File No. 2000-89-19)	34
RECOMMENDATION:		
1.	That, Report PD-03-2026 titled "Recommendation Report – Extension of Draft Plan Approval for P. Budd Developments Station Meadows West Subdivision (File No. 2000-89-19)", dated December 8, 2025, be received, and,	
2.	That, Council amends the draft plan of subdivision conditions, as found in Schedule B and that the change to conditions be deemed as minor and that written notice of the change to conditions is not required under Section 51 (47) of the Planning Act R.S.O. 1990, Chapter P. 13; and,	
3.	That, the Draft Plan of Subdivision approval be extended by a period of two years following the lapsing of the current approval period to May 26, 2028, subject to the conditions as found in Schedule B to this report.	
3.	Senior Planner (Robin Shugan) and Manager, Community Planning and Design (Susan Smyth) Re: Information Report PD-02-2026 - Proposed Street Name for Abingdon Road Condominium File: 2000-91-22CDM	58
RECOMMENDATION:		
	That, Information Report PD-02-2025, titled "Proposed Street Name for Abingdon Road Condominium File: 2000-91-22CDM", dated January 12, 2026, be received.	
4.	Manager, Community Planning and Design (Susan Smyth) and	72

Director, Growth and Sustainability (Gerrit Boerema)
Re: Information Report PD-04-2026 – Zoning By-law
Amendment Application for 6910 Silver Street (File No. 1601-013-25)

RECOMMENDATION:

That, Information Report PD-04-2026, titled “Information Report – Zoning By-law Amendment Application for 6910 Silver Street (File No. 1601-013-25)”, dated January 12, 2026, be received.

9.3 Corporate Services Committee

1. Director, Corporate Services/CFO (Katelyn Repovs)
Re: Information Report T-01-2026 - 2026 Proposed Operating and Capital Budget Amendments

90

RECOMMENDATION:

1. That, Information Report T-01-2026, titled “2026 Proposed Operating and Capital Budget Amendments” dated January 12, 2026, be received.

9.4 Infrastructure Committee

1. Director, Infrastructure (Mike DiPaola)
Re: Recommendation Report I-01-2026 - Update on Ontario Blue Box Regulation and Impacts to Non-Eligible Sources (NES)

102

RECOMMENDATION:

1. That, Recommendation Report I-01-2026, dated January 12, 2026, titled “Update on Ontario Blue Box Regulation and Impacts to Non-Eligible Sources (NES) be received; and
2. That, Administration continue to manage recycling services for Township-owned facilities through a private contractor (Emterra) as required at a cost of \$3,617.70 (excluding HST) annually, and
3. That, Council endorse Option 1, requiring Non-Eligible Source properties to arrange for recycling collection services and/or manage their recycling independently.

10. OTHER BUSINESS

10.1 Members of Committee

10.2 Members of Council

11. NEW BUSINESS

12. BUDGET CHAIR - Councillor Shelley Bradaric

Prior to commencing with the Budget portion of the meeting, Budget Chair Councillor Bradaric will read from a prepared statement.

13. PROPOSED BUDGET AMENDMENTS

13.1 PBA-02-2025

COUNCIL PROPOSED AMENDMENT

That Administration amend the draft Operating and Capital budget by eliminating the \$24,500 budget increase, related to increase in hours for Parks/Recreation Part-Time Staff.

13.2 PBA-05-2025, PBA-14-2025

COUNCIL PROPOSED AMENDMENT

- A. That Administration amend the draft Operating and Capital budget by reducing the general tax levy by \$205,100, funded through the 2024 surplus.
- B. That, Administration amend the Proposed 2026 Operating and Capital Budget proposal by \$205,102 aka. (an approximate 2% reduction)

That, Administration Proceed with Option ____

13.3 PBA-07-2025

COUNCIL PROPOSED AMENDMENT

1. That Administration amend the draft Operating and Capital budget by removing all vehicle procurement requests for 2026; and,
2. That Administration pursue an alternative service delivery model and report back to Council on the agreement.

13.4 PBA-08-2025

COUNCIL PROPOSED AMENDMENT

That Administration amend the draft Operating and Capital budget by removing the hanging basket program and to discontinue the service to allocate those staff resources elsewhere.

13.5 PBA-10-2025

COUNCIL PROPOSED AMENDMENT

Administration Operating and Capital Budget remove \$100,000 funding through the 2024 surplus.

13.6 PBA-11-2025

COUNCIL PROPOSED AMENDMENT

That the Administration delay the salary implementation grid for 1 year and reimplement in 2026.

13.7 PBA-12-2025

COUNCIL PROPOSED AMENDMENT

That such projects in the Ten Year Capital Plan be removed and a whole new 10 Year Capital Plan be discussed among all Members of Council.

13.8 PBA-13-2025

COUNCIL PROPOSED AMENDMENT

That, Administration amend the Proposed 2026 Operating and Capital

Budget by reallocating the costs for the small container water fill station service, estimated at a cost of \$4,100 in 2026, from the Water/Wastewater Budget to the General Operating Budget, to be funded through the tax levy.

13.9 PBA-15-2025
COUNCIL PROPOSED AMENDMENT
That, Administration amend the Proposed 2026 Operating and Capital Budget by reducing the Urban Service Area levy, to reflect a levy amount of \$188,300, so that the impact to the average Urban Service Area property remains consistent with the 2025 budget.

13.10 PBA-16-2025
COUNCIL PROPOSED AMENDMENT
That, Administration report back to Council before the proposal of the 2027 Operating and Capital budget, in regards to a plan in how to phase out the Urban Service Area Levy.

13.11 PBA-18-2025
COUNCIL PROPOSED AMENDMENT
To postpone approval of new ice resurfacer from 2026 to 2028 in order to seek partners and sponsors to support or fully fund the purchase. While moving does not eliminate the expense, there could be substantial cost reduction if new programs (provincial) or community members were approached to assist with program.

13.12 PBA-19-2025
COUNCIL PROPOSED AMENDMENT
That the increase in spending currently in the budget to support Canada Day and other events (\$19,400) be reduced to \$10,000.

13.13 PBA-22-2025
COUNCIL PROPOSED AMENDMENT
In order to minimize amendment resolutions and require Councillors to ask repeated questions that budget pages in future clearly identify departments included, FTE additions by department current and additions, and a list of definitions or explanations of items like internal functional adjustments be included in the presentations.

13.14 PBA-23-2025
COUNCIL PROPOSED AMENDMENT

1. That the Township's Reserve Fund Policy be waived, and
2. That the surplus from 2025 be moved to a new fund, rate stabilization. That all surplus used to support the 2026 Budget Reductions (\$150,000 annual roll forward, \$100,000 directed by Strong Mayor Powers and \$150,000 totalling \$400,000) not be buried but put into rate stabilization and then once spending level is determined, one amount comes directly from the rate stabilization account through a combination of strong mayor recommendation and supported as altered by Council. This should be done for low growth periods or unusual

circumstances, not as routine. The budget should support all spending without utilization of surplus. This action should be further reviewed by the 2027 budget preparation.

14. 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:

14.1 Justin Paylove (Clerk)

Re: Proposed Budget Amendments - PBA-01-2025, PBA-03, PBA-04-2025, PBA-21-2025

FOR INFORMATION

Applicable closed session exemption(s):

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

14.2 Justin Paylove (Clerk)

Re: Proposed Budget Amendments - PBA-06-2025, PBA-09-2025, PBA-20-2025

FOR INFORMATION

Applicable closed session exemption(s):

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

14.3 Justin Paylove (Clerk)

Re: Proposed Budget Amendments - PBA-17-2026

FOR INFORMATION

Applicable closed session exemption(s):

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

14.1 Justin Paylove (Clerk)

Re: Proposed Budget Amendments - PBA-01-2025, PBA-03-2025, PBA-04-2025, PBA-21-2025

FOR INFORMATION

14.2 Justin Paylove (Clerk)

Re: Proposed Budget Amendments - PBA-06-2025, PBA-09-2025, PBA-20-2025

FOR INFORMATION

14.3 Justin Paylove (Clerk)

Re: Proposed Budget Amendments - PBA-17-2026

FOR INFORMATION

15. PROPOSED BUDGET AMENDMENTS

15.1 PBA-01-2025, PBA-04-2025, PBA-21-2025

COUNCIL PROPOSED AMENDMENT

- A. That Administration amend the draft Operating and Capital budget by delaying the transition of the Fire Administrative Assistant to full-time status until July 1, 2026. This adjustment will decrease the Fire Department budget by \$18,000 for the 2026 fiscal year.
- B. That Administration amend the draft Operating and Capital budget by deferring the addition of the Fire Administrator Role to be considered for the 2027 budget.
- C. That the position of Fire Administrative Assistant be held at the 2025 level and not increased to full-time, and that all proposed increases in positions, full FTEs, or partials be brought to Council for review prior to commencement of the 2027 budget.

That, Administration Proceed with option _____

15.2 PBA-03-2025

COUNCIL PROPOSED AMENDMENT

That Administration amend the draft Operating and Capital budget by adding \$5,000 in user fee revenue to the Fire Department, to anticipate cost recovery efforts through MVC insurance claims and services.

15.3 PBA-06-2025, PBA-09-2025, PBA-20-2025

COUNCIL PROPOSED AMENDMENT

- A. That Administration amend the draft Operating and Capital budget by removing the proposed Events Planner position, for a total of \$98,600.
- B. Administration Operating and Capital Budget remove proposed Events Planner position of \$98,600.
- C. While there may not be full savings to the levy, the position of full-time Events Coordinator to be removed from this budget, to be reconsidered in 2028 after the new administrative staff have had time to fully consider departmental reorganization and skills required and report back to Council.

That Administration Proceed with Option _____

15.4 PBA-17-2026

COUNCIL PROPOSED AMENDMENT

1. That the Customer Service/Administrative Assistant be held at 2025 spending level or part-time and not made a full time position for 2026, and
2. That the position be brought forward indicating justification to Council for review prior to the commencement of the 2027 Budget.

16. ADJOURNMENT

DATE: January 12, 2026

REPORT NO: CS-01-2026

SUBJECT: Parks and Recreation Code of Conduct Policy

CONTACT: Cynthia Summers, Director of Community and Protective Services

OVERVIEW:

- Behaviour at Municipal facilities across Ontario can sometimes be an issue for Community Service staff.
- This policy is meant to give clear direction to ensure the safety of all parks and recreation staff, community members, and volunteers at our recreational Township facilities.
- This intent of this report is to inform council of the new Parks and Recreation Code of Conduct policy.

RECOMMENDATION:

1. That, Information Report CS-01-2026 titled “Parks and Recreation Code of Conduct Policy ” dated January 12, 2025, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- Build a safe, connected, caring and active community

Theme #2

- Champion strategic and responsible growth

BACKGROUND:

The Corporation of the Township of West Lincoln is committed to fostering an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions. The Township discourages any form of inappropriate behaviour at all Township recreation programs, facilities, parks and trails, in written or verbal communications (including email or phone).

The purpose of this policy is to promote a positive, safe and supportive environment for all community members, volunteers, and staff. In addition, this policy will encourage respectful, committed and considerate relationships between the Township and members of the public.

The Township of West Lincolns recreational programs, facilities, parks and trails exist to provide residents with opportunities to participate in sport and recreational activities.

CURRENT SITUATION:

Currently the Township of West Lincolns Community Services department is without a code of conduct policy to utilize in times of inappropriate behaviour with community/ non-community members, contractors, volunteers, and staff. This document will give a guideline and knowledge base to staff when handing potentially sensitive situations.

NEXT STEPS

Post the policy on the Community Services portion of the West Lincoln Website.

- Work with Communications to create signage for Township facilities and parks.
- Post signage at all Township properties
- Train staff on the policy including reporting and following up on incidents.

FINANCIAL IMPLICATIONS:

Administration anticipates minor costs for the signage, to communicate the new policy, will be incurred. These costs will be covered within the department's operating budget. The delivery of staff training on the policy will be done by the department's management team.

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 **Parks and Recreation Code of Conduct Policy**.

SCHEDULE(S)

Schedule A – “Draft – MUN-CPS-XX-Parks and Recreation Code of Conduct.pdf”

Prepared & Submitted by:

Cynthia Summers
Director of Community and
Protective Services

Approved by

Truper McBride
CAO

POLICY TITLE: Parks and Recreation Code of Conduct

CATEGORY: Municipal Services

POLICY NUMBER: MUN-CPS-XX

DEPARTMENT: Community and Protective Services

POLICY TYPE: Corporate Policy

APPROVED BY: Council

EFFECTIVE DATE: Jan XX 2026 **REVIEW DATE:**

1. POLICY STATEMENT

The Township of West Lincoln (“the Township”) is committed to fostering an environment that is positive, respectful and safe for all staff, volunteers and community members who use our recreational facilities, parks and trails. The Township is committed to equitable access and inclusive environments.

2. POLICY PURPOSE

The purpose of the policy is to:

1. To promote a positive, safe and supportive environment for all community members, volunteers, and staff.
2. To set clear expectations of appropriate behaviour for all persons using our parks and recreation facilities and programs.
3. To ensure safe and positive environments for community members to enjoy West Lincoln amenities.
4. To encourage appropriate behaviour and to address inappropriate behaviour.
5. To mitigate risk to the Township by ensuring consistent and fair responses to incidents of misbehaviour.
6. To promote Township parks and facilities as places which offer people the opportunity to engage in healthy activities.

3. SCOPE

This Policy applies to all Township recreational properties, facilities, and programs, as well as activities that are structured (i.e. permit issued) and unstructured (i.e. no permit issued).

This policy applies to all community members, volunteers and staff including non-community members. Non-community members include visitors, contractors, program partners and rental groups.

4. POLICY ADMINISTRATION

4.1. Definition of Appropriate Behaviour

It is an expectation that all persons exhibit appropriate behaviour while attending at all Township recreational facilities, parks and trails. Appropriate behaviour is defined as treating others with respect in both language used and behaviours. Demonstrating inclusiveness to ensure that all participants feel welcome and safe. Contributing to a positive environment for all and complying with Township facility and park rules.

4.2. Roles and Responsibilities

- a. Town Council to:
 - Approve by resolution this policy and any amendments.
 - Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- b. Chief Administrative Officer to:
 - Implement this policy and approve procedures.
 - Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- c. Director Community and Protective Services to:
 - Ensure implementation of this policy and procedure.
 - Ensure that this policy and procedure is reviewed every three years.
 - Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- d. Manager of Community Services to:
 - Understand, and adhere to this policy and procedure.
 - Ensure that employees are aware of this policy and procedure.
 - Ensure that Supervisor and all staff received training regarding the policy and procedure.
- e. All Recreation and Facilities staff to:
 - Understand and adhere to this policy and procedure.

5. POLICY COMMUNICATION

This policy will be communicated to staff through the CAO and Senior Leadership Team and will be shared within the Township's internal and external platforms where appropriate.

Inquiries regarding this policy should be directed to the Director, Community and Protective Services.

6. RELATED DOCUMENTS

- Schedule A - "Code of Conduct (RZone Policy)"

7. REVISION HISTORY

January XX, 2026 – New Policy Created

DATE: January 12, 2026

REPORT NO: WLFD-01-2026

SUBJECT: **Monthly Update - December 2025**

CONTACT: Tim Hofsink, Fire Chief

OVERVIEW:

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

RECOMMENDATION:

That, Information Report WLFD-01-2026 titled “Monthly Update - December 2025”, dated January 12, 2026, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1 and #4

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

Recruits: Our recruit class is preparing to take the NFPA 1072 HAZMAT Awareness course. This is the last piece required to write the NFPA 1001 level 2. The class started in January 2025 and is currently running calls in a limited capacity as they gain experience. They are contributing already at a valuable level. Engagement is excellent and their test scores and attendance are admirable.

Retirement: None

Promotions: None

Training: Medical review, Medical Scenarios, FF Survival and Rapid Intervention Team. There was a two-week break for the holidays, and training is resuming in the New Year. Training staff have been very busy scheduling training for the coming year. The Critical Incident Stress Management Team is working on securing training for the Team, and work is continuing on the development of the operating guidelines and other framework documents. A note should be made that all of these teams are made up the dedicated volunteer firefighting staff, contributing to these important projects in their free time, after work, and taking time from their families. Their dedication to these important initiatives is admirable.

Fire Prevention / Public Education: Met with Enbridge for a media release for a Smoke and CO alarm donation. These alarms will be distributed through channels to the community's most vulnerable sectors and on community responses where people are without any alarm coverage.

Apparatus Fleet: The new Pumper has been outfitted with all of the decals, the required Ontario Commercial Truck safety was completed, and it is now registered and plated. The New Pump Driver Familiarization sign off sheets were created and the drivers can now start their driver training on the Pumper in January. The Communication equipment is scheduled to be removed from old Pumper 1 and be reinstalled in New Pumper 1 in January.

Fire Services Activities: We had three structure fires in the month of December. We had two fires that were within three days of each other, one in the early evening on Elcho Rd and then the other in the early morning hours on West Street. The third was a detached garage structure on Concession 5 Rd in the early afternoon. The Team response was fantastic for all three structure fires, the crews and mutual aid services worked quickly and efficiently despite the frigid temperatures.

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 December 2025 operations of West Lincoln Fire and Emergency Services.

SCHEDULE(S):

Schedule A – WLFD December

Prepared & Submitted by:

Tim Hofsink
Fire Chief

Approved by:

Cynthia Summers
Director, Community and Protective Services

Truper McBride
CAO

DATE: January 12, 2026

REPORT NO: PD-01-2026

SUBJECT: **Recommendation Report
Road Allowance Closure and Transfer Application S. Grimsby
Road 3, Nicholls**

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

OVERVIEW:

- An application to close and purchase a portion of the S. Grimsby Road 3 Road allowance was submitted by the owners of 3416 South Grimsby Road 3 – Thomas and Jean Nicholls.
- 3416 South Grimsby Road 3 is a ±0.5 acre property that abuts the unimproved portion of South Grimsby Road on the east.
- As per the Township's Road Closing policy, the application was circulated to Township Departments and there are no concerns with formally closing this portion of unopened road allowance.
- The property owner abutting the road allowance on the west side has indicated that they do not have an interest in the road allowance.
- The Nicholls have completed a survey and an appraisal for the portion of road allowance that abuts their property.
- Administration is recommending that a bylaw be passed, as per the Township's Road Closing policy and the Municipal Act, to close and transfer this portion of road allowance to be merged onto 3416 S. Grimsby Road 3.

RECOMMENDATION:

1. That Recommendation Report PD-01-2026 titled "Road Allowance Closure and Transfer Application, South Grimsby Road 3, Nicholls", dated January 12, 2026, be received; and,
2. That, Bylaws be passed to declare Part 2 of Plan 30R-16493, as surplus to the needs of the Township of West Lincoln, and that surplus lands be conveyed to the abutting land owner for cost.

ALIGNMENT TO STRATEGIC PLAN:

Theme #

- **Strategic Responsible Growth**

BACKGROUND:

The owners of 3416 South Grimsby Road submitted an application to close and purchase a portion of road allowance that abuts their property to the west. The subject property (3416 S. Grimsby Road 3) is 0.2 hectares or 0.5 acres and contains a dwelling. The portion of unopened road allowance that abuts the property is 0.25 hectares or 0.6 acres.

CURRENT SITUATION:

The Owners of 3416 S. Grimsby Road 3 are seeking to purchase the road allowance to enlarge their property to allow for the construction on an Accessory Dwelling Unit. The Township's Zoning Bylaw requires a minimum lot area of 0.4 hectares or 1 acre to permit an accessory dwelling unit to provide sufficient room for private servicing.

Without the road allowance, the property is only half an acre, while with the abutting road allowance the property will be over 1 acre.

The Township notified the adjacent property owner to the west of the road closing application received to determine if that property owner had any interest in half of the road allowance, as per the Township's road closing policy.

The adjacent owner to the west (Mr. Ken Durham) has indicated that they are not interested in any portion of the road allowance, allowing the Nicholls to make an application for the entirety of the unmaintained allowance.

The Manager of Legislative Services notified Township Departments to determine if there was interest in retaining the portion of unmaintained road allowance. As South Grimsby Road 3 continues on east to connect to Mud Street, this road allowance is not required. Additionally, this road allowance is covered by Provincially Significant Wetland and other natural environment features which would create challenges to ever construct this allowance.

Registered on the road allowance is a Notice of Claim by National Trust Company, as Trustee relating to a Deed of Trust and Mortgage from TransCanada Pipelines Limited. This is due to the pipeline crossing approximately 700 metres to the south, on the same road allowance. This will need to be addressed and removed from title prior to the transfer.

As per the Township's road closing policy, an appraisal of the land has been completed by a qualified appraiser valuing the land at \$25,000.

Administration is recommending that Committee and Council support the road closing application and that bylaws be passed to closed this portion of road allowance and that the road allowance be transferred to the respective abutting land owners (the Nicholls) for the appraisal costs and the deposit paid at the time of application to cover staff time.

FINANCIAL IMPLICATIONS:

The Road Closing and Transfer Application fee, which has been paid for this application is \$975. In addition the applicants also provided a deposit of \$1,275 to the Township to cover any other additional fees incurred as a result of the road closing process. The estimated legal costs to review and register the road closing bylaws, and to finalize the transfer is \$1,750. Staff time and administrative costs to complete this application is approximately \$1,500.

The applicants had the survey and appraisal completed themselves and therefore there are no additional costs for those items.

As per the Township's Road Closing policy, all costs, including staff time, are to be fully cost recovered through the sale of the lands. Therefore, the recommended cost to be recovered is as follows, which the applicant will be required to pay. The sale of this land will also be subject to Harmonized Sales Tax and Land Transfer Tax, as applicable, which will be calculated on the cost to be recovered and remitted by the Township to the appropriate tax authorities.

Appraised Value	\$25,000
Legal Costs	\$1,750
Administrative Costs/ Time	\$1,500
Less: Application Deposit	-\$1,275
Cost to be Recovered	\$26,975

In accordance with the Township's Reserve and Reserve Fund Policy, the proceeds on the sale of Township property will be transferred to the Industrial Park Reserve. The purpose of this Reserve, as noted in the Policy, is to fund new land acquisitions within the Township to promote economic development.

INTER-DEPARTMENTAL COMMENTS:

This application has been circulated to internal departments. No objections have been raised as this portion of allowance is not required for any foreseen Township use in the future and can be declared surplus.

The Road Closing and Sale Policy is currently being updated by LLS and Growth and Sustainability to further streamline the process.

CONCLUSION:

Administration is recommending that the necessary bylaws be passed to stop up a portion of South Grimsby Road 3, to declare it surplus and to authorize the transfer of a portion of the allowance to the owners of 3416 South Grimsby Road 3, being Thomas and Jean Nicholls.

SCHEDULES:

- A. Reference Plan 30R-16493
- B. Appraisal Report
- C. Draft Bylaw to Stop up and Declare Surplus
- D. Draft Transfer Bylaw

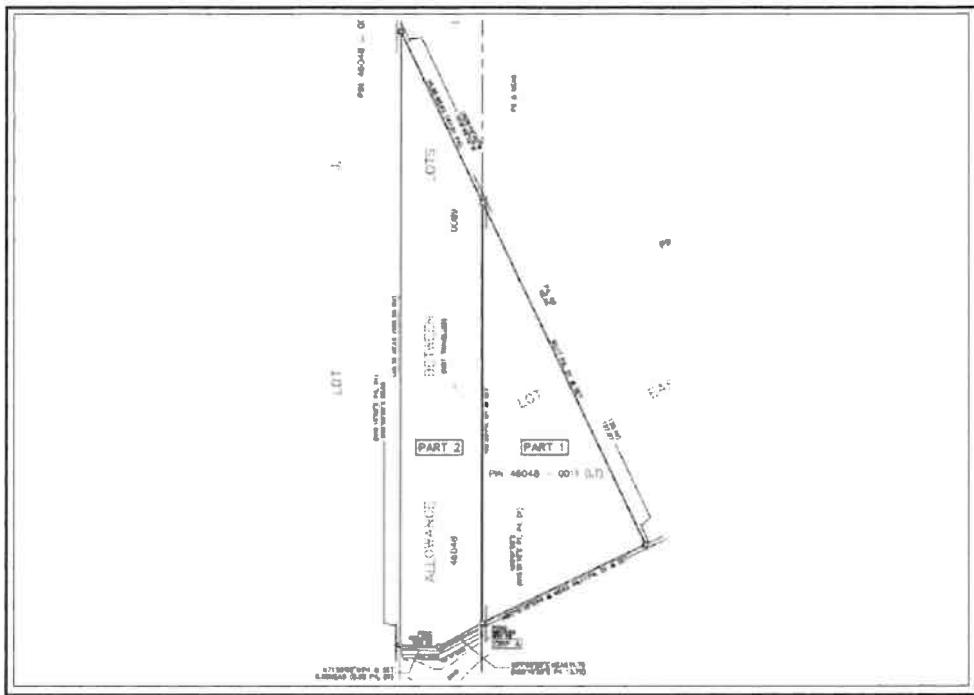
Prepared & Submitted by:

Gerrit Boerema
Director, Growth and Sustainability

Approved by:

Truper McBride
CAO

APPRAISAL OF



Vacant Parcel of Land

LOCATED AT:

South Grimsby Road PIN - 460480-0089
Smithville, ON L0R2A0

FOR:

Tom Nicholls

BORROWER:

AS OF:

10-Sep-2025

10-Sep-2025

Tom Nicholls

Address of Property: South Grimsby Road PIN - 460480-0089
Smithville, ON L0R2A0

Market Value: \$ 25,000

In accordance with your request, we have appraised the above referenced property. The report of that appraisal is attached.

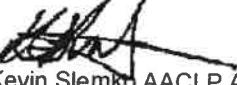
The purpose of this appraisal is to estimate the current market value of the property described in this appraisal report, as improved.

This report is based on a physical analysis of the site and improvements, a locational analysis of the neighborhood and city, and an economic analysis of the market for properties such as the subject. The appraisal was developed and the report was prepared in accordance with the Canadian Uniform Standards of Professional Appraisal Practice. The value conclusions reported are as of the effective date stated in the body of the report and contingent upon the certification and limiting conditions attached.

If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the appraiser, can be relied upon without fault.

This report is intended to establish the market value of the above listed parcel of land only and the scope of the investigation completed is considered sufficient for this function. This appraisal is not intended for, and should not be relied upon for any function other than that of establishing the market value. The applicable detailed scope of the report is contained within the report in the section labelled Scope of Appraisal.

Please do not hesitate to contact me or my staff if we can be of any further assistance.



Kevin Slemko AACI P.App
The Appraisal Company

RESIDENTIAL LAND APPRAISAL REPORT

Client Reference:

File # 202509-839

CLIENT	CLIENT: Tom Nicholls	APPRAISER: Kevin Slemko AACI P.App	
	ATTENTION:	COMPANY: The Appraisal Company	
	ADDRESS:	ADDRESS: St.Catharines	
	E-MAIL: info@appraisal-company.ca	PHONE: 905-937-7792	
PROPERTY ADDRESS: South Grimsby Road PIN - 460480-0089		CITY: Smithville	PROVINCE: ON POSTAL CODE: L0R2A0
LEGAL DESCRIPTION: See Attached Addendum		Source: Geowarehouse	
MUNICIPALITY AND DISTRICT: Town of Smithville, Niagara Region		Property ID: PIN: 46048-0089	
ASSESSMENT: n/a		Assessment Date 01-Jan-2024	Taxes \$ n/a Year 2024
EXISTING USE: Vacant land		OTHER USES n/a OCCUPIED BY: Vacant land	
NAME: Thomas Nicholls Name Type: Owner			
PURPOSE: <input checked="" type="checkbox"/> To estimate market value <input type="checkbox"/> To estimate market rent <input type="checkbox"/>			
AUTHORIZED USE: <input checked="" type="checkbox"/> To establish the market value for acquisitions purposes <input type="checkbox"/>			
AUTHORIZED USERS (by name): for the exclusive use of Thomas Nicholls, and not for the release of third parties			
REQUESTED BY: <input checked="" type="checkbox"/> Client above <input type="checkbox"/> Other			
VALUE: <input checked="" type="checkbox"/> Current <input type="checkbox"/> Retrospective			
<input type="checkbox"/> Update of original report completed on _____ With an effective date of _____ File No. _____			
PROPERTY RIGHTS / OWNERSHIP: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Condo/Strata <input type="checkbox"/> Other _____			
MAINTENANCE FEE (if applicable): \$ n/a <input type="checkbox"/> monthly <input type="checkbox"/> annual Source _____			
CONDO/STRATA NAME (if applicable): n/a			
APPROACHES USED: <input checked="" type="checkbox"/> DIRECT COMPARISON APPROACH <input type="checkbox"/> COST APPROACH <input type="checkbox"/> INCOME APPROACH			
EXTRAORDINARY ASSUMPTIONS & LIMITING CONDITIONS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES see report			
HYPOTHETICAL CONDITION: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES see report see Extraordinary Items page			
NEIGHBOURHOOD	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input checked="" type="checkbox"/> First Nations/Indigenous Land <input type="checkbox"/>	AGE RANGE (years): 1 100	
	Urban <input type="checkbox"/> Suburban <input checked="" type="checkbox"/> Rural <input type="checkbox"/> Recreational/Resort <input type="checkbox"/> Forestry/Public/Park <input type="checkbox"/>	PRICE RANGE: \$25,000 \$850,000	
	Improving <input type="checkbox"/> Stable <input checked="" type="checkbox"/> Transitioning <input type="checkbox"/> Deteriorating <input type="checkbox"/>	n/a	
	BUILT UP: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25 - 75% <input type="checkbox"/> Under 25% <input type="checkbox"/> Yes <input type="checkbox"/> No (see comments)	MARKET OVERVIEW: Supply <input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low Demand <input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low PRICE TRENDS: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining	
<input type="checkbox"/> Detrimental Conditions Observed			
COMMENTS: The subject property is located in the Town of Smithville, part of Niagar Region in Rural Smithville, just south of Mud Street and east of Thirty Road. The subject property is a parcel of land that is a road allowance located on lightly travelled rural surrounded by low density residential dwellings, intermixed agricultural properties followed by interspersed brush lands. Neighbourhood amenities are located nearby. Does not appear to be affected by any negative influences.			
SITE	SITE DIMENSIONS: 45.80' x 148.79'		UTILITIES: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Sanitary Sewer <input checked="" type="checkbox"/> Open Ditch <input type="checkbox"/> Septic <input type="checkbox"/> Holding Tank
	LOT SIZE: 27,094 Unit of Measurement Sq.Ft.		WATER SUPPLY: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Well <input type="checkbox"/>
	SOURCE: Geowarehouse/Survey		FEATURES: <input checked="" type="checkbox"/> Gravel Road <input type="checkbox"/> Paved Road <input type="checkbox"/> Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curbs <input type="checkbox"/> Streetlights
	TOPOGRAPHY: Level		<input type="checkbox"/>
	CONFIGURATION: Irregular		ELECTRICAL: <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/>
	ZONING CODE/DESCRIPTION: Agricultural		DRIVEWAY: <input type="checkbox"/> Private <input type="checkbox"/> Shared <input type="checkbox"/> None <input type="checkbox"/> Single <input type="checkbox"/> Double <input checked="" type="checkbox"/> no driveway
	ZONING SOURCE: Online Municipal Maps		PARKING: <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Driveway <input checked="" type="checkbox"/> Street <input type="checkbox"/>
	OTHER LAND USE CONTROLS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		LANDSCAPING: <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor/Other
	EXISTING LAND USE CONFORMS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
	IN FLOODPLAIN/FLOOD ZONE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FLOOD MAP DATE: _____
<input type="checkbox"/> Detrimental Conditions Observed			
The subject property is a road allowance that is irregularly shaped site that is located on the northern side of South Grimsby Road 3 at the west bend of South Grimsby Road 3 (see survey-known as PIN: 46048-0089). The subject property is an irregularly shaped site that abuts 3416 South Grimsby Road 3. According to the survey, this site is irregular in shape and level in topography with a total site area of 27,094 sqft or 0.2159 hectares or 0.533 acres of land. This parcel of land is vacant land with some average trees.			

RESIDENTIAL LAND APPRAISAL REPORT

Client Reference:

File # 202509-839

HIGHEST AND BEST USE	<p>The parcel of land is zoned agricultural. For valuation purposes, the highest and best use as is of this parcel is to remain as vacant land.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>							
	<p>DEFINITION OF HIGHEST AND BEST USE: The reasonably probable use of real property, that is physically possible, legally permissible, financially feasible, maximally productive and that results in the highest value. (CUSPAP)</p>							
	SUBJECT		COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
			Description	Adjustment	Description	Adjustment	Description	Adjustment
	South Grimsby Road Smithville, ON L0R 2A0		4527 Haldimand Road 20 Dunnville, ON, N1A 2W3		Pt Lt 13 Canborough Rd Wellandport, ON, L0R 2J0		N/A Kincardine Street Caledonia, ON, N3W 1E2	
	DATA SOURCE	Inspection	40682621		40655006		XH4172387	
DATE OF SALE	n/a	05-Dec-2024		19-Jan-2025		14-Apr-2024		
SALE PRICE	\$ n/a	\$ 28,500		\$ 40,000		\$ 40,000		
DAYS ON MARKET	n/a	3		111		234		
LIST PRICE	\$ n/a	\$ 40,000		\$ 179,900		\$ 54,900		
APPROX KM's from SUBJECT		28.03 km SW		15.68 km SW		34.42 km SW		
LOCATION	Average Rural lot	Average Rural Lot		Average Rural lot		Average Rural Lot		
SITE DIMENSIONS	45.80' x 148.79'	86.8' x 338'		150' x 300'		235.62 ft x 156.94		
LOT SIZE	27,094 Sq.Ft.	28,545 Sqft		45,240 Sqft	-8,000	18,499 Sqft	5,000	
ZONING	Agricultural	Agricultural		Agricultural		Open Space		
TOPOGRAPHY	Level	Level		Level		Level		
VIEW	Average	Inferior-Wooded site	5000	Average		Inferior-Wooded Site	5000	
SERVICING/UTILITIES	Rural Services	Rural Services		Rural Services		Rural Services		
Shape/Use	Irregular	Rectangular	-10,000	Rectangular	-10,000	Irregular		
ADJUSTMENTS (Gross %, Net \$)		63%	-5,000	45%	-18,000	25%	10,000	
ADJUSTED VALUES		23,500		22,000		50,000		
ANALYSIS AND COMMENTS								
<p>Comparable sales information furnished by the MLS Association of Realtors. Some information provided by MPAC. An extensive search of the MLS system has been carried out. Comparable sales used in this report are believed to be the best available at this time. The Direct Comparison Approach to Value, as it best reflects the actions of Purchasers and Sellers in the current market place.</p>								
<p>Adjustments were made to account for the difference between the subject property and the market comparable sales. Specific areas of adjustment include site size, site characteristics followed by configuration. The result by direct comparison is a range in value of \$22,000 to \$50,000 with an average of \$32,000 and median of \$24,000. The subject property is best reflected in the lower end of the range-\$25,000 decided upon.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<p>ESTIMATED VALUE BY DIRECT COMPARISON APPROACH (rounded): \$ 25,000 as is</p>								

RESIDENTIAL LAND APPRAISAL REPORT

File # 202509-839

Client Reference:	SUBJECT	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
		Description	Adjustment	Description	Adjustment	Description	Adjustment
DATA SOURCE	Inspection						
DATE OF SALE	n/a					\$	
SALE PRICE	\$ n/a	\$		\$			
DAYS ON MARKET	n/a					\$	
LIST PRICE	\$ n/a	\$		\$			
APPROX KM's from SUBJECT							
LOCATION	Average Rural lot						
SITE DIMENSIONS	45.80' x 148.79'						
LOT SIZE	27,094 Sq.Ft.						
ZONING	Agricultural						
TOPOGRAPHY	Level						
VIEW	Average						
SERVICING/UTILITIES	Rural Services						
Shape/Use	Irregular						
ADJUSTMENTS (Gross %, Net \$)	\$		\$			\$	
ADJUSTED VALUES							
ANALYSIS AND COMMENTS							
<p>ACIweb.com 800.224.8227 www.aciweb.com</p> <p>AICRESLAND_24EN 08142024</p>							

RESIDENTIAL LAND APPRAISAL REPORT

File # 202509-839

Client Reference

SUBJECT SOLD WITHIN 3 YEARS OF EFFECTIVE DATE: YES NO DATE none
 SALE PRICE none

SOURCE Geowarehouse / Listing Services

SALE TRANSFER HISTORY: (minimum of three years)
 There are no other transactions in the last 36 months.

Mission

SUBJECT LISTED WITHIN 1 YEAR OF EFFECTIVE DATE: YES NO LAST LIST PRICE n/a UNDER CONTRACT/AGREEMENT OF PURCHASE AND SALE YES NO OBTAINED YES NO
 SUBJECT CURRENTLY LISTED YES NO CURRENT LIST PRICE n/a CURRENT/PENDING PURCHASE PRICE n/a

AGREEMENTS FOR SALE, OPTIONS, LISTINGS OR MARKETING OF THE SUBJECT: (minimum of one year) There are no other transactions in the last 36 months.

Exposure Time

Exposure Time is the estimated length of time the property interest being appraised would have been offered on the market before the hypothetical consummation of a sale at the estimated value on the Effective Date of the appraisal. (CUSPAP)
The comparable sales used in this report had exposure times of 3 to 234 days. Based on the previous analysis, the appraiser has concluded a reasonable exposure time of 0 days to 90 days. However, due to the recent state of the Canadian economy, States of emergency, the cost and availability of credit, employment uncertainty, and other market forces being impacted by global events, it is reasonable to expect a much longer marketing time than what would be indicated by historical exposure times.

Reconciliation and Final Value

RECONCILIATION AND FINAL ESTIMATE OF VALUE
 Taking into consideration both approaches to value, the appraiser has given the most weight to the comparison approach as this is considered to be the best indicator of value. The cost approach has limited benefit for a single family residential assignment.

The result by direct comparison is a range in value of \$22,000 to \$50,000 with an average of \$32,000 and median of \$24,000. The subject property is best reflected in the lower end of the range-\$25,000 decided upon.

Scope

UPON REVIEWING AND RECONCILING THE DATA, ANALYSES AND CONCLUSIONS OF EACH VALUATION APPROACH, THE MARKET VALUE OF THE INTEREST OF THE SUBJECT PROPERTY
 AS AT 10-Sep-2025 (Effective Date of the Appraisal) IS ESTIMATED AT \$ 25,000
 COMPLETED ON 10-Sep-2025 (Date of Report) AS SET OUT ELSEWHERE IN THIS REPORT, THIS REPORT IS SUBJECT TO ASSUMPTIONS AND LIMITING CONDITIONS, THE VERIFICATION OF WHICH IS OUTSIDE THE SCOPE OF THIS REPORT

The scope of the appraisal encompasses the due diligence undertaken by the appraiser (consistent with the terms of reference from the client, the purpose and authorized use of the report) and the necessary research and analyses to prepare a report in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) of the Appraisal Institute of Canada. The following comments describe the extent of the process of collecting, confirming and reporting data and its analyses, describe relevant procedures and reasoning details supporting the analyses, and provide the reason for the exclusion of any usual valuation procedures.

The appraisal issue that is the focus of this engagement has been discussed and defined with the client, the work required to solve the issue planned, and the necessary market data acquired, analyzed and reconciled into an estimate of market value in a manner typically expected in a "form" report. The specific tasks and items necessary to complete this assignment include a summary of the following:

1. assembly and summary of relevant information pertaining to the property being appraised, including listings within one year and acquisition particulars if acquired within three years prior to the effective date of the appraisal;

2. Survey, Third Party sources

Source of interior information: Observed by AIC Member

3. assembly and summary of the pertinent economic and market data;
4. a summary of land use controls pertaining to the subject property;
5. a summary of "Highest and Best Use";
6. a discussion of the appraisal methodologies and procedures employed in arriving at the indications of value;
7. inclusion of photographs, maps, graphics and addendum/exhibits when deemed appropriate; and
8. reconciliation of the collected data into an estimate of market value at the effective date of the appraisal.

DEFINITION OF MARKET VALUE: The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeable, and for self-interest, and assuming that neither is under undue duress. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby buyer and seller are typically motivated; both parties are well informed or well advised, and acting in what they consider their own best interests; a reasonable time is allowed for exposure in the open market; payment is made in terms of cash in Canadian dollars or in terms of financial arrangements comparable thereto; and the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

All data considered appropriate for inclusion in the appraisal is, to the best of our knowledge, factual. Due to the type of property being appraised and the nature of the appraisal issue, the findings have been conveyed in this "form" format. See Addenda.

See Attached Addendum



Professional
Appraisers.
Know the value.

RESIDENTIAL LAND APPRAISAL REPORT

Client Reference:

File #: 202509-839

ASSUMPTIONS, LIMITING CONDITIONS, DISCLAIMERS AND LIMITATIONS OF LIABILITY

The certification that appears in this report is subject to compliance with the Personal Information and Electronics Documents Act (PIPEDA), Canadian Uniform Standards of Professional Appraisal Practice ("CUSPAP") and the following conditions: 1. This report is prepared only for the authorized client and authorized users specifically identified in this report and only for the specific use identified herein. No other person may rely on this report or any part of this report without first obtaining consent from the client and written authorization from the authors. Liability is expressly denied to any other person and, accordingly, no responsibility is accepted for any damage suffered by any other person as a result of decisions made or actions taken based on this report. Liability is expressly denied for any unauthorized user or for anyone who uses this report for any use not specifically identified in this report. Payment of the appraisal fee has no effect on liability. Reliance on this report without authorization or for an unauthorized use is unreasonable. 2. Because market conditions, including economic, social and political factors, may change rapidly and, on occasion, without warning, this report cannot be relied upon as of any date other than the effective date specified in this report unless specifically authorized by the author(s). 3. The author will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The property is appraised on the basis of it being under responsible ownership. No registry office search has been performed and the author assumes that the title is good and marketable and free and clear of all encumbrances. Matters of a legal nature, including confirming who holds legal title to the appraised property or any portion of the appraised property, are outside the scope of work and expertise of the appraiser. Any information regarding the identity of a property's owner or identifying the property owner by the listed client and/or applicant provided by the appraiser is for informational purposes only and any reliance on such information is unreasonable. Any information provided by the appraiser does not constitute any title confirmation. Any information provided does not negate the need to retain a real estate lawyer, surveyor or other appropriate experts to verify matters of ownership and/or title. 4. Verification of compliance with governmental regulations, bylaws or statutes is outside the scope of work and expertise of the appraiser. Any information provided by the appraiser is for informational purposes only and any reliance is unreasonable. Any information provided by the appraiser does not negate the need to retain an appropriately qualified professional to determine government regulation compliance. 5. Survey, and an accredited surveyor ought to be retained for such matters. 6. This report is completed on the basis that testimony or appearance in court concerning this report is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to: adequate time to review the report and related data, and the provision of appropriate compensation. 7. Unless otherwise stated in this report, the author has no knowledge of any hidden or unapparent conditions (including, but not limited to: its soils, physical structure, mechanical or other operating systems, foundation, etc.) of/on the subject property or/and a neighbouring property that could affect the value of the subject property. It has been assumed that there are no such conditions. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the author. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate. 8. The author is not qualified to comment on detrimental environmental, chemical or biological conditions that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air which may include but are not limited to moulds and mildews or the conditions that may give rise to either. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. It is an assumption of this report that the property complies with all regulatory requirements concerning environmental, chemical and biological matters, and it is assumed that the property is free of any detrimental environmental, chemical legal and biological conditions that may affect the market value of the property appraised. If a party relying on this report requires information about or an assessment of detrimental environmental, chemical or biological matters on the market value of the property. 9. The analyses set out in this report relied on written and verbal information obtained from a variety of sources the author considered reliable. Unless otherwise stated herein, the author did not verify client-supplied information, which the author believed to be correct. 10. The term "inspection" refers to observation only as defined by CUSPAP and reporting of the general material finishing and conditions observed for the purposes of a standard appraisal inspection. The inspection scope of work includes the identification of marketable characteristics/amenities offered for comparison and valuation purposes only. 11. The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work. The author has not confirmed that all mandatory building inspections have been completed to date, nor has the availability/issuance of an occupancy permit been confirmed. The author has not evaluated the quality of construction, workmanship or materials. It should be clearly understood that this visual inspection does not imply compliance with any building code requirements as this is beyond the professional expertise of the author. 12. The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the CUSPAP and/or the author's privacy policy. The author acknowledges that the information collected herein is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the CUSPAP and in accordance with the author's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained herein and shall comply in all material respects with the contents of the author's privacy policy and in accordance with the PIPEDA. 13. The author has agreed to enter into the assignment as requested by the client named in this report for the use specified by the client, which is stated in this report. The client has agreed that the performance of this report and the format are appropriate for the intended use. 14. This report, its content and all attachments/addendums and their content are the property of the author. The client, authorized users and any appraisal facilitator are prohibited, strictly forbidden, and no permission is expressly or implicitly granted or deemed to be granted, to modify, alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy, manipulate electronically, digitally, manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial, or other, use. 15. If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the author can be reasonably relied upon. 16. This report form is the property of the Appraisal Institute of Canada (AIC) and for use only by AIC members in good standing. Use by any other person is a violation of AIC copyright. 17. Where the intended use of this report is for financing or mortgage lending or mortgage insurance, it is a condition of reliance on this report that the authorized user has or will conduct lending, underwriting and insurance underwriting and rigorous due diligence in accordance with the standards of a reasonable and prudent lender or insurer, including but not limited to ensuring the borrower's demonstrated willingness and capacity to service debt obligations on a timely basis, and to conduct loan underwriting or insuring due diligence similar to the standards set out by the Office of the Superintendent of Financial Institutions (OSFI), even when not otherwise required by law. Liability is expressly denied to those that do not meet this condition. Any reliance on this report without satisfaction of this condition is unreasonable.

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct;
2. The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my impartial and unbiased professional analyses, opinions and conclusions;
3. I have no past, present or prospective interest in the property that is the subject of this report and no personal and/or professional interest or conflict with respect to the parties involved with this assignment;
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
5. My engagement and compensation is not contingent upon developing or reporting predetermined results, the amount of value estimate, a conclusion favouring the client, or the occurrence of a subsequent event;
6. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the CUSPAP;
7. I have the knowledge and experience to complete this assignment competently, and where applicable this report is co-signed in compliance with CUSPAP;
8. No one has provided professional assistance to the member(s) signing this report;
9. The following individual provided the following professional assistance:
10. As of the date of this report the undersigned has fulfilled the requirements of the AIC's Continuing Professional Development Program.
11. The undersigned is a member/are all members in good standing of the Appraisal Institute of Canada. Where applicable this report is co-signed in compliance with CUSPAP. Where a report bears two signatures, both the signing appraiser and co-signing appraiser assume full responsibility for this report.

PROPERTY IDENTIFICATION

ADDRESS: South Grimsby Road PIN - 460480-0089

CITY: Smithville

PROVINCE: ON

POSTAL CODE: L0R2A0

LEGAL DESCRIPTION: See Attached Addendum
BASED UPON THE DATA ANALYSES AND CONCLUSIONS CONTAINED HEREIN, THE MARKET VALUE OF THE INTEREST IN THE PROPERTY DESCRIBED AS AT 10-Sep-2025 (Effective Date of the appraisal) IS ESTIMATED AT \$ 25,000

AS SET OUT ELSEWHERE IN THIS REPORT, THIS REPORT IS SUBJECT TO CERTAIN ASSUMPTIONS AND LIMITING CONDITIONS, THE VERIFICATION OF WHICH IS OUTSIDE THE SCOPE OF THIS REPORT.

SIGNATURE:


NAME: Kevin Slentko AACI P.App

AIC CO-SIGNER:

(if applicable)

NAME:

AIC DESIGNATION/STATUS:

 P.App., CRA P.App., AACI Membership #: 905842 P.App., AACI

Membership #:

DATE OF REPORT:

DATE OF INSPECTION:

DATE OF REPORT:

DATE OF INSPECTION:

DATE OF REPORT: 10-Sep-2025

DATE OF INSPECTION: 10-Sep-2025

Full Inspection Exterior

SOURCE OF DIGITAL SIGNATURE SECURITY: Software Developer

ATTACHMENTS AND ADDENDA: ADDITIONAL SALES EXTRAORDINARY ITEMS NARRATIVE PHOTOGRAPHS
 MAPS SCOPE OF WORK

For this appraisal to be valid, an original or a password protected digital signature is required.

ADDENDUM

Schedule B to PD-50-2025

Borrower: -

Property Address: South Grimsby Road PIN - 460480-0089

File No.: 202509-839

City: Smithville

Case No.:

Lender: Tom Nicholls

Province: ON

Postal Code: L0R2A0

Legal Description

RDAL BTN LOTS I & R EAST GORE SOUTH GRIMSBY; RDAL BTN LOTS J & Q EAST GORE SOUTH GRIMSBY BTN
YOUNG ST & MUD ST; S/T INTEREST IN R0737734; WEST LINCOLN

Additional Scope Items

Each appraisal assignment is unique, depending on type and size of the property being appraised; the complexity and significance of the appraisal problem; and the intended function of the appraisal.

All data considered appropriate for inclusion in the appraisal is, to the best of our knowledge, factual. Due to the type of property being appraised and the nature of the appraisal issue, the findings have been conveyed in the "form" format.

Assessment, taxes, lot size and zoning information were obtained from public records or from available surveys. Real estate listings, sale exposure time and registry data were obtained from the local real estate boards. The market history of the subject property was obtained from the owner and/or from the local real estate boards and public information.

The zoning for the subject property has been verified with the appropriate city zoning departments, either with available hardcopy manuals or online materials (appropriate city, town, township websites with full zoning bylaws and maps publicly available) or with a direct phone call to the appropriate zoning department.

No inspections were made with regard to termites. The appraiser is not qualified to inspect or identify if the subject property has a problem with rodents, small animals or insect infestation.

Values and opinions contained in this report are based on market conditions as of the effective date of this report. This point-in-time valuation assignment does not provide a prediction of future values. In the event of market instability and/or disruption, values and opinions may change rapidly and as a result, potential future events have NOT been considered in this report. As this report does not and cannot consider any changes to the property or market conditions after the effective date, clients and intended users are cautioned in relying on the report after the effective date noted herein.

* refer to extraordinary assumptions and limiting conditions

Extra Comments

This report conforms to PIPEDA. Consent was given to this appraiser to photograph the interior of this unit. This information is for the exclusive use of the Intended User. The release of this report in whole or in part will be in contravention of the act. This appraisal is protected by, Copyright Laws and the Privacy Act. Any violation or breach is punishable to the full extent of the law.

EXTRAORDINARY ITEMS ADDENDUM

Reference:

File # 202509-839

EXTRAORDINARY ASSUMPTIONS & EXTRAORDINARY LIMITING CONDITIONS

An extraordinary assumption is a hypothesis, either supposed or unconfirmed, which if not true, could alter the appraiser's opinions and conclusions.
see report

See Attached Addendum

HYPOTHETICAL CONDITIONS

Hypothetical conditions may be used when they are required for legal purpose, for purposes of reasonable analyses or for purposes of comparison. Common hypothetical conditions include proposed improvements, completed repairs, rezoning, or municipal services. For every Hypothetical Condition, an Extraordinary Assumption is required. Following is a description of each hypothetical condition applied to this report, the rationale for its use and its effect on the result of the assignment.
By accepting this report, the authorized client or the authorized user accepts that:

1. The hypothetical condition and assumptions identified in this report have not been independently verified or are items that are assumed to be true as part of this assignment, and in the future, and
2. This report may not be reasonably relied on as proof that any of the hypothetical conditions or assumptions are true and accurate or that they will be true and accurate at any point
3. In the event that any hypothetical condition or assumption in this report is discovered not to be true and accurate, it may impact the estimate of market value provided in this report.

The author(s) disclaims any liability arising from any hypothetical condition or assumptions not being true and accurate as at the date of this report or in the future.
see report

ADDENDUM

Schedule B to PD-50-2025

Borrower: -

Property Address: South Grimsby Road PIN - 460480-0089

City: Smithville

Lender: Tom Nicholls

File No.: 202509-839

Case No.:

Province: ON

Postal Code: L0R2A0

Extraordinary Assumptions Description

The certification that appears in this report is subject to compliance with the Personal Information and Electronics Documents Act (PIPEDA), Canadian Uniform Standards of Professional Appraisal Practice ("CUSPAP") and the following conditions:

This report is prepared only for the authorized client and authorized users specifically identified in this report and only for the specific use identified herein. No other person may rely on this report or any part of this report without first obtaining consent from the client and written authorization from the authors. Liability is expressly denied to any other person and, accordingly, no responsibility is accepted for any damage suffered by any other person as a result of decisions made or actions taken based on this report. Liability is expressly denied for any unauthorized user or for anyone who uses this report for any use not specifically identified in this report. Payment of the appraisal fee has no effect on liability. Reliance on this report without authorization or for an unauthorized use is unreasonable.

Because market conditions, including economic, social and political factors, may change rapidly and, on occasion, without warning, this report cannot be relied upon as of any date other than the effective date specified in this report unless specifically authorized by the author(s).

The author will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The property is appraised on the basis of it being under responsible ownership. No registry office search has been performed and the author assumes that the title is good and marketable and free and clear of all encumbrances. Matters of a legal nature, including confirming who holds legal title to the appraised property or any portion of the appraised property, are outside the scope of work and expertise of the appraiser. Any information regarding the identity of a property's owner or identifying the property owned by the listed client and/or applicant provided by the appraiser is for informational purposes only and any reliance on such information is unreasonable. Any information provided by the appraiser does not constitute any title confirmation. Any information provided does not negate the need to retain a real estate lawyer, surveyor or other appropriate experts to verify matters of ownership and/or title.

Verification of compliance with governmental regulations, bylaws or statutes is outside the scope of work and expertise of the appraiser. Any information provided by the appraiser is for informational purposes only and any reliance is unreasonable. Any information provided by the appraiser does not negate the need to retain an appropriately qualified professional to determine government regulation compliance.

No survey of the property has been made. Any sketch in this report shows approximate dimensions and is included only to assist the reader of this report in visualizing the property. It is unreasonable to rely on this report as an alternative to a survey, and an accredited surveyor ought to be retained for such matters.

This report is completed on the basis that testimony or appearance in court concerning this report is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to: adequate time to review the report and related data, and the provision of appropriate compensation.

Unless otherwise stated in this report, the author has no knowledge of any hidden or unapparent conditions (including, but not limited to: its soils, physical structure, mechanical or other operating systems, foundation, etc.) of/on the subject property or of/on a neighbouring property that could affect the value of the subject property. It has been assumed that there are no such conditions. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the author. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate.

The author is not qualified to comment on detrimental environmental, chemical or biological conditions that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air which may include but are not limited to moulds and mildews or the conditions that may give rise to either. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. It is an assumption of this report that the property complies with all regulatory requirements concerning environmental, chemical and biological matters, and it is assumed that the

ADDENDUM

Schedule B to PD-50-2025

Borrower: -
 Property Address: South Grimsby Road PIN - 460480-0089
 City: Smithville
 Lender: Tom Nicholls

File No.: 202509-839

Case No.:

Province: ON

Postal Code: L0R2A0

property is free of any detrimental environmental, chemical legal and biological conditions that may affect the market value of the property appraised. If a party relying on this report requires information about or an assessment of detrimental environmental, chemical or biological conditions that may impact the value conclusion herein, that party is advised to retain an expert qualified in such matters. The author expressly denies any legal liability related to the effect of detrimental environmental, chemical or biological matters on the market value of the property.

The analyses set out in this report relied on written and verbal information obtained from a variety of sources the author considered reliable. Unless otherwise stated herein, the author did not verify client-supplied information, which the author believed to be correct.

The term "inspection" refers to observation only as defined by CUSPAP and reporting of the general material finishing and conditions observed for the purposes of a standard appraisal inspection. The inspection scope of work includes the identification of marketable characteristics/amenities offered for comparison and valuation purposes only.

The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work. The author has not confirmed that all mandatory building inspections have been completed to date, nor has the availability/issuance of an occupancy permit been confirmed. The author has not evaluated the quality of construction, workmanship or materials. It should be clearly understood that this visual inspection does not imply compliance with any building code requirements as this is beyond the professional expertise of the author.

The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the CUSPAP and/or when properly entered into evidence of a duly qualified judicial or quasi-judicial body. The author acknowledges that the information collected herein is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the CUSPAP and in accordance with the author's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained herein and shall comply in all material respects with the contents of the author's privacy policy and in accordance with the PIPEDA.

The author has agreed to enter into the assignment as requested by the client named in this report for the use specified by the client, which is stated in this report. The client has agreed that the performance of this report and the format are appropriate for the authorized use.

This report, its content and all attachments/addendums and their content are the property of the author. The client, authorized users and any appraisal facilitator are prohibited, strictly forbidden, and no permission is expressly or implicitly granted or deemed to be granted, to modify, alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy, manipulate electronically, digitally, manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial, or other, use.

If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the author can be reasonably relied upon.

This report form is the property of the Appraisal Institute of Canada (AIC) and for use only by AIC members in good standing. Use by any other person is a violation of AIC copyright.

Where the authorized use of this report is for financing or mortgage lending or mortgage insurance, it is a condition of reliance on this report that the authorized user has or will conduct lending, underwriting and insurance underwriting and rigorous due diligence in accordance with the standards of a reasonable and prudent lender or insurer, including but not limited to ensuring the borrower's demonstrated willingness and capacity to service debt obligations on a timely basis, and to conduct loan underwriting or insuring due diligence similar to the standards set out by the Office of the Superintendent of Financial Institutions (OSFI), even when not otherwise required by law. Liability is expressly denied to those that do not meet this condition. Any reliance on this report without satisfaction of this condition is unreasonable.

This report relies on reliable third party sources (mls and municipal property assessment corporation - MPAC) for the square

ADDENDUM

Schedule B to PD-50-2025

Borrower: -
Property Address: South Grimsby Road PIN - 460480-0089
City: Smithville
Lender: Tom Nicholls

File No.: 202509-839

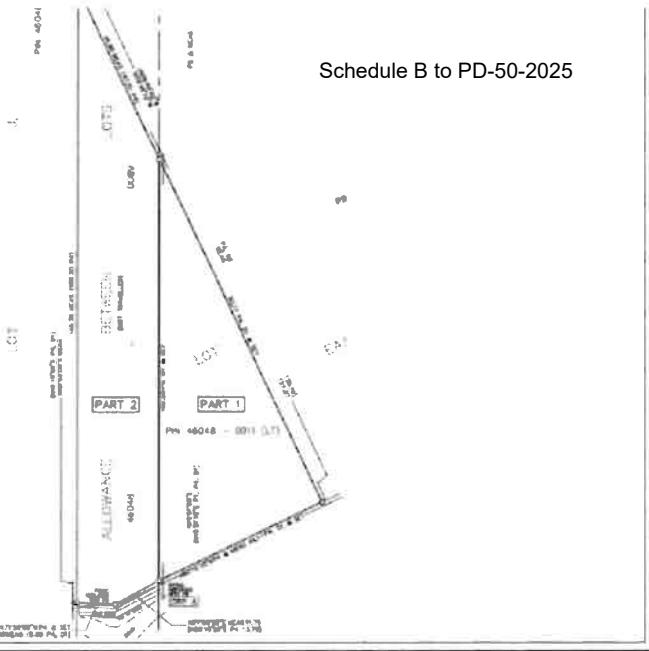
Case No.:

Province: ON

Postal Code: L0R2A0

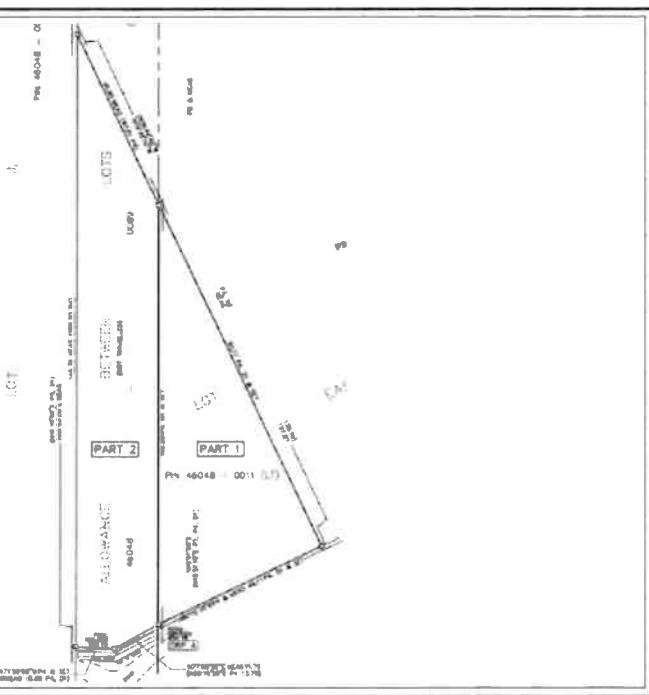
footage of the comparable dwellings. Should any subsequent survey or engineering plans prove otherwise, we then reserve the right to amend our value estimate herein.

Buyers and Sellers in the market do not typically make decisions regarding purchase or sale based on the cost new of an existing improvement but do rely on the sale of like properties in the market place.

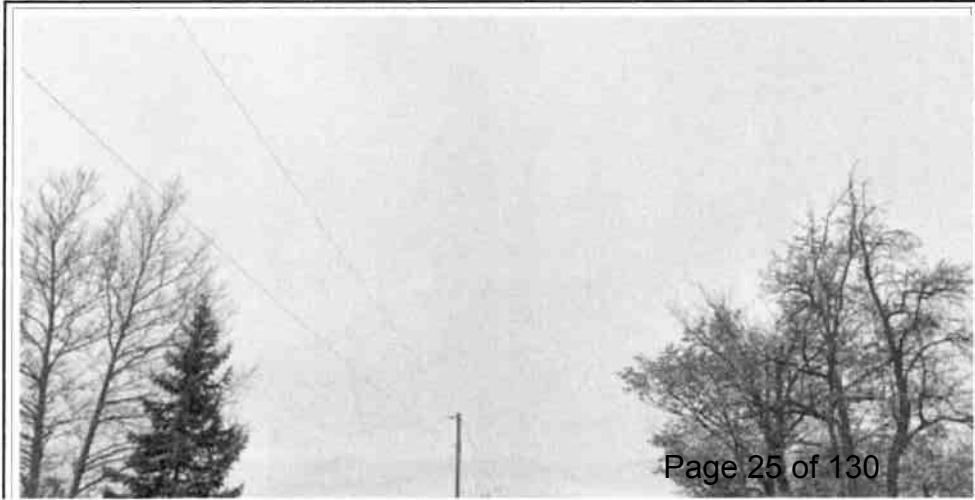


FRONT VIEW OF SUBJECT PROPERTY

Appraised Date: 10-Sep-2025
Appraised Value: \$ 25,000



REAR VIEW OF SUBJECT PROPERTY



STREET SCENE



COMPARABLE SALE #1

4527 Haldimand Road 20
Dunnville,ON,N1A 2W3
Sale Date: 05-Dec-2024
Sale Price: \$ 28,500



COMPARABLE SALE #2

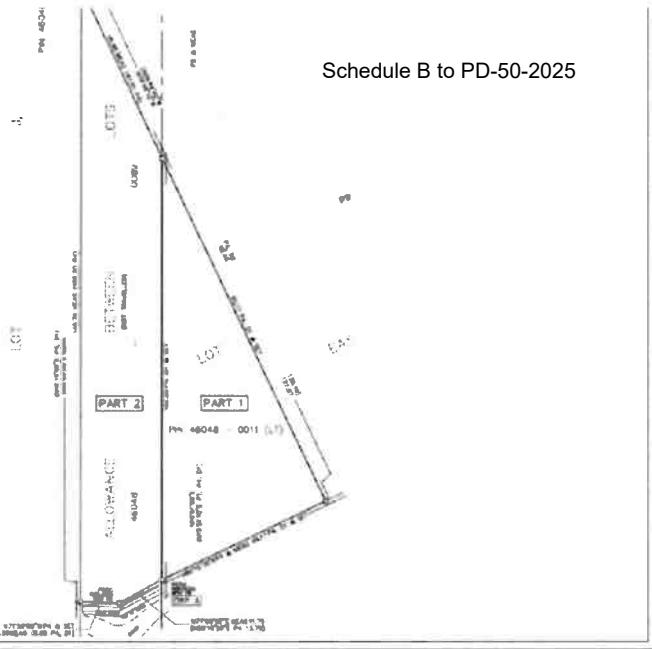
Pt Lt 13 Canborough Rd
Wellandport,ON,L0R 2J0
Sale Date: 19-Jan-2025
Sale Price: \$ 40,000



COMPARABLE SALE #3

N/A Kincardine Street
Caledonia,ON,N3W 1E2
Sale Date: 14-Apr-2024
Sale Price: \$ 40,000

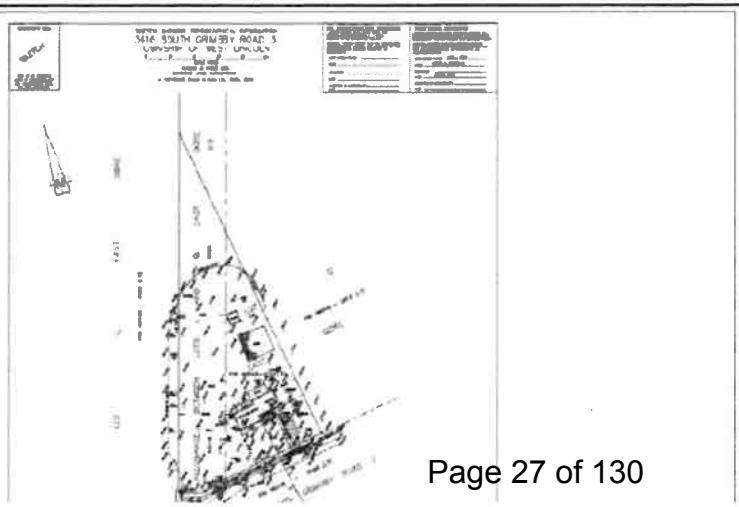
Schedule B to PD-50-2025



Aerial View



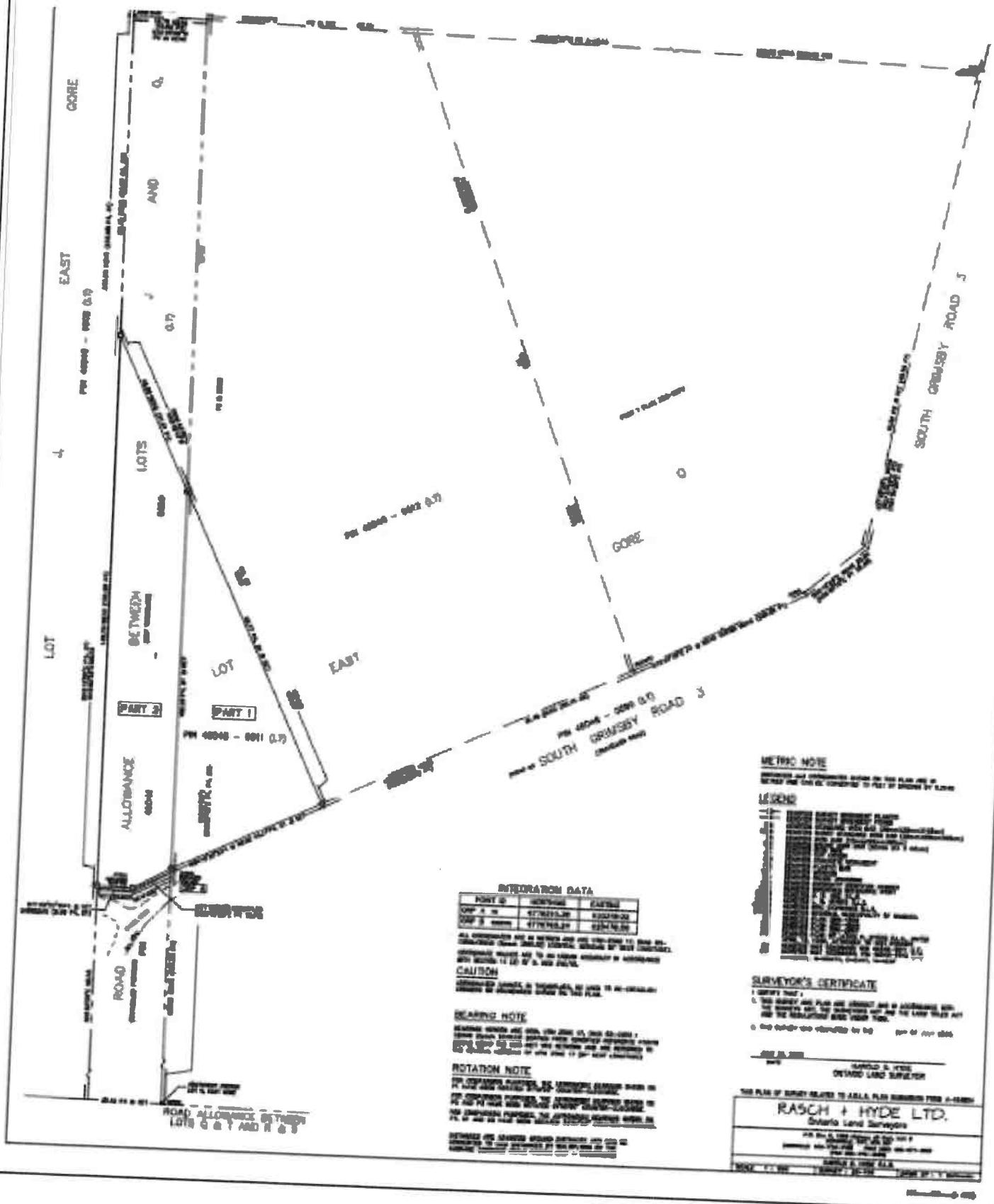
Topographical Sketch



Subject
South Grimsby Road PIN - 460480-0089
Smithville, ON L0R2A0

S Grimsby Road 3

S Grimsby Road 3



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-XX

A BY-LAW TO PERMANENTLY CLOSE AND DECLARE SURPLUS THAT PART OF SOUTH GRIMSBY ROAD 3, BEING PART OF THE ROAD ALLOWANCE BETWEEN LOTS J AND Q, EAST GORE, DESCRIBED AS PART 2 ON PLAN 30R-16493; TOWNSHIP OF WEST LINCOLN (GEOGRAPHIC TOWNSHIP OF SOUTH GRIMSBY), REGIONAL MUNICIPALITY OF NIAGARA

WHEREAS Sections 11 and 27 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permit a Council to pass bylaws in respect of any highway or part of a highway which is under the jurisdiction of the municipality;

AND WHEREAS the Council of the Corporation of the Township of West Lincoln desires to permanently close and declare surplus part of South Grimsby Road 3 Road Allowance, being part of the road allowance between Lots J And Q, East Gore, Described as Part 2 on Plan 30R-16493; Township of West Lincoln (Geographic Township of South Grimsby), Regional Municipality of Niagara;

AND WHEREAS Section 34(1) of the Municipal Act requires that before passing a by-law for permanently closing a highway or any part of a highway, a municipality shall give public notice of its intention to pass the by-law;

AND WHEREAS public notice of Council's intention to pass a by-law to permanently close the part of the road allowance aforementioned was given on May 12, 2025.

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

1. That, part of South Grimsby Road 3 Road Allowance, being part of the road allowance between Lots J And Q, East Gore, Described as Part 2 on Plan 30R-16493; Township of West Lincoln (Geographic Township of South Grimsby), Regional Municipality of Niagara be and the same is permanently closed and declared to be surplus.
2. That, a certified copy of this by-law be registered in the proper Land Registry Office.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
26th DAY OF JANUARY, 2026**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-XX

A BY-LAW TO AUTHORIZE THE CONVEYANCE OF A PORTION OF THE MUNICIPAL ROAD ALLOWANCE FORMERLY KNOWN AS SOUTH GRIMSBY ROAD 3, BEING PART OF THE ROAD ALLOWANCE BETWEEN LOTS J AND Q, EAST GORE, DESCRIBED AS PART 2 ON PLAN 30R-16493; TOWNSHIP OF WEST LINCOLN (GEOGRAPHIC TOWNSHIP OF SOUTH GRIMSBY), REGIONAL MUNICIPALITY OF NIAGARA

WHEREAS Sections 8 and 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permit a municipality to pass by-laws in accordance with the Act;

AND WHEREAS by By-law No. 2026-XX, The Corporation of the Township of West Lincoln permanently closed the portion of the road allowance formerly known as South Grimsby Road 3, being part of the road allowance between Lots J And Q, East Gore, Described as Part 2 on Plan 30R-16493; Township of West Lincoln (Geographic Township of South Grimsby), Regional Municipality of Niagara.

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

1. That the portion of the road allowance formerly known as South Grimsby Road 3, being part of the road allowance between Lots J And Q, East Gore, Described as Part 2 on Plan 30R-16493, Regional Municipality of Niagara, be conveyed to the owner of 3416 South Grimsby Road 3 of the abutting lands to the east designated as PIN 46048-0011(LT) and that the portion of the road allowance conveyed be merged with the adjacent lands.
2. As a condition of completion of the Transfer, the owner of the abutting lands shall be responsible for payment of the costs incurred by the Municipality in permanently closing the portion of the road allowance and completing the conveyance, including administrative, surveying and legal costs.
3. The Mayor and the Clerk of The Corporation of the Township of West Lincoln are hereby authorized to sign or execute such deeds or other documents as may be necessary to complete such conveyances.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
26th DAY OF JANUARY, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

DATE: January 12, 2026

REPORT NO: PD-03-2026

SUBJECT: **Recommendation Report**
Extension of Draft Plan Approval for P. Budd Developments
Station Meadows West Subdivision (File No. 2000-89-19)

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

OVERVIEW:

- The Station Meadows West (P. Budd Developments) property is located within the Northwest Quadrant Secondary Plan area, east of South Grimsby Road 5, north of the CP Rail line and west of the existing Station Meadows subdivision.
- On May 26, 2021, Township Council approved the Draft Plan of Subdivision of a 14.8 hectare development containing 412 residential dwelling units.
- On January 16, 2023, Staff presented the Recommendation Report ([PD-04-2023](#)) for a Redline Revision to the Draft Plan of Subdivision containing 408 residential dwelling units, revised conditions of draft plan approval, and extension of draft plan approval. The extension of draft plan approval is set to expire on May 26, 2026.
- A letter from the Applicant's consultant (Odan-Detech) was received on October 24, 2025 requesting for a three-year extension to continue with the progress of clearing conditions.
- Administration is also proposing minor changes to the conditions of approval which are found in Schedule B.
- Planning Staff recommend supporting the extension for draft plan approval of the Station Meadows West Subdivision for two years, in line with previous extensions and in consideration that regional water services will be available this year, and subject to the conditions of approval.

RECOMMENDATION:

1. That, Report PD-03-2026 titled "Recommendation Report – Extension of Draft Plan Approval for P. Budd Developments Station Meadows West Subdivision (File No. 2000-89-19)", dated December 8, 2025, be received, and,

2. That, Council amends the draft plan of subdivision conditions, as found in Schedule B and that the change to conditions be deemed as minor and that written notice of the change to conditions is not required under Section 51 (47) of the Planning Act R.S.O. 1990, Chapter P. 13; and,
3. That, the Draft Plan of Subdivision approval be extended by a period of two years following the lapsing of the current approval period to May 26, 2028, subject to the conditions as found in Schedule B to this report.

ALIGNMENT TO STRATEGIC PLAN:

Theme #3

- Strategic, responsible growth

BACKGROUND:

A request for an extension of draft plan approval has been submitted by Odan-Detech (Agent) on behalf of P. Budd Developments (Owner) for the subdivision located east of South Grimsby Road 5, north of the CPKC Rail line and west of the existing Station Meadows subdivision, legally described as Lot 1 on Plan M94; Part Lots 12 & 13 on Plans 30M300; Parts 1 and 2 on RP30R15516, in the Township of West Lincoln.

Figure 1: Location of Subject Lands



On May 26, 2021, Township Council approved draft plan of subdivision to a 14.8 hectare development known as Station Meadows West for the creation of 412 units including 56 single detached dwellings, 296 townhouses and 60 apartment units.

In 2023, Township Council approved changes to the draft plan combined with the change of unit types from an apartment building to stacked back-to-back townhouse dwelling units resulted in a reduction from 412 to 408 units. The approval also included changes to the conditions of approval and that draft plan would expire on January 16, 2026.

On May 26, 2025, Township Council approved By-law 2025-30 for the street names of the subdivision, clearing Condition #4 of the draft conditions.

Figure 2: Station Meadows West Draft Plan of Subdivision



CURRENT SITUATION:

The Planning Act, Section 51(32) stated that the approval authority may provide that the approval lapses at the expiration of the time period specified by the approval authority,

being not less than three years, and the approval shall lapse at the expiration of the time period. Additionally, Section 51(33) also permits that approval authorities may extend the approval for a time period specified by the approval authority, which can be less than 3 years.

As noted, the Station Meadows West Draft Plan Approval is set to expire on May 26, 2026. If agencies and departments do not object to an extension, an extension of a period of no greater than two years is typically recommended when servicing is available. This is to ensure that Council and Administration can re-assess the conditions and approval of the draft plan in relation to changing provincial and local planning objectives. The Region has now started work on the new Regional 400 mm watermain which will provide water services to the Northwest Quadrant lands this year.

Planning Staff have reviewed the extension request and note that there are no changes to the draft plan. Additionally, the subdivision still meets the intent of the Northwest Quadrant Secondary Plan Area and the provincial, regional and local planning policies.

Over the past year, Administration has worked with the applicant and their agent to address a number of concerns they had regarding the conditions, including the multi-use trail abutting the rail lands, the connection point of the 400 mm regional watermain, upsizing of the sanitary sewer on Station Street, and changes to the Stormwater Management Pond.

Some of the proposed changes that were suggested by the applicant, such as the removal of the multi-use trail, would need to come before Council as it is included in the conditions of approval that a trail be constructed. The applicant has not requested any changes to the conditions as part of the extension request. Administration did agree to an alternative trail location which would create a more efficient use of the stormwater management pond lands.

Additionally, the applicant also requested that the tree planting in the Stormwater Management Pond area be reduced. Administration agreed to a reduction in tree planting in the pond area but still require tree planting around the parameter of the site and as a buffer to the multi-use trail.

Mr. Budd also requested that the Township cost share on the stormwater management pond expansion. In initial discussions with the applicants' agent back in and around 2019, it was discussed that since the development wanted to utilize Township owned land for their stormwater management pond, the developer should provide contributions back to the Township namely in an enlarged and designed community park, a multi-use trail connection to Hornak Road, and the developer responsible for cleaning out the pond as part of the pond construction works. Any cost sharing on the pond works would require a formal request from the applicant and Council approved budget. At this point in time no formal request has been made and no costing provided. It is important to note that the pond enlargement also nearly completely reconstructs the existing pond.

Planning Staff have applied minor updates to the conditions (e.g., formatting, agency contact updates) and recommends a minor amendment to be added by adding a condition where the Owner agrees in writing and the Subdivision Agreement contain a clause stating that sewer, water and stormwater capacity and allocation cannot be guaranteed until final registration of the plan of subdivision or the issuance of building permits.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

INTER-DEPARTMENTAL COMMENTS:

The request for extension was circulated to agencies and departments for their review and comments.

The NPCA offers no objections to the approval of this extension request.

Township Development Engineering offered no objections to the requested extension of draft plan approval but have requested minor changes to conditions.

Refer to Schedule C for the agency comments.

CONCLUSION:

Planning Staff recommend supporting a two year extension of Draft Plan Approval for the Station Meadows West Subdivision until May 26, 2028, subject to the amended conditions of approval as found in Schedule B.

ATTACHMENTS:

Schedule A – Draft Plan of Subdivision

Schedule B – Revised Conditions of Draft Plan Approval

Schedule C – Agency Comments

Prepared & Submitted by:

Susan Smyth

Manager, Community Planning and Design

Approved by:

Gerrit Boerema

Director, Growth and Sustainability

**Truper McBride
CAO**

SCHEDULE C - PD-XX-2026



WEST LINCOLN - north ridge drive AND s grimsby road 5 - 2000-089-19

From LANDUSEPLANNING <LandUsePlanning@HydroOne.com>

Date Thu 11/27/2025 2:53 PM

To Susan Smyth <ssmyth@westlincoln.ca>

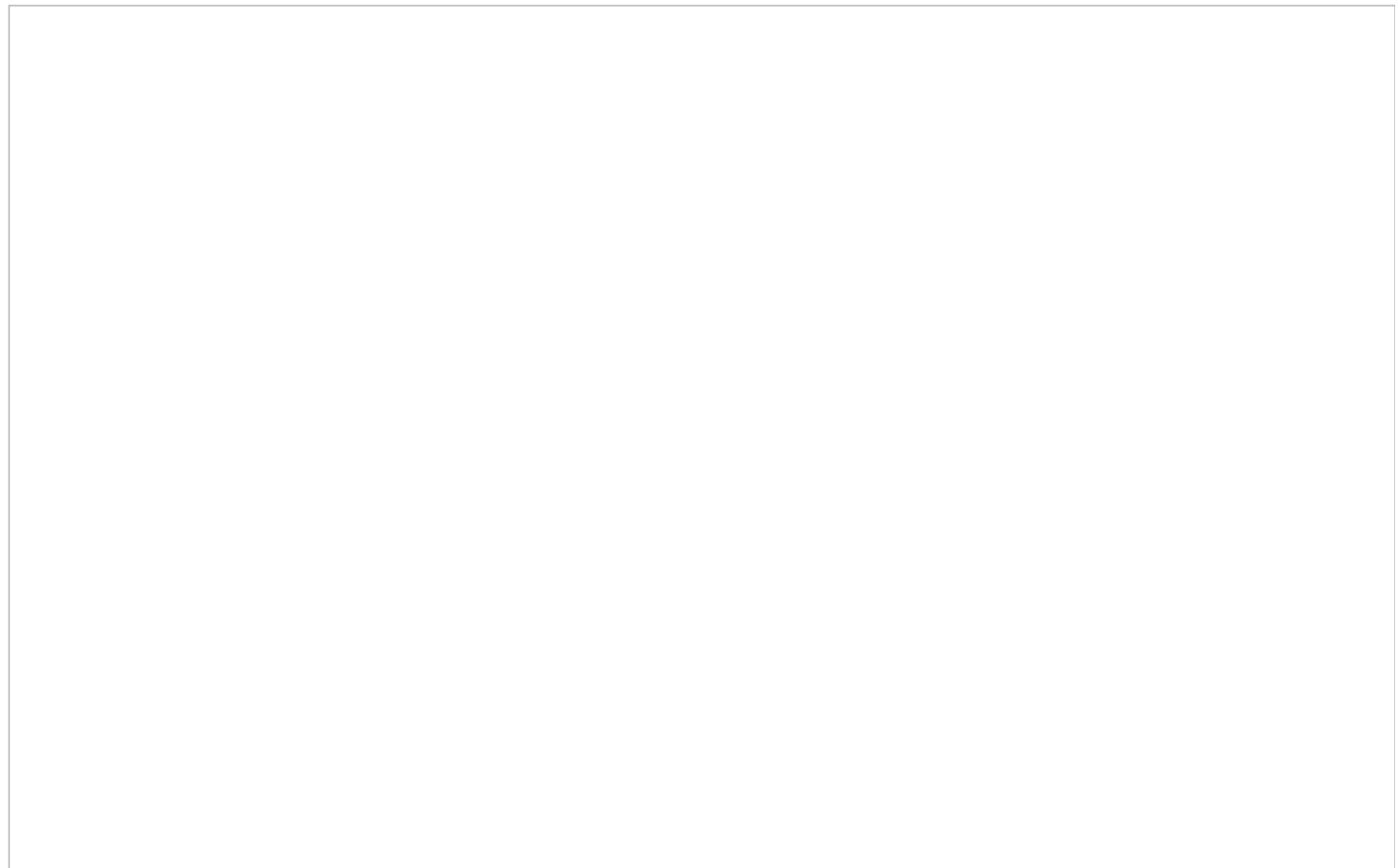
Hello,

We are in receipt of your Application for Subdivision, 2000-089-19 dated 2025-11-05. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.

For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier. Where Hydro One is the local supplier the Owner/Applicant must contact the Hydro subdivision group at subdivision@Hydroone.com or 1-866-272-3330.

To confirm if Hydro One is your local distributor please follow the following link: [Stormcentre \(hydroone.com\)](http://Stormcentre.hydroone.com)

Please select "Search" and locate the address in question by entering the address or by zooming in and out of the map.



If you have any further questions or inquiries, please contact Customer Service at 1-888-664-9376 or e-mail CustomerCommunications@HydroOne.com to be connected to your Local Operations Centre

November 12, 2025

Susan Smyth
Manager, Community Planning and Design
Township of West Lincoln
Planning Department
318 Canborough Street
P.O. Box 400
Smithville, ON L0R 2A0

RE: Draft Plan of Subdivision - Request for DPA Extension
P. Budd Developments (Station Meadows West)
Spring Creek Rd and Grimsby Rd S
Township of West Lincoln
File No.: 2000-089-19

Dear Susan,

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

The Owner agrees to provide Enbridge Gas Inc. (Enbridge Gas) the necessary easements at no cost and/or agreements required by Enbridge Gas for the provision of local gas services for this project, in a form satisfactory to Enbridge Gas.

Sincerely,



Willie Cornelio CET
Sr Analyst Municipal Planning

From: [Taran Lennard](#)
To: [Susan Smyth](#)
Cc: [Gerrit Boerema](#)
Subject: RE: NOTICE OF DRAFT PLAN EXTENSION REQUEST - Stations Meadows West (P. Budd Developments - File 2000-089-19)
Date: November 7, 2025 8:06:13 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Hi Susan,

The NPCA does not offer objections to this request for extension. It was historically determined that there are no features present NPCA would regulate, based off the previous phases of Station Meadows.

Thank you for circulating us.



Taran Lennard
Watershed Planner II

Niagara Peninsula Conservation Authority (NPCA)
3350 Merrittville Highway | Unit 9 | Thorold, ON L2V 4Y6

905.788.3135 ext. 277
www.npca.ca
tlennard@npca.ca

For more information on Permits & Planning, please go to the Permits & Planning webpage at <https://npca.ca/administration/permits>.

For mapping on features regulated by the NPCA please go to our GIS webpage at <https://gis-npca-camaps.opendata.arcgis.com/> and utilize our Watershed Explorer App or GIS viewer.

To send NPCA staff information regarding a potential violation of Ontario Regulation 41/24 please go to the NPCA Enforcement and Compliance webpage at <https://npca.ca/administration/enforcement-compliance>

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 28, 2025

Region File: PLSD202502313

Susan Smyth
Manager of Planning
Township of West Lincoln
318 Canborough Road
Smithville, ON L0R 2A0

Dear Ms. Smyth:

Re: Regional and Provincial Comments
Draft Plan Approval Extension Request (Station Meadows West)
City File No: 2000-089-19
Applicant: P. Budds Developments Inc.
Southeast Corner of South Grimsby Road 5 and Spring Creek Road
Allowance North of CP Rail Line
Township of West Lincoln

Regional Infrastructure Planning and Development staff has reviewed the above-noted application, requesting an extension of draft plan of subdivision approval for the lands known as Station Meadows West, located on the east side of South Grimsby Road 5, north of the CP Rail Line and west of the existing Station Meadows Subdivision, for a period of three years. The request for extension was received by Regional staff on November 5th, 2025.

The development was originally granted Draft Plan Approval by the Township of West Lincoln on May 26th, 2021. The draft plan was modified and extended on January 16th, 2023, and is set to lapse January 16th, 2026. The current draft plan includes 408 residential dwelling units on 14.8 hectares of land.

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.

This modified draft plan application was originally approved prior to March 31, 2025, where Regional planning comments and conditions were provided. As noted above, Niagara Region has entered into a PSA with the Township of West Lincoln for natural environment system policies planning review, however, there are no natural environment features on the subject property. Accordingly, all planning review functions previously addressed by Niagara Region are now undertaken by the Township of West Lincoln. As a result, **the Township is the designated clearance agency for Conditions 41 through 46.** The list of conditions should be revised to reflect the updated review responsibility. Specifically, it should indicate that the Township is now the clearance agency for these conditions rather than the Region.

Please be advised that the *Niagara Official Plan, 2022* (NOP) is now 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 proposed extension conforms to NOP policies.

Regional staff continue to be involved in reviewing development applications related to Regional infrastructure and waste collection in accordance with the Memorandum of Understanding (MOU) for Engineering Services between the Region and the Township. Accordingly, **the Region will remain the applicable clearance agency for Conditions 47 through 54.**

Conclusion

Regional staff have no objections to the requested three-year draft plan extension from a Regional perspective. The list of conditions should be updated to reflect that the Township of West Lincoln is now the designated clearance agency for Conditions 41 through 46.

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,



Allie Reddon

SCHEDULE B - PD-XX-2026

PD-XX-2026
January 12, 2026
File No. 2000-89-19

STATION MEADOWS WEST (P BUDD DEVELOPMENTS) TOWNSHIP OF WEST LINCOLN CONDITIONS OF FINAL APPROVAL

The conditions for final approval and registration of the P Budd Developments Subdivision, in the name of Station Meadows West., File No. 2000-090-20, Township of West Lincoln are:

1. That this approval applies to the P Budd Developments, Station Meadows West, Draft Plan of Subdivision, Township of West Lincoln prepared by Odan Detech Group, dated, 2018-11-9, revised on July 8, 2022, containing 408 dwelling units, park, trail, servicing corridor, plus internal streets.
2. That the Owner provide to the Township of West Lincoln a letter advising that all lots conform to the requirements of the Township's Zoning By-law.
3. That the Subdivision Agreement contain a clause requiring that the road allowances shown on the draft plan and **approved by By-law 2025-30 as Skipton Street (Street A); Chester Road (Street B); Evans Place (Street C); Meredith Street (Street D); Kennedy Street (Street E); Petersfield Drive (Street F)** and VanWoudenberg Way Extension be dedicated to the Township of West Lincoln as Public Highways.
4. That the Subdivision Agreement contain a clause requiring that the public streets **approved by By-law 2025-30 as Skipton Street; Chester Road; Evans Place; Meredith Street; Kennedy Street; Petersfield Drive;** and VanWoudenberg Way Extension be constructed and named to the satisfaction of the Township of West Lincoln.
5. That the Subdivision Agreement contain a clause requiring that a 0.3 metre reserve be granted abutting the south side of Spring Creek Road allowance and the east side of South Grimsby Road 5 allowance to the Township of West Lincoln, to separate lots and blocks from the street, free and clear of any mortgages, liens and encumbrances.
6. That the Owner dedicate 7 metre x 7 metre daylighting triangles at the corner of the intersection of South Grimsby Road 5 and Street A to the Township of West Lincoln free and clear of any mortgages, liens and encumbrances.
7. That the Subdivision Agreement contain a clause requiring that the Owner dedicate 7 metre x 7 metre daylighting triangles at the corner of Spring Creek Road and Street B and Spring Creek Road and Street E to the Township of West Lincoln free and clear of any mortgages, liens and encumbrances.

8. That the Subdivision Agreement contain a clause requiring that the Owner dedicate 9.5 metre x 9.5 metre daylighting triangle at the southeast corner of the intersection of Spring Creek Road and South Grimsby Road 5.
9. **[NEW] That the Owner dedicate a 1.0 metre road widening to the Township along the frontage of South Grimsby Road 5 and along the frontage of the Spring Creek Road allowance free and clear of all encumbrances, to the satisfaction of the Township of West Lincoln. All costs for providing the necessary survey plan and all related documents are the responsibility of the Owner.**
10. That such easements as may be required for utility, servicing and drainage purposes be granted to the appropriate authority.
11. That the Owner submit all servicing, lot grading, drainage, roadway plans and supporting design calculations to the Township of West Lincoln and any other relevant agency for review and approval.
12. That all municipal services required by the Township of West Lincoln be provided by the Owner in a manner satisfactory to the Township.
13. That the Subdivision Agreement contain a clause requiring that the Owner provide an adequate storm drainage outlet including any necessary easements and drainage agreements to the satisfaction of the Township of West Lincoln, Region of Niagara and the Niagara Peninsula Conservation Authority.
14. That the Owner enter into a Subdivision Agreement with the Township of West Lincoln to satisfy all of the requirements, financial or otherwise of the Township, concerning the provision of roads, installation of services, drainage, fencing and any other matters related to the development of the site.
15. That the Owner prepare a streetscape and landscape plan for the subdivision in accordance with the requirements of the Township of West Lincoln. The streetscaping and landscaping details are to be shown on separate plans.
16. That the Subdivision Agreement contain a clause requiring that the Owner design and construct a primary off-road multiuse trail using the specifications found in the Township of West Lincoln Trails and Corridors Master Plan. The Trail shall extend from South Grimsby Road 5 to Hornak Road. The trail shall be a minimum of 3 metres in width and constructed from asphalt. At each intersection with a public street there shall be a trail head which includes amenities (e.g. park benches, trash receptacles, trees) as determined through the subdivision agreement and engineering review.
17. That the Subdivision Agreement contain a clause requiring a sidewalk access along

the existing storm sewer corridor at the northeast corner of the development connecting Las Road to **Chester Road (Street B)** on the draft plan (Block 95).

18. That the Owner dedicate a 4.5 metre strip north of the required rail spillage berm but south of the proposed internal condominium street from the eastern extent of the development to South Grimsby Road 5, containing the multi-use trail and associated features as parkland as per the Township's request. If this dedication, combined with the dedication of the community park, will not satisfy the required 5%, the remainder is to be in the form of cash-in-lieu of parkland.
19. That the Owner provide a park design for Block 93, satisfactory to the Township of West Lincoln Growth & Sustainability and Community & Protective Services Departments as a part of the engineering submission, including a landscaping plan with the provision of off street parking, playground equipment and **sports facilities as identified in the Parks and Recreation Plan**, and that the Subdivision Agreement contain a clause requiring the Owner to construct the approved park plan at the Owners cost, in lieu of the parkland being used for the Hornak Road Stormwater Management Pond.
20. That the Subdivision Agreement contain a clause requiring Block 93, being the parkland, be constructed within the first phase of the development, and that the park be given to the Township in consideration of parkland dedication, **after the expiry of the maintenance period**.
21. That the Owner provide the Township with a grade separated pedestrian rail crossing feasibility report which would connect the multi-use trail north of the tracks to the multi-use recreational facility south of the rail tracks.
22. That the Subdivision Agreement contain a clause requiring traffic calming measures, as identified in the Traffic Impact Study completed by Paradigm Transportation Solutions Limited and dated March 2021 be implemented for the development and be included in the engineering submission.
23. That any outstanding Township invoices, including invoicing related to peer reviews and local servicing studies, be paid in full.
24. That the Subdivision Agreement between the Owner and the Township of West Lincoln be registered by the municipality against the land to which it applies.
25. That the Subdivision Agreement contain a clause requiring that sidewalks be provided along one side of all roads within the development, public and private, to standard requirements of the Township of West Lincoln.
25. ~~That the Subdivision Agreement contain a clause requiring that Spring Creek Road between South Grimsby Road 5, east to the eastern limits of the development, be~~

constructed, and that the south portion of the road allowance, from the centre line south, be constructed to an urban cross section, to the satisfaction of the Director of Public Works, and that the appropriate road encroachment permits be applied for and approved. A best efforts clause will be contained within the Subdivision Agreement to obtain proportional cost recovery from any possible future development to the north and/or alternatively development charge credit reimbursement where service upgrades have been front ended with development charges to be credited on efforts.

26. That the Subdivision Agreement contain a clause requiring that South Grimsby Road 5 between Spring Creek Road allowance south to the CP Rail Corridor be upgraded and constructed to an urban cross section, east of the centreline, including sidewalk, to the satisfaction of the Director of Public Works, and that the appropriate road encroachments permits be applied for and approved.
27. That the Subdivision Agreement contain a clause requiring that sidewalks be provided as part of a full urban street cross section along the east side of South Grimsby Road 5 and the south side Spring Creek Road from South Grimsby Road 5 to the easterly limits of the development, to the satisfaction of the Township of West Lincoln.
26. **[NEW]** That the Subdivision Agreement contain a clause requiring that **prior to construction commencing on Lots 25 through 40 in Station Meadows West, that Spring Creek Road between South Grimsby Road 5 and Hornak Road be constructed, including all related underground infrastructure in this road allowance to service Station Meadows West, in accordance with the approved design undertaken by the Township's Infrastructure Department and approved Station Meadows West Subdivision Drawings. A Front Ending Agreement will be required for this work and development charge credits issued for the eligible road construction works as identified in the Township's Development Charges Background Study. If Chester Road (Street B) and Elizabeth Street (Street E), north of Skipton Street (Street A), are to be constructed prior to Spring Creek Road, temporary cul-de-sacs will be required.**
27. **[NEW]** That the Subdivision Agreement contain a clause that sanitary sewer flow monitoring post development will be required at the Owner's cost. The flow monitoring will be conducted at the site limits to confirm the sanitary sewer systems have been constructed within design standards to exclude extraneous flows from entering the Township's sanitary sewer system.
28. That prior to final approval, it is to be determined that the existing capacity of the sewer lines and servicing to the site is adequate for this development by the Regional Public Works Department and the Township Infrastructure Department. If existing capacity is not sufficient, the Owner is required to provide the necessary

upgrades to provide adequate sewer services to the development. Best efforts clauses will be included if the upgrades benefit additional developments.

29. That the Subdivision Agreement contain a clause that no Building Permits will be issued until any required upgrades to the water, storm and/or sanitary systems have been completed. If upgrades provide benefits to other developments, a best efforts clause will be included in the Subdivision Agreement.
30. That the Owner and the Township enter into an agreement for the expansion of the Station Meadows Hornak Road Stormwater Management pond.
31. That the design drawings for the water, sanitary sewer and stormwater drainage system, including any proposed downstream sewer improvements, required to service this development be submitted to the **Township and** Regional Public Works Department for review and approval.
32. That prior to approval and registration of this plan or prior to servicing (through a pre-servicing agreement), the Owner obtain Ministry of the Environment, Conservation and Parks Environmental Compliance Approval **through the Township's CLI-ECA program** for the necessary servicing (watermains, sanitary sewers and stormwater management) for this development.
33. That prior to approval of the final plan or any on-site grading, the Owner submit to the Regional Planning and Development Department and the Township of West Lincoln Infrastructure Department for review and approval, **a copy** of a detailed stormwater management plan for the subdivision and the following plans designed and sealed by a suitably qualified professional engineer in accordance with the Ministry of the Environment documents entitled "Stormwater Management Planning and Design Manual", March 2003 and "Stormwater Quality Guidelines for New Development", May 1991:
 - (a) Detailed lot grading and drainage plans, noting both existing and proposed grades and the means whereby overland flows will be accommodated across the site;
 - (b) Detailed sediment and erosion control plans which show how exposed soils, sediments and eroded material will be retained on site during all phases of construction and how the infiltration function will be protected or maintained. Plans should include maintenance requirement for all employed devices.

Note: The Region may request the Niagara Peninsula Conservation Authority to review the stormwater management plan and other related plans on the Region's behalf and to submit comments to the Regional Planning and Development Department regarding the approval of this plan and the subsequent clearance of related conditions.

34. That the Subdivision Agreement between the Owner and the Township of West Lincoln contain provisions whereby the Owner agrees to implement the approved stormwater management plan required in accordance with Conditions 28 & 30 above.
35. That the Owner agrees to maintain all stormwater management and erosion and sedimentation control structures in good repair and operating order throughout all phases of construction. The Owner will revegetate or otherwise restore all disturbed areas immediately following the completion of on-site grading and servicing to the satisfaction of the Niagara Peninsula Conservation Authority.
36. That the Subdivision Agreement between the Owner and the Township of West Lincoln contain a clause requiring that the noise attenuating infrastructure recommended in the report completed by Howe Gastmeier Chapnik (HGC) Limited, entitled Noise and Vibration Feasibility Study, Proposed Residential Development Station Meadows West Subdivision Township of West Lincoln, dated March 25, 2021, be completed prior to occupancy of the affected units. **Further that any mitigation measures including warning clauses provided in the Noise and Vibration Feasibility Study are included in all offers and agreements of purchase and sale or lease for each dwelling unit.**
37. That a full Urban Design Report be submitted to the Township for approval identifying how this development meets the objectives of the Township Urban Design Manual and how it creates good public form and an attractive pedestrian streetscape. It is expected that a higher standard of design be achieved on units which are highly visible from public streets. Units with side or rear yards facing a public or private street should be designed to be attractive from the street.
38. That a statement be provided by a qualified noise expert that the berm, fencing and other noise mitigation measures along the CPKC Rail line will not negatively impact the houses across the Rail corridor on Northridge Drive.
39. That the Subdivision Agreement contain a clause requiring the berm north of the rail trail, Block 90, remain in private ownership tied to adjacent future condominium blocks.
40. That the Owner provides a site plan for the proposed development that can accommodate a range of housing types compliant with zoning, to the satisfaction of Township Staff and Council, and that the plan be evaluated at each phase of subdivision design as it is implemented through future condominium applications.
41. That the following warning clause be included in the Subdivision Agreement and inserted in all offers and agreements of purchase and sale or lease for each dwelling unit:

"The lands in the plan of subdivision may be exposed to noise, odour, and dust from nearby agricultural operations and agricultural-related traffic that may occasionally interfere with some activities of the owners who may occupy these lands."

Regional Conditions

42. That the Stage 1 and 2 Archaeological Assessment, prepared by Parslow Heritage Consultancy Ltd., dated June 9, 2020, be accepted by the Ministry of Heritage, Sport, Tourism, and Culture Industries and the associated acknowledgement letter be submitted to Niagara Region Planning and Development Services. NOTE: No demolition, grading or other soil disturbances shall take place on the subject property prior to the issuance of a letter from the MHSTCI confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.

43. That the following clause be included in the subdivision agreement:

If deeply buried or previously undiscovered archaeological remains/resources are found during development activities on the subject lands, all activities must stop immediately. If the discovery is human remains, contact the police and coroner to secure the site. If the discovery is not human remains, the area must be secured to prevent site disturbance. The project proponent must then follow the steps outlined in the Niagara Region Archaeological Management Plan: Appendix C (Available at: <https://www.niagararegion.ca/culture-and-environment/pdf/archaeological-management-plan.pdf>)

44. That the Owner provides a written acknowledgement to Niagara Region stating that draft approval of this subdivision does not include a commitment of servicing allocation by Niagara Region as servicing allocation will not be assigned until the plan is registered and that any pre-servicing will be at the sole risk and responsibility of the Owner.
45. That the Owner provides a written undertaking to Niagara Region stating that all Offers and Agreements of Purchase and Sale or Lease, which may be negotiated prior to registration of this subdivision shall contain a clause indicating that servicing allocation for the subdivision will not be assigned until the plan is registered, and a similar clause be inserted in the subdivision agreement between the Owner and the Township.
46. That prior to final approval for registration of this plan of subdivision, the Owner shall submit the design drawings [with calculations] for the new sanitary and storm sewers required to service this development and obtain the necessary Ministry of the Environment, Conservation and Parks Compliance Approval under the Transfer of

Review Program.

47. That prior to approval of the final plan or any on-site grading, the Owner shall submit a detailed stormwater management plan for the subdivision and the following plans designed and sealed by a qualified professional engineer in accordance with the Ministry of the Environment documents entitled Stormwater Management Planning and Design Manual, March 2003 and Stormwater Quality Guidelines for New Development, May 1991, or their successors to the Niagara Region for review and approval:
 - Detailed lot grading, servicing and drainage plans, noting both existing and proposed grades and the means whereby overland flows will be accommodated across the site;
 - Detailed erosion and sedimentation control plans;
 - Detailed phasing of construction of the stormwater management facility to coincide with phasing of development of residential lands (internal and external to the subdivision) planned to be serviced by the stormwater management facility; and
 - That prior to final approval for registration of this plan of subdivision, the Owner shall submit the design drawings [with calculations] for the stormwater management facility required to service this development and obtain the necessary Ministry of the Environment Compliance Approval.
48. That the Subdivision Agreement between the Owner and the Township contain provisions whereby the Owner agrees to implement the approved plan(s) required in accordance with the condition above.
49. That the Owner/Developer ensure, throughout all phases of development, that all streets and development blocks can provide an access in accordance with the Niagara Region's Corporate Policy and By-laws relating to the curb side collection of waste and recycling. Where a through street is not maintained, the owner/developer shall provide a revised draft plan to show an appropriate temporary turnaround to permit Regional waste collection services.
50. That the Owner/Developer shall comply with Niagara Region's Corporate Policy for Waste Collection and complete the Application for Commencement of Collection and Indemnity Agreement, as required.
51. That the Owner submit Regional waste collection truck turning plans to ensure the development is able to accommodate Regional waste collection services.

Notes: Prior to granting final plan approval, the Township must be in receipt of written confirmation that the requirements of each condition have been met, and all fees have been paid to the satisfaction of the Niagara Region.

Prior to final approval for registration, a copy of the draft subdivision agreement for the proposed development should be submitted to the Niagara Region for verification that the appropriate clause pertaining to these conditions has been included. A copy of the executed agreement shall also be provided prior to registration.

In order to request clearance of the above noted Regional conditions, a letter outlining how the conditions have been satisfied, together with all studies and reports (one hard copy and a PDF digital copy), the applicable review fee, and the draft subdivision agreement shall be submitted to the Niagara Region by the applicant as one complete package, or circulated to the Niagara Region by the Township of West Lincoln.

NPEI Conditions

52. That Niagara Peninsula Energy confirm that satisfactory arrangements, financial and otherwise, have been made with Niagara Peninsula Energy for any Niagara Peninsula Energy facilities servicing this draft plan of subdivision which are required by the Municipality; a copy of such confirmation shall be forwarded to the Municipality.
53. That the Owner provide a Letter of Credit to Niagara Peninsula Energy for all costs associated with the electrical servicing for the development. The amount of the Letter of Credit will be confirmed once the electrical design has been approved by the Municipality.

Bell Canada Conditions

54. That Bell Canada, and/or any other applicable telecommunication company, confirm that satisfactory arrangements, financial and otherwise, have been made with Bell Canada, or any other applicable telecommunication company, for any telecommunication facilities serving this draft plan of subdivision which are required by the Municipality to be installed underground; a copy of such confirmation shall be forwarded to the Municipality.
55. That the Owner shall agree in the Subdivision Agreement, in words satisfactory to Bell Canada, and/or any other applicable telecommunication company to grant to Bell Canada and/or any applicable telecommunication company, any easements that may be required for telecommunication services. Note: Easements may be required prior to final approval.

Canada Post Conditions

56. That the following clause shall be included in the Subdivision Agreement and inserted in all offers and agreements of purchase and sale or lease for each dwelling

unit:

"The prospective purchaser is advised that the home/business mail delivery will be from a designated centralized mail box and that the developers/owners be responsible for officially notifying the purchasers of the exact Centralized Mail Box locations prior to the closing of any home sales."

57. That the Owner agrees to:
 - (a) Work with Canada Post to determine and provide temporary suitable Centralized Mail Box locations which may be utilized by Canada Post until the curbs, boulevards and sidewalks are in place in the remainder of the subdivision.
 - (b) Install a concrete pad in accordance with the requirements of an in locations to be approved by Canada Post to facilitate the placement of Community Mail Boxes.
 - (c) Identify the pads above on the engineering servicing drawings. Said pads are to be poured at the time of the sidewalk and/or curb installation within each phase of the plan of subdivision.
 - (d) Determine the location of all centralized mail receiving facilities in cooperation with Canada Post and to indicate the location of the centralized mail facilities on appropriate maps, information boards and plans.
 - (e) Maps are also to be prominently displayed in the sales office(s) showing specific Centralized Mail Facility locations.
58. That the Owner agrees to Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (lock Box Assembly) at their own expense (less than 100 units will require a front loading Lock Box Assembly and more than 100 units will require a rear loading Lock Box Assembly which will require a mail room) will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

CPKC Rail Condition

59. That the following warning clauses shall be included in the Subdivision Agreement and inserted in all offers and agreements of purchase and sale or lease for each dwelling unit:

"Purchasers/tenants are advised that sound levels, due to the increasing rail traffic on the nearby CPKC Railway, may occasionally interfere with some activities of the dwelling occupants as the sound levels may exceed the Municipality's and Ministry of the Environment's noise criteria. Purchasers/Tenants are also advised that the Railway will not be responsible for complaints or claims arising from the use of its facilities and/or operations."

"Purchasers/tenants are advised that any berm, fence or vibration isolation features implemented are not to be tampered with or altered, and further that the owner shall have the sole responsibility for and shall maintain these features."

Township Condition

60. That if final approval is not given to this plan within **TWO YEARS** of the **extension** approval date and no extensions have been granted draft approval shall lapse. If the Owner wishes to request an extension to the draft approval period, a written explanation with reasons why the extension is required together with a resolution from the Township, must be received by the Township prior to the lapsing date.

CLEARANCE OF CONDITIONS

Prior to granting approval of the final plan, the Township's Planning Department will require WRITTEN notification from the following agencies that their respective conditions have been met satisfactorily:

- **TOWNSHIP OF WEST LINCOLN** for Conditions 1 – 41 inclusive & 60.
- **REGION OF NIAGARA** for Conditions 42 to 51.
- **NIAGARA PENINSULA ENERGY** for Conditions 52 & 53.
- **BELL CANADA of other applicable telecommunications company** for Conditions 54 & 55.
- **CANADA POST** for Conditions 56 to 58.
- **CPKC Rail** for Conditions 59.

NOTES:

1. Conveying

- (a) As the land mentioned above to be conveyed to the municipal corporation may be more easily described in the conveyance by reference to a Registered Plan than by "metes and bounds", we suggest that the description be so worded; and,
- (b) We further suggest that the Owner give to the municipality an undertaking to deposit with the Clerk a properly executed copy of the conveyance concurrent with the registration of the plan.

2. Land Required to be Registered Under the Land Titles Act

- (a) Section 160(1) of The Land Titles Act, which requires all new plans be registered in the land titles system; and,
- (b) Section 160(2) – allows certain exceptions.

3. Water and Sewerage Systems

Inauguration or extensions of a piped water supply, a sewerage system, a storm drainage system or a stormwater management system is subject to approval of the Ministry of Environment (Approvals Branch) pursuant to Section 52 and Section 53 of The Ontario Water Resources Act, R.S.O. 1990.

4. Agencies to be Contacted:

- (a) With respect to the requirements of the Township of West Lincoln Growth and Sustainability (Planning) Department contact:

Mr. Gerrit Boerma
Director, Growth and Sustainability
318 Canborough Street, P.O. Box 400
Smithville, Ontario, L0R 2A0
Telephone – (905) 957-5131
Email – gboerema@westlincolnc.ca

- (b) With respect to the requirements of the Township's Infrastructure (Public Works) Department contact:

Ms. Jennifer Bernard
Manager, Civil Land Development
318 Canborough Street, P.O. Box 400
Smithville, Ontario, L0R 2A0
Telephone – (905) 957-3346 ext. 6732
Email – jbernard@westlincoln.ca

- (c) With respect to the requirements of the Region of Niagara contact:

Development Approvals
devplanningapplications@niagararegion.ca

- (d) With respect to the requirements of Bell Canada contact:

planninganddevelopment@bell.ca

5. Review of Conditions

Applicants are advised that should any of the conditions appear unjustified or their resolution appears too onerous, they are invited to bring their concerns to the General Committee's attention. The Committee will consider requests to revise or delete conditions.


In order to assist the agencies listed above in clearing conditions for final approval and registration of the plan, it may be useful to forward executed copies of the Subdivision Agreement between the Owner and the Township to those agencies.

6. Hydro One Cautionary Note

An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 – Proximity – of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors could raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "**DANGER – Overhead Electrical Wires**" in all locations where personnel and construction vehicles might come in close proximity to the conductors.

/planningandbuilding/pl/4. subdivisions/2019/2000-89-19 peter budd northwest quadrant station meadows west/7. conditions of draft approval/con of aproval- revised-p budd-january 2026.docx

SCHEDULE A - PD-XX-2026



DATE: January 12, 2026

REPORT NO: PD-02-2026

SUBJECT: **Information Report**
Proposed Street Name for Abingdon Road Condominium File:
2000-91-22CDM

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

OVERVIEW:

- A Street Naming application has been submitted by Dan Caco to name the new private road being constructed as part of the Vacant Land Condominium fronting onto Abingdon Road.
- The Draft Plan of Condominium is located within the Hamlet of Abingdon at the northwest corner of Abingdon Road and Regional Road 65.
- The Draft Plan of Condominium and Zoning By-law Amendment was passed on October 23, 2023.
- The Street Naming Application is required to clear Condition 6 of the Draft Condominium Agreement, and that a Street Naming application to name the proposed road be submitted and approved in accordance with Township's Street Naming Policy.
- The applicant has proposed 3 possible names for the proposed street, Magnolia Court, Magnolia Lane or Magnolia Way, none of which are on the approved list of street names. If not approved, the applicant has also provided 'Kerrigan Lane' as an alternative, which is on the approved reserve street naming list.
- The Township's Street Naming Policy is currently under review and is waiting on First Nations input regarding Indigenous Street names.

RECOMMENDATION:

1. That, Information Report PD-02-2025, titled "Proposed Street Name for Abingdon Road Condominium File:2000-91-22CDM", dated January 12, 2026, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- Build A safe, connected, caring and active community

BACKGROUND:

A Zoning By-law Amendment and Draft Plan of Vacant Condominium was approved on October 23, 2023, through Report PD-51-2023. The proposed development consists of 9 new vacant land condominium lots for single detached dwelling units. The proposed private road will have access off Abington Road and will have a cul-de sac at the west end of the road.

CURRENT SITUATION:

The applicant is seeking to clear condition 6 of the Draft Plan of Vacant Condominium "That the street naming fee be provided and the proposed street be named to the satisfaction of the Township of West Lincoln (Township Street Naming Policy POL-PD-01-11, as amended). The proposed road is a private road and will not be dedicated to the Township as a public highway.

The Township's Street Naming Policy states that at least 50% of the proposed street names shall be taken from the approved list for new developments. This means that if only one street is proposed within a development, this name should be taken from the approved street naming list. The proposed development consists of one road and is seeking Council's approval to name the new proposed Vacant Land Condominium private road one of the following names:

- Magnolia Court
- Magnolia Lane
- Magnolia Way

'Magnolia' is not included on the approved street naming list. Should Council not support the proposed name, the applicant has provided an alternative name 'Kerrigan Lane', which is included on the approved street naming list.

FINANCIAL IMPLICATIONS:

There are no financial implications as a result of this Street Naming Application. Planning Staff continue to work with the applicant to clear the conditions of the Draft Plan of Vacant Condominium agreement.

INTER-DEPARTMENTAL COMMENTS:

The street naming notice was circulated in the local newspaper as per the Street Naming Policy and also sent to The Township's Fire Department and Engineering Departments for comment. They have no objections to the proposed street names.

CONCLUSION:

The applicant has suggested a number of names for the proposed private street within the development. Magnolia Court/Lane/Way is not within the approved reserve street naming list. The applicant has also proposed Kerrigan Lane as an alternative which is on the reserve list. A recommendation report will be presented at a future committee meeting.

SCHEDULE(S)

Schedule A: Draft Plan of Vacant Land Condominium
Schedule B: Conditions of Approval
Schedule C: Complied Comments

Prepared & submitted by:

Robin Shugan
Senior Planner

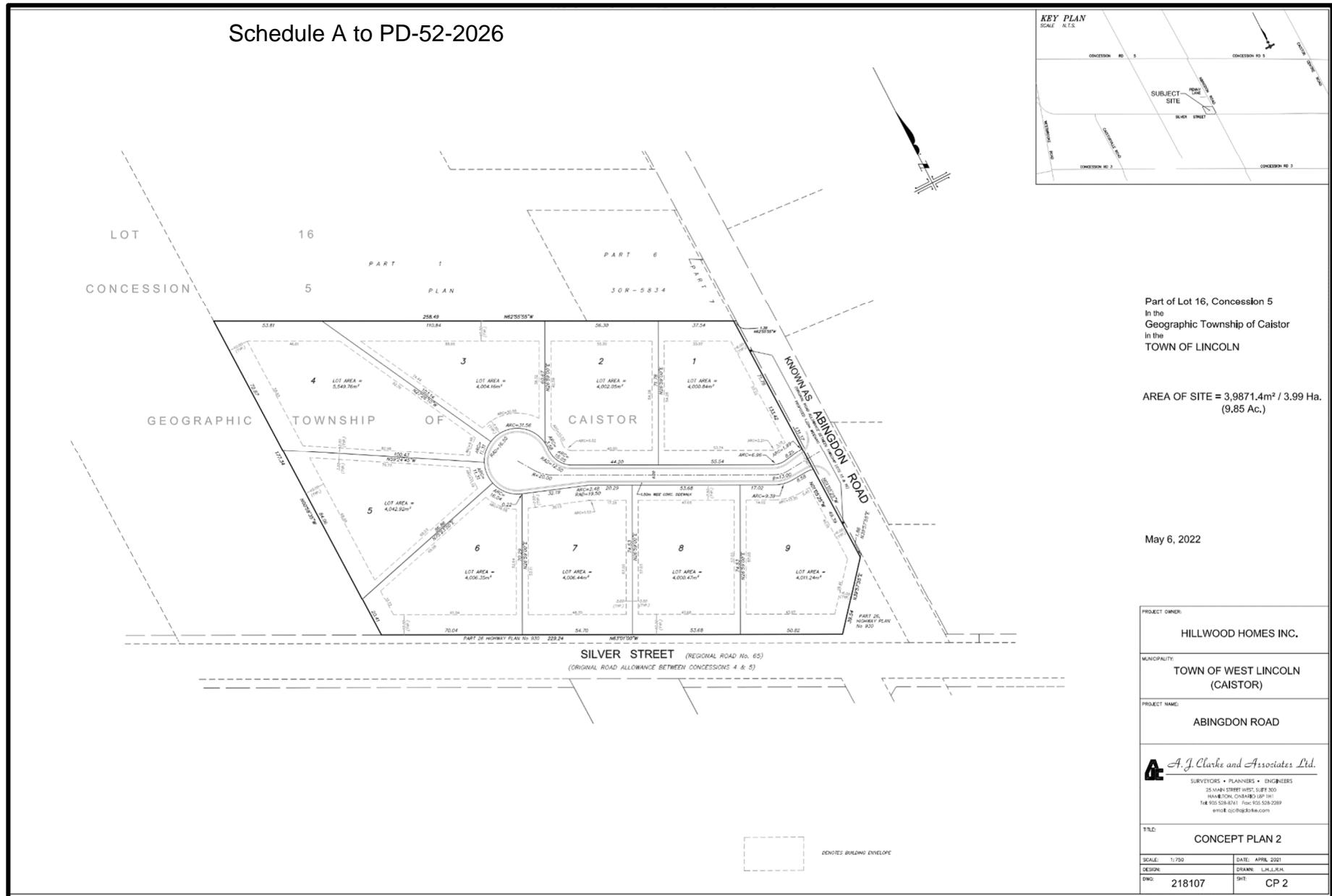
Susan Smyth
Manager, Community Planning
and Design

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

Schedule A to PD-52-2026



File No. 2000-91-22CDM
October 10, 2023

Abingdon CONDOMINIUM
2854604 ONTARIO INC. c/o DANIEL CICCONE
TOWNSHIP OF WEST LINCOLN
CONDITIONS OF FINAL APPROVAL

The conditions for final approval and registration of Abingdon Condominium, in the name of 2854604 Ontario Inc. c/o Daniel Ciccone, File No. 2000-091-22CDM, Township of West Lincoln are:

TOWNSHIP CONDITIONS:

1. That the Owner/Developer provide to the Township of West Lincoln a letter advising that all lots/blocks conform to the requirements of the Township's Zoning By-law No. XX-2023
2. That the Owner/Developer dedicate 5% cash-in-lieu of parkland to the Township of West Lincoln, to the satisfaction of the Township.
3. That the Owner/Developer prepare a landscape plan in accordance with the requirements of the Township of West Lincoln. The landscaping details with the tree types and size are to be shown on a separate plan to ensure no interference with property lines and private driveways.
4. That the Owner/Developer provide a chain link fence along the hamlet boundary limit along the western property line.
5. That the proposed street be constructed to the satisfaction of the Township of West Lincoln at no less than 6 metres in travelled width with open ditch design.
6. That the street naming fee be provided and the proposed street be named to the satisfaction of the Township of West Lincoln (Please refer to the Township Street Naming Policy – PD-01-11, as amended).
7. That the Owner/Developer provides fire route signs and no parking signs in locations approved by the Township of West Lincoln.
8. That the Owner/Developer submit all, lot grading, drainage, roadway plans and supporting design calculations to the Township of West Lincoln for review and approval by other relevant agencies.
9. That a private services plan required by the Township of West Lincoln be provided by the Owner/Developer in a manner satisfactory to the Township and to be considered final.

10. That the Owner/Developer agrees in writing that all sewage treatment units comply with Can/BNQ requirement and confirmation that all inherent soil "t" less than 125 min/cm, that all minimum separation requirement as per Tables 8.2.1.6 A & B of the Ontario Building Code be maintained, and further that the design of affluent leaching not to exceed 3000 L/day.
11. That the Condominium Agreement between the Owner and the Township of West Lincoln be registered by the municipality against the land to which it applies.
12. That the Owner/Developer agrees in writing to satisfy all the requirements, financial and otherwise, of the Township of West Lincoln concerning, and without limiting the generality of the foregoing, the provision of roads, drainage and hydro services.
13. That the Owner agrees in the Condominium Agreement that the Owner or future owners who develop the lots, will be required to pay all development charges to the Township of West Lincoln in accordance with the Township's Development Charges By-law, prior to building permit issuance.
14. That prior to approval of the final plan, the Owner/Developer submit to the Region of Niagara and the Township of West Lincoln a detailed stormwater management plan for the development completed by a qualified engineer and prepared in accordance with the MOECC Stormwater Management Practices, Planning and Design Manual, (as amended). This will include any oil/grit separator sizing detail, if required.
15. That detailed lot grading, and drainage plans, noting both existing and proposed grades and the means whereby overland flows will be accommodated across the site, be submitted to the Township for review and approval.
16. That the Owner/Developer provide more details on the French drain to be used in the private roadside ditch to provide storage and maintain the flow to the Township ditch on Abingdon Rd to pre-development levels to the satisfaction of the Township and Region of Niagara.
17. That the Condominium Agreement contain a clause that no alteration shall be permitted to the approved master drainage plan, which has the effect of limiting or preventing stormwater flow. Drainage agreements may be required if additional storm water drainage outlets onto private property, as determined by the Director of Planning and Building.
18. That the Condominium Agreement contain a clause that all development be constructed in accordance with the recommendations submitted in the Soil-Mat Engineers and Consultants Ltd. Supplementary Septic Design Considerations (May 16 and October 3, 2023) technical memos.
19. That the Condominium Agreement contain a clause that all lots must retain a 100% spare area, free of buildings and structures, for the sewage system to account for future upgrades or replacement.

20. That the Owner/Developer prepare the reference plan for 1.22 metre road widening on Abingdon Road and to be transferred to the Township of West Lincoln free and clear of encumbrances.
21. That the Owner/Developer prepare a utility plan that includes details of the street lighting to the satisfaction of the Township of West Lincoln.

REGIONAL CONDITIONS:

22. That the Owner/Developer agrees to include the following warning clauses in all Agreements of Purchase and Sale or Lease or Occupancy for all 9 units and that they also be included in the condominium agreement:

“These lands are in proximity to lands designated for agricultural uses. The lands may be subject to noise, odour, and/or dust from nearby agricultural operations, which may interfere with some activities of the dwelling occupants.”

23. That the Owner/Developer receive acceptance from the Ministry of Citizenship and Multiculturalism (MCM) for the archaeological assessment report titled Stage 1 and 2 Archaeological Assessment, prepared by Earthworks Archaeological Services Inc. (dated July 12, 2022). If the Ministry requires further archaeological work to be completed prior to acknowledging this report, the report(s) must also be submitted to and acknowledged by the Ministry, to the satisfaction of Niagara Region, prior to clearance of this condition. No demolition, grading or other soil disturbances shall take place on the subject property prior to the issuance of a letter from MCM through Niagara Region, confirming that all archaeological resource concerns have met licensing and resource conservation requirements.
24. That the Condominium Agreement include the following clause:

“Should deeply buried archaeological remains/resources be found during construction activities, all activities impacting archaeological resources must cease immediately, and the proponent must notify the Archaeology Programs Unit of the Ministry of Citizenship and Multiculturalism (416-212-8886) and contact a licensed archaeologist to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

In the event that human remains are encountered during construction, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, the Ministry of Citizenship and Multiculturalism should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.”

25. Prior to any construction taking place within the Regional road allowance the owner shall obtain a Regional Construction Encroachment and/or Entrance Permit.

Applications must be made through the Permits Section of the Niagara Region Public Works Department (Transportation Services Division).

26. That the Applicant submit engineering drawings and updated SWM report for review and approval for the proposed storm outlets and confirmation of flows to the Regional road culvert. The outlet is to be revised to ensure it is within the property and to flow overland to the Bismark Road ditch.
27. That the Condominium Agreement between the Owner and the Township of West Lincoln contain a provision whereby the Owner agrees to obtain a certificate from an Ontario Land Surveyor stating that all existing and new survey evidence is in place at the completion of the development.
28. That the Owner/Developer ensures, throughout all phases of the development, that all streets and development blocks can provide an access in accordance with the Niagara Region's Corporate Policy and By-laws relating to the curbside collection of waste and recycling. Where a through street is not maintained, the owner/developer shall provide a revised draft plan to show an appropriate temporary turnaround to permit Regional waste collection services.
29. That the Owner/Developer provide detailed plans showing the radii or truck turning templates at future submissions.
30. That the Owner/Developer for the proposed condominium be required to complete the indemnity agreements.
31. That individual property owners who enter into an Indemnity Agreement with Niagara Region are responsible for notifying future owners of the Indemnity Agreement requirements. The following warnings shall be included in all Offers and Agreements of Purchase and Sale for each property to survive closing:
 - a. Purchasers are advised that a properly executed Indemnity Agreement must be submitted from the private property owner(s) or property management company with signing authority to Niagara Region in order to maintain waste collection services on private roadway(s) and/or property (ies).

NIAGARA PENINSULA CONSERVATION AUTHORITY CONDITIONS:

No conditions.

NIAGARA PENINSULA ENERGY INC. CONDITIONS:

32. That the Owner/Developer enters into a service agreement with Niagara Peninsula Energy Inc. (NPEI) to service the development. All costs associated with the supply of

electrical services within the boundaries of the mentioned site will be borne by the developer.

CANADA PACIFIC (CP) RAIL CONDITIONS:

No Conditions.

UTILITY COMPANY CONDITIONS:

33. That the appropriate utility company confirm that satisfactory arrangements, financial and otherwise, have been made for telephone facilities serving this draft plan of condominium which are required by the Municipality to be installed underground; information on the utility company involved and the required confirmation shall be forwarded to the Municipality.
34. That, the Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements.

CANADA POST CONDITIONS:

35. The Owner shall complete to the satisfaction of the Director of Planning of the Township of West Lincoln and Canada Post the following:
 - a) Include on all offers of purchase and sale, a statement that advises the prospective purchaser:
 1. That the home/business mail delivery will be from a designated Centralized Mail Box
 2. That the developers/owners be responsible for officially notifying the purchasers of the exact centralized Mail Box location prior to the closing of any home sales.
 - b) The owner further agrees to:
 1. Work with Canada post to determine and provide a temporary suitable Centralized Mail Box location which may be utilized by Canada Post until the pavement is installed in the condominium.
 2. Install a concrete pad in accordance with the requirements of and in locations to be approved by Canada post to facilitate the placement of Community Mail Boxes
 3. Identify the pads above on the engineering servicing drawings. Said pads are to be poured at the time of the sidewalk and/or curb installation within each phase of the plan of condominium.
 4. Determine the location of all centralized mail receiving facilities in co-operation with Canada Post and to indicate the location of the centralized mail facilities on appropriate maps, information boards and plans.
 5. Maps are also to be predominantly displayed in the sales office showing specific Centralized Mail Facility Location.

- c) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (lock box assembly) at their own expense (less than 100 units will require a front loading lock box assembly) will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

LAPSING CONDITION:

That if final approval is not given to this plan within **THREE YEARS** of the approval date and no extensions have been granted draft approval shall lapse. If the Owner/Developer wishes to request an extension to the draft approval period, a written explanation with reasons why the extension is required together with a resolution from the Township, must be received by the Township prior to the lapsing date.

CLEARANCE OF CONDITIONS

Prior to granting approval of the final plan, the Township's Planning Department will require WRITTEN notification from the following agencies that their respective conditions have been met satisfactorily:

- **THE TOWNSHIP OF WEST LINCOLN PLANNING DEPARTMENT AND PUBLIC WORKS DEPARTMENT** – Conditions 1 to 21
- **REGIONAL PLANNING AND DEVELOPMENT SERVICES DEPARTMENT (DEVELOPMENT SERVICES DIVISION)** – Conditions 22-31
- **NIAGARA PENINSULA CONSERVATION AUTHORITY** – No Conditions
- **MINISTRY OF ENVIRONMENT** – No Conditions
- **NIAGARA PENINSULA ENERGY INC** – Condition 32
- **UTILITY COMPANYS** – Condition 33-34
- **CANADA POST** – Condition 35

NOTES:

1. Conveying

- (a) As the land mentioned above to be conveyed to the municipal corporation may be more easily described in the conveyance by reference to a Registered Plan than by "metes and bounds", we suggest that the description be so worded, and,
- (b) We further suggest that the Owner/Developer give to the municipality an undertaking to deposit with the Clerk a properly executed copy of the conveyance concurrent with

the registration of the plan.

2. Land Required to be Registered Under the Land Titles Act

- (a) Section 160(1) of The Land Titles Act, which requires all new plans be registered in the land titles system;
- (b) Section 160(2) – allows certain exceptions.

3. Agencies to be Contacted:

- (a) With respect to the requirements of the Township of West Lincoln Planning Department contact:

Mr. Brian Treble
Director of Planning and Building
318 Canborough Street
P.O. Box 400
Smithville, Ontario
L0R 2A0
Telephone – (905) 957-3346 ext. 5138
FAX – (905) 957-3219

- (b) With respect to the requirements of the Township's Public Works Department contact:

Mr. Mike DiPaola
Director of Public Works and Engineering
318 Canborough Street
P.O. Box 400
Smithville, Ontario
L0R 2A0
Telephone – (905) 957-3346 ext. 5142
FAX – (905) 957-3219

- (c) With respect to the requirements of the Regional Planning and Development Services Department (Development Services Division) contact:

Mr. Connor Wilson
Development Planner
1815 Sir Isaac Brock Way, P.O. Box 1042
Thorold, Ontario
L2V 4T7
Telephone – 905-980-6000 ext. 3399
FAX – (905) 687-8056

(d) With respect to the requirements of Niagara Peninsula Energy Inc.:

Ms. Cathy Robins
Operation Manager
4548 Ontario Street, Unit 2
Beamsville, Ontario
L0R 1B5
Telephone 905-563-5550
Fax 905-563-0838

(e) With respect to the requirements of Canada Post:

Mr. David Kyle
Canada Post Corporation
Delivery Planning
955 Highbury Avenue North
London, ON N5Y 1A3
Telephone 519-520-0795

(f) With respects to Bell Canada:

Ms. Meaghan Palynchuk
Manager, Municipal Relations
Telephone 905-540-7254
Mobile 289-527-3953

4. Review of Conditions

Applicants are advised that should any of the conditions appear unjustified or their resolution appears too onerous, they are invited to bring their concerns to the Director of Planning and Buildings attention. The Township will consider requests to revise or delete conditions.

In order to assist the agencies listed above in clearing conditions for final approval and registration of the plan, it may be useful to forward executed copies of the Site Plan Agreement between the Owner/Developer and the Township to those agencies.

Region of Niagara Review

Prior to final approval for registration, a copy of the executed condominium agreement for the proposed development should be submitted to Regional Planning and

Development Services for verification that the appropriate clauses have been included.

Note: It is also recommended that a copy of the draft agreement also be provided to Niagara Region in order to allow for the incorporation of any necessary revisions prior to execution.

6. Hydro One Cautionary Note

An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 – Proximity – of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors could raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "**DANGER – Overhead Electrical Wires**" in all locations where personnel and construction vehicles might come in close proximity to the conductors.

Clearance of Conditions

Prior to granting final plan approval, the Township of West Lincoln must be in receipt of written confirmation from the following agencies that their respective requirements have been met satisfactorily:

Region of Niagara
Niagara Peninsula Energy
Canada Post
Bell Canada



RE: Notice of Public Meeting-Street Naming Application- Abingdon Road and Regional Road 65

From Jennifer Bernard <jbernard@westlincoln.ca>

Date Mon 2026-01-05 1:31 PM

To Tim Hofsink <thofsink@westlincoln.ca>; Robin Shugan <rshugan@westlincoln.ca>

Hi Robin, no comments from me either.

Thanks,
Jenn



Jennifer Bernard | Manager, Civil Land Development

Township of West Lincoln

T 905-957-3346 ext 6732

E jbernard@westlincoln.ca

W www.westlincoln.ca

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

From: Tim Hofsink <thofsink@westlincoln.ca>

Sent: January 5, 2026 12:49 PM

To: Robin Shugan <rshugan@westlincoln.ca>; Jennifer Bernard <jbernard@westlincoln.ca>

Subject: Re: Notice of Public Meeting-Street Naming Application- Abingdon Road and Regional Road 65

No objections from Fire, Robin. I don't believe there are any similar named roads currently in the Township.



Tim Hofsink | Fire Chief

Township of West Lincoln

T 905-957-3346 ext.6729

E thofsink@westlincoln.ca

W www.westlincoln.ca

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

From: Robin Shugan <rshugan@westlincoln.ca>

Sent: Monday, January 5, 2026 11:23:45 AM

To: Tim Hofsink <thofsink@westlincoln.ca>; Jennifer Bernard <jbernard@westlincoln.ca>

Subject: Fw: Notice of Public Meeting-Street Naming Application- Abingdon Road and Regional Road 65

DATE: January 12, 2026

REPORT NO: PD-04-2026

SUBJECT: **Information Report – Zoning By-law Amendment Application for 6910 Silver Street (File No. 1601-013-25)**

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

OVERVIEW:

- An application for a Zoning By-law Amendment has been submitted by A.D. Moote Consulting (Agent) on behalf of 1403383 Ontario Inc. c/o V & R Recycling (Owner/Applicant).
- The proposal is to facilitate a modification to the existing site-specific zone boundaries related to A-5 that currently permits a salvage yard, however the use has expanded into the Agricultural – A Zone of the property. The proposed modification to the zone boundaries will remove the A-5 salvage yard use provision in the northwest section of the property since that area is currently being used for agricultural use and field crop production in exchange for a centralized area internally to the site which is not suitable for agricultural use.
- Additionally, the proposed amendment is to add the use for the storage, processing and resale of rock, shale and aggregate materials within a designated location on the site, which was imported to the property without necessary approvals as part of a commercial fill operation in 2023.
- The proposal also requires the reinstatement of the environmental protection buffer limit to the wetland boundary along the western edge of the site with the requirement for restoration of vegetation for the long-term protection of the natural features.
- The proposed changes are intended to bring the property into compliance with the current permissions for the salvage yard use and introducing the storage, processing and resale of rock, shale and aggregate materials.

RECOMMENDATION:

1. That, Information Report PD-04-2026, titled “Information Report – Zoning By-law Amendment Application for 6910 Silver Street (File No. 1601-013-25), dated January 12, 2026, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #2 and 3

- Champion strategic and responsible growth
- Enrich our strong agricultural legacy

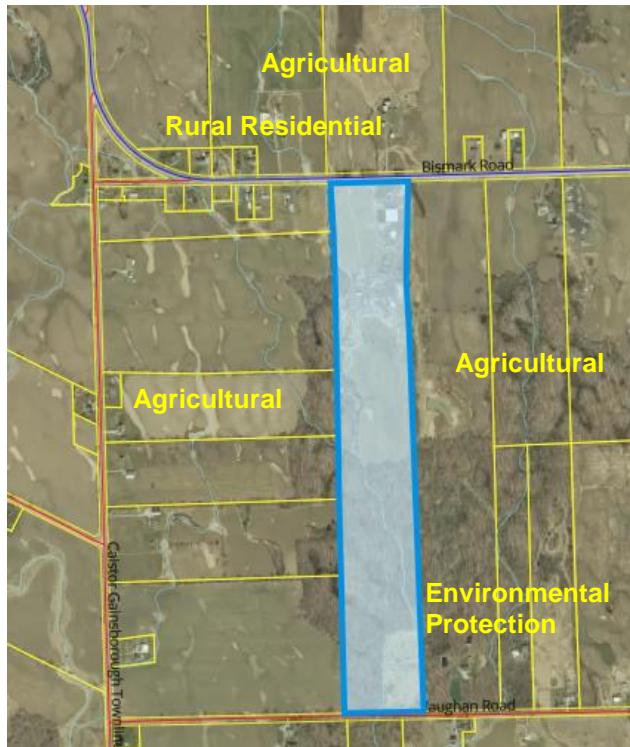
BACKGROUND:

The subject property is located on the south side of Silver Street/Bismark Road/Regional Road 65, legally described as Part of Lot 2, Concession 3, in the former Township of Gainborough, in the Township of West Lincoln, and municipally known as 6910 Silver Street.

The property currently contains a single detached dwelling with a detached garage and three other buildings associated with the site-specific zone (A-5) that permits the salvage yard. The balance of the land is used for agricultural use including field crop production in the northwest corner and mid-section of the property with the remaining being constrained by the Beaver Creek Provincially Significant Wetland (PSW) and significant woodlands and several permanent and intermittent streams.

The property is surrounded by agricultural and rural residential uses to the north and west, agricultural and natural heritage to the south, agricultural and rural residential and transportation yard to the east. Refer to Figure 1 for the location of the subject property and surrounded land uses.

Figure 1: Subject Property and Surrounded Land Uses



The property has been operating as a salvage yard with the approval of the site-specific provisions and site plan approval in 2013. Refer to Schedule A for the registered site plan for reference to the area dedicated to the salvage yard use.

CURRENT SITUATION:

An application for a Zoning By-law Amendment has been submitted by A.D. Moote Consulting (Agent) on behalf of 1403383 Ontario Inc. c/o V & R Recycling (Owner/Applicant).

In May 2024, approximately 2,000 cubic metres of shale and rock aggregate material from a site in the City of Hamilton were being delivered and disposed of on site. Township Staff as well as the Ministry of the Environment, Conservation and Parks (MECP), Region of Niagara, Niagara Peninsula Conservation Authority (NPCA) conducted a site visit on May 8, 2024, to confirm the details of the operation that extended beyond the permissions under the salvage yard uses.

Images of the shale rock pile that was deposited along the western edge of the site.



The outcome of the site visit led to the owner/applicant applying for a zoning bylaw amendment to zone the site to include the storage, processing and resale of rock/shale and aggregate materials and to expand the area zoned for non-agricultural uses.

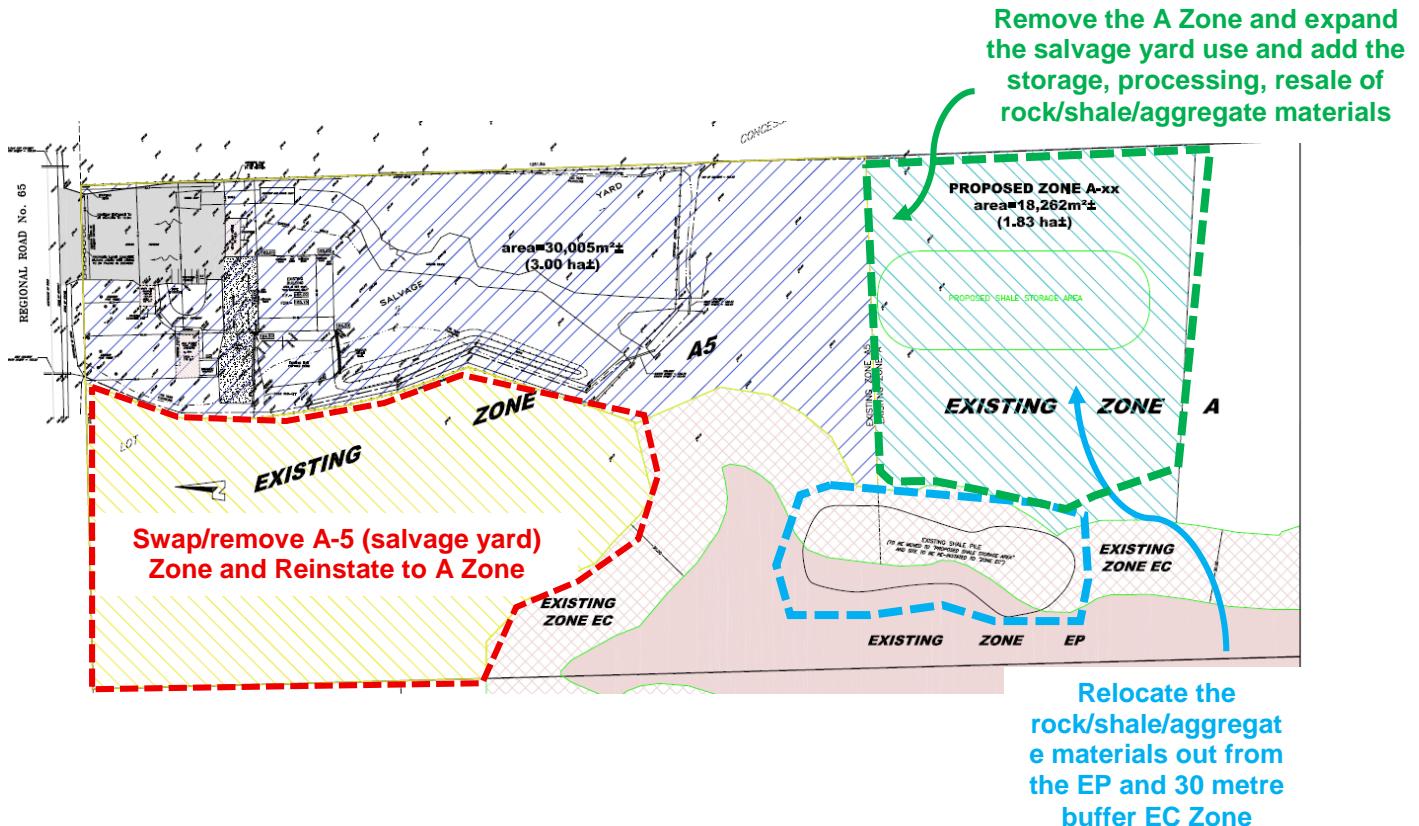
Therefore, the proposal is seeking approvals to amend the site for a new site-specific zone that will include the following changes:

- Modify the current A-5 zone boundaries which will require the removal of the salvage yard permissions from the northwest corner of the site which is being used for agricultural use and field crop production and swap it out for an area of the site that is centralized and zoned as agricultural (A). This area despite being zoned for agricultural use has been disrupted by the expansion of the salvage yard uses over the years and is not conducive for agricultural production.
- To add the use for the storage, processing and resale of rock, shale and aggregate materials within a designated location on the site.
- Reinstatement of the Environmental Conservation (EC) Zone buffer limit (30 metres) as well as the Environmental Protection (EP) Zone of the wetland along the western edge of the site with the requirement for restoration of vegetation for the long-term protection of the natural features.

Refer to Figure 2 for the conceptual site plan and Schedule B for the larger plan.

The proposed amendments to the zone will bring the property into compliance to capture the expansion of the salvage yard use along with an area dedicated to the storage, processing and resale of rock, shale and aggregate materials.

A full planning review will be completed as part of the future recommendation report and will review the applicable Provincial and Local planning policies regarding Prime Agricultural Lands and the expansions of non-agricultural land uses, such as aggregate processing.

Figure 2: Conceptual Site Plan**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this application.

The owner/applicant has been provided with fines (AMPS) under the Township's Site Alteration Bylaw for a commercial fill operation.

INTER-DEPARTMENTAL COMMENTS:**Building**

No comments since no new construction is being proposed. A site alteration application was applied for after the fact but have not been approved and are pending based on the outcome of the zoning bylaw amendment application.

Civil Land Development/Engineering

No comments and defer to the Region and NPCA for the restoration plan requirements. Further comments will be provided as part of the future site plan amendment application.

Region of Niagara (Service Level Agreement for Natural Heritage)

Staff are satisfied that the identified NES features and associated buffers are appropriately zoned within a restrictive environmental designation as reflected in the conceptual site plan and have no objection to the application.

For a future amendment to the site plan, the Region will require the following:

- The proposed planting density is insufficient and should be substantially increased. Both the species diversity and planting stock size (caliper) should be enhanced to ensure ecological function and survival.
- The restoration area must include the full extent of the natural feature and its associated buffer adjacent to the proposed salvage yard and storage area for the rock/shale and aggregate material.
- The monitoring program should extend for a minimum of three years following planting to allow for meaningful assessment of establishment and success. The current proposal for a single inspection in early fall of the year following planting is inadequate.

Niagara Peninsula Conservation Authority (NPCA)

NPCA recognize that over time historic encroachment has occurred within the wetland, and wetland buffer. NPCA Policies do not support works within the wetland itself. The applicant is proposing to move the shale pile within the wetland to a location well outside the feature into a newly proposed A-xx Zone. Based on the distances from the Wetland, the NPCA is supportive of both the proposed A Zone, and A-xx Zone. The existing EP and EC Zones are to remain unchanged. There are also no concerns with flooding under the 100-year storm for these lands.

NPCA has also reviewed the Restoration Plan as prepared by Colville Consulting. The NPCA does not offer objections to the restoration, but note that a Works Permit (with applicable fees) will be required for the Restoration component of the proposal.

Mississaugas of the Credit First Nation

The Mississaugas of the Credit First Nation (MCFN) are the Treaty Holders of the land on which the project will take place – specifically, the Between the Lakes Treaty No. 3, of 1792. The MCFN holds Indigenous and Treaty Rights specific to the project location and its environs, which may be adversely impacted by it. The Department of Consultation and Accommodation (DOCA) is designated by the MCFN to handle consultation matters on its behalf.

Following review of the submitted documents, the Mississaugas of the Credit First Nation Department of Consultation and Accommodation (MCFN DOCA) have no

comments or concerns at this time. Please be advised that should any future ground disturbance be planned, MCFN DOCA requires a Stage 1 Archaeological Assessment to be completed and circulated to our office for review and comment. If the Stage 1 Assessment indicates that Stage 2 is necessary, MCFN DOCA expects to be involved in the fieldwork. All associated costs will be the responsibility of the proponent.

The detailed agency comments are found in Schedule C.

CONCLUSION:

An application for an amendment to the zoning by-law has been submitted by A.D. Moote Consulting (Agent) on behalf of 1403383 Ontario Inc. c/o V & R Recycling (Owner/Applicant).

The proposal is for an amendment to the existing zone that permits the salvage yard and to add the storage, processing and resale of rock, shale and aggregate materials, including modifications to the zone boundaries.

Once all stakeholder, agency, public and Committee/Council comments, concerns, issues and feedback is received and are appropriately addressed, Staff will complete a full assessment of the supplement information and prepare a recommendation report.

ATTACHMENTS:

Schedule A: Registered Site Plan
Schedule B: Conceptual Site Plan
Schedule C: Agency Comments

Prepared & Submitted by:

Susan Smyth
Manager, Community Planning and Design

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO



Your Future Naturally

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GROWTH & SUSTAINABILITY DEPARTMENT

Date: November 26, 2025

To: Susan Smyth, Manager of Community Planning & Design

From: Jennifer Bernard, Manager of Civil Land Development

SUBJECT: 6910 Silver St (V&R Recycling) - Zoning By-law Amendment

The preliminary Zoning By-law Amendment Application package has been reviewed. The Restoration Plan notes erosion and sediment control measures will be required for the proposed restoration activities and landscaping will also be undertaken. There are no drawings provided for this work, I will defer to the NPCA and Niagara Region for any drawing requirements for the proposed work and that the proposal is to the satisfaction of both agencies. I have no further comments to provide on this application.

Thank you,

Jennifer Bernard, C.E.T.
Manager, Civil Land Development

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

December 2nd, 2025

Region File: PLZBA202502317

Susan Smyth
Manager of Planning
Township of West Lincoln
318 Canborough Street
Smithville, ON L0R 2A0

Dear Ms. Smyth:

Re: Regional and Provincial Comments

Application Type: Zoning By-law Amendment

Township File No: 1601-013-25

Applicant: V & R Recycling

Agent: Adam Moote

6910 Silver Street

Township of West Lincoln

Regional Infrastructure Planning and Development staff has reviewed the zoning by-law amendment application for lands municipally known as 6910 Silver Street (Bismark Road) in the Township of West Lincoln. This application is proposed to permit an adjustment to the boundary limits of the existing site-specific permitted salvage yard, as well as to add the following uses as permitted uses: storing, processing, and selling rock and shale aggregate as a wholesale product.

A pre-consultation meeting was held June 20th, 2024, with Township and Regional staff in attendance. The following comments are provided from a Regional perspective to assist Township Council in 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 contains components of the Natural Environment System (NES) of the NOP, including the Beaver Creek West Lincoln Provincially Significant Wetland Complex (PSW), Significant Woodland, Other Wetland and several permanent/intermittent streams.

In accordance with NOP Policy 3.1.5.7.1, an Environmental Impact Study (EIS) is required when development or site alteration is proposed within or adjacent to the noted NES features. NOP policies further require that a minimum 30-metre Vegetation Protection Zone (VPZ), measured from the outside boundary of the NES feature, be maintained or restored as natural, self-sustaining vegetation. Development or site alteration is generally not permitted within an NES feature or its associated VPZ.

With respect to the Zoning By-law Amendment application, Regional staff have reviewed the Planning Justification Report prepared by A.D. Moote Consulting (dated November 2025), including Figure 2 - Conceptual Site Plan, and are satisfied that the identified NES features and associated buffers are appropriately zoned within a restrictive environmental designation. Provided that the final Zoning By-law Amendment schedule reflects Figure 2, Regional staff have no objection to the application.

With respect to the future anticipated Site Plan application, Regional staff will recommend that an Environmental Impact Study (EIS) be prepared to mitigate potential impacts associated with permitting a Salvage Yard adjacent to NES features. The EIS should include a detailed mitigation and restoration strategy demonstrating that no negative impact to the NES will occur.

Regional staff have also completed a preliminary review of the Restoration Plan prepared by Colville Consulting Inc. (dated October 2025) and note that revisions are required before the plan can be considered satisfactory. Specifically:

- The proposed planting density is insufficient and should be substantially increased. Both the species diversity and planting stock size (caliper) should be enhanced to ensure ecological function and survival.
- The restoration area must include the full extent of the natural feature and its associated buffer adjacent to the proposed A-5 zone.
- The monitoring program should extend for a minimum of three years following planting to allow for meaningful assessment of establishment and success. The current proposal for a single inspection in early fall of the year following planting is inadequate.

If an EIS is not required by Township staff, the implementation of these revisions to the Restoration Plan will be recommended for consideration during the future Site Plan application review.

Regional Road Allowance

The subject property has frontage along Regional Road 65 (Bismark Road / Silver Street). The existing right-of-way satisfies Regional requirements, therefore no widening will be required

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>

Site Access

It is understood that the existing driveway entrance will remain unchanged, but that large concrete blocks joined with chains will be placed along a portion of the driveway to reduce the operational width to 12.5 metres. Regional staff support this measure.

Future Construction Plans

Bismark Road (Silver Street) has been identified for future reconstruction and improvements across several projects in the 10-year capital forecast:

- The section of Bismark Road from Caistorville Road to Abingdon Road is scheduled for future resurfacing.
- Bismark Road from Abingdon Road to Caistor Centre Road is scheduled for resurfacing, possibly in the near-term pending upcoming field inspections.
- Bismark Road from Caistor Centre Road to Smithville Road is anticipated for future reconstruction.

However, please note that project approval and timing is subject to future budget reviews, and projects are not guaranteed until the budget for the associated construction year is approved by Regional Council.

Protection of Survey Evidence

Survey evidence adjacent to regional road allowances is not to be damaged or removed during the development of the property. Any future development agreements should include a clause requiring for the applicant to obtain a certificate from an Ontario Land Surveyor stating that all existing and new evidence is in place at the completion of the development. This will be addressed as part of the future Site Plan application.

Waste Collection

Niagara Region provides curbside waste collection services for developments that satisfy its Procedure for Requirements for Waste Collection. It is expected that existing waste collection services and limits will remain unchanged.

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/>

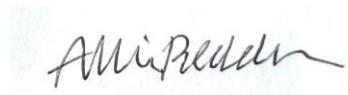
Conclusion

Regional Infrastructure Planning and Development staff offer no objections to the proposed Zoning By-law Amendment. As part of the anticipated future Site Plan application, staff will recommend to the Township that an Environmental Impact Study (EIS) be prepared to mitigate potential impacts associated with permitting a salvage yard adjacent to Natural Environmental System (NES) features. If the Township decides to require only a Restoration Plan, that plan should be revised to address potential impacts on NES features, as detailed in the comments above.

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,



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

From: [Taran Lennard](#)
To: [Susan Smyth](#)
Subject: NPCA Review: Zoning By- law Amendment (File No. 1601-013-25) 6910 Silver Street (1403383 Ontario Ltd.)
Date: December 3, 2025 1:20:55 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Hi Susan,

The NPCA has reviewed the following documentation associated with this application:

- Topographical Information and Proposed Grades, prepared by Chambers and Associates Surveying (dated Feb 25, 2025)
- Planning Justification Report, prepared by A.D. Moote Consulting (dated Nov 2025)
- Restoration Plan, prepared by Colville Consulting (dated Oct 2025)

The NPCA notes that a Provincially Significant Wetland associated with the Beaver Creek Wetland Complex is found on the subject property. The wetland and its associated buffer are protected under an EP and EC Zone, to which the NPCA is supportive. We recognize that over time historic encroachment has occurred within the wetland, and wetland buffer. NPCA Policies do not support works within the wetland itself. The applicant is proposing to move the shale pile within the wetland to a location well outside the feature into a newly proposed A-xx Zone. Based on the distances from the Wetland, the NPCA is supportive of both the proposed A Zone, and A-xx Zone. The existing EP and EC Zones are to remain unchanged. There are also no concerns with flooding under the 100-year storm for these lands.

In recognizing the historic encroachment, the NPCA has also reviewed the Restoration Plan as prepared by Colville Consulting. The NPCA does not offer objections to the restoration, but note that a Works Permit (with applicable fees) will be required for the Restoration component of the proposal. The applicant can reach out to NPCA Staff once ready to proceed with that application. We would be pleased to assist in this matter.

Any future development or site alterations will be subject to the review and approval of our Agency. Applicable fees and/or studies may apply depending on the scope, nature, and location of development.

As such, the NPCA can support the approval of this Zoning Bylaw Amendment. Should there be any questions, please let me know.

Thank you.



Taran Lennard
Watershed Planner II

Niagara Peninsula Conservation Authority (NPCA)
3350 Merrittville Highway | Unit 9 | Thorold, ON L2V 4Y6

905.788.3135 ext. 277
www.nPCA.ca
tlennard@nPCA.ca

For more information on Permits & Planning, please go to the Permits & Planning webpage at <https://nPCA.ca/administration/permits>.

For mapping on features regulated by the NPCA please go to our GIS webpage at <https://gis-nPCA-camaps.opendata.arcgis.com/> and utilize our Watershed Explorer App or GIS viewer.



December 10, 2025

Project Name: 6910 Silver Street, West Lincoln
DOCA Project Number: 2025-1249
Proponent: V & R Recycling
Project Location: 6910 Silver Street, West Lincoln

Dear Susan Smyth,

This letter is to confirm receipt of the project-related correspondence sent by the Town of West Lincoln, on December 10, 2025, regarding 6910 Silver Street, West Lincoln.

The Mississaugas of the Credit First Nation (MCFN) are the Treaty Holders of the land on which the project will take place – specifically, the Between the Lakes Treaty No. 3, of 1792. The MCFN holds Indigenous and Treaty Rights specific to the project location and its environs, which may be adversely impacted by it. The Department of Consultation and Accommodation (DOCA) is designated by the MCFN to handle consultation matters on its behalf.

The DOCA consultation team has reviewed the project-related correspondence identified above, in addition to any associated documentation. The following DOCA Units have completed a review and their questions and comments have been included below.

Consultation Unit

Primary Reviewer: **Abby Lee, MCFN DOCA- Acting Consultation Specialist**

Questions and Comments: *Following our review of the submitted documents, the Mississaugas of the Credit First Nation Department of Consultation and Accommodation (MCFN DOCA) has no comments or concerns at this time. Please be advised that should any future ground disturbance be planned, MCFN DOCA requires a Stage 1 Archaeological Assessment to be completed and circulated to our office for review and comment. If the Stage 1 Assessment indicates that a Stage 2 is necessary, MCFN DOCA expects to be involved in the fieldwork. All associated costs will be the responsibility of the proponent.*

DOCA expects to be notified of any and all future project updates and/or changes.

If you have any questions for the DOCA consultation team, please feel free to contact us.

Thank you,

Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



Phone: (905) 768-1133
Fax: (905) 768-1225

Abby (LaForme) Lee
Acting Consultation Specialist
Department of Consultation and Accommodation
Phone: 905-768-4260
Email: abby.laforme@mncfn.ca

CC

Megan DeVries, Manager of Consultations, megan.devries@mncfn.ca



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



Phone: (905) 768-1133
Fax: (905) 768-1225



DATE: January 12, 2026

REPORT NO: T-01-2026

SUBJECT: **2026 Proposed Operating and Capital Budget Amendments**

CONTACT: Katelyn Repovs, CPA, CA Director, Corporate Services/CFO

OVERVIEW:

- Council was presented with the 2026 Proposed Operating and Capital Budget on November 17, 2025 (Report T-19-2025). This is the Township's first budget prepared under the direction of the Strong Mayor Powers framework, in accordance with Part VI.1 of the Municipal Act, 2001.
- Schedule A to this Report provides a summary of the Proposed Budget Amendments, received from Members of Council during the 30 business day period that covered November 18, 2025 to December 31, 2025. Operational and financial implications of these proposed amendments have been considered, with applicable comments provided by Administration in this Schedule.
- The purpose of this meeting is to consider/vote on Council's budget amendment submissions, with an additional meeting date set for January 13, 2026, if required.
- Following the Budget Amendment meeting(s), as required, the Mayor Vote Period and Post-Mayor Veto/Council Override Period will begin. After the process of amendments, vetoes and overrides have passed, the 2026 Budget will be deemed adopted.

RECOMMENDATION:

- 1) That, Information Report T-01-2026, titled "2026 Proposed Operating and Capital Budget Amendments" dated January 12, 2026, be received.

ALIGNMENT TO STRATEGIC PLAN:

The 2026 Proposed Operating and Capital Budget supports all of the Township's Strategic Plan Themes.

BACKGROUND:

At the Corporate Services Committee meeting on November 17, 2025, Council was

presented with the 2026 Proposed Operating and Capital Budget (Report T-19-2025). The Proposed 2026 Budget is supported by a proposed base tax levy of \$10,790,000 and a hospital levy of \$206,000.

Administration would like to provide two updates on the Proposed 2026 Budget, based on finalized Assessment Growth figures received after the November budget meeting:

- At the time of the November 17, 2025 report, Administration had not yet received the Assessment Roll for the 2026 Tax Year. Since this time, the Assessment Roll has been received from MPAC, and the final assessment growth value is known and quantified at a value of \$118,192 (or 1.15%). This is a small difference from the previously estimated assessment growth shared, which was valued at \$117,534. With this finalized assessment growth now known, the total proposed levy (which includes the general base levy and hospital levy), after the finalized 1.15% assessment growth figure, **represents a 3.97% increase over 2025's total levy.**
- In parts of Report T-19-2025, the 2026 Proposed Urban Service Area levy was noted as \$193,410. However, due to a transposition error, this instead should have been noted as \$193,140, which is comprised of a Streetlight Levy of \$52,190 and a Sidewalk Levy of \$140,950. Further, with the finalized assessment growth of the Urban Service Area now known, the proposed Urban Service Area levy, after the finalized 1.07% assessment growth figure, represents a 2.59% increase over 2025's Urban Service Area levy.

Following this November 17, 2025 meeting, the Council Amendment Period began for a 30 business day period. Members of Council were provided with a Budget Amendment Form to document any proposed budget amendments. The 30 business day period concluded on December 31, 2025, which was the deadline to submit amendments.

This meeting will consider and vote on Council's budget amendment submissions, with an additional meeting date set for January 13, 2026, if required. The budget amendment submissions will be reviewed individually and Council may pass resolutions to include the amendment as part of the budget, with a majority vote required to do so. For example, if six Members of Council are voting, it would require four 'in favour' votes for the budget amendment to be adopted and included in the Final Budget.

If amendments are passed by Council at this meeting (or January 13, 2026, as required) and the Mayor waives the right to veto those amendments, or if there are no approved amendments, the process stops, Administration will apply the approved Budget Amendments to the final 2026 Budget, and the Budget will be deemed adopted. Council is not required to pass a resolution to pass the budget.

If amendments are passed by Council that the Mayor wishes to veto, the Mayor Veto Period will commence for a 10 business day period that will cover from January 13/14, 2026 – January 27/28, 2026. The Mayor is required to provide each veto with reason through a Mayoral Decision, to be posted on the Township's website. Following this, the Post-Mayor Veto/Council Override period would take place over a 15 business day period,

covering between January 28/29, 2026 – February 17/18, 2026.

CURRENT SITUATION:

Schedule A to this Report provides a summary of the Proposed Budget Amendments that Administration received from Members of Council during the 30 business day period that covered November 18, 2025 to December 31, 2025. There was a total of 23 Proposed Budget Amendments received by the deadline of December 31, 2025, and these have been listed in chronological order of when they were formally submitted.

Operational impacts of the Proposed Budget Amendments were provided directly from the applicable Department. Financial implications of each were prepared by the Finance Department. This information is included in Schedule A alongside each Proposed Budget Amendment. In addition, Administration has calculated the Net General Levy Impact for each Proposed Budget Amendment in both dollar and percentage formats, for Council's review. If a Proposed Budget Amendment would not impact the general tax levy, this is noted.

FINANCIAL IMPLICATIONS:

As noted in Report T-19-2025, the proposed 2026 general tax levy is \$10,790,000, the 2026 hospital tax levy is \$206,000, and the 2026 urban service area levy of \$193,140. These proposed levy requirements represent the revenue that the Township needs to collect from taxpayers in order to fund services and infrastructure needs. Any Proposed Budget Amendments passed by Council, that have a tax levy impact as noted on Schedule A, will have an impact on these levy figures above.

Every \$102,551 increase or decrease in the tax-funded budget equates to a 1% general tax levy adjustment, which translates to an approximate \$17 adjustment in taxes paid on an average residential home assessed at \$390,400. The increase in the amount needed from the tax base does not directly relate to an increase in taxes on a residential home, but rather it is the increase in the overall tax levy required year over year.

Now that the finalized 2026 Assessment Roll from MPAC has been received, Administration has quantified the final 2026 Assessment Growth value. The below chart represents the estimated impact to the local and Education portions of the tax bill, based on an average assessment of \$390,400. This chart has been updated from the one seen in Report T-19-2025 to factor in the final Assessment Growth impact and the Education tax rates that were released by the Province in December 2025. At the time of writing this report, the Niagara Region budget had not yet been finalized, therefore that impact is excluded.

Based on the Township proposed budget to date and Education rates, the Township portion of the tax bill would see a monthly increase of \$5.76 on the average single detached home in the rural area and a monthly increase of \$5.91 on the average single detached home in the urban area of Smithville.

	2025 Total Taxes	2026 Total Taxes (Proposed)	\$ Change	% Change
Assessment	\$ 390,400	\$ 390,400	\$ -	0.00%
Municipal	\$ 1,733.78	\$ 1,803.42	\$ 69.64	4.02%
Hospital	\$ 34.98	\$ 34.43	\$ (0.55)	-1.57%
Total Township	\$ 1,768.76	\$ 1,837.85	\$ 69.09	3.91%
<i>Region * 2026 impact unknown at time of writing report - excluded</i>				
Education	\$ 597.31	\$ 597.31	\$ -	0.00%
Total with Education	\$ 2,366.07	\$ 2,435.16	\$ 69.09	2.92%
Urban Service Area	\$ 71.78	\$ 73.62	\$ 1.84	2.56%
Total with Education & Urban Service Area	\$ 2,437.85	\$ 2,508.78	\$ 70.93	2.91%

INTER-DEPARTMENTAL COMMENTS:

Department Heads were directed to start 2026 budget preparation with their staff in June 2025, who worked to send in initial budget plans, which were then reviewed and discussed with the Finance Department and CAO, resulting in the final draft document as presented to Council. The Library Board approves the budget submitted for the Library. The operational impacts of the Proposed Budget Amendments have been provided by the applicable departments. The Legal and Legislative Services department has been consulted throughout this process to ensure procedural adherence to the legislative requirements.

CONCLUSION:

The 2026 Proposed Operating and Capital Budget presented to Council is a collaboration between all Township departments. It is the first budget prepared under the Province's Strong Mayor Powers legislation. Any Proposed Budget Amendments passed by Council at tonight's meeting, that have a tax levy impact as noted on Schedule A, will have an impact on the 2026 tax levy requirement.

ATTACHMENTS:

1. Schedule A – Proposed Budget Amendments – Summary and Impact on Levy

Prepared & Submitted by:

Katelyn Repovs, CPA, CA
Director, Corporate Services/CFO

Approved by:

Truper McBride
CAO

TOWNSHIP OF WEST LINCOLN
2026 PROPOSED OPERATING AND CAPITAL BUDGET AMENDMENTS

Information Provided by Council Member					Information Provided by Applicable Township Administration			
Item #	Date Submitted	Budget Affected	Department and Account Category	Formal Resolution Submitted by Councillor	Operational Impact	Financial Impact	Net Levy Impact (\$)	Net Levy Impact (%)
PBA-01-2025	2025-12-08	Operating Budget - Staffing	Fire Department - Wages and Benefits	That Administration amend the draft Operating and Capital budget by delaying the transition of the Fire Administrative Assistant to full-time status until July 1, 2026. This adjustment will decrease the Fire Department budget by \$18,000 for the 2026 fiscal year.	<p>Please refer to Schedule H of Report T-19-2025 (page 104 of the budget package) that outlines the business case to increase this position to full-time status. The impact of this amendment would be as follows:</p> <ul style="list-style-type: none"> Administration – The AA role supports both the Fire Chief, Deputy Fire Chief and Director CPS. Risks include delays in daily administrative functions of the CPS critical to Fire/CS department operations. Delayed legislated Call data entry, training certification / tracking and organization, backlog of community requests response, fire prevention activities, and reports to Council for both Fire and Director CPS. Support - Reduced availability to support Director of CPS, Fire Chief and Deputy Chief during time-sensitive issues. Not available to support time sensitive/emergency responses on days off. Finance impact - Reduced capacity to maintain payroll data entry, track deadlines and reporting requirements, support funding applications, manage invoice approval and coding, financial reconciliation, or budget tracking in a timely manner. Complete inability to create a process to collect fees from non-community members involved in motor vehicle accidents while traveling through West Lincoln. Increased Risk to Senior Leadership Capacity - Administrative workload would shift back to Director, Fire Chief and Deputy Chief. Taking senior leadership away from their tasks at hand. 	<p>Deferring the transition of this role to full-time status until July 1, 2026 can result in a decrease to the 2026 general tax levy of \$18,000.</p> <p>As a best budgeting practice, Administration recommends reflecting the full annualized impact of position changes in the year they occur. However, if Council wishes to proceed with this resolution as presented, the 2027 budget will need to include the remaining amount required to fully annualize this position's transition to full-time status.</p>	(\$18,000)	(0.18%)
PBA-02-2025	2025-12-08	Operating Budget	Recreation Department - Wages and Benefits	That Administration amend the draft Operating and Capital budget by eliminating the \$24,500 budget increase, related to increase in hours for Parks/Recreation Part-Time Staff.	<p>This \$24,000 increase is a combination of additional parks staff in May and June, and an increase in customer service hours at the WLCC. The Parks staff increase is due to the changing weather in Niagara. Our parks need cutting earlier into the spring each year. By May we need full time crews cutting grass on a regular basis throughout the Township. This is a change to previous weather patterns in West Lincoln, hence the additional need for staff time.</p> <p>Customer service staff increases at the WLCC will enable WL to continue to provide the enhanced customer service at the WLCC. For example having coverage at the front desk during all open hours and to allow WL to collect fees, complete insurance applications for community halls and permit bookings. We have developed a customer service model that ensures coverage from 8:30 am to 9:00 pm and wish to continue this level of service. This will also allow for an increase in awareness within the community of what programs and services we offer. It will also facilitate the WLCC becoming a hub for our community where residents can get information, pay for programs, rent facilities, etc. anytime the facility is open. Without these increases we will be unable to provide the new service level established in 2025.</p>	<p>Removing the addition of the Part-Time Parks/Recreation staff hour increases would result in a general levy reduction of \$24,500.</p> <p>As noted in the 2026 Budget Presentation (Schedule I to Report T-19-2025), this service enhancement budget impact is mitigated by an increase in recreation user fee revenue as reflected in the proposed budget. If these additional staff hours are not approved, there is a possibility that this increase in user fee revenue may not be fully achieved.</p>	(\$24,500)	(0.24%)
PBA-03-2025	2025-12-08	Operating Budget	Fire Department - User Fee Revenue	That Administration amend the draft Operating and Capital budget by adding \$5,000 in user fee revenue to the Fire Department, to anticipate cost recovery efforts through MVC insurance claims and services.	<p>The Fire Department is in the process of determining the methodology and framework for billing out-of-municipality residents for MVC call responses attended in West Lincoln by WLFD. At this point it appears that there is substantial administrative work required to enact this approach, potentially involving access to driver's abstracts through the Provincial portal, contacting insurance companies and/or the drivers, completing correspondence etc. There are currently several municipalities in Niagara who are already using this model, and WLFD has been in contact with them to help develop this approach.</p> <p>Adding the figure of \$5,000 to the budget in anticipation of the collection of these fees is a reasonably achievable amount, but it should be noted that this initiative is administratively heavy, requiring substantial time for the Chiefs to develop, but particularly challenging for the Fire Administrator to carry out on an ongoing basis. As the Fire Administrator is currently a part-time position, it may be difficult to support the administrative requirements of the submission of invoices and collection of fees with the current number of working hours available. This may delay the establishment of the collection system and satisfying the ongoing collection requirements.</p>	<p>The addition of \$5,000 in Fire User Fee Revenue to the 2026 budget would result in a general levy reduction of \$5,000.</p> <p>The budget does not currently reflect a value for this type of user fee, as there is no historical data to prove this level of revenue can be achieved (as it would be a new revenue stream for the Township). A budgeting best practice for user fee revenue is to use multiple years of past actuals to identify trends and what constitutes a reasonable revenue base for inclusion in the budget.</p>	(\$5,000)	(0.05%)
PBA-04-2025	2025-12-16	Operating Budget - Staffing	Fire Department - Wages and Benefits	That Administration amend the draft Operating and Capital budget by deferring the addition of the Fire Administrator Role to be considered for the 2027 budget.	This resolution is regarding the same Staffing Level Enhancement discussed in PBA-01-2025 above. Please refer to the Operational Impact in PBA-01-2025.	Delaying the transition of this role to full-time status, for consideration instead in the 2027 budget, will result in a reduction to the 2026 tax levy requirement of \$36,000.	(\$36,000)	(0.35%)

TOWNSHIP OF WEST LINCOLN
2026 PROPOSED OPERATING AND CAPITAL BUDGET AMENDMENTS

Information Provided by Council Member					Information Provided by Applicable Township Administration			
Item #	Date Submitted	Budget Affected	Department and Account Category	Formal Resolution Submitted by Councillor	Operational Impact	Financial Impact	Net Levy Impact (\$)	Net Levy Impact (%)
PBA-05-2025	2025-12-16	Operating Budget	General Operating - Funding from Reserves	That Administration amend the draft Operating and Capital budget by reducing the general tax levy by \$205,100, funded through the 2024 surplus.	<p>There is no direct operational impact associated with this budget resolution. During the 2026 year, as directed, Administration will be researching further tax stabilization strategies and report back to Council. Further, for the purpose of providing implications to this resolution, given that the 2024 operating surplus has been fully allocated to the Contingency Reserve (Staff Report T-17-2025), with no further amount remaining to be allocated, Administration has interpreted the intent for the funding of this reduction to come from the 2025 anticipated surplus.</p>	<p>For several years, the Township's base budget amount has included a funding amount of \$150,000, which represents a portion of the prior year surplus. In each year this has been part of the base budget, it has effectively lowered the overall tax levy requirement. Through the 2026 budget process, Administration has already been directed to increase this base level by \$100,000, which means that the 2026 proposed budget currently reflects \$250,000 from the 2025 (prior year) surplus. This means that in future budget years, if Council would like to maintain this same base level of funding, there must be a minimum \$250,000 operating surplus expected to continue with this methodology.</p> <p>Administration recognizes the desire/interest in providing tax relief to taxpayers in 2026; however Administration respectfully and strongly cautions and does not recommend using any further amounts from the anticipated 2025 surplus, to fund the 2026 budget. Surpluses are not guaranteed each year and are not a permanent source of funding; and while the Township has been fortunate over the past few years to achieve healthy surpluses, this is unlikely to continue at the same level going forward. When the Township does achieve surpluses, it is a best practice to set aside these funds to one-time items (such as transfers to reserves). The budget amendment wording proposes the use of a one time surplus to fund a base tax levy reduction in 2026, which would create a structural budget gap in a future budget (as early as 2027) and beyond, unless matching ongoing savings or new revenues are identified. Without these, there is risk for large levy fluctuations in the future budgets, which Administration aims to avoid.</p> <p>If Council directed Administration to proceed with this resolution, it would mean that \$205,100 in funding from the prior year surplus would be added to the 2026 budget, which would lower the tax levy requirement in 2026 by \$205,100. The 2026 budget would then reflect \$455,100 in funding from the prior year surplus and this would become part of the base budget. The Township would need to achieve a minimum of \$455,100 in annual surpluses going forward, if this base level was to be maintained as is, which is unlikely to be achieved in the future.</p>	(\$205,100)	(2.00%)
PBA-06-2025	2025-12-16	Operating Budget - Staffing	Recreation Department - Wages and Benefits	That Administration amend the draft Operating and Capital budget by removing the proposed Events Planner position, for a total of \$98,600.	<p>Administration would like to draw Council's attention to Schedule H of Report T-19-2025 (page 110 of the budget package) that outlines the business case for this position. The impact of removing the Special Events Coordinator role will be significant. West Lincoln has become accustomed to very popular and well executed community events. These events include the Christmas market and Santa Claus parade, Harvest Routes, Family Day, Easter Egg Hunt and Activities, Music, Market Park It, Canada Day and movies in the park for our youth. Historically many of these events were provided predominately by volunteers. For example up until 2025 the Santa Claus parade was not organized by the Municipality, but was organized by a voluntary community committee. When that committee disbanded, Council funded a part-time events coordinator to ensure that the parade tradition could continue. Another example of such events is the Music, Market Park It summer events are completely organized by the Events Coordinator role. This involves booking musical talent, reaching out to vendors and enticing them to participate, and finally arranging payments. This work entails many hours prior to the summer season and then requires on-site supervision and coordination during the events.</p> <p>Council has indicated that they support the expansion of the events provided by the Township to the community, with suggestions such as a genuine Farmer's market. Furthermore it has been identified that the Township currently lacks the capacity to effectively pursue all available grants for programming in Community Services. As a result, the Township has not been overly successful in obtaining grant monies for our seniors, youth and recreation facilities and programming. The Township requires a full time Events Coordinator to provide grant application capacity and expertise to bring in funding across the portfolio. A full time role would also attract more qualified candidates with experience in event planning and grant applications.</p> <p>If Council would like to fully remove this position, there will be multiple repercussions:</p> <p>1. In regard to the Music, Market, Park it event it is very likely that the event will need to be discontinued or significantly downsized. The Township does not have the capacity to run this event while also managing a summer camp, a large-scale Canada day preparations plus the planning portion of the Santa Claus Parade. Furthermore WL does not have the capacity to provide the planning and preparatory work for this event. Not only does the Event Coordinator provide this</p>	<p>Removing this role from the 2026 Budget will result in a reduction to the 2026 levy requirement of \$98,600.</p> <p>As noted in the 2026 Budget Presentation (Schedule I to Report T-19-2025), this staffing enhancement budget impact is mitigated by an increase in recreation user fee revenue as reflected in the proposed budget. If this position is not approved, there is a possibility that this increase in user fee revenue may not be fully achieved.</p> <p>Removing this role from the 2026 Budget will result in a reduction to the 2026 levy requirement of \$98,600. As noted in the 2026 Budget Presentation (Schedule I to Report T-19-2025, page 133 of the Budget Package), this staffing enhancement budget impact is mitigated by an increase in recreation user fee revenue as reflected in the proposed budget.</p> <p>If this position is not approved, there is a possibility that this budgeted increase in user fee revenue may not be fully achieved. Therefore, Administration would recommend an amendment to decrease the recreation service fees within the consolidated user fees and charges by-law.</p>	(\$98,600)	(0.96%)

TOWNSHIP OF WEST LINCOLN
2026 PROPOSED OPERATING AND CAPITAL BUDGET AMENDMENTS

Information Provided by Council Member					Information Provided by Applicable Township Administration				
Item #	Date Submitted	Budget Affected	Department and Account Category	Formal Resolution Submitted by Councillor	Operational Impact	Financial Impact	Net Levy Impact (\$)	Net Levy Impact (%)	
					<p>support and expertise but they do so at a lower rate of pay than our Recreation and Wellness Programmer role.</p> <p>2. The Christmas Market would likely need to be cancelled as the focus of staff would have to be on the Santa Claus Parade that is provided historically on the same day and requires extensive staffing. The market requires extensive preliminary planning and requires staff and staff supervision on the day. It would be difficult to maintain multiple events on one day without a full time, dedicated, and event educated body.</p> <p>3. Harvest Roots – This event will have to be downsized without an Events Planner. We may have to limit the programs to just on site at WLCC and not in Wellandport without a support staff out there to manage those programs.</p> <p>4. At WL it has been identified that there is a lack of expertise among staff in regard to Sponsorship and Grant writing. A significant expectation of the new Events Planner would be that they would bring this expertise to West Lincoln. Without this role, WL will likely attract fewer sponsor and grant monies. This will have a negative effect on the revenue portion of these events.</p> <p>5. Family Day and Easter are large events that attract a large number of community members. Again these events require extensive pre-planning and a large number of staff on-site during the events. Should the Events Planner role be eliminated these special events will need to be scaled back.</p> <p>6. There is a serious concern that staff burn-out will increase should the WLCC not be properly staffed to deliver the community events. Staff are currently working their full hours, plus an addition 70 to 80 over-time hours, plus significant unpaid hours. This is not a sustainable staffing model.</p>				
PBA-07-2025	2025-12-16	Capital Budget	Infrastructure Department and Building Department	<p>That Administration amend the draft Operating and Capital budget by removing all vehicle procurement requests for 2026; and,</p> <p>That Administration pursue an alternative service delivery model and report back to Council on the agreement.</p>	<p>Infrastructure Department: There is a purchase of a new SUV to replace the 2014 GMC. A reliable fleet vehicle ensures staff can effectively manage and oversee infrastructure projects, respond to service requests, and maintain operational continuity across the Township's transportation network. The existing 2014 SUV currently in use is experiencing increased maintenance costs and reduced reliability. The new vehicle will support staff in performing site inspections, supervising construction and maintenance activities, attending emergency calls, and travelling between Township facilities and project locations. Replacing aging vehicles reduces maintenance costs, increases reliability, and supports efficient service delivery. Ensuring staff have safe and dependable transportation enhances their ability to respond promptly to infrastructure issues and maintain service levels, contributing to the overall livability and safety of the community. This purchase can be deferred to later in 2026 or until such time that a Administration pursues an alternative service delivery model, however there is a risk of operational downtime, increased maintenance costs, and fuel efficiency.</p> <p>Building Department: The Building Department currently operates two vehicles being a GMC Pick-up truck and a 2016 Nissan Micra. In addition to being utilized by Building staff, the vehicles are also utilized by Bylaw and Planning Staff. The Micra is the vehicle being requested for replacement in the 2026 Budget. This vehicle has had to undergo a number of repairs in the last year and reliability has decreased. A larger SUV with all-wheel-drive is a more appropriate vehicle for Building inspections and Bylaw services which can often require off road access. This purchase can be deferred to later in 2026 or until such time that a Administration pursues an alternative service delivery model, however there is a risk of operational downtime, increased maintenance costs, and fuel efficiency.</p>	<p>The Infrastructure Department's vehicle is funded by a transfer from the Equipment Reserve of \$70,000. The Building Department's vehicle is funded by a transfer from the Building Reserve, which is a Rate-Funded service area and therefore has no impact on the general tax levy. While Administration explores options for an alternative service delivery model, including a thorough financial analysis of the various options, the vehicle procurement can be deferred later into 2026. However, at this time, given no decision has been reached on changes made to the service delivery model, including the financial implications of this, Administration does not recommend any changes to the 2026 Capital budget, and instead recommends revisiting through the 2027 budget process, once further analysis has been complete. This translates to no recommended change to the 2026 Operating Budget's Equipment Reserve contribution and no change to the general tax levy.</p>	\$0	0.00%	
PBA-08-2025	2025-12-16	Capital Budget and Operating Budget	Recreation Department - Capital Project, Sponsorship Revenue and Program Supplies	<p>That Administration amend the draft Operating and Capital budget by removing the hanging basket program and to discontinue the service to allocate those staff resources elsewhere.</p> <p>Parks staff, mainly summer students, are involved in maintaining these baskets. If this service is removed, those staff can be reallocated to other tasks.</p>	<p>The hanging baskets are a key component of the beautification of the West Lincoln urban centre. The flowers cost WL approximately \$4,200 but this amount is largely offset by community sponsorships of approximately \$4,000 annually, as reflected in the 2026 budget. The remaining costs associated with the hanging baskets are the cost of replacing the brackets and watering the flowers. The replacement of functional, safe brackets are essential to the provision of hanging baskets and the amount required for 2026 is \$12,500. This is a full replacement as they have previously not been replaced in a regular and timely manner and have thus fallen into disrepair.</p>	<p>Project 1317 "Hanging Basket Bracket Replacement" is a 2026 capital project, at a cost of \$12,500 and funded through the Capital Reserve. If this project were removed from the Capital Budget, given the dollar value of the project, Administration would not recommend any changes to the capital reserve contribution through the 2026 budget. The Capital Reserve is significantly below its target balance of \$2,500,000 and per Administration's projections (please refer to Schedule I of Report T-19-2025, pages 152-153 of the Budget Package), will be in a negative balance in years 2030-2031, therefore it is important to maintain contribution levels to this reserve to ensure its health.</p> <p>Excluding staffing, the net annual operating cost of this program is approximately \$200, as the cost of the flower baskets (\$4,200) are largely offset by sponsorship revenue received (\$4,000). From a staffing perspective, Administration would plan to reallocate the staff previously assigned to maintenance of the baskets to other tasks, so there would be no staffing budget impact. Therefore if this program was eliminated from the 2026 budget, it would result in a levy reduction of \$200.</p>	(\$200)	(0.00%)	
PBA-09-2025	2025-12-28	Operating Budget - Staffing	Recreation Department - Wages and Benefits	Administration Operating and Capital Budget remove proposed Events Planner position of \$98,600.	<p>This resolution is regarding the same Staffing Level Enhancement discussed in PBA-06-2025 above.</p> <p>Please refer to the Operational Impact in PBA-06-2025.</p>	<p>This resolution is regarding the same Staffing Level Enhancement discussed in PBA-06-2025 above.</p> <p>Please refer to the Financial Impact in PBA-06-2025.</p>	(\$98,600)	(0.96%)	

TOWNSHIP OF WEST LINCOLN
2026 PROPOSED OPERATING AND CAPITAL BUDGET AMENDMENTS

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PBA-10-2025	2025-12-28	Operating Budget	General Operating - Funding from Reserves	Administration Operating and Capital Budget remove \$100,000 funding through the 2024 surplus.	<p>There is no direct operational impact associated with this budget resolution. During the 2026 year, as directed, Administration will be researching further tax stabilization strategies and report back to Council. Further, for the purpose of providing implications to this resolution, given that the 2024 operating surplus has been fully allocated to the Contingency Reserve (Staff Report T-17-2025), with no further amount remaining to be allocated, Administration has interpreted the intent for the funding of this reduction to come from the 2025 anticipated surplus.</p>	<p>As discussed in PBA-05-2025, for several years, the Township's base budget amount has included a funding amount of \$150,000, which represents a portion of the prior year surplus. In each year this has been part of the base budget, it has effectively lowered the overall tax levy requirement. Through the 2026 budget process, Administration was directed to increase this base level by a further \$100,000, which means that the 2026 proposed budget currently reflects \$250,000 from the 2025 (prior year) surplus. This means that in future budget years, if Council would like to maintain this same base level of budget funding, there must be a minimum \$250,000 operating surplus expected.</p> <p>If Council directed Administration to proceed with this resolution, which Administration interprets is to reduce the Operating Budget (and thus tax levy) by \$100,000, with increased funding through the prior year surplus, it would mean that a further \$100,000 in funding from the prior year surplus would be added to the 2026 budget, which would lower the tax levy requirement in 2026 by \$100,000. The 2026 budget would then reflect \$350,000 in funding from the prior year surplus and this would become part of the base budget (unless reduced in a future budget, which would mean a tax levy increase and create fluctuations in the levy). The Township would need to achieve a minimum of \$350,000 in annual surpluses going forward, if this base level was to be maintained as is, which is unlikely to be achieved in the future.</p>	(\$100,000)	(0.98%)
PBA-11-2025	2025-12-28	Operating Budget - Staffing	All Township Departments	That the Administration delay the salary implementation grid for 1 year and reimplement in 2026.	<p>The non-union salary grid implementation plan was approved by Council in November 2021. The 2022 budget included the first step of the plan. The original plan was to ease the implementation costs onto the general tax levy over a 6 year timeline (2022-2027), with using the Contingency Reserve as a funding source, in combination with the tax levy. During the 2023 budget proceedings, due to Council desire for a lower tax levy, the Non-Union Grid Implementation had been extended by one year (from 6 to 7 years), meaning that the impact of the changes were changed to be funded by the tax base in 2028, as opposed to 2027, which was the original plan. This extension back in 2023 required further use of the Contingency Reserve to offset the costs not covered through the tax levy.</p> <p>Administration's understanding of this resolution is the request to extend the non-union salary grid implementation plan for another year, meaning that instead of the previously extended 7 year timeline, the implementation would be over an 8 year timeline (with 2029 being the year where all impact of the changes will be completed funded by the tax base). It's important to note that this request would not result in the permanent lowering of the tax levy requirement; instead, it would result in a temporary deferral of the tax levy increase, and would require in a slightly higher tax levy increase than planned in the 2027-2029 budgets to make up for this 1 year extension.</p> <p>There is operational risk to this approach, as this could delay Administration's ability to perform updated formal market reviews, which are recommended to take place every 3-5 years as an industry best practice. This could pose issues in attraction/retention and for maintaining internal equity, although the exact impact depends on West Lincoln's market position and current pressure points in key roles at the time of market evaluation.</p>	<p>Please refer to Report T-19-2025, Schedule I, page 129, which shows the current remaining years in the Non-Union Grid Implementation. Currently, the 2027 tax year would be the last year that this program receives funding support from the Contingency Reserve, with the full impact on the tax levy recognized in 2028. If it is the will of Council to extend the Non-Union Salary Grid Implementation program by 1 year, this would mean that further use of the Contingency Reserve would be needed to support this extension, with the full program on the tax levy by the year 2029 (rather than the current plan of having it fully funded by the levy in 2028).</p> <p>Currently, the 2026 Budget is supported by \$150,000 in funding from the Contingency Reserve, related to the current implementation plan. Based on Administration's analysis, if Council directed to extend by 1 year, the amount of the Contingency Reserve funding in the 2026 Budget could be increased by a further \$30,000. This would translate to a \$30,000 reduction in the tax levy requirement. Administration would generally not recommend this approach, given the impact to future tax rate increases to make up for this temporary increase in Contingency Reserve funding in the 2026 budget.</p> <p>Further, if Administration proceeds with updated market job evaluations in the near future, it would be difficult from a funding perspective for the Township to have the ability to fund both the previous 2021 program, along with this future program, simultaneously.</p>	(\$30,000)	(0.29%)
PBA-12-2025	2025-12-28	Capital Budget	All Township Departments	That such projects in the Ten Year Capital Plan be removed and a whole new 10 Year Capital Plan be discussed among all Members of Council.	<p>Administration began developing the 2026 Budget in June 2025 and presented the proposed budget six months later in November 2025. The preparation of the 2026 Capital Budget and Ten Year Capital Plan is a substantial undertaking which involves every Township Department. These financial plans are directly informed by several key Township documents, including but not limited to the Corporate Strategic Plan, Asset Management Plans, asset condition information, growth projections and the Official Plan, Development Charge Background Study, and several Master Plans, such as the Transportation Master Plan and Water and Wastewater Master Servicing Plan. Many of these documents have been prepared in consultation with vendors and consultants that are experts in their respective fields. Therefore, Administration believes that projects proposed in the Ten Year Capital Plan are all warranted and in the best interest of the Township. Administration would like to remind Council of the Detail Project Sheets that are included in Schedule D to Report T-19-2025 which provides a defendable justification to each Project.</p> <p>Removing all projects in the Ten Year Plan and/or potentially reconstructing the Plan at this point in time would require extensive Administration time. If this direction was provided, this could cause significant delays in passing of the 2026 budget.</p>	<p>Reopening the entire Proposed Ten Year Capital Plan at this stage in the budget process would create significant administrative burden, delay delivery of priority projects, and jeopardize the Township's ability to manage debt, reserves, and external funding responsibly. If the budget is significantly delayed, it could impact the Township's ability to produce final tax bills, of which is the main source of revenue for the Township.</p> <p>Without further direction on specific changes to the Township's Proposed Ten Year Capital Plan, there is currently no impact on the general tax levy coming from this resolution.</p>	\$0	0.00%

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PBA-13-2025	2025-12-29	Operating Budget	Urban Service Area Streetlight and Sidewalk Departments	That, Administration amend the Proposed 2026 Operating and Capital Budget by reallocating the costs for the small container water fill station service, estimated at a cost of \$4,100 in 2026, from the Water/Wastewater Budget to the General Operating Budget, to be funded through the tax levy.	There is no operational impact; this service will still be provided, the resolution is regarding the funding source for this service.	If this resolution is passed, it would result in costs of providing the small container water fill station service to be funded by the general tax levy, rather than through the current funding source, which is the Water/Wastewater budget. This would result in an increase to the general tax levy requirement of \$4,100. The Water/Wastewater 2026 Budget would be reduced by this expenditure amount of \$4,100, with the offset going towards the contribution to the Water and Wastewater Reserves. The Water and Wastewater budgets are Rate-Funded Service Areas, therefore have no impact on the general tax levy. Administration does not recommend any changes to the 2026 water and wastewater rates.	\$4,100	0.04%
PBA-14-2025	2025-12-29	Operating Budget	General Operating - Funding from Reserves	That, Administration amend the Proposed 2026 Operating and Capital Budget proposal by \$205,102 aka. (an approximate 2% reduction)	There is no direct operational impact associated with this budget resolution. During the 2026 year, as directed, Administration will be researching further tax stabilization strategies and report back to Council.	This resolution is regarding the same proposed amendment discussed in PBA-05-2025 above. Please refer to the Financial Impact in PBA-05-2025 for more information. If Council directed Administration to proceed with this resolution, it would mean that \$205,102 in funding from the prior year surplus would be added to the 2026 budget, which would lower the tax levy requirement in 2026 by \$205,102. The 2026 budget would then reflect \$455,102 in funding from the prior year surplus and this would become part of the base budget (unless reduced in a future budget, which would mean a tax levy increase and create fluctuations in the levy). The Township would need to achieve a minimum of \$455,102 in annual surpluses going forward, if this base level was to be maintained as is, which is unlikely to be achieved in the future.	(\$205,102)	(2.00%)
PBA-15-2025	2025-12-29	Operating Budget	Urban Service Area Streetlight and Sidewalk Departments	That, Administration amend the Proposed 2026 Operating and Capital Budget by reducing the Urban Service Area levy, to reflect a levy amount of \$188,300, so that the impact to the average Urban Service Area property remains consistent with the 2025 budget.	The proposed reduction to the Urban Service Area levy to \$188,300, in order to maintain consistency with the 2025 budget impact, would result in a corresponding reduction in available funding for Urban Service Area (urban centre of Smithville) for operational programs such as: <ul style="list-style-type: none"> • Operating and maintenance costs of Streetlights • Sidewalk related costs, including routine sidewalk maintenance and sidewalk snow removal Reduced funding may constrain the department's capacity to respond to service requests and to address minimum maintenance standards. Administration would be required to reassess service requests in order to mitigate risk exposure to align expenditures with the revised levy amount.	If the Urban Service Area levy requirement is set at a 2026 level of \$188,300, this would result in a \$4,840 decrease to the currently proposed Urban Service Area levy of \$193,140. The 2025 Urban Service Area levy was \$186,320. There is a 2026 assessment growth of 1.07% within the Urban Service Area (quantified as having a value of \$1,980), which can offset the impact of any rate increases. Because of this and with the proposed amendment, the Urban Service Area levy can be set at \$188,300 for 2026, and there would be no net increase from 2025 for the average taxpayer. In order for this to happen, there would need to be a reduction in the Urban Streetlight and/or Urban Sidewalk expenditures by \$4,840, in order to reduce the Urban Service Area levy by this amount. This would reduce the Urban Service Area levy, after assessment growth, by 2.59%, resulting in an average 0% increase to the average residential taxpayer. There is no impact to the general tax levy, as the Urban Service Area levy is a separately-funded service area.	\$0	0.00%
PBA-16-2025	2025-12-29	Operating Budget	Urban Service Area Streetlight and Sidewalk Departments	That, Administration report back to Council before the proposal of the 2027 Operating and Capital budget, in regards to a plan in how to phase out the Urban Service Area Levy.	Administration's current understanding of this resolution is the desire for Streetlight and Sidewalk service levels in the Urban Service Area to remain the same, and that the resolution is regarding the funding source. If this resolution is passed, from an operational perspective, this would require Administration to designate time and resources to researching, conducting a financial analysis, and preparing a staff report to bring back to Council on this topic.	If this resolution is passed, this would require Administration to designate internal staff time and resources to complete this task. Administration's staff report would outline information on what a phasing out of this levy could look like, and the financial impact on the general tax levy. There would be no impact to the 2026 budget.	\$0	0.00%

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PBA-17-2025	2025-12-30	Operating Budget - Staffing	Corporate Services - Wages and Benefits	That the Customer Service/Administrative Assistant be held at 2025 spending level or part-time and not made a full time position for 2026, and That the position be brought forward indicating justification to Council for review prior to the commencement of the 2027 Budget.	<p>Please refer to Schedule H of Report T-19-2025 (page 111 of the budget package) that outlines the business case to increase this position to full-time status. If this role was not expanded for its current part-time funding status to a full-time position during the 2026 budget process, there will negative consequences for the Township, as outlined below:</p> <ul style="list-style-type: none"> • Service Level Impacts - Limiting the position to part-time hours risks reduced service quality and responsiveness to residents. Front counter availability, telephone and email inquiries, and general administrative tasks may experience delays, leading to lower public satisfaction and reputational impacts for the Township. • Operational Inefficiency - Departments relying on Corporate Services for coordination and administrative support will face service challenges. Incomplete coverage during business hours may lead to duplicated effort by other staff or delayed processing of key tasks. • Increased Staff Workload and Burnout - Full-time staff may continue to absorb additional administrative duties beyond their core duties, which can contribute to lower productivity and potential burnout. This can increase turnover risk. Further, it is important to note that not having this full-time resource in place shifts more administrative work on Senior Leadership, which takes away from their ability to engage in important strategic and leadership decisions. • Public Perception and Accessibility - With a part-time funding model for this role, there is a risk of reduced availability at the front counter or by phone during regular business hours, which may convey an impression of limited accessibility or responsiveness, particularly in smaller municipalities like the Township where we understand that personal interaction is highly valued by Township residents. • Risk to Organizational Continuity - Leaving this role in a part-time status may increase the Township to vulnerability in operational interruptions during absences. With limited cross-coverage, even short-term leaves could result in gaps in service delivery and communication breakdowns between departments. 	If this resolution was passed, it would result in a decrease to the Corporate Services Wage and Benefits expenditures, with a corresponding decrease in the levy requirement by \$36,620.	(\$36,620)	(0.36%)
PBA-18-2025	2025-12-30	Capital Budget	Recreation Department - Ice Resurfacer Project	To postpone approval of new ice resurfacer from 2026 to 2028 in order to seek partners and sponsors to support or fully fund the purchase. While moving does not eliminate the expense, there could be substantial cost reduction if new programs (provincial) or community members were approached to assist with program.	<p>West Lincoln's current model is a 2016. Life expectancy of an ice resurfacer is 7-10 years. Without a proper replacement to this critical capital investment, we risk a significant outage to our ice usage. With a single pad facility and a single ice resurfacer if we have a breakdown, or repair issues, it can cause extended down time. Currently, we are regularly dealing with breakdown issues that may become critical in the near future.</p> <p>Since ice installation in September for the 2025/26 season we have had two separate mechanical breakdowns. Luckily, in both instances, the operators were able to get the machine off the ice without substantial damage to the surface. As well, in both instances they were able to reset the machine without losing ice time. There was repair costs in excess of \$1,000 for each of these repairs.</p> <p>As the resurfacer is past its life expectancy we do not know when the next breakdown will be a terminal one. A terminal breakdown would mean a rush purchase of a new machine, extensive costs in a short-term rental, or a potentially considerable repair bill to an unreliable asset. All three of these options are less than optimal for such an expensive asset.</p> <p>Without an ice resurfacer we will not be able to operate the largest recreational asset in the Township's inventory (the ice pad).</p> <p>Administration is currently in the process of examining sponsorship opportunities for the arena and the gymnasium, including large assets such as an ice resurfacer. However, the ice resurfacer is in a state of serious disrepair.</p>	<p>Project 495 "Ice Resurfacer" is a 2026 capital project, at a cost of \$280,000, and funded through the WLCC Reserve. If this project was deferred in the Capital Budget from 2026 to 2028, Administration would not recommend any changes to the WLCC reserve contribution in the 2026 budget. Therefore no changes to the proposed levy requirement. It is important to note that reserve contributions made in the 2026 budget year not only support projects scheduled for 2026, but also help fund capital projects planned for the Township's future. Building up adequate funds in a reserve takes time, to ensure that both short and long-term capital needs of the Township can be supported in a fiscally responsible manner. If Council would like to defer a reserve-funded capital project by only 1-2 years, this typically has no impact on the recommended reserve contribution in the current year budget.</p> <p>If the Township was successful in obtaining grant or sponsorship funding for this equipment, Administration can request a mid-year budget amendment to update the funding source.</p>	\$0	0.00%

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PBA-19-2025	2025-12-30	Operating Budget	Recreation Department - Recreation Programs	That the increase in spending currently in the budget to support Canada Day and other events (\$19,400) be reduced to \$10,000.	<p>The proposed \$19,400 budget increase reflects a combination of operational requirements and external cost pressures, with some minor additions to the programming of the event:</p> <ul style="list-style-type: none"> The increased cost in fencing reflects fire safety needs for the fireworks. These increased fire costs were incorporated into the budget following discussions with the fireworks contractor, who identified enhanced safety requirements. These adjustments are intended to ensure that appropriate risk mitigation measures are in place and that the event continues to meet safety expectations for large public gatherings. The increase in fireworks costs reflect increased costs. While the fireworks company is Canadian, they source their fireworks from the USA and other countries, and tariffs have affected their cost. The increase in portable toilets and transportation arise out of concerns raised by community members last Canada Day. Approximately 1,500 people attended the event that the availability of washroom facilities was insufficient. Also while WLCC provided 3 local buses through Smithville to the event, there were concerns expressed that Caistor and Wellandport also needed transportation. Given the lack of parking in town for 1,500 people we have allocated modest increases to both transportation and portable washroom services in order to improve accessibility, reduce wait times, and enhance the overall attendee experience. In regard to entertainment costs, the enhanced services reflect more programming for children and music for adults participating in the event. Finally, inflationary pressures have had a notable impact on the cost of sound services. This increase does not represent an enhancement or upgrade to the sound production but rather reflects the higher market cost required to maintain the same level of service provided in prior years. In 2025 the sound production company indicated that they would be raising their fees in 2026 in the amount of around 50%. <p>Should a reduction of \$9,400 be required, it would necessitate adjustments across these areas, which could have implications for event safety, accessibility, and overall service delivery. Staff have attempted to balance fiscal responsibility with the need to address identified risks and community feedback. We would prioritize reducing the children and adult programming, but it will be challenging to not provide the other areas given the safety and community members' concerns.</p>	<p>If this resolution was passed, it would result in a decrease to the Recreation Program Canada Day event expenditures and a reduction to the 2026 general levy requirement by \$9,400.</p>	(\$9,400)	(0.09%)
PBA-20-2025	2025-12-30	Operating Budget - Staffing	Recreation Department - Wages and Benefits	While there may not be full savings to the levy, the position of full-time Events Coordinator to be removed from this budget, to be reconsidered in 2028 after the new administrative staff have had time to fully consider departmental reorganization and skills required and report back to Council.	<p>This resolution is regarding the same Staffing Level Enhancement discussed in PBA-06-2025 above. Please refer to the Operational Impact in PBA-06-2025.</p> <p>Further, the creation of the new Community and Protective services division has resulted in a new Director and Manager within the department. In Q4 2025, the Manager and Director reviewed the recreational programming needs, specifically community events, and have determined there is a need for a full time events coordinator. Working with HR we reviewed the job description and ensured the important role of fundraising and grant writing was highlighted.</p>	<p>This resolution is regarding the same Staffing Level Enhancement discussed in PBA-06-2025 above.</p> <p>Please refer to the Financial Impact in PBA-06-2025.</p>	(\$98,600)	(0.96%)
PBA-21-2025	2025-12-30	Operating Budget - Staffing	Fire Department - Wages and Benefits	That the position of Fire Administrative Assistant be held at the 2025 level and not increased to full-time, and that all proposed increases in positions, full FTEs, or partials be brought to Council for review prior to commencement of the 2027 budget.	<p>This resolution is regarding the same Staffing Level Enhancement discussed in PBA-01-2025 and PBA-04-2025 above. Please refer to the Operational Impact in PBA-01-2025/PBA-04-2025.</p> <p>Regarding the second component of this resolution, Administration will take into account this feedback and aim to bring a separate staff report to Council outlining staffing requirements ahead of the 2027 budget presentation.</p>	<p>Delaying the transition of this role to full-time status outside of the 2026 budget period will result in a reduction to the 2026 levy requirement of \$36,00, due to a decrease in the Wages and Benefits expenditures for the Fire Department.</p>	(\$36,000)	(0.35%)
PBA-22-2025	2025-12-30	Capital Budget and Operating Budget	All Township Departments	In order to minimize amendment resolutions and require Councillors to ask repeated questions that budget pages in future clearly identify departments included, FTE additions by department current and additions, and a list of definitions or explanations of items like internal functional adjustments be included in the presentations.	Administration will take into account this feedback in the preparation of future budget documents and presentations. An upgrade to the Township's budgeting software is planned for 2026, therefore Administration will use this opportunity to explore this feedback further.	<p>There are no financial implications associated with this.</p>	\$0	0.00%

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Information Provided by Council Member					Information Provided by Applicable Township Administration			
Item #	Date Submitted	Budget Affected	Department and Account Category	Formal Resolution Submitted by Councillor	Operational Impact	Financial Impact	Net Levy Impact (\$)	Net Levy Impact (%)
PBA-23-2025	2025-12-30	Operating Budget	General Operating - Funding from Reserves	<p>That the Township's Reserve Fund Policy be waived, and That the surplus from 2025 be moved to a new fund, rate stabilization. That all surplus used to support the 2026 Budget Reductions (\$150,000 annual roll forward, \$100,000 directed by Strong Mayor Powers and \$150,000 totalling \$400,000) not be buried but put into rate stabilization and then once spending level is determined, one amount comes directly from the rate stabilization account through a combination of strong mayor recommendation and supported as altered by Council. This should be done for low growth periods or unusual circumstances, not as routine. The budget should support all spending without utilization of surplus. This action should be further reviewed by the 2027 budget preparation.</p>	<p>There is no direct operational impact associated with this budget resolution. During the 2026 year, as directed, Administration will be researching further tax stabilization strategies and report back to Council. Administration will take into consideration all feedback received through this resolution for incorporation into the staff report and Administration's recommendation on reserve policy changes.</p>	<p>For several years, the Township's base budget amount has included a funding amount of \$150,000, which represents a portion of the prior year surplus. In each year this has been part of the base budget, it has effectively lowered the overall tax levy requirement. Through the 2026 budget process, Administration was directed to increase this base level by \$100,000, which means that the 2026 proposed budget currently reflects \$250,000 from the 2025 (prior year) surplus. This means that in future budget years, if Council would like to maintain this same base level of budget funding on a go-forward basis, there must be a minimum \$250,000 operating surplus expected. Administration recognizes risk with this current methodology, as explained above. Through Administration's further research and work on tax stabilization strategies planned for in 2026, Administration will make recommendations on how to move forward with changes, through bringing a staff report to Council, and will take into account feedback received from Council ahead of and during this process.</p> <p>As the resolution speaks to making the requested change as part of the 2027 budget process, no further impact to the 2026 budget has been calculated.</p>	\$0	0.00%

DATE: January 12, 2026

REPORT NO: I-01-2026

SUBJECT: Update on Ontario Blue Box Regulation and Impacts to Non-Eligible Sources (NES)

CONTACT: Mike DiPaola, P.Eng., Director, Infrastructure

OVERVIEW:

- This report responds to Council's recent motion on December 15, 2025:
 - *That administration report back to Council at the next Infrastructure Committee meeting, in regards to potential service delivery models and information to assist the West Lincoln community with recycling based on new provincial mandated recycling regulations.*
- The purpose of this report is to update Council on recent changes related to Ontario Regulation 391/21 (Blue Box Regulation) and the resulting discontinuation of curbside recycling collection services for Non-Eligible Sources (NES), effective January 1, 2026, and provides:
 - A summary of the regulatory and service delivery changes
 - An explanation of how the Township of West Lincoln is addressing municipal facilities
 - Options available to NES properties within the Township of West Lincoln

RECOMMENDATION:

1. That, Recommendation Report I-01-2026, dated January 12, 2026, titled "Update on Ontario Blue Box Regulation and Impacts to Non-Eligible Sources (NES)" be received; and
2. That, Administration continue to manage recycling services for Township-owned facilities through a private contractor (Emterra) as required at a cost of \$3,617.70 (excluding HST) annually, and
3. That, Council endorse Option 1, requiring Non-Eligible Source properties to arrange for recycling collection services and/or manage their recycling independently.

ALIGNMENT TO STRATEGIC PLAN:

Respecting Our Roots, Realizing Our Future

Theme #4

- **ADVANCE** – Organization Capacity and Effectiveness

BACKGROUND:

Ontario Regulation 391/21 transitions responsibility for the Blue Box recycling system to producers under an Extended Producer Responsibility framework. As part of this transition, only **eligible sources** (primarily residential properties) will continue to receive curbside recycling services.

Non-Eligible Sources (NES), including businesses, institutions, places of worship, and other ICI (industrial / commercial / industrial) properties are excluded from the producer funded system and are no longer eligible for curbside recycling collection under the Niagara Region's waste management program.

On November 20, 2025, Niagara Regional Council directed staff to discontinue recycling collection services to NES properties effective January 1, 2026, due to significant cost pressures and the lack of sustainable funding under the current budget. Please refer to Schedule A – Niagara Region Report PW 40-2025.

At a recent Council meeting (December 15, 2025), a motion was passed directing Administration to report back on the implications of the Blue Box Regulation for the West Lincoln community. This report summarizes:

- How NES properties will be impacted
- Available service options moving forward
- Financial and operational considerations should the Township contemplate providing recycling services to NES properties

Information from Niagara Region

The Township of West Lincoln has approximately 462 NES properties, consisting of:

- 63 properties within the Downtown Areas (DBAs)
- 399 properties outside of DBAs

Niagara Region has confirmed the following:

- Recycling collection services for NES properties has ceased as of January 1, 2026
- Continuation of service across Niagara was estimated at up to \$3.2 Million annually, which was deemed financially unsustainable
- Approximately 4,375 NES properties were assumed in the Region- wide costing

Based on the above, the estimated average cost equates to approximately \$732 per

NES property per year. If this unit cost were applied on a prorated, equal basis to West Lincoln's estimated 462 NES properties, the annual cost would be approximately \$339,000. However, Niagara Region has explicitly cautioned against relying on this figure for the following reasons:

- Economies of scale would not be achievable at the Township level
- Collection contractors would need to be re-engaged, and pricing assumptions could change and be much higher
- West Lincoln's current four-day collection routing (Tuesday to Friday) would be operationally inefficient for NEW only service
- Significant implementation planning, negotiations, and stakeholder communication would be required
- Additional administration cost related to procurement, legal, customer service, and contract administration services to deliver this new service level
- Niagara Region does not have Council authorization to include or administer this service for 2026

Due to timing and budget constraints, Niagara Region has advised that it is not in a position to explore a Township specific continuation option.

Feedback from Recycling Contractor

Township Administration has engaged the recycling contractor providing eligible source recycling services to understand potential pricing and service delivery considerations for NES recycling collection. Key themes from their feedback include:

- Separate collection routes for NES properties result in higher per-unit costs
- Limited property density in rural areas further reduce efficiency
- Short-term contracts and compressed implementation timelines significantly increase pricing risk
- Contractors prefer direct contractual relationships with NES customers rather than municipal aggregation

Overall, the contractor feedback confirms that municipally coordinated NES recycling collection would represent a high-cost, high-risk service with limited operational efficiencies.

CURRENT SITUATION:

Township Facilities

Township owned facilities are classified as Non-Eligible Sources. In total the Township has 8 facilities as follows:

- West Lincoln Community Centre
- Township Hall / Fire Station 1
- Fire Station 2

- Public Works Operations Centre
- Wellandport Library / Community Centre
- Caistorville Library
- Abingdon/Caistor Community Centre
- Silverdale Community Centre

Administration is addressing Township facilities by:

- Using the existing Molok Systems located at the West Lincoln Community Centre for recycling at this facility. The recycling collection for the Molok Systems will continue to be serviced by Niagara Region until 2029.
- Transitioning recycling services to a private waste contractor at the remaining 7 Township facilities
- Reviewing waste diversion practices to optimize on-site separation
- Incorporating recycling service cost into the operating budget

In accordance with the Township's Tendering and Purchasing Policy, Administration have contacted various local waste service providers to obtain costs to provide recycling services for Township facilities. The pricing received from 4 service providers ranged from \$3,617.70 to \$8,601.48 for the 2026 calendar year. Administration will proceed with the lowest pricing received from Emterra at an annual cost of \$3,617.70 (Excluding HST) for 2026.

It is anticipated that the costs associated with providing recycling at the Township facilities can be absorbed into the proposed 2026 operating budget.

Options for Non-Eligible Source Properties

The following options were reviewed by Township Administration for Non-Eligible Source Properties:

Option 1 - Secure a Private Recycling Contractor / Manage Recycling Independently (Recommended)

NES property owners may independently arrange recycling collection services through a private waste management contractor or manage recycling independently by collecting and disposing recycling material at the Niagara Road 12 Landfill, located in West Lincoln. This option:

- Aligns with Niagara Region correspondence issued to NES properties (Refer to Schedule B and Schedule C)
- Allows businesses and institutions to select service levels that best meet their needs
- Avoids municipal financial exposure and operational risks

Option 2 – Township Provided Service

(Not Recommended)

Under this option, the Township could attempt to provide recycling collection services to NES properties. Based on information received from Niagara Region:

- Based on a high-level estimate, annual costs could exceed \$370,000, with potential for significant escalation
- There would be additional staffing and administration costs to provide this level of service that local municipalities have never provided in the past; including procurement, legal, customer service, and contract administration services
- No economies of scale would be achieved
- Operational inefficiencies and routing challenges would exist
- No Regional or producer funding is available
- Significant implementation risk exists given the January 1, 2026 cessation date

Based on the above, the potential cost to address the administrative, timing, and operational risks could double for a total annual cost of \$678,000. Given these constraints, Administration do not recommend pursing this option.

FINANCIAL IMPLICATIONS:

The costs associated with Township-owned facilities will be managed within the proposed and future departmental operating budgets.

There are no direct financial impacts to the Township's operating budget associated with the recommended Option 1 for NES properties located within West Lincoln, as the responsibility would be on the NES properties to arrange for private services, if they so choose.

As noted above, Option 2 would represent a substantial unfunded service expansion and is not financially sustainable. Because of this, Administration does not recommend pursuing this Option further.

INTER-DEPARTMENTAL COMMENTS:

Consultation was undertaken with the Manager of Facilities, the Senior Leadership Team, Recycling Contractors, and Niagara Region.

CONCLUSION:

The transition to producer responsibility under O. Reg. 391/21 represents a significant shift in recycling service delivery across Ontario. The discontinuation of curbside recycling services for Non-Eligible Sources is a Province wide change and not unique to West Lincoln. Schedule D is also attached to this report, which provides Frequently Asked Questions and Answers related to this Blue Box Transition. This will assist front line municipal customer service staff and / or elected officials answer any questions that they

may receive.

Administration recommends that West Lincoln:

- Manage Township facilities through private service arrangements
- Not provide municipal coordinated recycling collection to NES properties
- Direct NES properties to secure private recycling services or manage recycling independently by collecting and disposing recycling material at the Niagara Road 12 Landfill, located in West Lincoln.

SCHEDULE(S)

Schedule A – Niagara Region Report PW 40-2025

Schedule B – Niagara Region – NES Collection Changes – Business Notice

Schedule C – Niagara Region – Finding a New Recycling Collector

Schedule D – Niagara Region – FAQs – Blue Box Transition

Prepared & Submitted by:

Mike DiPaola, P.Eng
Director, Infrastructure

Approved by:

Truper McBride
CAO

Subject: Recycling Collection to Non-Eligible Sources Following End of Provincial Transition Period December 31, 2025

Report to: Public Works Committee

Report date: Tuesday, November 4, 2025

Recommendations

1. That after December 31, 2025, curbside recycling collection services to non-eligible sources **BE ALLOWED TO LAPSE** when recycling collection fully transitions to producers consistent with provincial legislation;
2. That the Commissioner of Public Works, **BE AUTHORIZED** to execute the necessary amending agreements, in a form satisfactory to the Director of Legal and Court Services, for purposes of implementing the changes to the Region's two waste collection contracts to effect the changes to curbside collection services to non-eligible sources;
3. That staff **BE DIRECTED** to advise local area municipalities and all other interested parties of Niagara Region's decision regarding the changes to curbside recycling collection services to non-eligible sources;
4. That staff **BE DIRECTED** to develop and implement a communication strategy leading up to December 31, 2025, to advise owners and operators of non-eligible sources about the change; and
5. That the necessary amendments to By-law No. 2022-32, A By-law to Regulate the Use of the Waste Management System, **BE PREPARED** and **PRESENTED** to Council for consideration before December 31, 2025.

Key Facts

- On October 1, 2025, the Region received formal notice from the Minister of Environment, Conservation and Parks stating that, after the end of 2025, Producer Responsibility Organizations (PROs) will no longer be permitted to collect Non-Eligible Source (NES) recyclables on the same trucks as residential recyclables. NES are places such as industrial, commercial, and institutional properties, daycares, places of worship, and municipal facilities.

- This report recommends that Regional Council discontinue curbside recycling collection services for NES after December 31, 2025. This recommendation aligns with the Province of Ontario's transition to full producer responsibility under the Blue Box Program.
- A Council decision is needed before the end of the year to allow staff enough time to communicate service changes and ensure a smooth transition for all affected stakeholders.
- If Council decides to continue recycling collection for NES to supplement the provincial program, the service must be delivered separately from residential recycling collection using a dedicated fleet. This requirement is due to provincial restrictions which prohibit collecting NES recyclables on the same trucks as residential recyclables.
- Supplementing the provincial program with NES collection would require amending contracts with Miller Waste Systems and GFL Environmental and is estimated to increase the Region's 2026 net budget requisition by 6.95%.
- A separate confidential memo (PWC-C 16-2025) provides additional financial and contractual details.

Financial Considerations¹

Annual Estimated Cost to Continue Recycling Collection - \$0.7M - \$3.2M

Under the current collection contract, curbside recycling collection services are provided to non-eligible source (NES) properties that meet eligibility criteria. The annual 2025 cost to Niagara Region to provide these services under the existing co-collection model is approximately \$1.5 million. This cost is based on servicing approximately 4,375 properties and collecting 1,900 tonnes of recyclables per year.

As of January 1, 2026, the Province of Ontario's transition to full producer responsibility will be complete. At that time, responsibility for residential recycling collection will transfer fully to Circular Materials, and co-collection of eligible (residential) and non-eligible (places of worship, small business etc.) recycling will no longer be permitted under the new regulatory framework.

¹ All figures noted throughout this report include non-recoverable HST unless otherwise stated.

Should Regional Council choose to supplement the provincial program and offer recycling collection services to NES properties, the Region would be required to implement a separate collection and processing system. The estimated annual cost to provide this supplemental service ranges from \$0.7 million to \$3.2 million, depending on the level of service and the number of properties included.

Report PW 8-2025, presented to the Public Works Committee in March 2025, provided preliminary financial impacts of various NES service scenarios. These estimates were based on the 2026 forecasted net budget requisition outlined in Report CSD 44-2024.

As part of the ongoing 2026 budget process, staff will present the proposed 2026 Waste Management Services (WMS) operating budget to the Budget Review Committee of the Whole on November 20, 2025. The draft budget assumes that NES recycling collection will cease after December 31, 2025, consistent with timing for the provincial legislative change.

Under this assumption, the 2026 WMS net operating budget is currently projected to increase by \$199,646, or 0.44%, over the 2025 net operating budget.

Should Council direct staff to supplement the Provincial Blue Box program with recycling collection services for non-eligible sources, the associated cost impacts outlined below would need to be incorporated into 2026 WMS operating budget:

Impacts to 2026 Proposed Net Budget Requisition – Base Service Level Scenarios	2026
Provide Separate Collection with no change to current service levels	Increase of 6.95%
Provide Separate Collection with Route Optimization outside the Designated Business Areas (DBA) (recycling collected on different days than garbage and organics for non-eligible sources)	Increase of 5.64%
Provide Separate Collection - Inside DBA Only	Increase of 1.29%

Enhanced Level of Service (ELOS) recycling collection is directly requested and selected by each participating local area municipality. There are currently four municipalities receiving ELOS recycling collection and further discussions are planned with these municipalities to determine whether these services will continue beyond 2025.

Should ELOS services continue, the associated cost impacts outlined below would need to be incorporated into the 2026 WMS net operating budget with this specific cost increase being directly allocated to the participating local area municipalities for the requested service.

Impacts to 2026 Proposed Net Budget Requisition – Enhanced Service Level Scenario	2026
Provide Separate Collection - Inside DBA Only – ELOS Only	Increase of 0.49%

When evaluating the potential addition of discretionary recycling services to supplement the Provincial Blue Box program, staff considered the Region's broader service commitments and long-term financial outlook.

The 2026 Budget Planning report (CSD 31-2025), presented to the Budget Review Committee of the Whole (BRCOTW) on May 22, 2025, identified significant financial pressures on the General Tax Levy, Water and Wastewater Rates, and the Niagara Transition Commission Special Tax Levy, even before accounting for the costs of any discretionary recycling services. Given the existing and anticipated budget pressures for 2026, staff advise careful consideration of any discretionary services that would create additional financial impacts.

Allowing recycling collection service for non-eligible sources to lapse after the provincial transition period ends represents an estimated cost avoidance of approximately \$3.2 million per year under the current contract.

Further financial details for each service option, including collection and processing cost estimates, are provided in Appendix 1 of Confidential Memorandum PWC-C 16-2025, based on information received from the Region's collection contractors.

Analysis

Background

The recommendation to cease recycling collection services to NES, in keeping with timing of provincial legislative changes, was deferred at the June PWC meeting, pending further direction from the Province.

Following this, the Province directed Circular Materials, the producer responsibility organization (PRO) responsible for administering Ontario's Blue Box Program, to work with municipalities to find a solution for servicing NES properties.

On August 15, 2025, Circular Materials presented its proposed approach during a municipal webinar. While this presentation signaled a potential shift in direction, it also fell short in the areas of implementation, funding, and equity of service. These concerns were summarized in Correspondence Item CWCD 2025-138.

On October 1, 2025, Ontario municipalities received formal communication from Minister McCarthy, advising that PROs will not voluntarily continue to provide recycling collection services to NES properties after December 31, 2025. This includes recycling collection on the same vehicles as those used for residential (eligible) properties.

Five Collection Options Reviewed

Staff reviewed five potential options for providing recycling collection services to non-eligible sources (NES) after December 31, 2025, when the Province's transition to full producer responsibility is complete. The options are presented below in order of highest to lowest estimated cost:

1. **Maintain Current Service for All Non-Eligible Sources** - Continue providing recycling collection to all NES properties through a separate collection system, with no change to current service levels.
2. **Separate Collection with Route Optimization** - Maintain current service levels for all NES properties but improve cost-efficiency by restructuring collection routes and scheduling separate collection days for recycling and garbage for NES properties outside DBAs.
3. **Service to DBAs Only** - Provide separate recycling collection only to NES properties located within DBAs, discontinuing service for NES properties outside these areas.

4. **Local Area Municipality-Funded Service** - Continue providing enhanced recycling collection to NES properties in the four local area municipalities currently receiving this service, with costs fully funded by the requesting municipalities.
5. **Allowing recycling collection to lapse** - Allow all recycling collection services for NES to lapse after December 31, 2025, in alignment with the provincial transition. No separate collection system would be implemented by the Region.

50% of Non-Eligible Source Properties Recycle Curbside

Approximately 4,375 NES properties currently receive curbside recycling collection services from Niagara Region. These properties are primarily small to medium-sized businesses such as restaurants, hair salons, retail stores, and similar establishments. NES properties represent about 2.5% of all properties receiving waste collection services in the Region.

Of these NES properties, approximately 1,014 (23%) are located in DBAs, while the remaining 3,361 properties (77%) are located outside DBAs and are serviced weekly on residential recycling routes.

The estimated total weight of recyclables collected from NES properties is approximately 1,900 tonnes per year. For context, Niagara Region collected roughly 40,000 tonnes of recycling from all residential and depot sources combined in 2023.

When curbside recycling collection for NES properties ends following the provincial transition period, these properties will need to arrange recycling collection through private service providers, or use recycling drop off depots.

As part of Niagara Region's waste management services, local area municipalities can request and fund additional curbside recycling services, known as Enhanced Level of Service (ELOS). The current collection contract allows for ELOS, which provides extra pickup days beyond the standard weekly service. Presently four municipalities, Grimsby, Niagara-on-the-Lake, St. Catharines, and Thorold, have ELOS agreements.

Staff will engage in discussions with these four municipalities to determine whether to continue or discontinue the existing ELOS recycling services after the transition.

It is important to note that NES properties will continue to receive curbside garbage and organics collection services from Niagara Region, regardless of changes to recycling collection.

Province Context and Regional Advocacy

In 2020, the Province of Ontario announced its intention to reform the Industrial, Commercial, and Institutional (IC&I) waste management framework. However, as of today, no concrete action has been taken by the Province to advance these reforms.

On November 28, 2023, Niagara Region, through the Office of the Regional Chair, submitted a letter to the Minister of Environment, Conservation and Parks, advocating for clearer direction and solutions regarding the management of non-eligible sources after December 31, 2025.

Report PWC-C 7-2025 outlines the many advocacy efforts by Niagara Region, local businesses, and their associations to address this issue. Despite these collective efforts, a service gap remains, which requires attention from the Province.

It is important to note that not all Ontario municipalities provide recycling collection services to NES, as this service is not mandated under the Municipal Act, 2001.

The following table summarizes staff findings on municipal decisions regarding recycling collection services for non-eligible sources post-2026, as of the date of this report.

Service Decision	Total	Municipality
No Decision	8	Niagara, Essex-Windsor, London, Ottawa, Peterborough, Markham, Sault Ste. Marie, Sudbury
Will Service	6	Peel, Toronto, Barrie, Sarnia, Halton, Hamilton
Will Service DBAs only	1	Waterloo
Will not Service	11	Brantford, Guelph, Chatham Kent, Norfolk, Kingston, Thunder Bay, Durham, Simcoe, Prince Edward County, Newmarket, Kawartha Lakes

Once Council has made a decision and changes have been approved, staff will implement a comprehensive communication strategy prior to December 31, 2025, to inform all affected parties of the upcoming changes.

Additional Service Decisions will be Required

Beyond recycling collection for non-eligible sources, staff will report back and provide further recommendations to Committee regarding changes to other waste management services impacted by Blue Box Regulation 391/21. These services include Blue Box drop-off depot collection, special event recycling collection, and public space recycling.

Alternatives Reviewed

Staff reviewed five collection options, with details provided in this report and associated cost information included in Confidential Memo PWC-C 16-2025.

The recommended option is to allow recycling collection services for all non-eligible sources, both inside and outside Designated Business Areas (DBAs), to lapse after December 31, 2025, when the provincial transition period ends. This recommendation is based on the high costs of augmenting the provincial program and the resulting financial impact on taxpayers starting in 2026.

Relationship to Council Strategic Priorities

The recommendation outlined in this report supports Council's strategic priority of building an Effective Region by delivering fiscally responsible and sustainable core services, particularly in relation to the Region's waste management programs.

Other Pertinent Reports

- Confidential PWC-C 8-2024
- CSD 44-2024 - Waste Management 2025 Operating Budget and Requisition
- Confidential PW 9-2025
- PWC-C 7-2025 Update on Advocacy Efforts Regarding Recycling Collection Services for Non-Eligible Sources

Prepared by:

Jennifer Wilson
Program Manager, Collection &
Processing
Waste Management Services, Public
Works

Recommended by:

Terry Ricketts, P.Eng.
Commissioner of Public Works
Public Works Department

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Mackenzie Glenney, Program Financial Specialist and Catherine Habermebl, Director, Waste Management Services.

November 20, 2025

«Owner»
«Owner_2»
«Owner_Mail_Addr_1» «Owner_Mail_Addr_2»
«Owner_City_Prov_Country», «Owner_Postal_code»T

Subject: Recycling Collection Services for Non-Eligible Sources to end after December 31, 2025

Dear Property and/or Business Owner:

On November 20, 2025, Niagara Region approved the discontinuation of curbside recycling collection for Non-Eligible Sources (Industrial, Commercial, and Institutional properties), effective January 1, 2026.

Why is this change happening?

This change is part of Ontario's changes under the Blue Box Regulation (O. Reg. 391/21). Under this regulation, producers (the companies that supply packaging and paper products) are now responsible for operating and funding the residential recycling system in Ontario.

Non-eligible Sources, such as businesses, places of worship, institutions and non-profits are not part of the new Blue Box program. As a result, recycling from these properties can no longer be collected on the same truck as residential recycling.

Currently, approximately 4,375 NES properties across the region receive recycling collection through Niagara Region. Continuing this service independently would require a separate collection fleet, with an estimated annual cost of up to \$3.5 million, a level that is not financially sustainable under the Region's current budget.

What does this mean for your property?

If your property currently receives recycling collection through Niagara Region, this service will end on January 1, 2026. To avoid disruption, affected properties should begin arranging for private recycling services as soon as possible.

Properties not currently receiving recycling collection from Niagara Region do not need to take any action.

Depending on Council's direction, continued access to Niagara Region's drop-off depots may be available as an interim or alternative option. More information will be shared once it is confirmed. Visit **niagararegion.ca/waste/landfills** to stay informed and for drop-off depot locations.

Finding a Private Recycling Collector

To assist with the transition, Niagara Region has compiled a list of private recycling service providers that operate in the area.

Company Name	Address	Contact Information
Environmental 360 Solutions	1786 Allanport Road, Thorold, ON L0S 1K0	905-384-2222
GFL Environmental Inc.	411 Glendale Avenue, St Catharines, ON L2P 3Y1	647-715-7481 / 1-855-971-4550
Halton Environmental Inc. (Emterra)	5030 Montrose Road, Niagara Falls, ON L2H 1K5	905-297-5243
Miller Waste Systems	335 Townline Road, NOTL, ON L0S1J0	1-833-621-0726
Modern Corporation – Waste and Recycling Solutions	2025 Fruitbelt Parkway, Niagara Falls, ON L2J 0A5	1-800-330-7107
Waste Connections of Canada	1789 Allanport Road, Thorold, ON L0S 1A0	1-888-250-3357
Waste Management Canada Corporation	124 Cushman Road, St Catharines, ON L2M 6T6	905-687-9605

We encourage you to contact these providers directly to discuss service options, pricing, and availability. This list is provided for informational purposes only and is not exhaustive. Niagara Region does not endorse or recommend any specific service provider.

Need Additional Support?

Niagara Region is committed to supporting affected properties through this transition. For updates and resources, visit: niagararegion.ca/projects/blue-box-transition.

For questions, please call the Waste Info-Line at 905-356-4141 or toll-free at 1-800-594-5542, Monday-Friday 8:30 a.m. to 4:30 p.m.

Thank you for your attention to this important change and for your continued commitment to responsible waste management.

Finding a New Recycling Collector

To assist businesses and other non-eligible sources with the transition of the curbside recycling collection program, Niagara Region has compiled a list of private recycling service providers that operate in the area.

We encourage you to contact these providers directly to discuss service options, pricing, and availability. This list is provided for informational purposes only and is not exhaustive. Niagara Region does not endorse or recommend any specific service provider.

Company Name	Address	Contact Information
Cotton Inc.	2125 Fruitbelt Parkway, Niagara Falls, ON L2J 0A5	905-262-2000
Environmental 360 Solutions	1786 Allanport Road, Thorold, ON L0S 1K0	905-384-2222
GFL Environmental Inc.	411 Glendale Avenue, St Catharines, ON L2P 3Y1	647-715-7481 / 1-855-971-4550
Halton Environmental Inc. (Emterra)	5030 Montrose Road, Niagara Falls, ON L2H 1K5	905-297-5243
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Frequently Asked Questions – Blue Box Transition

Updated: November 2025

About This FAQ

This Frequently Asked Questions (FAQ) document is designed to help front-line staff confidently respond to inquiries about changes to recycling programs effective January 1, 2026. These changes impact residents and members of the Industrial, Commercial, and Institutional (IC&I) sector.

To quickly find the information you need, use the hyperlinks below to navigate to the relevant section:

- [Background/General Information](#)
- [Customer Service](#)
- [Residential Recycling – Low-Density Residential](#)
- [Residential Recycling – Multi-Unit Residential](#)
- [Non-Eligible Source / Industrial, Commercial & Institutional \(IC&I\) Properties](#)

Background/General Information

What is the Blue Box Regulation?

In June 2021, the Ontario Ministry of the Environment, Conservation and Parks (MECP) introduced a new Blue Box Regulation ([O. Reg. 391/21: Blue Box](#)) that makes producers fully responsible for collecting and recycling the packaging and paper products they supply to consumers.

The regulation requires producers to:

- Operate the residential recycling system
- Fund all residential recycling costs
- Meet material recovery targets
- Provide consistent service across Ontario

Municipalities no longer operate the residential Blue Box program.

Who are producers and what do they do?

Producers are companies that supply packaging, paper products, or packaging-like products made of paper, glass, metal, or plastic to consumers in Ontario. They are now responsible for funding and operating the residential recycling system.

What is the transition period?

From July 1, 2023 to December 31, 2025, all existing residential Blue Box programs in Ontario will move to a single, province-wide collection system that is funded, managed, and operated by producers.

Niagara Region's residential recycling program transitioned on January 1, 2024.

Which properties are eligible for recycling collection under the Producer-led system?

Eligible properties include:

- Low-density residential homes
- Multi-residential buildings
- Residential components of mixed-use buildings

- Public and private schools
- Certain long-term care and retirement homes

Industrial, Commercial & Institutional (IC&I) properties (e.g., businesses, places of worship, community organizations), also commonly referred to as Non-Eligible Sources (NES), are not eligible under the new Blue Box system.

Who oversees the program?

The Resource Productivity and Recovery Authority (RPRA), the Provincial regulator, monitors compliance, audits reports, confirms property eligibility and approves system rules for producers and Producer Responsibility Organizations (PROs). RPRA does not run the recycling program, it oversees the PROs that do.

What is a Producer Responsibility Organization (PRO)?

A PRO is a business that producers can join to manage their Blue Box obligations. PROs design, operate and fund the entire collection and processing system on behalf of producers.

Who is Circular Materials?

Circular Materials is Ontario's largest PRO. It manages recycling collection and processing for eligible properties across the province, including Niagara's Blue and Grey Box programs.

What is happening on January 1, 2026?

- Recycling service continues for eligible residential properties under Circular Materials.
- Niagara Region will stop recycling collection for non-eligible sources (NES) such as businesses, institutions, and places of worship.
- Collection contractors will consolidate under a single provider, Miller Waste Systems, for all residential recycling.
- A province-wide standardized material list will apply across Ontario.
 - Expanded recycling list: new items like coffee cups, black plastics, flexible packaging, straws, and multi-laminate pouches will be accepted.
- Circular Materials has not indicated any changes to collection schedules or recycling containers at this time.
- The Region will continue providing garbage, green bin, yard waste and large-item collection.

Customer Service

Who should residents contact for recycling inquiries?

Until December 31, 2025: For questions about residential Blue/Grey Box recycling collection, contact Circular Materials' contractor designated for your municipality:

Miller Waste Systems (Fort Erie, Niagara Falls, Niagara-on-the-Lake, Port Colborne, St. Catharines, Welland):

- Phone: 1-833-621-0726 | Email: area19@millerwaste.ca

GFL Environmental (Grimsby, Lincoln, Pelham, Thorold, Wainfleet, West Lincoln):

- Phone: 1-855-769-3760 | Website: gflevn.com/canada-recycles/

Effective January 1, 2026: For questions about residential Blue/Grey Box recycling collection, all residents should contact Miller Waste Systems, the contractor for Circular Materials:

- Phone: 1-833-621-0726
- Email: area19@millerwaste.ca

Visit Circular Materials for the most current list: circularmaterials.ca/resident-communities/niagara-region/. Updated recycling information will also be available in the Niagara Region Waste App.

Who should residents contact for other waste services?

Niagara Region continues to provide customer service for:

- Organics (Green Bin)
- Leaf and yard waste
- Curbside garbage collection
- Large household item collection

For these services, contact Niagara Region's Waste Info-Line: Phone: 905-356-4141 or 1-800-594-5542, Monday – Friday 8:30 a.m. – 4:30 p.m.

Residential Recycling – Low-Density Residential

What changes should residents expect after January 1, 2026?

- Circular Materials will continue managing residential recycling services for eligible properties.
- Niagara Region will no longer manage recycling but will still handle garbage, Green Bin, leaf and yard waste, and large item collection.
- Recycling collection will remain weekly, and Circular Materials has not communicated any changes to collection schedules at this time.
- Residents can continue to use their current collection containers.
- Residents will be able to take advantage of an expanded list of accepted materials (e.g., straws, cutlery, multi-laminate packaging, chip bags, candy wrappers).

Will my collection day or frequency change?

No. Weekly collection continues. If changes occur in the future, Circular Materials will notify residents.

Can I continue to use my current Blue and Grey Boxes?

Yes. Residents may continue using their existing Niagara Region issued Blue and Grey Boxes. If changes occur in the future, Circular Materials will notify residents.

Where can I obtain new or replacement Blue and Grey Boxes?

After January 1, 2026, residents requiring a new or replacement recycling box must contact Miller Waste Systems Niagara by phone at 1-833-621-0726 or by email at area19@millerwaste.ca to request a container before picking up boxes at participating locations.

Where can I find the updated list of accepted materials?

Visit Circular Materials for the most current list: circularmaterials.ca/resident-communities/niagara-region/.

Updated recycling information will also be available in the Niagara Region Waste App and the search tool available at niagararegion.ca/waste.

What new items can I recycle starting January 1, 2026?

Beginning January 1, 2026, the Blue Box program will include more materials than before, thanks to a province-wide standardized list. New items include:

- Hot and cold beverage cups (coffee cups, plastic-lined paper cups)
- Plastic straws, cutlery, and plates
- Multi-laminate packaging (e.g., drink pouches, frozen food pouches)
- Flexible plastics like chip bags and candy wrappers
- Deodorant and toothpaste tubes
- Ice cream tubs
- Frozen juice containers

For the full list, visit: circularmaterials.ca/resident-communities/niagara-region/. Updated recycling information will also be available in the Niagara Region Waste App.

Residential Recycling – Multi-Unit Residential

What changes should residents expect after January 1, 2026?

- Circular Materials will continue managing recycling services for eligible multi-residential properties that previously received municipal Blue Box service.
- Properties that did not have municipal Blue Box service before will not be added until 2031, as per provincial amendments.
- Recycling collection will remain on the same schedule, and no changes are planned at this time.
- Residents will see an expanded list of accepted materials (e.g., beverage cups, multi-laminate packaging, flexible plastics, black plastics).

Which multi-residential properties are eligible for recycling service?

Properties that already receive municipal Blue Box service under Niagara Region remain eligible and will continue to receive recycling collection under Circular Materials.

Properties that did not previously receive municipal Blue Box service (e.g., some condos, private developments) will not be added until 2031, as per recent provincial amendments.

What should new Multi-Unit Residential properties do until 2031?

New properties can procure private recycling collection (refer to [Non-Eligible Sources / Industrial, Commercial & Institutional \(IC&I\) Sector](#) for a list of private companies).

Depending on Council's direction, continued access to Niagara Region's drop-off depots may be available as an interim or alternative option. More information will be shared once it is confirmed. Please check niagararegion.ca/projects/blue-box-transition for updates.

Where can I obtain new or replacement Recycling Carts?

After January 1, 2026, residents, property managers and owners requiring a new or replacement recycling cart must contact Miller Waste Systems Niagara by phone at 1-833-621-0726 or by email at area19@millerwaste.ca to request a container.

I live above a business. Will my recycling still be collected?

Yes. If your unit is a residential dwelling, your recycling will continue to be collected under Circular Materials.

However, the business portion of the property is considered a [non-eligible source](#) and will no longer receive recycling collection after January 1, 2026. Property managers should arrange private recycling service for the business component.

Can residents continue using existing recycling carts or totes?

Yes. Existing Niagara Region-issued recycling containers can continue to be used.

Where can I find the updated list of accepted materials?

Visit Circular Materials for the most current list: circularmaterials.ca/resident-communities/niagara-region/.

Updated recycling information will also be available in the Niagara Region Waste App and the search tool available at niagararegion.ca/waste.

What new items can I recycle starting January 1, 2026?

Beginning January 1, 2026, the Blue Box program will include more materials than before, thanks to a province-wide standardized list. New items include:

- Hot and cold beverage cups (coffee cups, plastic-lined paper cups)
- Plastic straws, cutlery, and plates
- Multi-laminate packaging (e.g., drink pouches, frozen food pouches)
- Flexible plastics like chip bags and candy wrappers
- Deodorant and toothpaste tubes
- Ice cream tubs
- Frozen juice containers

For the full list, visit: circularmaterials.ca/resident-communities/niagara-region/. Updated recycling information will also be available in the Niagara Region Waste App.

Non-Eligible Source / Industrial, Commercial & Institutional (IC&I) Properties

Why has Niagara Region stopped collecting recycling from non-eligible sources?

This change is part of Ontario's Blue Box Regulation (O. Reg. 391/21). Under this regulation, producers (companies that supply packaging and paper products) are now responsible for operating and funding the residential recycling system in Ontario.

Non-eligible sources – such as businesses, places of worship, institutions, and non-profits – are not part of the new Blue Box program. Recycling from these properties can no longer be collected on the same truck as residential recycling.

Continuing this service independently would require a separate fleet, costing up to \$3.5 million annually, which is not financially sustainable under the Region's current budget.

What are eligible and non-eligible sources?

Eligible Sources:

- Low-density residential homes
- Multi-residential properties
- Residential components of mixed-use buildings
- Public/private schools
- Specified non-profit/municipal long-term care and retirement homes

Non-Eligible Sources (NES):

- Commercial properties (e.g., retail stores, offices)
- Institutional properties (e.g., hospitals, schools not classified as residential)
- Places of worship
- Non-profit organizations
- Community facilities (e.g., libraries, arenas)
- Industrial properties

What does this mean for NES properties?

If your property currently receives recycling collection from Niagara Region and is considered a NES property, service will end January 1, 2026.

These properties should arrange for private recycling services as soon as possible to avoid disruption.

Depending on Council's direction, continued access to Niagara Region's drop-off depots may be available as an interim or alternative option. More information will be shared once it is confirmed. Please check niagararegion.ca/projects/blue-box-transition for updates.

Where can I find private recycling service providers?

Niagara Region has compiled a list of local providers. This list is for informational purposes only. Niagara Region does not endorse any provider.

Company Name	Address	Contact Information
Environmental 360 Solutions	1786 Allanport Road, Thorold, ON L0S 1K0	905-384-2222
GFL Environmental Inc.	411 Glendale Avenue, St Catharines, ON L2P 3Y1	647-715-7481 / 1-855-971-4550
Halton Environmental Inc. (Emterra)	5030 Montrose Road, Niagara Falls, ON L2H 1K5	905-297-5243
Miller Waste Systems	335 Townline Road, NOTL, ON L0S1J0	1-833-621-0726
Modern Corporation – Waste and Recycling Solutions	2025 Fruitbelt Parkway, Niagara Falls, ON L2J 0A5	1-800-330-7107
Waste Connections of Canada	1789 Allanport Road, Thorold, ON L0S 1A0	1-888-250-3357
Waste Management Canada Corporation	124 Cushman Road, St Catharines, ON L2M 6T6	905-687-9605

Can NES properties still use Niagara Region's drop-off depots for recycling?

Niagara Region staff have recommended that NES properties continue to have access to the Region's drop-off depots for recycling. However, continued access to Niagara Region's drop-off

depots for NES properties beyond January 1, 2026, is pending a decision by Regional Council in December 2025.

Please check niagararegion.ca/projects/blue-box-transition for updates.

Has the Region considered other solutions for NES recycling?

Yes. Options were assessed, including maintaining current services. However, separate collection would create significant costs for taxpayers. The Region continues to engage with the province and Circular Materials for equitable solutions, but the current regulation limits flexibility.

How does this affect farm properties currently using Niagara Region curbside business recycling services?

- If your farm has a residential dwelling, the residential portion will continue to receive recycling service under Circular Materials.
- The business/farm operation portion will be treated as a non-eligible source and will no longer receive recycling collection starting January 1, 2026.
- Farms should arrange private recycling service for the business portion.
- Business-level garbage and organics cart collection will continue, but farms remain ineligible for bulky item, brush, or Christmas tree collection.

What happens if my property is mixed-use (residential and commercial)?

- The residential portion of a mixed-use property remains eligible for recycling collection under Circular Materials.
- The commercial portion is considered a non-eligible source and will no longer receive recycling collection from Niagara Region after January 1, 2026.
- Property managers should ensure separate recycling arrangements for the commercial component through a private service provider.