

**TOWNSHIP OF WEST LINCOLN
INFRASTRUCTURE COMMITTEE
AGENDA**

MEETING NO. ONE

Monday, February 9, 2026, 7:30 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 - Councillor William Reilly

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

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

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara,

stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

There are no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

7. COMMUNICATIONS

There are no communications.

8. STAFF REPORTS

8.1 ITEM IC01-26

5

Manager, Operations (Tray Benish) and Director, Infrastructure (Mike DiPaola)

RE: Information Report I-06-2026 - 2025 CLI-ECA Annual Performance Reports

RECOMMENDATION:

1. That, Information Report I-06-2026 titled, “2025 CLI-ECA Annual Performance Reports”, dated February 9, 2026, be received.

8.2 ITEM IC02-26

22

Manager, Operations (Tray Benish) and Director, Infrastructure (Mike DiPaola)

Re: Information Report I-02-2026 - 2025 DWQMS Management Review Summary

RECOMMENDATION:

1. That, Information Report I-02-2026 titled, “2025 DWQMS Management Review Summary” dated February 9, 2026, be received for information.

8.3 ITEM IC03-26

32

Manager, Operations (Tray Benish) and Director, Infrastructure (Mike DiPaola)

Re: Information Report I-04-2026 - 2025 Water Distribution System

Annual Report

RECOMMENDATION:

1. That, Information Report I-04-2026 titled, “2025 Water Distribution System Annual Report” dated February 9, 2026, be received for information.

8.4 ITEM IC04-26

44

Manager, Operations (Tray Benish) and Director, Infrastructure (Mike DiPaola)

Re: Information Report I-03-2026 - 2025 Water Quality Annual Report

RECOMMENDATION:

1. That, Information Report I-03-2026 titled, “2025 Water Quality Annual Report”, dated February 9, 2026, be received for information.

8.5 ITEM IC05-26

54

Director, Infrastructure (Mike Dipaola)

Re: Recommendation Report I-05-2026 - Niagara Region Waste Collection RFP – Designated Business Area (DBA) Enhanced Service Levels

RECOMMENDATION:

1. That Recommendation Report I-05-2026 titled “Niagara Region Waste Collection RFP – Designated Business Area (DBA) Enhanced Service Levels”, dated February 9, 2026, be received; and
2. That Council direct Administration to request pricing through Niagara Region’s upcoming waste collection RFP to maintain the existing enhance waste collection service levels for the Township’s DBA beyond the current contract term; and
3. That Council direct Administration to request provisional pricing through the Region’s RFP for additional enhanced service options as outlined in this report; and
4. That Administration report back to Council with pricing results and recommendations for approval prior to the implementation of any enhances services.

9. OTHER BUSINESS

9.1 ITEM IC06-26

Members of Council

Re: Other Business Items of an Informative Nature

10. NEW BUSINESS

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

11. CONFIDENTIAL MATTERS

There are no confidential matters.

12. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of [time]

DATE: February 9, 2026
REPORT NO: I-06-2026
SUBJECT: **2025 CLI-ECA Annual Performance Reports**
CONTACT: Tray Benish, ORO, Manager, Operations
Mike DiPaola, P.Eng, Director, Infrastructure

OVERVIEW:

- The 2025 Annual Performance Reports for the Township’s sanitary sewer and stormwater management systems have been prepared in accordance with the Ministry of Environment, Conservation and Parks (MECP) requirements under the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) program.
- The reports provide a summary of system monitoring and performance, including inspections, maintenance activities, environmental performance indicators, equipment calibration, operational issues, complaints, system alterations, and any corrective or preventative actions undertaken during the reporting year.
- In accordance with CLI-ECA requirements, the reports will be made publicly available at no cost and posted on the Township’s website by June 1, 2026.
- Administration continues to manage and maintain the sanitary and stormwater systems through routine monitoring, inspection, and maintenance practices, with no significant system modifications required during the reporting period.

RECOMMENDATION:

1. That, Information Report I-06-2026 titled, “2025 CLI-ECA Annual Performance Reports”, dated February 9, 2026, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Build** – A safe and connected, caring, and active community

BACKGROUND:

In July 2023, Council received Report PW-22-2023, which provided an overview of regulatory changes to the environmental permissions framework governing the approval

and operation of municipal sewage works, now referred to as the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA).

The CLI-ECA program expanded the scope of municipal responsibilities under environmental compliance approvals by introducing system-wide operating conditions applicable to the entire sanitary sewer and stormwater management systems, rather than individual assets. These changes placed additional requirements on municipalities related to monitoring, inspection, maintenance, reporting, and system management.

Under the CLI-ECA program administered by the Ministry of Environment, Conservation and Parks (MECP), municipalities are required to prepare Annual Performance Reports (APRs) that summarize annual activities, system performance, inspections, maintenance, and any alterations to publicly owned sanitary sewer and stormwater management systems.

In accordance with CLI-ECA requirements, the APRs must be made available to members of the public served by the systems upon request and at no cost and must also be made publicly accessible by publishing the reports on the Township's website by June 1 of the following year.

CURRENT SITUATION:

The 2025 Annual Performance Reports for the Township's sanitary sewer and stormwater management systems (Schedules A and B) have been prepared in accordance with the Ministry of Environment, Conservation and Parks' CLI-ECA compliance requirements and include the following information:

- Summary of system monitoring data and an overview of the condition and operational performance of the systems.
- Summary and interpretation of environmental performance trends.
- Summary of any operating issues encountered, and the corrective actions taken.
- Summary of inspections, maintenance activities, and repairs completed during the reporting period.
- Summary of calibration and maintenance activities for system monitoring equipment.
- Summary of complaints received and the actions taken to address them.
- Summary of alterations to the authorized sanitary sewer and stormwater systems.
- Summary of any spills or abnormal discharge events.
- Summary of actions taken, including timelines, to address or improve system performance.
- Summary of the status of actions identified in the previous reporting year.

Township staff continue to observe and monitor the sanitary sewer and stormwater infrastructure through routine system checks, scheduled inspections, and preventative maintenance activities. Due diligence is exercised to ensure systems are operated and maintained in accordance with regulatory requirements, that observations are

documented, and that appropriate corrective or preventative actions are implemented as required. At this time, no significant system modifications have been identified. Continuous improvement, optimization, and operational efficiency remain priorities for the Township and its staff.

In accordance with CLI-ECA requirements, both Annual Performance Reports have been posted on the Township’s website and are available for public viewing at no cost.

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Director of Corporate Services/CFO, CAO, and the Clerk’s office.

CONCLUSION:

The preparation and submission of the 2025 Annual Performance Reports for the Township’s sanitary sewer and stormwater management systems demonstrate West Lincoln’s continued commitment to regulatory compliance, environmental stewardship, and infrastructure accountability under the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) framework. The reports reflect the ongoing efforts of Township staff to monitor, operate, and maintain the systems in accordance with regulatory requirements, and confirm that no significant deficiencies or system modifications have been identified during the reporting period. The Township remains committed to continuous improvement, transparency, and the responsible management of its sanitary and stormwater infrastructure.

SCHEDULE(S)

- Schedule A – 2025 Sanitary Sewage System Performance Report
- Schedule B – 2025 Stormwater Management System Performance Report

Prepared & Submitted by:

Approved by:

**Tray Benish, ORO
Manager, Operations**

**Truper McBride
CAO**

**Mike DiPaola, P.Eng.
Director, Infrastructure**

West Lincoln

Your Future Naturally

West Lincoln Township Sanitary Collection System

The Corporation of the Township of West Lincoln

2025 Annual Performance Report

January 1 to December 31, 2025

Ministry of the Environment, Conservation and Parks

ECA # 077-W601

West Lincoln Township Sanitary Collection System – 2025 Performance Report

This report summarizes the annual performance of the West Lincoln Township Sanitary Collection System (West Lincoln Sanitary System) in accordance with Environmental Compliance Approval #077-W601, Schedule E Condition 4.6 from January 1 to December 31, 2025.

Description of Sanitary Sewage System

The West Lincoln Sanitary System is a stand-alone municipal sewage collection system which conveys one hundred percent (100%) of its wastewater to the Region of Niagara's (Region) Baker Road Wastewater Treatment Plant (Baker Road WWTP). The West Lincoln Sanitary Sewage System and the Baker Road WWTP are components of the larger Baker Road Wastewater System (Baker Road System).

The Baker Road System services the community of Smithville within the Township of West Lincoln, along with the Town of Grimsby and the Town of Lincoln. The Baker Road System services a population of 55,800 people. The Baker Road System is a two-tier wastewater treatment and collection system. The Niagara Region is responsible for the treatment and trunk conveyance of flow through the Region's network of pumping stations, forcemains, and major trunk sewers. The lower tier municipalities (West Lincoln, Lincoln and Grimsby) are responsible for the collection of wastewater flows from customers through the municipally owned and operated local collection system(s), with the West Lincoln Sanitary System being one of them.

The West Lincoln Sanitary System collects wastewater from approximately 7,000 customers within the Town of Smithville and consists of approximately 32km of Town-owned mainline sewers ranging in size from 150mm to 450mm in diameter.

Report Distribution

As required under Schedule E – Condition 4.7 of ECA 077-W601, the annual report will be available to the public at no charge on the Town's website or through Public Request by June 1st of the reporting year.

Summary of Monitoring Data (if applicable)

The West Lincoln Sanitary System is overseen by the Infrastructure Department and are responsible for the day-to-day operation and maintenance (i.e. sewer flushing programs, maintenance hole inspections, sewer lateral inquiries, etc.) and manages long term programs (i.e. asset condition assessments, capital projects, rehabilitation programs, etc.).

Annual Sewer Inspection Program

The Town performs an annual flushing and inspection program for the West Lincoln Sanitary System, consisting of sanitary sewer mainline flushing and camera (CCTV) inspections. The

purpose of these inspections is to identify infrastructure that have structural or other noted deficiencies. Information collected during the inspections is reviewed and analyzed by a CCTV contractor. An assessment condition rating report is provided to the Town to support future infrastructure repairs and replacement projects. Deficiencies found during the CCTV inspections are prioritized and addressed through the rehabilitation programs. The Town’s level of service for the inspection program is to have all mainline sewers inspected once every 5 years.

Sewer Flushing Program

Semi-annual flushing is performed in areas of the system that have been identified as “problematic” through past incidents and inspections. Flushing is conducted using a hydrovac/water flushing truck. High-pressure, high-volume water and specially designed nozzles are used to clear the system of built-up debris that has the potential to reduce system efficiency. During the flushing program, operators inspect each maintenance hole that is being accessed for flushing. Any deficiencies that are identified are prioritized for future rehabilitation programs.

Summary of Monitoring Programs

Table A details the monitoring activities performed by West Lincoln staff during the reporting period. Based on the data collected and reviewed, it has been determined that the system is performing effectively and as designed. At this time there are no major modifications required for the collection system.

Table A – Summary of Monitoring Program

Program Title	Program Description	Program Data from Reporting Period
Semi-annual Sewer Flushing	Flushing of mainline sewers in problematic areas (obstructions, sags, grease build-up, etc.).	Staff completed semi-annual flushing activities in problematic areas.
Maintenance Hole (MH) Inspections	MH inspections are completed throughout the year.	Staff inspected 65 maintenance holes during the reporting period.
CCTV Inspections	CCTV inspection program is completed so that all mainline sewers are inspected once every 5 years. Mainline sewer pipes are flushed as part of the inspection process.	Approximately 24,300 metres of mainline sewers were inspected in 2025 by the Town’s contractor and reports were provided to the Engineering Division.

Operational Issues and Corrective Actions

All maintenance was performed on behalf of the Owner, by licensed Operators or qualified contracted service providers who exercise due diligence in ensuring the works, and the related equipment, are properly operated and maintained to achieve compliance with the Town’s license.

As noted in Table B, there were no operational issues identified during the reporting period.

Table B – Summary of Operational Issues and Corrective Actions

Date	Description	Corrective Actions
N/A	N/A	N/A

Major Structure & Equipment Calibration, Maintenance and Repairs

Table C provides a summary of activities carried out on major structures and collection system works that were not covered under the operational issues section of this report.

Table C – Major Structure & Equipment Calibration, Maintenance and Repairs

Major Structure or Equipment	Summary of Work performed in 2025
Maintenance Holes	Staff completed repairs on maintenance holes as required during the reporting period. Examples of repairs completed include lid replacement, parging repairs, and raising of manholes to grade.
Fall Arrest Equipment	All fall arrest and lifting devices were inspected during the reporting period.
Air Quality Monitoring Devices	All portable air quality monitoring devices were inspected and calibrated during the reporting period. Monthly testing along with an annual calibration were performed.
Trench Box	The trench box was inspected during the reporting period.

Inquiries and Complaints

The Town received nine (9) complaints during the reporting period, related to the West Lincoln Sanitary System. The types of complaints and corresponding steps taken to address them, are described in Table D.

Table D – Summary of Complaints

Complaint Type	Location of Issue (Owner)		Resolution
	Public	Private	

Home Sewer – Backup	1	4	<p>Operations staff investigate complaints by using several methods, including CCTV.</p> <p>Where blockages are found on public portion of the lateral, methods such as augering/snaking and flushing are used to clear blockage. Excavation and repairs are completed where necessary.</p> <p>Where blockages are found on the private portion of the lateral, property owners are advised to contact a professional service provider.</p>
Home Sewer – Odour	-	1	Operations staff investigate complaints of sewer odours using several methods, including CCTV. Property owners are advised of the findings when the cause of the odour is identified on private property.
Main Sewer - Odour	-	1	Operations staff investigate complaints of sewer odour using several methods, including area inspections.
Main Sewer - Maintenance	2	-	Operations staff investigate complaints and complete repairs as necessary.

Summary of Alterations to the Authorized System

Table E summarizes the projects that saw alterations to the collection system. There were no authorized alterations to the Sanitary System in 2025. Capital projects from the reporting period were related to water and road infrastructure.

Table E – Summary of Alterations to the Authorized System

Alterations to the Authorized System (Project Name)	Project Details	Does this Project Pose a Significant Drinking Water Threat (SDWT)?
N/A	N/A	N/A

Summary of Collection System Overflows and Spills

There were five (5) environmental incidents such as overflows, by-passes, or abnormal discharges from the collection system to be reported for 2025. There were zero (0) spills related to the collection system.

Table F – Summary of Collection System Overflows or Spills of Sewage

Overflow or Spill Location	SAC Incident Number	Date mm-dd-yyyy	Volume (m3) and Duration (Estimate)	Loadings (TSS, BOD, TP, KJN, E. Coli)	Disinfection (if applicable)	Adverse impacts / Corrective Actions
214 St Catharines Street	1-IAGI54	March 5/6, 2025	4447.80m3 19 hours	Ammon. 11.4 CBOD 68 Phos. 1.5 KJN 21.5 TSS 82	N/A	N/A
214 St Catharines Street	1-N6QJC1	April 2-5, 2025	8391.60m3 36 hours	Ammon. 12.1 CBOD 91 Phos. 2.2 KJN 20.3 TSS 96	N/A	N/A
214 St Catharines Street	1-OGAAS0	May 22/23, 2025	5098.80m3 22.5 hours	Ammon. 4.5 CBOD 80 Phos. 2.4 KJN 19.0 TSS 75	N/A	N/A
214 St Catharines Street	1-PLP2W8	October 7, 2025	1524.60m3 6.5 hours	Ammon. 12.5 CBOD 94 Phos. 3.4 KJN 26.6 TSS 217	N/A	N/A
214 St Catharines Street	1-PYPQ9V	December 28/29, 2025	3084.48m3 13.6 hours	Ammon. 6.9 Phos. 2.6 KJN 15.4 TSS 89		

Efforts to Reduce Overflows and Bypasses

Table G below summarizes the efforts made to reduce overflows, spills, and bypasses in 2025.

Table G – Summary of Efforts Made to Reduce Overflows, Spills and Bypasses

Overflow/Spill/Bypass Reduction Project	Project Description	Does this Project Pose a Significant Drinking Water Threat (SDWT)?

I&I Reduction Projects	Various projects to reduce I&I in the Sanitary System to reduce overflows at the CSO. Sewermain relining, grouting, spot repairs.	N/A
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Baker Road Master Servicing Plan and Pollution Prevention Control Plan

In 2021 the Region of Niagara, in cooperation with Grimsby, Lincoln and West Lincoln, completed the Baker Road PPCP. The PPCP was completed as part of the Region’s larger Master Servicing Plan (MSP) study, which was completed in 2023. The MSP is intended to support the community’s growth, while meeting the Ministry of Environment Conservation and Parks (MECP) goals of the F-5-5 Procedure, to reduce combined sewer overflow pollution to the environment. The PPCP and MSP assessed both the existing and future state system performance to determine the nature, cause, and extent of issues, reviewed alternative solutions, and recommended a capital plan for the Region and lower-tier municipalities.

Infiltration and Inflow Reduction

The PPCP and MSP included a remediation plan for Infiltration and Inflow (I&I). The remediation plan included recommendations for the lower-tier municipalities to carry out sewer flow monitoring and field investigations in an effort to identify areas of the system with high I&I, and subsequently develop a plan to help reduce I&I.

In 2022, the Township of West Lincoln began implementing an I&I program in order to move forward on the recommendations of the PPCP and MSP. The program started with the Town completing CCTV/Flushing work in 2021 followed by Fog and Dye Testing the same year. Using that data flow monitoring was completed in 2023 in the areas with high I&I. Mainline sewer relining and spot repairs were completed in 2023 as well. Table H outlines the various tasks which have been completed as part of the Town’s I&I program.

Table H – Summary of Infiltration and Inflow Reduction Program Tasks

Program Title	Program Description	Status
CCTV Inspections (2021)	Inspection of mainline sewers.	This project included the inspection of 28km of sewer mains. Completed.
Fog and Dye Testing (2021)	Fog and Dye pumped into sewer mains to check for cross connections / eaves trough connections.	This project included fog and dye testing of mainline sewers in areas with high I&I. Completed.
Flow Monitoring (2023)	Flow monitoring in areas with high I&I.	Based on the CCTV inspections, high I&I areas were identified. Ten (10)

		Flow monitors were installed in these areas for 3 months to capture data. Completed.
Sewer Main Relining and Spot Repairs (2022/2023)	Installation of full length Cured in Place Pipe (CIPP) and spot repairs in sewer mains with high I&I.	This project included the relining of mainline sanitary sewers measuring 1.15km of sewer, along with 20 spot repairs. Completed.
CCTV Inspections (2025)	Inspection of mainline sewers.	This project included the inspection of 24.3km of sanitary sewer mains. The remainder of the sewer mains will be completed in 2026.
Manhole Inspections (2025)	MACP inspections of manholes	18 manholes were inspected in 2025 using MACP.
Lateral Inspections (2025)	Sanitary laterals were inspected using a CCTV lateral launcher to property line.	160 sanitary laterals were inspected in 2025.

Public Reporting

The Sanitary System Report will be communicated to the system owner (Council) and posted on the Town’s website and made available for public review (free of charge) at Town Hall.

Report Date: February 1, 2026

Tray Benish
 Manager of Operations

West Lincoln

Your Future Naturally

West Lincoln Township Stormwater Management System

The Corporation of the Township of West Lincoln

2025 Annual Performance Report

January 1 to December 31, 2025

Ministry of the Environment, Conservation and Parks

ECA # 077-S701

West Lincoln Township Stormwater Management System – 2025 Performance Report

This report summarizes the annual performance of the West Lincoln Township Stormwater Management System (West Lincoln Stormwater System) in accordance with Environmental Compliance Approval #077-S701, Schedule E Condition 5.2 from January 1 to December 31, 2025.

Description of Stormwater Management System

The West Lincoln Township Stormwater Management System is a municipal stormwater management system which conveys stormwater to the final receiver, Lake Ontario.

The Stormwater Management System serving the Township of West Lincoln is a separate system for stormwater within the Lake Ontario watershed. The system consists of storm sewers, culverts, ditches, management facilities and outlets to Lake Ontario. All privately and regionally owned connections and systems, as well as any municipal drains (constructed under the Ontario Municipal Drainage Act) are not covered under the Town's CLI-ECA and are not discussed in this report. Overall, the system consists of conveyance pipe, ditches, and various treatment types including ponds and oil and grit separators before runoff is discharged to its final receiver in Lake Ontario. Much of the existing system has predated contemporary stormwater management standards, hence the Town is continuously evaluating opportunities to improve quality and quantity control of the system to lessen the impacts during major events.

The West Lincoln Stormwater System (Town owned) consists of approximately twenty two (22) kilometres (km) of conveyance pipe, sixteen (16) kilometres of ditches/swales, four (4) Oil and Grit Separators, and nine (9) Dry/Wet Storm Ponds.

Report Distribution

As required under Schedule E – Condition 5.3 of ECA 077-S701, the annual report will be available to the public at no charge on the Town's website or through Public Request by June 1st of the reporting year.

Summary of Monitoring Data (if applicable)

The West Lincoln Stormwater System is overseen by the Infrastructure Department and are responsible for the day-to-day operation and maintenance (i.e. mainline sewer flushing, ditch maintenance, small culvert installations/replacements, etc.) and managing long term programs (i.e. annual facility assessments, asset condition assessments, rehabilitation programs, etc.).

Sewer Flushing Program

Semi-annual flushing is performed in areas of the system that have been identified as “problematic” through past incidents and inspections. Flushing is conducted using a hydrovac/water flushing truck. High-pressure, high-volume water and specially designed nozzles are used to clear the system of built-up debris that has the potential to reduce system efficiency. During the flushing program, operators inspect each maintenance hole that is being accessed for flushing. Any deficiencies that are identified are prioritized for future rehabilitation programs.

Summary of Monitoring Programs

Table A details the monitoring activities performed by West Lincoln staff during the reporting period. Based on the data collected and reviewed, it has been determined that the system is performing effectively and as designed. At this time there are no major modifications required for the collection system.

Table A – Summary of Monitoring Program

Program Title	Program Description	Program Data from Reporting Period	Adverse Effects on the Natural Environment
Storm Sewer Flushing	Reactive flushing due to obstructions or other CCTV findings.	Approximately 400 metres of mainline sewer were flushed in 2025 by the Town’s contractor.	No
Oil/Grit Separators	Annual inspection and cleaning program.	Post annual inspection, 4 OGS units were cleaned in 2025.	No
Ditches and Culverts	Routine inspections and maintenance.	Inspections performed during routine road patrols. Operational issues addressed as required.	No
Inlet and Outlet Inspections	Routine and pre/post significant weather event inspections and maintenance.	Staff performed inspections in response to weather report assessments. Post-event inspections completed after all significant weather events.	No
SWM Ponds	Routine inspections and maintenance. Additional condition assessment project.	Routine inspections were performed, and maintenance including seasonal management of vegetation.	No
Catch Basins	Annual inspection and cleaning program.	Four hundred and ninety-six (496) Catchbasins were inspected/cleaned in 2025 by Town’s contractor.	No

Operational Issues and Corrective Actions

All maintenance was performed on behalf of the Owner, by qualified Operators or qualified contracted service providers who exercise due diligence in ensuring the works, and the related equipment, are properly operated and maintained to achieve compliance with the Approval.

As noted in Table B, there were no operational issues identified during the reporting period.

Table B – Summary of Operational Issues and Corrective Actions

Date	Description	Corrective Actions
N/A	N/A	N/A

Major Structure & Equipment Calibration, Maintenance and Repairs

Table C provides a summary of activities carried out on major structures and collection system works that were not covered under the operational issues section of this report.

Table C – Major Structure & Equipment Calibration, Maintenance and Repairs

Major Structure or Equipment	Summary of Work performed in 2025
Fall Arrest Equipment	All fall arrest and lifting devices were inspected during the reporting period.
Stormpond and OGS Inspections	All OGS, as well as Dry/Wet Stormponds were inspected by a consultant as part of a 2023 project. A condition assessment was completed for all Dry/Wet Ponds.

Inquiries and Complaints

The Town received thirty-five (35) complaints during the reporting period, related to the West Lincoln Stormwater System. The types of complaints and corresponding steps taken to address them, are described in Table D.

Table D – Summary of Complaints

Complaint Type	Location of Issue (Owner)		Resolution
	Public	Private	
Catch basin blockage	12	-	Staff responded and removed debris as required.
Culvert blockage	8	-	Staff responded and removed debris as required.
Culvert replacement	8	-	Staff inspected culverts and replaced as required.

Ditch blockage	7	-	Staff responded and removed debris as required.
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Summary of Alterations to the Authorized System

Table E summarizes the projects that saw alterations to the collection system. There were no authorized alterations to the Stormwater System in 2025. Capital projects from the reporting period were related to water and road infrastructure.

Table E – Summary of Alterations to the Authorized System

Alterations to the Authorized System (Project Name)	Project Details	Does this Project Pose a Significant Drinking Water Threat (SDWT)?
N/A	N/A	N/A

Summary of Spills or Abnormal Discharges

There were zero (0) environmental incidents such as spills or abnormal discharges from the stormwater system to be reported for 2025.

Table F – Summary of Stormwater Spills or Abnormal Discharges

Overflow or Spill Location	SAC Incident Number	Date mm-dd-yyyy	Volume (m3) and Duration (Estimate)	Adverse impacts / Corrective Actions
N/A	N/A	N/A	N/A	N/A

Summary of Actions Taken to Improve System Performance

Table G summarizes the capital and operating projects undertaken during the reporting period.

Table G – Summary of Performance Improvements

System Performance Improvement	Project Description
Stormwater Management Facilities and Oil and Grit Separator Sediment Assessments	<p>A consultant was retained to undertake sediment surveys and condition assessments at Town owned Stormwater Management Facilities (SWMFs) and Oil and Grit Separator (OGS) units in a 2023 project.</p> <p>The objective of the assessment was to determine sediment removal and maintenance requirements.</p>

Catchbasin Cleaning	All catchbasins in the system (496) were hydro vac'd out by the Town's contractor.
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Previous Reporting Year Update

This section of the report highlights the ongoing work within the Township of West Lincoln to improve its stormwater management system. A capital program has been developed to layout a framework to complete storm pond cleanouts on all existing SWP's in the system.

Public Reporting

The Stormwater Management System Performance Report will be communicated to the system owner (Council) and posted on the Town's website and made available for public review (free of charge) at Town Hall.

Report Date: February 1, 2026

Tray Benish

Manager of Operations

DATE: February 9, 2026
REPORT NO: I-02-2026
SUBJECT: **2025 DWQMS Management Review Summary**
CONTACT: Tray Benish, ORO, Manager, Operations
Mike DiPaola, P. Eng., Director, Infrastructure

OVERVIEW:

- Management Reviews are conducted on an annual basis and, where practicable, prior to completion of the Township’s annual budget process.
- The Management Review is undertaken by Top Management, as defined in the Operational Plan (Director, Infrastructure), together with the DWQMS Representative/Overall Responsible Operator (ORO).
- The DWQMS Representative is responsible for scheduling the Management Review meeting, coordinating attendance, and ensuring adequate time is allocated to complete a comprehensive review of the DWQMS. A minimum of two (2) hours is reserved for the meeting.
- The DWQMS Representative prepares and circulates the agenda in advance of the Management Review meeting.
- Fifteen (15) defined discussion topics form the basis of the Management Review, ensuring a structured and consistent evaluation of the quality management system.

RECOMMENDATION:

1. That, Information Report I-02-2026 titled, “2025 DWQMS Management Review Summary” dated February 9, 2026, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Build** – A safe and connected, caring, and active community

BACKGROUND:

Following the findings of the Walkerton Inquiry in 2002, the Province of Ontario

implemented significant reforms to strengthen the legislative and regulatory framework governing municipal drinking water systems. A key outcome of these reforms was the development of the Drinking Water Quality Management Standard (DWQMS), which is mandated under the *Safe Drinking Water Act, 2002*.

The DWQMS is a comprehensive quality management framework designed to ensure the consistent delivery of safe drinking water through standardized operational controls, risk assessment, and continual improvement practices. The Standard consists of 21 elements that address governance, operational procedures, infrastructure, risk management, and system oversight.

The Operating Authority, in collaboration with the Owner (Township Council), is required to operate the municipal drinking water system in accordance with an approved Operational Plan that demonstrates compliance with the DWQMS. As part of this framework, the Standard requires that an annual Management Review be completed and that the results of this review be formally communicated to the Owner.

CURRENT SITUATION:

A requirement of the DWQMS is the completion of an annual Management Review. The Township of West Lincoln's process for conducting this review is documented within the approved Operational Plan. The purpose of the Management Review is to support continual improvement and to confirm the ongoing suitability, adequacy, and effectiveness of the drinking water quality management system.

The Management Review provides an opportunity for structured discussion on a defined set of topics, including regulatory compliance, operational performance, risk management, and infrastructure adequacy. In accordance with the Operational Plan, a summary report of the Management Review outcomes is prepared and communicated to the Owner (Township Council).

The 2025 Management Review was conducted on December 19, 2025. The meeting minutes are included as *Schedule A*. Key highlights and findings from the review include:

- All water quality monitoring and testing programs meet applicable regulatory requirements
- Operations staff continue to follow established procedures and demonstrate a strong commitment to continual improvement
- One minor quality management system non-conformance was identified in 2025 and has been fully addressed and resolved
- No adverse water quality incidents were reported
- A 10-year financial plan is in place, as required under the Drinking Water Licence, and was endorsed by Council in October 2025
- The Township's Drinking Water Licence is expiring in May 2026. A license renewal process was initiated in October 2025.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from this report.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Director of Corporate Service/CFO, CAO, and the Clerk's office.

CONCLUSION:

This report is intended to inform Committee and Council that the 2025 DWQMS Management Review Summary confirms the Township of West Lincoln continues to meet its obligations under the Drinking Water Quality Management Standard through implementation of its approved Quality Management System Operational Plan. The Management Review meeting minutes are attached as *Schedule A* for information and reference.

SCHEDULE(S)

Schedule A – 2025 DWQMS Management Review Meeting Minutes

Prepared & Submitted by:

Approved by:

Tray Benish, ORO
Manager, Operations

Truper McBride
CAO

Mike DiPaola, P.Eng.
Director, Infrastructure

TOWNSHIP OF WEST LINCOLN

DWQMS

MANAGEMENT REVIEW 2025

The management review is conducted on an annual basis and the results are documented and implemented to ensure continued Top Management involvement in the overall maintenance and continual improvement of the Quality Management Standard.

DWQMS MANAGEMENT REVIEW

Summary of Items

The following is a summary of information that Top Management and the QMS representative must review annually in accordance with the DWQMS. The current review considers the entire 2025 auditing year.

Through the management review process, Top Management shall identify deficiencies and action items by following the procedure specified in the OP, the findings will then be reported to the Owner (Council)

The following 15 items are the aspects considered in the review process:

- Incidents of regulatory non-compliance
- Incidents of adverse drinking water tests
- Deviations from critical control point limits and response actions
- The efficacy of the risk assessment process
- Results of internal and 3rd party audits
- Results of relevant emergency response testing
- Operational performance and water quality trends
- Follow-up on action items from previous management reviews
- Status of management action items (if any) identified between reviews
- Changes in resource requirements, infrastructure, process, personnel, the DWQMS or Regulation's that could affect the QMS
- Customer feedback
- Resources needed to maintain the QMS
- Results of the infrastructure review
- Current status of the operational; plan, content and updates
- Staff suggestions

The DWQMS is the key tool that supports and ensures that Council, as the Owner of the drinking water system is meeting its duties and responsibilities under the Safe Drinking Water Act and Standard of Care.

Township of West Lincoln – Drinking Water Distribution System

DWQMS 2025 Management Review: Meeting Minutes

Meeting Date: Friday December 19, 2025

Time: 9:30 am – 10:30 am

Invitees: Mike DiPaola (MD) (Top Management)

Chair: Tray Benish (TB) (QMS Rep)

Abbreviations:

- CAR – Corrective Action Report
- CMMS - Computerized Maintenance Management System
- DWQMS - Drinking Water Quality Management System
- OFI – Opportunity for Improvement
- PRV – Pressure Relief Valve
- QMS – Quality Management System
- RA – Risk Assessment
- Region – Region of Niagara
- SOP – Standard Operating Procedure

Agenda

1. incidents of regulatory non-compliance
 - There were two audits completed in 2025 with one Minor Non-Conformance (MNC) found.
 - An external accreditation audit was completed by Intertek – SAI Global on July 21, 2025. Zero non-conformances were found. One opportunity for improvement (OFI) was recommended.
 - An internal audit was completed by Blu-Metric on December 4, 2025. One minor non-conformance was found, and eight opportunities for improvement were recommended. The non-conformance was in regard to the Essential Suppliers list not being updated to include a new vendor who we purchase calibration standards from. Blu-Metric also recommended sending out notices to all suppliers asking them to prove their products meet all standards set out in the regulations.

2. incidents of adverse drinking water tests
 - in 2025 there was zero adverse water quality incidents in the distribution system
3. deviations from critical control point limits and response actions
 - none
4. the effectiveness of the risk assessment process
 - A full risk assessment review was completed Friday December 20, 2024 with all licensed operators and the Director, Infrastructure.
 - Current process is valid and up to date
5. results of internal and 3rd party audits
 - July 21, 2025 – Intertek – SAI Global reaccreditation audit completed. Zero non-conformances, one OFI.
 - December 4, 2025 - BluMetric internal audit completed. One MNC and eight OFI's.
6. results of relevant emergency response testing
 - Emergency response procedures were reviewed with all license operators on December 20, 2024.
 - Emergency training confirms the need for on-going relations with area municipalities.
 - The DWQMS working group which includes all of the municipalities has regular meetings with Public Health to go over responsibilities and expectations.
 - On-going talks will continue with the MOH
7. Operational Performance and water quality trends
 - The DWS is producing high quality water exceeding all standards, we receive a consistent supply of high quality water from the Region
 - The Annual Summary Report provides data on drinking water trends within the Township's drinking water. The 2024 Annual Report was posted on the Township's website in February 2025 with a report that went to Council.
 - Maintenance activities for hydrants and valves is on-going. Staff completed hydrant flushing in the fall of 2025.
 - There was 1 water main break – Wade Road (Contractor)
 - There was 1 hydrant repair
 - There were 3 water service repairs
 - There were 5 curb box repairs
 - There were 0 valve box repairs
 - There were 0 valve replacement
 - There was 1 sample station repair

8. follow-up on action items from previous management reviews
 - There were no action items from the 2024 management review meeting.

9. status of management action items (if any) identified between reviews
 - A Water/Wastewater Rate Study and Financial Plan was completed in 2025 through Watson Economists Ltd.
 - An application was sent to the MECP in October 2025 to renew the Township's Drinking Water License.

10. changes in resource requirements, infrastructure, process, personnel, the Drinking Water Quality Management Standard or regulations that could affect the QMS
 - Resource changes
 - Lino Solomita (Level 1 Water/Wastewater), Zach Lane (Level 1 Water/Wastewater), and Nathan Lewis (Level 2 Water/Wastewater) are our three water operators. The Township By-law was updated to include the operators as backup ORO's in case the primary ORO is unavailable.
 - Tray Benish (Level 2 Water/Wastewater), Manager of Operations, is the current ORO.
 - A new position; Supervisor, Regulatory Compliance will be recruited in early 2026. This position will supervise the water operators, along with being the designated backup ORO.
 - Process
 - Hydrant flushing is complete for 2025
 - all up to date forms are being used
 - all maintenance programs are on-going
 - Infrastructure changes
 - Water main lengths
 - 15m of new 150mm watermain was installed to feed the Crossings on the Twenty (St. Catharines Street) private condo site.
 - Meters
 - 51 replacement meters installed by Township staff in 2025
 - Hydrants
 - Zero hydrant replacements in 2025
 - Valves
 - Zero valve replacements in 2025
 - Changes in DWQMS
 - Updated DWQMS documents to reflect all CAR's

Changes in Regulations

 - No new regulation changes to report at this time

11. consumer feedback

- We had six water quality complaints throughout the year
- Five of the complaints were odour related. They were investigated and found nothing wrong with the water quality. Chlorine residuals were taken at all five homes.
- One complaint was about low pressure.
- All complaints are documented on watertrax

12. the resources needed to maintain the QMS

- Outside sources are needed to help maintain the DWQMS. Internal Audits are scheduled to help maintain the DWQMS. There is sufficient money budgeted for this help from outside sources.

13. the results of the infrastructure review

- The infrastructure for the distribution system is in good shape overall. Having no metal water mains in the system helps to eliminate problems. A 10 year Capital Budget has been developed, which includes the replacement of aging AC watermains throughout the Township. These project will align with road rehab projects.

14. Operational Plan currency, content and updates, and staff suggestions

- The Operational Plan was endorsed by Council in late 2023. The plan will need to be updated/endorsed once the new compliance supervisor position is filled. All policies and procedures relating to DWQMS will be reviewed and updated as necessary

15. Complete Summary of Action Items Identified:

Action Item Identified	Who is Responsible	Due Date	WW-TAB-05 Updated?

Next Meeting: Scheduled for December 2026

Not Discussed: None

DWQMS MANAGEMENT REVIEW

Conclusion

The current review considered the year 2025 and follows a mandatory list of 15 items that are to be examined.

Highlights of the review findings are:

- All water quality testing programs meet regulation;
- Staff are following procedures and showing a commitment to continual improvement;
- We had one non-conformance issue with our QMS, with the aid of an outside company, we are adjusting our QMS on an on-going basis to show continual improvement
- We have a financial Plan and council has endorsed it

The 2025 Management Review shows that the DWQMS has been successfully implemented and reinforces the fact that the Township of West Lincoln supplies high quality, safe drinking water.

Council (Owner) can feel secure that the Township of West Lincoln is committed to meeting the *Standard of Care* under the *Safe Drinking Water Act* by having a Municipal Drinking Water License in place for its drinking water system.

The requirements needed to meet Licensing include:

- a) A Permit to Take Water;
- b) A Drinking Water Works Permit;
- c) An Operational Plan;
- d) A Financial Plan; and
- e) An Accredited Operating Authority

The annual review shows that we are within legislative standards and that we are continually striving for improvement. The main goal of DWQMS is to continually improve, and that is where our efforts will be focused on in the year 2026. We have committed staff and great support from upper management and council.

As a Township, we can be proud of the service and the quality drinking water that we supply.

DATE: February 9, 2026

REPORT NO: I-04-2026

SUBJECT: **2025 Water Distribution System Annual Report**

CONTACT: Tray Benish, ORO, Manager, Operations
Mike DiPaola, P. Eng. – Director, Infrastructure

OVERVIEW:

- The delivery of potable water in Ontario is regulated by the Ministry of the Environment, Conservation and Parks (MECP) under the *Safe Drinking Water Act, 2002*. Ontario Regulation 170/03 (*Drinking Water Systems*), which came into force on June 1, 2003, establishes the legislative and operational requirements for the ownership, operation, monitoring, and reporting of municipal drinking water systems.
- The Drinking Water System Annual Summary Report has been prepared in accordance with Ontario Regulation 170/03 and summarizes system performance and compliance for the preceding calendar year (2025). In accordance with regulatory requirements, a copy of the Annual Summary Report must be provided to members of Municipal Council and is attached to this report as Schedule A.

RECOMMENDATION:

1. That, Information Report I-04-2026 titled, “2025 Water Distribution System Annual Report” dated February 9, 2026, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **BUILD** – A safe and connected, caring, and active community

BACKGROUND:

Ontario Regulation 170/03 (*Drinking Water Systems*), made under the *Safe Drinking Water Act, 2002*, requires the owner of a municipal drinking water system to ensure that an Annual Summary Report is prepared for the preceding calendar year no later than

February 28 of the following year. In accordance with the regulation, a copy of the Annual Summary Report must be provided to members of Municipal Council.

The Annual Summary Report is required to include, at a minimum:

- The total number of water quality samples taken during the reporting period;
- The range of parameters tested;
- The total number of adverse water quality incidents reported; and
- A summary of any work completed to repair, upgrade, or maintain the drinking water system.

CURRENT SITUATION:

In 2025, water operators took 645 distribution system water samples.

Of the 645 samples taken, the ranges of the parameters are as follows:

Microbiological Analysis

- Escherichia Coliform (E. Coli)	0
- Total Coliforms	0
- Fecal Coliforms	0
- Heterotrophic Plate Count (HPC)	0 - 90

Chemical Analysis

- Trihalomethanes	36.14 ug/L running annual average
- Haloacetic Acids	15.63 ug/L running annual average
- Lead	<0.001 mg/L

Disinfection

- Free Chlorine Residuals taken	399
- Range	0.53 – 1.06

In 2025 there was one watermain break repair, three water service repairs, one hydrant repair and 51 replacement water meters installed. The Quality Management System (QMS) has been continually updated to address outdated procedures, SOP's, tables and forms. The QMS was also updated to reflect new regulations. The Director of Infrastructure will continually be trained by the Overall Responsible Operator to understand all the necessary changes that are made. If significant changes are made, a report will be provided to council.

The Township of West Lincoln 2025 Water Quality Annual Summary Report is being provided to Council for information purposes.

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Director of Corporate Services/CFO, CAO, and the Clerk's office.

CONCLUSION:

This report has been prepared to inform Committee and Council of the Smithville Drinking Water System's operational performance, water quality monitoring results, and maintenance activities for the 2025 calendar year. The submission of this report fulfills the annual reporting requirements under the *Safe Drinking Water Act, 2002* and Ontario Regulation 170/03.

SCHEDULE(S)

Schedule A – 2025 Water Distribution System Annual Summary Report

Prepared & Submitted by:

Approved by:

Tray Benish, ORO
Manager, Operations

Truper McBride
CAO

Mike DiPaola, P.Eng.
Director, Infrastructure

Township of West Lincoln Water Distribution System Annual Summary Report

Period: January 1, 2025 to December 31, 2025

Drinking Water Works Permit Number: 077-201

Municipal Drinking Water License Number: 077-101

Prepared By: Tray Benish, ORO

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Introduction

In accordance with the *Safe Drinking Water Act* this report provides members of Council of West Lincoln, the legal Owners of the water distribution system with an annual summary report of actions that took place from January 1, 2025 to December 31, 2025. In accordance with the *Act*, this report must list any time the Township failed to meet the conditions and requirements of the Acts, Regulations, Approvals, Drinking Water Works Permits, Municipal Drinking Water Licenses and Orders issued by the Ministry of the Environment. For each requirement not met, the report must specify the duration of the failure and the measures taken to correct the failure. Additionally, the report must list the summary of the quantities and flows of the water supplied.

Waterworks Description

The Township of West Lincoln is a Class 1 water distribution system, which receives all treated water from the Regional Municipality of Niagara via the Grimsby Water Treatment Plant. The raw water source is surface water supplied from Lake Ontario.

The distribution system consists of approximately 35 km of water main servicing approximately 6150 residents of Smithville in the Township of West Lincoln, 264 fire hydrants and 346 valves. There are approximately 2625 service connections. The size of water mains owned by the Township of West Lincoln range from 150 mm to 300 mm in size.

Compliance

Municipal Drinking Water Licensing Program

As part of a recommendation made by Justice O' Connor during the Walkerton Inquiry, the Ministry of the Environment has introduced a program called the Municipal Drinking Water Licensing Program. This program requires the Drinking Water System Owner (Township of West Lincoln) to obtain a license to operate their drinking water system.

There are four components to each license;

- Drinking Water Works Permit,
 - Drinking Water Quality Management System (DWQMS)
 - Accreditation of the Quality Management System
 - Financial Plan.
- Drinking Water Work Permit allows the Municipality to alter, add, replace, modify and extend the drinking water based on a series of predefined conditions.

- Drinking Water Quality Management System (DWQMS) is a series of 21 elements that address all aspects of a water system. The overall goal of the DWQMS is continuous improvement with respect to planning, operating and reviewing the drinking water system. Through the creation of an operational plan the drinking water system Owner demonstrates the ability to operate a safe and effective drinking water system, while continuously monitoring performance and compliance via internal and external audits.
- Accreditation of the Quality Management System is achieved through internal and external audits. The goal of these audits are to ensure that the Owner is following the processes and procedures laid out in the operational plan. The Ministry of the Environment has engaged in an agreement with NSF International Strategic Registrations and QMI-SAI Global to act as the Quality Management System accreditation body. The Township of West Lincoln has registered with QMI-SAI Global as the Quality Management System accreditation body.
- *Ontario Regulation 453/07, Safe Drinking Water Act* requires that each Owner prepare a Financial Plan for the drinking water system. The Township has prepared a Financial Plan and it was submitted to the Ministry of Environment, Conservation and Parks in December 2020. In October 2025, Council approved a Water/Wastewater Rate Study and Financial Plan developed by Watson Economists Inc. An application to renew the Township's Drinking Water License was submitted in October 2025.

The Township received its Municipal Drinking Water License and Drinking Water Works Permit on May 26, 2021. This License expires May 25, 2026. An accreditation Audit was done by SAI global to ensure that the Township is on compliance with all regulations, in order to renew the License. This audit reviewed the Township's Operational Plan and associated documentation to ensure all requirements of the DWQMS were met.

Safe Drinking Water Act

To remain compliant with the *Safe Drinking Water Act*, the Township performs a minimum of 16 microbiological samples a month. Each of these samples is taken from a variety of locations, providing a diverse profile of the water distribution system. Disinfection levels showing free chlorine residual are also taken at the time of each sample; ensuring proper disinfection levels are maintained. The Township takes additional free chlorine residuals throughout the week, again to ensure proper disinfection levels are maintained.

The Township also takes quarterly water samples for testing elevated levels of Trihalomethanes (THM) and Haloacetic Acids (HAA's), both are chlorine disinfection by-products. The Township takes these water samples for both parameters from areas where the formation of THM and HAA's would most likely occur.

The Ministry of the Environment has also provincially mandated a Community Lead Testing Program. This program involves taking 3 samples directly from the distribution system, twice a year. This testing is done every three years as the Township is exempt

from annual lead plumbing samples. These samples were taken twice in 2024. The next time lead sampling is happening is 2027. This must be done once between December 15 and April 15 and again June 15 to October 15th.

All of the aforementioned samples, in accordance with the *Act* must be taken by an individual with a Water Operators license, Operator in Training license or a Water Quality Analyst license. These licenses are distributed by the Ontario Water Wastewater Certification Office, in accordance with *Ontario Regulation 128/04, Safe Drinking Water Act*.

Samples are then taken to a Ministry of the Environment approved laboratory. Laboratories must meet quality standards determined by the Ministry of the Environment and are audited by the Canadian Association for Laboratories Accreditation. In the event an incident occurs where water samples do not meet Provincial water quality standards, this is deemed an Adverse Water Quality Incident (AWQI). This is detailed further in the chart following entitled *Adverse Water Quality Incidents and Actions*

An Annual Drinking Water Report has been completed and is available free of charge to the public through the Township’s website and at the West Lincoln Town Hall located at 318 Canborough St., Smithville as well as Public Works Yard at 6218 London Rd., Smithville.

Township of West Lincoln Water Quality Test Results

Parameter	MAC	Number of Samples	Range	Comments
Microbiological Analysis				
Escherichia Coli (E. Coli) CFU/ 100mL	0	246	0	Indicates presence of fecal matter
Total Coliforms CFU/ 100 mL	0	246	0	Indicates the possible presence of fecal contamination
Fecal Coliforms CFU/ 100 mL	0	246	0	Indicates the possible presence of fecal contamination
Heterotrophic Plate Count (HPC) CFU/mL	N/A	246	0 – 5	Indication of overall water quality
Chemical Analysis				
Haloacetic Acids	0.08 mg/L	4	0.01563	Average of Samples taken quarterly
Trihalomethanes mg/L	0.10 mg/L	12	0.03614	Average of Samples taken quarterly
Lead mg/L	Residential	0.010 mg/L	N/A	Township is exempt for residential sampling
	Non-Residential	0.010 mg/L	N/A	
	Distribution	0.010	N/A	<1 ug/L

		mg/L			
Disinfection					
Free Chlorine Residual mg/L	0.05 to 4.0 mg/L	399		0.53-1.06	Level of disinfectant

Adverse Water Quality Incidents and Actions

Date	Location	Parameter	Result	Actions	Date of Resolution
NONE					

* Denotes distribution system only

In the event of an adverse water quality incident (AWQI), the Township of West Lincoln receives immediate notification from the laboratory. The Township is then required as per Ontario regulations to verbally notify the Regional Public Health Unit and the Ministry of Environment Spills Action Centre. These individuals are then faxed the same information that was shared verbally.

To ensure water safety, the Township of West Lincoln immediately sends a member of staff to flush the upstream and downstream fire hydrants as close to the adverse location as possible, and resample at the source of the AWQI, as well as upstream and downstream of the AWQI. 24 – 48 hrs after the first resample, a second set of resamples must be taken. If both sets of resamples come back clear from the laboratory, than the issue is considered resolved and the AWQI number is closed.

In the above table, the column “Date of Resolution” indicates the date in which the Township of West Lincoln has received copies of the laboratory results and submits the “Notice of Resolution” to the Ministry of Environment and Public Health Unit.

It should be noted that an Adverse Water Quality Incident does not indicate that the drinking water is unsafe; rather it indicates that with respect to that specific sample, the Provincial water quality objective was exceeded.

There were no incidents of of AWQI’s in 2025.

Operational Activities

In 2025, the Township of West Lincoln experienced one water main repair. The Township of West Lincoln follows a standard operating procedure, detailing the steps taken to repair a water main, while ensuring water quality. Following a water main break, microbiological samples are taken upstream and downstream of the break when necessary as per

Regulations; ensuring the break was repaired in such a way that water quality levels were not affected.

Water Main Repairs

Date	Location	Cause
December 16, 2025	123 Wade Road	Contractor was installing a new watermain on Wade Road and the existing main experienced a ring break while exposed

In 2025, the Township of West Lincoln performed three water service repairs. The Township of West Lincoln follows a standard operating procedure, detailing the steps taken to repair the services, while ensuring water quality.

Water Service Repairs

Date	Location	Repair Type
June 9, 2025	13 Davis Street	Rock sitting on service caused a hole.
September 19, 2025	30 Ellis Street	Contractor hit existing water service during capital project
September 19, 2025	33 Ellist Street	Contractor hit existing water service during capital project

Water Meters Installed

There were 51 replacement residential water meter installations in 2025.

Backflow Devices

All known backflow devices were inspected and documented for 2025 as per the Township By-Law.

DWQMS Updates

As a requirement of DWQMS (Drinking Water Quality Management System) the DWQMS representative is to update members of council and senior management of any major changes to the Operational Plan as well as any activities that relate to the DWQMS. No major changes since the previous update.

Flow Rates

2025 Monthly Water Flow Rates (m³)

Month	Quantity (m³)
January	74 680.00
February	73 640.00
March	72 520.00
April	75 580.00
May	82 860.00
June	110 900.00
July	102 880.00
August	97 880.00
September	90 840.00
October	84 800.00
November	70 820.00
December	92 760.00
Total	1 030 160.00
Monthly Average	85 846.67
Daily Average	2 822.36

Definitions

MAC - Maximum Acceptable Concentration

This is a health-related standard established for parameters which when present above a certain concentration, have known or suspected adverse health effects. The length of time the MAC can be exceeded without injury to health will depend on the nature and concentration of the parameter. (Ontario Drinking Water Standards - Ministry of Environment, Conservation and Parks)

Mg/L - milligrams per litre (parts per million)

cfu/100 mL - Colony Forming Units per 100 millilitres of sample

ug/l - micrograms per litre

< - Less than

> - Greater than

Microbiological parameters (i.e. bacteria) - the source of bacteria may come from wastewater treatment plants, livestock operations, septic systems and wildlife. Microbiological analysis is the most important aspect of drinking water quality due to its association with dangerous waterborne diseases. (Ontario Drinking Water Standards- Ministry of Environment, Conservation and Parks)

Total Coliform - the group of bacteria most commonly used as an indicator of water quality. The presence of these bacteria in a water sample indicates inadequate filtration and / or disinfection. (Ontario Drinking Water Standards - Ministry of the Environment)

Escherichia coli (E. coli) - a sub-group of coliform bacteria. It is most frequently associated with recent fecal pollution. The presence of E. coli or fecal coliforms in drinking water is an indication of sewage contamination. (Ontario Drinking Water Standards- Ministry of the Environment)

Heterotrophic Plate Count (HPC) - an estimate of the number of background bacteria present in the distribution system. It is not an indicator of fecal contamination, but more a general indicator of disinfection effectiveness and distribution system status with respect to biofilm presence and the influence of bacterial re-growth in the distribution system.

Haloacetic Acids (HAA'S) – The maximum acceptable concentration (MAC) for HAA's in drinking water is 0.080 mg/L based on a four quarter running annual average of test results. The most commonly detected HAA's in drinking water are Dibromoacetic Acid, Dichloroacetic Acid, Bromoacetic Acid, Chloroacetic Acid and Trichloroacetic Acid. HAA's in drinking water is the action of chlorine with naturally occurring organics (precursors) left in the water after filtration.

Trihalomethanes (THM's) - The maximum acceptable concentration (MAC) for Trihalomethanes (THMs) in drinking water is 0.10 mg/L based on a four quarter moving annual average of test results. Trihalomethanes are the most widely occurring synthetic organics found in chlorinated drinking water.

The four most commonly detected Trihalomethanes in drinking water are chloroform, bromodichloromethane, dibromochloromethane and bromoform. The principal source of Trihalomethanes in drinking water is the action of chlorine with naturally occurring organics (precursors) left in the water after filtration.

Lead - Metals, for the most part, are naturally present in source water, or are the result of industrial activity. Some, such as Lead, may enter the drinking water from plumbing in the distribution system.

Lead can occur in the source water as a result of erosion of natural deposits. The most common source of lead is corrosion of the household plumbing. The MAC for lead levels is 0.010 mg/L.

DATE: February 9, 2026

REPORT NO: I-03-2026

SUBJECT: **2025 Water Quality Annual Report**

CONTACT: Tray Benish, ORO, Manager, Operations
Mike DiPaola, P. Eng. – Director, Infrastructure

OVERVIEW:

- Under the requirements of Ontario Regulation 170/03 (Drinking Water Systems), made under the Safe Drinking Water Act, 2002, the owner of a municipal drinking water system is required to prepare an Annual Drinking Water Quality Report.
- The purpose of the Annual Report is to summarize water quality monitoring results, compliance activities, and system performance for the reporting period, and to confirm that the municipal drinking water system continues to meet all applicable provincial regulatory requirements.
- Ontario Regulation 170/03 requires that the Annual Report be made available free of charge to any member of the public upon request and be provided to designated owner representatives.
- While public distribution of the Annual Report is a regulatory requirement, this report is being presented to Council for information purposes to provide transparency and oversight with respect to drinking water system operations and compliance.
- Detailed regulatory content required under Ontario Regulation 170/03, including mandatory testing results and prescribed information, is contained within Schedule “A” attached to this report.

RECOMMENDATION:

1. That, Information Report I-03-2026 titled, “2025 Water Quality Annual Report”, dated February 9, 2026, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **BUILD** – A safe and connected, caring, and active community

BACKGROUND:

The delivery of potable drinking water in Ontario is regulated by the Ministry of the Environment, Conservation and Parks (MECP) under the *Safe Drinking Water Act, 2002*. Ontario Regulation 170/03 came into effect on June 1, 2003, and establishes the regulatory framework governing the operation, monitoring, testing, and reporting requirements for municipal drinking water systems.

Ontario Regulation 170/03 prescribes specific obligations for both the owner and operating authority of a municipal drinking water system, including requirements related to water quality sampling, laboratory testing, operator certification, system oversight, and public reporting.

In accordance with Ontario Regulation 170/03, the owner of a municipal drinking water system is required to prepare an Annual Drinking Water Quality Report for each calendar year no later than February 28 of the following year. The Annual Report must be made available free of charge to any member of the public upon request and provided to designated owner representatives.

The Annual Drinking Water Quality Report is intended to provide a transparent summary of system performance and regulatory compliance for the reporting period. At a minimum, the report must include the following information:

- A description of the municipal drinking water system
- A summary of all water quality testing and monitoring results required under the Regulation
- A summary of any adverse water quality incidents, including corrective actions taken
- A description of any major capital or operational expenses incurred to install, repair, or replace required drinking water system equipment

CURRENT SITUATION:

The Smithville Drinking Water Distribution System consists of approximately 35 kilometres of water mains serving an estimated population of 6,150 residents. The system includes 264 fire hydrants and 346 valves.

In addition to the distribution system, the Township owns and operates a bulk water fill station to service the rural population, as well as a small container fill station. All Township-owned water services are protected by approved backflow prevention devices.

The Smithville Distribution System receives treated drinking water from the Grimsby Water Treatment Plant, which is owned and operated by the Regional Municipality of Niagara (MECP Waterworks Registration No. 220007150).

Distribution system water is routinely sampled for microbiological and chemical

parameters, as well as disinfectant (chlorine) residuals, in accordance with Ontario Regulation 170/03. Sampling is conducted on a weekly and quarterly basis by licensed Township water operators, following approved policies and procedures.

There were no adverse water quality incidents within the Smithville Distribution System during the 2025 reporting period. All samples collected met provincial drinking water quality standards.

The Township of West Lincoln's 2025 Annual Drinking Water Quality Report is being provided to Council for information purposes and has been made available to the public in accordance with regulatory requirements.

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Director of Corporate Services/CFO, CAO, and the Clerk's office.

CONCLUSION:

This report has been prepared to inform Committee and Council of the drinking water quality results and overall system performance for the 2025 reporting period for the Smithville Drinking Water Distribution System. Monitoring and testing results demonstrate that the system continues to operate in compliance with the requirements of the *Safe Drinking Water Act, 2002* and Ontario Regulation 170/03.

In accordance with regulatory requirements, the Annual Drinking Water Quality Report has been made available to the public free of charge upon request and is posted on the Township's website. Township staff remain committed to maintaining regulatory compliance, transparency, and the continued delivery of safe, reliable drinking water to the residents of West Lincoln.

SCHEDULE(S)

Schedule A – 2025 Annual Drinking Water Report

Prepared & Submitted by:

Approved by:

Tray Benish, ORO

Truper McBride

Manager, Operations

CAO

Mike DiPaola, P. Eng.
Director, Infrastructure



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	260002876
Drinking-Water System Name:	Smithville Water Distribution
Drinking-Water System Owner:	Township of West Lincoln
Drinking-Water System Category:	Class 1
Period being reported:	January 1 2025 – December 31 2025

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [x]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [x] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of West Lincoln: Administrative Building 318 Canborough Street Smithville ON L0R 2A0</p> <p>Website: www.westlincoln.ca</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <input style="width: 100px; height: 20px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <input style="width: 100px; height: 20px; text-align: center;" type="text" value="4"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [x] No []</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Robert Land Academy Cistern System	260077350
Little House 3-864 Regional Rd 27 Cistern	260078416
Attercliffe Canadian Reformed elementary School Cistern System	260078884



Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes No

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web**
- Public access/notice via Government Office**
- Public access/notice via a newspaper**
- Public access/notice via Public Request**
- Public access/notice via a Public Library**
- Public access/notice via other method** _____

Describe your Drinking-Water System

Smithville Distribution System has 35 km of water mains, serving approximately 6150 residents.

The system contains 264 hydrants and 346 valves.

The municipality also has a bulk fill station with two top and two bottom feeds to serve the rural population as well as a small container fill station.

All Township owned services are protected by backflow devices.

The Township receives its water from the Grimsby Water Treatment Plant which is owned by the Regional Municipality of Niagara (MOE waterworks #220007150)

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

The Township has a water meter program to replace old meters to reduce water loss at a cost of \$35 000.

Watermain Capital Replacements - \$1 200 000.

- Killins Street – 380m replaced**
- Barbara Street – 220m replaced**
- Brooks Circle – 160m replaced**



Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NONE					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Treated					
Distribution	246	0	0	246	0-5

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure	<i>NOTE: For continuous monitors use 8760 as the number of samples.</i>
Turbidity				
Chlorine (free)	399	0.53-1.06	mg/l	
Fluoride (If the DWS provides fluoridation)				

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony				
Arsenic				
Barium				
Boron				



Cadmium				
Chromium				
*Lead				
Mercury				
Selenium				
Sodium				
Uranium				
Fluoride				
Nitrite				
Nitrate				

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	exempt			
Distribution	exempt			

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor				
Aldicarb				
Aldrin + Dieldrin				
Atrazine + N-dealkylated metabolites				
Azinphos-methyl				
Bendiocarb				
Benzene				
Benzo(a)pyrene				
Bromoxynil				
Carbaryl				
Carbofuran				
Carbon Tetrachloride				
Chlordane (Total)				
Chlorpyrifos				
Cyanazine				
Diazinon				
Dicamba				
1,2-Dichlorobenzene				
1,4-Dichlorobenzene				



Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				
2-4 Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				
Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				
Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
HAA (NOTE: show latest annual average)	2025	0.01563	mg/l	0
THM (NOTE: show latest annual average)	2025	0.03614	mg/l	0
Temephos				
Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				



List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			

DATE: February 9, 2026

REPORT NO: I-05-2026

SUBJECT: **Niagara Region Waste Collection RFP – Designated Business Area (DBA) Enhanced Service Levels**

CONTACT: Mike DiPaola, P.Eng
Director, Infrastructure

OVERVIEW:

- This report summarizes the enhanced waste collection service levels currently approved by Council for the Township’s Designated Business Areas (DBAs) which is provided under the existing Niagara Region waste collection contract, which is in effect until 2029.
- This report seeks Council’s endorsement for the Township Administration to request pricing through Niagara Region’s upcoming Request for Proposal (RFP) to maintain the existing enhanced DBA service levels beyond the current contract term.
- This report also seeks Council’s endorsement to request *provisional pricing* through the Region’s RFP for additional enhanced service options for future consideration.
- Once pricing information is received from Niagara Region, Administration will report back to Council with recommendations and seek approval for any enhanced service to be implemented.

RECOMMENDATION:

1. That Recommendation Report I-05-2026 titled “Niagara Region Waste Collection RFP – Designated Business Area (DBA) Enhanced Service Levels”, dated February 9, 2026, be received; and
2. That Council direct Administration to request pricing through Niagara Region’s upcoming waste collection RFP to maintain the existing enhance waste collection service levels for the Township’s DBA beyond the current contract term; and
3. That Council direct Administration to request provisional pricing through the Region’s RFP for additional enhanced service options as outlined in this report; and
4. That Administration report back to Council with pricing results and recommendations for approval prior to the implementation of any enhances

services.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **ADVANCE** organizational capacity and effectiveness

BACKGROUND:

On April 20, 2020, Township Council approved Report PW-06-2020, which endorsed an enhanced level of waste collection service within the Township's Designated Business Areas (DBA). The intent of the enhance service level was to support local businesses, maintain a high-quality public realm, and address higher waste generation and litter concerns typically associated with commercial and mixed-use areas with the Township's DBA. Please refer to Schedule A, which illustrates the Designated Business Area.

As outlined in Report PW-06-2020, Council approved participation in Niagara Region's enhanced service program for DBAs, with the Region procuring and administering waste collection services on behalf of the Township. These enhanced services were incorporated into the Region's waste collection contract, which remains in effect until 2029.

Niagara Region is now in the early stages of preparing its next waste collection RFP and has requested feedback from local municipalities regarding existing enhance service levels and any additional service options that municipalities may wish to consider for future pricing.

CURRENT SITUATION:

Niagara Region Request – Upcoming Waste Collection RFP

Niagara Region has advised that it intends to include both base and enhanced service options in its upcoming waste collection RFP. As part of this process, the Region is seeking input from municipalities on:

- Enhanced services that should be maintained beyond the current contract term; and
- Additional enhanced service options for which municipalities may wish to obtain pricing for future consideration.

Importantly, requesting pricing through the RFP does not constitute approval to proceed with any or new expanded service. Rather, it allows municipalities to understand potential future costs and make informed decisions at a later date.

Current DBA Enhanced Service Levels (under contract until 2029)

The enhanced waste collection services currently in place for the Township of West

Lincoln’s Designated Business Areas (DBAs) were approved by Council through Report PW-06-2020 and are being delivered by Niagara Region under the existing waste collection contract, which remains in effect until March 2029.

These current DBA enhanced service levels are outlined in the below table. The costs noted below were provided by the Niagara Region:

Sector	Enhanced Level of Service	Frequency of Collection	2026 Budget/Cost (Including net HST)
DBA	Containerized Garbage Service	Collection once a week 4 bins at 4 IC&I locations (Operations Yard; West Lincoln Community Centre; Wellandport Community Centre; Caistor Community Centre) 2 bins at 1 MR property (Legion Villa)	\$8,227.25
DBA	Additional Garbage Curbside	One additional collection day per week with a max. 7 container limit Note: Base service is once a week with 4 container limit	\$16,144.05
Municipal Facilities (West Lincoln Community Centre)	In-Ground Collection	Bi-weekly collection of 3 in-ground containers	\$11,176.36
Waste Disposal Costs for Enhanced Collection			\$15,231.97
TOTAL 2026 Costs / Budget:			\$50,779.63

The cost associated with these current enhanced service levels is included in the annual municipal requisition for waste management. The base level of service cost is apportioned to each municipality based on its share of total property count, then the enhanced level of

service cost (shown above) is added. These costs together form the municipality’s portion of the waste management requisition, which are used by the Niagara Region to calculate the applicable tax rates, to be included on the municipality’s tax billings. For context, West Lincoln’s 2026 Waste Management requisition is \$1,137,892, as approved by Niagara Region Council by-law on January 29, 2026. The above current DBA enhanced service levels make up approximately 4.5% of this requisition.

Potential Enhanced Service Options for Provisional Pricing

In addition to the current enhanced service levels, the following enhanced service options are also available and/or being offered in the Region’s upcoming RFP.

- Public space litter receptacle collection
- Front-end containerized cardboard collection
- Additional curbside organics collection days (above once-per-week collection) within DBAs for mixed-use and IC&I properties

Administration proposes requesting provisional pricing for the above services as follows:

Potential Enhanced Service	Details	Frequency of Collection
Public Space Litter Receptacles	20 Litter Receptacles	Once a week (Tuesday) Between 9am – 11am
Public Space Litter Receptacles	20 Litter Receptacles	Twice a week (Monday & Thursday) Between 9am – 11am
Front-End Containerized Carboard Collection	One 8 yard Bin located at Convenient Street	Once a week (Tuesday) between 9am – 11am
Front-End Containerized Carboard Collection	Two 8 Yard Bins located at Convenient Street & Smithville Train Station Property	Once a week (Tuesday) between 9am – 11am
Additional Curbside Organics Collection Days	Additional Day would be Thursday	Additional day a week (Thursday) Between 9am – 11am

Requesting pricing through the Niagara Region RFP does not commit the Township to any spending. Continuing with the current enhanced service level or implementing any future service enhancements would be subject to a separate report to Council, once pricing information is known and reviewed by Administration.

Benchmarking with Local Area Municipalities – Refer to Schedule B

To ensure that the Township of West Lincoln's request for "Enhanced Services" aligns with best practices, Schedule B provides a comprehensive summary of the service levels currently utilized by other Local Area Municipalities (LAMs) across the Niagara Region. This comparative data serves as a vital benchmarking tool for Council, illustrating how neighboring municipalities leverage the Region's Waste Management RFP to support their own Downtown Business Areas (DBAs) through increased collection frequencies, specialized public space litter management, and containerized waste options. By reviewing these regional precedents, the Township can better evaluate which provisional service options, such as additional organics collection or public space litter receptacles, are most appropriate for our local context, ensuring our DBA remains vibrant and clean while securing the most competitive "economies of scale" pricing through the 2026 procurement process.

FINANCIAL IMPLICATIONS:

There are no immediate financial impacts associated with the recommendations of this report.

Requesting pricing information through Niagara Region's RFP will not commit the Township to additional expenditures. Any future implementation of enhanced services would be subject to a subsequent report to Council.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Community Services & Protective Services, Director of Corporate Services/CFO, the Clerks Office, and the CAO.

CONCLUSION:

Maintaining the current enhanced DBA service levels ensures continuity of service and supports the economic vitality and appearance of the Township's commercial / downtown areas.

Requesting provisional pricing for the additional enhanced service options provides Council with flexibility and cost certainty when considering future service enhancements.

This approach allows the Township to benefit from regional procurement efficiencies and ensures that any future decisions are supported by clear and transparent cost information.

Administration is seeking Council's direction to:

- Request pricing through Niagara Region's upcoming waste collection RFP to maintain the existing enhanced waste collection service levels with the Township's DBA, and

- Request provisional pricing through the Region’s RFP for additional enhanced service options as outlined in the report.

Administration will report back to Council with pricing results and recommendations for approval prior to the implementation of any enhanced services for the next waste management contract.

SCHEDULE(S)

SCHEDULE A – Map of Designated Business Area (DBA)

SCHEDULE B – Summary of Enhanced Level of Services by Municipality

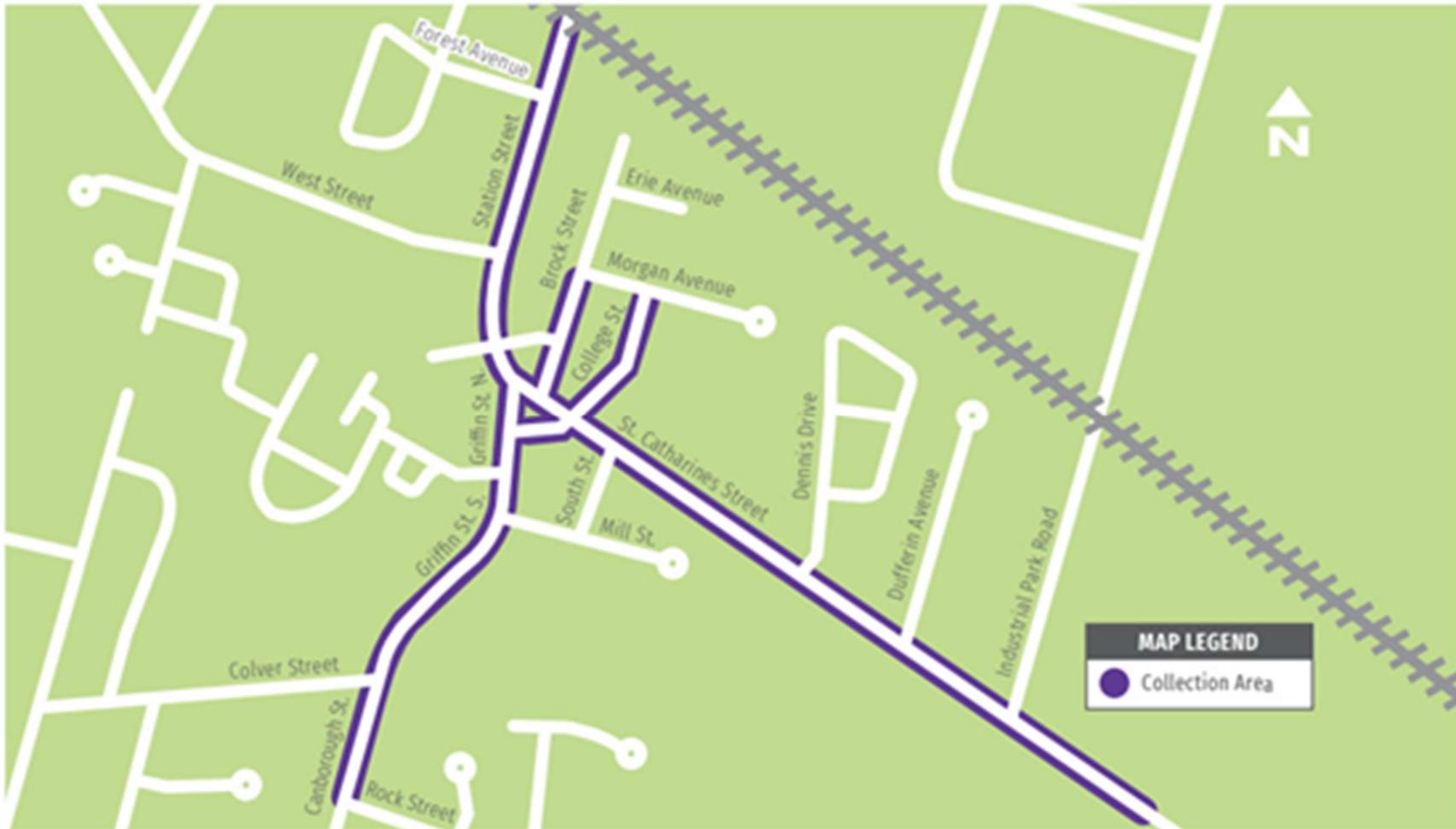
Prepared & Submitted by:

**Mike DiPaola, P.Eng
Director, Infrastructure**

Approved by:

**Truper McBride
CAO**

Schedule A – West Lincoln Designated Business Area



Schedule B – Summary of Enhanced Level of Services by Municipality

Municipality	Sector	Enhanced Level of Service	Frequency of Collection
Fort Erie	Designated Business Area (DBA)	Public Space Litter Bins	<ul style="list-style-type: none"> • Two collection days per week for Jarvis Street, Ridge Road, and Crystal Beach (Erie/Derby/Ridgeway) areas – 71 litter receptacles
		Additional Garbage Curbside	<ul style="list-style-type: none"> • Additional collection limits for IC&I and MU properties inside the Bridgeburg DBA only – up to a max. 7 containers
	Mun. Facilities	In-Ground Collection	<ul style="list-style-type: none"> • Collection once per month in off-peak season and every-other-week in peak season – 2 locations
Grimsby	DBA	Additional Garbage Curbside	<ul style="list-style-type: none"> • One regular collection day per week, with a max. 6 container limit • One additional collection day per week, with a max. 6 container limit
		Public Space Litter Bins	<ul style="list-style-type: none"> • Two collection days per week inside the DBA and Winston Road area – 27 litter receptacles • One collection day outside the DBA – 18 litter receptacles
		Additional Recycling Curbside	<ul style="list-style-type: none"> • One additional collection day per week
Lincoln	Mun. Facilities and Multi-Residential (MR)	Containerized Garbage Service	<ul style="list-style-type: none"> • Weekly, as scheduled – 11 bins at 7 IC&I properties and 6 bins at 1 MR property
Niagara Falls	DBA	Public Space Litter Bins	<ul style="list-style-type: none"> • Seven collection days per week in Mainline area (designated route) • One collection day per week outside DBA • One collection day per week in Chippawa with one additional collection day per week from mid-May to mid-October – 18 receptacles <p>– 317 litter receptacles</p>

Municipality	Sector	Enhanced Level of Service	Frequency of Collection
		Additional Garbage Curbside	<ul style="list-style-type: none"> • One collection day per week, with a max. 7 container limit for IC&I and MU properties • One collection day per week, with a max. 15 container limit for Food & Lodging properties, between Victoria Day Weekend and Thanksgiving Day, excluding Chippawa DBA
	Mixed Use (MU) Outside DBA	Additional Garbage Curbside	<ul style="list-style-type: none"> • One regular collection day every-other-week with a max. 12 containers
	MR and MU	Containerized Garbage Service	<ul style="list-style-type: none"> • Collection as scheduled - 213 bins at 149 properties
Niagara-on-the-Lake	DBA	Additional Garbage Curbside	<ul style="list-style-type: none"> • Two additional collection days per week with a max. 20 container limit • One regular collection day per week with a max. 20 container limit
		Curbside Cardboard Collection	<ul style="list-style-type: none"> • Two additional collection days per week
	Multi-Res and MU	Large/Bulky Item Collection	<ul style="list-style-type: none"> • Collection every-other-week at MR with 7 or More Units and MU Buildings with 1 or More Units
Pelham	DBA	Public Space Litter Bins	<ul style="list-style-type: none"> • Two collection days inside DBA – 12 containers • One collection day outside DBA – 12 containers
	Mun. Facilities and Multi-Res	Containerized Garbage Service	<ul style="list-style-type: none"> • Collection once per week as scheduled – 5 bins at 3 MR locations and 4 bins at 3 ICI locations
Port Colborne	IC&I Inside/Outside DBA	Organics Cart Switch Out Collection	<ul style="list-style-type: none"> • Once a week at designated businesses – 18 locations
	Mun. Facilities	Public Space Litter Bins	<ul style="list-style-type: none"> • Variable collection at municipal facilities – 19 containers

Municipality	Sector	Enhanced Level of Service	Frequency of Collection
St. Catharines	DBA	Public Space Litter Bins	<ul style="list-style-type: none"> • Four collection days per week in downtown area • One collection day per week outside downtown area • Seven collection days per week in Port Dalhousie from May 1st to October 31st • One collection day per week in Port Dalhousie from November 1st to April 30th • Variable collection at parks and cemeteries <ul style="list-style-type: none"> – 1060 receptacles
		Additional Garbage Curbside	<ul style="list-style-type: none"> • Three additional collection days a week in Enhanced DBA area with a max. 7 container limit • One regular collection day per week in Port Dalhousie DBA area with a max. 7 container limit
		Containerized Cardboard Service	<ul style="list-style-type: none"> • Collection weekly as scheduled – 9 bins at 8 locations
		Additional Recycling Curbside	<ul style="list-style-type: none"> • One additional collection day per week
		Additional Organics Curbside	<ul style="list-style-type: none"> • Two additional collection days per week for organics inside Enhanced DBA area
	Multi-Res and Municipal Parks	Containerized Garbage Service	<ul style="list-style-type: none"> • Variable collection as scheduled – 99 bins at 55 MR condominium locations, and 3 bins at 2 IC&I locations
Thorold	DBA	Public Space Litter Bins	<ul style="list-style-type: none"> • Three collection days per week inside DBA area – 8 receptacles at 7 locations • One collection day per week outside DBA area – 16 receptacles at 15 locations
		Additional Garbage Curbside	<ul style="list-style-type: none"> • Two additional collection days per week with a max. 7 container limit
		Additional Recycling Curbside	<ul style="list-style-type: none"> • Two additional collection days per week

Municipality	Sector	Enhanced Level of Service	Frequency of Collection
Welland	Multi-Res	Containerized Garbage Service	<ul style="list-style-type: none"> • Collection once or twice a week as scheduled – 11 bins at 7 MR locations
West Lincoln	DBA	Containerized Garbage Service	<ul style="list-style-type: none"> • Collection once a week as scheduled – 4 bins at 4 IC&I locations and 2 bins at 1 MR property
		Additional Garbage Curbside	<ul style="list-style-type: none"> • One additional collection day per week with a max. 7 container limit
	Mun. Facilities	In-Ground Collection	<ul style="list-style-type: none"> • Bi-weekly collection of three in-ground containers.