

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN COUNCIL AGENDA

MEETING NO. THREE

Monday, March 23, 2026, 5:00 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Pages

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

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

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

2. **LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the 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. **OPENING PETITION - Greg Maychak**

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

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

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

6.7 Public Comment at Council

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

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

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

7. APPOINTMENTS/PRESENTATIONS

- 7.1 Jason Reynar, Lerner LLP
Re: Municipal Governance and Restructuring Information
POWERPOINT PRESENTATION

8. CONFIDENTIAL MATTERS

Moved By _____

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

- 8.1 Jason Reynar, Lerner LLP
Re: OLT Appeal information and Direction

Applicable Closed Session Exemption(s):

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and,
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

- 8.1 Jason Reynar, Lerner LLP and Gerrit Boerema, Director of Growth and Sustainability
Re: OLT Appeal information and Recommendation

9. DISCLOSURE OF CONFIDENTIAL MATTERS

10. REGIONAL COUNCILLOR'S REMARKS

11. CONFIRMATION OF MINUTES

- 11.1 Council Minutes
Re: Minutes - February 23, 2026

Moved By Councillor Mike Rehner

1. That the minutes relating to the February 23, 2026, Council Meeting, and the recommendations contained therein, be accepted.

12. COMMUNICATIONS

- 12.1 West Lincoln Age Friendly Advisory Committee 33
Re: Minutes - February 6, 2026

Moved By Councillor Greg Maychak

1. That the West Lincoln Age Friendly Advisory Committee Minutes dated February 6, 2026, be received.

- 12.2 Director, Growth and Sustainability (Gerrit Boerema) 36
Re: Resolution requiring land - Wade Road (Phelps Homes Ltd.)

Moved By Councillor Mike Rehner

1. That Council, as per article 4 of the Minutes of Settlement approved by the OMB for Case No. PL170875, accept the transfer of lands identified in Schedule B of said Minutes and legally described as Part Lot 8, Plan M97, as confirmed by PL30BA1694 being, Part 6 on 30R14063 and being Part 6 on 30R14109, save and except Part 1 on 30R15840, Township of West Lincoln, be accepted by the Township.

13. MAYOR'S REMARKS

14. REPORT OF COMMITTEE

- 14.1 Growth and Sustainability Committee 39
Re: Minutes - March 2, 2026

Moved By Councillor Shelley Bradaric

1. That the minutes relating to the March 2, 2026, Growth and Sustainability Committee Meeting, be accepted.

- 14.2 Infrastructure Committee 83
Re: Minutes - March 2, 2026

Moved By Councillor William Reilly

1. That the minutes relating to the March 2, 2026, Infrastructure Committee Meeting, be accepted.

- 14.3 Corporate Services Committee 87
Re: Minutes - March 9, 2026

Moved By Councillor Shelley Bradaric

1. That the minutes relating to the March 9, 2026, Corporate

- 14.4 Community and Protective Services Committee
Re: Minutes - March 9, 2026

91

Moved By Councillor Greg Maychak

1. That the minutes relating to the March 9, 2026, Community and Protective Services Committee Meeting, be accepted.

15. RECONSIDERATION

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

16. NOTICE OF MOTION TO RESCIND

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

17. OTHER BUSINESS

- 17.1 Members of Council
Re: Council Remarks

18. NEW ITEMS OF BUSINESS

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

19. BY-LAWS

Moved By Councillor Shelley Bradaric

1. That leave be granted to introduce By-Laws 2026-10, 2026-11, 2026-12, 2026-13, 2026-14, 2026-15, and 2026-16 and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

- 19.1 BY-LAW 2026-10
A By-law to amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln
6910 Silver Street

120

- 19.2 BY-LAW 2026-11
Being a By-law adopt Amendment NO. 68 to the Official Plan for the Township of West Lincoln

124

	Morgan Ave. - College Street	
19.3	BY-LAW 2026-12 A By-law to amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln 132 College Street	130
19.4	BY-LAW 2026-13 Being a By-law to amend By-law 89-2000 which regulates Traffic and Parking on Township Roads	134
19.5	BY-LAW 2025-14 A By-law to establish an Emergency Management Program for the Township of West Lincoln and to authorize the execution of Shared Service Agreements for the provision of Emergency Management Services between the Town of Lincoln, Town of Pelham, Township of Wainfleet, and Township of West Lincoln	137
19.6	BY-LAW 2026-15 Being a By-law to Establish an Administrative Penalty System	170
19.7	BY-LAW 2025-16 A By-law to adopt, confirm and ratify matters dealt with by Council Resolution.	206

20. ADJOURNMENT

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



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
COUNCIL MINUTES

MEETING NO. TWO
February 23, 2026, 6:30 p.m.
Township Administration Building
318 Canborough Street, Smithville, Ontario

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

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

Attendees: John Ganann
Dave Bylsma*
Albert Witteveen, Regional Councillor
Deputy Chief Lagrotteria*
Chief Fordy, Niagara Regional Police*
Staff Sergeant Bourgeois*
Board Chair, Nyarayi Kapisavanhu*
Corporate Communications Manager, Stephanie Sabourin*

Attended part-time*

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

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2. This meeting is being livestreamed as well as recorded and will be available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

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

3. OPENING PETITION - Councillor Jason Trombetta

Councillor Trombetta read the opening petition.

4. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of Items on Agenda

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

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

There were no disclosure of pecuniary interest and/or conflict of interest.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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6.7 Public Comment at Council

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- (a) a specific appointment has been scheduled; or,
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Chair to inquire if there are any members of the public present who wish to address a specific item on the agenda as permitted by Section 6.7 of the Procedural By-law.

7. APPOINTMENTS/PRESENTATIONS

7.1 Niagara Regional Police - Chief Fordy and Staff Sergeant Bourgeois

Re: Update - West Lincoln

POWERPOINT PRESENTATION

Chief Fordy and Staff Sergeant Bourgeois from the Niagara Regional Police gave a brief presentation and update for West Lincoln attached as Schedule "A" to these minutes.

7.2 Dave Bylsma

Re: Presentation regarding previous Council direction

Dave Bylsma, resident

Dave Bylsma gave a brief explanation on a outstanding issue regarding former Councillor Harold Jonker attached to these minutes as Schedule "B".

8. REGIONAL COUNCILLOR'S REMARKS

Regional Councillor Albert Witteveen read from a prepared statement attached as Schedule "C".

9. CONFIRMATION OF MINUTES

9.1 Council Minutes

Re: Minutes January 26, 2026

Moved By Councillor Jason Trombetta

Seconded By Councillor Joann Chechalk

1. That the minutes relating to the January 26, 2026, Council Meeting, and the recommendations contained therein, be accepted.

Carried

9.2 Public Meeting under the Planning Act

Re: Minutes - February 9, 2026

Moved By Councillor Joann Chechalk

Seconded By Councillor Greg Maychak

1. That the minutes relating to the February 13, 2026, Public Meetings, be accepted.

Carried

10. COMMUNICATIONS

10.1 Regional Chair Bob Gale

Re: Letter regarding Niagara Regional Governance Review
FOR INFORMATION

11. MAYOR'S REMARKS

Mayor Cheryl Ganann read from a prepared statement as attached to these minutes as Schedule "D".

12. REPORT OF COMMITTEE

12.1 Growth and Sustainability Committee

Re: Minutes - February 9, 2026

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Greg Maychak

Seconded By Councillor William Reilly

1. That the minutes relating to the February 9, 2026, Growth and Sustainability Committee Meeting, be accepted; and,
2. That the confidential minutes relating to the closed session portion on February 9, 2026, Growth and Sustainability Committee Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

Carried

12.2 Infrastructure Committee

Re: Minutes - February 9, 2026

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

1. That the minutes relating to the February 9, 2026, Infrastructure Committee Meeting be accepted

Carried

12.3 Corporate Services Committee

Re: Minutes - February 17, 2026

Moved By Councillor Shelley Bradaric

Seconded By Councillor William Reilly

1. That the minutes relating to the February 17, 2026, Corporate Services Committee Meeting, be accepted

Carried

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15. OTHER BUSINESS

15.1 Members of Council

Re: Council Remarks

Councillor Rehner

Re: Thanked the Mayor for her dedication

Councillor Chechalk

Re: Premier of Ontario – Municipal and Regional Levels

Councillor Maychak

Re: Thanked the Mayor and Council for Unity

Mayor Ganann
Re: Staff and Council Bowling for Kids Sake
Coldest Night of the Year

16. NEW ITEMS OF BUSINESS

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

17. CONFIDENTIAL MATTERS

There were no confidential matters

18. DISCLOSURE OF CONFIDENTIAL MATTERS

19. BY-LAWS

Moved By Councillor William Reilly

Seconded By Councillor Greg Maychak

1. That leave be granted to introduce By-Laws 2026-05, 2026-06, 2026-07, 2026-08, and 2026-09 and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

Carried

19.1 BY-LAW 2026-05

Being a By-law to amend By-law 2025-72, Consolidate Fees and Charges to establish User Fees and Charges for Services, Activities or the use of Property within the Township of West Lincoln

19.2 BY-LAW 2026-06

A By-law to name the road within the draft plan of vacant land condominium Abingdon Rd Development, Township of West Lincoln

19.3 BY-LAW 2026-07

A By-law to amend By-law 2025-02 Delegate Powers and Duties to Officers, Schedule F (Director, Community and Protective Services) to add authority to pursue partnerships through waiver fees.

19.4 BY-LAW 2026-08

A By-law to authorize an agreement between the Corporation of the Township of West Lincoln and Bertha Lynn Snippe, Leonard Bert Snippe, Jennifer Nicole Snippe and Justin Leonard Snippe.

19.5 BY-LAW 2026-09

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

20. ADJOURNMENT

The Mayor to declare this meeting adjourned at the hour of 8:22 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

MAYOR CHERYL GANANN

SCHEDULE "A" TO THE FEBRUARY 23, 2026 COUNCIL MINUTES

Delegation to West Lincoln council Feb 23 2026

Your Worship, and council,

I'd like to address an outstanding issue that I believe will be an injustice if left unrectified.

5 of 7 members of this current council will remember the Integrity Commissioner's report that was brought forward towards the end of the previous term of council regarding a complaint brought forward against councillor Harold Jonker. Essentially the complaint dealt with the councillor's involvement in the trucker convoy and protest of Jan-Feb 2022 in Ottawa. When the report came back to council from the IC I challenged a particular designation that was used to describe the events that took place, specifically the description that they were "illegal" protests. I asked for clarification when the report came asking by what standard they were deemed "illegal". There was no clear response from the IC at that time simply to say that public opinion or the media had determined they were. Certainly no official legal position was cited by the IC. I went on to challenge the IC, I believe it was John Mascarin, that if it was determined that the protests were in fact inside the boundaries of legitimate civil action would/could his report be amended to reflect that there was no cause to proceed with a complaint. He did not have an answer for that outcome, and reiterated that it was widely accepted as an illegal protest.

I'm here tonight to inform you of a few legal matters that have gone to court and have been settled. The courts have determined that the government was indeed out of place ordering the protests illegal and invoking the emergencies act to end them. In fact the government appealed the matter and the FCA has agreed with the first court ruling, thus ending the dispute. This was even report by the CBC (link included) at the end of Jan of this year. Further, Harold Jonker also faced charges which were brought to court and there again, in a expeditious deliberation he was declared "Not guilty" and no appeal was even sought.

Mayor and council. It is a rare thing to be able to correct an injustice in a meaningful timeline, often the parties are long past or the point is moot. The IC can only recommend a 3 day suspension as a maximum penalty for an infraction. The council had decided to go far above this and approved a 30 day (or 6 week) suspension for what is now determined to be a legitimate civil action. I call upon you simply to restore retroactively the 27 days the council approved beyond the IC's maximum to former councillor Jonker. I'm not going to wax eloquent or shame anyone. It is simple, It is not onerous, but it is right.

Thank you for the time and opportunity to speak.

Dave Bylsma

Catharine Tunney, jan 16 2026 CBC News

<https://www.cbc.ca/new/politics/convoy-protest-emergencies-act-appeal-9.7046769>



Niagara Regional Police Service

Township of West Lincoln

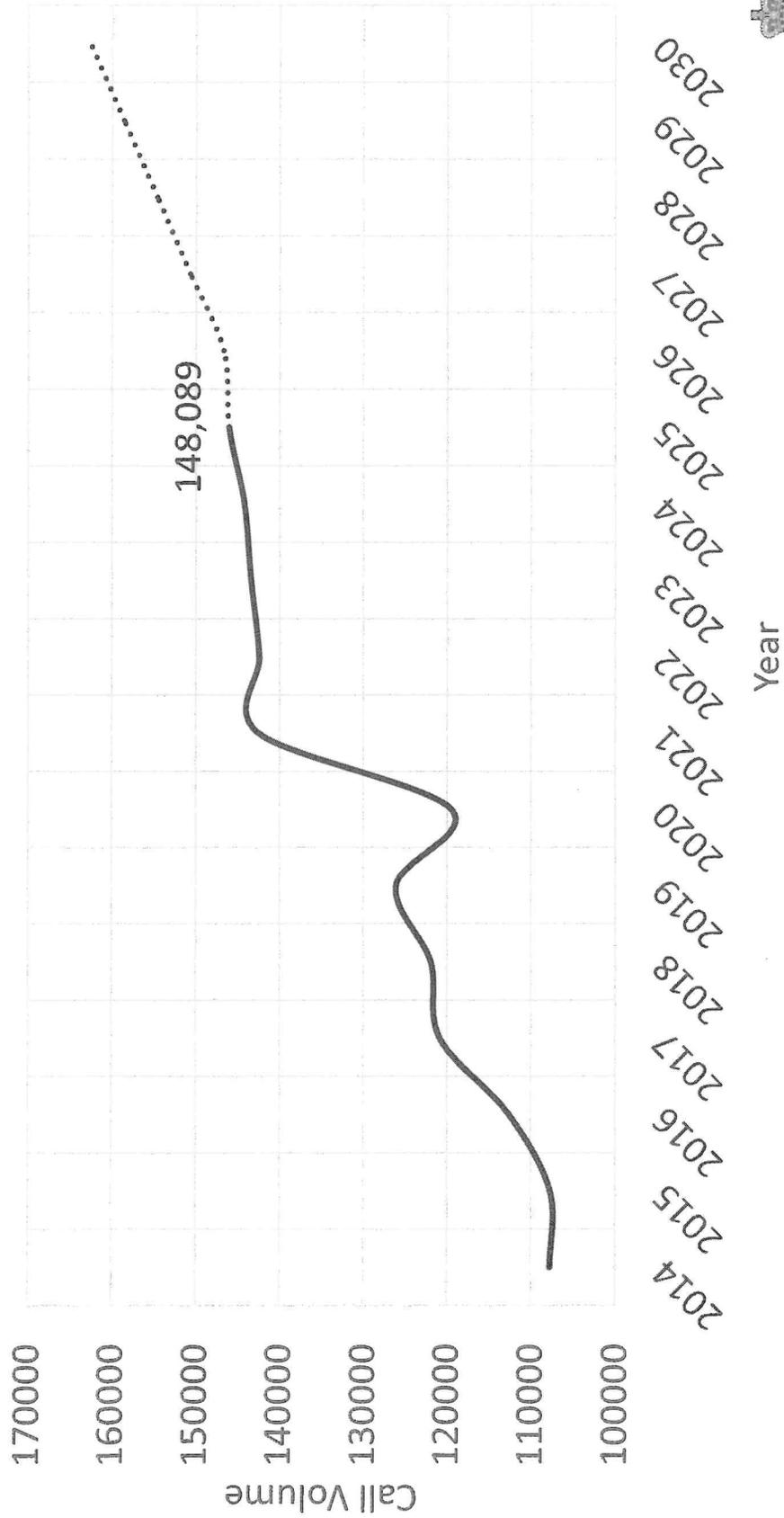
CHIEF'S VISION

Community Centric Policing Professionalism
Intelligence Led Caring Continuous Improvement
Responsibility Modernization Loyalty Cooperation Compliance
Wellness Trust Helpful Courtesy Stratified Policing Diversity
Right-Sizing Communication Unity Innovation Respect
Community Engagement Leadership
Transparency and Mobilization



CALLS FOR SERVICE (BY YEAR)

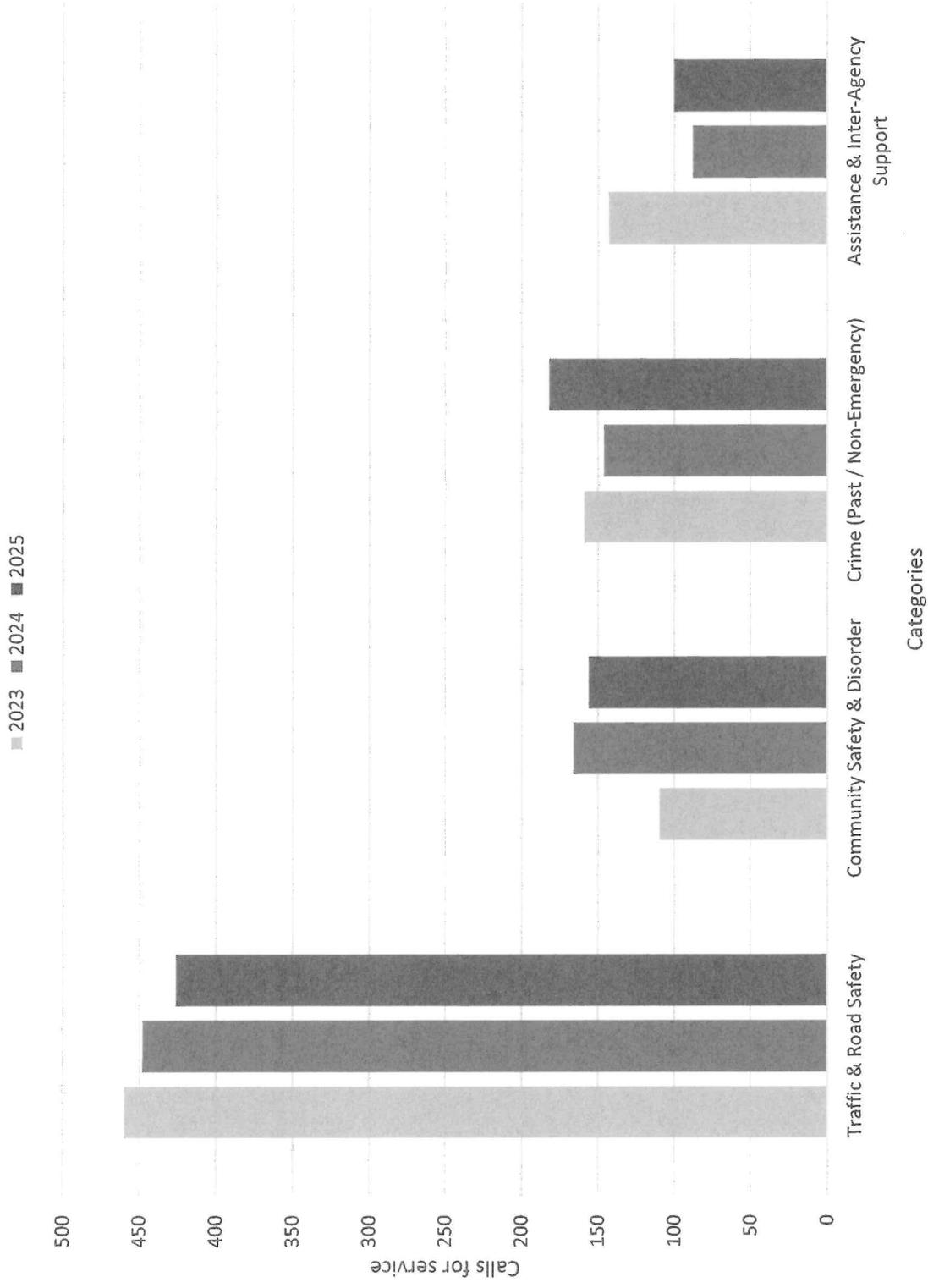
Calls for Service (2014-2030*)



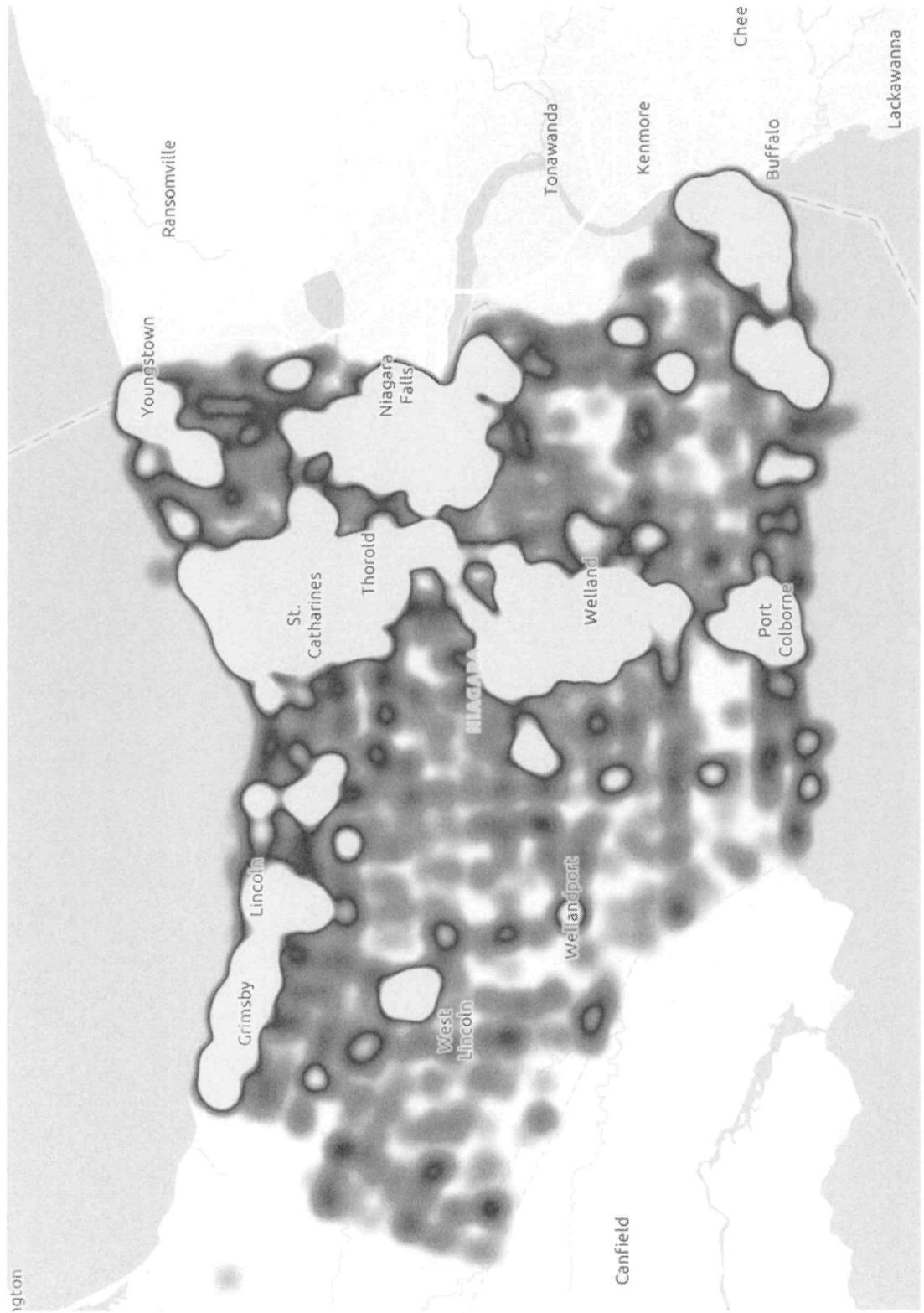
WEST LINCOLN TOP GENERAL OCCURRENCES



WEST LINCOLN TOP DEMAND DRIVERS



REGION HEATMAP



WEST LINCOLN CALLS FOR SERVICE



TRAFFIC/SPEED ENFORCEMENT

- 607 Provincial Offence Notices issued in 2025 related to speed violations, along with 168 warnings.
- Focused Speed Enforcement
 - Proactive patrol focus on rural areas
- Collaborative partnership with Niagara Region “Vision Zero”
 - Aims to make roads safer and eliminate injuries/fatalities across the Niagara Region



NRPS TRAFFIC HOTLINE

An opportunity for residents to provide feedback
on areas in Niagara with road safety concerns.

Report:

- Road Safety Concerns
- Speed Related Issues
- Highway Traffic Act Violations

Call – 289-248-1060

Email – trafficcomplaints@niagarapolice.ca

Submit an online report – www.niagarapolice.ca/TrafficHotline



Does NOT replace emergency services or collision reporting.

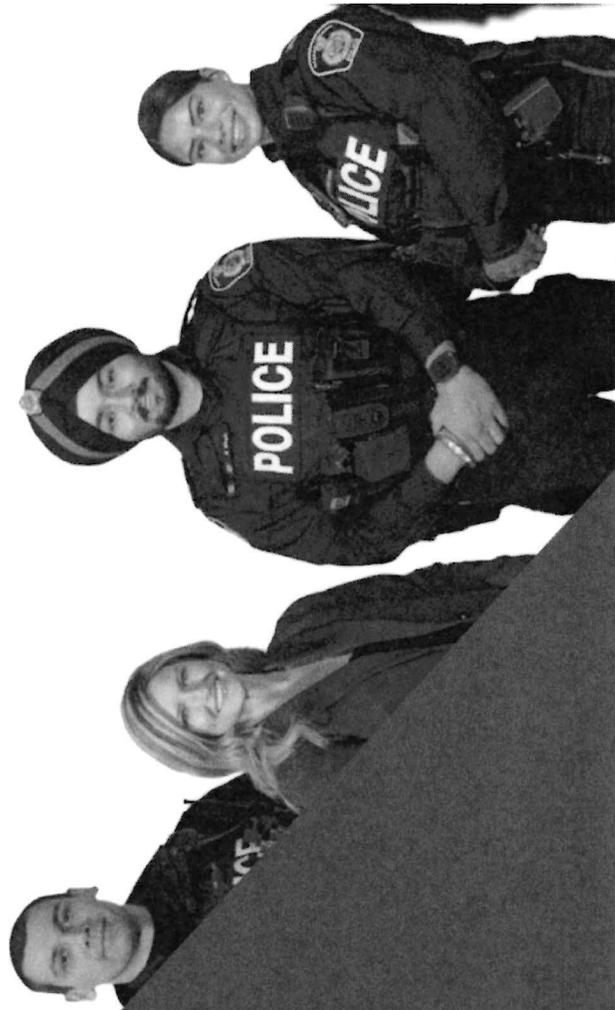
In an emergency, please call 9-1-1.



STRATEGIC PLAN 2026-2029

Community safety is a collective effort that includes the police, local businesses, community organizations, and residents working together.

TO LEARN MORE VISIT
WWW.NIAGARAPOLICE.CA/STRATEGICPLAN



Strengthening
Community
Safety

Building
Trust
and
Transparency

Advancing
Diversity
and
Inclusion

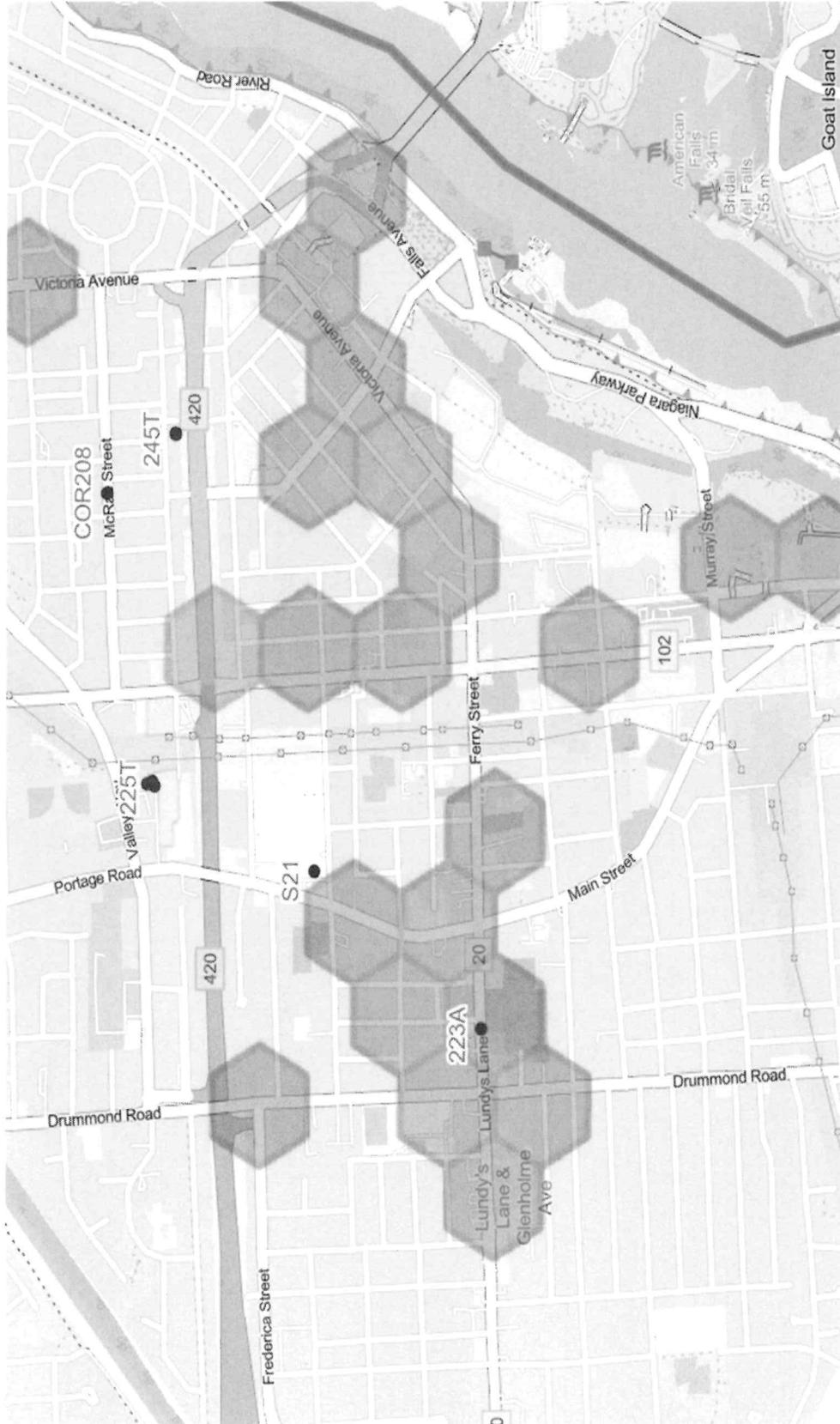
Modernizing
Policing
and
Use of Data

Supporting
Organizational Health
and Accountability

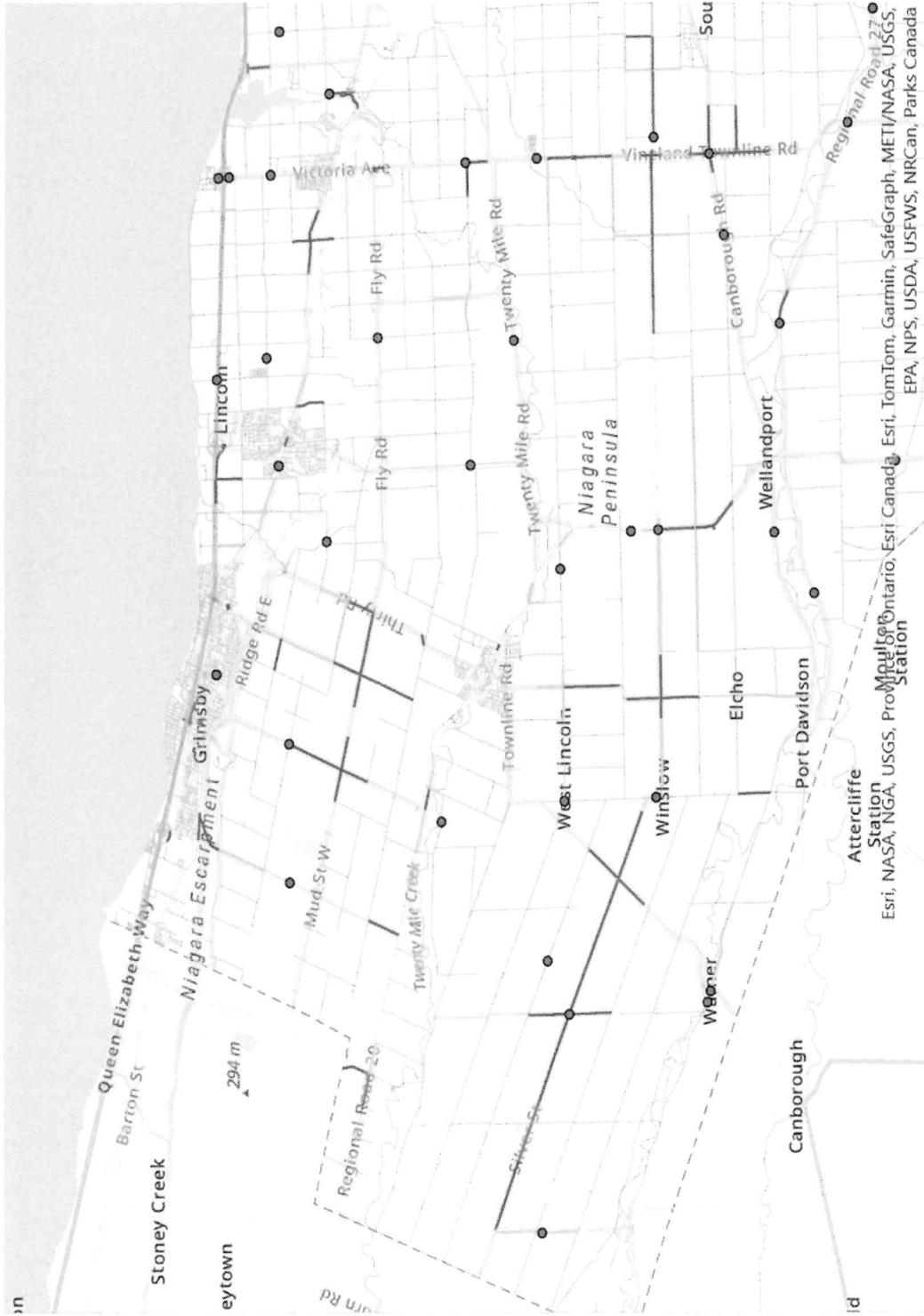




HOTSPOT MAPPING



ROAD AND PUBLIC SPACE SAFETY STRATEGY



Esri, NASA, NGA, USGS, ProMap, Ontario, Esri Canada, Esri, TomTom, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, USEWS, NRCan, Parks Canada

SEE SOMETHING, SAY SOMETHING

The NRPS #StopHateNiagara campaign has been instrumental in eliminating barriers to reporting hate incidents/hate crimes, as well as educating residents of the community on how to recognize each.

HATE CRIMES/INCIDENTS
THIS CARD HAS BEEN CREATED TO PROVIDE INFORMATION ON HATE CRIMES/INCIDENTS AND HOW TO REPORT THEM.

WHAT IS A HATE CRIME?
A criminal offence committed against a person or property, motivated in whole or in part by hate, bias, or prejudice against an identifiable group.

WHAT IS A HATE INCIDENT?
Any non-criminal incident which is perceived by any person to be, in whole or in part, motivated by hostility or prejudice against an identifiable group.

REPORTING HATE CRIME OR HATE INCIDENTS
IF THIS IS AN EMERGENCY, CALL 9-1-1

FOR HATE CRIMES AND INCIDENTS THAT ARE NOT AN EMERGENCY:
St. Catharines, Thorold, Niagara Falls & Niagara-on-the-Lake - (905) 688-4111
Fort Erie - (905) 871-2300
Grimsby, Lincoln & West Lincoln - (905) 945-2211
Welland, Wainfleet, Pelham & Port Colborne - (905) 735-2811

For additional info:
EDJ@niagarapolice.ca
(905) 688-4111 ext. 1009260

CRIMINAL OFFENCE = HATE = HATE CRIME
HATE - CRIMINAL OFFENCE = HATE INCIDENT
CRIMINAL OFFENCE - HATE = CRIMINAL OFFENCE

Please read the reverse side of this card for reporting instructions.

NIAGARA REGIONAL POLICE SERVICE

Front

Back

Available in multiple languages, hate crime/hate incident pamphlets are regularly distributed at places of worship and community groups throughout the Niagara Region.



CRIME PREVENTION & COMMUNITY ENGAGEMENT

- Proactive Patrol
- Traffic Initiatives
- Touch a Truck events
- West Lincoln Library
- School Presentations
- FORT Smithville – At Risk Youth Centre





QUESTIONS?

SCHEDULE "C" TO THE FEBRUARY 23, 2026 COUNCIL MINUTES

Regional Councillors Report February 23, 2026

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

I would like to start by giving you some update on the Public Health committee. In January we had a presentation by Niagara Respite committee a volunteer based group of Niagara Region residents whose work is informed by professional expertise, lived experience, consultation research and system level examination. Their goal is to strengthen respite options as a foundational component of an effective home and community care system.

The Niagara Reality is that we have an overall population (2021) census was 477,941 and 111,345 residents (23.3%) were aged 65 and older.

Which is significantly above the provincial average and among the highest age proportions in Ontario. This aging trend correlates with higher demand for home-based supports and long term care services, placing pressure on unpaid caregivers/ family members. At the same time, residents with significant and complex health needs are increasingly being encouraged or require to age in place. Home modifications to reduce risk and improve safety in the home. Support services such as personal care, household assistance, transportation, meal preparation, and health services are required. Community connection to maintain social, emotional and mental

well being are very important to the care giver and the resident. We have opportunity to provide some of these essential services to our long standing residences. Challenges are that residences can get between 9-12 hours of care from a PSW per week but this is not enough in some cases. So without adequate respite options care givers experience burn out, and there own declining health with these extra pressures.

In the considered view by The Niagara Respite Committee view that a coordinated respite strategy, embedded early in home based care, can contribute to better health outcomes, improved caregiver resilience, and efficient use of health care resources, helping to shift the healthcare cost curve in a positive and sustainable direction. (info@heartniagara.com)

In January we also had two community partners open up recovery centres, one being Rose City Recovery, their mission statement is We are committed to help individuals achieve long-lasting recovery and mental wellness through evidence based therapies and compassionate care.

The second centre was Agape Recovery which provide intensive addiction recovery services for men and women, while partnering with organizations that offer counselling, pastoral care, and family supports as part of a coordinated care plan. It great to see the community rise to help and support the issues.

An update on the Public Works committee, we have started the process of a Niagara Region Transportation Master Plan 2051 to coincide with the growth plan that was completed a couple years back. The process will examine long term plan for roads, goods movement and active transportation, with infrastructure that supports future transit access. Aligning with growth forecasts and land use planning. Phase 1 will Identify Problems and Opportunities and Phase 2 will identify and evaluate alternative solutions. Public consultation is required in each of these phases starting in the spring of 2026 and to be completed in the fall of 2027 with phase 2 deliverables. I encourage the councillors to attend these open houses and express your concerns and offer solutions as well.

I just wanted to finish in saying I had the opportunity to come out and see the community on Family Day at the community centre. It was great to see so many residences out enjoying the events of the day.

Again thank-you for allowing me to update you on some of the highlights at the Region.

If you have any questions I will gladly answer them for you.

Regional Councillor Witteveen

SCHEDULE "D" TO THE FEBRUARY 23, 2026 COUNCIL MINUTES

Mayor's Remarks - Council Feb.23/26

The first week of February, I attended the Politician's Breakfast hosted by the Lincoln Chamber of Commerce at which a panel - MP Dean Allison, MPP Sam Oosterhoff, Regional Councillor Rob Foster and Lincoln Mayor Sandra Easton provided interesting answers to pre-posed and pre-selected questions pertaining to local, regional, provincial and federal issues. It was an interesting conversation to hear. This event also provided an excellent net-working opportunity, as many local business and community organization leaders were in attendance.

That Friday, February 6th evening and on the following Saturday afternoon, John and I attended the hockey games that our West Lincoln Team played in the Mayor's Cup Tournament in Port Colborne. The team, made up of West Lincoln staff from various departments represented us well, demonstrating not only their skills but great sportsmanship and camaraderie.

Also on Saturday, I once again had the opportunity this year to be part of the Judging Panel for the School Speech Competition at the Smithville Legion. Each of the students who took part this year did an excellent job! The scores were all very close in each of the 3 divisions. It is always wonderful, as a former educator, to see young people take part in this important life skill of public speaking.

February 12th was the final budget meeting at the Region, followed by a Special Council Meeting to ratify and put into by-law, the 6.3% increase in the 2026 Regional Budget. Although still much higher than all councillors wished, it is a good sized reduction over the 2025 increase. Monday, February 16th, Family Day began with a wonderful Firefighter's Pancake breakfast along with various family oriented activities throughout the day. The afternoon was high-lighted by a quick, action-filled hockey game between the St. Catharine's Saints and the Stoney Creek Tigers Triple A Seniors teams.

It was extremely heart-warming to see the Community Centre, including the Library filled throughout the day with hundreds upon hundreds of community members all enjoying the activities and events organized by our Library and our Recreation staff. Residents were impressed, as was I, by our Recreation staff who managed to keep the building clean and tidy as hoards of people moved about from activity to activity. Our team of Library and Recreation staff really stepped up admirably to make certain that our Community Centre was showcased so very well and I would like to take this opportunity to express my personal thanks to all of them.

Saturday evening, we had the pleasure of attending the Mardi Gras Celebration at the Greek Hall in Smithville. It was an evening filled with much music, dancing and laughter and of course, some really delicious Greek Food! It was certainly our pleasure to have been included in this event.

Finally today, just a couple of hours before this meeting, It was my honour to install the new members on the Chamber of Commerce Board of Directors, in their new roles as part of their Annual General Meeting.

**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

MEETING NO. TWO HELD: Feb 6, 2026, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

Chair: John Ganann

Members: Mayor Cheryl Ganann
Councillor Greg Maychak
Sue Langdon
Denise Lipiec
Linda Sivyer
Christine Hopwood

Staff: Brianne Parsons, Recreation and Wellness
Programmer
Jacquie Thrower, Executive Assistant

Guests: Ursula Hudson, CARP

1. Welcome and Introduction of members/guests
2. Ratification of Minutes from last meeting – Jan 9

The minutes of Friday, January 9th, 2025, were ratified by the Committee.

3. Business Arising from Minutes
May 1 Regular Meeting – Bill Young, Ontario Ancestors – Benefits of Journaling Confirmed

Jacquie has confirmed with Bill his attendance at the May 1st Meeting, Bill will be bringing additional volunteers with him to the presentation. Bill will discuss writing about one's life and their family history memories as a valuable tool for one's health and genealogy. Participants will be given time to write a journal entry.

June 12 Event – George Ioannidis GERAS – Centre for Aging Research

Jacquie has confirmed George will be in attendance to discuss information from the Centre for Aging Research and she will advise him that we will not be having our typical seniors fair with booths however he is welcome to have a display of his materials.

Lorraine Hulley, Rose Cottage Visiting Volunteers – Lorraine Hulley

Jacquie will confirm with Lorraine that she will be the second speaker at our June 12

event and the Committee confirmed her choice of topics listed below:

How to Talk with your Doctor
Advanced Care Planning

Lorraine confirmed she will bring Advanced Care Planning Books for people to take home and there is a handout for the “How to talk with your Doctor” talk.

4. Next Meeting – Mar 6, 2026

The next meeting will be March 6, 2026, and John will reach out to his contact at the West Lincoln Memorial Hospital Foundation to confirm their attendance to present information about the new West Lincoln Memorial Hospital. The meeting will be in the Council Chambers, and no pre-registration is required for the public if they wish to attend. Staff will prepare posters and send out social media posts inviting the public to attend individuals to attend.

5. Roundtable Discussion

John invited Committee Members to tune into Cogeco on Sunday Feb 8, 2026, at 11:00 a.m. or 7:30 p.m. to hear his recent interview.

John suggested that the WLA FAC be changed to 55+ Adult Committee in order to encourage other age groups to join the Committee ensuring inclusivity.

Brianne advised that staff had recently submitted their annual grant which included a request for fitness equipment such as sitting cycling and a walking club along with other fitness programs.

There was general discussion regarding offering more than one Healthy, Safe and Strong program due to no capacity for additional individuals to attend the class, offering one class at a beginner level and one at an advanced level. Brianne will reach out to the Region to inquire about increasing programming; the program is also offered virtually, and it is very well attended.

Jacque will send an email link from the Township of West Lincoln website Committee Members to subscribe to West Lincoln News and Notices to stay up to date on West Lincoln news. Items to check off to receive information are as follows: Council News, News and Public Notices, Planning Notices and Road Closure and Construction, Emergency Alert Banner, Community Events and Council and Committee Calendar Events.

John advised West Lincoln Community Care’s new service for driving seniors and low-income residents to medical appointments. John advised they are looking for additional

drivers, and the procedure to become a driver is to go to Service Ontario and obtain a driver's abstract at a nominal cost. John advised that Community Care supplies a van and fuel, and the resident must pay any parking fees that are incurred. John stated that no lifting is required, and no wheelchairs are permitted. Drivers usually travel within the Niagara Region or Hamilton; however, they have one driver who will travel to Toronto. Sue advised that Happy in My Home offers a driving service for seniors, however this is a cost.

Mayor Ganann advised she recently attended the ROMA Conference with Councillors and staff, and West Lincoln was recognized as an Age-Friendly Community at the Ontario Age-Friendly Community Recognition Ceremony on January 18. Jacquie showed the Committee members in attendance the certificate that was received which is now displayed in a frame in the Mayor's office.

Mayor Ganann advised that West Lincoln ranked 70 in a recent publication of the Globe & Mail's 2026 "Most Livable Communities". The categories that were included in the survey were economy, housing, demographics, health care, safety, education, community, amenities, transportation and climate.

6. Adjournment

The meeting adjourned at 10:27 a.m.



Mayor Cheryl Ganann



Jacquie Thrower, Executive Assistant

**GROWTH AND SUSTAINABILITY DEPARTMENT
MEMORANDUM**

TO: Mayor and Council

FROM: Gerrit Boerema, Director of Growth and Sustainability

DATE: March 2, 2026

SUBJECT: Resolution for acquiring land – Wade Road

In 2017 the Township approved the new Comprehensive Zoning Bylaw 2017-70. Phelps Homes appealed the bylaw as it affected zoning on a portion of property that they owned on Wade Road, north of the pedestrian bridge, on the west side of the road.

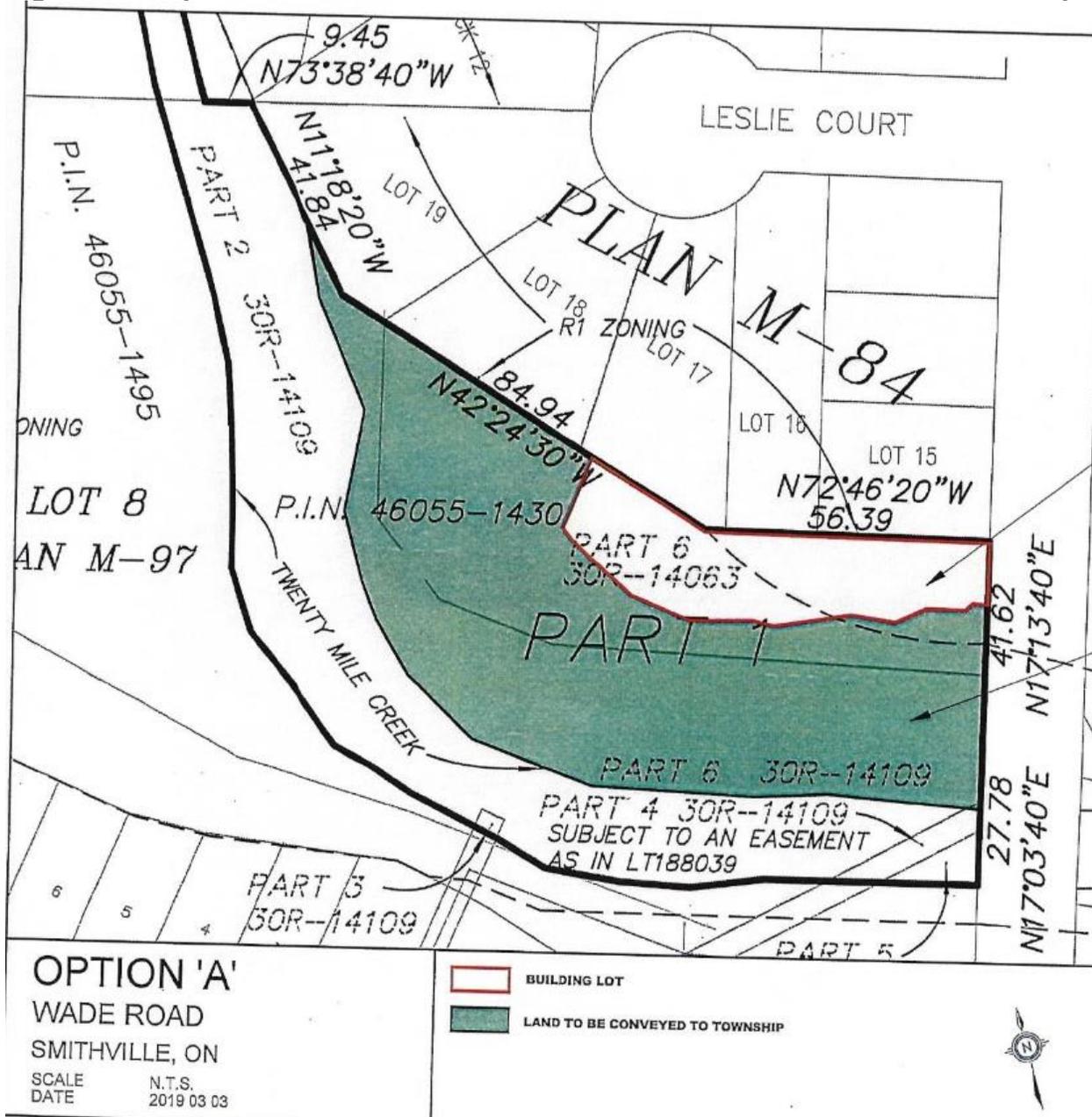
A settlement was reached and a decision made by the Ontario Municipal Board (Now Ontario Land Tribunal) on March 7, 2019 to allow for changes to the Zoning bylaw, reducing the area zoned environmental conservation allowing for a building lot.

As a part of that settlement approved by Council of the day, Phelps Homes was to enter into a Development Agreement with the Township, and was required to transfer land abutting the creek to the Township upon execution of the agreement. Phelps Homes has now entered into the development agreement with the Township and is prepared to transfer the required lands, however, legal council has recommended that Council pass a formal resolution to accept these lands.

The resolution is as follows:

That Council, as per article 4 of the Minutes of Settlement approved by the OMB for Case No. PL170875, accept the transfer of lands identified in Schedule B of said Minutes and legally described as Part Lot 8, Plan M97, as confirmed by PL30BA1694 being, Part 6 on 30R14063 and being Part 6 on 30R14109, save and except Part 1 on 30R15840, Township of West Lincoln, be accepted by the Township.

Figure: Excerpt from Minutes of Settlement, Lands to be dedicated to the Township



- Attachments:
 1. Minutes of Settlement

Gerrit Boerema,
 Director of Growth and Sustainability

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

MEETING NO. 2

March 2, 2026, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Justin Paylove, Manager, Legislative Services/Clerk
Jessica Dyson, Director, Legal and Legislative Services
Truper McBride, CAO
Gerrit Boerema, Director, Growth and Sustainability
Susan Smyth, Manager, Community Planning and Design
Cynthia Summers, Director, Community and Protective Services
Mike DiPaola, Director, Infrastructure
Kevin Geoghegan, IT Help Desk Analyst

Attendees: Albert Witteveen, Regional Councillor
John Ganann
Dennis and Diane Packham
Greg Hilvers
Gzoff Vinapper

Attended part-time*

1. CHAIR - Councillor Joann Chechalk

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

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

2. LAND ACKNOWLEDGEMENT STATEMENT

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

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

3.1 Councillor William Reilly - ITEM GS07-26

Councillor Reilly was not in attendance during the August 11, 2026 public meeting.

4. PUBLIC MEETING(S)

There were no Public Meeting(s)

5. CHANGE IN ORDER OF ITEMS ON AGENDA

There was a change in order of Items on the Agenda 9.4 ITEM CS09-26 moved to 9.2.

6. APPOINTMENTS/PRESENTATIONS

There were no appointments/presentations

7. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

There were no members of the public present who wished to address any items on the Growth and Sustainability Committee

8. COMMUNICATIONS

There were no communications

9. STAFF REPORTS

9.1 ITEM GS06-26

Manager, Civil Land Development (Jennifer Bernard) and Director, Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report ENG-01-2026 - Revised Water and Wastewater Master Servicing Plan for Endorsement

POWERPOINT PRESENTATION

Lucy Horne, Benny Wan and Karl Grueneis, AECOME gave a brief presentation in regards to MCP Stage 1, North Area, Wastewater Servicing Strategy attached as Schedule “A” to these minutes.

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

1. That, Recommendation Report ENG-01-2026, titled “Revised Water and Wastewater Master Servicing Plan for Endorsement” dated March 2, 2026 be received; and,
2. That, Township Council endorse the revised Water and Wastewater Master Servicing Plan, prepared by AECOM Canada ULC dated December 2025; and,
3. That, Administration be directed to request that the Niagara Region include the newly identified Regional infrastructure projects in their

Water and Wastewater Master Servicing Plan and Capital Budget;
and,

That, administration be directed to send a copy of the report and resolution to honourable Minister Flack, honourable Premier Doug Ford, and MPP Sam Oosterhoff; and,

That staff advocate for additional support from the province in regards to Water and Wastewater management.

Carried as amended

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, this report be amended to include the following resolutions:

That, administration be directed to send a copy of the report and resolution to honourable Minister Flack, honourable Premier Doug Ford, and MPP Sam Oosterhoff; and,

That staff advocate for additional support from the province in regards to Water and Wastewater management.

Carried

9.2 ITEM GS07-26

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

Re: Recommendation Report PD-01-2026 – 132 College Street - Official Plan Amendment File No. 1701-002-25; Zoning By-law Amendment File No. 1601-004-25; Draft Plan of Subdivision File No. 2000-002-25; Draft Plan of Phased Condominium File No. 2000-003-25CDM

Councillor William Reilly declared a conflict on this item. (Councillor Reilly was not in attendance during the August 11, 2026 public meeting.)

Moved By Mayor Cheryl Ganann

Seconded By Councillor Greg Maychak

1. That, Recommendation Report PD-01-2026, titled "Recommendation Report: 132 College Street – Official Plan Amendment (File No. 1701-002-25); Zoning By-law Amendment

(File No. 1601-004-25); Draft Plan of Subdivision (File No. 2000-002-25); Draft Plan of Phased Condominium (File No. 2000-003-25CDM)”, dated March 2, 2026, be received; and,

2. That, Application for Official Plan Amendment (File No. 1701-002-25) be approved as found in Schedule C; and,
3. That, Application for Zoning By-law Amendment (File No. 1601-004-25) be approved as found in Schedule D; and,
4. That, Application for Draft Plan of Subdivision Approval (File No. 2000-002-25), be approved in accordance with the provisions of the Planning Act, R.S.O, 1990, c. P. 13, and regulations thereunder, subject to the draft plan approval conditions contained in Schedule E; and,
5. That, Application for Draft Plan of Phased Condominium Approval (File No. 2000-003-25CDM), be approved in accordance with the provisions of the Planning Act, R.S.O, 1990, c. P. 13, and regulations thereunder, subject to the draft plan approval conditions contained in Schedule F; and,
6. That, the Applicant is advised that the Township’s draft approval of this Plan of Subdivision and Draft Plan of Phased Condominium will lapse three years from the date of approval unless the Township Council grants an extension of the approval period prior to the lapsing date. If an extension is requested, an updated review will occur and revisions to the conditions of draft plan approval may be necessary at that time.

Carried

9.3 ITEM GS08-26

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

Re: Recommendation Report PD-06-2-26 – Zoning By-law Amendment Application for 6910 Silver Street (File No. 1601-013-25)

Moved By Councillor Shelley Bradaric

Seconded By Councillor Greg Maychak

1. That, Recommendation Report PD-06-2026, titled “Recommendation Report – Zoning By-law Amendment Application

for 6910 Silver Street (File No. 1601-013-25), dated March 2, 2026, be received; and,

2. That, Application for Zoning By-law Amendment File No. 1601-013-25 be approved in accordance with the attached Zoning By-law and Schedule to rezone the subject lands as A-5 (H-16) to permit the salvage yard, storage, processing and resale of rock, shale and aggregate materials, and amend the zone boundaries for the Agricultural (A) Zone, and the Holding Provision is applied until such time as the Restoration Plan and Site Plan are approved to the satisfaction of the Township; and,
3. That, Council authorizes the Mayor and Clerk to sign the necessary by-law.

Carried

9.4 ITEM CS09-26

Director, Growth and Sustainability (Gerrit Boerema) and Director, Community and Protective Services (Cynthia Summers)

Re: Recommendation Report PD-08-2026 - Recreation and Parks Master Plan Adoption

POWERPOINT PRESENTATION

Steve Wever, GSP and Terry Alyman, MGA Group gave a brief PowerPoint presentation in regards to the Recreation and Parks Master Plan, attached as Schedule "B" to these minutes.

Moved By Councillor Greg Maychak

Seconded By Mayor Cheryl Ganann

1. That Recommendation Report titled "Recreation and Parks Master Plan Adoption" dated March 2nd, 2026 be received; and,
2. That the Recreation and Parks Master Plan, as found in Schedule A, be adopted.

Carried

10. OTHER BUSINESS

10.1 ITEM GS10-26

Members of Committee

Re: Other Business Matters of an Informative Nature

11. NEW BUSINESS

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

Moved By Councillor William Reilly
Seconded By Mayor Cheryl Ganann

That, a new item of business be brought forward regarding public consultation regarding amalgamation.

Carried

Moved By Councillor William Reilly
Seconded By Mayor Cheryl Ganann

1. That administration be directed to begin the process of organizing public consultation in regard to the options regarding recent notice about municipal amalgamation; and,
2. That administration conduct a public meeting by the end of March and report back to Council when all of the public feedback has been consolidated.

	For	Against	Conflict
Councillor William Reilly	X		
Councillor Shelley Bradaric	X		
Mayor Cheryl Ganann	X		
Councillor Jason Trombetta	X		
Councillor Mike Rehner	X		
Councillor Joann Chechalk	X		
Councillor Greg Maychak	X		
Results	7	0	0

Carried

12. CONFIDENTIAL MATTERS

There were no Confidential Matters

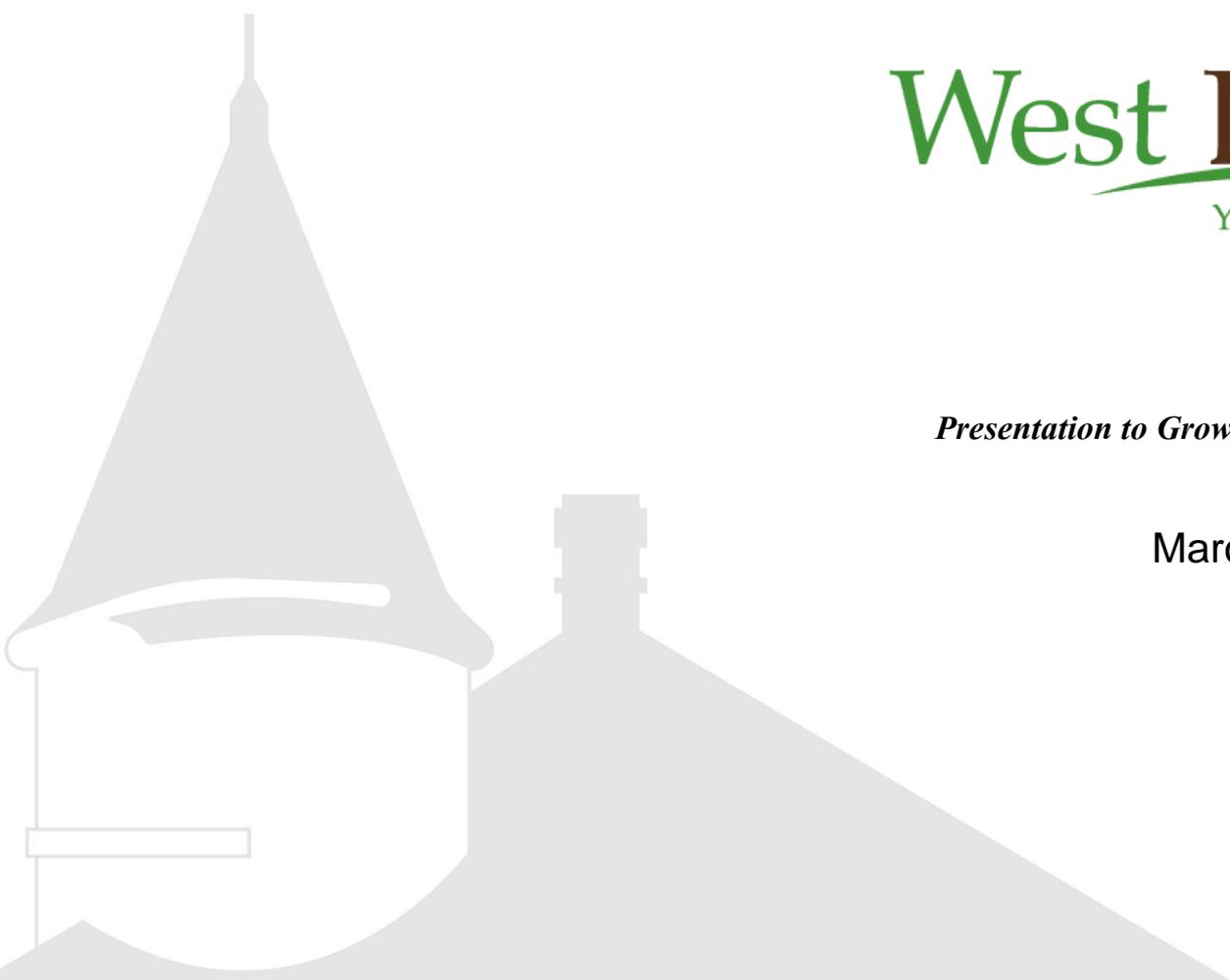
13. DISCLOSURE OF CONFIDENTIAL MATTERS

14. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 9:04 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR JOANN
CHECHALK, CHAIR



West Lincoln

Your Future Naturally

Presentation to Growth and Sustainability Committee

March 2nd, 2026

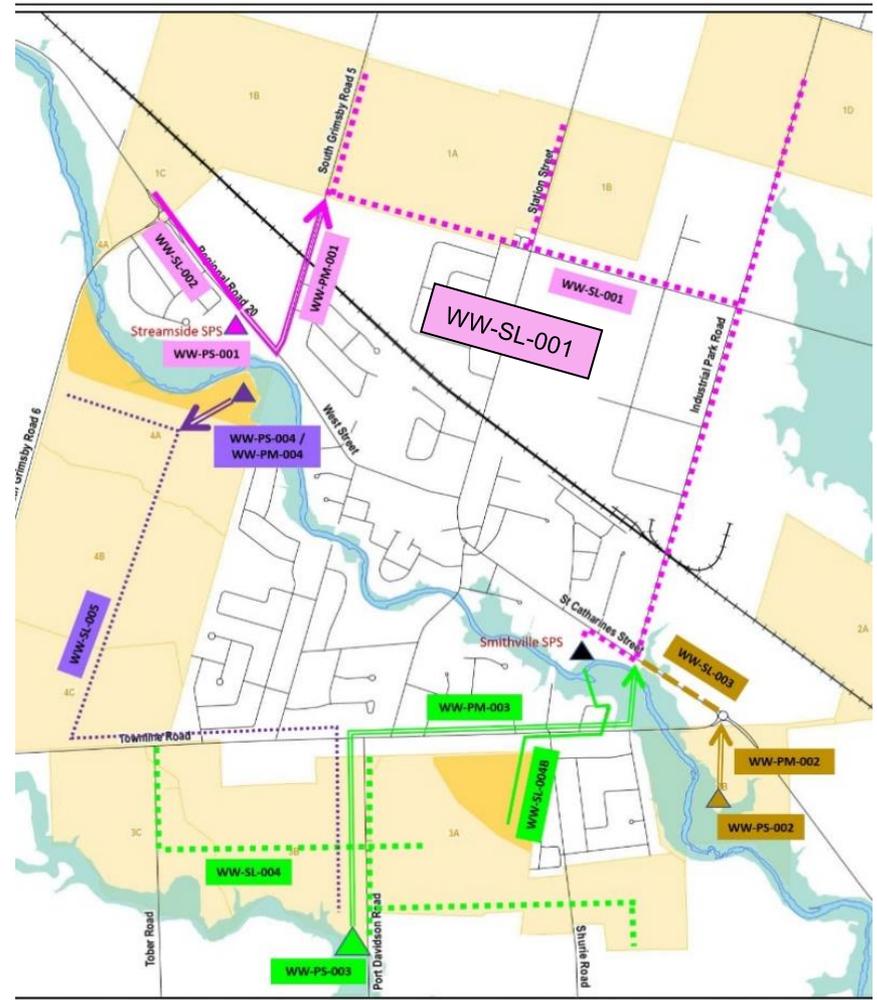
AGENDA

1. North Area Wastewater Servicing Strategy Restrictions
2. Potential Stage 1 Area Servicing Options
3. Evaluation Criteria
4. Selected Stage 1 Area Servicing Strategy Overview
5. Next Steps

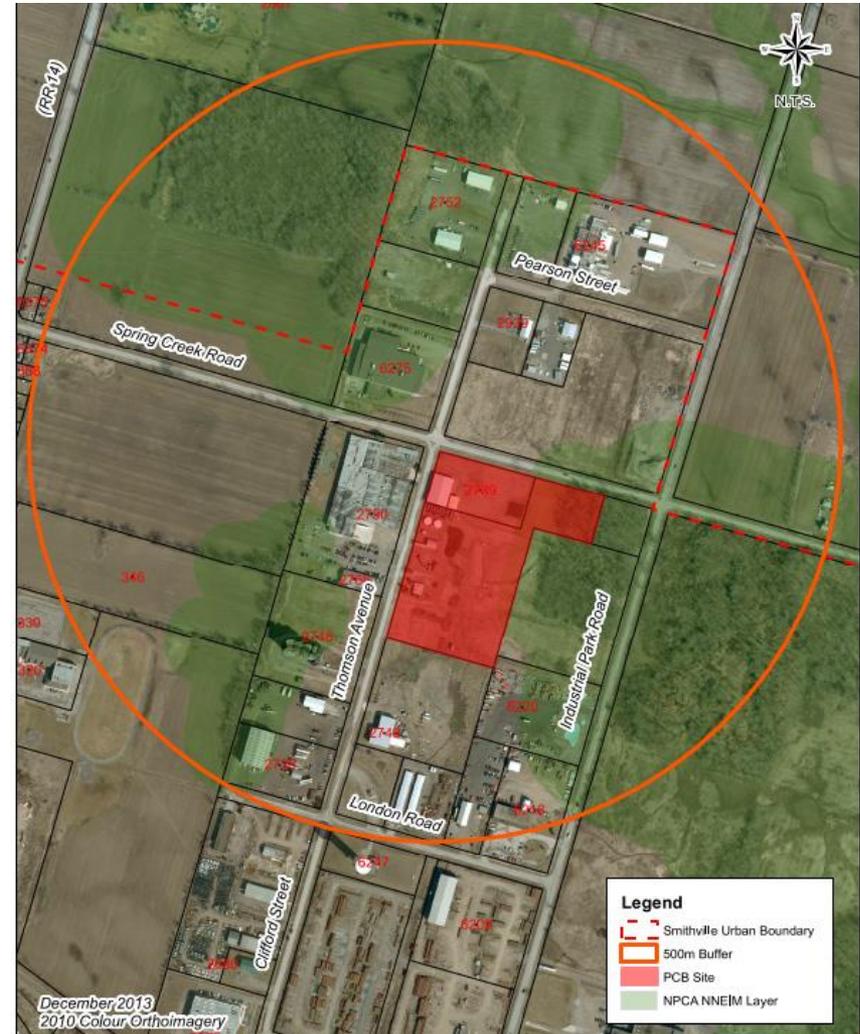
AGENDA

1. North Area Wastewater Servicing Strategy Restrictions
2. Potential Stage 1 Area Servicing Options
3. Evaluation Criteria
4. Selected Stage 1 Area Servicing Strategy Overview
5. Next Steps

- In April 2023, the Township of West Lincoln completed the Smithville MCP including Integrated MCEA Master Plan with supporting Water and Wastewater Master Plan.
- Preferred wastewater servicing strategy for the North Community was based on gravity sewer in bed rock with flows being sent to the Smithville SPS on RR20 (Project WW-SL-001).



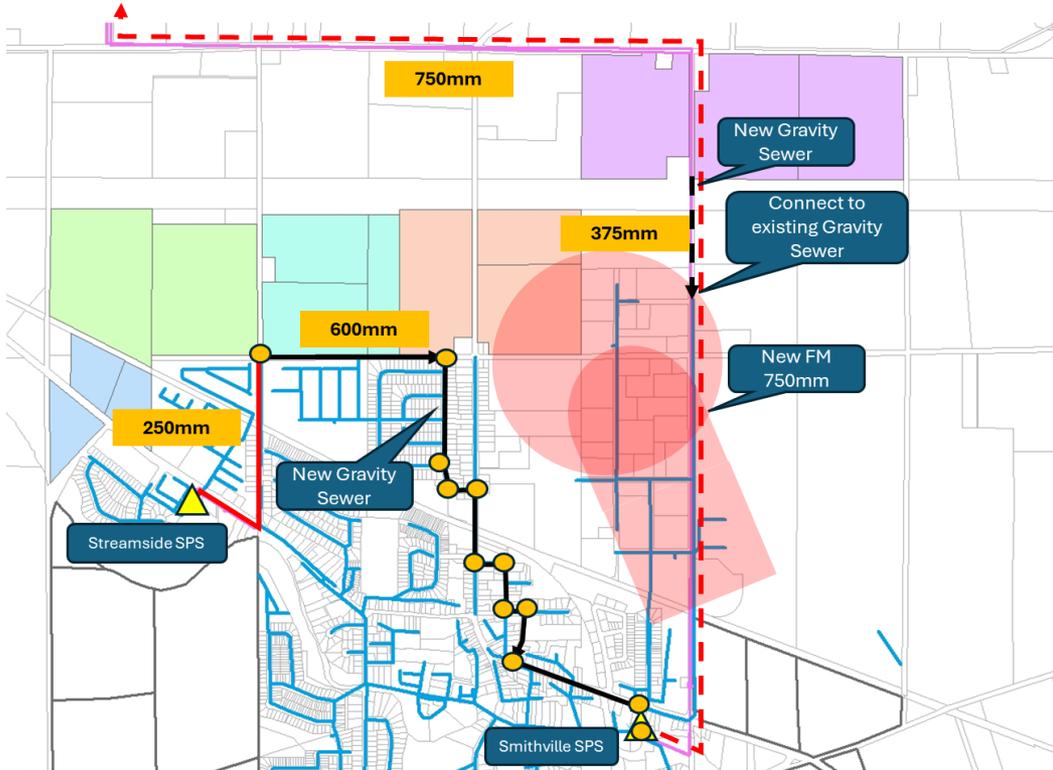
- The MCP project team was made aware of the subsurface work restrictions and evaluation requirements and subsequent MECP approvals (as per Township OP Section 6.10 Employment Area) in relation to the proposed deep gravity sewer in bed rock due to potential interference with PCB Groundwater Contamination Plume and MECP Groundwater Treatment Facility Operations.
- Four options were then evaluated outside of the 500m buffer.



AGENDA

1. North Area Wastewater Servicing Strategy Restrictions
2. Potential Stage 1 Area Servicing Options
3. Evaluation Criteria
4. Selected Stage 1 Area Servicing Strategy Overview
5. Next Steps

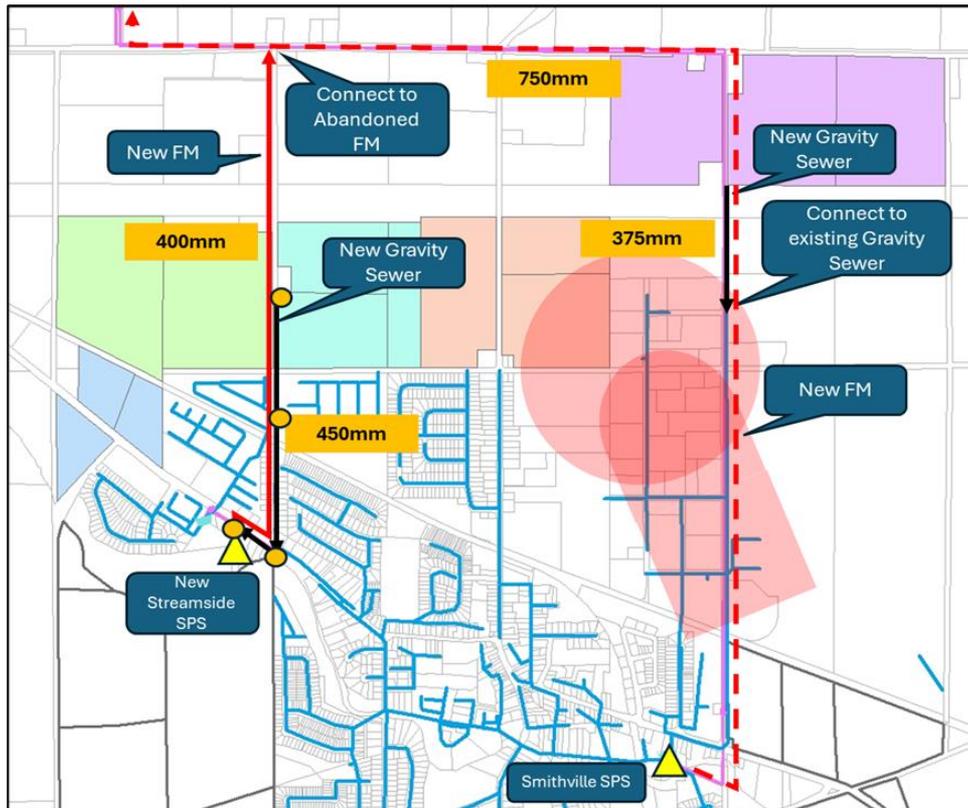
OPTION 1: SMITHVILLE SPS UPGRADE BASED ON GRAVITY



- Design Duration: 2 years
- Construction Duration: 5 years
- Total Capital Cost: \$140.4M
- Total Life Cycle Cost: \$255.7M

Most complicated MECP approvals based on work in bed rock, 12 shafts and potential for PCB Groundwater Contamination Plume interference in addition to significant community impacts.

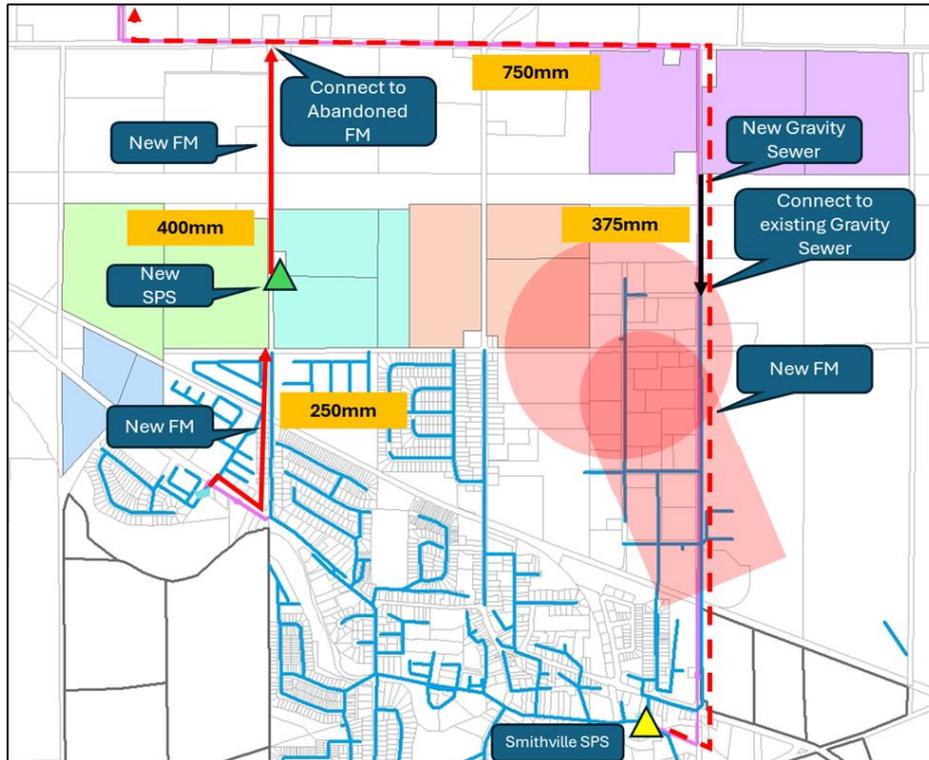
OPTION 2: NEW STREAMSIDE SPS



- Design Duration: 2 years
- Construction Duration: 3 years
- Interim solution: connect the new 400mm South Grimsby Rd FM to existing abandoned 300mm FM on Yonge Street Total Capital Cost: \$122.6M
- Total Life Cycle Cost: \$236.0M

Lower number of shafts (4), and further away from PCB Groundwater Contamination Plume, less complicated MECP approval.

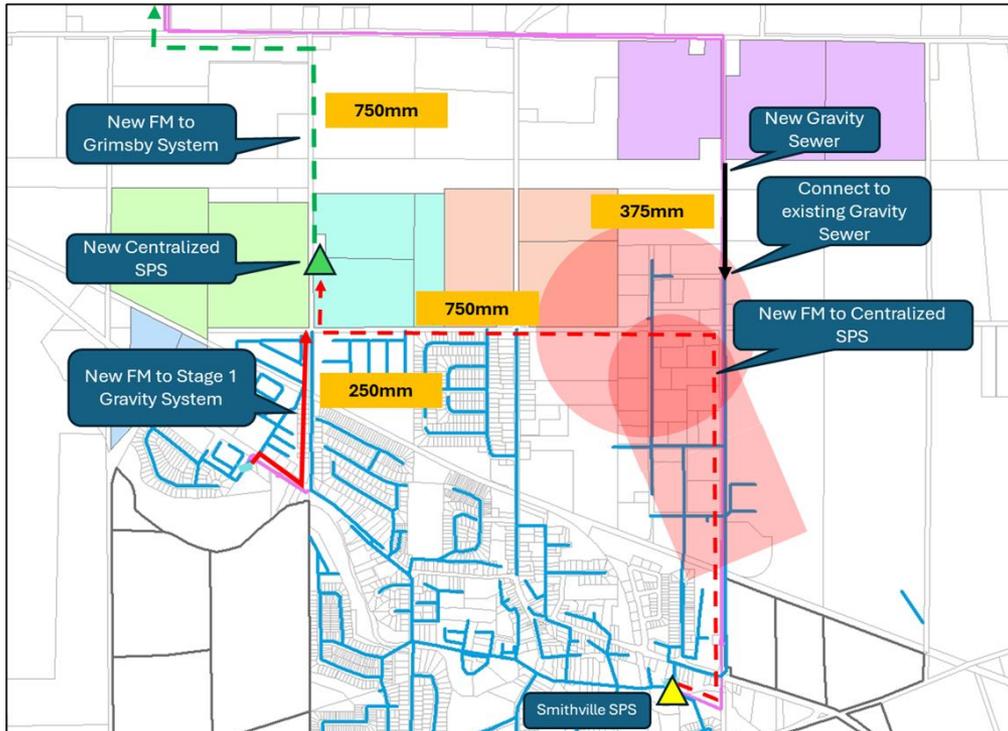
OPTION 3: NEW STAGE 1 AREA SPS



- Design Duration: 2 years
- Construction Duration: 2 years
- Potential Interim solution: connect the new 400mm South Grimsby Rd FM to existing abandoned 300mm FM on Yonge Street
- Total Capital Cost: \$129.0M
- Total Life Cycle Cost: \$281.0M

Least complicated MECP approvals based on work in bed rock, limited to pumping station with less potential to interfere with PCB Groundwater Contamination Plume.

OPTION 4: NEW CENTRALIZED SPS



- Design Duration: 2 years
- Construction Duration: 5 years
(Require the future 750mm FM from New Centralized SPS to Grimsby System, green dashed line)
- Total Capital Cost: \$125.4M
- Total Life Cycle Cost: \$296.8M

Least complicated MECP approvals based on work in bed rock, limited to pumping station with less potential to interfere with PCB Groundwater Contamination Plume.

AGENDA

1. North Area Wastewater Servicing Strategy Restrictions
2. Potential Stage 1 Area Servicing Options
- 3. Evaluation Criteria**
4. Selected Stage 1 Area Servicing Strategy Overview
5. Next Steps

EVALUATION CRITERIA:

- **Capital Cost**
- **Constructability**
- **Property Requirements**
- **Implementation risk considering PCB contaminated groundwater plume.**
- **Optimal in-service date for Stage 1 area.**
- **Opportunity to coordinate with other planned infrastructure.**



AGENDA

1. North Area Wastewater Servicing Strategy Restrictions
2. Potential Stage 1 Area Servicing Options
3. Evaluation Criteria
4. Selected Stage 1 Area Servicing Strategy Overview
5. Next Steps

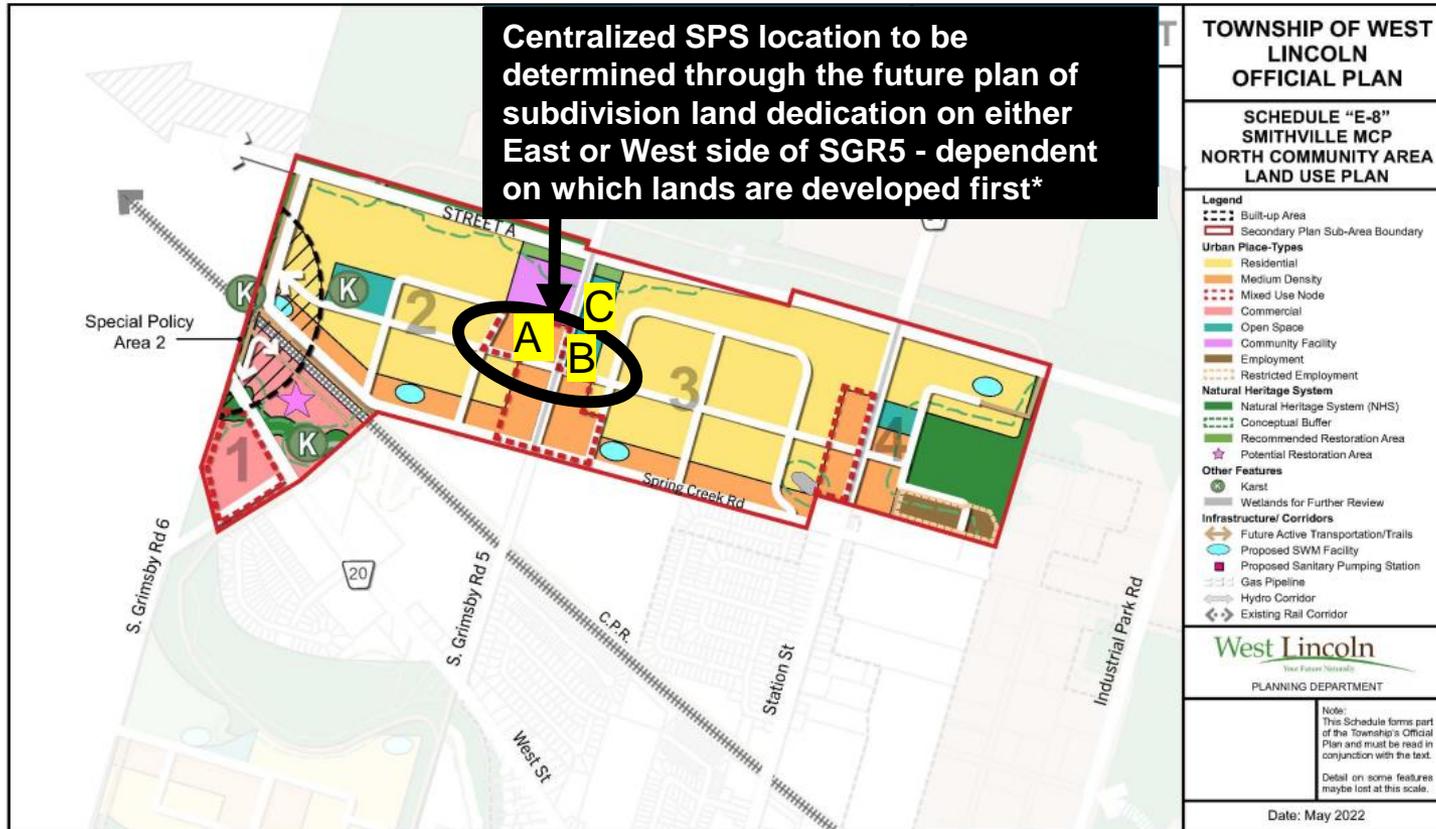
STAGE 1 WASTEWATER SERVICING EVALUATION SUMMARY

- The Team worked collaboratively to develop and evaluate the four servicing options.
- The preferred solution is Option 4, allowing:
 - Infrastructure to be much further away from the extent of the 500-m restriction zone
 - Less complicated groundwater monitoring and easier MECP approval of monitoring program
 - A phased approach to provide additional time and implement future upgrades to Smithville SPS
 - Ability to service a future expansions urban boundary if required beyond 2051
 - The Region will temporarily implement Option 3 to meet the short-term needs.
 - Landowner willingness to negotiate land transfer
- The new Centralized SPS will be captured within the Region's Development Charges program.

**OPTION 4: NEW CENTRALIZED SPS
(ULTIMATE SOLUTION) – PREFERRED**



CENTRALIZED SPS LOCATION



*Looking at minimum of 40x40m parcel of land with consideration of future expansion (post 2051)

AGENDA

1. North Area Wastewater Servicing Strategy Restrictions
2. Potential Stage 1 Area Servicing Options
3. Evaluation Criteria
4. Selected Stage 1 Area Servicing Strategy Overview
- 5. Next Steps**

Next Steps

- 1. Prepare and issue notice of Smithville MCP North Area Wastewater Servicing Strategy Update**
- 2. Post Servicing Strategy Update on Township's website**
- 3. Begin property acquisition process as part of Land Development Applications**
- 4. Region to capture revised servicing strategy in their WWMP and DC Background updates**
- 5. Township to capture revised servicing strategy in their DC Background updates**

Questions?

Thank you!

*Presentation to Growth and Sustainability
Committee*

March 2nd, 2026



West Lincoln

Your Future Naturally

West Lincoln

Your Future Naturally

Township of West Lincoln Parks and Recreation Plan

Committee Presentations

September 15th, 2025

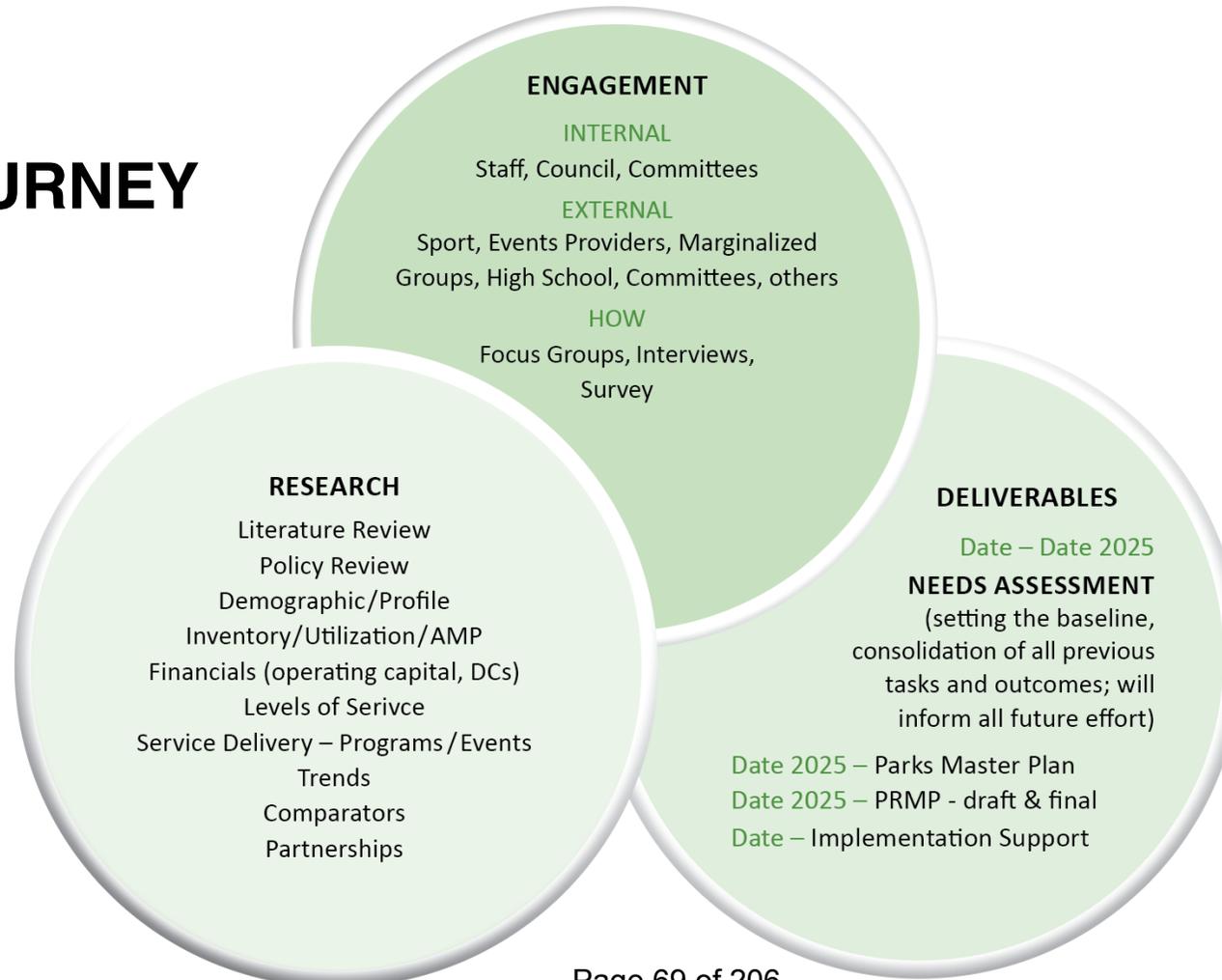
March 2nd, 2026



CONGRATULATIONS ON COMPLETING A PARKS AND RECREATION PLAN

1. Supports health and well-being
2. Reflects community needs
3. Guides strategic decision-making
4. Informs budget and resources allocation
5. Improves service delivery and efficiency
6. Strengthens community connections
7. Enhances environmental stewardship
8. Boost local economy

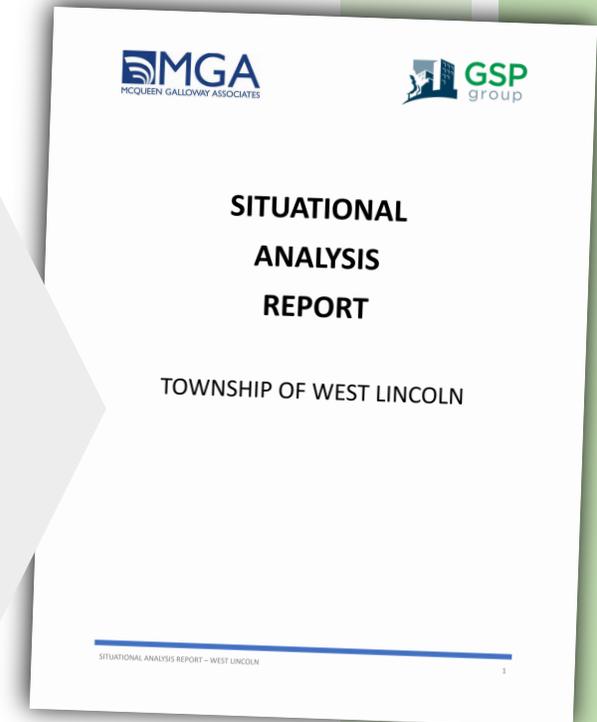
PROJECT JOURNEY



NEEDS ASSESSMENT

Situational Analysis Content

- Introduction
- Growth Profile
- Demographic Profile
- Corporate Policy Alignment
- National & Provincial Policy
- Trends
- Best Practices
- Parks Inventory
- Parks Conditions Analysis
- Service Delivery Models
- Facility Inventory
- Facility Conditions Analysis
- Operating Budget Analysis
- Capital Budget Analysis
- Rates and Fees Comparisons
- Program Review
- Events Review
- Community Engagement Results
- Community Survey Results



DEVELOPMENT OF THE PARKS AND RECREATION PLAN

- **Growth and Policies** → 3 recommendations
- **Finance** → 6 recommendations
- **Service Delivery Model** → 2 recommendations
- **Facilities** → 19 recommendations
- **Events** → 3 recommendations
- **Parks and Outdoor Recreation Facilities** → 19 recommendations

West Lincoln

Your Future Naturally

Growth and Policies

3 recommendation

Finance

6 recommendations



West Lincoln

Your Future Naturally

Program Service Models

2 recommendations

Facilities

19 recommendations

Events

3 recommendations



West Lincoln

Your Future Naturally

Parks and Outdoor Recreation Facilities

19 recommendations



NEXT STEPS...

After this presentation we promised

- Plan to be posted on website
- Public Open House – October
- Additional virtual meetings and conversations

West Lincoln

Your Future Naturally

Public Open House October 1st

**FEED US YOUR
PARKS AND RECREATION
IDEAS**

MGA consultants are presenting draft Parks and Recreation recommendations for the next 10 years. This is your chance to tell us if we captured everything for West Lincoln, and what the top priorities should be — all while enjoying a slice!

**WEDNESDAY
OCT 1st | 6-8PM** @ **West Lincoln
COMMUNITY CENTRE
FRONT FOYER**

TO REVIEW THE DRAFT PARKS AND RECREATION PLAN VISIT:
WWW.WESTLINCOLN.CA

**PIZZA
ON
US!**

IF YOU CANNOT ATTEND IN PERSON, THERE WILL BE A VIRTUAL DISCUSSION WORKSHOP ON OCTOBER 6th FROM 6:30-7:30PM. TO REGISTER, PLEASE EMAIL: info@mgagroup.ca

MGA

Virtual Engagement and Conversations Week of October 6th

MGA **GSP**
MCQUEEN GALLONBY ASSOCIATES GROUP
SHARPS BRYANT COMMUNITIES

**TOWNSHIP OF WEST LINCOLN
Parks and Recreation Plan**

ENGAGEMENT OPPORTUNITIES

- **October 1st** – In Person – 6:00-8:00pm
WEST LINCOLN COMMUNITY CENTRE
- **October 6th** – Online Session – 6:30-7:30pm
EMAIL TO REGISTER: info@mgagroup.ca
- **Other Ways to Share Your Feedback**
EMAIL US: info@mgagroup.ca

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Comments Received – Open House

DRAFT RECOMMENDATIONS – PROGRAMS AND FACILITIES

IMPORTANCE	RECOMMENDATION	FEEDBACK
PROGRAMS	Conduct a program gap analysis to identify which priority programs the Township has the capacity to deliver directly and initiate a Request for Proposals (RFP) process to engage third-party providers for specialized or resource-intensive programs that fall outside municipal capacity.	
FACILITIES – ICE	(I) That staff update Council on the existing allocation of prime-time utilization by minor hockey, figure skating, learn-to-skate, public skate, and other users, (II) That staff provide options to accommodate prime-time ice for a Junior Hockey Team, and which non-minor users would be impacted or displaced for Council's consideration. That the Township of West Lincoln establish a future ice needs strategy in cooperation with the Town of Grimsby and the Town of Lincoln to determine the order in which additional ice should be introduced to the West Niagara area. Explore installing ice in August and maintaining it into April to support camps, training programs, and longer seasons for adult and youth leagues. Review and Revise the Ice Allocation Policy to ensure priority access for youth-serving, and not-for-profit organizations during prime hours. Continue annual tracking of WNMHA and Skating Club participation, with a focus on adult league growth and West Lincoln's share of regional users. Review its permitting and rental processes to ensure they align with staff capacity, service expectations, and cost recovery. This includes improving how new or non-standard rentals and events are communicated across departments, establishing a process to flag when additional staffing or logistics are required, and determining whether such uses fall within the current Rates & Fees By-law. Undertake a feasibility and cost-benefit analysis to assess the potential for adding a second ice pad at the West Lincoln Community Centre to accommodate future growth.	

WHAT WE'VE HEARD

Public engagement played a significant role in shaping the final document. Following the presentation of the draft Plan to Council on September 15th, additional input was received through a virtual session on October 6th (with ten registered participants), an in-person open house on October 1st (attended by approximately 30 residents and 20 youth), additional interviews, and a written submission.

The following section highlights a few of the comments and themes that emerged from this post-draft engagement:

- ICE**
 - Extend ice to May long weekend – inputs
 - Summer ice
 - Less than 5 skaters 2/2 ice rental
- LIT FIELDS**
 - Indoor Facilities
 - Indoor Turf
 - Refurbish the bleachers
- MAINTENANCE**
 - ground maintenance
 - field maintenance
- PROGRAMMING**
 - Pre-registered volleyball league (co-ed)
 - Programs for youth pickleball drop in
- IMPROVED PARKS**
 - More exciting playgrounds
 - Disc golf
 - Basketball courts
 - Open space for kites
- Other Comments:**
 - Outdoor Ring
 - Designated warm-up spaces
 - Live barn
 - Tree canopy
 - More naturalized spaces
 - Policy to support West Lincoln access and priority
 - Sidewalk, trails & Connectivity to leisureplex
 - Neighbourhood Volunteers
 - Inventory of Programs - Kiwanis youth program on Thursday
 - Outdoor Washrooms
 - Dog Park
 - Fountains
 - Policies on outdoor pool that West Lincoln have priorities
 - Improved accessibility for those with disabilities/barrier-free

Comments Received – Meetings and Conversations

Accessibility

- Improve accessibility for public spaces (i.e., soccer fields, playgrounds)

Public Amenities & Inclusive Play:

- Musical play park for all ages
- Disc golf course in Wellandport
- Expand access to seating and outdoor washrooms town-wide

Dog Parks & Community Spaces:

- Establish dog park at Sixth Line or outskirts
- Improve public gathering areas with permanent seating (e.g., amphitheater at Bandstand)

Library & Equipment Lending:

- Introduce a lending library for outdoor and recreational equipment

Turf Field Development

- Prioritize lighting Field 3
- Explore year-round use with
- Continue partnerships with shared amenities

Park Design & Tree Planning

- Adopt native planting practices
- Establish shade standards for recreational spaces
- Incorporate mini-forest corridors and diverse landscaping

Connectivity Improvements

- Develop comprehensive network of pedestrian paths connecting town sectors
- Address gaps in sidewalks, especially near major recreational facilities



West Lincoln Youth Soccer Club (WLYSC)
P.O. Box 439
Smithville, ON L0R 2A0

Tracey, Jessica.

Thank you for providing the opportunity for feedback on the recreation plan for the future of West Lincoln community.

I have been a resident for 35 years and watched Smithville grow tremendously over the years and served as President for West Lincoln youth and West Lincoln ladies soccer clubs for most of this time. The soccer clubs have grown from 100 participants to nearly 800 now.

West Lincoln

Your Future Naturally

Implementation Plan



RECOMMENDATIONS – PARKS AND OUTDOOR FACILITIES

TIMING LEGEND

Short = 1-7 years Medium = 8-15 years Long = 16+ years

RESOURCES LEGEND

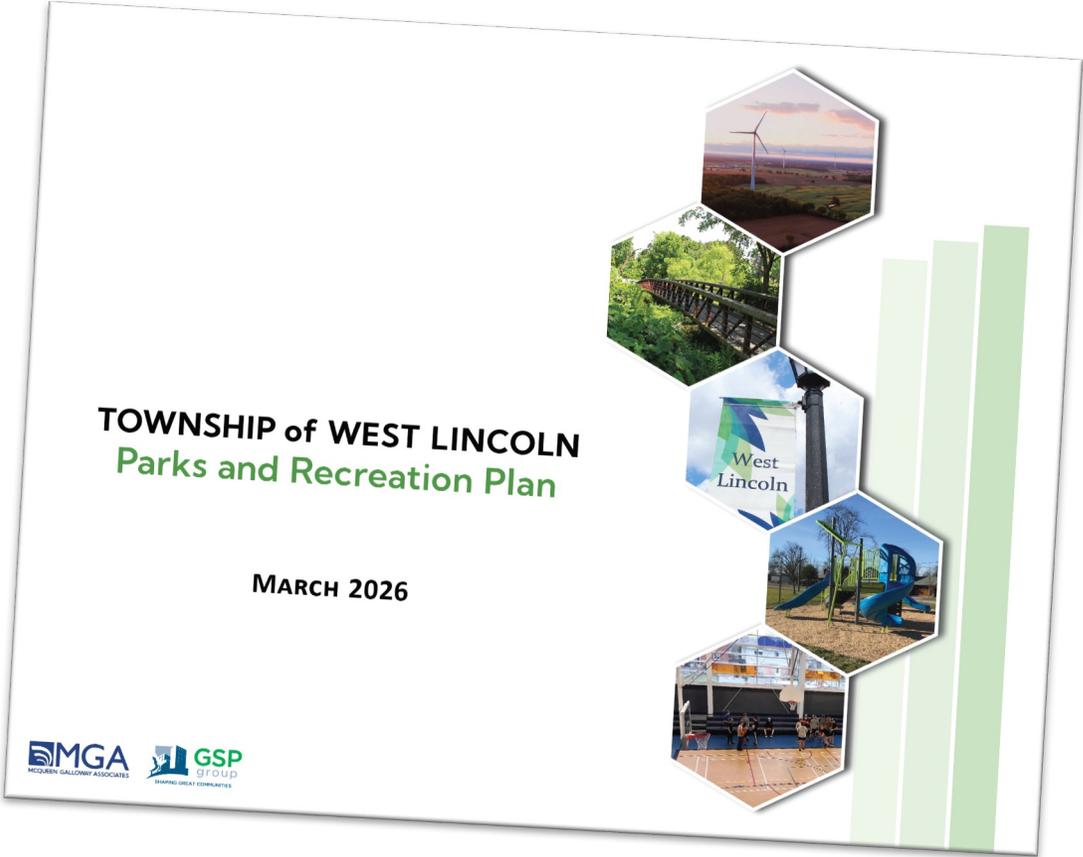
Internal A – Existing Township staff to implement the recommendation
Internal B – Additional staff required to implement the recommendation
External – Consulting \$\$\$ (*2025 current dollar estimates)

TIMELINE	RECOMMENDATION	RESOURCES & ALIGNMENT
PARKS AND OUTDOOR FACILITIES – OUTDOOR RECREATION FACILITIES STANDARDS		
Short/ Ongoing	<p>40. Plan for the future needs for outdoor recreation facilities to meet the demands of growth and development based on consideration of the provision-level standards and option/strategies outlined herein for each type of facility.</p> <p>New/Upgraded Soccer Fields: \$2M to \$2.5M Multi-use Courts, Tennis/Pickleball, Basketball Courts: \$1M Additional Park Facilities and Amenities: \$0.7M to \$1.2M</p> <p>New/Upgraded Ball Diamonds: \$0.5M to \$1.0M Splashpad Facilities: \$0.5M to \$1M Playgrounds: \$2M</p>	<p>Internal B OR External (contracted resources for project management, design and implementation) for new/renewed outdoor recreation facilities. Total combined capital cost: \$6.7M – 9.7M</p>
Short	41. Explore changing the fee structure for outdoor sports fields (per user charge, to hourly).	Internal – A
Short/ Ongoing	42. Continue to review and adapt turf maintenance levels and practices to maintain safety and standards of play in consultation with user groups.	Internal – A
Short/ Ongoing	43. Continue to obtain program participation data from user groups and record/track this data as part of annual monitoring and to support periodic updates to the future needs forecast for outdoor recreation facilities.	Internal – A
Short/ Ongoing	44. Consult with user groups and the public on an ongoing and periodic basis to obtain input to future outdoor recreation facility needs, timing, location options and strategies, funding, partnerships and implementation plans.	Internal – A
Short/ Ongoing	45. Review and monitor population growth and estimate actual growth annually based on building permits and other available data to support the ongoing assessment of outdoor recreation facility needs and track population changes to update the future needs forecast. Acquire and review census data to verify/refine annual estimates every 5 years. The future needs forecasts should also be updated to reflect any future changes to the projected population growth and as the planning period is extended.	Internal – B OR External (\$40K - \$50K)
Short/ Ongoing	46. Where a clear and sustained need has been demonstrated for additional capacity, look firstly to optimize the scheduling and availability of existing facilities, secondly to opportunities to accommodate the increase in need via available or planned non-municipal facilities or joint/ multi-municipal facilities, thirdly to upgrades to existing municipal facilities, and lastly to the development of new municipal facilities.	Internal – A

West Lincoln

Your Future Naturally

Final Document



West Lincoln

Your Future Naturally

Questions?

Terry Alyman – MGA

Terry@mgagroup.ca

Tracey McQueen – MGA

tracey@mgagroup.ca

Steve Wever – GSP

swever@gspgroup.ca

PROJECT SPONSORS

Gerrit Boerema

Manager of Panning

Tel: 905-957-3346 ext.5131

Email: gboerema@westlincoln.ca

Cynthia Summers

Director of Community and Protective Services

Tel: 905-957-3346 ext.4691

Email: csummers@westlincoln.ca





**TOWNSHIP OF WEST LINCOLN
INFRASTRUCTURE COMMITTEE
MINUTES**

**MEETING NO. TWO
March 2, 2026, 7:30 p.m.
Township Administration Building
318 Canborough Street, Smithville, Ontario**

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

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

Attendees: John Ganann

Attended part-time*

1. CHAIR - Councillor William Reilly

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

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

2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 p.m. on the day of the meeting for consideration by the Committee. Comments received after 4:30 p.m. on the day of the Committee meeting will be considered at the following Council meeting. Comments submitted are included in the record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

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

3. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of Items on Agenda

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

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

5. APPOINTMENTS

There were no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

There were no members of the public present who wished to address any items on the Infrastructure Committee agenda.

7. COMMUNICATIONS

There were no communications.

8. STAFF REPORTS

8.1 ITEM IC07-26

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

Re: Recommendation Report I-07-2026 - Revised Approach to Heavy Truck Restrictions – Introduction of Local Access Exemptions

Moved By Councillor Joann Chechalk

Seconded By Councillor Mike Rehner

1. That Recommendation Report I-07-2026, titled “Revised Approach to Heavy Truck Restrictions – Introduction of Local Access Exemptions,” be received; and,
2. That Council approve amendments to By-law 89-2000, as outlined in the draft amending by-law attached as Schedule “A” to this report; and,
3. That Council approve amendments to Schedule “S” of By-law 89-2000, including revisions to the heavy truck restriction chart, to implement heavy truck restrictions on Young Street (between Regional Road 14 and Regional Road 12), South Grimsby Road 8 (between Regional Road 20 and Twenty Road), and South Chippawa Road (between Regional Road 63 and Regional Road 2).

Carried

9. OTHER BUSINESS

9.1 ITEM IC08-26

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 were no confidential matters.

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 9:24 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR WILLIAM REILLY,
CHAIR

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

MEETING NO. TWO

March 9, 2026, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Justin Paylove, Manager, Legislative Services/Clerk
Jessica Dyson, Director, Legal and Legislative Services
Truper McBride, CAO
Cynthia Summers, Director, Community and Protective Services
Tim Hofsink, Fire Chief
Sarah Tzrok, Administrative Assistant, Fire Services
Zoli Rakonjak, Deputy Fire Chief
Roberta Keith, Acting Director of Corporate Services
Steve Emslie, Manager, Finance/Deputy Treasurer
Kevin Geoghegan, IT Help Desk Analyst

Attendees: Rob Cosby
Albert Witteveen, Regional Councillor

Attended part-time*

1. CHAIR - Councillor Shelley Bradaric

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

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

2. LAND ACKNOWLEDGEMENT STATEMENT

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

3. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of Items on Agenda

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

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

5. APPOINTMENTS

There were no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

There were no members of the public present who wished to address any items on the Corporate Services Committee agenda.

7. COMMUNICATIONS

There were no communications

8. STAFF REPORTS

8.1 ITEM CS11-26

Director, Corporate Services/CFO (Katelyn Repovs) and Manager, Finance/Deputy Treasurer (Steve Emslie)
Re: Information Report T-04-2026 - 2025 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies

Moved By Councillor Joann Chechalk
Seconded By Councillor Greg Maychak

1. That, Information Report T-04-2026, titled “2025 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies”, dated March 9, 2026, be received.

Carried

8.2 ITEM CS12-26

Director, Legal and Legislative Services (Jessica Dyson)
Re: Recommendation Report LLS-03-2026 - Proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law

Moved By Councillor Jason Trombetta
Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report LLS-03-2026, titled “Proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law”, dated March 9, 2026, be received; and,
2. That, the draft Administrative Monetary Penalties System (AMPS) By-law as found as Schedule “A” to this report be approved.

Carried

9. OTHER BUSINESS

9.1 ITEM CS13-26

Members of Committee

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

9.2 ITEM CS14-26

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 were no confidential matters.

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 6:38 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR SHELLEY
BRADARIC, CHAIR



**TOWNSHIP OF WEST LINCOLN
COMMUNITY AND PROTECTIVE SERVICES COMMITTEE
MINUTES**

MEETING NO. ONE

March 9, 2026, 7:30 p.m.

**Township Administration Building
318 Canborough Street, Smithville, Ontario**

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

Staff: Justin Paylove, Manager, Legislative Services/Clerk
Jessica Dyson, Director, Legal and Legislative Services
Truper McBride, CAO
Cynthia Summers, Director, Community and Protective Services
Tim Hofsink, Fire Chief
Sarah Tzrok, Administrative Assistant, Fire Services
Roberta Keith, Acting Director of Corporate Services
Zoli Rakonjac, Deputy Fire Chief
Steve Emslie, Manager, Finance/Deputy Treasurer
Kevin Geoghegan, IT Help Desk Analyst

Attendees: Rob Cosby
Albert Witteveen, Regional Councillor

Attended part-time*

1. CHAIR - Councillor Jason Trombetta

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

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

2. LAND ACKNOWLEDGEMENT STATEMENT

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

3. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of items on agenda

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

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

5. APPOINTMENTS

There were no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

There were no members of the public present who wished to address any items on the Community and Protective Services Committee Agenda.

7. COMMUNICATIONS

7.1 ITEM CPS01-26

Mayor's Youth Advisory Committee (MYAC)

Re: Minutes - February 4, 2026

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That, the West Lincoln Mayor's Youth Advisory Committee Minutes dated February 4, 2026, be received.

Carried

8. STAFF REPORTS

8.1 ITEM CPS02-26

Fire Chief (Tim Hofsink)

Re: Information Report WLF04-2026 - Monthly Update - February 2026

POWERPOINT PRESENTATION

The Fire Chief Tim Hofsink gave a brief powerpoint presentation on the overview of the Fire Department attached as Schedule "A".

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

1. That, Information Report titled "Monthly Update – February 2026", dated March 9, 2026, be received.

Carried

9. OTHER BUSINESS

9.1 ITEM CPS03-26

Members of Council

Re: Other Business Items of an Informative Nature

Councillor Maychak

Re: International Women's Day
Recognized the Mayor and CAO
Seating for residents on the 25th of March

Councillor Rehner
Re: Recognized the Mayor and CAO

Councillor Chechalk
Re: Amalgamation -options for residents

Councillor Bradaric
Re: Virtual Option for Public Meeting

Councillor Reilly
Re: Social media of upcoming meeting on the 25th

Mayor Ganann
Re: Council Chamber can accommodate for the Public Meeting

Councillor Trombetta
Re: Will not be in attendance on the 25th

10. NEW BUSINESS

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

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of 8:23 p.m.

JUSTIN PAYLOVE MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR JASON
TROMBETTA, CHAIR



WEST LINCOLN FIRE AND EMERGENCY SERVICES



OVERVIEW

Council Presentation
March 2026



- Our Team
- Facilities, Fleet, and Equipment
- Direction / Framework
- Call Types / Volume / Aid Agreements
- Community risk reduction & public programs
- How do we prepare?
- Future Opportunities / Challenges



DIRECTOR OF
COMMUNITY AND
PROTECTIVE SERVICES



FIRE CHIEF



DEPUTY
FIRE CHIEF



FIRE
ADMINISTRATOR

FIRE ADMINISTRATION TEAM



FIRE OPERATIONS TEAM



Facilities, Fleet and Equipment



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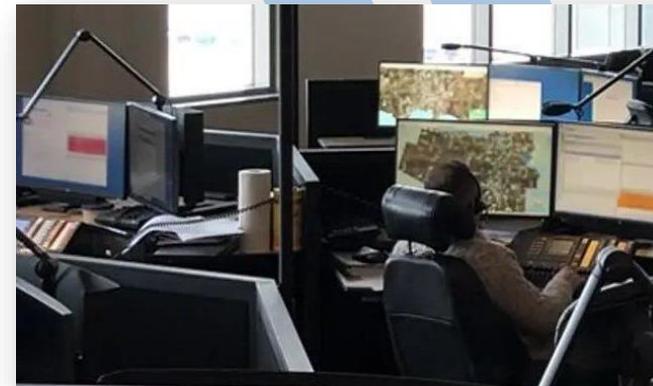


Tankers and Rural Water Supply improvements





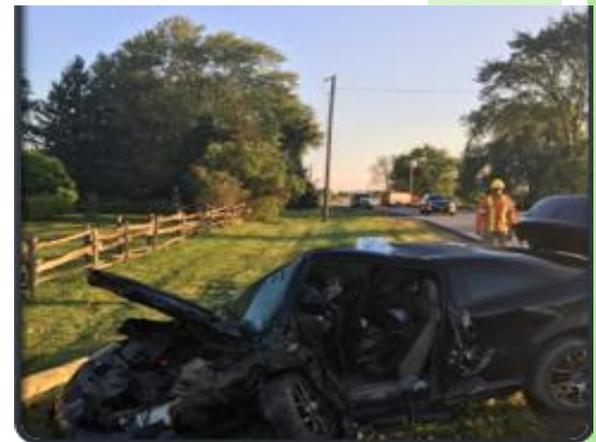
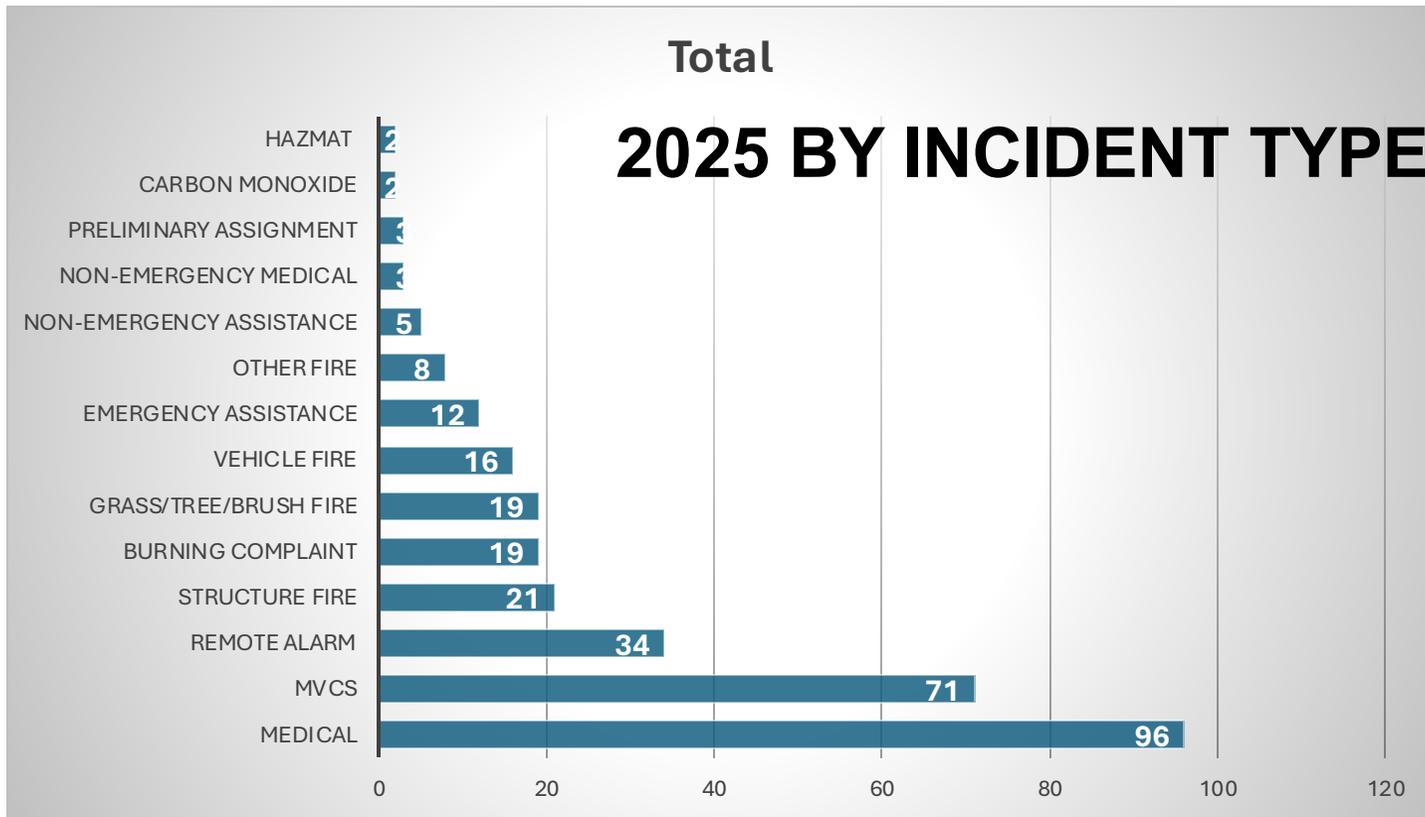
Communication Upgrades and P25 Radios



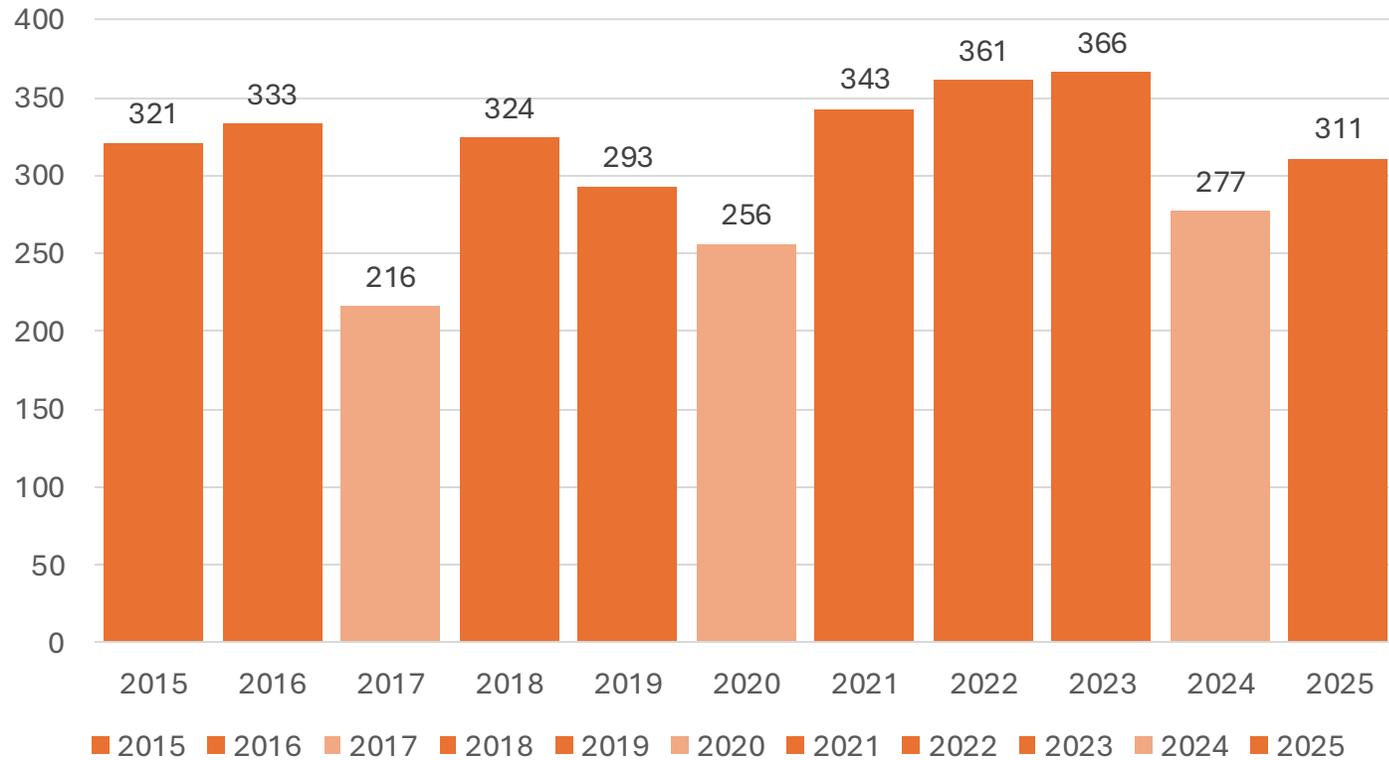


Framework and Legislation



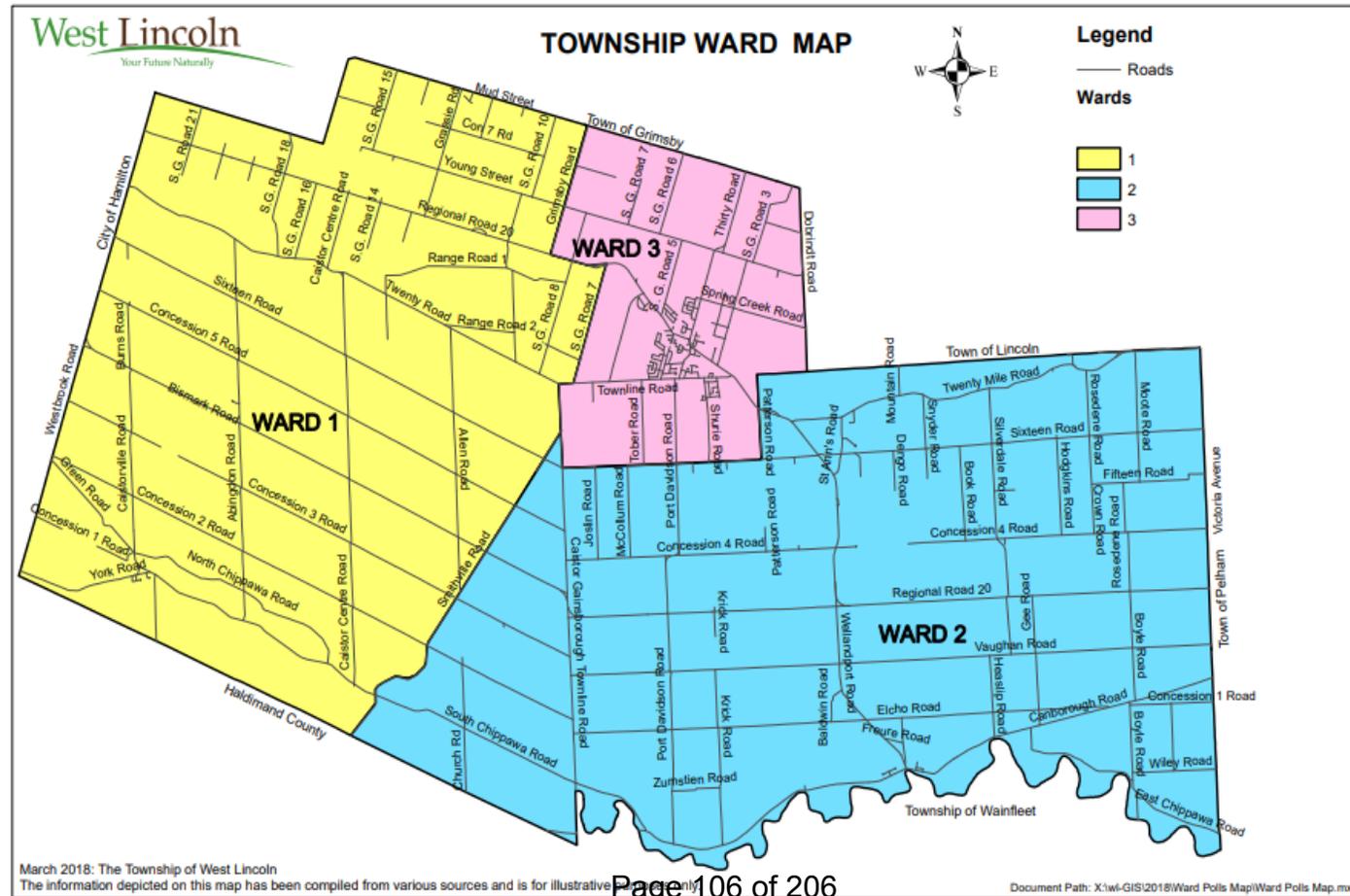


2015 - 2025





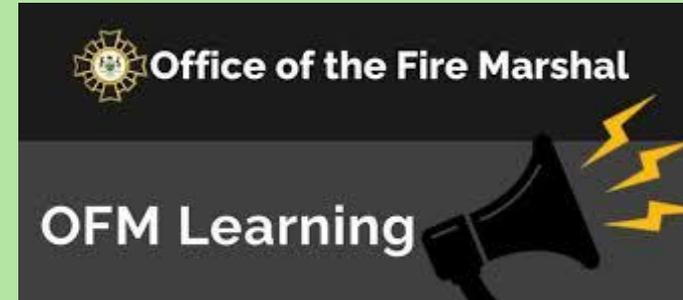
Municipal Aid Agreements



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Training and Certification

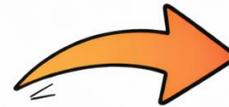




FIREFIGHTERS CERTIFIED IN FIREFIGHTER II

2021
29/47

2026
50/57



62%

88%

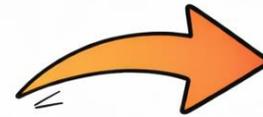




FIREFIGHTERS CERTIFIED TO COMPANY OFFICER 1

2021
7/47

2026
20/57



15%

35%



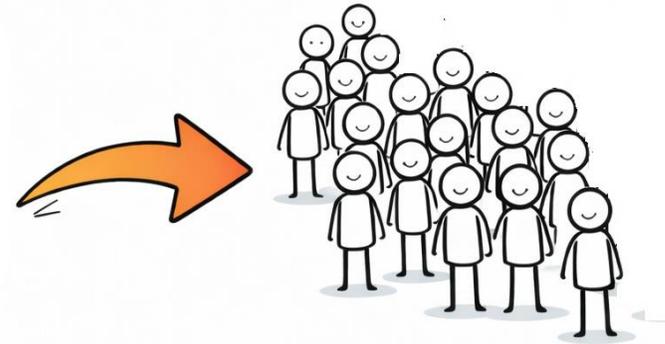
FIREFIGHTERS CERTIFIED IN PUMP OPERATIONS

2021
0/47

2026
18/57

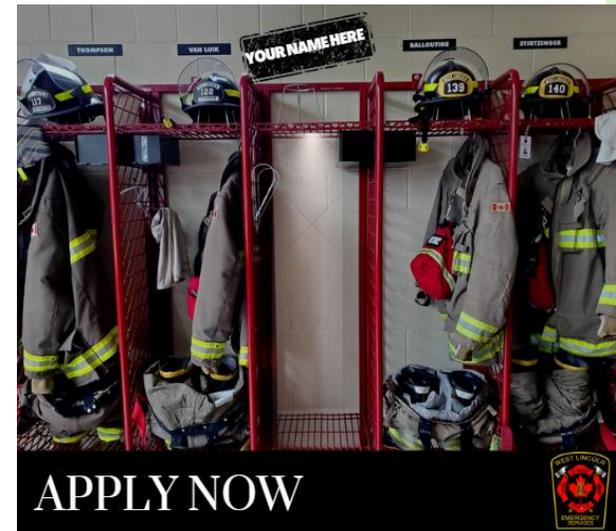
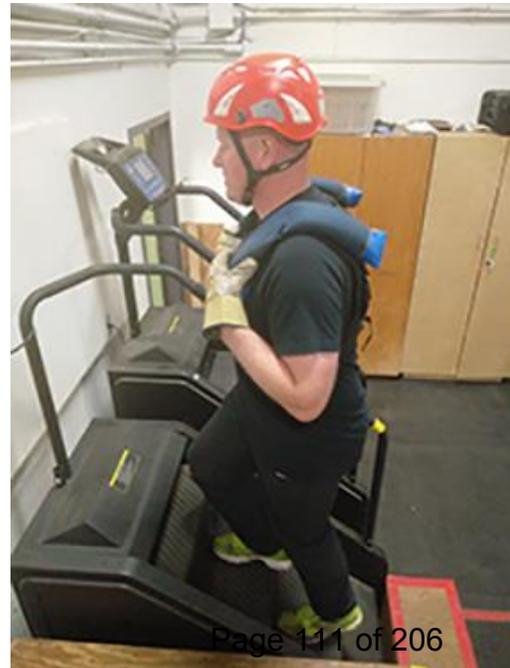
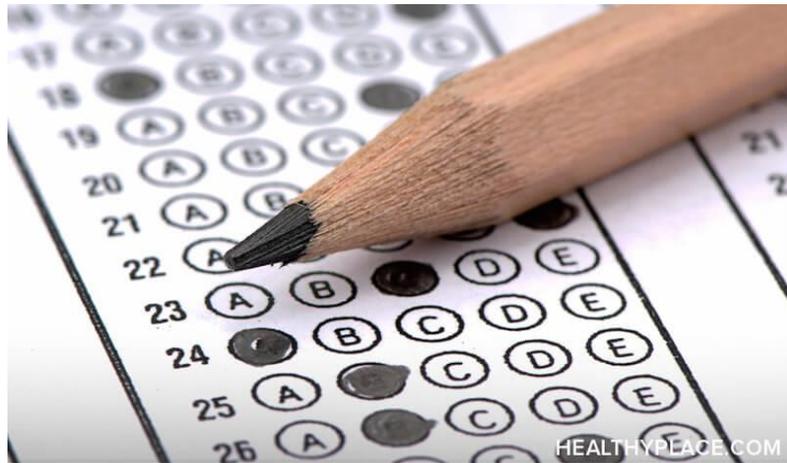
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Recruitment Program Testing / Training





Emergency Management





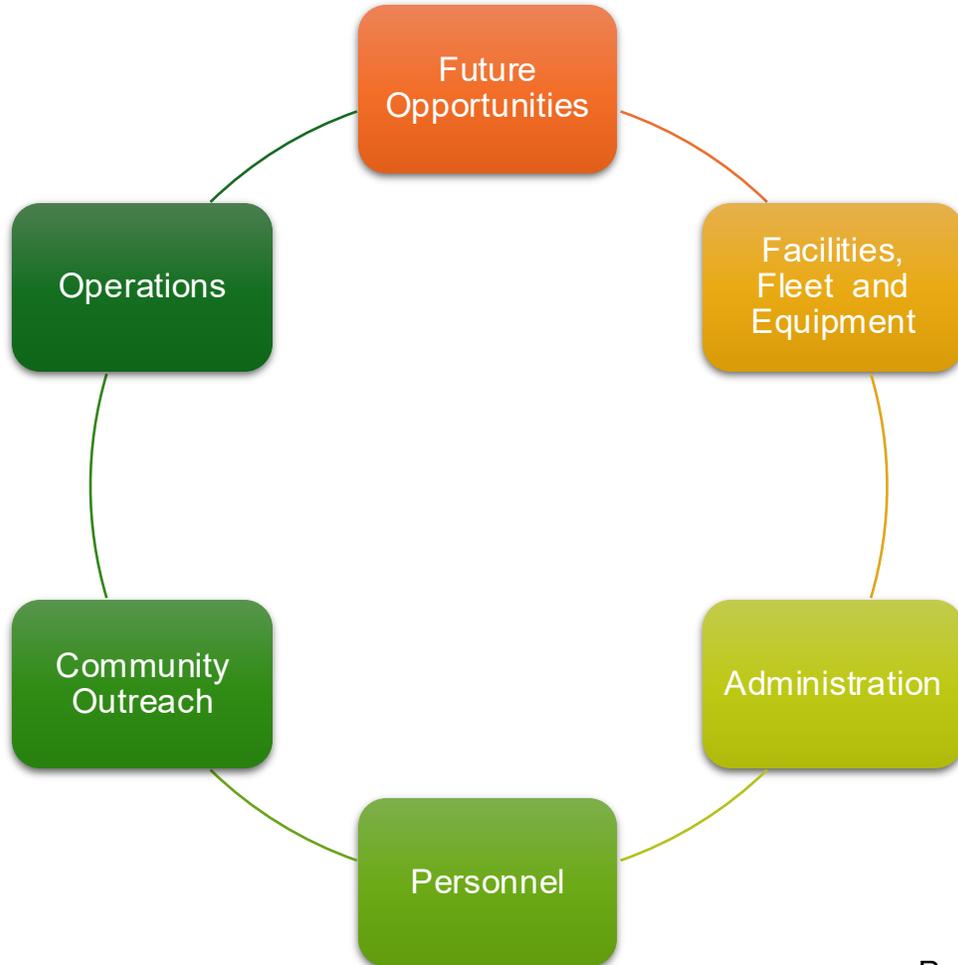
Community Outreach Public Programs

- Firehall Tours
- Test It Tuesdays
- School Visits
- Safety Village
- Beat the Heat
- Library Readings



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Forecasted Community Growth

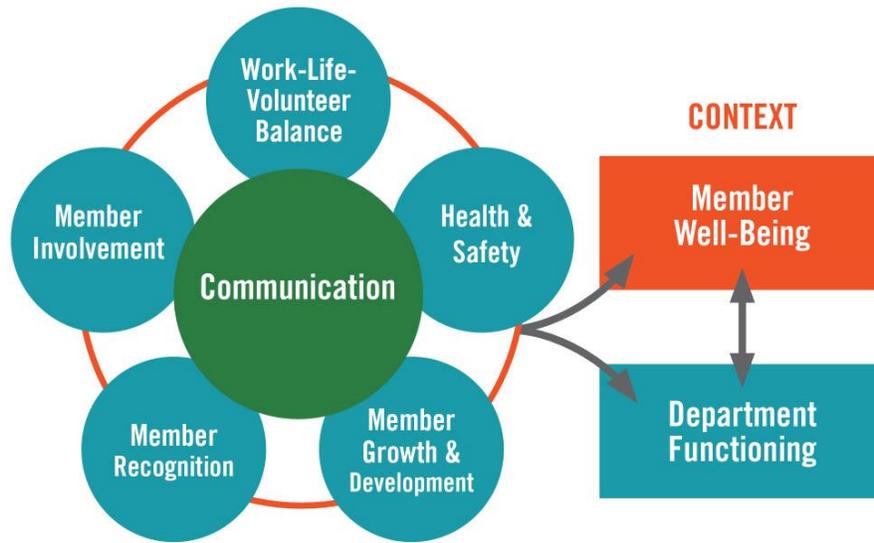


Ladder Truck Replacement





Mental and Physical Wellness



The Psychologically Healthy Fire Department





Training / Prevention and Supression Dual Role



Questions?



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-10

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

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

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

1. That, Map 'E5' to Schedule 'A' of Zoning By-law No. 2017-70, as amended, is hereby amended by changing the zoning on Concession 3; Part Lot 2, West Lincoln, municipally known as 6910 Regional Road 65/Silver Street/Bismark Road, shown on Schedule 'A', attached hereto and forming part of this By-law.
2. That, Map 'E5' to Schedule 'A' of Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning as shown on Schedule 'A', attached hereto and forming part of this By-law from and Agricultural 'A' Zone to site-specific Agricultural 'A-5(H-16)' Zone, and from and 'A-5' Zone to and 'A' Zone.
3. That, Part 13.1 Holding Provisions and Table 28 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following:

Holding Provision #	Map #	Parent Zone(s) Permitted Uses Subject to Holding Provisions	Holding Provisions
H-16	E-5	All permitted uses of the parent zone.	Holding (H) Provision is applied until such time as the Restoration Plan and Site Plan are completed and approved to the satisfaction of the Township.

4. That, Part 13.2 Special Provisions and Table 29 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following:

Site-Specific Provision #	Map #	Parent Zone(s)	Permitted Uses	Regulations
5	E5	A	As per the parent zone, plus salvage yard and the processing, storage and sale of aggregates	6910 Regional Road 20 As per the parent zone, and in addition any necessary approvals from the Ministry of Environment, Conservation and Parks, and Site Alteration Permits for importation, processing and resale of aggregate material.

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

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 23
DAY OF MARCH, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2026-10

Location:

The subject lands are located on the south side of Regional Road 65/Silver Street/Bismark Road east of Caistor Gainsborough Townline Road.

Subject lands are legally described as Concession 3, Part Lot 2.

Purpose & Effect:

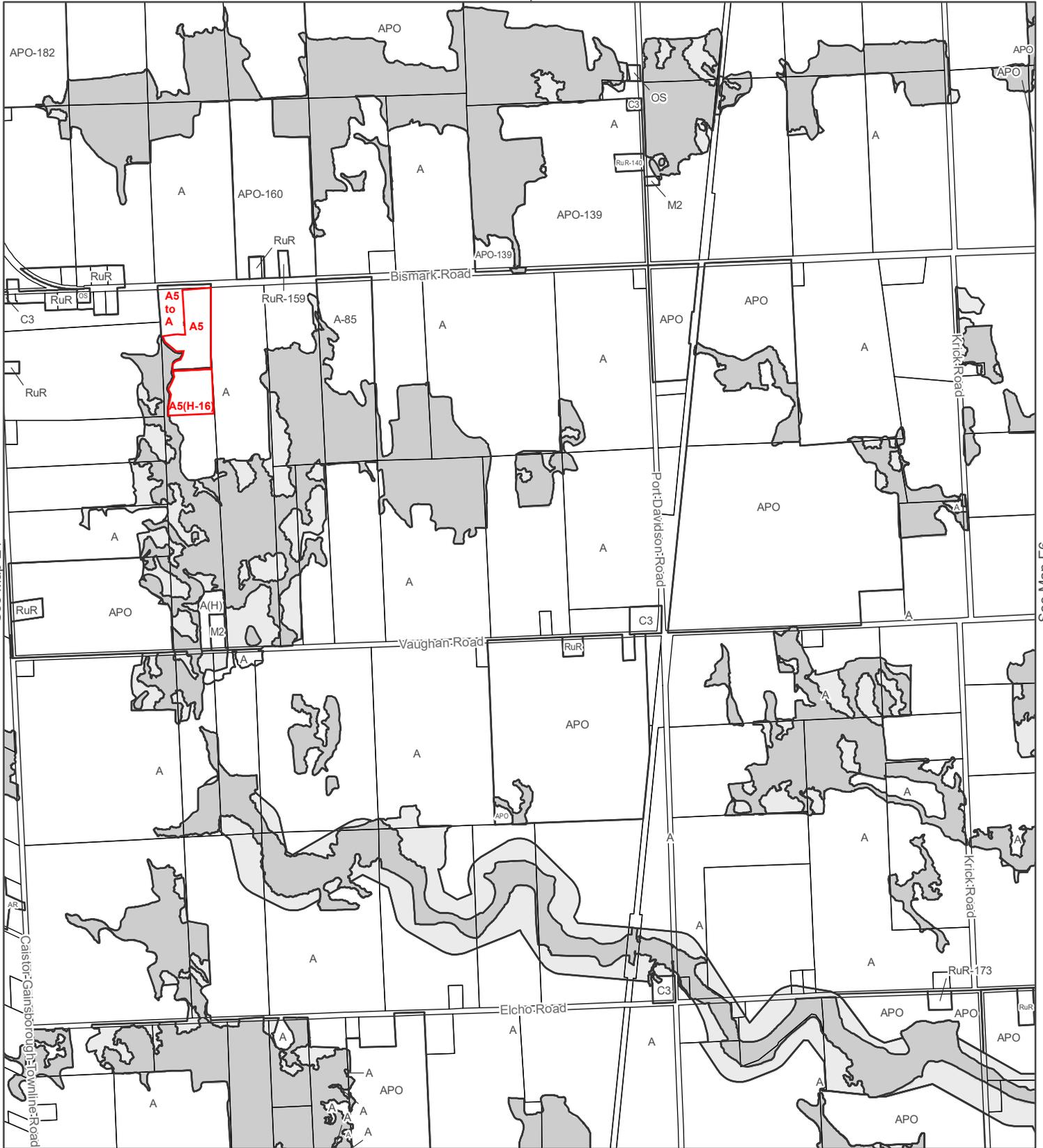
The application is to rezone the subject lands as A-5(H-16) to permit the salvage yard, storage, processing and resale of rock, shale and aggregate materials.

To amend the zoning schedule from and Agricultural 'A' Zone to site-specific Agricultural 'A-5(H-16)' Zone, and from and 'A-5' Zone to and 'A' Zone and re-establish the boundaries for the Environmental Protection (EP) and Environmental Conservation (EC) Zones.

Public Consultation:

The Public Meeting was held on January 12, 2026. All written and oral comments have been considered in the making of the decision by Council. Agency comments regarding this application have been included in the amending By-law.

ZBA File: 1601-013-25 (6910 Silver Street)



See Map E4

See Map E6

Township Key Map

A1	A2	A3	A4	A5					
B1	B2	B3	B4	B5	B6				
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
E1	E2	E3	E4	E5	E6	E7	E8	E9	
F1	F2	F3	F4	F5	F6	F7			

Smithville Key Map

S1	S2	S3
S4	S5	S6
S7	S8	S9

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

Township of West Lincoln
 Schedule A
 Zoning By-law No. 2017-70
 Map E5

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

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW 2026-11

**BEING A BY-LAW ADOPT AMENDMENT NO. 68
TO THE OFFICIAL PLAN FOR THE TOWNSHIP OF WEST LINCOLN**

2853972 ONTARIO INC. (PHELPS HOMES INC.)

The Council of the Corporation of the Township of West Lincoln in accordance with the provisions of the Planning Act, R.S.O. 1990, hereby enacts as follows:

1. That, Amendment No. 68 for the lands with lot frontages on Morgan Avenue for thirteen (13) street townhouse dwelling units for the Official Plan for the Township of West Lincoln, attached hereto, is hereby adopted and implemented as detailed in Schedule 'A'.
2. That, Staff be directed to circulate a Notice of Decision in accordance with the Planning Act, R.S.O.1990, c.P.13, as amended.
3. And That, this By-law shall become effective from and after the date of passing thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 23
DAY OF MARCH, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

**AMENDMENT NUMBER 68
TO THE
OFFICIAL PLAN
OF THE
TOWNSHIP OF WEST LINCOLN**

AMENDMENT NUMBER 68
TO THE OFFICIAL PLAN
OF THE
TOWNSHIP OF WEST LINCOLN

PART 1 – THE PREAMBLE

1.1 TITLE

This Amendment when adopted by Council shall be known as Amendment Number 68 to the Official Plan of the Township of West Lincoln.

1.2 COMPONENTS

This Amendment consists of the explanatory text and the attached Schedule ‘A’. The preamble does not constitute part of the actual amendment but is included as background information.

1.3 PURPOSE

The purpose of this Amendment is to amend Schedule ‘B-4’ to the Official Plan by redesignating the lands on ‘Schedule A’ attached hereto from “Medium Density Residential (Smithville)” to “Medium Density Residential (Smithville)” with a Special Policy to increase the gross density from 40 units per hectare to 50 units per hectare for lands located on the southeast section of land at the intersection of College Street and Morgan Avenue.

1.4 LOCATION

This Amendment will apply to a portion of a specific property with a legal description of Firstly, Lots 29, 30 & 31 Plan M90 as Confirmed by Plan 30BA1687; Secondly, Part Lot 44 Plan M90 as Confirmed by Plan 30BA1687 Being Part 1 30R16316; Township of West Lincoln, municipally known as 132 College Street, as shown as Block 1 of Draft Plan of Subdivision dated August 26, 2024, completed by A.T. McLaren Limited, and draft plan approval through Planning Recommendation Report PD-01-2026.

1.5 BASIS OF THE AMENDMENT

The Township of West Lincoln is proposing to amend the Official Plan to introduce thirteen (13) street townhouses with lot frontages on Morgan Avenue.

PART 2 – THE AMENDMENT

2.1 PREAMBLE

All of this part of the document entitled PART 2 – THE AMENDMENT, consisting of the following text changes constitutes Amendment No. 68 to the Official Plan of the Township of West Lincoln.

2.2 DETAILS OF THE AMENDMENT

The text of the Township of West Lincoln Official Plan is hereby amended by adding in

Section 6.11.8

132 College Street

- (d) Lands shown on Schedule 'A' to this Amendment, fronting on Morgan Avenue, as Medium Density Residential shall have a gross density not exceeding 50 units per hectare.

2.3 SCHEDULES OF THIS AMENDMENT

Schedule 'A', location map to amend Schedule 'B4'.

2.4 IMPLEMENTATION

This Amendment will be required to be adopted by Township Council.

This Amendment will be implemented through notification of the Township Clerk's department to all interested agencies of the decision to approve.

If no appeals are received within the appeal period, the Amendment will be in full force and effect.

AMENDMENT NUMBER 68
TO THE
OFFICIAL PLAN
OF THE
TOWNSHIP OF WEST LINCOLN

Official Plan Amendment Number 68 was adopted by the Council of the Corporation of the Township of West Lincoln by By-law No. 2026-11 in accordance with the provisions of Section 17 (22) of The Planning Act, R.S.O. 1990, c.P. 13, amendments made thereto on the 23rd day of MARCH, 2026.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE
MANAGER, LEGISLATIVE SERVICES/CLERK

I, Justin Paylove, the Manager, Legislative Services and Clerk of the Corporation of the Township of West Lincoln, hereby certify that the requirements for the giving of Notice, and the holding of at least one Public Meeting as set out in Section 17(22) of the Planning Act, R.S.O. 1990, c.P. 13, have been complied with for Official Plan Amendment Number 68.

JUSTIN PAYLOVE
MANAGER, LEGISLATIVE SERVICES/CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-12

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

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

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

1. That, Map 'S5' to Schedule 'A' of Zoning By-law 2017-70, as amended, is hereby amended by changing the zoning on Firstly, Lots 29, 30 & 31 Plan M90 as Confirmed by Plan 30BA1687; Secondly, Part Lot 44 Plan M90 as Confirmed by Plan 30BA1687 Being Part 1 30R16316; Township of West Lincoln, municipally known as 132 College Street, shown as the subject lands on Schedule 'A' attached hereto and forming part of this By-law;
2. That, Map 'S5' to Schedule 'A' of Zoning By-law No. 2017- 70, as amended, are hereby amended by changing the zoning on the subject lands shown on Schedule 'A', attached hereto and forming part of this By-law from RM2, RM3-195 and Environmental Conservation 'EC' Zone to Medium Density Residential site-specific (RM2-254) Zone and Medium Density Residential site-specific (RM3-255) Zone;
3. That, Part 13 of Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

Site-Specific Provision #	Map #	Parent Zone(s)	Permitted Uses	Regulations
254	S5	RM2	As per the parent zone.	As per the parent zone, except: Minimum interior side yard adjoining a lot in a low density residential zone of 2.4 metres A private garage shall have a minimum garage width of 3.0 metres in width with a minimum of 6 metres of depth with a maximum of one step having an allowable projection of 0.8m
255	S5	RM3	As per the parent zone, except: Stacked townhouse dwelling: containing up to sixteen (16) attached dwelling units, in which each dwelling unit can be divided horizontally and/or vertically from another dwelling unit by a common wall and in which each dwelling unit has an independent entrance from the exterior of the dwelling to the interior of the dwelling unit.	As per the parent zone, except: Minimum lot area (per dwelling unit): 115 m ² per stacked townhouse dwelling unit Minimum front yard for a stacked townhouse dwelling units: 3.0 metres Minimum separation distance between dwellings on the same lot: <ul style="list-style-type: none"> • 0 metres between exterior side walls for stacked townhouse dwellings • 10 metres between exterior front of rear walls • 7.5 metres between exterior front or rear walls and side walls Allowable Building and Structure Projections into Required Yards Balconies and decks, uncovered and unenclosed: Minimum 1.5 metre/unit Where an area of a lot is required to be used for no other purpose than a planting strip: Minimum width of 1.0

Site-Specific Provision #	Map #	Parent Zone(s)	Permitted Uses	Regulations
				<p>metres measured perpendicular to the adjoining lot line</p> <p>For a driveway that provides access to and from a public street: Minimum length of the driveway shall be 5 metres measured from the street line</p> <p>Off-Street Motor Vehicle Parking Facility Requirements for an Apartment dwelling, townhouse dwelling or stacked townhouse dwelling: Minimum 1.52 spaces per unit</p> <p>Parking spaces that are parallel to a parking aisle or driveway: Minimum 5.5 metres in length</p> <p>Parking spaces shall have minimum dimensions of 2.7 metres in width by 6 metres in length, except: Where the side of a parking space abuts a building or structure that has a height of 0.5 metre or greater, the parking space: Minimum 1 metre in width</p> <p>Parking spaces shall be located in accordance with the following:</p> <p>A driveway for a residential use with less than five (5) dwelling units shall be located no closer to the interior side lot line than: 0 metres where the dwelling includes a private garage.</p> <p>Where driveways are paired, the total combined driveway width shall not exceed 6 metres in width</p> <p>Adjacent to a private street, provided that such parking spaces located along and/or accessed from a private street are not located closer to a public street: Minimum 4.7 metres</p>

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

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23 DAY OF MARCH, 2026.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2026-12

Location:

The subject lands are located on the east side of College Street and south of Morgan Avenue, municipally known as 132 College Street. The lands were formerly used as the College Street Public School.

Subject lands are legally described as Firstly, Lots 29, 30 & 31 Plan M90 as Confirmed by Plan 30BA1687; Secondly, Part Lot 44 Plan M90 as Confirmed by Plan 30BA1687 Being Part 1 30R16316; Township of West Lincoln.

Purpose & Effect:

The purpose of this By-law Amendment is to facilitate a Draft Plan of Subdivision containing one block, which will be divided by removal of part lot control in the future for the 13 individual street townhouse dwelling units. Additionally, Draft Plan of Phased Condominium containing the 144 stacked townhouse dwelling units of which is planned to be registered in five phases.

Public Consultation:

The Public Meeting was held on August 11, 2025. All written and oral comments have been considered in the making of the decision by Council. Agency comments regarding this application have been included in the amending by-law.

File: ZBA 1601-004-25 (132 College Street)



See Map S4

See Map S6

Township Key Map

A1	A2	A3	A4	A5					
B1	B2	B3	B4	B5	B6				
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
E1	E2	E3	E4	E5	E6	E7	E8	E9	
F1	F2	F3	F4	F5	F6	F7			

Smithville Key Map

S1	S2	S3
S4	S5	S6
S7	S8	S9

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

Township of West Lincoln
 Schedule A
 Zoning By-law No.2017-70
 Map S5

1:6,000

0 150 m

Last Updated: July 2019

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-13

**BEING A BY-LAW TO AMEND BY-LAW 89-2000 WHICH
REGULATES TRAFFIC AND PARKING ON TOWNSHIP
ROADS**

WHEREAS the Council of the Corporation of the Township of West Lincoln enacted By-law 89-2000 to regulate traffic and parking on Township Roads;

AND WHEREAS the Council of the Corporation of the Township of West Lincoln now deems it necessary to amend By-law No. 89-2000, as amended, being a by-law to regulate traffic and parking on Township roads, to include the provision as outlined below;

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

1. That "General" of By-law No. 89-2000, as amended, be further amended by modifying the following definition to change the weight restrictions:

"large motor vehicle" means any motor vehicle having a registered gross vehicle weight (RGVW) greater than **15,000 kg**"

2. That "General" of By-law No. 89-2000, as amended, be further amended by adding the following:

101.01

"Registered Gross Weight (RGW) (Reg. Gross Wt.)" means the weight for which a permit has been issued under the *Highway Traffic Act*, and which is based on the weight of the vehicle or combination of vehicles and load.

3. That "Part VI" of By-law No. 89-2000, as amended, be further amended by adding the following:

603.01.01

Exemptions

Section 603.01 of this By-Law does not apply to:

- Vehicles less than the RGW restriction on the said Highway.
- Ambulances, fire department vehicles and emergency response vehicles.
- Public Utility Vehicles.
- School Buses.
- Vehicles operated on behalf of the Township or any other authority having jurisdictions on the Highway.
- Farm Vehicles.
- Recreation Vehicles.
- Heavy vehicles in excess of 15,000 kg that require access to any premise or premises or lands located on that section of the Highway as prohibited and set out in Schedule S to this By-Law.
- Heavy vehicles operated by a business located within the Township for the purpose of delivery, pickup, servicing, construction, or other legitimate business activity, provided that such vehicles only use the portion of the Highway necessary to reach their destination and return by the most direct route.

4. That, By-law No. 89-2000, as amended, be further amended by removing Schedule S (Heavy Vehicles Prohibited on Highways) and replaced with the attached revised Schedule S:

Schedule S – Heavy Vehicles Prohibited on Highways

By adding:

Young Street (between Regional Road 14 and Regional Road 12),

South Grimsby Road 8 (between Regional Road 20 and Twenty Road),

South Chippawa Road (between Regional Road 63 and Regional Road 2

5. That, the numbering of sections, subsections, clauses, and schedules of the By-law be renumbered as necessary to give effect to this amendment, and that all subsequent numbering be adjusted accordingly, including any internal cross-references

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
23 DAY OF MARCH, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

SCHEDULE "S"
(By-law 89-2000)
HEAVY VEHICLES PROHIBITED ON HIGHWAYS
Amended by By-law 2026-13

COLUMN 1	COLUMN 2		COLUMN 3			
HIGHWAY	FROM	TO	TIMES	BYLAW #	BYLAW DATE	repealed by
Caistor/Gainsborough Townline Road	Regional Road 14	Regional Road 63	ALL	2006-121	Aug/21/06	
Dufferin Street	St. Catharines Street (Regional Road 20)	the north end of Dufferin Street	ALL	2009-126	Dec 14/09	
St. Ann's Road	Regional Road 20	Regional Road 69	ALL	2003-98	Jul/28/03	
Young Street	Regional Road 14	Regional Road 12	ALL	2026-13	23-Mar-26	
South Grimsby Road 8	Regional Road 20	Twenty Road	ALL	2026-13	23-Mar-26	
South Chippawa Road	Regional Road 63	Regional Road 2	ALL	2026-13	23-Mar-26	

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-14

A BY-LAW TO ESTABLISH AN EMERGENCY MANAGEMENT PROGRAM FOR THE TOWNSHIP OF WEST LINCOLN AND TO AUTHORIZE THE EXECUTION OF SHARED SERVICE AGREEMENTS FOR THE PROVISION OF EMERGENCY MANAGEMENT SERVICES BETWEEN THE TOWN OF LINCOLN, TOWN OF PELHAM, TOWNSHIP OF WAINFLEET, AND TOWNSHIP OF WEST LINCOLN

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, mandates that every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program;

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, mandates that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

WHEREAS Subsection 20(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

WHEREAS the Council of the Township of West Lincoln deems it beneficial and expedient to cooperate with other municipalities to adopt and implement a joint emergency management program in accordance with the requirements of the *EMCPA*, and to share services in respect of the implementation and administration of the joint emergency management program;

WHEREAS the Council of the Township of West Lincoln deems it necessary to revise and update the by-law to adopt an emergency management program

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

DEFINITIONS

1. In this by-law:

“**emergency**” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

“**EMCPA**” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and regulations enacted thereunder

EMERGENCY MANAGEMENT PROGRAM

2. An emergency management program shall be adopted and implemented pursuant to the *EMCPA* and shall consist of:

- (a) an emergency plan in conformance with the *EMCPA*;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;

- (c) public education on risks to public safety and on public preparedness for emergencies;
 - (d) any other element required by the standards for emergency management programs set under section 14 of the *EMCPA*; and
 - (e) identification and assessment of the various hazards and risks to public safety that could give rise to emergencies and identification of the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.
3. The Niagara West Emergency Management Program attached hereto as Schedule "A" is hereby adopted as the emergency management program for the Township of West Lincoln and shall be implemented in cooperation with the other participating municipalities in the Niagara West Emergency Management Program and in accordance with the *EMCPA*.

EMERGENCY PLAN

4. The Niagara West Emergency Plan attached hereto as Schedule "B" shall be and is hereby adopted as the municipal emergency plan for the Township of West Lincoln in accordance with the *EMCPA*.
5. The Niagara West Emergency Plan shall be implemented and shall constitute the plan to govern the provision of necessary services during an emergency, and shall be applied, with any necessary modifications, in the event of an emergency to provide the procedures under which employees of the municipality and others will respond to an emergency.
6. Designated municipal officials as set out in the Niagara West Emergency Plan, and their alternates, shall be empowered to activate the Niagara West Emergency Plan within their respective municipality where an emergency is deemed to exist but has not yet been declared to exist.

EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM

7. A municipal Emergency Operations Centre Management Team as set out in Niagara West Emergency Plan shall be and is hereby established as the municipal emergency control group in accordance with the *EMCPA* for each municipality that participates in the Niagara West Emergency Management Program.
8. The positions identified as members of the municipal emergency control group of each municipality shall be deemed to be appointed by the Council of each respective municipality.

DECLARATION OF AN EMERGENCY

9. The Head of Council of the Township of West Lincoln, or designated alternate, as provided in the Niagara West Emergency Management Plan, shall be empowered to declare an emergency in accordance with the *EMCPA* within the Township of West Lincoln, but in no other municipality.

MUTUAL ASSISTANCE AGREEMENTS

10. During a declared emergency, by signature of the Head of Council the Township of West Lincoln may enter into mutual assistance agreements with any other municipality, or with any persons or organizations, for the provision of personnel, service, equipment, or material.

NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM ADVISORY COMMITTEE

11. The Niagara West Emergency Management Program Advisory Committee shall be established to support the administration of the Niagara West Emergency Management Program and to ensure that the Emergency Management Program is implemented by all participating municipalities in an effective and harmonized manner.
12. The Niagara West Emergency Management Program Advisory Committee shall consist of the Niagara West Emergency Management Coordinator, and the Community Emergency Management Coordinator, the Chief Administrative Officer or designate, and such other municipal employees as may be appointed from each participating municipality in the Niagara West Emergency Management Program.
13. The Niagara West Emergency Management Coordinator shall Chair the Niagara West Emergency Management Program Advisory Committee.
14. The Niagara West Emergency Management Program Advisory Committee shall review the Niagara West Emergency Management Program at least annually.
15. The Niagara West Emergency Management Program Advisory Committee is hereby authorized to add, amend, revise or remove any Annex to the Niagara West Emergency Plan without amendment to this by-law.

TOWNSHIP OF WEST LINCOLN EMERGENCY MANAGEMENT PROGRAM COMMITTEE

16. The Township of West Lincoln Emergency Management Program Committee shall be and is hereby established as the municipal emergency management program committee pursuant to the *EMCPA*.
17. The Chief Administrative Officer, Director of Community and Protective Services, Community Emergency Management Coordinator, Fire Chief, Clerk, and Manager of Corporate Communications shall be and are hereby appointed by Council as members of the Township of West Lincoln Emergency Management Program Committee.
18. The Township of West Lincoln Emergency Management Program Committee may also include such municipal employees who are responsible for emergency management functions, and such other persons as may be appointed by Council.
19. The Township of West Lincoln Emergency Management Program Committee shall review the Niagara West Emergency Management Program at least annually and, if necessary, shall recommend revisions to the Niagara West Emergency Management Program Advisory Committee for consideration by Council.
20. The Township of West Lincoln Emergency Management Program Committee shall advise Council on matters regarding the development and implementation of the municipality's emergency management program.

TOWNSHIP OF WEST LINCOLN EMERGENCY MANAGEMENT COORDINATOR

21. The Fire Chief appointed by Council for the Township of West Lincoln shall be and is hereby designated by Council as the Community Emergency Management Coordinator for the Township of West Lincoln pursuant to the *EMCPA*.
22. The Niagara West Emergency Management Coordinator shall coordinate the development and implementation of the Niagara West Emergency Management Program within the municipality and shall coordinate the emergency management program with the emergency management programs of other

municipalities, of ministries of the Ontario government, and of organizations outside government that are involved in emergency management.

SHARED EMERGENCY MANAGEMENT SERVICES AGREEMENT

23. The Clerk is hereby authorized and directed to prepare agreements with the Corporation of the Town of Lincoln, the Corporation of the Town of Pelham, and the Corporation of the Township of Wainfleet, for the provision of shared emergency management services, and the Chief Administrative Officer is hereby authorized to sign and execute such agreements.

REPEAL

24. By-law No. 2018-115 be and is hereby repealed.

FORCE AND EFFECT

25. This by-law shall come into force and take effect on the day on which it is passed.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
23 DAY OF MARCH, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

DEFINITIONS

- “**Program**” Refers to the Niagara West Emergency Management Program.
- “**Act**” Refers to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 and Ontario Regulation 380/04 enacted thereunder.
- “**HIRA**” Refers to the Hazard Identification and Risk Assessment.
- “**CI**” Refers to Critical Infrastructure.
- “**BCP**” Refers to Business Continuity Planning.
- “**IMS**” Refers to Incident Management System.
- “**EOC**” Refers to Emergency Operations Centre.
- “**EMPAC**” Refers to the Niagara West Emergency Management Program Advisory Committee.
- “**Niagara West**” Refers to the municipalities of Lincoln, Pelham, West Lincoln, Wainfleet, and any additional party to the Shared Services Agreement for the Provision of Emergency Management Services.

1. INTRODUCTION

1.1 The Act prescribes that:

“2.1(1) Every municipality shall, in accordance with the regulations, develop and implement an emergency management program that contains the emergency management plan required by section 3 and meets the requirements of this section and the regulations.”,

and further that:

“2.1(2) The council of the municipality shall by by-law adopt the emergency management program.”

and further that:

“2.1(2.1) A regulation made for the purposes of subsection (1) may provide for the development and implementation of an emergency management program jointly by two or more municipalities.”

and further that:

“3(1) Every municipality shall, in accordance with the regulations, develop and implement an emergency management plan that conforms to the provincial planning framework and meets the prescribed requirements.”

1.2 The Program allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet and exceed all of the necessary requirements of the Act.

1.3 The Program includes the following:

- (a) A municipal emergency plan;
- (b) Community HIRA and CI identification;
- (c) Implementation of the IMS model;
- (d) Training programs for EOC personnel;

SCHEDULE “A”
NIAGARA WEST EMERGENCY MANAGEMENT PROGRAM

- (e) Exercises for EOC personnel and key stakeholders;
- (f) Public education on risks, safety and preparedness;
- (g) Guidance and advice from the EMPAC;
- (h) Identification and equipping of a primary EOC in each municipality, and shared use of other Niagara West EOCs as alternates;
- (i) Identification of Regional EOC personnel;
- (j) Emergency Information Management; and
- (k) Updates when necessary to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision-making authorities.

2. EMERGENCY PLAN

- 2.1 Schedule B of By-Law No. 2026-14 to Establish an Emergency Management Program for the Township of West Lincoln sets out the Niagara West Emergency Plan.

3. HIRA and CI IDENTIFICATION

- 3.1 The *Act* requires each municipality to identify and assess the various hazards and risks to public safety and identify facilities and infrastructure that may be affected by these risks.
- 3.2 The Program, in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories will be considered:
 - (a) Natural;
 - (b) Human; and
 - (c) Technology.
- 3.3 The Program will conduct annual risk assessments that include evaluating the likelihood of a hazard or combination of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends, and probability. The risk assessments will include data on the impact of the risk event on the municipalities of Niagara West and on citizens, property and the environment.
- 3.4 The CI will be identified based on critical categories for Niagara West in alignment with the CI for the Region of Niagara. It will include identification of ownership and contact information for each infrastructure which will be updated on an annual basis

4. INCIDENT MANAGEMENT SYSTEM (IMS) MODEL

- 4.1 To manage an incident, the Program has established and implemented the IMS model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibilities for each incident management function, and procedures for coordinating response, continuity and recovery activities.

5. TRAINING AND EXERCISE PROGRAMS

- 5.1 The Program will develop, implement and maintain a competency-based training and educational curriculum to support the EOC personnel. The objective of the

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curriculum is to provide knowledge and enhance the skills required to develop, implement and execute the Program within the IMS model.

- 5.2 The Program evaluates program plans, procedures, and capabilities through reviews, testing, and annual exercises. Exercises will be designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned, and performance evaluations.
- 5.3 Procedures will be established to correct and improve on any areas identified during evaluation. Training records of EOC personnel will be maintained.
- 5.4 For each exercise, an after-action report identifying the strengths, opportunities and improvement plan will be developed and shared with the EMPC.

6. PUBLIC EDUCATION

- 6.1 Public awareness and public education programs will be implemented to increase the capacity of the public to be prepared for, respond to, and recover from an emergency incident.
- 6.2 Where the public is potentially impacted by a hazard, procedures will be developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

7. EMERGENCY MANAGEMENT PROGRAM ADVISORY COMMITTEE (EMPAC)

- 7.1 The Niagara West Emergency Management Program Advisory Committee (EMPAC) will support the administration of the Program and ensure that the Program is implemented by all participating municipalities in an effective and harmonized manner.
- 7.2 The EMPAC will consist of the Niagara West Emergency Management Coordinator, and the Community Emergency Management Coordinator, the Chief Administrative Officer or designate, and such other municipal employees as may be appointed from each participating municipality in the Program.
- 7.3 In addition to the EMPAC, each municipality will have a separate municipal Emergency Management Program Committee as prescribed by the *Act*, which will consist of such members appointed by each respective Council.
- 7.4 The Niagara West Emergency Management Coordinator will chair the EMPAC.
- 7.5 The EMPAC provides a venue for discussion, collaboration and strategic support to the Program. The objectives of the EMPAC are to:
 - (a) Foster communication, integration and collective decision making among key stakeholders;
 - (b) Consider issues related to emergency readiness, interoperability, business continuity and recommend a course of action;
 - (c) Address areas of possible collaboration, sharing and common benefit between departments and between community partners;
 - (d) Act as a conduit for information regarding the Program to the Corporate Leadership Teams and to various departments; and
 - (e) Conduct annual reviews of the Program and make recommendations to each Council for its revision if necessary.

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- 7.6 The appointment of at least one (1) senior municipal official to the EMPAC from each municipality is required and must be approved by the respective Council. Other appointments to the EMPAC do not require Council approval.
- 8. EMERGENCY OPERATIONS CENTRE (EOC)**
- 8.1 Each municipality will maintain a primary EOC with technology and resources required by the EOC Management Team, including Emergency Information Management systems, to ensure effective communications in an emergency.
- 8.2 Each municipality may use any other Niagara West EOC as their alternate EOC.
- 8.3 The EOCs should be utilized during exercises to increase familiarity with the layout and resources available.
- 9. EOC MANAGEMENT TEAM**
- 9.1 The EOC Management Team (referred in the *Act* as the Municipal Emergency Control Group) will be made up of senior staff, technical specialists, and key stakeholders in each municipality.
- 9.2 The IMS model will be implemented in Niagara West. The primary and alternate staff position for each role will be identified for all sections within the IMS structure.
- 9.3 EOC Management Team personnel will be provided training in the principles of IMS, as well as specific training based on the section that he/she may potentially be assigned to in the EOC, such as Management Team, Operations, Planning, Logistics, Finance and Administration.
- 9.4 Standard Operating Guidelines have been developed and distributed for the EOC which include an overview of the IMS model, position checklists, contact information and required forms.
- 9.5 In addition, each municipality will provide trained Scribes to support the key personnel in the EOC with documentation functions.
- 10. EMERGENCY INFORMATION MANAGEMENT**
- 10.1 Emergency Information Management includes the set-up of:
- (a) Telecommunications and other communications systems that are regularly tested. Consideration is given to the need for redundancy, interoperability, and security of communications systems;
 - (b) Emergency communication and warning systems to alert people who may be impacted by an actual or impending emergency and to advise the public of threats to people, property, and the environment, either directly, or through authorized agencies, will be developed and periodically tested; and
 - (c) Communication procedures inclusive of protective action guidelines for emergencies where potentially impacted populations can be advised to shelter-in-place, evacuate or take any other actions as directed.
- 10.2 The Program works with the designated Emergency Information Officers to ensure there exists the following:
- (a) A central point of contact for the media;
 - (b) Procedures to gather, monitor, and disseminate emergency information;
 - (c) Pre-scripted information bulletins;

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- (d) Procedures to coordinate and approve information for release;
- (e) Procedures to communicate with vulnerable populations; and
- (f) Protective action guidelines for shelter-in-place and evacuation.

11. BUSINESS CONTINUITY PLAN (BCP)

- 11.1 The Program will develop and implement BCP to continue critical operations following an emergency.
- 11.2 The BCP will:
 - (a) Include the identification of time-sensitive critical functions and applications, associated resource requirements and interdependencies;
 - (b) Take the entire municipality into consideration when the critical operational services, associated resource requirements and interdependencies are identified;
 - (c) Build on the findings from risk assessments; and
 - (d) Consider possible events and how they could affect each municipality over time.
- 11.3 The Program will follow a planning process for the purpose of developing and maintaining its emergency management and continuity of operations programs. The planning requirements will depend on the program's objectives and the results of the HIRA and BCP.
- 11.4 The Niagara West municipalities will engage in a planning process on a regularly scheduled basis, or when a situation has occurred that the existing BCP needs updating. When applicable, the municipalities will include all key stakeholders in the planning process.



Niagara West Emergency Plan

**SCHEDULE "B" TO:
Township of West Lincoln By-law No. 2026-14**

January 2026

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Glossary of Terms

The following terms, used in this document, are identified below:

Niagara West	Refers to the municipalities of Lincoln, Pelham, West Lincoln and Wainfleet.
Act	Refers to the <i>Emergency Management and Civil Protection Act</i> , R.S.O. 1990, c.E.9, and Ontario Regulation 380/04 enacted thereunder.
Alternate CEMC	Refers to one or more Alternate Community Emergency Coordinator(s) as appointed by each municipality, in accordance with the Act.
CEMC	Refers to the Community Emergency Management Coordinator as appointed by each municipality in accordance with the Act.
EMPAC	Refers to the Niagara West Emergency Management Program Advisory Committee.
EOC	Refers to the municipal Emergency Operations Centre.
EOCMT	Refers to Emergency Operations Centre Management Team.
EMO	Refers to Emergency Management Ontario
HIRA	Refers to the Hazard Identification and Risk Assessment.
IC	Refers to Incident Commander.
IMS	Refers to the Incident Management System.
NWEP	Refers to the Niagara West Emergency Plan.
PEOC	Refers to the Provincial Emergency Operations Centre.
REOC	Refers to the Region's Emergency Operations Centre.
CLT	Refers to the municipal Corporate Leadership Team.

1. Introduction

The municipalities of Lincoln, Pelham, West Lincoln, and Wainfleet, in recognition of their close proximity and desire to work collaboratively to prepare for and respond to emergencies, have agreed to establish one amalgamated Emergency Management Program and Emergency Plan for Niagara West. This will allow for shared use of facilities and resources including human resources.

The Niagara West Emergency Plan (NWEPP) establishes the framework for responding to a number of risks these municipalities may face in the future. In collaboration with key officials, agencies, departments and stakeholders, the NWEPP, and its associated Annexes, serves as a guideline within the overarching Niagara West Emergency Management Program that outlines collective and individual roles and responsibilities in responding to, managing and recovering from an emergency.

Section 2.1 of the Act provides the legal authority to develop and implement a plan of this nature. This section of the Act states:

“Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program”.

The NWEPP is intended to comply with the requirements of the Act for each municipality.

1.1 Purpose

The purpose of the NWEPP during an emergency is to facilitate and guide the effective co-ordination of human and physical resources, services and activities necessary to:

- Protect and preserve life and property
- Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure of the Municipalities in Niagara West; and
- Quickly and efficiently, enable the recovery and restoration of Niagara West municipal services.

The NWEPP also enables the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken to protect the health, safety and welfare of the residents of these municipalities during an emergency by:

- Identifying the governance structure for emergency response for Niagara West;
- Identifying roles and responsibilities required in mitigating, preparing for, responding to and recovering from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and,

- Outline the necessary structure for a coordinated response by Niagara Region, and partner agencies in managing emergencies.

Section 5 of the Act, states that the emergency plan of a lower tier municipality in an upper-tier municipality shall conform to the emergency plan of the upper-tier municipality. Niagara Region as the upper tier municipality provides region wide services in support of the 12 local area municipalities. Therefore, it is important that the NWEPP is aligned specifically as they relate to the provision of Niagara Region services during emergency situations.

1.2 Definition of an Emergency

Section 1 of the Act defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident whether intentional or otherwise.”

Any situation that meets the above definition, occurring within or impacting within any or all of the municipalities in Niagara West may precipitate the activation of the NWEPP.

1.3 Legal Authorities

The legislation under which the municipalities of Niagara West and its employees are authorized to respond to an emergency are:

- The Act; and
- The Emergency Management Program by-law for the Town of Lincoln; or
- The Emergency Management Program by-law for the Town of Pelham; or
- The Emergency Management Program by-law for the Township of Wainfleet, or
- The Emergency Management Program by-law for the Township of West Lincoln.

The Act requires municipalities to develop, implement and maintain an emergency management program and adopt it with a by-law. The program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and

- Any other element required for municipalities in standards of emergency management programs that may be developed by the Ministry of Emergency Preparedness and Response.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an emergency operations centre with appropriate communications systems;
- Designation of an Emergency Information officer; and
- Designation of a Community Emergency Management Coordinator.

The Niagara West Emergency Management Program By-Law approves the enactment of the NWEPM and other requirements for the program

1.4 Emergency Operations Centre Management Team (EOCMT)

In each municipality of Niagara West, the EOCMT (see section 6.3.1 herein), leads the Municipal Control Group as defined by Ontario Regulation 380/04.

1.5 Council's Role

It is important for Council members to understand and support the coordinated and timely management of information in emergency situations. The Mayors and Councillors, in their capacity as Council, will act as the Policy Group in the event of the activation of their municipal EOC. The Mayor, or designate, as part of the EOCMT, will relay information and requests for policy direction to Council members.

The main responsibilities of the municipal Councillors are to:

- Assist in the relay of approved information to residents in the affected area(s);
- Attend community or evacuee meetings;
- Reassure constituents;
- Support actions taking place in the affected area(s);
- Liaise back through the Mayor concerns from citizens within the community;
- Provide overall policy direction;
- Set expenditure limits; and
- Change/amend bylaws or policies as required.

1.6 Municipal and Support Agency Emergency Procedures

The NWEPP has been developed to ensure that it integrates directly with the Region's Emergency Plan to ensure their emergency response procedures or guidelines align. These procedures or guidelines will outline the department or support agency's responsibilities during an emergency. The emergency response procedures for each support agency referenced in the NWEPP have been vetted through the Region. (Refer to 5.1 herein for definition of a support agencies)

1.7 Emergency Management Program

The Niagara West Emergency Management Program is set out in Schedule A of each participating municipality's by-law.

2. Concept of Operations

First responders and municipal and regional departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from within any or all of these municipalities. The Municipalities of Niagara West may call upon each other to provide assistance as well as the Niagara Region. The Provincial Emergency Operations Centre may also be contacted to provide assistance and resources to assist in dealing with the overall impact of the public emergency.

2.1 Site Response

The emergency responders at the site or sites of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control. When additional resources and support are required, the incident commander (refer to 6.1 herein) may request the activation of the EOC to provide support.

2.2 Emergency Operations Centre (EOC)

An EOC is a physical location where the leadership of a municipality can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency.

2.2.1 Municipal Response

Each Niagara West municipality has designated and equipped an EOC where staff and relevant agencies will gather to provide support to the site of the emergency. Each municipality may use any of the other Niagara West EOC's as

their alternate. Upon activation of an EOC, the other Niagara West municipalities will be notified of the activation. Annex C outlines the quick set up guidelines for each of the primary EOC's.

2.2.2 Regional Response

Niagara Region's EOC is where the Niagara Region response to any emergency event occurring within or impacting within regional boundaries is managed. Niagara Region has designated and equipped both a primary and alternate EOC.

2.3 Emergency Operations Centre Management Team (EOCMT)

The EOCMT provides the overall management and coordination of site support activities and consequence and recovery management. The EOCMT acts as the leadership team for the Emergency Control Group under the Act and is responsible for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing support to the incident commander and site personnel;
- Collecting situational awareness information for prioritizing, evaluating, summarizing, and disseminating and displaying the information where necessary;
- Establishing priorities based on all the information gathered and developing EOC Incident Action Plans;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to manage the emergency;
- Coordinating all internal and external information including communicating emergency information to the general public; and
- Maintaining the day-to-day critical activities of the community outside of the emergency area.

3. Implementation

The NWEP may be implemented as soon as an emergency occurs, or is expected to occur, which is deemed to be of such magnitude as to warrant its implementation. The NWEP can also be implemented in anticipation of large events. An official declaration of an emergency does not have to be made for the NWEP to be implemented to protect the lives and property of the inhabitants of, and visitors to Niagara West.

In each of the municipalities of Niagara West, the Community Emergency Management Coordinator and any member of SMT (or their designates) have the authority to activate the EOC when they feel the activation of the EOC is necessary.

4. Declaration and Termination of an Emergency

4.1 Prior to a Declaration

When an emergency exists, but has not yet been declared, the Town employees and first responders may take such action(s) as identified in the NWEPP necessary to protect lives and property.

4.2 Declaration of an Emergency

The Mayor (or designated alternate) should declare an emergency under section 4 of the Act where he or she considers it necessary to implement the NWEPP to protect property and the health, safety and welfare of the inhabitants of their municipality.

4.2.1 Municipal Emergency Declaration

The Mayor (or designated alternate) has the authority to declare an emergency within the boundaries of the Municipality.

4.2.2 Regional Emergency Declaration

The Regional Chair or designated alternate, as head of the council, has the authority to declare an emergency within the boundaries of the Niagara Region.

Although the Regional Chair is empowered to declare a regional emergency at any location within the regional boundaries, the Regional Chair does not have the power to declare an emergency on behalf of any local area municipality. That power rests only with the Mayor of each specific municipality and their respective designated alternates.

In declaring an emergency, the Mayor (or designated alternate) will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency area will be made in consultation with the EOCMT.

The EOCMT will ensure that all the necessary personnel and supporting agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in the, the Mayor or designate shall notify:

- Emergency Management Ontario by email and fax, through the Provincial Emergency Operations Centre (PEOC);
- Members of municipal Council; and
- Niagara Regional Chair.

The following may also be notified of a declaration of emergency:

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Municipal Residents.

4.2.3 Provincial Emergency Declaration

The Premier of the Province of Ontario (or designated alternate) has the authority to declare a provincial emergency to exist within the boundaries of the Province of Ontario. In addition to a provincial declaration, the Premier also has the authority to declare an emergency on behalf of any community within provincial boundaries and may also at any time declare that an emergency is terminated on behalf of any Ontario municipality.

4.3 Termination of an Emergency

When it has been determined by the EOCMT that the emergency should be terminated, the Mayor (or designated alternate) will make an official termination of the declared emergency in writing. The Premier of Ontario may also terminate an emergency at any time on behalf of any Ontario municipality.

The EOC director or designate, will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency. Upon termination of an emergency in the Town, the Mayor or designate shall notify:

- Emergency Management Ontario through the Provincial Emergency Operations Centre (PEOC);
- Members of Council; and
- The Niagara Regional Chair.

The following may also be notified of a termination of emergency:

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Municipal Residents.

5. Requests for Assistance

5.1 Support Agency

A Support Agency is an agency or organization that is either an Assisting Agency or Cooperating Agency as defined below in Article 5.3 below.

5.2 Governmental or Support Agency Requests for Assistance

It is possible that assistance from other levels of government, or Support Agencies with specialized knowledge or expertise, may be required by one or more Niagara West municipalities to help successfully respond to an emergency situation.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or EOC to provide assistance or provide information and advice to the EOCMT through the Liaison Officer.

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to EMO through the PEOC.

Requests for personnel or resources from the federal government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

5.3 Support Agency Composition

The Liaison Officer is responsible for inviting required or requested Support Agencies to the EOC, as identified by the EOC Director and EOCMT.

During an EOC activation, various Support Agencies may be working with the EOC. Support Agencies are defined as either assisting agencies or cooperating agencies:

Assisting Agencies

Assisting Agencies are external agencies or organizations that directly provide operational/tactical resources to the site(s) and/or EOC. Each Assisting Agency should have a branch coordinator in the EOC under the Operations Section who should have the authority to make decisions and commitments on relevant matters for their agency.

Cooperating Agencies

Cooperating Agencies are those external agencies that support the incident or supply assistance that is not directly operational or tactical in nature. Their role is usually not critical enough to have a branch coordinator in the EOC. The Liaison Officer will be the Cooperating Agencies' primary contact within the EOC.

These Assisting Agencies and Cooperating Agencies may include but are not limited to the following:

- Niagara Regional Police Services (NRPS)
- Niagara Emergency Medical Services (NEMS)
- Niagara Region Departments
- Niagara Peninsula Conservation Authority
- 211
- Power and Gas Utilities
- Trans-Canada Pipelines
- Canadian Red Cross
- CN Rail
- CP Rail
- Niagara Health System
- Hamilton Health System
- Salvation Army
- Niagara School Boards
- Amateur Radio Auxiliary Communications (Aux Comm)
- Provincial and Federal Ministries as required (e.g. EMO, MOE, MTO, MNR, etc.)
- Phone providers
- Regional Fire Coordinator or Alternate Fire Coordinator
- Office of the Fire Marshal and Emergency Management (OFMEM)

6. Incident Management System

6.1 Incident Commander (Site)

The Incident Commander (IC) at the site, appointed by unified command or determined by the first agency on scene, is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority and is responsible for the overall management of the response. As the situation changes, the IC may change based on level of authority. The IC is responsible for and/or has the authority to:

- Establish a unified command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency ICs;

- Designate an emergency site media coordinator;
- Implement the strategies established by the EOCMT at the emergency site(s);
- Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- Maintain a communication link with the EOCMT for the flow of information regarding the management of the emergency site;
- Maintain a record of events, decisions made, and actions taken as IC;
- Participate in a debriefing with EOCMT regarding the emergency, if required; and
- Assist the CEMC in creating an after-action report on the emergency.

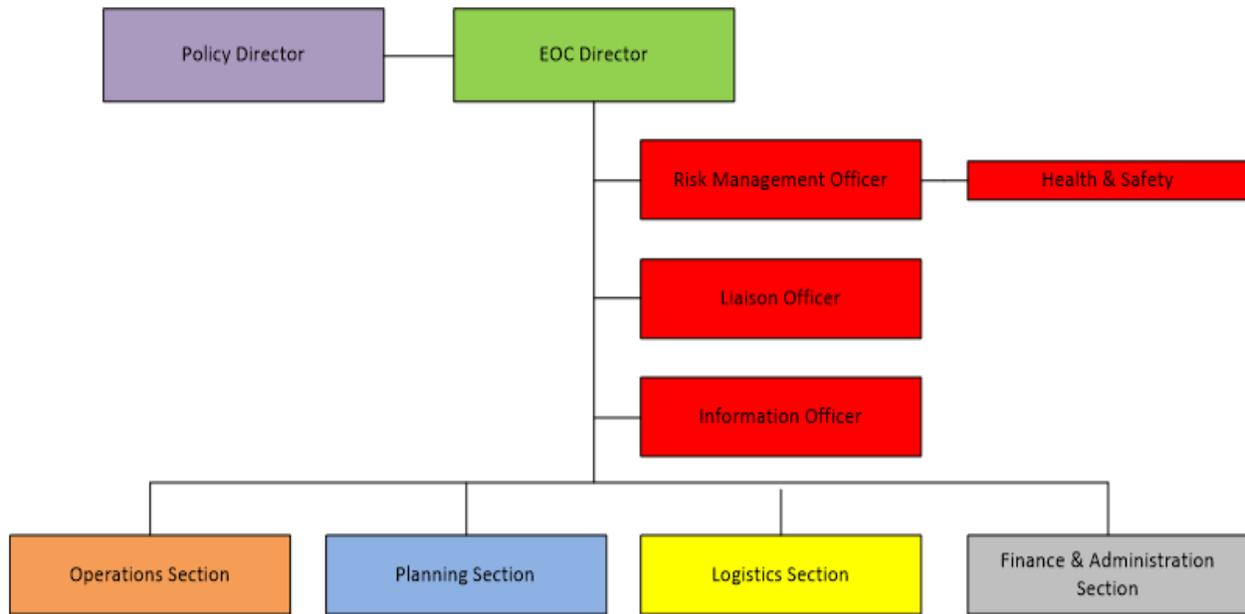
6.2 Response Goals

The following response goals are applied to all emergency situations in order of priority:

1. Provide for the health and safety of all responders;
2. Save lives;
3. Reduce suffering;
4. Protect public health;
5. Protect critical infrastructure;
6. Protect property;
7. Protect the environment; and
8. Reduce economic and social losses.

6.3 Incident Management System Functions

In the EOC, IMS positions will be activated and assigned as required to support the response to the emergency or planned event.



6.3.1 EOCMT

The primary responsibility of the EOCMT is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the EOCMT to ensure that response priorities are established, and that planning and response activities are coordinated both within the EOC (i.e. between sections) and between sites and other EOCs.

The EOCMT consists of the following positions:

- Policy Director;
- EOC Director;
- Information Officer;
- Risk Management Officer;
- Health and Safety Officer;
- Liaison Officer;
- Operations Section Chief;
- Planning Section Chief;
- Logistics Section Chief;
- Finance and Administration Section Chief.

6.3.2 Policy Director

The Policy Director is the Mayor or designate and holds the position of Policy Director as the head of the Policy Group (which is Council – see section 1.5). Responsibilities of the Policy Director include:

- Acting as liaison between the Emergency Operations Centre Director and Council
- Declaration/termination of an emergency
- Bringing recommendations for changing/amending bylaws or policies to the Policy Group (Town Council) with the assistance of Town staff.
- Official spokesperson, if required.
- Ensuring Members of Council are notified of the emergency.
- Notifying the Mayors of the affected and/or adjoining municipalities of the emergency, if required and providing any status reports.

6.3.3 EOC Director

Has overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
- Support Site(s) – Provide support to Incident Commanders and Support Agencies and ensure that all actions are coordinated within the established priorities.
- Develop / Approve Action Plans – Prepare EOC action plans with the EOCMT based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- Inform Others – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.
- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.
- Liaising with the Incident Commander - To confirm the geographical boundaries of the emergency area as declared by the Policy Director (per section 5.2.2).
- Confirming the adequacy of expenditure limits – As identified by the municipal Purchasing By-law.

6.3.4 Risk Management Officer

Has overall authority and responsibility for the following EOC activities:

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the EOC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of the municipality during the emergency.
- Provides advice on health and safety issues and if required, activates the Health and Safety Officer.

6.3.5 Health and Safety Officer

- Provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.
- Monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary.
- Liaises and provides advice to the Emergency Site Safety Officer regarding health and safety issues for site personnel, as required.
- This position is severable subject to the direction of the Director and nature of the emergency event.

6.3.6 Liaison Officer

Has overall authority and responsibility for the following EOC activities:

- Invites required or requested Support Agencies and stakeholders to the EOC, as identified by the EOC Director and EOCMT and maintains contact when required.
- Provides input on the strategic direction and advice to the EOCMT regarding emergency management issues.
- Liaises with the neighbouring Municipal and Regional CEMCs, EMO and other provincial and federal representatives, as required.
- In conjunction with the EOC Director, facilitates a debriefing with the EOC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency.

6.3.7 Information Officer

Has overall authority and responsibility for the following EOC activities:

- Establishes and maintains media contacts.
- Prepares news/social media releases; coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by 211 and EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information sources including 211.
- Liaises and coordinates messages with other internal and external Information Officers.
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

A support team from Niagara Regional corporate communications may assist the information officer in meeting these tasks if required. This support team includes personnel for online communications.

6.3.8 Operations Section Chief

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites. This position is typically filled by a Senior Municipal Official that may be considered a subject matter expert (e.g. Director of Public Works for water related emergencies) or designate and has overall authority and responsibility for the following EOC activities:

- Maintain Communications – Establish communication links with incident command posts and the Emergency Operations Centre if activated.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies.
- Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section.
- Share Operational Information – Collect and distribute operational information to the planning section, the EOC Information Officer, and other EOC Sections.

- Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.

6.3.8.1 Branch Coordinators

Branch Coordinators oversee the operations of a particular department, division, section or agency. A Branch Coordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include, but are not limited to:

- Regional Fire Branch Coordinator
- Regional Police Branch Coordinator
- Niagara EMS Branch Coordinator
- Emergency Social Services Branch Coordinator
- Public Works Branch Coordinator
- Public Health Branch Coordinator

6.3.9 Planning Section Chief

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.
- Manage the Planning Section – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Managing Display Boards - Ensure that the situation unit is maintaining current information for the EOC situation report.
- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the EOCMT.
- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and Mutual aid.
- Keep Records – Document and maintain paper and electronic files on all EOC activities.

- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.
- Plan for Recovery – Initiate recovery efforts at the earliest time and develop plans for short-term and long-term recovery appropriate to needs.
- Coordinate Technical Specialists – Provide technical support services to EOC sections and branches, as required.
- Prepare After Action Report – Coordinate the assembly of EOC lessons learned from contributions from EOC staff and from Support Agency representatives.

6.3.10 Logistics Section Chief

The Logistics Section is responsible to:

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.
- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.
- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support the Operations Section.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.
- Arrange Transportation – Coordinate transportation requests in support of response operations.

6.3.11 Finance and Administration Section Chief

This position is typically filled by the municipal Treasurer or designate and has overall authority and responsibility for the following EOC activities:

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.

- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer.
- Coordinate Compensation and Claims – Process workers’ compensation claims within a reasonable time.
- Participate in EOCMT Meetings – Prepare section objectives for presentation at EOCMT meetings, at least once in each operational period.
- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, EOCMT, and elected officials aware of the current fiscal situation.
- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster.

7. Emergency Plan Supporting Documents

7.1 Annex A – EOC Management Team Responsibilities by Position

This document identifies the municipal employees by position, and their alternates, who have the responsibility of implementing the NWEPP in the event of an emergency.

7.2 Annex B – Emergency Contact List

The Emergency Contact List provides confidential contact information for EOC personnel.

7.3 Annex C – Emergency Notification Protocol

The Emergency Notification Protocol outlines the process in each municipality for notification of EOC personnel to place them on alert and/or activate the EOC.

7.4 Annex D – EOC Standard Operating Guidelines and Checklists

These documents outline the procedures involved in the activation and operation of the EOC, including facility location details, access, setup, guiding principles, managing information and resources, and roles and responsibilities for functions within the IMS.

As a supplement to the NWEPP, the EOC Standard Operating Guidelines and Checklists provide information to enable EOC responders to fulfil their key responsibilities in managing an emergency situation.

7.5 Annex E – Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to identify the hazards, which have caused, or possess the potential to cause, disastrous situations by overwhelming response capabilities within the Niagara West and the Region of Niagara. This information assists in preparing for more effective emergency responses and operations. The planning phase will seek to mitigate the effects of a hazard, to prepare for response measures, and to ensure the safety of our citizens, preserve life and minimize damage.

The HIRA for the municipalities of Lincoln, Pelham, West Lincoln and Wainfleet has been developed in cooperation and collaboration with the development of the Region's HIRA. Each municipality within Niagara West has completed a HIRA specific to their community.

7.6 Annex F – Critical Infrastructure Identification (CI)

The purpose of the CI is to identify facilities and other infrastructure that is at risk of being impacted by emergencies. There are 9 CI sectors: Food and Water, Transportation, Financial institutions, Electricity, Communication Systems, Health Care, Public Safety & Security, Gas & Oil and Continuity of Government.

7.7 Annex G – Crisis Communications Plan

The Crisis Communications Plan coordinates communications within Niagara West in cooperation with the Niagara Region and agencies to media outlets, municipal employees, businesses, and residents to deliver information before a pending emergency (if possible), during, and after an emergency. This includes the release of appropriate and factual information to the media and to the public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications are also outlined.

In the event of a major emergency requiring a response from Niagara municipalities and Niagara Region, communications should be coordinated through Niagara Regional Police and municipal Information Officers.

7.8 Annex H – Mass Evacuation Plan

The Mass Evacuation Plan was developed to be utilized in any of the Municipalities in Niagara and aligns with the Mass Evacuation Plan with the EMO published guidelines.

7.9 Annex I – Water Operations Emergency Response Plan

These documents serve to address the roles and responsibilities of and establish procedural guidelines specific to the emergencies associated with municipal drinking

water. The Water Operations Emergency Response Plan and its associated documents have been developed as part of the Drinking Water Quality Management System Operational Plan.

7.10 Annex J – Responsibilities of Niagara Region in a Local Municipal Emergency

This document serves as an operational guideline outlining the role of Niagara Region core departments and services and how these align with local municipalities during a local emergency incident.

7.11 Annex K – Regional Emergency Social Services (ESS) Plan

The aim of the Regional Emergency Social Services Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Niagara during any emergency once they are outside of immediate danger.

This response includes both Niagara Region staff and external Support Agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

7.12 Additional Annexes

Additional annexes may be developed and attached to the NWEPP as they are required and developed.

8. Emergency Plan Review and Maintenance

The NWEPP (without the confidential annexes) will be maintained and distributed by the CEMCs to the public via the websites of each municipality.

The NWEPP will be reviewed annually pursuant to the regulations under the Act and, where necessary, revised by the EMPAC. The review and recommended revisions will be coordinated by the CEMCs.

Revision made to the NWEPP shall be approved only by By-law of Council. However, revisions to the annexes and minor administrative or housekeeping changes may be made by the CEMCs.

It is the responsibility of each person, Support Agency, service or department identified within NWEPP to notify the CEMCs forthwith, of the need for any administrative changes or revisions to the NWEPP or Annexes.

The CEMCs are responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies.

Each department and Support Agency should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis and ensure they align with the NWEPP.

8.1 Exercising of the Emergency Plan

Pursuant to the Regulations under the Act, at minimum, one exercise will be organized and conducted annually by the CEMC in order to test the overall effectiveness of the NWEPP. Recommendations arising from the annual exercise shall be considered by the CEMCs and EMPAC for revisions to the NWEPP.

8.2 Plan Distribution

Copies of the NWEPP will be provided to EOC personnel, Support Agencies, the Province, and bordering municipalities and regions that may have a role to play in responding to or providing assistance for emergencies in Niagara West.

8.3 Revision History

Rev. No.	Revised by	Details	Revision Date
1	Chief Hudson, C. McGrath	Update agency names, NWEM municipal parties, grammar and formatting.	2026/01/26

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NUMBER 2026-15

**BEING A BY-LAW TO ESTABLISH AN
ADMINISTRATIVE PENALTY SYSTEM**

WHEREAS The *Municipal Act, 2001*, Section 102.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles.

AND WHEREAS The *Municipal Act, 2001*, Section 434.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the *Municipal Act, 2001*.

AND WHEREAS The *Building Code Act, 1992*, Section 15.4.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipality's property standards by-law or with a property standards order.

AND WHEREAS The *Building Code Act, 1992*, Section 15.13.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with prescribed provisions of the *Building Code Act*.

AND WHEREAS The *Building Code Act, 1992*, Section 18.1, authorizes a municipality to require a person to pay an administrative penalty if an inspector is satisfied that the person has failed to comply with prescribed provisions of the Building Code.

AND WHEREAS The *Fire Protection and Prevention Act, 1997*, Section 30.2, authorizes the Fire Chief and any member of the fire prevention bureau established by the Township to require a person to pay an administrative penalty if an authorized person is satisfied that a person has contravened a prescribed provision of the Fire Code.

AND WHEREAS Council intends by this By-law to establish the system, pursuant to which administrative penalty notices are given and may be reviewed and appealed, pursuant to the applicable legislation and regulation, including O. Reg. 333/07 and 260/25 (Administrative Penalties).

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

1.0 SHORT TITLE

- 1.1 This By-Law may be referred to as the "Administrative Monetary Penalty System (AMPS) By-law".

2.0 INTERPRETATION

- 2.1 Unless otherwise stated:
- a) a reference to any statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time to time;
 - b) a reference to a by-law refers to a by-law of the Township as it may be amended or replaced from time to time; and
 - c) a reference to a section, paragraph, clause, subclause or schedule is a reference to this By-law's section, paragraph, clause, subclause or schedule.
- 2.2 The table of contents and headings in this By-law are for convenience only and do not form part of this By-law.
- 2.3 If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.

- 2.4 This By-law does not limit the Township's right to enforce a Designated By-law or an order by all legal means.
- 2.5 In this By-law:
- a) "Administrative Fee" means any fee specified in this By-law and listed in the Fees and Charges By-law and may be amended by Council from time to time.
 - b) "Administrative Penalty" means an administrative penalty established by this By-law or a Designated By-law, and includes a Fire Penalty.
 - c) "Building Code Order" means an order made pursuant to Sections 15.13.1 or 18.1 of the *Building Code Act, 1992*.
 - d) "By-law" means this by-law and any schedule to this by-law as they may from time to time be amended.
 - e) "CAO" means the Township's Chief Administrative Officer.
 - f) "Township" means The Corporation of the Township of West Lincoln or the geographic area of the Township of West Lincoln as the context requires.
 - g) "Township Clerk" means the appointed municipal Clerk of the Corporation of the Township of West Lincoln or designate.
 - h) "Council" means the Township's Council.
 - i) "Designated By-law" means each by-law that is designated by the Township as a by-law to which this By-law applies, and as listed in the Schedules attached to this By-law.
 - j) "Director" means the department head responsible for Township municipal law enforcement or his or her designate.
 - k) "Escalated Administrative Penalty" means an Administrative Penalty established by this By-law or a Designated By-law.
 - l) "Fee — Appeal No-Show" means an administrative fee from time to time established by this By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a hearing before a Hearing Officer.
 - m) "Fee — Late Payment" means an administrative fee from time to time established by this By-law in respect of a Person's failure to pay an Administrative Penalty or Administrative Fee by the date on which it is due and payable.
 - n) "Fee — MTO Plate Denial" means an administrative fee from time to time established by this By-law for notifying the Registrar of Motor Vehicles for the purposes of plate permit denial.
 - o) "Fee — MTO Plate Search" means an administrative fee from time to time established by this By-law for searching the records of the Ontario Ministry of Transportation.
 - p) "Fee – NSF" means an administrative fee from time to time established by this By-law for addressing the provision of an account which has insufficient funds.
 - q) "Fee — Screening No-Show" means an administrative fee from time to time established by this By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a review by a Screening Officer.
 - r) "Fire Code Order" means an order made pursuant to Subsection 30.2(2) of the *Fire Prevention and Protection Act, 1997*.
 - s) "Fire Penalty" means an administrative penalty established by this By-law and includes, as the context requires, Fire Penalty – First Time, Fire Penalty – Second Time, and Fire Penalty – Subsequent Time.
 - t) "Fire Penalty – First Time" means the amount of administrative penalty set the first time a Person contravenes a prescribed section of the Fire Code, pursuant to O. Reg. 260/25.

- u) "Fire Penalty – Second Time" means the amount of administrative penalty set the second time a Person contravenes a prescribed section of the Fire Code, pursuant to O. Reg. 260/25.
- v) "Fire Penalty – Subsequent Time" means the amount of administrative penalty set the third or subsequent time a Person contravenes a prescribed section of the Fire Code, pursuant to O. Reg. 260/25.
- w) "Hearing Officer" means each hearing officer from time to time appointed pursuant to the Township's Screening and Hearing Officer By-law.
- x) "Officer" means:
 - i) the Director;
 - ii) each person from time to time appointed as a municipal law enforcement officer to enforce a Township by-law;
 - iii) each person from time to time appointed as a Chief Building Official or building inspector to enforce the Building Code;
 - iv) each assistant to the Fire Marshal employed by the Township; and
 - v) a police officer employed by Niagara Regional Police Service, the Ontario Provincial Police or the Royal Canadian Mounted Police.
- y) "Penalty Notice" means a notice given to a Person pursuant to this By-law.
- z) "Penalty Notice Date" means the date specified on the Penalty Notice.
- aa) "Penalty Notice Number" means the number specified on the Penalty Notice.
- bb) "Person" includes an individual, partnership, association, firm or corporation and, where a Penalty Notice has been given to more than one Person, includes each such Person.
- cc) "Property Standards Order" means an order made pursuant to Subsection 15.2(2) of the *Building Code Act, 1992*, as deemed confirmed or as confirmed or modified by the Township's Property Standards Committee, or by a judge of the Superior Court of Justice pursuant to Section 15.3 of the *Building Code Act, 1992*.
- dd) "Screening Decision" means a decision made by a Screening Officer.
- ee) "Screening Decision Date" means the date on which a Screening Decision is made pursuant to this By-law.
- ff) "Screening Officer" means each person from time to time performing the functions of a Screening Officer pursuant to this By-law.

3.0 PENALTY NOTICE

- 3.1 Each Person who contravenes a provision of a Designated By-law, Property Standards Order, or Fire Code Order, or an Order under the Building Code, upon issuance of a Penalty Notice, is liable to pay to the Township an Administrative Penalty in the amount specified in this By-law for each day or part of a day on which the contravention occurs or continues.
- 3.2 An Officer who has reason to believe that a Person has contravened any provision of a Designated By-law, Property Standards Order, or Fire Code Order, or an Order under the Building Code, may give to the Person a Penalty Notice.
- 3.3 The Director may, before 4:00 pm of the tenth (10th) day after the Penalty Notice Date, cancel the Penalty Notice if the Director determines that the Penalty Notice was issued in error.
- 3.4 The Penalty Notice must be given to the Person as soon as is reasonably practicable and must include the following information:
 - a) the date of the Penalty Notice;
 - b) a reference number that is unique to that Penalty Notice;
 - c) particulars of the contravention (e.g., date, location);
 - d) the amount of the Administrative Penalty;

- e) such information as the Director determines is appropriate respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and
 - f) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the Township.
- 3.5 A Person who is given a Penalty Notice respecting an Administrative Penalty as indicated in Schedules "A" and "B" of this bylaw, and who does not pay to the Township the amount of the Administrative Penalty within fifteen (15) days of the Penalty Notice Date must pay to the Township a Fee — Late Payment.
- 3.6 A Person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer.

4.0 REVIEW BY SCREENING OFFICER

- 4.1 The following applies to reviews of an Administrative Penalty by a Screening Officer:
- a) The Person's right to appeal any Penalty Notices as indicated in Schedules "A" and "B" expires if it has not been exercised in the manner prescribed in paragraph (c) before 4:00 p.m. on the fifteenth (15th) day after the penalty notice is issued.
 - b) The Person's right to appeal any Fire Penalty Notices expires if it has not been exercised in the manner prescribed in paragraph (c) before 4:00 p.m. on the thirtieth (30th) day after the penalty notice is issued.
 - c) A Person's right to request an extension of the time to request a review of a Penalty Notice as indicated in Schedules "A" and "B" expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the thirtieth (30th) day after the Penalty Notice Date, and for a Fire Penalty expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the forty-second (42nd) day after the Penalty Notice Date, at which time the Penalty Notice shall be deemed confirmed and the Administrative Penalty shall be payable.
 - i) the Person is deemed to have waived the right to request a review;
 - ii) the Administrative Penalty is deemed to be affirmed; and
 - iii) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
 - d) A Person's rights to request a review and to request an extension of time to request a review, are exercised by giving to the Township written notice of the request to review (referred to as a *Request for Screening Form* which is available for download from the Township's website) that includes:
 - i) the Penalty Notice Number;
 - ii) the Person's name, mailing address and e-mail address;
 - iii) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by paragraph a);
 - iv) particulars of all grounds upon which the request to review is based; and
 - v) the Person's election to:
 - (1) meet with a Screening Officer electronically for the review;
 - (2) meet with a Screening Officer in person for the review;
 - or
 - (3) to have the review undertaken by a Screening Officer without meeting the Screening Officer.
 - e) The Director may establish standards and procedures that reasonably enables a Person and a Screening Officer to meet electronically for the purposes of this By-law.

- f) If the Penalty Notice has been given to more than one Person and any Person's election pursuant to Clause 4.1(c)(v) is not the same as another Person's election, all such Persons will be deemed to have elected to meet with a Screening Officer in person for the review.
- g) The Person's right to a review is limited to the particulars provided pursuant to Clause (c)(iv).
- h) Where the Person elects to meet electronically or in person with a Screening Officer, the Person must attend for the review pursuant to the notice and remain in or at the meeting until the Screening Officer has made a Screening Decision, failing which:
 - i) the Person is deemed to have abandoned the request for the review;
 - ii) the Administrative Penalty is deemed to be affirmed;
 - iii) the Person must pay to the Township a Fee - Screening No-Show; and
 - iv) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
- i) Subject to paragraphs b), the Screening Officer may:
 - i) confirm the Administrative Penalty and any Administrative Fees;
 - ii) extend the time to request a review; and may
 - iii) cancel, reduce or extend the time for payment of the Administrative Penalty and any Administrative Fees where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law, and that:
 - (1) there is reason to doubt that the person contravened the Designated By-law, the Property Standards Order, or Fire Code Order, or Building Code Order;
 - (2) the Person took all reasonable steps to prevent the contravention; or that
 - (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.
- j) The Screening Decision must be given to the Person.
- k) The Person may appeal to a Hearing Officer against the Screening Decision pursuant to Section 5.

5.0 APPEAL TO HEARING OFFICER

5.1 The following applies to appeals to a Hearing Officer against Screening Decisions:

- a) The right to appeal is limited to the following:
 - i) the Person who has been given a Screening Decision; and
 - ii) the Director.
- b) The Person's right to appeal any Penalty Notices as indicated in Schedules "A" and "B" expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the fifteenth (15th) day after the Screening Decision Date.
- c) The Person's right to appeal any Fire Penalty Notices expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the thirtieth (30th) day after the Screening Decision Date.
- d) A Person's right to request an extension of the time of a Screening Decision for penalties indicated in Schedules "A" and "B", expires if it has not been exercised in the manner prescribed in paragraph (e) before 4:00 p.m. on the thirtieth (30th) day after the Screening Decision Date, and for a Fire Penalty expires if it has not been exercised in the manner prescribed in paragraph (e) before 4:00 p.m. on the forty-second (42nd)

day after the Screening Decision Date, at which time the Penalty Notice shall be deemed confirmed and the Administrative Penalty shall be payable.:

- i) the Person is deemed to have waived the right to appeal;
 - ii) the Screening Decision, and the Administrative Penalty and any Administrative Fees as they may have been affected by the Screening Decision, are deemed to be affirmed; and
 - iii) the Screening Decision, and the Administrative Penalty and any Administrative Fees as they may have been affected by the Screening Decision, are not subject to review, including review by any Court.
- e) A right to appeal and the right to request an extension of time to appeal are exercised by giving to the Township written notice of the appeal (referred to as a *Request for Hearing Form* which is available for download from the Township's website) that includes:
- i) the Penalty Notice Number;
 - ii) the Person's name, mailing address and e-mail address;
 - iii) in the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limited by paragraph (b);
 - iv) particulars of all grounds directly related to the Screening Decision upon which the appeal is made; and
 - v) the Person's election for the appeal to be heard by the Hearing Officer
 - (1) electronically; or
 - (2) in person.
- f) The Person's right of appeal is limited to:
- i) grounds directly related to the Screening Decision; and to
 - ii) the particulars provided pursuant to Clause (d)(iv).
- g) The Person must be given no fewer than seven (7) days' notice of the date, time, and either the place or the particulars of the electronic means by which the person will attend the electronic hearing of the appeal.
- h) The Person must attend the hearing of the appeal pursuant to the notice and remain in or at the hearing of the appeal, failing which:
- i) the Person is deemed to have abandoned the appeal;
 - ii) the Screening Decision, and the Administrative Penalty and Administrative Fees as they may have been affected by the Screening Decision, are deemed to be affirmed;
 - iii) the Screening Decision, and the Administrative Penalty and Administrative Fees, as they may have been affected by the Screening Decision are not subject to review, including review by any Court; and
 - iv) the Person must pay to the Township a Fee - Appeal No-Show.
- i) A Hearing Officer may not make any decision respecting an appeal unless the Hearing Officer has given each of the Person(s), Director and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
- j) Subject to paragraphs (c) and (g), a Hearing Officer may:
- i) extend the time to request an appeal; and may
 - ii) make any decision that the Screening Officer could have made pursuant to this By-law.
- k) The decision of a Hearing Officer is final and not subject to review, including review by any Court.

6.0 METHODS OF GIVING NOTICE

- 6.1 Subject to Section 6.3, any notice or document respecting this By-law may be given to a Person in writing in any of the following ways and is effective:
- a) when a copy is placed on or affixed in any manner to a Person's vehicle;
 - b) when a copy is delivered to the Person to whom it is addressed;
 - c) on the fifth (5th) day after a copy is sent by registered mail or by regular lettermail to the Person's last known address; or
 - d) on the day after a copy is sent by e-mail transmission to the Person's last known e-mail address.
- 6.2 For the purposes of Section 6.1, a Person's last known address and last known e-mail address are deemed to include those provided by the Person pursuant to Clauses 4.1(c)(ii) and 5.1(d)(ii).
- 6.3 Any notice or document respecting this By-law to be given to the Township must be in writing, must be given in any of the following ways and is effective:
- a) when a copy is delivered to the Township Clerk at the Township's municipal office at 318 Canborough Street during regular business hours;
 - b) on the fifth (5th) day after a copy is sent by registered mail or by regular lettermail to "Attention: Municipal Law Enforcement Division, Township of West Lincoln, 318 Canborough Street, Smithville, Ontario, L0R 2A0"; or
 - c) upon the sending of the notice or document or a copy thereof by e-mail transmission to ampsappeals@westlincoln.ca

7.0 FINANCIAL ADMINISTRATION

- 7.1 An Officer who gives a Penalty Notice must not accept payment of the Administrative Penalty respecting that Penalty Notice.
- 7.2 An Administrative Penalty that is affirmed or reduced, or in respect of which the time for payment has been extended, pursuant to this By-law, is due, payable and constitutes a debt to the Township of each Person to whom or to which the Penalty Notice was given.
- 7.3 Where a Person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the Township must refund the amount cancelled or reduced.
- 7.4 Where an Administrative Penalty as indicated in Schedule "A" or "B" of this bylaw, or any Administrative Fee respecting that Administrative Penalty, are not paid within fifteen (15) days, after the date that they become due and payable, each Person to whom the Penalty Notice was given must pay to the Township a Fee - Late Payment. For greater certainty, the Fee – Late Payment does not apply if payment is made in accordance with a payment plan approved by a Screening Officer or Hearing Officer.
- 7.5 Where a Fire Penalty Notice, or any Administrative Fee respecting that Fire Penalty, are not paid within thirty (30) days, after the date that they become due and payable, each Person to whom the Penalty Notice was given must pay to the Township a Fee - Late Payment. For greater certainty, the Fee – Late Payment does not apply if payment is made in accordance with a payment plan approved by a Screening Officer or Hearing Officer.
- 7.6 Where a Person provides a payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument has drawn, shall pay to the Township a Fee – NSF.
- 7.7 Where a Parking Administrative Penalty or any Administrative Fee respecting that Parking Administrative Penalty are not paid within thirty (30) days after the date that they become due and payable, each Person to whom the Parking Administrative Penalty Notice was given must pay to the Township a Fee — MTO Plate Denial.
- 7.8 Where an Administrative Penalty or Administrative Fee remains unpaid after the day it becomes due and payable, those amounts shall be added to the tax roll for any property in the Township for which all of the owners are responsible for

paying those amounts, and collected in the same manner as municipal taxes, pursuant to s. 434.2(2) of the *Municipal Act, 2001*.

7.9 Where a person commits a contravention for which an Administrative Penalty is imposed, the penalty shall be determined in accordance with the following escalation framework, by reference to the applicable penalty amount set out in Schedule "A" to this by-law:

- a) First Offence: the applicable penalty prescribed in Schedule "A" for a first offence.
- b) Second Offence (within six (6) months): if the same person or property commits a further confirmed contravention of the same provision within six (6) months of the date of the first offence, the applicable penalty prescribed in Schedule "A" for a second offence may apply.
- c) Third and Subsequent Offences (within one (1) year): if the same person or property commits a further confirmed contravention of the same provision within one (1) year of the date of the second offence, or any additional contraventions thereafter within one (1) year of the most recent confirmed contravention, the applicable penalty prescribed in Schedule "A" for a third or subsequent offence may apply.

8.0 COMPLAINTS AND COMMENTS

8.1 Complaints and comments respecting the administration of the Township's system of administrative penalties may be given to the Director. The Director will consider each such complaint or comment in relation to the Director's consideration of potential improvements to the Township's system of administrative penalties.

8.2 The Director shall administer this By-law and establish any practices, policies and procedures necessary to implement this By-law, including amending such practices, policies, and procedures from time to time as the Director deems necessary.

9.0 GENERAL

9.1 No proceeding for damages or otherwise may be commenced against the Township, a member of Council or an officer, employee or agent of the Township or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this By-law or for any alleged neglect or default in the performance in good faith of the duty or authority.

9.2 That By-law 2014-67 and 2021-84 be and are hereby repealed.

10.0 EFFECTIVE DATE

10.1 This By-law is in effect on the day on which it is passed.

**READ A FIRST, SECOND AND THIRD TIME,
AND FINALLY PASSED THIS 23 DAY
OF MARCH 2026.**

CHERYL GANANN, MAYOR

JUSTIN PAYLOVE, CLERK

**SCHEDULE "A"
TO BY-LAW 2026-XX**

DESIGNATED BY-LAWS PROVISIONS

The following By-laws are listed as designated By-laws as defined in the AMPS By-law:

By-law Title	By-law Number	Schedule
Site Alteration	2016-41	A-1
Entrance and Boulevard	2022-31	A-2
Clean Yards	2019-38	A-3
Swimming Pool	2017-48	A-4
Signs	2020-54	A-5
Open Air Burning	2021-58	A-6
Noise	2013-50	A-7
Property Standards	98-105	A-8
Fence	2017-129	A-9
Obstruction, Encumbering, Injuring or Fouling of Township Roads	1978-13	A-10
Parks and Facilities	2008-34	A-11
Public Nuisance	2013-51	A-12
Fire Route	97-2030	A-13

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Site Alteration By-law
Schedule "A-1"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
Part IV, Section 4.	Cause, permit, perform or carry out Site Alteration without permit	\$500	\$1000	\$2000
Part IV, Section 5.	Fail to comply with plans, conditions or provisions of Site Alteration permit	\$500	\$1000	\$2000
Part IV, Section 6.	Modify Site Alteration permit without approval	\$500	\$1000	\$2000
Part IV, Section 7.	Operate a Commercial Fill Operation within the Township	\$800	\$1600	\$3200
Part IV, Section 10	Interfere with / obstruct an Officer in performance of their duty <i>As amended by By-law 2025-19</i>	\$500	\$1000	\$2000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Entrance and Boulevard By-law
Schedule "A-2"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1	Construct or reconstruct a driveway or entrance without a permit.	\$500	\$1000	\$2000
2.2	Construct or replace a culvert without a permit.	\$500	\$1000	\$2000
2.3	Alter a boulevard without a permit	\$250	\$500	\$1000
2.4	Fail to maintain a boulevard.	\$250	\$500	\$1000
2.5	Damage, construct or reconstruct a sidewalk, curb, apron driveway or boulevard without the written permission of the Director.	\$500	\$1000	\$2000
3	Fail to comply with an Order to comply.	\$500	\$1000	\$2000
5 (c)	Obstruct or hinder an Officer.	\$500	\$1000	\$2000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Clean Yards
Schedule "A-3"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1.1	Fail to maintain vegetation-exceed size allowance	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – create hazard	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – obstruct view	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – impact traffic	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – interfere with sign	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – interfere with utility	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – encroach on public property	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – overhang public property	\$250	\$500	\$1000
2.1.3	Fail to remove weeds	\$250	\$500	\$1000
2.2.1	Fail to maintain property free of standing water	\$250	\$500	\$1000
2.2.2	Fail to contain drainage and prevent improper discharge	\$250	\$500	\$1000

2.2.3	Fail to maintain watercourse free of obstruction	\$250	\$500	\$1000
2.3.1	Fail to maintain property free of fill	\$250	\$500	\$1000
2.4.1	Fail to maintain property free of movable concrete barriers	\$250	\$500	\$1000
2.6.1	Littering	\$250	\$500	\$1000
2.7.1	Fail to maintain property free of refuse / waste	\$250	\$500	\$1000
2.7.7	Fail to suitably place refuse / waste for disposal	\$250	\$500	\$1000
2.7.9	Fail to screen inoperative motor vehicles / vehicles / vehicle parts for an agricultural operation	\$250	\$500	\$1000
2.9	Fail to maintain property free of motor vehicle salvage	\$250	\$500	\$1000
3.1.1	Interfere with / obstruct an Officer in performance of their duty amended by by-law 2025-19	\$250	\$500	\$1000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Swimming Pool By-law
Schedule "A-4"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1.1	Erect swimming pool without required permit	\$300	\$600	\$1200
2.2.1	Placement of water prior to approval	\$300	\$600	\$1200
2.2.2	Placement of water prior to approval – seasonal swimming pool	\$300	\$600	\$1200
3.1.1	Failure to provide back flow prevention	\$300	\$600	\$1200
3.1.2	Discharge drainage to unapproved outlet	\$300	\$600	\$1200
4.1.1	Fail to provide swimming pool enclosure	\$300	\$600	\$1200
4.4.1	Failure to provide temporary enclosure	\$300	\$600	\$1200
4.5.1	Failure to maintain swimming pool enclosure	\$300	\$600	\$1200
4.5.4	Failure to maintain swimming pool / hot tub in good working order	\$300	\$600	\$1200
4.5.5	Failure to prevent the presence of standing water	\$300	\$600	\$1200
5.3.3	Interfere with / obstruct an Officer in performance of their duty as amended by By-law 2025-19	\$300	\$600	\$1200

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Sign By-law
Schedule "A-5"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1.1	Placement of prohibited sign	\$250	\$500	\$1000
2.1.2	Affix, erect, display or cause to be affixed, erected or displayed a sign without a permit	\$250	\$500	\$1000
2.1.3	Placement of sign in road allowance	\$250	\$500	\$1000
2.1.4	Placement of sign on utility pole	\$250	\$500	\$1000
2.1.5	Placement of sign overhanging onto sidewalk	\$250	\$500	\$1000
2.1.6	Placement of sign too close to roadway	\$250	\$500	\$1000
2.1.7	Placement of sign – damage municipal property	\$250	\$500	\$1000
2.1.8	Placement of sign on vehicle / trailer	\$250	\$500	\$1000
3.2.1	Fail to comply – setback – ground sign	\$250	\$500	\$1000
3.2.2	Fail to comply – size – ground sign	\$250	\$500	\$1000
3.2.3	Fail to comply – quantity – ground sign	\$250	\$500	\$1000
3.3.2	Fail to comply – setback	\$250	\$500	\$1000

	– portable ground sign			
3.3.2	Fail to comply – size – portable ground sign	\$250	\$500	\$1000
3.3.7	Erect / display sign after permit expired	\$250	\$500	\$1000
3.4.1	Fail to comply – setback – pole sign	\$250	\$500	\$1000
3.4.2	Fail to comply – size – pole sign	\$250	\$500	\$1000
3.4.3	Fail to comply – quantity – pole sign	\$250	\$500	\$1000
3.5.1	Fail to comply – setback – roof sign	\$250	\$500	\$1000
3.5.2	Fail to comply – size – roof sign	\$250	\$500	\$1000
3.6.1	Fail to comply – size – wall / fascia sign	\$250	\$500	\$1000
3.6.2	Fail to comply – quantity – wall / fascia sign	\$250	\$500	\$1000
3.7.2	Fail to comply – quantity – billboard	\$250	\$500	\$1000
3.7.3	Fail to comply – size – billboard	\$250	\$500	\$1000
3.7.3	Fail to comply – set back – billboard	\$250	\$500	\$1000
3.8.2	Fail to comply – quantity – inflatable sign	\$250	\$500	\$1000
3.8.3	Fail to comply – setback – inflatable sign	\$250	\$500	\$1000
3.8.8	Fail to secure inflatable sign	\$250	\$500	\$1000
3.10.4	Fail to comply – setback – sidewalk sign	\$250	\$500	\$1000
3.18.1	Fail to comply – size – window sign	\$250	\$500	\$1000
3.20.1	Fail to maintain sign / advertising device	\$250	\$500	\$1000
4.1.1	Interfere with / obstruct an Officer in performance of their duty as amended by By-law 2025-19	\$350	\$700	\$1400

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Open-Air Fires By-law
Schedule "A-6"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
Section 42	Set or maintain an Open-air Fire without a permit	\$500	\$1000	\$2000
Section 43	Owner of property allow an Open-air Fire without permit	\$500	\$1000	\$2000
Section 44 (a)	Set, maintain or allow a fire on a highway, road allowance, or public property	\$350	\$700	\$1400
Section 44 (b)	Set, maintain or allow a fire that is not confined to a Fire Pit or Outdoor Fireplace, including an unconfined grass fire	\$350	\$700	\$1400
Section 44 (c)	Set, maintain or allow a fire that causes smoke to travel across a public road or highway	\$350	\$700	\$1400
Section 44 (d)	Set, maintain or allow a fire where smoke, odour, ashes or embers invade neighbouring property creating a Nuisance	\$350	\$700	\$1400

Section 44 (f)	Set, maintain or allow a fire that spreads beyond a Fire Pit or Outdoor Fireplace	\$350	\$700	\$1400
Section 44 (g)	Set, maintain or allow a fire during rainy or foggy weather, smog alert, or air quality advisory	\$350	\$700	\$1400
Section 44 (h)	Fail to supervise a fire by a competent person 18 years of age or older	\$350	\$700	\$1400
Section 44 (j)	Fail to ensure a fire is extinguished before leaving the site	\$350	\$700	\$1400
Section 44 (k)	Set, maintain or allow a fire at a time other than allowed by regulation	\$350	\$700	\$1400
Section 44 (l)	Set, maintain or allow a fire of greater size than allowed by regulation	\$350	\$700	\$1400
Section 44 (m)	Fail to maintain minimum distance from a fire to an adjacent property or roadway	\$350	\$700	\$1400
Section 44 (n)	Fail to maintain minimum distance required by regulation from a fire to a building, structure	\$350	\$700	\$1400
Section 44 (o)	Set, maintain or allow a fire during a fire ban	\$1000	\$2000	\$4000
Section 44 (p)	Set, maintain or allow a fire involving prohibited materials	\$550	\$1100	\$2200
Section 44 (q)	Set, maintain or allow a fire within 75 metres of a Sensitive Receptor location	\$550	\$1100	\$2200
Section 46	Ignite or release an ignited flying lantern	\$550	\$1100	\$2200
Section 62	Make a false Open-air Fire complaint	\$350	\$700	\$1400

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Noise By-law
Schedule "A-7"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
Section 3 (a)	Persistent barking, calling, or whining of domestic pets or animals.	\$300	\$600	\$1200
Section 3 (b)	Squealing of motor vehicle tires.	\$300	\$600	\$1200
Section 3 (c)	Improper use of horn, whistle, alarm bell or similar.	\$300	\$600	\$1200
Section 3 (d)	Detonation of explosives.	\$500	\$1000	\$2000
Section 3 (e)	Operation of service equipment that is not in proper working order.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 1	Discharge of firearms in an urban area	\$500	\$1000	\$2000
Section 4 Ref. Schedule "A" Category 2	Load, unload or delivery of items in an urban area outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 3	Improper operation of bird scaring devices	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 4	Selling or advertising by shouting, outcry, or	\$300	\$600	\$1200

	amplification outside permitted hours.			
Section 4 Ref. Schedule "A" Category 4 (i), (ii) and (iii)	Operation of a motorized model or toy outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 4	Operation of construction equipment outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 4	Operation of waste lift or compactor outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Operation of loudspeakers or transducers outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Improper operation of pressure relief valves, or similar outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Yelling, shouting, hooting, whistling or singing outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Operation of tools outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Operation of movement facilitating devices or equipment outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 6	Emitting of sound due to motor vehicle racing.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 7	Emitting of sound resulting from motor vehicle revving	\$300	\$600	\$1200
Section 8 (c)	Interfere with / obstruct an Officer in performance of their duty <i>Amended by By-law 2025-19</i>	\$400	\$800	\$1600

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Property Standards By-law
Schedule "A-8"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.2.1	Fail to maintain residential foundation walls in good repair / structurally sound condition	\$350	\$700	\$1400
2.3.1	Fail to maintain residential dwelling in structurally sound condition	\$350	\$700	\$1400
2.3.2	Fail to maintain / repair materials affected by dry rotting and / or deterioration	\$350	\$700	\$1400
2.4.1	Fail to maintain floor / exterior wall / roof / porch of dwelling to prevent collapse or injury	\$350	\$700	\$1400
2.5.1	Fail to maintain exterior surfaces	\$350	\$700	\$1400
2.5.2	Fail to secure or replace improperly secured materials or objects	\$350	\$700	\$1400
2.6.1	Fail to maintain roof in watertight condition	\$350	\$700	\$1400
2.6.2	Fail to install and / or maintain eaves troughs and downspouts	\$350	\$700	\$1400
2.8.1	Fail to maintain windows, exterior doors, basement or cellar hatchways	\$350	\$700	\$1400
2.9.1	Fail to maintain every inside / outside stair, porch, balcony / landing	\$350	\$700	\$1400

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.16.1	Fail to provide adequate supply of potable running water	\$500	\$1000	\$2000
2.16.3	Fail to supply hot running water to a temperature of 120 degrees Fahrenheit	\$500	\$1000	\$2000
2.21.2	Fail to maintain heating system in a good working condition	\$600	\$1200	\$2400
2.27.3	Fail to maintain front / side / rear yard from unsightly objects	\$350	\$700	\$1400
2.28.3	Fail to discharge roof drainage / sump pump discharge to adequate outlet	\$350	\$700	\$1400
2.30.1	Fail to maintain accessory building(s) / fences in good repair	\$350	\$700	\$1400
4.1.1	Fail to keep vacant land free from rubbish / debris	\$350	\$700	\$1400

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Fence By-law
Schedule "A-9"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
4.1.1	Erect fence on municipal road allowance of Township property	\$250	\$500	\$1000
4.1.2	Erect prohibited fence or privacy screen	\$250	\$500	\$1000
4.1.3	Erect fence or privacy screen using sheet metal-residential zone	\$250	\$500	\$1000
4.1.4	Erect/keep fence not in good repair	\$250	\$500	\$1000
4.2.1	Erect electric fence	\$400	\$800	\$1600
4.3.1	Erect barbed wire fence	\$400	\$800	\$1600
4.4.1	Erect fence or privacy screen made of vehicle tires	\$250	\$500	\$1000
4.4.2	Maintain a fence or privacy screen made of vehicle tires	\$250	\$500	\$1000
5.1.4	Hinder an officer	\$250	\$500	\$1000
5.2.1	Failure to comply with an order	\$250	\$500	\$1000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Prohibiting the Obstruction, Encumbering,
Injuring or Fouling of Township Roads By-law
Schedule "A-10"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2. (a)	Obstruct, encumber, injure or foul any township road, drain, ditch or culvert.	\$400	\$800	\$1600

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Regulation of Parks and Facilities By-law
Schedule "A-11"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
3 (a)	Race animal in a park	\$300	\$600	\$1200
3 (a)	Ride a horse in a park	\$300	\$600	\$1200
4 (a)	Have bows and arrows in a park	\$300	\$600	\$1200
4 (a)	Discharge arrows in a park	\$300	\$600	\$1200
4 (b)	Operate motorized vehicle in a park	\$300	\$600	\$1200
4 (c)	Operate model (airplane/helicopter/rocket/boat) in undesignated place	\$300	\$600	\$1200
4 (d)	Have a firearm, fireworks, axes or air guns (including bb guns and paint ball guns) in a park	\$350	\$700	\$1400
4 (d)	Discharge firearms, fireworks, or air guns in a park	\$500	\$1000	\$2000
4 (e)	Play golf, drive a golf ball, use golf clubs or other equipment or drive a golf cart in a park	\$300	\$600	\$1200
5 (a)(i)	(remain/enter) park between dusk and dawn	\$200	\$400	\$800
5 (a)(iii)	Enter (prohibited/restricted) place	\$300	\$600	\$1200
6(a)(i)(a)	(sell/offer for sale/expose for sale/advertise for sale) in a park (food/drink) without permit/written approval	\$300	\$600	\$1200

6(a)(i)(b)	(sell/offer for sale/expose for sale/advertise for sale) in a park (good/wares/merchandise) without permit/written approval	\$300	\$600	\$1200
6(a)(i)(c)	(sell/offer for sale/expose for sale/advertise for sale) in a park (art/skill/services) without permit/written approval	\$300	\$600	\$1200
6(a)(ii)	(practice/carry on/conduct/solicit) for any (trade/calling/business/occupation) without permit/written approval	\$300	\$600	\$1200
6(a)(iii)	(Convene/conduct) a (parade/procession) without permit/written approval	\$300	\$600	\$1200
6(a)(iv)	(Convene/conduct/hold) a public meeting without permit/written approval	\$300	\$600	\$1200
6(a)(vi)	(organize/arrange) (event/gathering) of more than 100 persons without permit/written approval	\$300	\$600	\$1200
6(a)(vii)	Light an open fire in a park without permit/ written approval	\$500	\$1000	\$2000
6(a)(viii)	Camp in a park without permit/written approval	\$300	\$600	\$1200
6(a)(viii)	Construct (tent/shelter) in a park without permit/written approval	\$300	\$600	\$1200
6(a)(ix)	Play team sport without written approval/permit	\$300	\$600	\$1200
7(a)(i)	(cause/permit) planting a (tree/hedge/shrub/garden) on township property	\$300	\$600	\$1200
7(a)(i)	(cause/permit) construction of a (fence/shed/retaining wall/structure) on township property	\$300	\$600	\$1200
7(a)(i)	(cause/permit) keeping of compost heap on township property	\$300	\$600	\$1200
7(a)(i)	(cause/permit) placing of (string/wire/chain/rope) on township property	\$300	\$600	\$1200
8(a)(i)	Cut/break/injure/deface/disturb a (tree/shrub/bush/flower/plant/grass/wood/soil/sand rock/gravel)	\$300	\$600	\$1200
8(b)	Climb on any (tree/bush/rock/structure/building/cage/pen/monument/equipment)	\$100	\$600	\$1200
8(c)	Build a structure	\$300	\$600	\$1200
8(e)(i)	(disturb/molest/injure/wounded/attempt to kill/hunt/trap/kill an (animal/bird) in a park	\$500	\$1000	\$2000

8(e)(ii)	(touch/interfere with/remove/injure) a (birds nest/egg/young birds)	\$300	\$600	\$1200
8(f)(i)	(leave/deposit) (paper/bottles/broken glass/cans/rags/garbage/refuse/debris) in a park	\$300	\$600	\$1200
8(f)(ii)	(deposit/leave) (paint/grease/oil/offal/dangerous matter) in a park	\$300	\$600	\$1200
9(a)(i)	(swim/bathe/wade/enter) waters of a (fountain/pond/lake/stream) in a park	\$300	\$600	\$1200
9(a)(ii)	Use (bridge/walk bridge) as a diving platform in a park	\$300	\$600	\$1200

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Public Nuisance By-law
Schedule "A-12"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1	Urinate, defecate, vomit or spit in a public place	\$300	\$600	\$1200
2.2	Knock over or attempt to knock over a Canada Post mailbox, Canada Post relay box, newspaper box, or garbage container lawfully located on a highway	\$300	\$600	\$1200
2.3	Loiter in a public place	\$250	\$500	\$1000
2.4	Participate in a fight in any public place	\$300	\$600	\$1200
2.5	Mark or apply graffiti on any public place, including signs or private property	\$500	\$1000	\$2000
2.6	Leave, throw or deposit any bottles, glasses, or material on public or private property	\$300	\$600	\$1200
2.8	Refuse to identify themselves when requested to do so by a police officer or municipal by-law enforcement officer	\$300	\$600	\$1200

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Fire Route By-law
Schedule "A-13"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
4 (a)	Obstruct, encumber, injure or foul up a designated fire route	\$200.00	\$400.00	\$800.00
4 (b)	interfere with, deface or remove an unauthorized sign	\$200.00	\$400.00	\$800.00

**SCHEDULE "B"
TO BY-LAW 2026-XX**

DESIGNATED BY-LAWS PROVISIONS

The following By-laws are listed as designated By-laws as defined in the AMPS By-law:

By-law Title	By-law Number	Schedule
Traffic & Parking By-law	89-2000	B-1
Fire Route	97-2030	B-2
Accessible	97-2020	B-3
Private Property Parking	2024-22	B-4

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**TRAFFIC BY-LAW NO. 89-2000
Schedule "B-1"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
201.01	(Stop/stand/park) facing wrong way	\$30.00
201.02	(Stop/stand/park) too far from edge of road	\$30.00
201.03	(Stop/stand/park) too far from edge of shoulder	\$30.00
201.04	(Stop/stand/park) facing wrong way on left side of one-way highway	\$30.00
201.05	(Stop/stand/park) too far from left edge of a one-way highway	\$30.00
201.06	(Stop/stand/park) too far from the left shoulder edge of one-way highway	\$30.00
201.07	(Stop/stand/park) contrary to designated angle	\$30.00
201.08	(Stop/stand/park) not within designated space	\$30.00
201.09	Double (stopping/standing/parking)	\$40.00
202.01	Park on (shoulder/boulevard) where prohibited	\$30.00
202.02	Park repeatedly (at/near) one location	\$30.00
202.03	Park/Stop/Stand Large Motor vehicle	\$75.00
203.01.01	Stop on sidewalk	\$50.00
203.01.02	Stop in intersection or crosswalk	\$50.00
203.01.03	Stop so as to impede traffic	\$50.00
203.01.04	Stop in/near tunnel or bridge	\$50.00
203.01.05	Stop on/adjacent to median	\$50.00
203.01.06	Stop on outer boulevard	\$50.00

203.02.01	Stop near/at school crossing or crosswalk where prohibited by sign	\$50.00
203.02.02	Stop near/at railway crossing where prohibited by sign.	\$50.00
203.02.03	Stop near school or playground where prohibited by sign	\$50.00
203.02.04	Stop within 15m of intersection where prohibited by sign	\$50.00
203.02.05	Stop within 60m of intersection controlled by traffic signal where prohibited by sign	\$50.00
203.03	Stop where prohibited by sign	\$50.00
204.01	Stand near designated bus stop	\$40.00
204.02	Stand where prohibited by sign	\$40.00
205.01.01	Park within 10m of intersection	\$30.00
205.01.02	Park within 3m of fire hydrant	\$60.00
205.01.03	Park on an inner boulevard	\$25.00
205.01.04	Park on driveway too close to roadway	\$25.00
205.01.05	Park within 1.5m of driveway	\$25.00
205.01.06	Park obstructing driveway	\$25.00
205.01.07	Park so as to block vehicle	\$25.00
205.01.08	Park for sale/display	\$25.00
205.01.09	Park for servicing	\$25.00
205.01.10	Park for longer than 12 hours	\$25.00
205.01.11	Park at location prohibited by Township Engineer where prohibited by sign	\$50.00
205.01.12	Park as to interfere with snow removal from highway	\$75.00
205.01.12	Park as to interfere with street cleaning measures	\$50.00
205.01.12	Park as to interfere with the movement of traffic	\$50.00
205.02.02	Park near intersection where prohibited by sign	\$25.00
205.02.03	Park near signaled intersection where prohibited by sign	\$25.00
205.02.04	Park near entrance of public building where prohibited by sign	\$25.00

205.02.05	Park near driveway where prohibited by sign	\$25.00
205.02.06	Park on narrow roadway where prohibited by sign	\$25.00
205.02.07	Park near cross-walk where prohibited by sign	\$25.00
205.02.08	Park so as to interfere with funeral procession where prohibited by sign	\$25.00
205.02.09	Park within turning circle or basin of cul- de-sac where prohibited by sign	\$25.00
205.02.10	Park within 15m of the termination of dead end roadway where prohibited by sign	\$25.00
205.02.11	Park where parking temporarily prohibited	\$40.00
205.03	Park where prohibited by sign	\$30.00
205.04	Park (trailer/commercial vehicle) where prohibited by sign	\$30.00
207.01	Park over time limit where prohibited by sign	\$25.00
209.01.01	Park not adjacent to meter	\$20.00
209.01.02	Park at meter -wrong wheels adjacent	\$20.00
209.01.03	Angle park at meter - wrong direction	\$20.00
209.02	Park outside metered space	\$20.00
209.03	Park (at covered meter/in occupied meter space)	\$20.00
209.06.01	Park overtime limit-metered zone	\$20.00
209.06.02	Park at expired meter	\$20.00
301.02	Park where prohibited - public vehicle parking zone	\$20.00
301.03	Stand where prohibited - public vehicle bus stop	\$30.00
301.01	Stop vending vehicle - obstructing traffic	\$40.00
303.03	Stop a mobile canteen where prohibited	\$40.00
304.01	Stand at taxi stand	\$30.00
305.01	Stop to (load/unload) where prohibited	\$40.00
305.02	Stop in loading zone	\$50.00

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**FIRE ROUTE BY-LAW 97-2030
Schedule "B-2"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
5	Park in designated fire route	\$90.00

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**ACCESSIBLE PARKING BY-LAW 97-2020
Schedule "B-3"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
3.1.1	Unauthorized Vehicle in Accessible Parking	\$300.00

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**PRIVATE PROPERTY PARKING BY-LAW 2024-22
Schedule “B-4”**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
4.4	Stop/Stand/Park in parking space contrary to posted sign	\$35.00
4.5	Stop/Stand/Park not within marked parking space	\$35.00
4.6	Stop/Stand/Park in parking space occupied by another vehicle	\$35.00
4.7	Stop/Stand/Park in closed parking space	\$35.00
4.8	Stop/Stand/Park as to interfere with maintenance or snow removal	\$55.00
4.9	Stop/Stand/Park as to interfere with flow of traffic	\$35.00
4.10	Stop/Stand/Park in parking space contrary to designated sign	\$35.00
4.11	Stop/Stand/Park more than twenty-four (24) hours	\$35.00
4.12	Stop/Stand/Park unauthorized vehicle in Electric Vehicle Charging Station	\$125.00

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-16

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

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

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

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

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

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

1. That the actions of the Council at its regular meeting of March 23, 2026 in respect of which recommendations contained in the reports of the committees considered at each meeting and in respect of each motion, resolution and other action taken by the Council at its meeting are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned minutes or with respect to the exercise of any powers by the Council in the above mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the proper officers of the Corporation of the Township of West Lincoln are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, Clerk, and/or the Administrator are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of West Lincoln and to affix thereto the corporate seal of the Corporation of the Township of West Lincoln.
4. That this By-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
23 DAY OF MARCH, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK