



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

MEETING NO. THREE

Monday, April 13, 2026, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Pages

1. CHAIR - 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

Public Meeting(s)

4. PUBLIC MEETING(S)

4.1 5724 Regional Road 20, CON 6 PT LOT 26 PT 27 (Signum Wireless)

6

Re: An application has been submitted by Signum Wireless proposing to construct a new telecommunication tower on the subject lands. The proposed tower is planned to be 60 metres in height and is proposed to be a self-support communications tower withing a fenced-in compound that will occupy a ground compound area of approximately 144 square metres.

POWERPOINT PRESENTATION

4.2 2814 Caistor Centre Road (Concession 9, Part Lot 30) (Pamela Wood and Darryl Dudych) – Agent (Jeremy Brown) File No: 3000-003-26

Re: A site alteration permit has been sunmitted by the owners (Pamela Wood and Darryl Dudych) of 2814 Caistor Centre Road to permit the importation of 3000 cubic meters of wood mulch material that the owners will use for wholesale to landscapers and garden centers. The use is part of a larger operation. The material being required with this application is on site temporarily and will be sold and removed throughout 3 months request. No permanent fill is requested on site.

There is

approximately 4000-5000 cubic meters of wood mulch already on site.

5. CHANGE IN ORDER OF ITEMS ON AGENDA

6. APPOINTMENTS/PRESENTATIONS

There are no appointments/presentations

7. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

8. COMMUNICATIONS

There are no communications

9. STAFF REPORTS

9.1 ITEM GS12-26

17

Senior Planner (Robin Shugan) and Director, Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report PD-09-2026 - Proposed Telecommunications Tower Located at 5724 Regional Road 20

RECOMMENDATION:

1. That Recommendation Report PD-09-2026, titled "Recommendation Report- Telecommunications Tower for 5724 Regional Road 20", dated April 13, 2026, be received; and,
2. That, Application for the development of a new telecommunications tower at 5724 Regional Road 20 be supported.

9.2 ITEM GS13-26

43

Chief Building Official (Ben Agro) and Director, Growth and Sustainability (Gerrit Boerema)

Re: Information Report BLDG-01-2026 - Site Alteration Application 2814 Caistor Centre Road (Concession 9, Part Lot 30), West Lincoln, File No. 3000-003-26

RECOMMENDATION:

1. That Information Report BLDG-01-2026 titled "Site Alteration Application 2814 Caistor Centre Road (Concession 9, Part Lot 30), West Lincoln, File No. 3000-003-26," dated April 13th, 2026, be received for Information.

9.3 ITEM GS14-26

50

Director, Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report PD-11-2026 - Affordable Housing CIP Adoption

RECOMMENDATION:

1. That, Recommendation Report PD-11-2026 titled "Recommendation Report, Affordable Housing Community Improvement Plan (CIP)" dated April 13, 2026, be received; and,
2. That Council adopt the Affordable Housing CIP found in Schedule A to this report, and pass the necessary bylaws to implement the CIP and designate the CIP area, as found in Schedules C & D; and,
3. That Council re-allocate \$95,985.00 within the Planning Reserve from the Façade Improvement CIP Program to the Affordable Housing CIP program.

9.4 ITEM GS15-26

96

Director, Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report PD-07-2026 - Budget Amendment – Economic Development Plan

RECOMMENDATION:

1. That Recommendation Report PD-07-2026 titled “Budget Amendment, Economic Development Plan”, dated April 13th, 2026, be received; and,
2. That Committee and Council approve a budget amendment to transfer up to \$45,000.00 from the Planning Reserve and from the Development Charge Reserve to fund the balance of the Economic Development Plan Project.

9.5 ITEM GS16-26

102

Director, Growth and Sustainability (Gerrit Boerema)

Re: Recommendation Report PD-13-2026 - New Township Official Plan Project Award

RECOMMENDATION:

1. That Recommendation Report PD-13-2026, titled “Recommendation Report PD-13-2026 - New Township Official Plan Project Award”, dated April 13, 2026, be received; and,
2. That O2 Planning and Design be retained to complete the New Township’s Official Plan, as outlined in RFP GS-01-2026.

9.6 ITEM GS17-26

105

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

Re: Recommendation Report PD-10-2026 – Township Initiated Housekeeping Amendment to Zoning By-law 2017-70, as amended.

RECOMMENDATION:

1. That, Recommendation Report PD-10-2026, titled “Recommendation Report - Township Initiated Housekeeping Amendment to Zoning By-law 2017-70, as amended”, dated April 13, 2026, be received; and,
2. That, the attached Housekeeping Zoning By-law Amendment and Schedules be approved and the Mayor and Clerk be authorized to sign the By-law; and,
3. That, no further Public Meeting is required for the consideration of this By-law in accordance with Section 34(17) of the Planning Act.

10. OTHER BUSINESS

10.1 ITEM GS18-26

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).

12. CONFIDENTIAL MATTERS

There are no confidential matters

13. DISCLOSURE OF CONFIDENTIAL MATTERS

14. ADJOURNMENT

Signum Wireless Towers Inc.

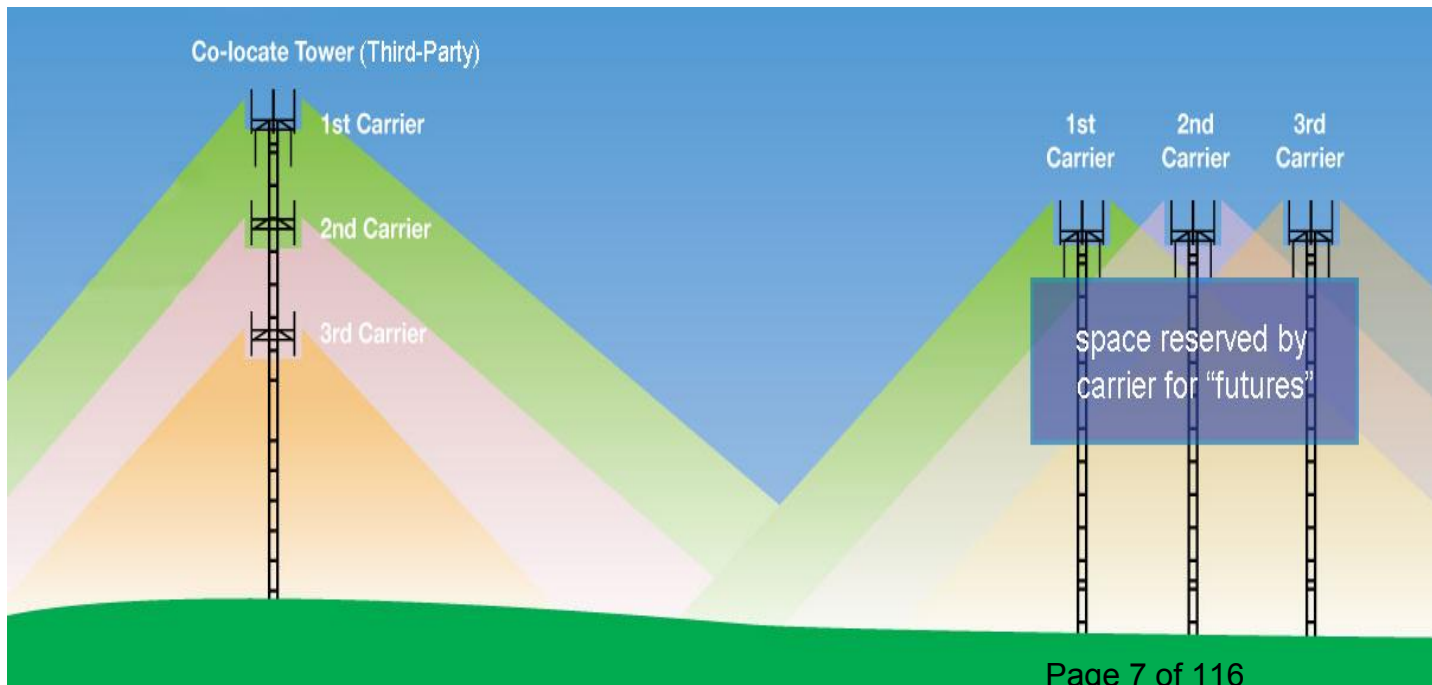
Telecommunication Tower Proposal
5724 Hwy-20, West Lincoln

Prepared by FONTUR International

April 13, 2026

Signum Wireless Corporation

- ▶ Third party tower builder
- ▶ Room for up to three carriers on a single tower
- ▶ Works to reduce tower proliferation



Why build a new tower?

- ▶ Wireless technology is responsible for delivering essential communications services such as:
 - ▶ EMS response
 - ▶ Police, fire, ambulance
 - ▶ Voice (Phone, video conferencing)
 - ▶ Data (E-mail, SMS)
 - ▶ Internet service (web-browsing)
 - ▶ Video streaming
- ▶ In order to provide wireless communications services, each carrier must have wireless networks

Proposed Tower Location

- ▶ Located at: 5724 ON-20, West Lincoln, ON L0R 1Y0
- ▶ Zoned as Agricultural
- ▶ Access: HWY-20
- ▶ Tower Height: 60 metre Self-Support Tower
- ▶ Compound: 144m²
 - ▶ With a 2.4m high chain link security fence topped with barbed wire



Proposed Site in Relation to Existing Towers



Photo Simulation



Photo Simulation



Public Consultation

- ▶ Start: March 13, 2026
- ▶ Public Meeting: April 13, 2026
- ▶ Concludes: April 20, 2026
- ▶ Mail-out notices were sent out to 22 property owners within the 180m radius
 - ▶ Additional notices were sent to the planner on file and Innovation, Science, and Economic Development Canada
 - ▶ English and French-Canadian notices were used in the notification package
- ▶ To date, we have not received any comments, questions, or concerns regarding this application

What about health & safety?

Health and safety are paramount to Sigmum Wireless. Health Canada has established electromagnetic exposure guidelines, known as Safety Code 6, to ensure the safe operation of wireless antenna installations. Sigmum Wireless ensures that all of its facilities operate well below the allowable limits measured, taking into account all pre-existing sources and combined effects of additional carrier co-locations; in fact, this site will be thousands of times below the allowable limits.

Health Canada's Safety Code 6 can be read here: http://www.hc-sc.gc.ca/eh-se/m/eh-se/m/eh-se/m/radiation/radio_guide/signes_direct/index-eng.php

Sigmum Wireless attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada which includes all applicable CSA Radio Communications Regulations.

Regulatory and consultative procedures for telecommunications antennas can be found in Innovation, Science & Economic Development Canada's CPC 2-0-03 Issue 6 (updated in 2022).

Sigmum Wireless attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. Both agencies have yet to complete their review of the proposal.

The proposed facility would include one 144 sq m fenced compound with chain-link and barbed wire-topped fencing installed around the base of the tower and equipment shelters, and would include one locked gate access point.

What about the environment?

Sigmum Wireless attests that the radio antenna system described in this notification package is exempt from the Impact Assessment Act.

Your local land use authority

The Township's Planning division reviews telecommunication towers proposed within the Township using the established Consultation Process for Wireless Telecommunication Facilities.

The Township's role is to provide comment on telecommunications towers to proponents and Innovation, Science and Economic Development (ISED). The Federal Government has the exclusive jurisdiction to approve the licensing of towers. The requirement to consult can be found in ISED's document, Client Procedure Circular (CPC) 2-0-03. The purpose of consultation, as outlined in CPC 2-0-03, is to ensure that land use authorities are aware of significant antenna structures and/or installations proposed within their boundaries and that antenna systems are deployed in a manner which considers local surroundings.

Zoning by-laws and site plan approvals do not typically apply to these facilities, and a building permit is not required. Sigmum Wireless is committed to consultation with the local land use authority (the Township's planning division) and its residents in accordance with ISED's requirements.

This public notification has been designed to provide all the necessary information as required by ISED to those properties that fall within a circulation radius of 180m, measured from the centre of the tower.



How do I get involved?

Sigmum Wireless is committed to effective public consultation. You are invited to provide comments or inquiries to Sigmum Wireless about this proposal by mail, electronic mail, or fax.

A public meeting will be held on Monday April 13, 2026, located at Council Chambers Town Hall beginning at 6:30 pm.

In order to ensure your comments or questions are considered, you must respond by close of business (5:00p.m.) April 20, 2026 to:

FORTR International Inc.
70 East Beaver Creek Road, Suite 22
Richmond Hill, ON L4B 3B2
Fax: 866-234-7873
Email: ON1229.sigmum.info@fortrinternational.com

Your ISED/Federal Government contact

ATTENTION: Tower Issue - 5724 Hwy-20-ON1229

Southwestern Ontario District Office
4475 North Service Road, Suite 100
Burlington, ON L7L 4X7

Telephone: 1-855-465-6307
Fax: 905-639-6551
Email: spectrum@isdo-spectre@ISED-isd.gc.ca

Your land use authority contact

Susan Smyth
Manager, Community Planning & Design
Township of West Lincoln
318 Canborough St
P.O. Box 400
Smithville, ON L0R 2A0
Email: ssmyth@westlincoln.ca

For more information:

General information from Innovation, Science & Economic Development Canada (ISED):
<http://strategies.gc.ca/antenna>

Why is a new tower required?

The purpose of the tower is to provide cellular coverage to the surrounding residents, businesses and passerby traffic. A radio antenna and tower are the two most important parts of a radio communication system. The antenna is needed to send and receive signals for the radio station. The tower raises the antenna above obstructions such as trees and buildings so that it can send and receive these signals clearly.

Each radio station and its antenna system (including the tower) provide radio coverage to a specific geographic area, often called a cell. The antenna system must be carefully located to ensure that it provides a good signal over the whole cell area, without interfering with other stations. In areas where there are many cells, the antennas do not need to be very high. Where the cells are larger, the antennas must be higher above the ground level in order to provide good radio coverage for the whole area.

In this case, Sigmum Wireless' clients have determined the need for new antennas in the area in order to adequately provide contiguous coverage and service to customers in the Smithville community of West Lincoln. Sigmum Wireless chose this site to allow carriers to avoid problematic situations for customers such as poor voice and data quality, dropped calls, or even the inability to place a mobile call in the subject area.

Where will it be located?

The proposed site of the tower is at 5724 Hwy-20, approximately 49-metres south of Hwy-20 and 433-metres east of Patterson Rd.

Sigmum Wireless strongly supports co-location on existing towers and structures. The use of existing structures minimizes the number of new towers required in a given area and is generally a more cost effective way of doing business. Unfortunately in this case, there were no existing structures in the area that were viable alternatives. The next-nearest usable tower is approximately 3.9-km from the proposed location.

The proposed tower would be shared by multiple service providers, eliminating the need for future tower infrastructure in the immediate area.

SIGNUM WIRELESS

Community Notification

For a 60m Telecommunication Tower

Located at:
5724 Hwy-20, West Lincoln

Coordinates:
N 43.082377
W 79.520032

Site Code ON1229

What will it look like?

Sigmum Wireless is proposing a 60-metre self-support tower to improve upon the overall poor coverage in your area and to provide space for the equipment of multiple service providers.

Below is a simulation showing the proposed tower.

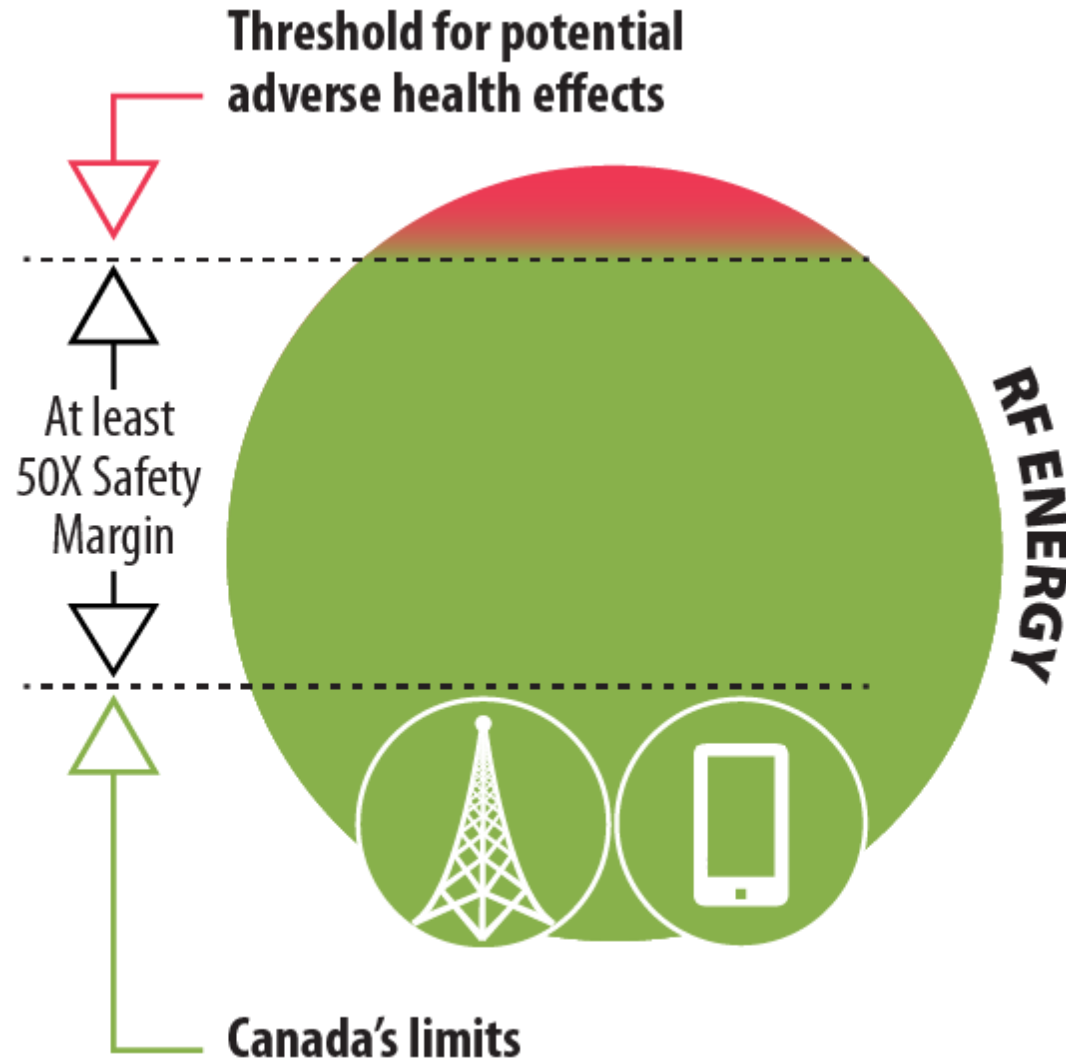
Tower Simulation



Current Image of Property



Safety Code 6



Health Canada

Email: hcinfo.infosc@canada.ca

Telephone: 613-957-2991

Toll free: 1-866-225-0709

Facsimile: 613-941-5366

Conclusion



Wireless service in the Township of West Lincoln needs upgrading to serve current and future needs



This one tower will be able to accommodate up to three carriers, preventing tower proliferation in and around the Township

Thank you

Contact Information:

SIGNUM Wireless Towers Inc.

Lucas Cuff

Fontur International Inc.

70 East Beaver Creek Rd, #22

Richmond Hill, ON L4B 3B2

Email: ON1229.signum.info@fonturinternational.com

Township of West Lincoln

Susan Smyth

Manager, Community Planning & Design

Township of West Lincoln

318 Canborough St, P.O. Box 400

Smithville, ON L0R 2A0

Email: ssmyth@westlincoln.ca

ISED Canada

ATTENTION: Tower Issue – 5724 HWY-20 – ON1229

Southwestern Ontario District Office

4475 North Service Road, Suite 100

Burlington, ON L7L 4X7

Telephone: 1-855-465-6307

Fax: 905-639-6551

Email: ic.spectrumswodo-spectrebdsoo.ic@canada.ca

Health Canada

Email: hcinfo.infosc@canada.ca

Telephone: 613-957-2991

Toll free: 1-866-225-0709

Facsimile: 613-941-5366

DATE: April 13, 2026

REPORT NO: PD-09-2026

SUBJECT: **Recommendation Report- Proposed Telecommunications Tower Located at 5724 Regional Road 20**

CONTACT: Robin Shugan, Senior Planner
Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- Signum Wireless is proposing a wireless telecommunication site located at 5724 Regional Road 20.
- The proposed tower is a self-supported tower 60 metres in height with a fenced-in compound area of 144 square metres in size.
- Access to the compound area will utilize an existing entrance off of Regional Road 20.
- Proposed site selection avoids any natural heritage features and negligible impacts to agricultural operations.
- The proposed tower and compound area satisfies the required Federal standards and setbacks from surrounding properties and residential uses.
- The proposed height will provide additional coverage where network gaps are found within the Township of West Lincoln and will provide for more carriers to install equipment, therefore reducing the number of additional towers.

RECOMMENDATION:

1. That Recommendation Report PD-09-2026, titled “Recommendation Report- Telecommunications Tower for 5724 Regional Road 20”, dated April 13, 2026, be received; and,
2. That, Application for the development of a new telecommunications tower at 5724 Regional Road 20 be supported.

ALIGNMENT TO STRATEGIC PLAN:
Theme #2

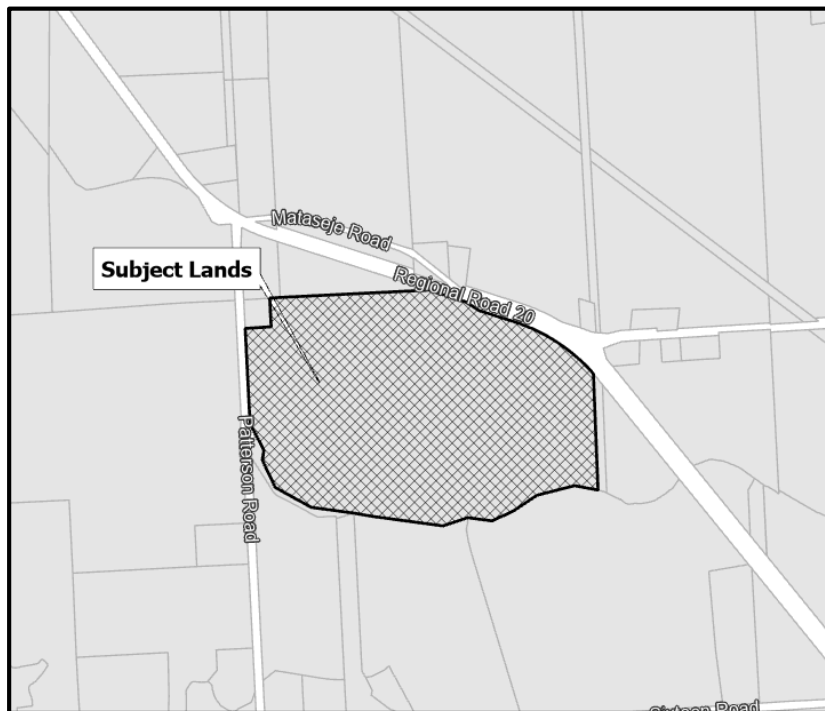
- Strategic and responsible growth

BACKGROUND:

The Growth and Sustainability Department received a request for municipal concurrence public consultation for a new proposed telecommunications tower on the lands municipally known as 5724 Regional Road 20, Township of West Lincoln. The subject lands are designated as ‘Good General Agricultural’ and ‘Natural Heritage System’ within the Township’s Official Plan and zoned as Agricultural (A), Environmental Protection (EP) and Environmental Conservation (EC) in the Township’s Zoning By-law 2017-70, as amended.

The subject lands are located on the south side of Regional Road 20. The subject lands have an approximate lot area of 34 hectares and a lot frontage of approximately 440 metres on Regional Road 20. The subject lands contain a single detached dwelling unit, horse stables, accessory buildings, natural heritage features (Twenty Mile Creek) and used for agricultural purposes. The surrounding land uses include existing rural residential uses (single detached dwellings) and agricultural uses. Refer to Figure 1 for the location of the new proposed telecommunication tower.

Figure 1: Location of Subject Lands



Telecommunications facilities are federally regulated by Innovation, Science and Economic Canada (ISED Canada). Signum Wireless is required by ISED Canada to consult with local authorities during the site selection process for new telecommunications facilities. The consultation process provides municipalities the opportunity to review the proposal and to identify any local land use issues and provide recommendations for conditions of approval to ISED Canada.

The Township's Consultation Process for Wireless Telecommunications Facilities Policy (POL-PD-02-11) outlines the process applicants are required to follow when proposing a new telecommunication facility. The Policy includes site selection criteria, requirements for pre-consultation and Public Consultation and Co-location Summary Report submitted by the Proponent.

CURRENT SITUATION:

The Township of West Lincoln was consulted about the new proposed 60-metre self-support telecommunication tower with a fenced-in compound area of approximately 144 square metres. Signum Wireless proposes to install antenna and microwave equipment and will provide wireless voice and data services to Signum's client network. The proposed 60-metre tower will allow for three or more additional carriers or other broadcasters to install their equipment thus reducing the requirement for future towers in the area.

Site Selection Criteria

The Township's Consultation Process for Wireless Telecommunications Facilities Policy (POL-PD-02-11) states that proposed sites are to minimize the total number of sites required and is encouraged to use existing structures. Site selection for new proposed sites shall consider the following:

- Maximizing distance from residential area, public and institutional areas, day care facilities and senior's residences.
- Avoidance of natural features, significant vegetation and hazards lands.
- Minimize impact on Unique Agricultural and Good General Agricultural lands.

The proposed site is located approximately 1 kilometre east of the Smithville Urban Area. The surrounding land uses are primarily agricultural and single detached dwellings. The proposed tower site is set back approximately 49 metres south of the Regional Road 20 and 433 metres east of Patterson Road. The nearest single detached dwelling unit is located approximately 101 metres north of proposed tower site, as shown on **Figure 2**.

The applicants have stated that the proposed tower is a self-supported (lattice) tower and will not require any extensive cable systems, the lattice system may also appear more transparent, thus reducing visual impact to the surrounding area. **Figures 3 and 4** provide a visual aid to the proposed tower.

Figure 2: Nearest Single Detached Dwelling

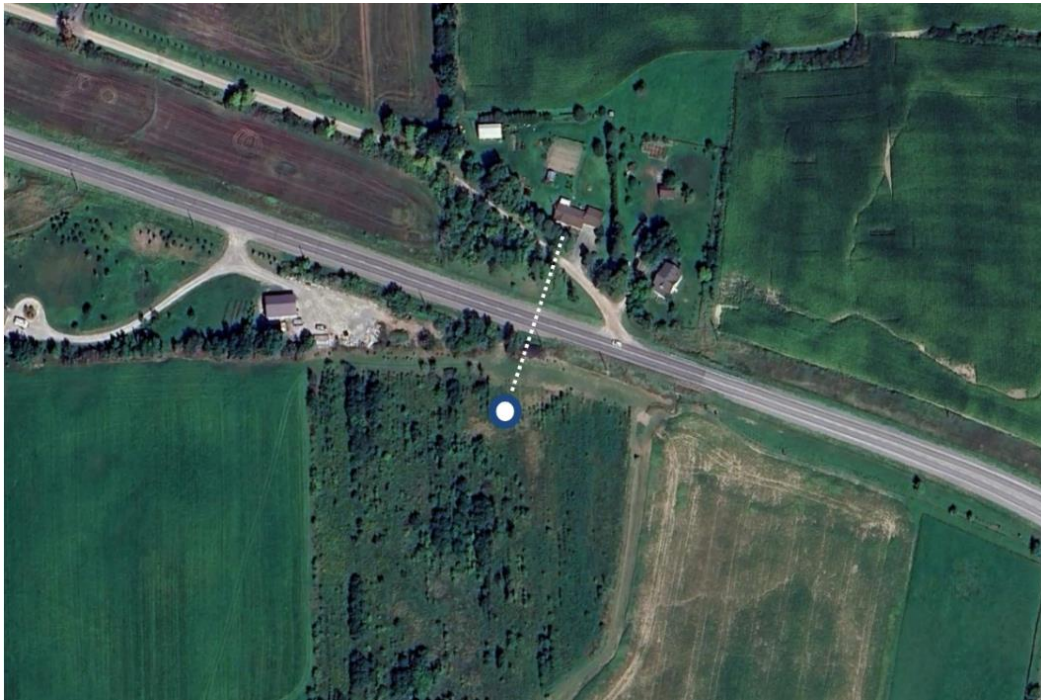


Figure 3: Travelling West on Regional Road 20 – Without Tower



Figure 4: Travelling West on Regional Road 20 – With Tower



Telecommunication facilities are not subject to the requirements of the *Planning Act*; however, policies created under the *Act* provide guidelines for development. As such, Planning Staff have provided analysis using provincial and local planning policies for land use compatibility for the proposed telecommunications

Provincial Planning Statement, 2024

The policies of the Provincial Planning Statement (PPS) provide direction regarding infrastructure, which is to be provided in an efficient manner while accommodating projected needs, optimizing the use of existing infrastructure, and considering opportunities for adaptive re-use.

Planning Staff are satisfied that the proposed telecommunications tower is consistent with the PPS as the proponent has evaluated opportunities for co-location for the new telecommunications tower. The proposed tower is also designed to accommodate up to three additional carriers and will improve wireless service coverage in areas currently experiencing gaps in communication services.

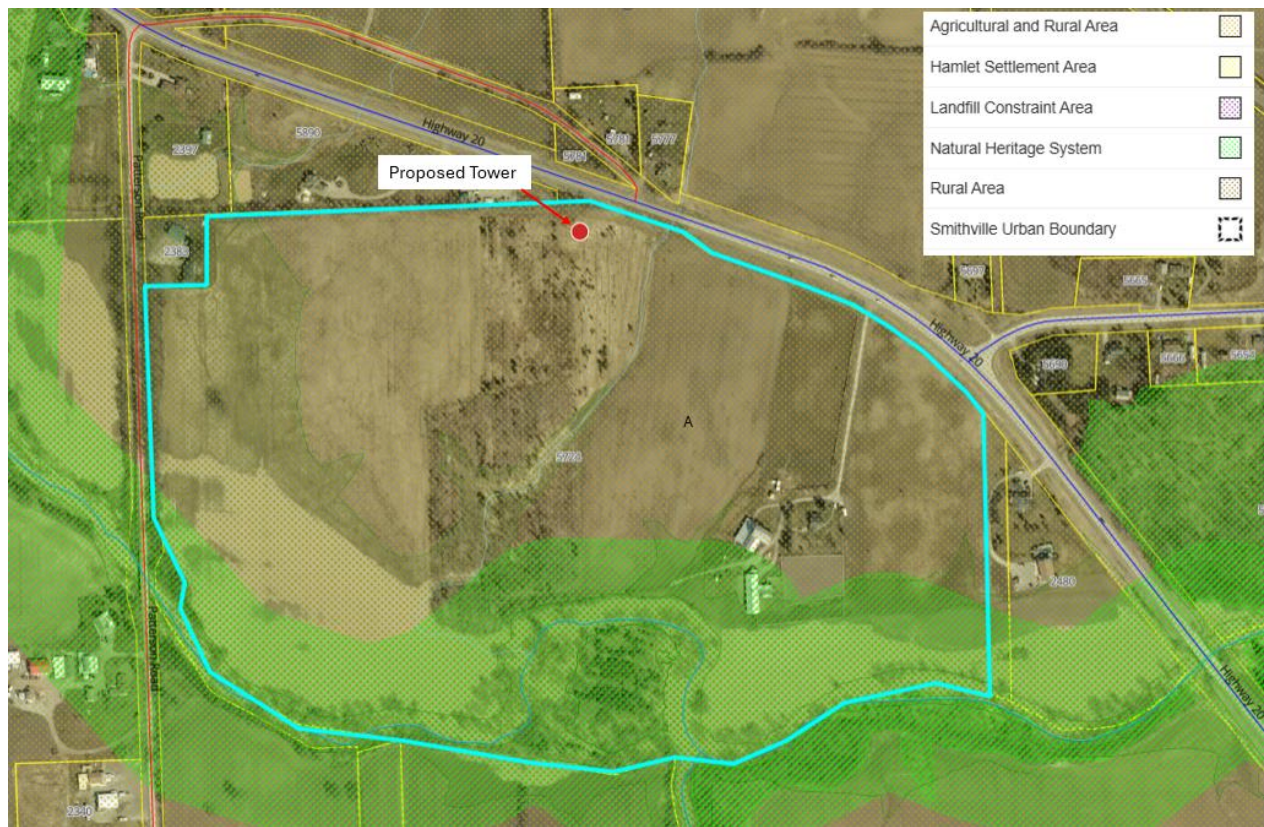
Township of West Lincoln Official Plan and Niagara Official Plan

The subject lands are designated as ‘Good General Agriculture’ and ‘Natural Heritage System’. Section 4 of the OP states the main objectives of this designation is to provide the second highest level of protection to preserve the Township’s agricultural lands.

Section 4.2.1 (v) of the Agricultural policies allow for telecommunication facilities with Agricultural designations to serve both existing and future needs of the Township residents and shall minimize the effects on surrounding farm operations. The proposed tower facility will have an area of approximately 144 square metres and is positioned in an area on the subject lands that is not being used for agricultural purposes. Therefore, it is not expected to have any negative impacts to the agricultural use of the land.

The subject lands contain a Provincially Significant Wetland (PSW) with associated buffer areas to the Twenty Mile Creek, a floodplain hazard area, and valley slope hazard areas with associated buffers. The proposed location of the telecommunications facility is outside of the 'Natural Heritage System' designation and does not encroach within any Niagara Peninsula Conservation Authority regulated area. **Figure 5** shows the location of the tower and land-use designations.

Figure 5: Official Plan



Section 14 of the OP states existing infrastructure should be optimized where feasible before consideration of new infrastructure is developed and that Township is adequately and appropriately serviced in a coordinated, efficient manner to meet the current and future needs of the Township and residents.

As mentioned above, the proponent evaluated co-location opportunities for a

telecommunications facility. Additionally, the proposed tower will house three future carriers, thus reducing the need for additional towers and will provide coverage in areas that have experienced service gaps in communication services.

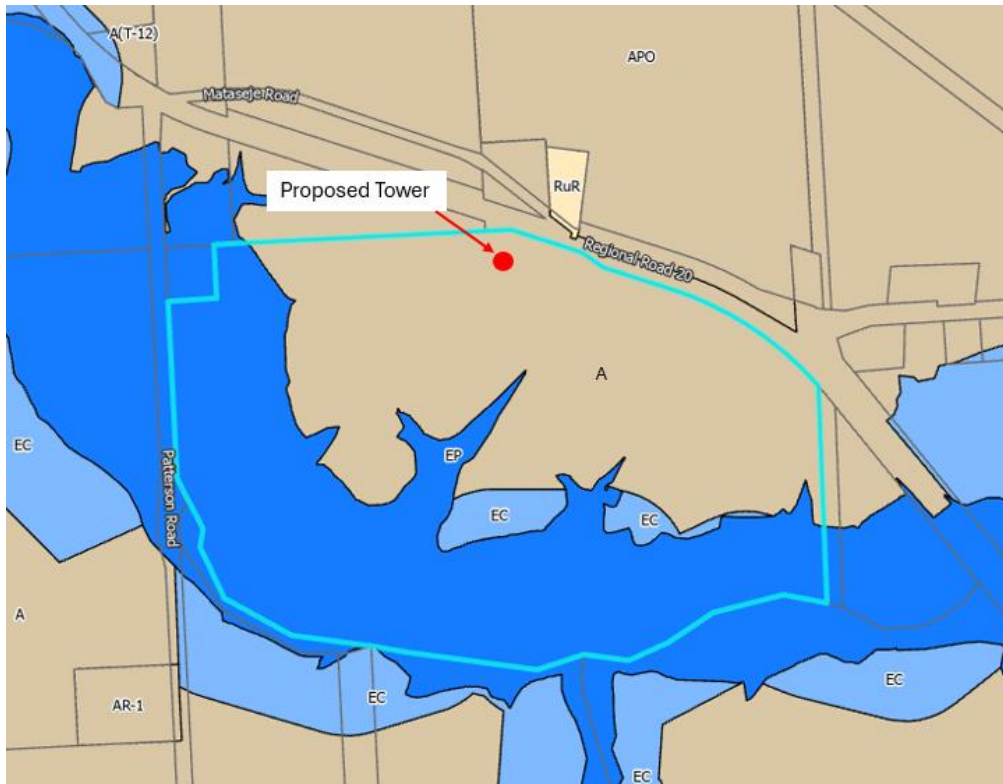
Similarly, with reference to the Niagara Official Plan, telecommunication facilities should optimize existing infrastructure before considering new infrastructure, minimize impacts on agricultural lands, natural environmental systems, existing landscape and support growth management policies.

Planning Staff are satisfied that the proposed telecommunications tower is consistent with the policies of the Township's Official Plan and policies of Niagara Official Plan.

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

The subject lands are zoned Agriculture (A), Environmental Conservation (EC) and Environmental Protection (EP). The proposed location of the tower is entirely located within the Agriculture Zone. **Figure 6** shows the location of the tower and zones relative to the subject lands.

Figure 6: Zoning By-law 2017-70, as amended



Telecommunication is defined as *Infrastructure* and *Utility* and is a *Public Use* controlled by a *Public Authority*. Telecommunication towers are under the jurisdiction of the Federal Government (ISED).

General Provision Section 3.14 titled *Public Uses*, shall be permitted in all zones, in accordance with the requirements of the section and shall comply with the regulations of the applicable zone and applicable General Provisions, except that this requirement shall not apply to permitted infrastructure.

Section 3.3.2 *Allowable Projections* permits towers associated with approved communication services and are permitted to exceed the maximum height requirement of the applicable zone.

Planning Staff are satisfied that the proposed telecommunications tower complies with the provisions of the Township's Zoning By-law.

FINANCIAL IMPLICATIONS:

There are no anticipated financial implications as a result of the review and recommendations of this report.

INTER-DEPARTMENTAL COMMENTS:

Mississaugas of the Credit First Nations

The Department of Consultation and Accommodation have reviewed the proposed telecommunications tower and have determined that the project should be proceeded by, at minimum, a Stage 1 archaeological assessment to determine the location's archaeological potential.

Niagara Region

Regional Staff have no comments.

Niagara Peninsula Conservation Authority (NPCA)

Based on the current NPCA mapping, the subject lands contains and is impacted by the following NPCA regulated features:

- Provincially Significant Wetland and associated 30-meter regulated buffer area (i.e., wetland allowance)
- Watercourses of which has an associated 15-meter regulated buffer area from the top of bank
- Floodplain hazard area (Twenty Mile Creek) with an flood elevation that varies throughout the subject property
- Valley slope hazard areas with an associated regulated buffer area of 15-meters from the physical top of slope (i.e., Erosion Hazard Allowance)

The NPCA can advise the proposed placement does not encroach within an NPCA regulated area therefore, the NPCA can offer no objections. Moreover, the proposed telecommunication tower works are to be undertaken by the Federal Government therefore, the NPCA would not require a Permit.

Enbridge Gas

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions.

PUBLIC COMMENTS:

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

CONCLUSION:

Based on the above analysis, Planning Staff are satisfied the proponent has met the Township's Consultation Process for Wireless Telecommunications Facilities Policy (POL-PD-02-11). Furthermore, the proposed telecommunications tower is consistent and complies with the PPS, Township and Region Official Plans, and the Township's Zoning By-law.

ATTACHMENTS:

- Schedule A: Site Plan
- Schedule B: Signum Justification Report
- Schedule C: Complied Agency Comments

Prepared & Submitted by:

Robin Shugan
Senior Planner

Susan Smyth
Manager, Community Planning and Design

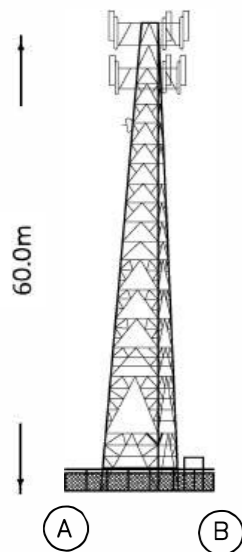
Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO

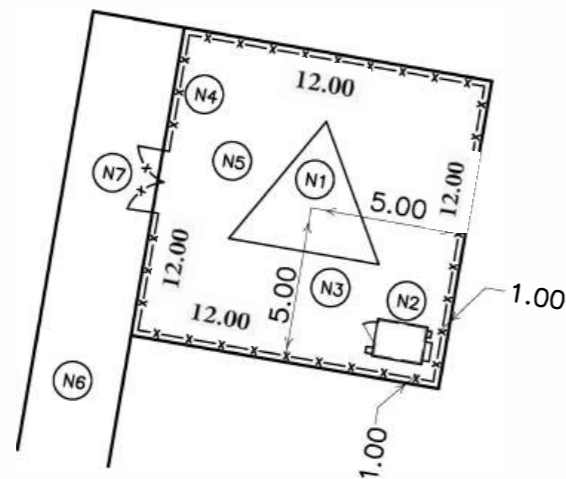
ELEVATION PLAN

NOT TO SCALE



PROPOSED COMPOUND LAYOUT PLAN

NOT TO SCALE



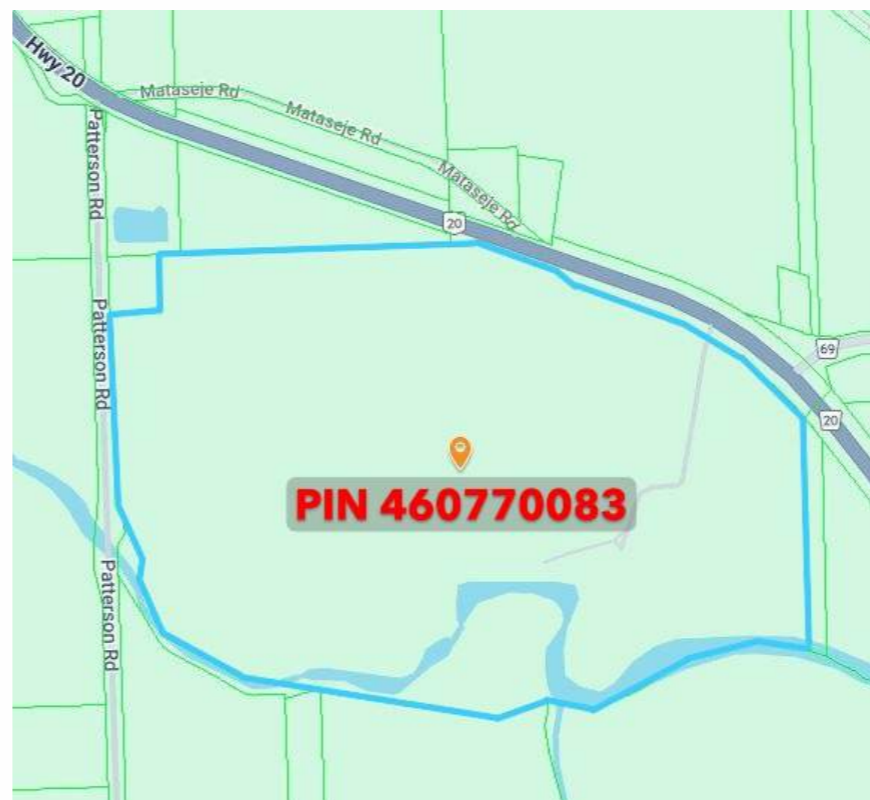
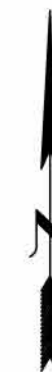
(A) SEE ELEVATION PLAN (B)

NOTES

- (N1) PROPOSED STEEL SELF SUPPORT TOWER. PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS. ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED. FOUNDATION DESIGN PENDING SOIL REPORT.
- (N2) PROPOSED RADIO EQUIPMENT SHELTER ON REINFORCED CONCRETE SLAB.
- (N3) HYDRO CONNECTION AND ROUTING TO BE DETERMINED BY QUALIFIED PERSONNEL IN CONSULTATION WITH LOCAL AUTHORITY.
- (N4) PROPOSED 2.4 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING THE COMPOUND.
- (N5) REMOVE EXISTING TOPSOIL, PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. FINISHED GRAVEL SURFACE TO BE MINIMUM 150 mm ABOVE EXISTING GRADE AND SLOPED AWAY FROM PROPOSED STRUCTURES AT MIN. 1% ON ALL SIDES TO PROVIDE ADEQUATE DRAINAGE.
- (N6) PROPOSED GRAVEL ACCESS WAY.
- (N7) PROPOSED CHAIN LINK GATE.

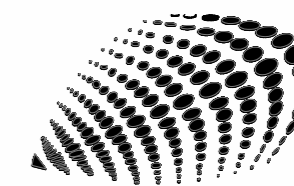
SKETCH SHOWING PROPOSED SIGNUM COMPOUND LOCATION

NOT TO SCALE

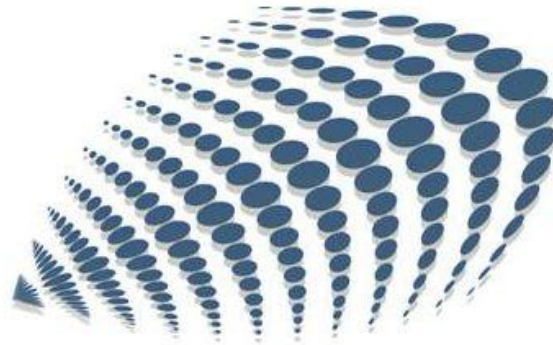


NOTE
 THIS IS NOT A SURVEY.
 NO LAND REGISTRY OFFICE SEARCH WAS PERFORMED.
 NO FIELD MEASUREMENTS WERE PERFORMED.
 NO EASEMENTS AND RIGHT OR WAY CHECKS WERE PERFORMED.

| AMENDMENTS | | |
|-------------------------|--|------|
| No. | DESCRIPTION | DATE |
| | APPROXIMATE LOCATION OF PROPOSED TOWER LATITUDE 43.082377 LONGITUDE -79.520032 | |
| SITE: St. Anns (ON1229) | | |



SIGNUM WIRELESS



SIGNUM WIRELESS

February 25, 2026

Site Selection & Justification Report Wireless Telecommunications Tower Site

5724 ON-20, West Lincoln, ON L0R 1Y0

Signum Wireless – contracted to:
FONTUR International
70 East Beaver Creek Road, Suite 22
Richmond Hill, ON L4B 3B2

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Introduction

The on-going increase in the use of personal cellular telephones, smartphones (iPhone, Android) and other wireless devices such as broadband internet hubs for personal, business and emergency purposes requires the development of new wireless telecommunications infrastructure. This infrastructure includes new antennas and their support structures which are required meet the demands of increased capacity and broadening service areas. Without antennas in close proximity to the wireless device, wireless communication is simply not possible.

The use of wireless telecommunications is firmly entrenched into Canadian society and economy. There are more than 30 million Canadian mobile devices being used on a daily basis including, wireless phones, mobile radios, mobile satellite phones and broadband internet devices. Three-quarters of Canadian's have access to a smartphone which demands the use of high-speed mobile data. Most importantly, each year Canadians place more than 6 million calls to 911 or other emergency numbers from their mobile phones.

As part of its on-going commitment to provide high quality wireless services, Signum Wireless has determined that a new wireless telecommunications facility is required in the Township of West Lincoln.

This report documents Signum's site selection process, the details of the proposal, its compliance with the Township's *Consultation Process for Wireless Telecommunication Facilities* and the applicable Innovation, Science, & Economic Development (ISED) CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems.

As a general matter, the Signum Wireless site selection process is a balanced exercise that must meet our clients' network coverage objectives, having regard for land use constraints and its obligation to its customers to provide a high quality of service.

Wireless telecommunications facilities are regulated by the Federal Government under ISED and need not follow municipal or provincial planning approvals. However, in recognition of the policy vacuum which exists as a result of that circumstance, ISED requires that wireless telecommunication carriers consult with land use authorities.

Purpose - Background & Coverage Requirement

A radio antenna and a tower are the two most important parts of a radio communication system. The antenna is needed to send and receive signals for the radio station. The tower raises the antenna above obstructions such as trees and buildings so that it can send and receive these signals clearly. Each radio station and its antenna system (including the tower) provide radio coverage to a specific geographic area, often called a cell. The antenna system must be carefully located to ensure that it provides a good signal over the whole cell area, without interfering with other stations and can "carry" a call as the user moves from cell to cell.



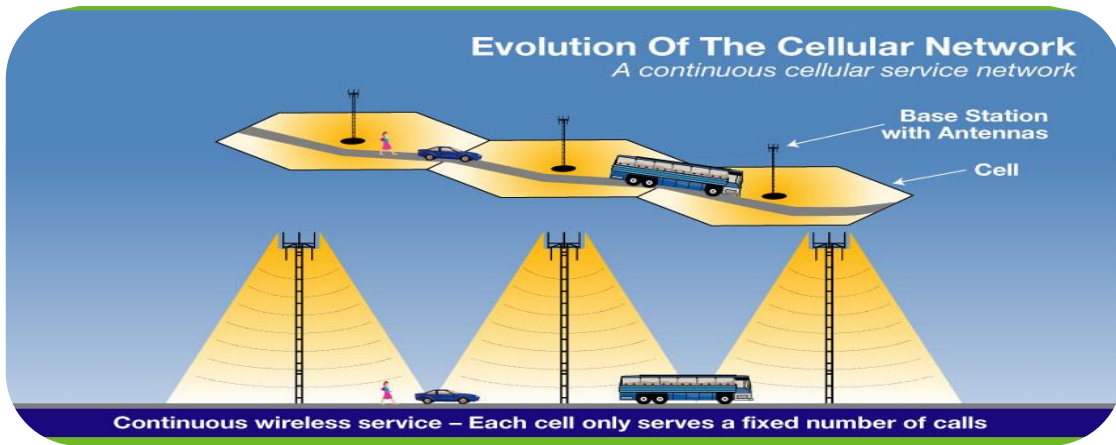


Figure 1

If the station is part of a radio telephone network, the number of stations needed also depends on how many people are using the network. If the number of stations is too small, or the number of users increases people may not be able to connect to the network, or the quality of service may decrease.

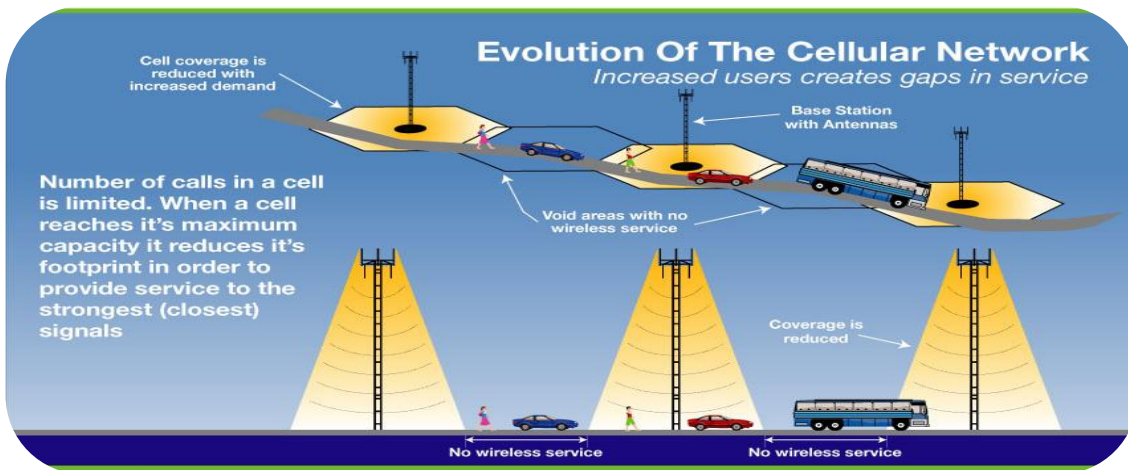


Figure 2

As the number of users exceeds the capacity of the radio station to receive and send calls, the coverage area for the cell shrinks and the shrinkage between cells creates coverage holes.

As demand increases for mobile phones and new telecommunication services, additional towers are required to maintain or improve the quality of service to the public and restore contiguous wireless service.



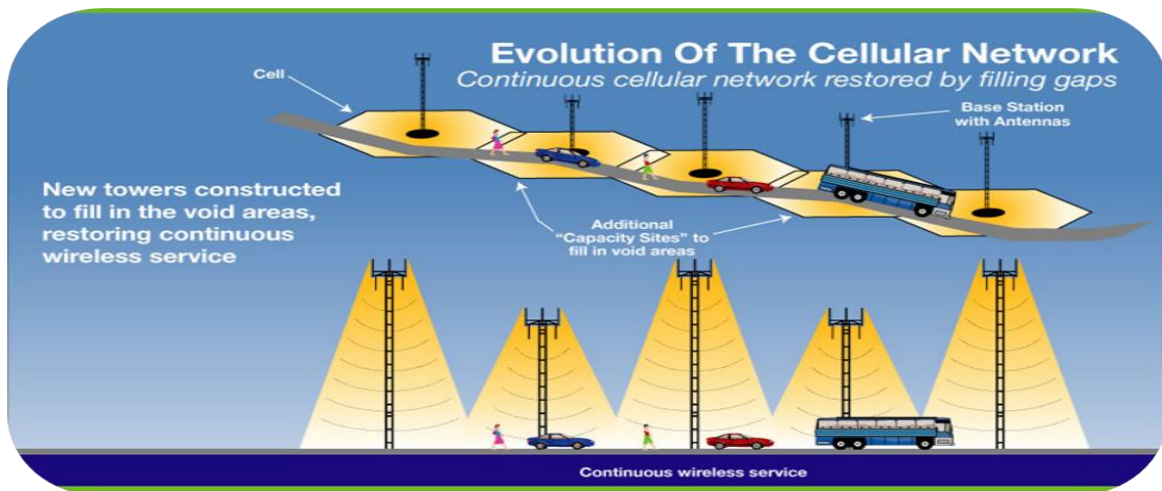


Figure 3

In this case, our clients' Radio Frequency Engineering department(s) have determined the need for a service upgrade to adequately provide continuous coverage and service to their existing and future customer base in the Township of West Lincoln. Currently, our clients' networks are burdened by a combination of poor voice and data quality, specifically in high-use residential areas, transportation corridors, and rural areas. In some cases, the coverage is so poor that a handset would be unable to place a mobile call at all in the subject location and surrounding area. The result of this situation is on-going customer complaints, high "dropped call" rates, and in extreme circumstances, the potential inability to place a mobile call that may be absolutely critical in an emergency situation.

Our clients are committed and mandated by their respective licenses to ensure the best coverage and service to the public and private sectors. The proposed site in the Township is extremely important in terms of providing coverage to an under-served area, and adding capacity to existing networks. Signum Wireless wants to provide infrastructure necessary to ensure that both residents and visitors to the area have access to the service they are accustomed to in other parts of the country.

Signum Wireless's objective for this location is to provide the infrastructure for reliable coverage and capacity into rural and agricultural areas in the Smithville community. The objective is to have coverage throughout West Lincoln, specifically in residential areas and frequently-travelled corridors where demand for signal is high.

A drive test was conducted by some of our clients along area roads, such as Hwy-20 and Patterson Rd, for the purpose of determining our coverage objectives. Very weak coverage areas with poor signal strength were found around and along these major roads and sideroads, which generate significant coverage requirements as a result of the density of users and lack of existing coverage.



Identification & Evaluation of Different Site Location Options

Our clients' existing coverage in the Township is in need of upgrading. Like all other infrastructure, it must keep up with changes in the ways people use technology, as well as general population growth of the area. As illustrated in the map in **Figure 4**, there is a gap in wireless telecommunications infrastructure in the area of coverage need. (Existing infrastructure is represented by markers on the map.) All existing infrastructure is located at least 3-kilometres away from the centre of the search area. Much of it is concentrated along the north side of Smithville.

Based on research by each of our clients' respective Radio Frequency Engineering teams, a general search area location was chosen centered on the intersection of Hwy-20 and Twenty Mile Rd. A site within the search ring on the map below (**Figure 5**) would, from an engineering point of view, meet the coverage objectives of our clients' networks. Typically, in rural areas, the search area can have a radius of between 1 and 1.5-kilometres.

Figure 4 – Current Telecommunications Infrastructure in the Smithville Area

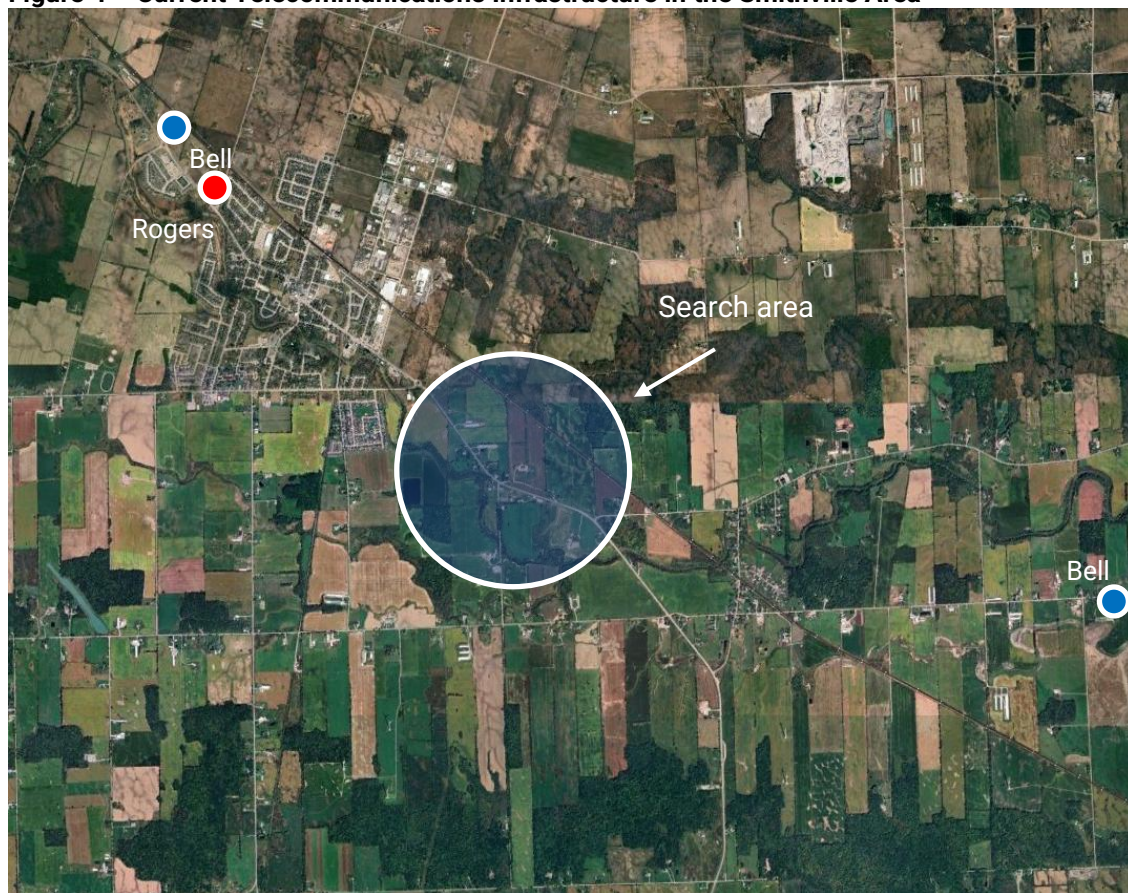


Figure 5 – Search area



A review of existing telecommunications installations within the search area, as illustrated in **Figure 4**, revealed that there are no existing towers that would meet our clients' coverage requirements (i.e., within the search area). The nearest built antenna installation is a Rogers Wireless 60-metre self-support tower located at 6615 Highway 20. Given the structure's distance from the centre of the search area (around 3-km), the type of structure, and the low height available for equipment, it is not a viable co-location option. Generally speaking, the structures in the area are low-rise, and so a rooftop installation was also not viable.

After visiting the search area and reviewing ISED's CPC 2-0-03 Issue 6, and the Township's *Consultation Process for Wireless Telecommunication Facilities*, we located a number of potential sites that would meet engineering requirements as well as the standards outlined in the CPC and the Township's Protocol.

Selection & Justification of Preferred Location

Proposed Site Location

The location which Signum Wireless proposes for a wireless telecommunications site in the Township of West Lincoln is on the property municipally known as 5724 Hwy-20, West Lincoln, ON (**Figure 6**).



The property's legal description is: PT S1/2 LT 27, 26 CON 6 GAINSBOROUGH AS IN R0639164; WEST LINCOLN.

Figure 6 – Proposed location



The site itself is located approximately 57-metres south of Hwy-20 and 438-metres south of Patterson Rd.

The geographic coordinates for the site are as follows;

Latitude (NAD 83) N 43.082377

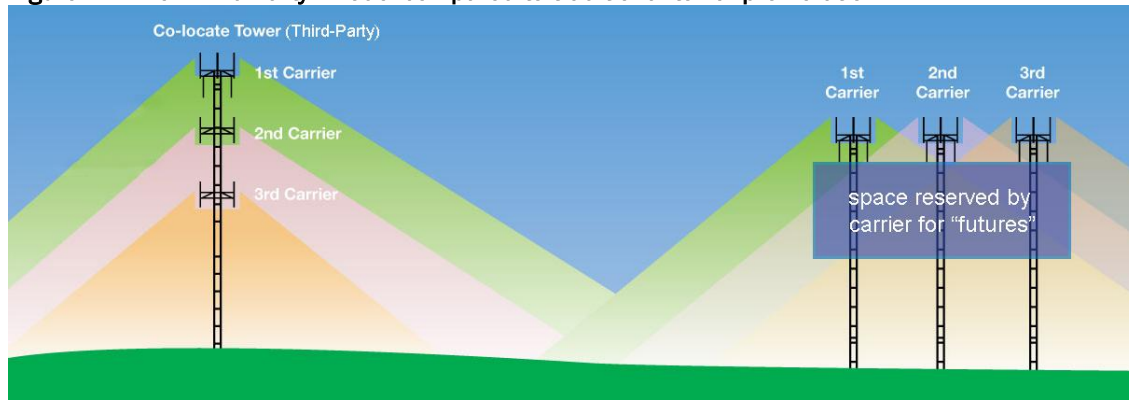
Longitude (NAD 83) W 79.520032

Signum Wireless' proposed tower will accommodate wireless antennas for the purpose of providing wireless communications coverage and network capacity. To the end user, this translates into our clients' suite of wireless technologies such as cellular phone coverage, Smartphone device coverage (i.e.: iPhone, Android devices) as well as wireless internet coverage utilizing USB or Hotspot internet products. Depending on the signal strength, and the amount of data being downloaded, the regular user should not see a difference between this and a fibre line.

Towers are limited in terms of both allowable space and engineering capacity. Each antenna array requires a separation of vertical space so they do not cause interference with each other.



Figure 7 – The “Third-Party” model compared to traditional tower proliferation



Signum Wireless strongly supports co-location on existing towers and structures and designed the tower to accommodate future carriers on the tower. The use of existing structures minimizes the number of new towers required in a given area and is generally a more cost-effective way of doing business. It also allows the Township to reduce the potential for tower proliferation by multiple carriers needing space for their equipment (Figure 7). The proposed tower is designed to support and indeed encourage a number of additional carriers.

Description of Proposed System

The proposed system for 5724 Hwy-20 is a self-support communications tower that is 60-metres in height. A fenced-in compound would also be constructed, and would occupy a ground compound area of approximately 144 square metres.

Our clients propose to install antenna and microwave equipment. The tower would initially provide wireless voice and data services for subscribers to our clients’ networks.

Justification of Proposed Siting

Prevalent within the search area in the Township of West Lincoln are rural land uses and dispersed single-family dwellings. The proposed tower has been sited on a large rural agricultural property that contains an existing residential dwelling, allowing the facility to be integrated within an established rural use while avoiding the introduction of new infrastructure onto undeveloped or sensitive lands. Locating the tower within this parcel also provides flexibility to position the structure away from surrounding property boundaries and nearby off-site residences, thereby maximizing separation from neighbouring residential uses to the extent feasible while maintaining required wireless coverage objectives.

The selected location is further supported by the surrounding agricultural and vegetated context, which assists in visually integrating the structure into the rural landscape and minimizing potential visual impacts. The siting avoids natural heritage features and limits disturbance to active agricultural operations by confining the tower and compound to a small portion of the overall property. Overall, the proposed location represents the most appropriate balance between achieving reliable rural wireless service in the Smithville area of West Lincoln and minimizing land-use and visual impacts on the surrounding community.



Statement Indicating Need for Tower Height

The proposed tower has been designed at a height of 60-metres. Due to the large coverage and capacity hole currently in our clients' network in this area of West Lincoln, this height is required to provide optimal coverage to the area, and to "pass on" calls and other uses effectively to surrounding towers in the network.

A self-support tower at a height of 60-metres also means that three or more carriers or other broadcasters would be able to install their equipment on the tower. For the Township this is an added benefit, as it works to reduce the number of towers required in this area in the future.

Health Canada's Safety Code 6 Compliance

Signum Wireless and our clients attest that the radio antenna system described in this report will comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier collocations and nearby installations within the local radio environment.

Control of Public Access

The site facility would include a locked, alarmed and electronically monitored mechanical equipment shelter. Fencing would be installed around the base of the tower and equipment shelter(s) and would include one locked gate access point.

Local Environment

Signum Wireless attests that the radio antenna system described in this notification package is not subject to the *Impact Assessment Act*.

As the subject property is not regulated by the Niagara Peninsula Conservation Authority (NPCA) we do not anticipate the development requiring a permit.

Transport & NAV Canada Assessment

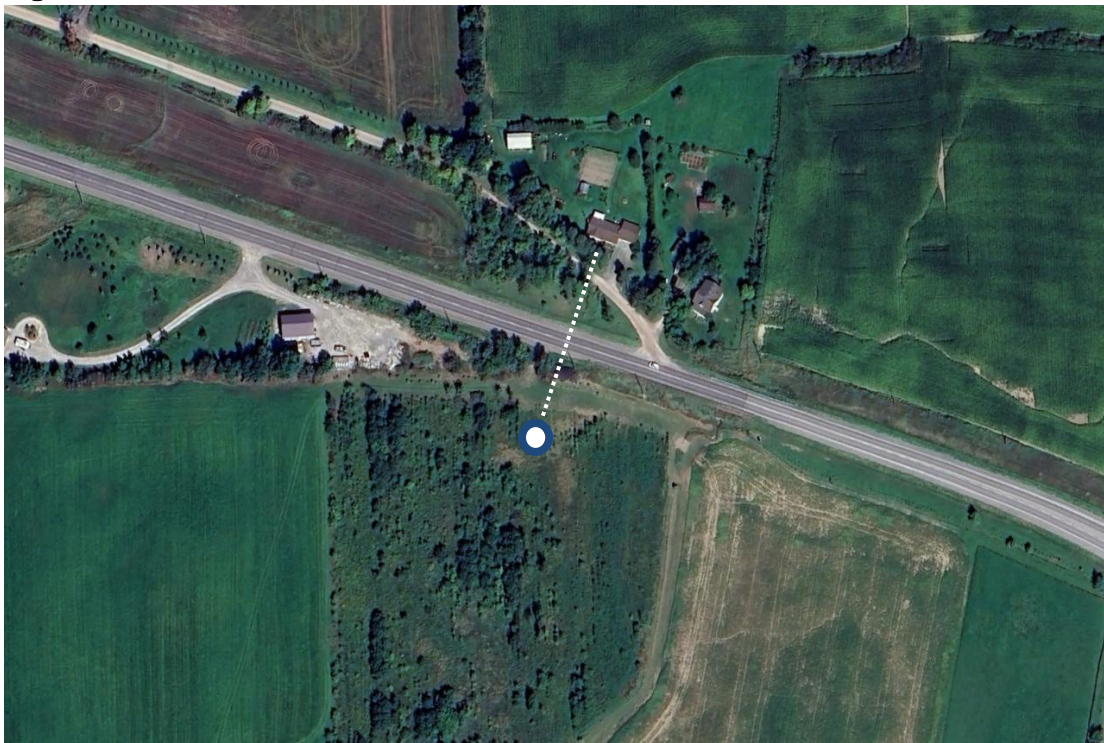
Signum Wireless attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. Signum Wireless has made all necessary applications to Transport Canada and NAV Canada. Both agencies have yet to complete their review of the proposed installation. Signum Wireless will endeavor to provide the results of each respective assessment to the City of London as soon as they become available.



Distance to Residential

The nearest residential dwelling to the proposed tower is on the north side of Hwy-20 approximately 101-metres north of the proposed location (Figure 8).

Figure 8 – Distance to nearest residential



Engineering Practices

Signum Wireless attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

Justification of Preferred Tower Type

Due to the dearth of existing telecommunication facilities in the area, and the demand for improved wireless services, there is a great need for new wireless signal in the search area. As a result, Signum Wireless has designed a self-support tower. This design, in addition to the proposed height of the tower (60m) should allow the Township to minimize the amount of towers required in the Smithville community in the future, as it maximizes co-location capability while respecting the sensitive nature and aesthetic value of the local area.

Public Consultation

Signum Wireless is committed to effective public consultation. As a result, a full public consultation process, including a circulation of information and a public open house, will be held in accordance with the Township's policy.



Conclusion

Canadians as a whole are becoming more dependent on wireless products for personal, business, and emergency purposes. In many areas of the country, more than half of all 9-1-1 calls are now made via a mobile phone. To that end, an improvement upon the current wireless coverage in this area of the Township of West Lincoln would be a benefit to the community.

Signum Wireless believes the proposal:

- Is in a location technically suitable to meet our clients' network requirements;
- Is a design that complies with ISED's CPC 2-0-03 policy and the Township's protocol guidelines; and
- Is a development compatible and appropriate with surrounding uses, and will have limited impact on existing land uses in the vicinity.

Signum Wireless is committed to effective public and municipal consultation. Should you have any questions or require further information regarding our proposal, please do not hesitate to contact the undersigned.

Yours truly,



Lucas Cuff, Planner
FONTUR International Inc.
Contracted to SIGNUM Wireless Towers Inc.





March 11, 2026

Project Name: West Lincoln, Telecommunication Tower
DOCA Project Number: 2026-0183
Proponent: Signum Wireless
Project Location: 5724 Regional Road 20, West Lincoln

Dear Robin Shugan,

This letter is to confirm receipt of the project-related correspondence sent by the Town of Lincoln, on March 6, 2026, regarding West Lincoln, Telecommunication Tower.

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

The DOCA consultation team has filed the project-related correspondence identified above. Upon our review, we have determined that **the project should be proceeded by, at minimum, a Stage 1 archaeological assessment** to determine the location's archaeological potential. DOCA must be notified of, invited to participate in, and provided the opportunity to review this archaeological assessment, as well as any environmental assessments. At its discretion, DOCA may request capacity funding from the proponent for its consultation and engagement activities relating to the project.

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

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

Thank you,

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

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



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



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



Hi Robin,

Thank you for circulating. Regional staff have no comments on this application.

Kind regards,
Allie



Allie Reddon
Development Planner

Niagara Region, 1815 Sir Isaac Brock Way,
Thorold, ON, L2V 4T7, PO Box 1042

P: (905) 980-6000 ext. 3387

W: www.niagararegion.ca

E: alexandra.reddon@niagararegion.ca



My workday may look different from your workday. Please do not feel obligated to respond outside of your normal working hours.

From: Robin Shugan <rshugan@westlincoln.ca>

Sent: Friday, March 6, 2026 2:01 PM

To: DL-Council Members <DL-CouncilMembers@westlincoln.ca>; Development Planning Applications <devtplanningapplications@niagararegion.ca>; District School Board Niagara <michelle.mcphée@dsbn.org>; Busnello, Pat <pat.busnello@niagararegion.ca>; tlennard@npca.ca; ppearson@npca.ca; Municipal Planning <MunicipalPlanning@enbridge.com>; [Thomas.dell](mailto:Thomas.dell@canadapost.postescanada.ca) <Thomas.dell@canadapost.postescanada.ca>; abby.laforme@mncfn.ca; Dawn LaForme <dlaforme@sixnations.ca>; Consultation <consultations@metisnation.org>; Leroy Hill <jocko@sixnationsns.com>; Tracey General <traceyghdi@gmail.com>; rowcentre@bell.ca; CP_Proximity-Ontario@cpr.ca; Dunsmore, Susan <Susan.Dunsmore@niagararegion.ca>; Planning@ncdsb.com; 'Landuseplanning@hydroone.com' <landuseplanning@hydroone.com>; jim.sorley <jim.sorley@npei.ca>; MR18Enquiry@mpac.ca; Reddon, Alexandra <Alexandra.Reddon@niagararegion.ca>; amy.shank@niagararegion.ca

Cc: Barb Hutchinson <BHutchinson@westlincoln.ca>; Ben Agro <bagro@westlincoln.ca>; Jennifer Bernard <jbernard@westlincoln.ca>; Justin Paylove <jpaylove@westlincoln.ca>; Mike DiPaola <mdipaola@westlincoln.ca>; Ray Vachon <rvachon@westlincoln.ca>; Sarah Petrina <spetrina@westlincoln.ca>; Tim Hofsink <thofsink@westlincoln.ca>; Susan Smyth <ssmyth@westlincoln.ca>; Gerrit Boerema <gboerema@westlincoln.ca>; Jeni Fisher <jfisher@westlincoln.ca>

Subject: Notice of Public Meeting- Telecommunications Tower- 5724 Regional Road 20


**Niagara Region
Security Warning:**

This is an external email, use caution when opening attachments or clicking links

Good afternoon,

RE: Notice of Public Meeting- Telecommunications Tower- 5724 Regional Road 20

From Paige Pearson <ppearson@npca.ca>
Date Wed 2026-03-11 2:21 PM
To Robin Shugan <rshugan@westlincoln.ca>

 1 attachment (1 MB)
5724 RR 20, West Lincoln - NPCA Map.pdf;

Hi Robin,

Thank you for circulating the NPCA for the proposed telecommunications tower at 5724 Regional Road 20, West Lincoln. As per your request, the NPCA can offer the following comments.

The NPCA regulates watercourses, flood plains (up to the 100-year flood level), Great Lakes shorelines, hazardous land, valleylands, and wetlands under Ontario Regulation 41/24 of the Conservation Authorities Act. The NPCA Policy Document: Policies for Planning and Development in the Watersheds of the Niagara Peninsula Conservation Authority (NPCA policies) provides direction for managing NPCA regulated features.

Based on the current NPCA mapping (attached), the subject property contains and is impacted by the following NPCA regulated features:

- Provincially Significant Wetland and associated 30-meter regulated buffer area (i.e., wetland allowance)
- Watercourses of which has an associated 15-meter regulated buffer area from the top of bank
- Floodplain hazard area (Twenty Mile Creek) with an flood elevation that varies throughout the subject property
- Valley slope hazard areas with an associated regulated buffer area of 15-meters from the physical top of slope (i.e., Erosion Hazard Allowance)

The NPCA can advise the proposed placement does not encroach within an NPCA regulated area therefore, the NPCA can offer no objections. Moreover, the proposed telecommunication tower works are to be undertaken by the Federal Government therefore, the NPCA would not require a Permit.

Thank you,



Paige Pearson (She/Her)
Watershed Planner

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

(O) 905.788.3135 Ext 205
www.npca.ca
ppearson@npca.ca

The NPCA completed its [Watershed-based Resource Management](#) and [Conservation Area](#) Strategies, paving the way for sustainable conservation across the Niagara Peninsula watershed. It's [Watershed Natural Asset Analysis and Valuation](#) for the Niagara Peninsula watershed offers new insights that redefine how we view nature. **Explore them today!**

From: Robin Shugan <rshugan@westlincoln.ca>
Sent: March 6, 2026 2:01 PM
To: DL-Council Members <DL-CouncilMembers@westlincoln.ca>; Development Planning Applications <devtplanningapplications@niagararegion.ca>; District School Board Niagara <michelle.mcphoe@dsbn.org>; Pat.busnello@niagararegion.ca; Taran Lennard <tlennard@npca.ca>; Paige Pearson <ppearson@npca.ca>; Municipal Planning <MunicipalPlanning@enbridge.com>; [Thomas.dell](mailto:Thomas.dell@canadapost.postescanada.ca) <Thomas.dell@canadapost.postescanada.ca>; abby.laforme@mncfn.ca; 'dlaforme@sixnations.ca' <dlaforme@sixnations.ca>; 'consultations@metisnation.org' <consultations@metisnation.org>;

RE: Notice of Public Meeting- Telecommunications Tower- 5724 Regional Road 20

From Municipal Planning <MunicipalPlanning@enbridge.com>
Date Tue 2026-03-17 10:03 AM
To Robin Shugan <rshugan@westlincoln.ca>

Thank you for your circulation.

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

Always call before you dig, see web link for additional details:

<https://www.enbridgegas.com/-/media/Extranet-Pages/Safety/Dig-safety-for-contractors/faqs.pdf?rev=3d3a2ccd7027463c89a953133aad4e4>

The applicant will contact Enbridge Gas Customer Service at 1-877-362-7434 prior to any site construction activities to determine if existing piping facilities need to be relocated or abandoned.

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning
Engineering

ENBRIDGE

TEL: 416-495-6411
500 Consumers Rd, North York, ON M2J1P8

enbridge.com

Safety. Integrity. Respect. Inclusion.

From: Robin Shugan <rshugan@westlincoln.ca>
Sent: Friday, March 6, 2026 2:01 PM
To: DL-Council Members <DL-CouncilMembers@westlincoln.ca>; Development Planning Applications <devtplanningapplications@niagararegion.ca>; District School Board Niagara <michelle.mcphee@dsbn.org>; Pat.busnello@niagararegion.ca; tlennard@npca.ca; ppearson@npca.ca; Municipal Planning <MunicipalPlanning@enbridge.com>; [Thomas.dell](mailto:Thomas.dell@canadapost.postescanada.ca) <Thomas.dell@canadapost.postescanada.ca>; abby.laforme@mncfn.ca; 'dlaforme@sixnations.ca' <dlaforme@sixnations.ca>; 'consultations@metisnation.org' <consultations@metisnation.org>; jocko@sixnationsns.com; traceyghdi@gmail.com; rowcentre@bell.ca; CP_Proximity-Ontario@cpr.ca; susan.dunsmore <susan.dunsmore@niagararegion.ca>; Planning@ncdsb.com; 'Landuseplanning@hydroone.com' <landuseplanning@hydroone.com>; jim.sorley <jim.sorley@npei.ca>; MR18Enquiry@mpac.ca; alexandra.reddon@niagararegion.ca; amy.shank@niagararegion.ca
Cc: Barb Hutchinson <BHutchinson@westlincoln.ca>; Ben Agro <bagro@westlincoln.ca>; Jennifer Bernard <jbernard@westlincoln.ca>; Justin Paylove <jpaylove@westlincoln.ca>; Mike DiPaola <mdpaiola@westlincoln.ca>; Ray Vachon <rvachon@westlincoln.ca>; Sarah Petrina <spetrina@westlincoln.ca>; Tim Hofsink <thofsink@westlincoln.ca>; Susan Smyth <ssmyth@westlincoln.ca>; Gerrit Boerema <gboerema@westlincoln.ca>; Jeni Fisher <jfisher@westlincoln.ca>
Subject: [External] Notice of Public Meeting- Telecommunications Tower- 5724 Regional Road 20

CAUTION! EXTERNAL SENDER

Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate? DO NOT click links or open attachments unless you are 100% sure that the email is safe.

This email was sent from rshugan@westlincoln.ca.

DATE: April 13, 2026

REPORT NO: BLDG-01-2026

SUBJECT: **Information Report**
Site Alteration Application 8214 Caistor Centre Road
(Concession 9, Part Lot 30)
File No.3000-003-26

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

OVERVIEW:

- An application for a site alteration permit has been submitted by Pamela Wood (Property Owner) and Darryl Dudych (Business Operator of 2814 Caistor Centre Road, West Lincoln).
- Bylaw Services received a complaint regarding the importation of material to the property where no permits were issued.
- Subsequent orders were issued on the property.
- The owners of 2814 Caistor Centre Road are now requesting a site alteration permit for 3,000 cubic meters of wood mulch material (approx. 30 truck loads) to the property for wholesale to landscapers and garden centers.
- The material is being delivered by offsite suppliers.
- The use is part of a larger operation which requires a zoning amendment.
- The material being required with this application is on site temporarily and will be sold and removed throughout 3 months request.
- No permanent fill is requested on site.
- There is approximately 4000-5000 cubic meter of wood mulch already on site
- The site alteration permit requires a public meeting and Council approval.
- The applicants have requested an expedited approval of this application.

RECOMMENDATION:

1. That Information Report BLDG-01-2026 titled “Site Alteration Application 2814 Caistor Centre Road (Concession 9, Part Lot 30), West Lincoln, File No. 3000-003-26,” dated April 13th, 2026, be received for Information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #2

- Champion strategic and responsible growth

BACKGROUND:

An application for a site alteration permit has been submitted by Pamela Wood (Property Owner) and Darryl Dudych (Business Operator) of 2814 Caistor Centre Road, West Lincoln.

The subject property is just over 14 acres in size and contains a dwelling and a number of accessory buildings. A portion of the land is being used for non-agricultural uses that requires Zoning By-law Amendment approval and Site Plan approval and the owners have indicated they are in the process of applying for these approvals.

On August 25th, 2025, the Township received a report a concern regarding the importation of material to the site. By-law Services attended the site and issued orders for building without a permit and zoning non-compliance. The owners stockpiled approximately 4,000-

5,000 cubic meters of wood mulch material on the property. The location of the material stockpiled can be found in Schedule A. Pictures taken of the material in August can be found in Schedule B to this report. This material was sourced from off-site suppliers and is being proceed and sold to landscapers and garden centres.

They have previously received an entrance permit for access to the rear of the property.

CURRENT SITUATION:

The Township's Site Alteration By-law 2016-41, as amended, requires a public meeting and requires Council approval for site alteration over 1,000 cubic metres of material. Wood mulch in this quantity falls under the bylaw's definition of fill, requiring a permit.

The site alteration bylaw requires that lands be appropriately zoned prior to the issuance of a site alteration permit. The zoning of the property is Agricultural 'A' in the Township's zoning bylaw, and the zoning does not permit the mulch use. The applicants have indicated that they are working towards a full submission in May, but at this time require the additional mulch to maintain operating the business.

Notices were circulated to neighbouring property owners on March 13th, 2026. The applicants are requesting expedited approvals as the wood mulch delivery is fundamental to the business on the property.

FINANCIAL IMPLICATIONS:

The applicant has paid the \$1,194.00 for the site alteration permit. If approved, additional fees and deposits would be required for the material already brought on site as well.

INTER-DEPARTMENTAL & AGENCY COMMENTS:

West Lincoln Planning, Building & Septic

No comments from building and septic currently. There are orders issued against the property. Planning has indicated that the property is zoned Agricultural 'A' and does not permit the ongoing non-agricultural uses on the property. An amendment to the Zoning By-law is required to confirm the principle agricultural uses and the proposed scaled non-agricultural use as an on-farm diversified use. Site plan approval will also be required, and the owner will be required to enter into a site plan agreement with the Township for the proposed on-farm diversified use operation.

Approval of this site alteration application would not be in accordance with the permitted uses of the zoning bylaw. A full planning review will be provided through the future recommendation report.

West Lincoln Engineering

No comments at this time but site plan approval is required, and the necessary site plan drawings will be submitted and reviewed for comments.

Niagara Peninsula Conservation Authority (NPCA)

The NPCA provided comments stating that there are no regulated features on the subject property and therefore they have no objection.

PUBLIC COMMENTS:

At the time of preparing this report there have been no public comments received.

CONCLUSION:

An application for site alteration has been submitted to permit wood mulch material fill of 3,000 cubic meters (30 semi-truck loads) to be sold to landscapers and garden centres within a 3 month period. The site currently contains 4,000-5,000 cubic meters (40-50 semi-truck loads) of wood mulch already.

A recommendation report will be presented at a future meeting, however, based on the

site alteration being requested, it does not appear to be compliant with zoning.

ATTACHMENTS:

- Schedule A – Site Plan Drawing
- Schedule B – Photos of Site Alteration

Prepared & Submitted by:

Ben Agro
Chief Building Official

Gerrit Boerema
Director, Growth and Sustainability

Approved by:

Truper McBride
CAO

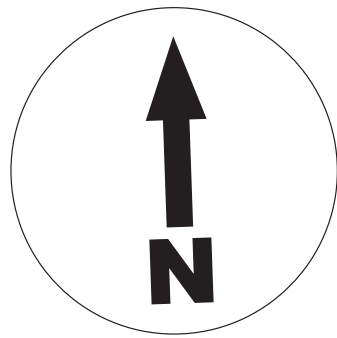
2814 Caistor Centre Road,
West Lincoln, ON, L0R 1M0
ARN: 260203001108700
CON 9 PT LOT 30



NIAGARA
Planning
Consultants

(905)-246-1423
info@niagarapc.ca

PO Box 77, Fenwick,
ON, L0S 1C0

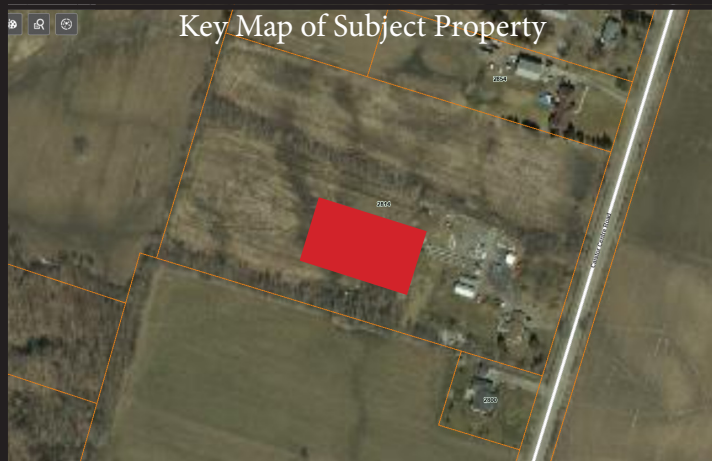
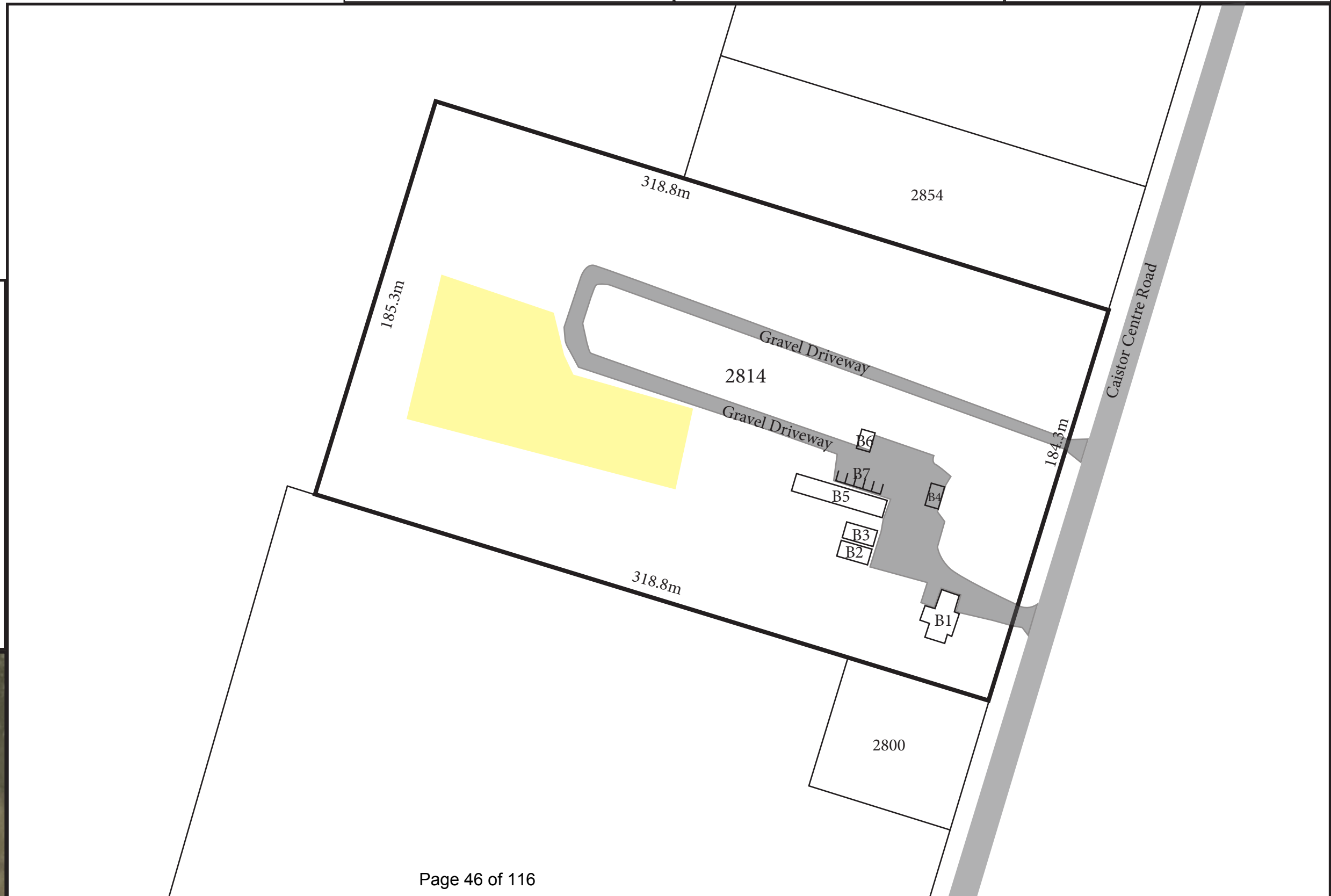


Scale: 1" = 46m
Scale to 11x17 Paper

Proposed Garden Centre

Subject Property Area: 59,008m²
Existing Zoning: Agricultural
Proposed Zoning: AR

- B1: Dwelling Unit - Single Detached Dwelling.
- B2: Storage Structure.
- B3: Storage Structure.
- B4: Covered Material Storage.
- B5: Livestock Pen.
- B6: Hay Storage for livestock.
- B7: Open Material Storage.
- Bulk Mulch Processing and Coloring Area.



Photos taken August 2025



Photos taken August 2025



Photos taken August 2025



DATE: April 13, 2026

REPORT NO: PD-11-2026

SUBJECT: **Recommendation Report**
Affordable Housing Community Improvement Plan (CIP)

CONTACT: Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- Council through the approved 2025 budget has directed Administration to create an Affordable Housing Community Improvement Plan (CIP), to provide incentive programs for the creation of affordable housing in the Township.
- In 2025 the Township retained Nethery Consulting to prepare a background report, the Community Improvement Plan and Official Plan amendment.
- There have been two public surveys completed, as well as a Public Information Centre held on January 14th, 2026.
- A statutory public meeting was held on February 9th, 2026 and a [staff report, PD-05-2026](#) was presented.
- The Ministry of Municipal Affairs and Housing provided additional comments on the plan on February 27th, 2026 and a number of minor changes were made.
- Administration is now recommending that Council adopt the Affordable Housing CIP and pass the necessary bylaws to implement the CIP.
- Administration also recommends to reallocate funding within the Planning Reserve from the Façade improvement program to the Affordable Housing CIP

RECOMMENDATION:

1. That, Recommendation Report PD-11-2026 titled “Recommendation Report, Affordable Housing Community Improvement Plan (CIP)” dated April 13, 2026, be received; and,
2. That Council adopt the Affordable Housing CIP found in Schedule A to this report, and pass the necessary bylaws to implement the CIP and designate the CIP area, as found in Schedules C & D; and,
3. That Council re-allocate \$95,985.00 within the Planning Reserve from the Façade Improvement CIP Program to the Affordable Housing CIP program.

ALIGNMENT TO STRATEGIC PLAN:

Theme #

- **Build a Safe, Connected, Caring and Active Community**
- **Champion Strategic and Responsible Growth**

BACKGROUND:

In the 2025 Township Budget Council approved budget to initiate an affordable housing Community Improvement Plan in alignment with the Township’s strategic plan to encourage the development of mixed forms of housing across the Township. Background to this project can be found within [staff report, PD-05-2026](#) which was presented in February.

The goals for the CIP program are as follows:

- To Expand the supply of Affordable Housing in Smithville
- Diversify Housing Options to Serve All Ages and Stages
- Reduce Barriers to Affordable and Attainable Housing Development
- Encourage Homeowner Participation in Housing Solutions
- Maximize the Impact of Municipal Funding

The proposed CIP programs include a range of financial and non-financial incentives which include the following:

- Municipal Fee Grant Program
- Additional Residential Unit (ARU) Grant
- Accessibility Top-up Grant
- Family-Sized/Seniors Unit Top-Up Grant
- Home Upgrade Grant
- Education and Capacity Building workshops (non-financial)
- Housing Concierge/client support service (non-financial)
- Housing reserve (non-financial)

A statutory public meeting was held on February 9, 2026. In addition to public comments in support of the CIP at that time, the Township also received comments from the Ministry of Municipal Affairs and Housing.

CURRENT SITUATION:

Minor changes to the CIP were made to address the comments made by the Ministry. These minor changes included:

- Replacing the map of the CIP area for added clarity
- Clarification around stacking of grants
- Limits on maximum funding
- Inclusion of standard eligibility clauses
- Statement on retroactive funding

- Consistency in program naming
- Clarification around housing concierge services
- Clarification on length of time there must be affordability
- Updates to definitions

Now that the minor changes have been made, Administration is presenting the final Affordable Housing CIP to Committee and Council for consideration.

Two bylaws are required to be passed if the CIP is approved. The first bylaw is to establish a new Affordable Housing CIP area, being the urban limits of Smithville, and the second bylaw is to approve the Affordable Housing CIP document.

If approved, Administration will implement the CIP based on available funding and administration availability. Administration is proposing to begin the implementation with the Municipal Fee Grant Program. In following years, based on budget availability, certain grant programs will open and close based on demand and administrative time.

FINANCIAL IMPLICATIONS:

If Committee and Council approves the new Affordable housing CIP program, funds would need to be allocated to that program in order to fund the incentive program.

Administration is recommending to re-allocate funds currently committed to the Commercial Building Facade Program which are held in the Township's Planning Reserve, in the amount of \$95,985. Repurposing these funds towards the future Affordable Housing CIP program would enable a more efficient deployment of existing resources, and provide a necessary funding source for the Affordable Housing CIP program, once approved by Council.

Administration will provide more information on the proposed future Affordable Housing CIP program project funding strategy through the 2027 Budget process, if approved.

INTER-DEPARTMENTAL COMMENTS:

The Community Improvement Plan has been reviewed by the Director of Corporate Services/CFO.

CONCLUSION:

Administration is recommending approval of the Affordable Housing CIP to have in place an incentive program for affordable housing projects. Also recommended is a re-allocation of money within the planning reserve to provide initial funding to this program. Finally, based on available budget and administrative availability, only the Municipal Fee Grant program be initiated at this time.

ATTACHMENTS:

- A. Affordable Housing CIP Final
- B. Engagement Summary
- C. Draft CIP Bylaw
- D. Draft CIP Area Bylaw

Prepared & Submitted by:

Approved by:

**Gerrit Boerema
Director, Growth and Sustainability**

**Truper McBride
CAO**

West Lincoln

Your Future Naturally



Smithville

The Township of West Lincoln

*Affordable Housing Community
Improvement Plan*

April 2026

| | | | | | |
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1 Introduction

The Township of West Lincoln is facing an increasing gap in household income and housing costs. Along with limited rental availability and a high cost of living, the Township can use a Community Improvement Plan (CIP) to encourage a diverse mix of housing options, particularly for low-to-moderate income households. This proposed Affordable Housing CIP will provide the Township with a toolbox of options that can be used to meet the Township's housing goals.

1.1 Defining a Community Improvement Plan (CIP)

A CIP is a tool that the Township of West Lincoln can use to improve the community. It provides the Township with the opportunity to offer grants or other forms of financial and non-financial support to meet local goals. A CIP can also provide the foundation to partner with local residents, developers, and community organizations to reduce financial barriers in building a range of housing options, including affordable housing and adding Additional Residential Units (ARUs).



2 Creation of the Affordable Housing CIP

To launch the creation of this CIP the Township hosted an online survey in October 2025 to gather community feedback and identify current housing challenges impacting residents. A background report was prepared in December 2025 to support the creation of this Affordable Housing CIP. The report discussed the current legislative context, including Provincial, Regional and Local policies, options for incentive programs, CIP best practices and case studies, and drafted the vision and goals for this CIP.

The background report was made available online to the public in January 2026 and a local, in-person engagement session on January 14 followed. Feedback from public engagement, Council, and the Ministry of Municipal Affairs and Housing has informed the creation of the Township of West Lincoln's Affordable Housing CIP.

2.1 Legislative Authority

The Township of West Lincoln legally cannot mandate private developers to build affordable housing, however the *Planning Act, R.S.O. 1990 c. P.13*, section 28, provides the authority for a Council to enact a Community Improvement Plan (CIP). An Affordable Housing CIP is a tool that encourages private landowners and developers to build affordable housing units by offering financial and non-financial incentives to overcome obstacles that may prevent the creation of these units.

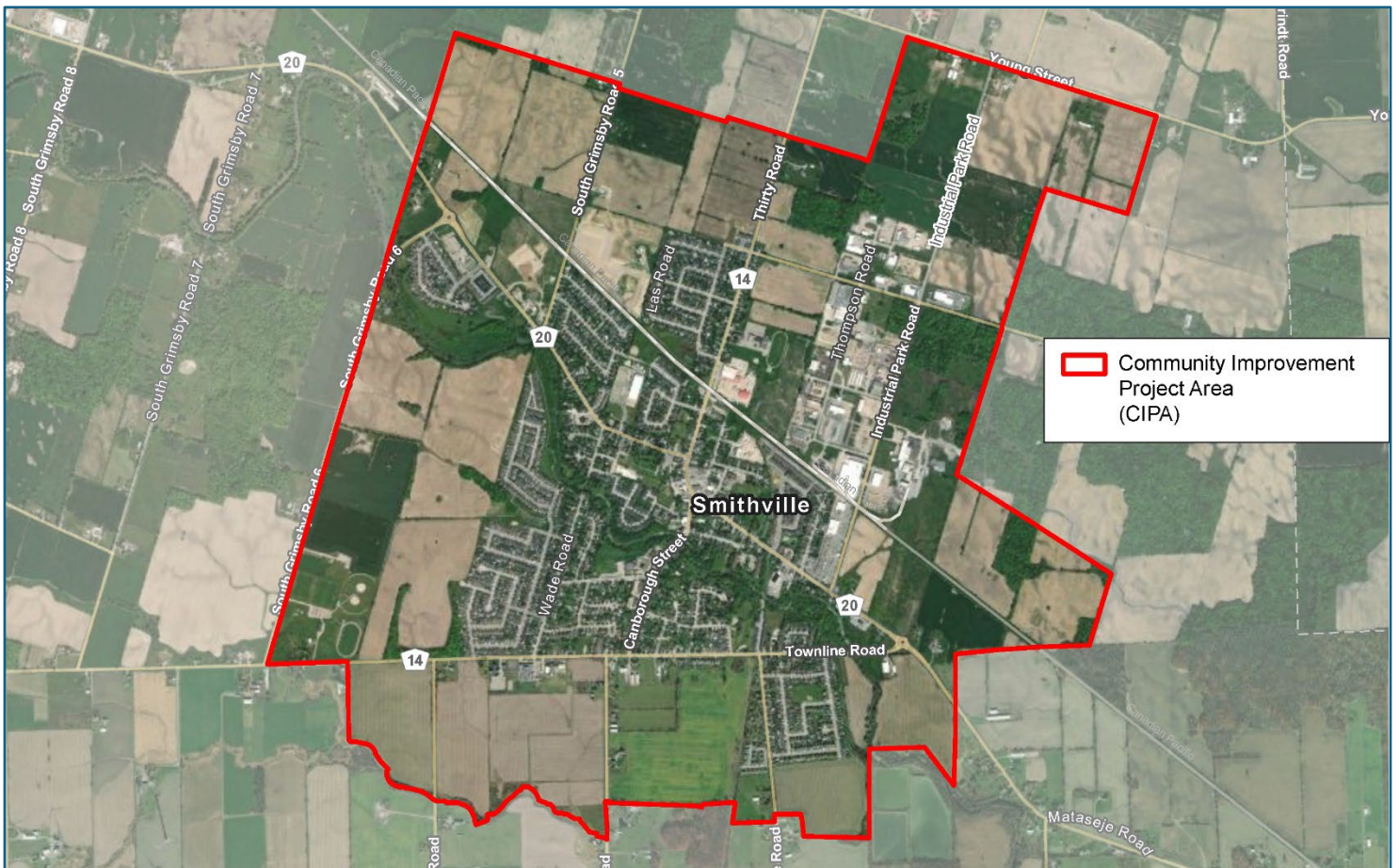
The Township's Official Plan outlines its directions for Community Improvement Policies in Section 18.10, including the criteria for implementing a Community Improvement Project Area (CIPA). This Affordable Housing CIP encourages redevelopment of the existing built environment and contributes to coordinated public and private community improvement.

The Affordable Housing CIP is designed to conform with current Provincial, Regional, and Local legislation and policies.

3 Community Improvement Project Area

The Affordable Housing CIP applies to the whole of Smithville, with its boundaries aligned with the boundaries of the designated urban area of Smithville (see *Schedule 1*). The Community Improvement Project Area (CIPA) is established through a separate By-law and administered separately from the CIP. This allows for the adjustment of CIPA boundaries without amendment to the CIP itself, but through Township amendment to the CIPA By-law itself. Any changes to the geographic area of the Affordable Housing CIP will be made through a public process.

Figure 1: Community Improvement Project Area Boundary



4 Vision, Goals, and Objectives

The Township is building towards complete communities that offer a diverse range of affordable housing options that will meet the needs of current and future West Lincoln residents. The vision of this CIP is:

To invest in the liveability of our community by providing the Township with a toolbox of incentive programs for affordable housing for people of all ages and stages, connecting people to amenities, and creating a more inclusive West Lincoln for all.

This Affordable Housing CIP will support the creation of affordable housing units through the following goals and objectives:

► **Expand the Supply of Affordable Housing in Smithville**

- Support the development of new affordable units, with emphasis on family-sized and seniors' units.
- Encourage the creation of purpose-built rental housing to address current market gaps.
- Promote gentle density solutions such as additional residential units (ARUs) and secondary suites.

► **Diversify Housing Options to Serve All Ages and Stages**

- Increase the range of unit types, including multi-unit buildings, accessible units, family-sized dwellings, seniors' housing, and supportive housing.
- Encourage accessible housing forms that align with West Lincoln's rural character while meeting community needs.
- Support housing that enables residents to live, grow, and age within the community.

► ***Reduce Barriers to Affordable Housing Development***

- Provide flexible, predictable incentive programs that reduce development costs.
- Streamline processes and clarify requirements for applicants, including homeowners and small-scale builders.
- Support partnerships with non-profits, private developers, and other levels of government.

► ***Encourage Resident Participation in Housing Solutions***

- Promote the development of additional dwelling units, garden suites, and other small-scale affordable housing options on existing lots.
- Provide information, guidance, and incentives to homeowners to increase uptake of small-scale rental opportunities.

► ***Maximize the Impact of Municipal Funding***

- Fully and strategically utilize the annual CIP funding allocated by Council.
- Prioritize incentives that deliver the greatest community benefit and support long-term affordability.
- Monitor program outcomes to ensure funding is directed to the most effective programs.



5 Financial Incentive Programs

As part of the Township's Affordable Housing CIP, the Township may utilize any of the programs listed below. These financial incentive programs are subject to available funding, the Township's capital budget, and other available resources.

Applicants may be eligible to apply for more than one incentive program for a single project where the project meets the eligibility requirements of each program. However, the Township may establish a maximum funding amount per property or per project through the applicable program application forms, to ensure fair distribution of available funding.

Costs that are incurred by the applicant prior to the submission of an application shall not be considered for funding.

To be eligible for any of the incentive programs listed in this CIP, applicants must meet the following criteria:

- a) The lands and buildings specified in the application must be located within the By-law designated CIPA.
- b) Applicants must be the registered homeowner or property owner or have written authorization from the owner to apply for any programs in this CIP.
- c) Applicants should demonstrate the ability to commence work within a specified timeframe and complete the project within a set number of years (e.g., two years), ensuring that funds support projects that can be delivered in a timely manner. This may be done in accordance with the incentive program's application form.
- d) Projects must commit to achieving defined affordability outcomes. For example, meeting or exceeding the Provincial Planning Statement, 2024 Affordability definition for rental rates, duration of affordability, and target populations (e.g., families, seniors).
- e) Proposed projects must comply with applicable zoning, building codes, and planning requirements or demonstrate a clear pathway to obtaining required approvals.

- f) Applicants should provide a basic pro forma, cost estimate, or other financial documentation to show that the project is viable and that CIP funds are necessary to close the affordability gap.
- g) Projects should contribute to the CIP's goals such as increasing affordable rentals, creating family-sized or seniors' units, or adding gentle-density options like ARUs.
- h) Properties that are participating in any financial incentive program must be in good standing with the Township at the time of application, and should not have outstanding property tax arrears, unresolved property standards issues, or building orders.

5.1 Municipal Fees Grant Program

A municipal fee grant program to reduce the costs of creating *affordable housing* by providing a grant through the form of a rebate to cover municipal planning and building fees for eligible projects, encouraging homeowners, landlords, non-profits, and developers to bring forward applications that add to the local housing supply. Eligible projects include *affordable housing* projects approved for financial assistance under either a Canada Mortgage and Housing Corporation (CMHC), Federal, Provincial or Regional housing development program for the purposes of incorporating new affordable rental housing. Providing a grant to cover the costs of municipal fees does not ensure the project will be approved by the Township.

Eligible Costs: Up to 100% of the costs incurred to seek approvals for affordable housing providers and non-profits to develop new affordable housing units, specifically Township Planning Application Fees and Building Permit Fees.

5.2 Additional Residential Unit (ARU) Grant

A grant to support the creation of new additional residential units such as basement suites, garden suites, or coach houses by assisting with eligible construction, finishing, or building code compliance costs, helping expand small-scale rental supply throughout the Township.

Eligible Costs: Up to \$5000 of the costs incurred to construct or convert an ARU where permitted. This includes legalizing and/or bringing up to code existing basement ARUs.

5.3 Accessible Design Top-Up Grant

A top-up grant to incorporate a universal or barrier-free design within a new residential unit (e.g. apartment, ARU, secondary suite) receiving one of the other financial incentives in this CIP. The grant would be available to landowners for creating new housing units in a way that is designed for accessibility beyond the minimum standards of the Ontario Building Code. This grant would be provided to the applicant upon proof of completion of construction of the new accessible unit.

Eligible Costs: Up to \$3,000 of the costs incurred on design and construction of an accessible or barrier free unit.

5.4 Family-Sized or Seniors' Unit Top-Up Grant

A top-up grant for projects receiving one of the other financial incentives in this CIP. This grant provides additional support to projects that create purpose-built family-sized or seniors' units, recognizing the growing need for multi-bedroom and attainable housing options.

Eligible Costs: Up to \$1500 of the costs incurred for the construction of a family-sized or seniors' unit, as defined in this CIP.

5.5 Home Upgrade Support Grant

A grant to assist eligible homeowners with minor home upgrades when such improvements are necessary to accommodate new affordable or attainable units.

Eligible Costs: Up to \$1500 of the costs incurred to upgrade home services to accommodate the addition of affordable dwelling units to existing residential homes. Upgrades could include upsizing water connections, improving electrical capacity, or upgrading HVAC systems.



6 Non-Financial Incentive Programs

In addition to the financial incentives outlined above, the Township may use other non-financial incentive programs that are developed as part of the Township's CIP.

6.1 Education and Capacity-Building Workshops

The Township may consider providing workshops, guides, and technical support materials to help residents, landowners, and builders understand the process of creating additional residential units, undertaking gentle density, and accessing available incentives.

6.2 Housing Concierge / Client Support Service

To support homeowners interested in creating Additional Residential Units (ARUs), the Township may offer a dedicated staff contact to guide applicants through approvals, help troubleshoot issues, and streamline the application and permitting process. This concierge service intended to assist applicants in navigating municipal processes. It does not include the preparation of applications, drawings, or technical studies, nor does it involve securing approvals for funding on behalf of the applicant. Applicants remain responsible for preparing and submitting all required materials and retaining any necessary professional services.

6.3 Housing Reserve

The Township may consider establishing an annual reserve fund dedicated to supporting housing initiatives that require additional funding beyond what is available through the existing CIP program budgets. This reserve can act as a safety net for projects that address urgent housing needs, ensuring that financial barriers do not hinder the development of essential affordable units.

7 Implementation Plan

The Affordable Housing CIP will require the allocation of municipal resources and staff time to effectively implement.

7.1 Implementation Period

The Affordable Housing CIP is planned to be implemented over a five-year period, beginning in April 2026. Council may choose to open an application period for a specified amount of time (e.g. from January to March annually) or accept rolling applications and review them on a first-come, first-served basis, closing the application period when available funding is exhausted.

Council may choose to review the implementation period at any time, revising it through an amendment to the CIP. Council shall review the Affordable Housing CIP as appropriate and consider continuing the funding of the financial incentive programs through the municipal capital budget process or alternate funding opportunities.

7.2 Administration

The roles and responsibilities of the Township Council for implementing this Affordable Housing CIP include:

- a. **Establishing the Active Financial Incentive Programs:** Council may choose which incentive programs are active for any given year, and each program's duration.
- b. **Recognize an Annual CIP Budget:** Annually, Council will be responsible for determining the community improvement budget for each active incentive as part of the annual municipal budget process.
- c. **Designate a Plan Administrator for the CIP:** Council shall delegate responsibility for the CIP and its implementation to the Director of Growth and Sustainability, or designate.

Once the above steps have been met by Township Council, responsibility for the CIP and its implementation will rest with the Plan Administrator. The Plan Administrator is an assigned Township staff member, responsible for:

- a. Conducting pre-application meetings with interested applicants to discuss eligibility;
- b. Reviewing incentive applications for approval or refusal;
- c. Marketing the CIP;
- d. Monitoring the CIP and providing update reports to Council which provide data on CIP uptake, including project costs and resulting benefits;
- e. Providing recommendations on incentive programs, including timelines and budgets, to Council; and
- f. Providing reasons for application refusal or approval in the form of a staff report in the case of an appeal.

The Plan Administrator will accept applications and distribute financial incentives as approved by Council on a first-come, first-served basis until funding for that year has been fully allocated. Alternatively, the Plan Administrator may set an annual or bi-annual deadline for application submissions, with all applications evaluated according to that deadline. In cases where an application is refused or accepted, the applicant has a right to appeal the decision to Council who may then make a decision on whether to approve or refuse the application. If the decision is appealed to Council, a staff report will be prepared to outline the Plan Administrator's decision.

7.3 Applying for Incentives

Both the applicant and the Plan Administrator must follow the steps outlined below for submitting, processing, evaluating and approving or denying a CIP application. A property owner may apply for more than one incentive program for the same project where eligibility requirements are met. However, the Township may establish limits on the number of applications per property within a given year and the total funding available per project through the program guidelines or financial agreement.

An applicant is required to take the following steps:

- a. Book a pre-application meeting with Township staff to go over requirements for the application;

- b. Use the appropriate application form to submit the application and any other necessary documentation to the Township;
- c. The applicant must be the registered property owner or have written consent from the registered property owner;
- d. The application will be reviewed by the Plan Administrator for completion and compliance with general and program-specific eligibility requirements;
- e. If approved:
 - i. Municipal Fees Grant Program: the applicant will be notified, enter into a financial agreement with the Township and may begin work, with the grant being paid out at time of occupancy permit;
 - ii. Additional Residential Unit (ARU) Grant: the applicant will be notified, enter into a financial agreement with the Township, with funding payable to the applicant upon proof of completion;
 - iii. Family-sized or Seniors' Unit Top-Up Grant: the applicant will be notified and enter into a financial agreement with the Township, with funding payable to the applicant upon proof of completion;
 - iv. Accessible Design Top-up Grant: the applicant will be notified, enter into a financial agreement with the Township, with funding payable to the applicant upon proof of completion;
 - v. Home Upgrade Support Grant: the applicant will be notified, enter into a financial agreement with the Township, with funding payable to the applicant upon proof of completion;
- f. If rejected, the applicant may appeal to Township Council; and
- g. When the applicant has completed the project, they must submit a statement of project completion to the Township.

The Plan Administrator is required to take the following steps:

- a. Conduct pre-application meetings with interested applicants to confirm application processes, eligibility and requirements for a complete application (e.g. documentation, studies, plans);
- b. Review and evaluate submitted applications and supporting materials for approval or refusal;
- c. Inform applicants of their application status (e.g. approved, rejected, pending);
- d. Review statements of project completion.

Note: The Township reserves the right to inspect any property and building, or audit final costs at the owner's expense. Further, should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Township.

7.4 Application Requirements

Applications for the incentives provided through the Affordable Housing CIP are required to meet the following requirements, as outlined below:

- Submit a copy of a signed and completed application form and any other supporting documents, as required by the Plan Administrator including:
 - A statement describing how the proposed project meets CIP goals and objectives;
 - Photographs of the existing buildings or property condition;
 - Where available, historical drawings or photographs;
 - Building permit or site development application;
 - Design drawings, rendering, elevation, grading, or any other specifications of the proposed project, as determined by the Township and prepared by a qualified professional;
 - A minimum of three cost estimates for the proposed project work, done by a licensed consultant or contractor;
 - A detailed budget for the proposed project;

- Any additional documentation or information deemed necessary by the Plan Administrator as determined during the pre-application meeting.

Application requirements will be outlined in a tailored application form for each financial incentive program. Once an application has been approved, the landowner will be required to enter into a financial or legal agreement with the Township to implement the incentive program requirements and may be required to register the agreement on title. Registration on title may be required for projects receiving funding for the Municipal Fees Grant Program to ensure the affordability requirements of the program are secured.

The Township is not responsible for any costs incurred through the preparation of an application for any of the financial incentive programs, or the costs for the preparation or registration of any required agreement(s) on title.

7.5 Plan and By-law Amendments

When there is an identified need for amendment to this Plan or its implementing By-law, Township Council must approve these changes through an amendment to the CIP and/or implementing By-laws.

An amendment to the CIP will not be required to:

- a. Reduce funding levels for the financial incentive programs;
- b. Discontinue or cancel any of the programs identified.

An amendment will be required to the CIP and/or implementing By-laws to:

- a. Redefine the Community Improvement Project Area;
- b. Extend the implementation period of the CIP;
- c. Increase the maximum funding levels of the financial programs; and/or,
- d. Add any new financial incentive programs.

Changes to program eligibility requirements may be made administratively, through the updating of the applicable CIP application form.

8 Monitoring Plan

The purpose of the Monitoring Plan is to ensure that CIP programs are receiving uptake, creating benefits, and determine whether the CIP vision, goals and objectives are being reached. The Monitoring Plan will assist in:

- Tracking and identifying allocated CIP funding and where in the community it has been applied for;
- Assessing the completion of the CIP vision, goals and objectives to evaluate program strengths and areas for improvement;
- Considering whether changes or amendments to program criteria, eligibility, finances, or the CIP and/or CIPA itself should be made; and
- Tracking CIP Financial Incentive Program uptake and results for Council review.

As part of the CIP reporting process, data will be collected on an on-going basis during implementation to keep Township staff and Council up to date on CIP application statuses, funding amounts, and outcomes of the CIP. On-going data collection will include:

- a. **Successful Applications:** number of applications, incentive programs applied for, approved value of grants by program, approved value of grants total, project completion timing and payments, project completion photos, and property tax assessment after completion of project (if relevant).
- b. **Promotional and Marketing Tracking:** number of outreach activities, website visits, inquiries received, and social media engagements.
- c. **Economic and Community Outcomes:** number of units of housing created, by type and level of affordability.

8.1 Annual Reporting

The Plan Administrator will be responsible for the creation of an annual report to Township Council which summarizes the data collected on the CIP uptake and successes, as described below.

1. Expand the Supply of Housing in Smithville

- Number of new housing units and ARUs created.
- Percentage of affordable housing share in the Township.
- Percentage of affordable owner-housing.
- Percentage of affordable renter-housing.

2. Diversify Housing Options to Serve All Ages and Stages

- Number of new seniors' units created.
- Number of new family-sized units created.
- Number of new housing units created by housing type.
- Total value given to the Family-sized or Seniors' Units Top Up Grant and Accessibility Top Up Grant programs.

3. Reduce Barriers to Affordable Housing Development

- Record length of time from the receipt of an application for an affordable housing unit to the date of approval.
- Overview of partnerships created as a result of a CIP program application.

4. Encourage Resident Participation in Housing Solutions

- Number of applications completed annually.

5. Maximize the Impact of Municipal Funding

- Monitor the total allotment of funding annually and the amount provided to incentive applications.

This report may include, but is not limited to, case studies, landowner and tenant feedback, how the CIP's goals/objectives are being met, recommendations for adjustments of programs or budgets, or recommendations for amendment.

9 Marketing Plan

The Marketing Plan is a set of recommendations for how the Township may choose to promote uptake of the Affordable Housing CIP and its incentives. The Marketing Plan identifies target markets, materials for marketing, and potential strategies to be used by the Township.

9.1 Target Markets

The following groups have been identified as target markets for the CIP:

- Affordable Housing providers;
- Homeowners and property owners within the CIPA;
- Non-profit organizations;
- ARU construction companies or vendors;
- Housing developers and real estate professionals; and
- Investors (individual or organizations) who wish to invest in the Township of West Lincoln or enhance investments through the programs offered.

9.2 Marketing Materials

The following materials and programs may be utilized by the Township to promote the CIP:

- **Direct outreach to developers and housing providers:** such as email newsletters, presentations tailored to organizations, information packages delivered to developer and housing provider offices, and one-on-one meetings to discuss the CIP and how they can benefit from it.
- **Information sessions or workshops:** such as hosting workshops and other events dedicated to promoting the uptake of the CIP and include information such as panels, banners, or other displays at municipal buildings and community and Township-led events to promote the CIP.

- **Partnerships with local organizations:** such as collaborating with community groups or individuals interested in housing advocacy to bring the CIP to a wider audience and amplify the outreach and engagement.
- **Online resources and guides:** such as a section of the Township's website dedicated to the CIP, social media campaigns showing project successes and opportunities to engage with the CIP, and accessible digital packages detailing CIP information.



10 Definitions

Additional Residential Unit (ARU) means a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas within a single detached, semi-detached or townhouse dwelling, or a building or structure ancillary to a single detached, semi-detached or townhouse dwelling.

Affordable Housing means:

In the case of ownership housing, the least expensive of:

- Housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
- Housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality;

In the case of rental housing, the least expensive of:

- A unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
- A unit for which the rent is at or below the average market rent of a unit in the municipality.

Community Improvement means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary, as defined in the Planning Act, 1990.

Community Improvement Plan means a plan for the community improvement of a community improvement project area, as defined in the Planning Act, 1990.

Community Improvement Plan Area means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason, as defined in the Planning Act, 1990.

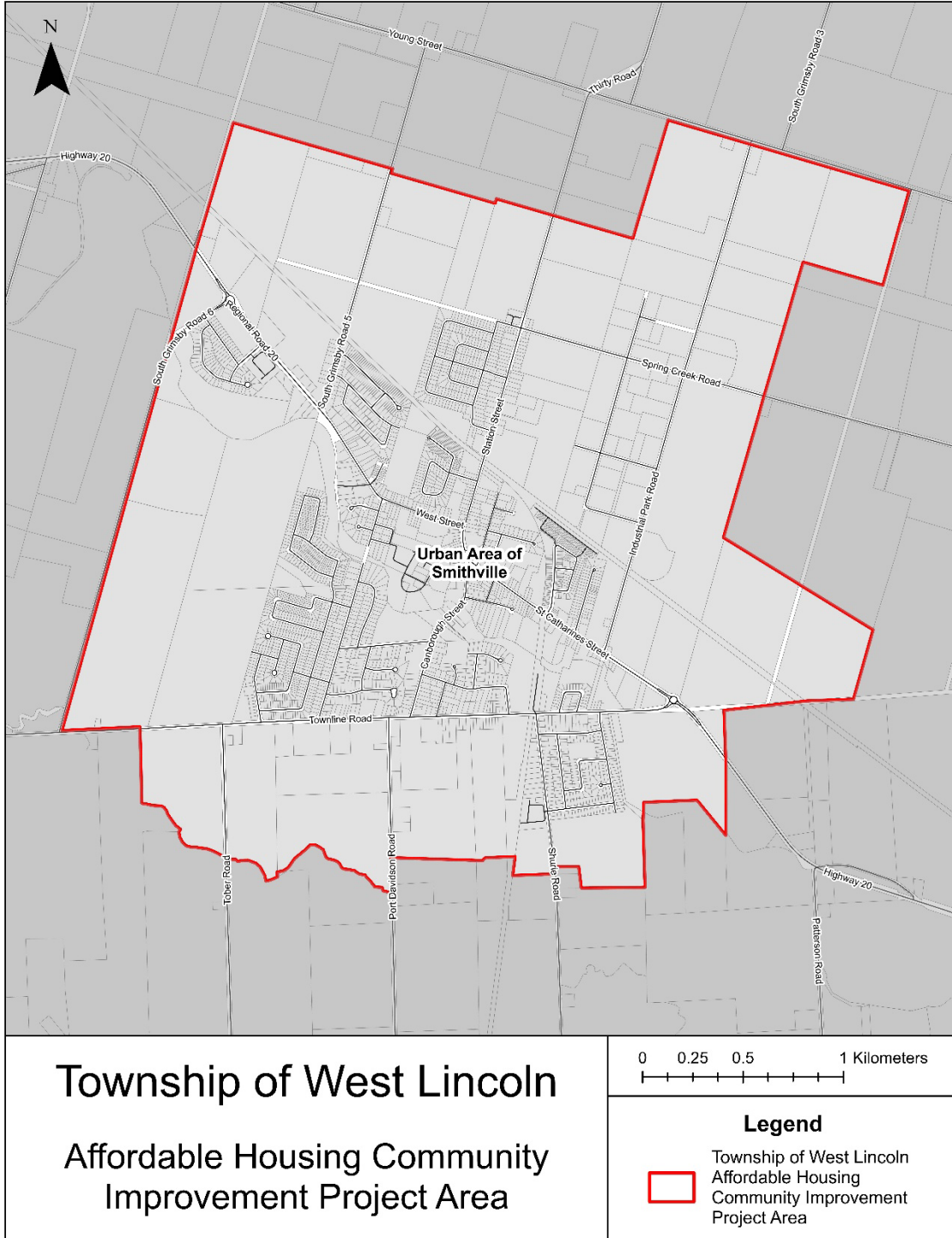
Eligible Costs means costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities, as defined in the Planning Act, 1990.

Family-Sized Unit means a unit that is designed to accommodate a family, including multi-generational families, with a minimum of 3+ bedrooms.

Seniors' Unit means a unit specifically designed for older adults (ages 65+) with age-friendly and accessible features.

Township means the Corporation of the Township of West Lincoln.

Schedule 1: Affordable Housing Community Improvement Project Area



West Lincoln



The Township of West Lincoln *Affordable Housing Community Improvement Plan*

Community Engagement Summary Report
March 2026

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1. Introduction

Several opportunities for engagement and consultation were provided as part of the project development process for the Township of West Lincoln's Affordable Housing Community Improvement Plan (CIP). Engagement activities were designed to obtain input from community stakeholders, members of the public, Township Council, the Ministry of Municipal Affairs and Housing and other interested parties on the proposed structure and implementation of the Affordable Housing CIP, including potential financial and non-financial programs.

The following engagement activities were undertaken:

- October 23 to November 13, 2025 – Initial Online Survey
- January 14, 2026 – Public Open House
- January 14 to 31, 2026 – Open House Survey
- February 9, 2026 – Statutory Public Meeting

This report summarizes each engagement activity, outlines the themes identified through public and stakeholder input, and provides an overview of what was heard throughout the consultation process.

2. Engagement Overview

Engagement activities were designed to provide multiple opportunities for community members and stakeholders to learn about the project and provide feedback at key stages of the study process. These activities included both early input on housing needs and later feedback on the proposed Community Improvement Plan structure and incentive programs.

A summary of each engagement activity, including format and level of participation, is provided below.

| ACTIVITY | DATE | FORMAT | PARTICIPATION |
|---------------------------------|---------------------------------|------------------|---------------|
| BACKGROUND SURVEY | October 23 to November 13, 2025 | Online | 88 responses |
| OPEN HOUSE | January 14, 2026 | In-person | 9 attendees |
| OPEN HOUSE SURVEY | January 14 to 31, 2026 | Online/In-person | 20 responses |
| STATUTORY PUBLIC MEETING | February 9, 2026 | Council | 2 speakers |

3. Survey Results

Section 3 summarizes the results of the surveys undertaken throughout the project. Two surveys were conducted at different stages of the process to gather input on housing needs, proposed program tools, and implementation considerations. The findings below present an overview of the findings for each survey.

These survey results provide important insight into community housing needs, preferred program tools, and the level of community interest in potential incentive programs. These results were considered alongside feedback received through other engagement activities when drafting the final structure of the Affordable Housing CIP.

3.1 Initial Online Survey

To launch the project, an online survey was conducted from October 23 to November 13, 2025, to gather input from residents, community partners, and stakeholders regarding housing needs and potential directions for the Township’s Affordable Housing CIP. A total of 88 responses were received.

A detailed summary of survey results is provided in the [Affordable Housing CIP Background Study Report](#) (December 2025). Key themes identified include:

- Strong support for increasing the supply of affordable rental units and attainable homeownership opportunities

- Emphasis on the need for family-sized housing
- Interest in expanding housing options for seniors and young adults
- Support for partnerships with non-profit housing providers and social services organizations
- Interest in both financial incentives (e.g., grants and fee reductions) and non-financial tools (e.g., streamlined approvals and zoning flexibility)

Survey responses regarding affordability thresholds generally identified:

- Homeownership affordability in the \$200,000–\$400,000 range
- Rental affordability in the \$1,000–\$1,500 per month range

The results of this initial survey informed the development of potential program options presented in the Background Report Study and subsequent engagement activities.

3.2 Public Open House Online Survey (January 14 to 31, 2026)

An online survey following the Public Open House was conducted from January 14 to 31, 2026 to gather additional feedback on the proposed Affordable Housing CIP. This included the proposed Community Improvement Project Area, incentive programs, and implementation framework. The survey was available in hard copy format during the Public Open House, and a hard copy was available at the Community Centre during the survey period. A total of 20 responses were received.

Community Improvement Project Area

Respondents were asked whether they agreed with focusing the CIP within the Community of Smithville.

- A majority of respondents indicated support for focusing the CIP within Smithville.
- A smaller number expressed uncertainty or opposition.

Overall, responses suggest continued support for concentrating the program within the Township's primary urban settlement area.

Support for Targeted “Top-Up” Grants

Respondents were asked whether they would support additional “top-up” grants for meeting specific criteria such as accessible units, seniors’ housing, or family-sized units.

- 14 respondents indicated yes
- 5 respondents indicated not sure
- 1 respondent indicated no

When asked what criteria they think should be prioritized, respondents answered family-sized units and seniors’ units. This reflects strong support among those surveyed for targeted incentives addressing specific housing needs.

Interest in Participation

When asked whether they would consider applying for an incentive if eligible:

- 13 respondents indicated yes
- 4 respondents indicated not sure
- 2 respondents indicated no
- 1 respondent did not provide an answer

These results indicate a moderate to strong level of potential program uptake.

Open-Ended Responses

Open-ended responses reinforced themes identified in previous engagement activities, including:

- The need to increase overall housing supply
- Interest in additional residential units (ARUs/ADUs)
- Support for senior-friendly and accessible housing
- Interest in smaller homes and family-sized units
- Support for multi-generational housing arrangements
- Recognition that affordability remains a pressing issue in West Lincoln

Overall, feedback from this survey was generally consistent with themes identified through the initial online survey and the Public Open House.

4. Public Open House

The Public Open House was held on January 14, 2026, at the West Lincoln Community Centre in Smithville, ON. The Open House provided an opportunity for residents, stakeholders, and interested parties to learn about the proposed Affordable Housing CIP, review and discuss draft incentive programs, and provide feedback prior to finalization of the draft Plan. A presentation of the draft was facilitated by Nethery Planning, to provide information about the CIP and its proposed programs. Printed copies of the Background Study Report, presentation slide deck, and the Open House Survey were provided to attendees.

Following the presentation, the project team facilitated a roundtable discussion of the draft and its proposed programs.



Figure 1: A photograph of the Public Open House in action.

Comments received at the Open House generally reflected the desire and support for the municipal fee grant program for affordable housing providers, with several stakeholders providing positive comments and participating in the roundtable discussion on how this program might be implemented. One participant spoke in support of providing accessible, supportive housing for seniors.

5. Statutory Public Meeting

A Statutory Public Meeting was held on February 9, 2026 as part of the Growth and Sustainability and Operations Committee. The purpose of the meeting was to present the draft Affordable Housing CIP and receive feedback from Council and the public prior to finalization. The meeting fulfilled the public consultation requirements under the Planning Act, R.S.O. 1990, for Community Improvement Plans.

The presentation provided an overview of:

- The proposed Community Improvement Project Area (Smithville)
- Draft financial and non-financial incentive programs
- Proposed eligibility criteria and implementation options
- Funding structure and administrative framework

This meeting was streamed live and is available for viewing on the Township's YouTube channel.

Council Discussion

Council discussion focused primarily on program structure, funding mechanisms, and implementation considerations.

Funding Structure and Financial Risk

Several Council members sought clarification regarding:

- The distinction between grants and loans
- Whether fee waivers would shift costs to taxpayers
- When municipal fees would be collected if an applicant did not complete a project
- Whether the CIP would require immediate funding allocation

The project team clarified that:

- The proposed structure includes grant-based incentives rather than loans.
- Municipal fee grants would be structured so that fees are paid upfront and reimbursed upon project completion.

- The Township retains discretion to determine when fees are collected (e.g., building permit stage or occupancy).
- Adoption of the CIP does not obligate Council to fund all programs immediately; programs may be funded annually through the budget process, and Council may choose which programs to activate in a given year.

It was noted that the CIP framework may be adopted independently of funding allocations, allowing flexibility over time.

Coordination with Other Levels of Government

Council also discussed:

- Whether financial contributions from the Township are required to secure provincial or federal funding
- Whether letters of support alone are sufficient
- The extent to which higher levels of government require municipal participation

The project team advised that:

- Requirements vary by program
- Historically, demonstrated municipal financial participation can strengthen funding applications
- The CIP can position the Township to participate in multi-level funding programs

It was also confirmed that CIP incentives would be in addition to any provincially mandated development charge exemptions.

Public Delegations

Two representatives from the community spoke in support of the CIP.

Delegates emphasized:

- Increasing demand for affordable housing across the Region
- Growth in housing waitlists and worsening housing conditions
- The importance of municipal participation to strengthen federal funding applications

- The need for support from all levels of government to advance large-scale affordable housing projects

Delegates encouraged Council to consider the CIP as a meaningful tool to address identified housing needs within West Lincoln. Feedback received at the Statutory Public Meeting was generally consistent with themes identified through earlier engagement activities.

6. Ministry of Municipal Affairs and Housing Review

The Township provided the draft Affordable Housing Community Improvement Plan to the Ministry of Municipal Affairs and Housing (MMAH) for review and comment. The Ministry reviewed the draft with respect to the legislative requirements of the *Planning Act, R.S.O. 1990*, and *Municipal Act, 2001*, as well as consistency with the Provincial Planning Statement, 2024. The Ministry acknowledged the Township's intent to establish a Community Improvement Project Area (CIPA) for the Smithville Urban Area and introduce financial and non-financial incentive programs to support the development of affordable housing and a broader range of housing options. Comments provided by MMAH focused on strengthening the clarity, administration, and accountability within the CIP. Key suggestions included:

- Improving map clarity for the CIPA
- Ensuring consistent terminology throughout the document
- Clarifying administrative details
- Clarifying when amendments to the CIP would be required versus when administrative changes could occur
- Suggesting potential compliance mechanisms
- Expanding the definitions section

The Ministry's feedback was reviewed and, where necessary, changes were implemented to the Affordable Housing CIP.

7. Conclusion

Across all engagement activities hosted to inform the development of the Township of West Lincoln's Affordable Housing CIP, several consistent themes emerged.

Recognition of Housing Affordability Challenges

Participants across all engagement formats acknowledged that housing affordability is an increasing concern in West Lincoln. Survey respondents and public delegations emphasized the need to expand the supply of both affordable rental units and attainable homeownership opportunities. There was broad recognition that current market conditions are creating barriers for families, seniors, and young adults seeking to remain in the community.

Support for Increasing Housing Supply, Including Targeted Unit Types

Feedback consistently highlighted the importance of:

- Family-sized units
- Senior-friendly and accessible housing
- Smaller homes and gentle density forms
- Additional residential units (ARUs/ADUs)
- Multi-generational housing opportunities

Generally, participants indicated that incentives addressing specific housing needs may improve program effectiveness.

Interest in Financial Incentives That Improve Project Feasibility

Survey respondents and Council discussion demonstrated interest in financial tools that reduce development barriers, including:

- Municipal fee grants
- Development charge reductions
- Capital grants
- Targeted financial top-ups

Council discussion focused on ensuring that financial incentives are structured responsibly, with clarity regarding reimbursement timing, eligibility requirements, and municipal budget implications.

Importance of Administrative Clarity and Fiscal Responsibility

Council members emphasized the need for:

- Clear eligibility criteria
- Defined affordability requirements
- Appropriate timing for fee collection
- Flexibility in annual funding allocations

Discussion reflected a desire to ensure that adoption of the CIP does not automatically obligate full funding of all programs, and that Council retains discretion through the annual budget process.

Leveraging Senior Government Funding and Partnerships

Public delegations and survey respondents highlighted the importance of coordination with other levels of government. Delegates noted that demonstrated municipal participation can strengthen funding applications and improve access to provincial and federal programs. There was recognition that addressing affordable housing effectively requires collaboration across municipal, regional, provincial, and federal partners.

General Support for Moving Forward with a CIP Framework

Across all engagement activities, there was support for the Township pursuing an Affordable Housing Community Improvement Plan as a structured tool to address the community's housing needs. While questions were raised regarding funding and implementation, feedback overall indicated that participants see value in establishing a formal framework to guide municipal action.

The feedback gathered through surveys, the Public Open House, the Statutory Public Meeting, and consultation with the Ministry has helped inform the final structure of the Affordable Housing Community Improvement Plan and will support the Township in implementing programs that respond to community needs.

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NUMBER No. 2026-xx

BEING A BY-LAW TO ADOPT THE AFFORDABLE HOUSING COMMUNITY IMPROVEMENT PLAN, AS A POLICY DOCUMENT, FOR THE COMMUNITY IMPROVEMENT PROJECT AREA WITHIN THE TOWNSHIP OF WEST LINCOLN, PURSUANT TO THE BOUNDARIES OF THE COMMUNITY OF SMITHVILLE URBAN AREA BOUNDARIES.

WHEREAS By-Law 2026-xx, being a by-law to designate a Community Improvement Project Area for the Affordable Housing Community Improvement Plan, was passed by the Council of the Township of West Lincoln on the 23 day of March 2026 pursuant to Section 28(2) of Part IV of the Planning Act, R.S.O. 1990, c. P. 13, as amended; and

WHEREAS in accordance with the provisions of Section 28 of the Planning Act, R.S.O. 1990, c. P.13, as amended, where a By-law has been passed to designate a Community Improvement Project Area, Council may put in place a Community Improvement Plan which identifies measures that the municipality may take to facilitate and accelerate community improvement within the community improvement area; and

WHEREAS the Council of the Township of West Lincoln has approved and adopted the Affordable Housing Community Improvement Plan pursuant to its authority under Section 28(4) of the Planning Act, R.S.O. 1990, c. P.13, as amended; and

WHEREAS the Affordable Housing Community Improvement Plan conforms to the Township of West Lincoln's Official Plan; and

WHEREAS the Council of the Township of West Lincoln held a Statutory Public Meeting with respect to the Affordable Housing Community Improvement Plan on February, 9, 2026, pursuant to its authority under Section 17 of the Planning Act, R.S.O. 1990, c. P.13;

AND WHEREAS Council has deemed it necessary to adopt a community improvement plan for the community improvement project area of the Community of Smithville Urban Area.

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

1. That the Affordable Housing Community Improvement Plan, consisting of the attached Plan document including its maps attached as Schedule 1 to this By-law, is adopted for use in the Township of West Lincoln.
2. That this By-law shall come into force and effect in accordance with the provisions of the *Planning Act*.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
27th DAY OF APRIL, 2026.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NUMBER NO. 2026-xx

BEING A BY-LAW TO DESIGNATE THE AFFORDABLE HOUSING COMMUNITY IMPROVEMENT PROJECT AREA TO THE COMMUNITY OF SMITHVILLE URBAN AREA BOUNDARIES.

WHEREAS pursuant to Section 28(1) of the Planning Act, defines a “Community Improvement Project Area” as a “municipality or an area within a municipality, the community improvement of which in the opinion of Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”; and

WHEREAS Section 28(2) of Part IV of the Planning Act, R.S.O. 1990, c. P.13, as amended, empowers the Council of a municipality in which an Official Plan is in effect and contains provisions relating to community improvement to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area; and

WHEREAS the Township of West Lincoln’s Official Plan, contains policies allowing for community improvement planning; and

WHEREAS the Corporation of the Township of West Lincoln deems it appropriate to designate the Community of Smithville Urban Area as the area for community improvement planning, in accordance with the map attached as Schedule 1 to this By-law;

AND WHEREAS before a by-law adopting a Community Improvement Plan can be adopted, the Community Improvement Project Area must be designated;

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

1. That the Affordable Housing Community Improvement Project area, consisting of the map attached as Schedule 1 to this By-law, is adopted for use in the Township of West Lincoln.
2. That this By-law shall come into force and effect in accordance with the provisions of the Planning Act.

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NUMBER NO. 2026-xx

BEING A BY-LAW TO DESIGNATE THE AFFORDABLE HOUSING COMMUNITY IMPROVEMENT PROJECT AREA TO THE COMMUNITY OF SMITHVILLE URBAN AREA BOUNDARIES.

WHEREAS pursuant to Section 28(1) of the Planning Act, defines a “Community Improvement Project Area” as a “municipality or an area within a municipality, the community improvement of which in the opinion of Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”; and

WHEREAS Section 28(2) of Part IV of the Planning Act, R.S.O. 1990, c. P.13, as amended, empowers the Council of a municipality in which an Official Plan is in effect and contains provisions relating to community improvement to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area; and

WHEREAS the Township of West Lincoln’s Official Plan, contains policies allowing for community improvement planning; and

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AND WHEREAS before a by-law adopting a Community Improvement Plan can be adopted, the Community Improvement Project Area must be designated;

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

1. That the Affordable Housing Community Improvement Project area, consisting of the map attached as Schedule 1 to this By-law, is adopted for use in the Township of West Lincoln.
2. That this By-law shall come into force and effect in accordance with the provisions of the Planning Act.

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

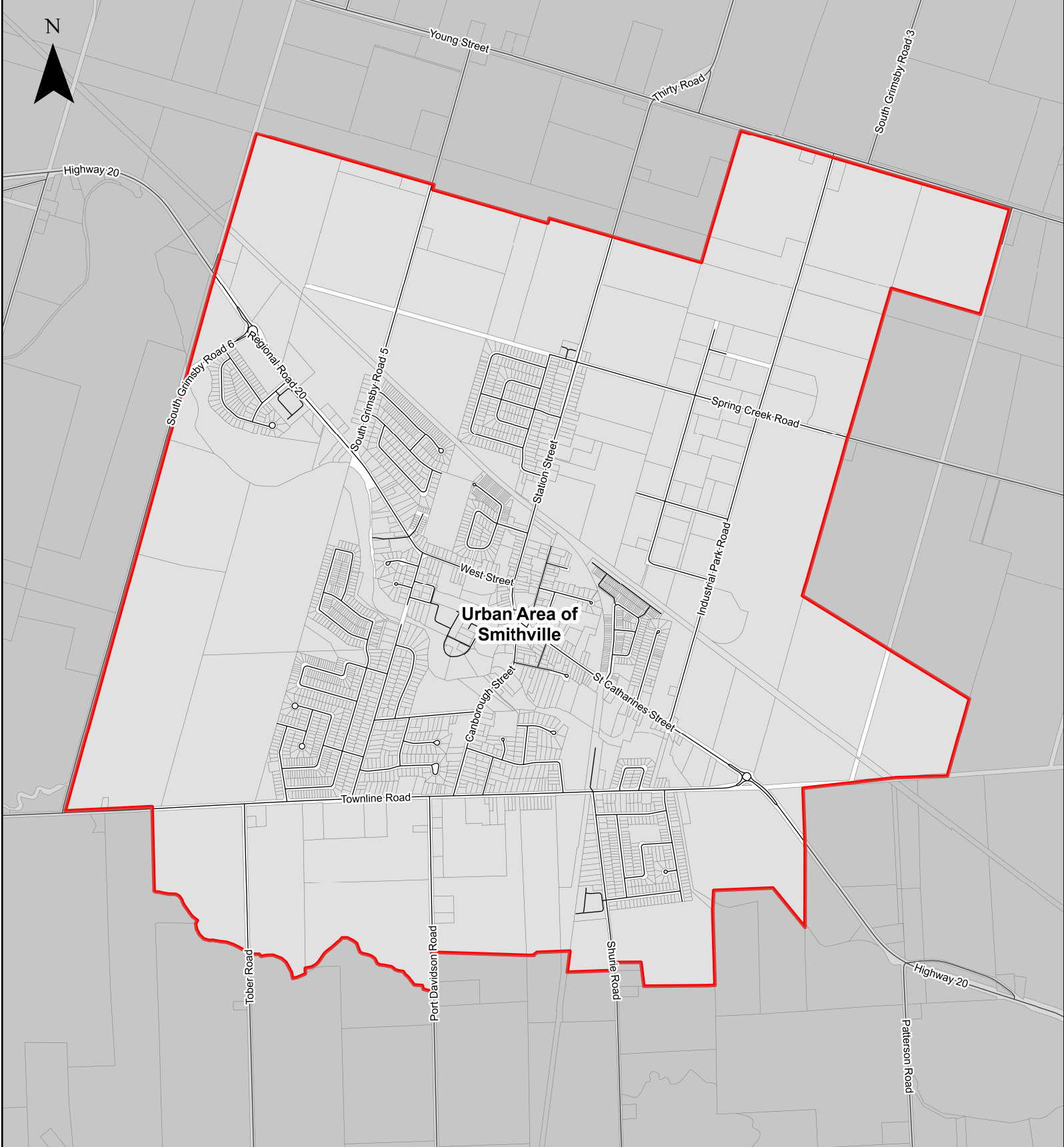
MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

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

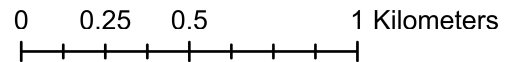
MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK



Township of West Lincoln

Affordable Housing Community Improvement Project Area



Legend



Township of West Lincoln
Affordable Housing
Community Improvement
Project Area

DATE: April 13, 2026

REPORT NO: PD-07-2026

SUBJECT: **Recommendation Report**
Budget Amendment – Economic Development Plan

CONTACT: Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- In 2025 Administration applied for a grant to the Rural Ontario Development (ROD) Grant to create an economic development plan for the Township.
- The Provincial ROD program has replaced the Rural Economic Development (RED) program and provides cost-share funding that help rural communities with economic development related projects.
- The Township was successful in this program and has been awarded half of the project costs, up to a maximum of \$40,000.00
- In the Township’s 10 year capital forecast, an economic development plan was scheduled for 2027 with a total budget of \$85,000.00.
- To utilize the available funding, this project needs to start in 2026 and therefore a budget amendment is required to move the Economic Development Plan project (Project 175) from 2027 to 2026.
- As this grant will cover half of the costs, the Township costs will be a maximum of \$45,000.00.

RECOMMENDATION:

1. That Recommendation Report PD-07-2026 titled “Budget Amendment, Economic Development Plan”, dated April 13th, 2026, be received; and,
2. That Committee and Council approve a budget amendment to transfer up to \$45,000.00 from the Planning Reserve and from the Development Charge Reserve to fund the balance of the Economic Development Plan Project.

ALIGNMENT TO STRATEGIC PLAN:

Theme #

- **Champion Strategic and Responsible Growth**
- **Enrich our Strong Agricultural Legacy**

BACKGROUND:

In the Township's current 10 year capital plan, there are two projects related to the development of economic development strategies. In 2027 there is the Economic Development Master Plan – Industrial Park (Project 175) for budgeted at \$85,000, and in 2030 there is the Agricultural/Agri-tourism Opportunities, Climate Impact Assessment/Agricultural CIP Project (Project 1057) with a project budget of \$100,000.

The Township's Strategic Plan contains a number of key strategies which are related to the development of an Economic Development Strategy which include:

- readying the Township for Strategic growth,
- facilitate the development of urban and rural employment parks
- create strategies to support agricultural operations and growth, including value-added agricultural activities
- Undertake feasibility work for growth and innovation within the agricultural sector

In 2025 through Strong Mayor Directive 2025-04, the Mayor directed administration to establish a Mayoral Task Force to conduct preliminary research into an Economic Development Initiative for the Township, which to date has conducted a number of round-table sessions with local business.

CURRENT SITUATION:

In the fall of 2025, Administration applied under the Provincial Rural Ontario Development program for \$40,000 to help fund the creation of an Economic Development Strategy for the Township. The ROD Program replaces the former Rural Economic Development (RED) program and provides cost sharing for projects that help rural communities with the following:

- Address barriers and build capacity for economic development
- To attract, retain and expand businesses
- Attract and retain investment and jobs
- Strengthen regional partnerships and economic resilience
- Address workforce development challenges
- Transform community assets to drive economic development

The project that was applied for will cover both Economic Development strategies for both the Agricultural/Rural areas of the Township, as well as the settlement areas. This project will focus on attracting new employment uses to both the Smithville and Fulton Employment Parks, as well as advance new opportunities for agri-tourism and on-farm diversified uses in the agricultural area. This project will also offer ways to retain and grow existing businesses through reducing unnecessary red tape and streamlining approval processes.

The Township was successful in obtaining this cost share funding, however, this requires a

budget amendment to bring forward the Economic Development project from 2027 to 2026, as it is a requirement of the grant to start the project in 2026.

FINANCIAL IMPLICATIONS:

Administration is recommending to move the Economic Development Master Plan – Industrial Park (Project 175), budgeted at \$85,000 from 2027 to 2026. This project is currently funded through the planning reserve (\$46,750) and Development Charges (\$38,250).

The successful ROD grant will provide a savings to the Township of up to \$40,000, depending on the total cost of the project.

This will result in a required Budget amendment where \$45,000 is required from the Planning reserve and from the Development Charges Reserve. The Township has had discussions with our Development Charge consultant to determine the amount that will come from the Planning reserve versus the development charge reserve. Project 175 is currently funded 45% through DC's and 55% through the Planning Reserve. The resulting split, accounting for the DC's, would result in \$20,250 coming from DC funding and \$24,750 from the planning reserve.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Acting Director of Corporate Services and Deputy CFO. This report has also been reviewed by the Clerk/LLS Department, which has played an important role in securing this grant and advancing economic development related priorities.

CONCLUSION:

Administration is recommending that Committee and Council support a Budget Amendment to advance the Economic Development Plan project from 2027 to 2026, to utilize approved grant funding.

ATTACHMENTS:

1. Draft Terms of Reference for Economic Development Plan

Prepared & Submitted by:

Approved by:

Gerrit Boerema
Director, Growth and Sustainability

Truper McBride
CAO



Terms of Reference

West Lincoln Rural Employment Strategy 2026

The overall responsibility and scope of work for the Consultant is to prepare an Economic Development Strategic Plan containing goals, objectives, and implementation actions. The Consultant will also provide facilitation services during the public outreach and stakeholder engagement process. The Consultant, with support from the Municipality's CAO and Director of Growth and Sustainability, shall provide professional services to support the following tasks:

1. Undertake a Situational Analysis of opportunities and challenges based on the existing environment in the municipality. To include discussions with Council, Senior Management, Region of Niagara Economic Development Department, Grand Erie Business Centre, Chamber of Commerce, local Employment Centre and surrounding municipal Economic Development Departments.
2. Review and analyze existing environmental scan.
3. Prepare key demographic trends and forecasts, social factors, economic factors and financial indicators for inclusion into the Strategy. This task should include preparation of market study of the Municipality's retail/commercial and industrial sectors and a community profile. Create a Community Profile, including key demographic trends and forecasts, social and economic factors, as well as financial indicators.
4. Identify the community's assets and competitive advantages, with proposed activities and programs, to incorporate these assets and advantages into an overall economic development strategy. This task should include a Strengths, Weaknesses, Opportunities and Threats (SWOT) or SWOT-style analysis of the Municipality and the surrounding area.
5. Review and analyze local by-laws, policies, processes and regulations providing recommendations on making adjustments, where necessary and appropriate, to support sustainable economic growth and diversification.
6. Prepare and facilitate up to three (3) community workshops with business community leaders and farm association(s), the business community in general, Region of Niagara Economic Development, West Lincoln and West Niagara Chamber of Commerce, Employment Centre and other groups and stakeholders in

the Township and other regional economic development groups to identify and understand how the municipality can work collaboratively for complementary growth.

7. Attend up to two meetings with regional Economic Development Departments to identify areas for new regional economic development partnerships and synergies to capitalize on a regional approach to economic development. This would include Haldimand County, Region of Niagara, Town of Grimsby and Town of Lincoln.
8. Attend up to two (2) meetings in the Municipality with Municipal staff and key community members to identify and prioritize economic development goals and objectives and proposed activities and programs.
9. Facilitate a workshop with Council and staff that outlines findings to date and incorporates Council's input and identifies of goals and facilitates development of mission and vision statements.
10. Prepare an initial draft and a final version of the locally based Economic Development Strategic Plan setting forth goals and objectives for taking advantage of the opportunities within and surrounding the Township and its communities. The Economic Development Strategic Plan is to contain an economic development action plan with suggested activities, projects and programs to implement objectives and goals set forth in the Strategy as well as performance measures with timelines to evaluate whether and to what extent plan goals and objectives have been or are being met.
11. Include an Action Plan to implement objectives and goals set out in the Strategic Plan, as well as performance measures for outcomes and action items, including timelines to evaluate if plan goals and objectives have been, or are being met.
12. Assist the CAO and Director of Growth and Sustainability in developing a job description for an Economic Development Officer position.
13. The Consultant will submit a draft report for review by the Senior Management Team and will make appropriate changes as a result of input from attendees. Should a second draft be required, it will be at the cost of the Consultant unless otherwise agreed to by the Municipality.
14. The revised draft Economic Development Strategic Plan should be presented to the Economic Development Committee, and their comments should be incorporated into a revised draft.
15. Present the Economic Development Strategic Plan for Council's consideration and approval.

16. The Consultant will submit three (3) bound copies of the final Economic Development Strategy and an electronic version in Microsoft Word and PDF format by June 30, 2026. In addition, an executive summary and Power Point presentation of the final report in electronic version will also be submitted.

Consultant Requirements

Minimum requirements by the consultant for submission of a proposal to prepare the Economic Development Strategy Plan:

- a. Demonstrated understanding of local economic development theory and practice, research methods, group consensus building, implementation methods, and monitoring and updated processes.
- b. Demonstrated familiarity with development and implementation of economic development policies.
- c. Demonstrated experience, competence, and qualifications of the consultant and the participating staff successfully providing similar services to municipal entities (three (3) references will also be required).
- d. Understanding of the requested services and appropriateness of the proposed work program.
- e. Ability to perform the work in a timely manner, availability of staff (if included) and contingency plans and is to include a work schedule.
- f. Proposals must state the proposer's related business information.

DATE: April 13, 2026
REPORT NO: PD-13-2026
SUBJECT: **Recommendation Report
New Township Official Plan Project Award**
CONTACT: Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- The Planning Act Requires that municipalities to update their official plans not less than 10 years from the date the plan came into effect in the case of a new comprehensive official plan.
- This is to ensure the plan is consistent with the Provincial Policy Statement and that it conforms with other provincial plans as required, while addressing local priorities and changing community needs.
- Township Council budgeted \$130,000 in the 2026 budget to retain a consultant to complete the Township’s New Comprehensive Official Plan.
- The new Official Plan will replace the Township’s current official plan, as well as the Niagara Official Plan which was downloaded to each of the 12 lower tier municipalities in 2025.
- After reviewing the RFP proposal submissions that were submitted for this project, Administration is recommending that Council award the new official plan project to O2 Planning and Design, in the amount of \$125,997.50, not including HST.

RECOMMENDATION:

1. That Recommendation Report PD-13-2026, titled “Recommendation Report PD-13-2026 - New Township Official Plan Project Award”, dated April 13, 2026, be received; and,
2. That O2 Planning and Design be retained to complete the New Township’s Official Plan, as outlined in RFP GS-01-2026.

ALIGNMENT TO STRATEGIC PLAN:

Theme #

- **Champion Strategic and Responsible Growth**
- **Build a Safe, Connected, Caring and Active Community**

- **Enrich our Strong Agricultural Legacy**

BACKGROUND:

The Township’s Existing Official Plan was originally approved in 1998 with several major reviews and updates since that time, the last being in 2014. The Planning Act requires that Municipalities review their official plans at least every 10 years in the case where the municipality will be adopting a new official plan.

Since the last major review of the local official plan there have been significant changes both in Provincial and regional planning policy. Namely the Province approved a new Provincial Planning Statement in 2024, replacing the former Provincial Policy Statement and the Places to Grow Growth Plan. In 2025 the Province also removed planning responsibilities for the Region resulting in the Niagara Official Plan being downloaded to the twelve local municipalities. Lastly, in 2022 the Region and the Township both approved significant expansions to Smithville to accommodate future growth, which was adopted in the Official Plan as OPA 62 and 63 (With OPA No. 63 still under appeal).

As it has been over ten years since the last major review and revision to the Official Plan, Township Council included in the 2026 budget a new official plan project for a total of \$130,000.

CURRENT SITUATION:

The Township posted the Request for Proposals (RFP) on the Bids and Tenders platform in February and received ten proposals in response. These proposals have been evaluated using the matrix included in the RFP, evaluating the proposals based on related experience, overall clarity and understanding of the project, community consultation plan, work plan and schedule, value added, and project cost.

Base on Administrations review the following scores were assigned:

| Firm | Score |
|---------------------|--------------|
| O2 | 83 |
| Planscape/Fuselight | 75.5 |
| GSP | 73 |
| Nethery | 72.5 |
| WW+P | 69.5 |
| MHBC | 69.5 |
| WSP | 69 |
| Biglieri | 67 |
| Landwise | 66.5 |
| RE:Public | 66 |
| | |

FINANCIAL IMPLICATIONS:

This project has an approved budget of \$130,000 within the 2026 Township budget. \$125,000 of this has been allocated towards the consulting fees, while the remaining portion will be used for newspaper notices and advertisements.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO, Acting Director of Corporate Services and the Manager of Finance/Deputy Treasurer.

CONCLUSION:

Administration is recommending that O2 Planning and Design be awarded the New Official Plan Project and retained for a project budget of \$125,997.50, not including HST.

Prepared & Submitted by:

Approved by:

**Gerrit Boerema
Director, Growth and Sustainability**

**Truper McBride
CAO**

DATE: April 13, 2026

REPORT NO: PD-10-2026

SUBJECT: **Recommendation Report – Township Initiated Housekeeping Amendment to Zoning By-law 2017-70, as amended**

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

OVERVIEW:

- In late 2025, Council directed administration to proceed with a number of amendments to the Township’s Zoning By-law 2017-70, as amended.
- These proposed amendments include changes to the administration and responsibility of enforcing the by-law, culvert and entrance widths for agricultural lots, and provisions related to on-farm diversified uses.
- The housekeeping amendments also includes pre-zoning the Spring Creek Heights Secondary Plan Employment Area from a Development (D) Zone to the Industrial Employment (M2) Zone with limitations. Additionally, modifying some existing zone boundary lines such that they correspond with existing and intended uses.
- A Public Meeting was held on February 9, 2026. No oral comments were received, however written comments were received in support of the amendments, specifically the pre-zoning of the Spring Creeks Heights Secondary Plan lands.
- Administration recommends that Committee and Council approve the Housekeeping amendments and that the Mayor and Clerk be authorized to sign the respective by-law.

RECOMMENDATION:

1. That, Recommendation Report PD-10-2026, titled “Recommendation Report - Township Initiated Housekeeping Amendment to Zoning By-law 2017-70, as amended”, dated April 13, 2026, be received; and,
2. That, the attached Housekeeping Zoning By-law Amendment and Schedules be approved and the Mayor and Clerk be authorized to sign the By-law; and,
3. That, no further Public Meeting is required for the consideration of this By-law in

accordance with Section 34(17) of the Planning Act.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1 and 2

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

BACKGROUND:

The Comprehensive Zoning By-law was approved by Council in June 2017 and replaced the Township’s first Zoning By-law passed in 1979.

The Township has initiated several housekeeping amendments to the By-law, with the latest passed by Council in November 2024 (By-law 2024-76) that addressed issues and opportunities triggered by Provincial changes and improvements to the implementation of regulations.

Since then, additional improvements to the regulations with the focus on refinements to the implementation of the by-law prompted changes to the administration and enforcement of the by-law, improvements to driveway entrances/accesses for agricultural lots, modifications to the maximum area dedicated to on-farm diversified uses, and pre-zoning lands within Spring Creek Heights Secondary Plan Area.

CURRENT SITUATION:

The Public Meeting was held on February 9, 2026 and the Information Report [PD-03-2026](#) was presented to members of the Committee and the public for consideration. The notice of the Public Meeting was also circulated for agency comments on January 12, 2026, and was placed in the local newspaper on January 15, 2026.

Administration has identified the proposed amendments that were considered necessary to refine the regulations and provisions of the by-law that were not performing effectively to implement the Official Plan and meet the expectations and direction of Council, or to address requests brought forward by landowners/consultants and the public.

| Proposed Zoning Regulation | Rationale | Provincial, Regional and Local Policy |
|---|--|--|
| Section 1.2.1 Administration and Enforcement | | |
| This By-law shall be administered by the municipal staff as appointed by the Council of the Township of West Lincoln. Any Enforcement Officer appointed by Council are each assigned the responsibility of enforcing this By- | When the zoning bylaw was originally approved, the Township did not have a dedicated bylaw officer, therefore the enforcement of the zoning bylaw was the CBO and Building | Consistent with the PPS that encourages general policies for effective implementation of Official Plans. |

| Proposed Zoning Regulation | Rationale | Provincial, Regional and Local Policy |
|--|--|---|
| law for the purposes of Section 49 of the Planning Act. | Inspector. This amendment will also allow the Bylaw Officer to issue orders under Zoning. | |
| Part 3: General Provisions | | |
| <p>Table 3: Minimum and Maximum Widths for Driveways and Parking Aisles</p> <p>Driveways for Agricultural Uses Driveways for farm access or agricultural lots with residential uses</p> <p>Minimum Width of 3 metres Maximum Width of 16 metres</p> | <p>The Township’s zoning bylaw did not have a separate driveway regulation for agricultural uses and restricted them based on an urban design standard. The proposed regulations will align with the Township’s engineering standards for culvert construction requirements.</p> | <p>Consistent with PPS and local Official Plans that provide policies that foster the long-term economic prosperity of agricultural uses and this refinement to the regulation for agricultural lots and their entrances or access provides flexibility and consideration for the agricultural machinery and equipment required for the agricultural operation.</p> |
| Section 3.11 On Farm Diversified Uses | | |
| <p>c) On-farm diversified uses shall not exceed the following size limits:</p> <p>i. The area of the lot permanently, temporarily or seasonally devoted to on-farm diversified uses shall not exceed the lesser of 2% of the lot area or 0.5 hectare, including the area of existing and new buildings and structures, required parking and loading areas, outside display and sales areas, outside storage areas, and any other areas of the lot used for the on-farm diversified use, excluding existing driveways shared with a permitted principal use on the lot and areas that produce a harvestable crop.</p> | <p>To be consistent with the Ministry of Agriculture, Food and Rural Affairs' (OMAFRA) Guidelines (Publication 851) on Permitted Uses in Ontario's Prime Agricultural Areas, whereas the guidelines recommend that “limited in area” be relative to the size of the farm property on which the on-farm diversified use is located to a maximum lot coverage of 2%.</p> | <p>Consistent with PPS and local Official Plans that provide a balance to address the needs of different Agricultural and farming practices.</p> |

| Proposed Zoning Regulation | Rationale | Provincial, Regional and Local Policy |
|--|---|---|
| Part 13: Special Provisions and Table 29: Site Specific Provisions | | |
| <p>Map S2 and Map S5 are amended changing the zoning as shown on Schedule 'A' attached hereto and forming part of the By-law from Development (D) Zone to a special exception (M2-257) on lands in the Spring Creek Secondary Plan Area</p> | <p>Considering the imminent future development potential of these lands located in the Spring Creek Secondary Plan Area, the change from Development 'D' Zone to Industrial Employment 'M2' Zone to allow for Class I light industrial uses involving light manufacturing, processing of semi-manufactured goods or assembly of manufactured goods, that only involve indoor activities.</p> <p>The special exception is applied until the Secondary Plan policies, such as noise and vibration, drainage, and other applicable site details, are in place to the satisfaction of the Township to ensure compatibility with adjacent sensitive land uses.</p> | <p>Consistent with the PPS and the general policies for implementation and the Spring Creek Heights Secondary Plan.</p> |
| Section 13.2 Site-Special Provisions and Table 29: Site-Special Provisions | | |
| <p>Map S2 and Map S5 are amended changing the zoning as shown on Schedule 'A' attached hereto and forming part of the By-law from Residential Low Density (R1B) Zone and Development (D) Zone to a special exception Institutional (I-256) Zone.</p> | <p>Correction of zone boundary limits for the John Calvin Chirstian School and for the Institutional permitted uses along with added the site-specific provision to permit the driveway, open space and existing sports fields located at the rear of the school.</p> | <p>Same as above.</p> |

This housekeeping amending by-law aims to address inconsistencies and provide leniencies to regulations and provisions that support the intended implementation of the

zones and permitted uses. Additionally, to respond to the Spring Creek Secondary Plan proposed future developments to support employment opportunities.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report since the amendment to the Zoning By-law was initiated by the Township of West Lincoln. The costs associated with notice and staff time is within the 2025-2026 Planning Operating Budgets.

INTER-DEPARTMENTAL COMMENTS:

The Public Meeting was held on February 9, 2026. Prior to the meeting, Staff received some preliminary comments and had discussions with landowners in the Spring Creek Heights Secondary Plan Area regarding the proposed zoning from Development (D) Zone to Light Industrial (M2) Zone with a holding provision (H-17) that permits Class I Light Industrial Uses involving light manufacturing, processing of semi-manufactured goods or assembly of manufactured goods, that only involve indoor activities. Administration is proposing to have a site specific exception as opposed to a holding zone, as a holding provision can be removed, while a site specific exception will remain on the property and enforce the policies of the Spring Creek Heights Secondary Plan Area (e.g., land use compatibility study, site plan approval) to the satisfaction of the Township are in place at which time site alteration and buildings permits can be issued for development.

No formal agency or public comments were received at the time of the Public Meeting.

CONCLUSION:

This report provided the recommended housekeeping changes to the Zoning By-law that Planning Staff have considered minor and technical in nature but will resolve the land use matters that have been presented by members of the public and development community since the implementation of the Township’s Comprehensive Zoning By-law, 2017-70, as amended. Staff are recommending approval of the By-law and Schedule found in Schedule A.

ATTACHMENTS:

Schedule A: By-law and Schedule

Schedule B: Upper Canada Consultants (UCC) Letter on behalf of Landowners

Prepared & Submitted by:

**Susan Smyth
Manager, Community Planning and Design**

Approved by:

**Gerrit Boerema
Director, Growth and Sustainability**

**Truper McBride
CAO**



February 6, 2026

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

Attention: Justin Paylove – Clerk, Manager of Legal and Legislative Services

Re: Comment Letter – Zoning By-law Amendment File 1601-012-2025

On behalf of the Canadian Reformed School Society of Smithville and Surrounding District Incorporated (John Calvin Christian School), please accept this correspondence pertaining to the proposed Housekeeping Zoning By-law Amendment initiated by the Township of West Lincoln (File no. 1601-012-2025).

John Calvin Christian School has reviewed the amendment and understands the intent is to facilitate economic development and bring the Zoning By-law into alignment with the Spring Creek Height Secondary Plan designations, specifically for the employment/industrial lands. It is understood that lands containing other designations, such as a residential, are not being considered through this housekeeping amendment, as they are subject to additional development applications.

Currently, the school facility resides in an Institutional zone, however the balance of the lands being the existing field to the rear of the school building remain in a development holding (D) zone and Industrial Employment (M2) zone, contrary to the Special Institutional designation in the Spring Creek Height Secondary Plan.

On behalf of John Calvin Christian School, I respectfully request that the proposed Zoning By-law Amendment be revised to include the balance of the John Calvin Christian School Lands, rezoning these lands as Institutional in alignment with the designations in the Spring Creek Heights Secondary Plan.

Should this be agreeable, it is expected that a similar holding provision as outlined in the draft by-law for implementation of the Spring Creek Height Secondary Plan policies as outlined in the Draft Zoning By-law will be implemented, ensuring all land use compatibility and/or noise requirements are to be addressed prior to the Holding provision being removed and any expansion to the facility is permitted, should it be contemplated in the future.

Sincerely,

William Heikoop, B.U.R.Pl., MCIP, RPP
Planning Manager
Upper Canada Consultants

cc. Board of Directors, Canadian Reformed School Society of Smithville and Surrounding District Incorporated



February 6, 2026

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

Attention: Justin Paylove – Clerk, Manager of Legal and Legislative Services

Re: Letter of Support – Zoning By-law Amendment File 1601-012-2025

On behalf of our clients, 1000581350 Ontario Inc. (Janco Steel) and Melissa Hill Inc. (Stanpac), we are pleased to submit this letter of support for the proposed Zoning By-law Amendment initiated by the Township of West Lincoln (File no. 1601-012-2025).

1000581350 Ontario Inc. (Janco Steel) and Melissa Hill Inc. (Stanpac), are the owners of a portion of the lands that are subject to the Housekeeping Amendment. They have recently received approval from the Township of West Lincoln Committee of Adjustment for two boundary adjustments and a severance to organize and assemble ownership of the lands to facilitate employment uses on the subject lands.

The proposed Zoning By-law Amendment provides for the zoning permissions on the lands that will streamline the owners ability to proceed with industrial development in accordance with the policies of the Spring Creek Heights Secondary Plan.

We have reviewed the proposed Zoning By-law Amendment and have no concerns or objections. It is understood that, no site alteration, or placing of any buildings or structures shall be permitted on the lands until Site Plan Approvals and Building Permits are obtained, to the satisfaction of the Township.

It is the intention of our clients to continue forward with implementation in the near future, and the proposed Zoning By-law Amendment will assist in expediting that process.

Sincerely,

William Heikoop, B.U.R.Pl., MCIP, RPP
Planning Manager
Upper Canada Consultants

cc. Al Schutten, 1000581350 Ontario Inc. (Janco Steel)
Carl Evink, 1000581350 Ontario Inc. (Janco Steel)
Steve Witt, Melissa Hill Inc. (Stanpac)
Dave Kuzmich, Melissa Hill Inc. (Stanpac)
Gerrit Boerema, Township of West Lincoln

SCHEDULE A - PD-10-2026

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN BY-LAW NO. 2026-XX

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

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

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

1. THAT, Part 1, Administration, Section 1.2.1 Administration and Enforcement, is hereby deleted and replaced with the following:

This By-law shall be administered by the municipal staff as appointed by the Council of the Township of West Lincoln. Any Enforcement Officer appointed by Council are each assigned the responsibility of enforcing this By-law for the purposes of Section 49 of the Planning Act.

2. THAT, Part 3, General Provisions, Section 3.11 (c)(i) On-Farm Diversified Uses, is hereby deleted and replaced with the following:

c) On-farm diversified uses shall not exceed the following size limits:

- i. The area of the lot permanently, temporarily or seasonally devoted to on-farm diversified uses shall not exceed the lesser of 2% of the lot area or 0.5 hectare, including the area of existing and new buildings and structures, required parking and loading areas, outside display and sales areas, outside storage areas, and any other areas of the lot used for the on-farm diversified use, excluding existing driveways shared with a permitted principal use on the lot and areas that produce a harvestable crop; and,

3. THAT, Part 3, General Provisions, Section 3.12.2 Driveways and Parking Aisles, specifically Table 3: Minimum and Maximum Widths for Driveways and Parking Aisles is amended as follows:

| Type of Driveway or Parking Aisle | Minimum Width | Maximum Width |
|--|-----------------|---|
| <i>Driveways for residential uses within a settlement area with less than five (5) dwelling units (By-law 2019-63 & 2022-32):</i> | | |
| <i>Driveway for a dwelling with a private garage</i> | 3 metres | <i>Garage width plus 0.5 metre or 60% of the lot frontage, whichever is greater, to a maximum of 6 metres</i> |
| <i>Driveway for a dwelling with no private garage</i> | | <i>60% of the lot frontage, to a maximum of 6 metres</i> |
| <i>Driveways for residential uses outside a settlement area with less than five (5) dwelling units (Bylaw 2019-63 & 2022-32):</i> | | |
| <i>Driveway for a dwelling with a private garage</i> | 3 metres | <i>Garage width plus 0.5 metre or 60% of the lot frontage, whichever is greater, to a maximum of 7.5 metres</i> |
| <i>Driveway for a dwelling with no private garage</i> | | <i>60% of the lot frontage, to a maximum of 7.5 metres</i> |
| <i>Driveways for residential uses with five (5) or more dwelling units and non-residential uses:</i> | | |
| Single traffic lane for travel in one direction | 3 metres | 6 metres |
| Double traffic lane for travel in one or two directions | 6 metres | 9 metres |
| Double traffic lane for travel in one or two directions plus one or more dedicated turning lanes where required in accordance with an approved site plan | 9 metres | 16 metres |
| Driveways for Agricultural Uses | | |
| Driveways for farm access or agricultural lots with residential uses | 3 metres | 16 metres |

4. That, Map 'S2' 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 the By-law from Residential Low Density (R1B) Zone and Development (D) Zone to Institutional (I-256) Zone.
5. THAT, Map 'S2' and 'S5' to Schedule 'A' of Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning as shown on Schedule 'A' and 'A1' attached hereto from Development (D) Zone to Industrial Employment (M2-257) Zone.
6. That, Part 13 of Zoning By-law 2017-70 as amended, is hereby amended by adding the following to Part 13.2 and Table 29: Site-Specific Provisions:

| Site-Specific Provision # | Map # | Parent Zone(s) | Permitted Uses | Regulations |
|---------------------------|----------|----------------|---|---|
| 256 | S2 | I | As per the parent <i>zone</i> . | As per the parent zone, except: Permit the driveway, open space and existing sports fields located at the rear of the school. |
| 257 | S2 S5 | M2 | All permitted <i>uses</i> of the parent <i>zone</i> . | As per the parent zone including Class I Light Industrial Uses involving light manufacturing, processing of semi-manufactured goods or assembly of manufactured goods, that only involve indoor activities. |

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

READ A FIRST, SECOND AND THIRD
 TIME AND FINALLY PASSED THIS ____
 DAY OF _____, 2026.

 MAYOR CHERYL GANANN

 JUSTIN PAYLOVE
 MANAGER, LEGISLATIVE SERVICES/CLERK

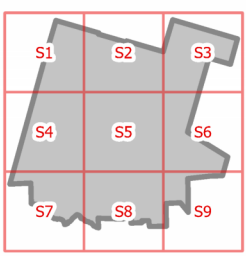
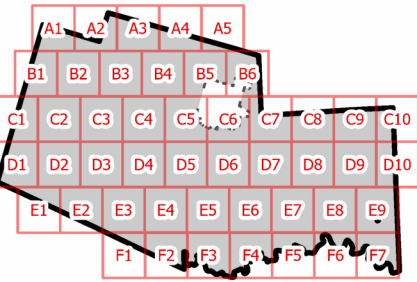
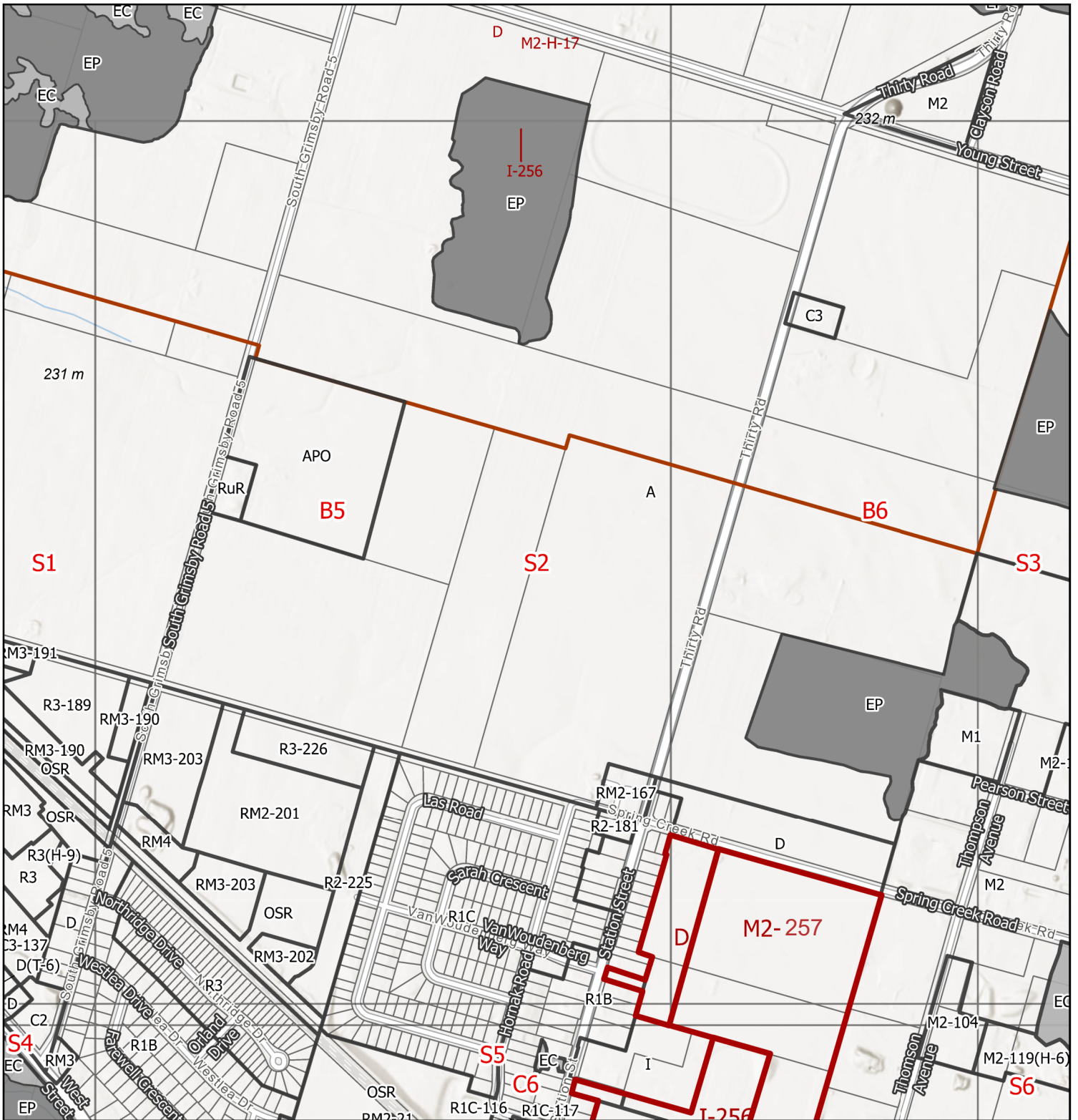
EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2026-XX

The Township's Comprehensive Zoning By-law 2017-70 was passed by the Council of the Corporation of the Township of West Lincoln on June 26, 2017. This By-law amends Zoning By-law 2017-70, as amended, to address issues and opportunities that have become apparent during implementation.

ZBA File: 1601-012-25 (Housekeeping By-law)

ZONING BY-LAW No.2017-70

SCHEDULE A



SCALE: 1:9,000

LEGEND

- ASSESSMENT_PARCELS
- WL_ZB_INDEX

ZONE

- OTHER
- EC
- EP
- SMITHVILLE BOUNDARY

MAP

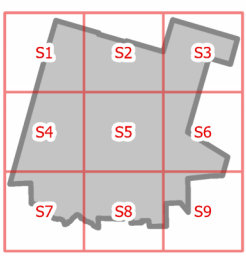
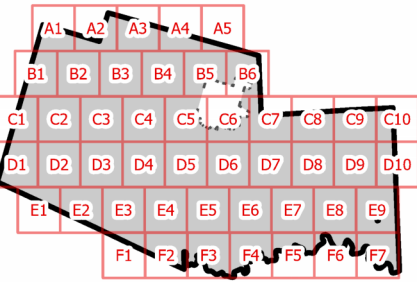
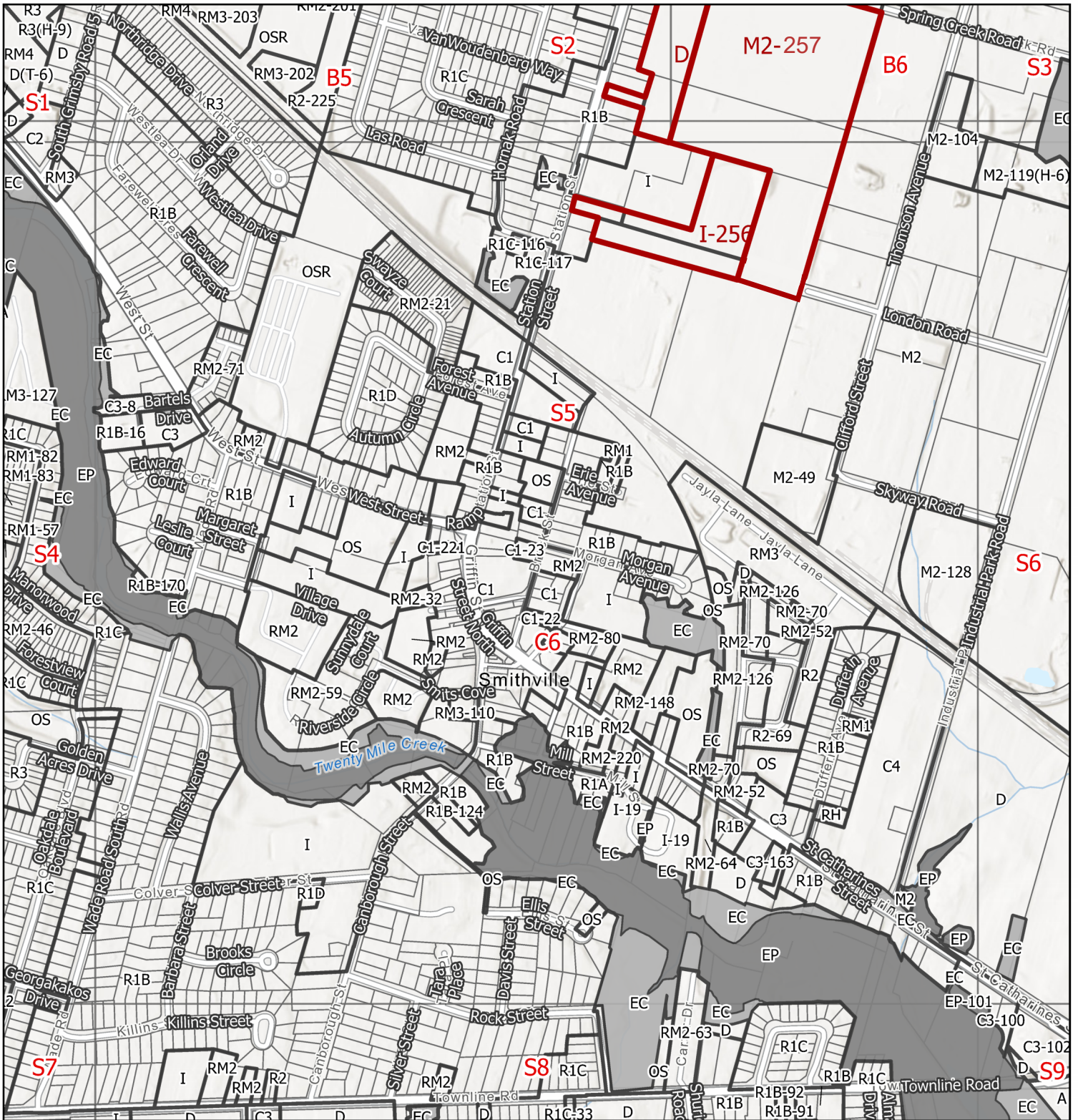
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DATE PRINTED: SEPT 2024

ZONING BY-LAW No.2017-70

SCHEDULE A



SCALE: 1:9,000

LEGEND

- ASSESSMENT_PARCELS
- WL_ZB_INDEX

ZONE

- OTHER
- EC
- EP
- SMITHVILLE BOUNDARY

MAP

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DATE PRINTED: SEPT 2024