

**TOWNSHIP OF WEST LINCOLN
INFRASTRUCTURE COMMITTEE
AGENDA**

MEETING NO. FOUR

Monday, May 4, 2026, 7:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Pages

1. CHAIR - Councillor William Reilly

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

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

2. LAND ACKNOWLEDGEMENT STATEMENT

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

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

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

There are no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

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

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

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

7. COMMUNICATIONS

7.1 ITEM IC11-26

4

Director, Infrastructure (Mike DiPaola)

Re: Memo - Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3)

RECOMMENDATION:

1. That the memo regarding Niagara Region Report PW 10-2026 - Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3) be received; and
2. That the Mayor and Clerk be authorized to execute the Amending Agreement (Amendment 3) to the Niagara Region Courts Inter-Municipal Agreement to continue the Red Light Camera (RLC) program.

8. STAFF REPORTS

8.1 ITEM IC12-26

13

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

Re: Recommendation Report I-10-2026-Winter Operations Summary Report

RECOMMENDATION:

1. That, Recommendation Report I-10-2026, titled "Winter Operations Summary Report", dated May 4, 2026, be received; and,
2. That, Administration develop a snow fence program for

consideration in the 2027 Budget; and,

3. That, Council approve an amending By-law such as the one attached as Schedule "B" to authorize the Director, Infrastructure to declare and terminate Significant Weather Events.

8.2 ITEM IC13-26

25

Manager, Capital Design and Delivery (Ray Vachon)

Re: Recommendation Report I-09-2026- South Grimsby Road 5

Reconstruction and Spring Creek Road Extension Engineering Services

RFP Award (OPR 2025-05)

RECOMMENDATION:

1. That Recommendation Report I-09-2026, titled "South Grimsby Road 5 Reconstruction and Spring Creek Road Extension Engineering Services RFP Award (OPR 2025-05)", dated May 4, 2026, be received; and,
2. That Council awards the RFP submission to GEI Consultants Canada for the detailed design engineering services, in the amount of \$161,913.00 (excluding HST); and,
3. That the total project expenditure of \$250,000.00 be approved for this project; and,
4. That a by-law be adopted to authorize the Mayor and Clerk to sign an agreement with GEI Consultants Canada for the engineering services.

9. OTHER BUSINESS

9.1 ITEM IC14-26

Members of Council

Re: Other Business Items of an Informative Nature

10. NEW BUSINESS

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

11. CONFIDENTIAL MATTERS

There are no confidential matters.

RECOMMENDATION:

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

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

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

Infrastructure Department
Memorandum

To: Infrastructure Committee
From: Mike DiPaola, Director, Infrastructure
Date: May 4, 2026
Subject: Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3)

Niagara Region has circulated Report PW 10-2026 requesting that the 12 local area municipalities approve Amendment 3 to the Niagara Regional Courts Inter-Municipal Agreement (NRCIMA) to facilitate the continued operation of the Red Light Camera (RLC) program.

The current agreement is set to expire in September 2026, and the proposed amendment would extend the term by three years to September 2029, while also reflecting the discontinuation of the Automated Speed Enforcement program in accordance with provincial legislative changes.

All other terms of the agreement, including the apportionment of costs and revenues, remain unchanged, with any net revenues to be shared equally between the Region and municipalities, and reinvested into road safety initiatives.

Niagara Region has requested that municipalities consider this matter by May 31, 2026, and Council authorization is required to permit the Mayor and Clerk to execute Amendment 3. The resolution is as follows:

“That Niagara Region Report PW 10-2026 - Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3) BE RECEIVED and that the Mayor and Clerk BE AUTHORIZED to execute the Amending Agreement (Amendment 3) to the Niagara Region Courts Inter-Municipal Agreement to continue the Red Light Camera (RLC) program.”

Please see Niagara Region Report PW 10-2026 for your consideration.

Thank you.

Sincerely,



Mike DiPaola, P.Eng.
Director, Infrastructure

March 27, 2026

CL 6-2026, March 26, 2026
PWC 3-2026, March 10, 2026
PW 10-2026, March 10, 2026

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3)
PW 10-2026

Regional Council, at its meeting held on March 26, 2026, passed the following recommendations of its Public Works Committee:

That Report PW 10-2026, dated March 10, 2026, respecting Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3), **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That an extension to the term of the existing Amending Agreement to the Niagara Region Courts Inter-Municipal Agreement (NRCIMA) (being Amendment 2 dated October 13, 2022) of 3 years **BE APPROVED** for purposes of continuing the Red Light Camera (RLC) Program as described in Report PW 10-2026;
2. That the extension agreement (being Amendment 3 to the NRCIMA) **BE PREPARED** in a form satisfactory to the Director of Legal and Court Services, including amendments necessary to reflect the conclusion of the Automated Speed Enforcement program in accordance with legislative changes as described in Report PW 10-2026;
3. That the Regional Chair and Regional Clerk **BE AUTHORIZED** to execute the Amending Agreement (Amendment 3) to the NRCIMA once finalized, subject to approval by all 12 local area municipalities; and
4. That this report **BE CIRCULATED** to the 12 local area municipalities and that the 12 local area municipalities **BE REQUESTED** to approve the execution of the Amending Agreement (Amendment 3) to the NRCIMA to continue the Red Light Camera (RLC) program.

A copy of Report PW 10-2026 is enclosed for your reference.

Yours truly,

A handwritten signature in black ink, appearing to read "Ann-Marie Norio". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Ann-Marie Norio

Regional Clerk

rh

CLK-C 2026-030

cc: F. Tassone, Director, Transportation Services
S. Fraser, Associate Director, Transportation Planning
L. De Angelis, Commissioner, Public Works
K. Ward, Executive Assistant to the Commissioner, Public Works

Subject: Extension of the Niagara Regional Courts Inter-Municipal Agreement (Amendment 3)

Report to: Public Works Committee

Report date: Tuesday, March 10, 2026

Recommendations

1. That an extension to the term of the existing Amending Agreement to the Niagara Region Courts Inter-Municipal Agreement (NRCIMA) (being Amendment 2 dated October 13, 2022) of 3 years **BE APPROVED** for purposes of continuing the Red Light Camera (RLC) Program as described in Report PW 10-2026;
2. That the extension agreement (being Amendment 3 to the NRCIMA) **BE PREPARED** in a form satisfactory to the Director of Legal and Court Services, including amendments necessary to reflect the conclusion of the Automated Speed Enforcement program in accordance with legislative changes as described in Report PW 10-2026;
3. That the Regional Chair and Regional Clerk **BE AUTHORIZED** to execute the Amending Agreement (Amendment 3) to the NRCIMA once finalized, subject to approval by all 12 local area municipalities; and
4. That this report **BE CIRCULATED** to the 12 local area municipalities and that the 12 local area municipalities **BE REQUESTED** approve the execution of the Amending Agreement (Amendment 3) to the NRCIMA to continue the Red Light Camera (RLC) program.

Key Facts

- The purpose of this report is to seek Council's approval of an extension to the current amendment to the NRCIMA to continue the RLC program as part of the Region's broader Vision Zero Road Safety initiative.
- The three-year term of the NRCIMA amendment adopted at the launch of RLC and Automated Speed Enforcement (ASE) to support the financial sustainability of those programs will conclude in September 2026.
- The proposed Amendment extends the term by 3 years to September 2029 and recognizes the conclusion of the ASE program as a result of legislative changes.

- All other terms of the agreement remain unchanged, including the apportionment of costs and revenues.
- Preliminary RLC results indicate a moderate reduction in serious collision types and a 29.4% decrease in the number of tickets issued monthly from 2024 to 2025.
- The proposed 3-year extension (Amendment 3) will allow staff to continue operating the RLC program based on the existing terms as previously approved by Regional Council and the 12 local area municipalities and further evaluate its safety benefits as part of the Vision Zero Road Safety initiative.

Financial Considerations

The proposed extension agreement (being Amendment 3 to the NRCIMA) remains unchanged as it relates to the apportionment of revenues and costs, known as net revenues. Net revenues are shared equally with 50% allocated to the local area municipalities and 50% allocated to the Region. In the event that net revenues result in a deficit position, meaning revenues do not cover the costs to administer the programs, the Region will cover these costs until such time that net revenues are realized. At that time, any deficits resulting from previous years will first be deducted before determining any net distribution. Any net revenues resulting from the RLC program must continue to be reinvested into road safety programs.

Specifically, for the RLC program, the 2026 budget to administer the program through both Court Services and Transportation Services has been adjusted to reflect zero net revenues. Further analysis will be completed as more information becomes available regarding the RLC program and will be utilized to support the budget process for 2027 and the 2028/2029 multi-year budgets.

Analysis

NRCIMA Background

The Niagara Regional Court Intermunicipal Agreement (NRCIMA) was first approved in 2000, as a result of the transfer of the Provincial Offences Court from the Province to the Region, reflecting that the Region would undertake the court administration, support and prosecution programs, and operation of Provincial Offences Court on behalf of all municipalities in Niagara.

In 2022, an amendment to the NRCIMA (Amendment 2) was approved to reflect the introduction of RLC and ASE charges. This amendment recognized that the resources and costs to implement and operate these two programs are unique and are to be

tracked and reported separately from those for base Courts Services charges to support reinvestment of program revenues into road safety initiatives. The amendment also provided a financial framework that recognized the significant upfront investment by the Region to launch the program, while allowing for net revenue sharing with the local area municipalities.

This Amendment (Amendment 2) is currently in effect, covering a three-year term from September 2023 to September 2026. This term began with the issuance of the first ASE tickets in September 2023.

NRCIMA Amendment 3

With the upcoming conclusion of the current amendment term (Amendment 2) in September 2026, an extension is required to support the ongoing operation of the RLC program on the existing terms as previously approved by the 12 local area municipalities and the Region.

The proposed amendment (NRCIMA Amendment 3) will:

- Extend the term of the existing amendment by 3 years to September 2029; and
- Add references to recognize the conclusion of the ASE program in November 2025 as a result of legislative changes. In accordance with Bill 56, the “Building a More Competitive Economy Act”, which eliminated the authority of municipalities to operate ASE effective November 14, 2025, the amendment will recognize that no new ASE charges will be issued as of that date, however any ASE charges issued prior to that date will continue to be processed in accordance with the agreement.

All other terms of the agreement remain unchanged, including the apportionment of costs and revenues. Collected fines will be used first to cover program costs as defined in Amendment 2. If collected fines are more than program costs, net fines will be distributed “50/50” between the Region and local area municipalities for re-investment in road safety initiatives.

Approval Process

As the NRCIMA is a joint agreement between the Region and the 12 local area municipalities regarding the operation of Niagara Courts, all 13 parties must approve the proposed Amendment 3. This report seeks the Region’s initial approval of Amendment 3.

Subject to Regional Council approval, the report and draft Amendment 3 will be circulated to the 12 local area municipalities for their respective review and approval. Transportation and Legal Services staff will support local area municipality staff through this process and attend local Council meetings as required.

Subject to approval by all 12 local area municipalities, Amendment 3 will be finalized and executed on behalf of the Region in accordance with this report.

Red Light Camera Program

RLCs detect and capture images of vehicles entering an intersection when the traffic signal is red. They help reduce severe collision types such as angle and head-on collisions at signalized intersections, as one component of the Region's broader Vision Zero Road Safety initiative. 10 RLCs are currently in operation at signalized intersections across the region.

Parallel report PW 9-2026 provides detail on the safety benefits of the program to-date including a moderate decrease in the serious head-on and angle collision types RLCs are intended to prevent and a 29.4% reduction in the number of tickets issued monthly (329 in 2024 to 232 in 2025). This indicates a reduction in red-light running at RLC equipped intersections.

Staff recommend the continuation of the program based on these results. The extension of the program will allow for the collection of additional data to support future consideration of expansion of the program in collaboration with the LAMS.

Staff will return to Council with any future recommendations for expansion, which would occur in alignment with the NRMCA amendment if approved.

Alternatives Reviewed

Do Not Approve the Amendment (Not Recommended)

This is not recommended as the financial viability of the program is based on the Region's ability to recover program costs from collected fines, as authorized by the proposed Amendment.

Relationship to Council Strategic Priorities

The overall Vision Zero Road Safety initiative is an identified action under the 'Equitable Region' strategic focus area. The Equitable Region focus is to "provide opportunities for

a safe and inclusive Niagara by listening and responding to our community needs and planning for future growth”.

Other Pertinent Reports

- [PW 16-2025 - Vision Zero Road Safety Strategic Plan](#)
<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=dc06e20b-31d1-4a80-9252-b606a4e5689f&Agenda=Merged&lang=English&Item=13&Tab=attachments>
- [PW 11-2023 - Implementation of Red Light Cameras \(RLC\) Across Niagara Region](#)
<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=16e110c9-712b-4fbe-9436-07c97c48c1ab&Agenda=Merged&lang=English&Item=12&Tab=attachments>
- [CSD 81-2020 – Amending Agreement to the Niagara Region Inter-Municipal Agreement](#)
<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=0d5b3b54-9efd-4103-a0bb-84a45a69f24d&Agenda=Agenda&lang=English&Item=14&Tab=attachments>
- [PW 64-2019 - Vision Zero Road Safety Program](#)
<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=277bcf05-71ce-4d77-867e-5e839b3f87be&Agenda=Agenda&lang=English&Item=13&Tab=attachments>
- [PW 36-2019 – Red Light Camera](#)
<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=5a991a11-6ca0-4f35-b766-37bd8f2814fd&Agenda=Agenda&lang=English&Item=14&Tab=attachments>

Prepared by:

Frank Tassone, C.E.T.
Director, Transportation Services
Public Works

Recommended by:

Lisa De Angelis, RPP, P. Eng.
Commissioner Public Works
Public Works

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Morgan Young, Legal Counsel; Miranda Vink, Associate Director Court Services; Scott Crocco, Senior Legal Counsel Litigation; Peter Vujic, Manager Road Safety; Taimur Usman, Project Manager Road Safety; and reviewed by Frank Tassone, Director Transportation Services; Jason Misner, Communications Consultant, Brian McMahon, Program Financial Specialist; Renee Muzzell, Associate Director Program Financial Support; and Donna Gibbs, Director Legal and Court Services.

DATE: May 4, 2026

REPORT NO: I-10-2026

SUBJECT: Winter Operations Summary Report

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

OVERVIEW:

- The 2025–2026 winter season included a range of weather conditions typical of variable Ontario winters.
- These conditions required repeated winter maintenance responses across both urban and rural areas, placing sustained demand on staff, equipment, and material resources throughout the season.
- While overall service levels were maintained, the season identified opportunities to improve operational resilience, particularly related to rural snow drifting, staffing and call-in coverage during peak periods, and material supply pressures during periods of high demand.
- Winter operations were delivered in accordance with the Municipal Maintenance Standards, and no Significant Weather Events were declared during the 2025–2026 season.
- This Report provides a summary of key winter metrics, outline the primary operational challenges experienced, and present recommended improvements to enhance service reliability and preparedness for future winter seasons.

RECOMMENDATION:

1. That, Recommendation Report I-10-2026, titled “Winter Operations Summary Report”, dated May 4, 2026, be received; and,
2. That, Administration develop a snow fence program for consideration in the 2027 Budget; and,
3. That, Council approve an amending By-law such as the one attached as Schedule “B” to authorize the Director, Infrastructure to declare and terminate Significant Weather Events.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1

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

Theme # 4

- **ADVANCE** – organizational capacity and effectiveness

BACKGROUND:

The purpose of this report is to provide Council with a summary of winter operations for the 2025 – 2026 season, highlight key operational challenges, and outline recommended improvements to enhance service delivery, risk management, and operational readiness for future winter seasons.

CURRENT SITUATION:

1. Overview of 2025-2026 Winter Season

The 2025 -2026 winter season was characterized by a total of 51 winter events, including snow accumulation events, freezing rain, and drifting / blowing snow conditions.

Key Metrics:

- Total Winter Events: 51
- Total Snowfall: 140cm
- Number of Plow Deployments: 12
- Salt Usage: 1100 Tonnes
- Sand usage 6200 Tonnes

Total Winter Events:

- Represents the total number of individual weather events that required a winter operations response. A winter event is defined as any occurrence of snow accumulation, freezing rain, or significant drifting/blowing snow conditions that necessitate deployment of staff and equipment to maintain safe road and sidewalk conditions. Multiple precipitation periods within a short timeframe may be grouped and recorded as a single event where operational response is continuous.

Total Snowfall:

- Represents the cumulative amount of snow (in centimeters) recorded over the winter season. Snowfall totals are based on available meteorological data from nearby weather stations and/or Township observations and provide an overall indication of winter severity and workload.

Number of Plow Deployments:

- Represents the total number of full deployment cycles where snowplow operators

and equipment were mobilized to respond to winter conditions. A deployment typically includes dispatching all or a majority of available resources to clear roads and maintain service levels in accordance with the Township's Minimum Maintenance Standards. The Township is broken up into different plow routes, as shown in Schedule A.

The Township applies two forms of winter control materials. These include Road Salt (sodium chloride) and Sand/Salt mixture of 5 parts sand to 1 part salt. Road Salt is used strictly within the urban area of Smithville, due to higher traffic volumes and higher expectations of road conditions. The Sand/Salt mixture is used in the rural areas due to lower traffic volumes, open areas susceptible to blowing/drifted snow, and potential salt vulnerable farming areas.

During this winter season the province experienced a salt shortage, making it difficult for municipalities to retain salt stocks even while under a formal contract with a supplier. The Township worked alongside the other municipalities throughout the Region to share supplies when able, to ensure every municipality could meet minimum maintenance standards this winter season.

Winter events were generally concentrated in the months of December to March, with notable impacts from high winds contributing to drifting snow conditions.

2. Operational Challenges

2.1 Blowing and Drifting Snow

A significant operational challenge this season was blowing and drifting snow, particularly in rural and open areas. High wind conditions resulted in repeated accumulation on cleared roadways, increasing the frequency of required plowing and extending response times.

These conditions can reduce roadway visibility, create hazardous driving conditions, and increase operational costs due to repeated mobilization of staff and equipment.

Proposed Solution – Snow Fence Program (2027 Budget Considerations)

To mitigate the impacts of blowing and drifting snow, Administration are proposing the future implementation of a snow fence program, to be considered as part of the 2027 Budget process.

Snow fences are an effective option to:

- Reduce snow drifting onto roadways
- Improve visibility for motorists
- Reduce the frequency of plowing operations
- Enhance overall road safety in rural areas

Administration will undertake a review to identify priority locations and develop cost estimates for Council consideration as part of the 2027 Budget process.

2.2 Staffing and Coverage

Maintaining adequate staffing levels during peak snow event periods, particularly in the month of December, was identified as a challenge. Competing demands, holiday schedules, and workforce availability created gaps in call-in coverage during critical response periods.

Administrative Response – Overtime Bank Process Improvements

To address staffing challenges, administration will be making changes to the overtime bank/call-in process to ensure consistent and reliable winter operations coverage.

Key objectives include:

- Ensuring sufficient on-call staff availability throughout the winter season
- Strengthening coverage during high-demand periods (particularly December)
- Providing operational flexibility to respond to prolonged or consecutive winter events

Any necessary overtime bank process improvements will be implemented administratively as deemed appropriate and incorporated into the Collective Bargaining Agreement, where required.

2.3 Material Supply and Salt Shortages

During the 2025-2026 winter season, the availability of road salt presented a potential operational risk, particularly during periods of high demand and regional supply constraints.

The Township currently applies winter materials based on road classification and service levels. In urban areas, straight salt is primarily used to achieve rapid melting and maintain bare pavement conditions in higher traffic environments. In rural areas, a sand/salt mixture (typically 5:1) is applied. This approach provides improved traction on lower-volume roads while reducing overall salt usage, managing costs, and limiting environmental impacts.

Proposed Solution – Material Application Flexibility

To mitigate the risk of salt shortages, administration will implement a flexible material application approach during salt supply-constrained periods.

Key objectives include:

- Reducing reliance on straight salt during shortage conditions
- Maintaining safe driving conditions through increased use of sand/salt mixtures
- Prioritizing available salt supplies for critical routes and high-volume urban areas

In the event of a salt shortage, operations will transition to a sand/salt mixture within urban areas as necessary to extend available inventory while maintaining acceptable levels of service.

2.4 Gravel Road Conditions During Spring Thaw

Seasonal frost thaw conditions presented operational challenges on the Township's gravel road network. As frost exited the ground, increased moisture levels resulted in saturated road surfaces and weakened granular structure.

Under these conditions, standard grading operations are significantly less effective. Grader equipment is unable to properly reshape and compact the road surface when the material is saturated, often resulting in limited improvement and, in some cases, further disturbance of the roadway.

This led to the formation of potholes and surface irregularities that could not be fully corrected through conventional grading practices during the thaw period.

During periods of high saturation, operations staff focus on mitigating road deterioration through interim measures, including:

- Adding granular material to fill potholes and improve drivability
- Conducting limited grading where feasible to address the most severe surface issues

While these measures help maintain minimum service levels, they are not considered a long-term or efficient solution, as proper grading and compaction can only be achieved once the road base has sufficiently dried.

Proposed Solution – Post-Thaw Rehabilitation

To improve overall gravel road performance, administration will continue to prioritize:

- Monitoring road conditions during thaw periods to identify high-risk locations
- Scheduling comprehensive grading and reshaping activities once moisture levels allow
- Optimizing the use of granular material to minimize waste during saturated conditions

This approach recognizes the operational limitations during spring thaw while ensuring that resources are deployed effectively once conditions are suitable for proper road rehabilitation.

During spring thaw conditions, the Township typically experiences an increase in service requests and complaints related to gravel road conditions. Both Administration and Members of Council receive inquiries regarding potholes, rough driving surfaces, and the timing of repairs. While these concerns are understood, it is important to recognize that

operational effectiveness is directly influenced by ground and moisture conditions. As such, permanent and more effective repairs can only be completed once roadways have sufficiently dried to allow for proper grading and compaction.

3. Municipal Maintenance Standards (MMS) & Significant Weather Events

Under Ontario’s Municipal Maintenance Standards (MMS), municipalities have the ability to declare a “Significant Weather Event” when weather conditions meet defined thresholds.

A Significant Weather Event declaration is a formal notification that:

- Current or forecasted weather conditions (e.g., heavy snowfall, freezing rain, high winds) are expected to impact roadway maintenance standards
- The municipality is temporarily unable to meet prescribed maintenance timelines due to those conditions

This declaration does not reduce the standard of care, but rather:

- Acknowledges the severity of conditions
- Provides transparency to the public
- Allows municipalities to continue operations without being deemed non-complaint during extreme conditions

The Township did not declare a Significant Weather Event during the 2025–2026 winter season. While several municipalities across Niagara Region and the Greater Toronto Area exercised this provision in response to challenging conditions, staff were able to continue operations and respond within the requirements of the Municipal Maintenance Standards.

Proposed Solution – Delegated Authority

To strengthen administrative clarity and ensure alignment with legislative and governance best practices, it is recommended that Council amend the Director of Infrastructure Delegation of Authority By-law to explicitly include the authority to declare and terminate Significant Weather Events in accordance with Ontario’s Municipal Maintenance Standards.

Providing this delegated authority will:

- Ensure clear and documented authority for operational decision-making during time-sensitive and evolving weather events
- Support timely and consistent declarations without requiring Council involvement during emergency or after-hours situations
- Align the Township’s governance framework with practices adopted by other municipalities
- Reduce potential legal ambiguity by formally identifying the responsible authority within the organization

Establishing this authority is considered a proactive measure to support operational

readiness, transparency, and risk management in the event it is needed in the future.

FINANCIAL IMPLICATIONS:

The financial impact of winter operations varies annually based on weather severity, frequency of events, and material usage. To date, the 2026 winter season has resulted in typical expenditures related to labour, equipment operations, and winter materials, including salt and sand.

Currently, the winter control budget stands at 85% usage of it's total amount. Administration feel that the remaining budget will be sufficient for any future winter control events that take place in 2026. Any budget pressures experienced during the season were managed within the existing winter operations budget through standard monitoring and operational adjustments.

The proposed snow fence program will have future financial implications and is expected to require capital and/or operating funding beginning in 2027. Administration will report back with a budget allowance as part of the 2027 Budget process.

The recommended administrative improvements related to staffing and material application are not anticipated to have any direct financial impacts but rather are intended to improve operational efficiency and mitigate potential cost escalations during high-demand periods or material shortages. The proposed amendment to the Delegated Authority By-law has no financial impact.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Corporate Services Department, CAO, and the Clerks Office.

CONCLUSION:

The 2025-2026 winter season highlighted both the strengths of current operations and areas of improvement. By addressing challenges related to drifting snow, staffing coverage, salt and/or material shortages, and regulatory tools such as Significant Weather Events, the Township can continue to enhance service levels, improve public safety, and ensure operational resilience.

SCHEDULE(S)

SCHEDULE A – Township Plow Route Map

SCHEDULE B – Draft Amendment - Delegated Authority By-Law for declaration of Significant Weather Event

Prepared & Submitted by:

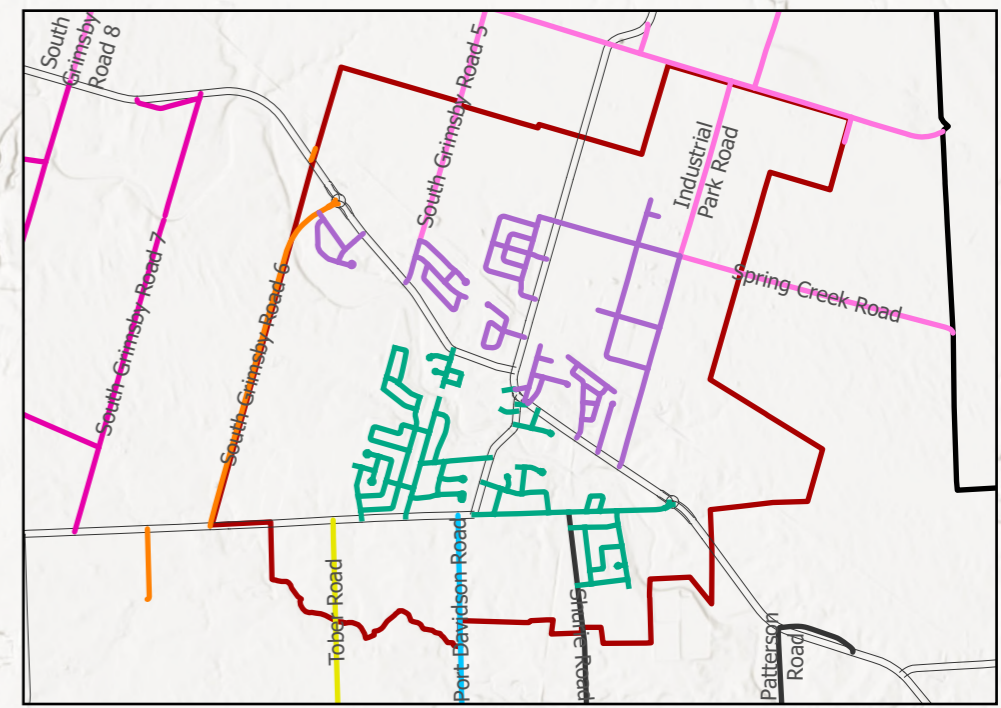
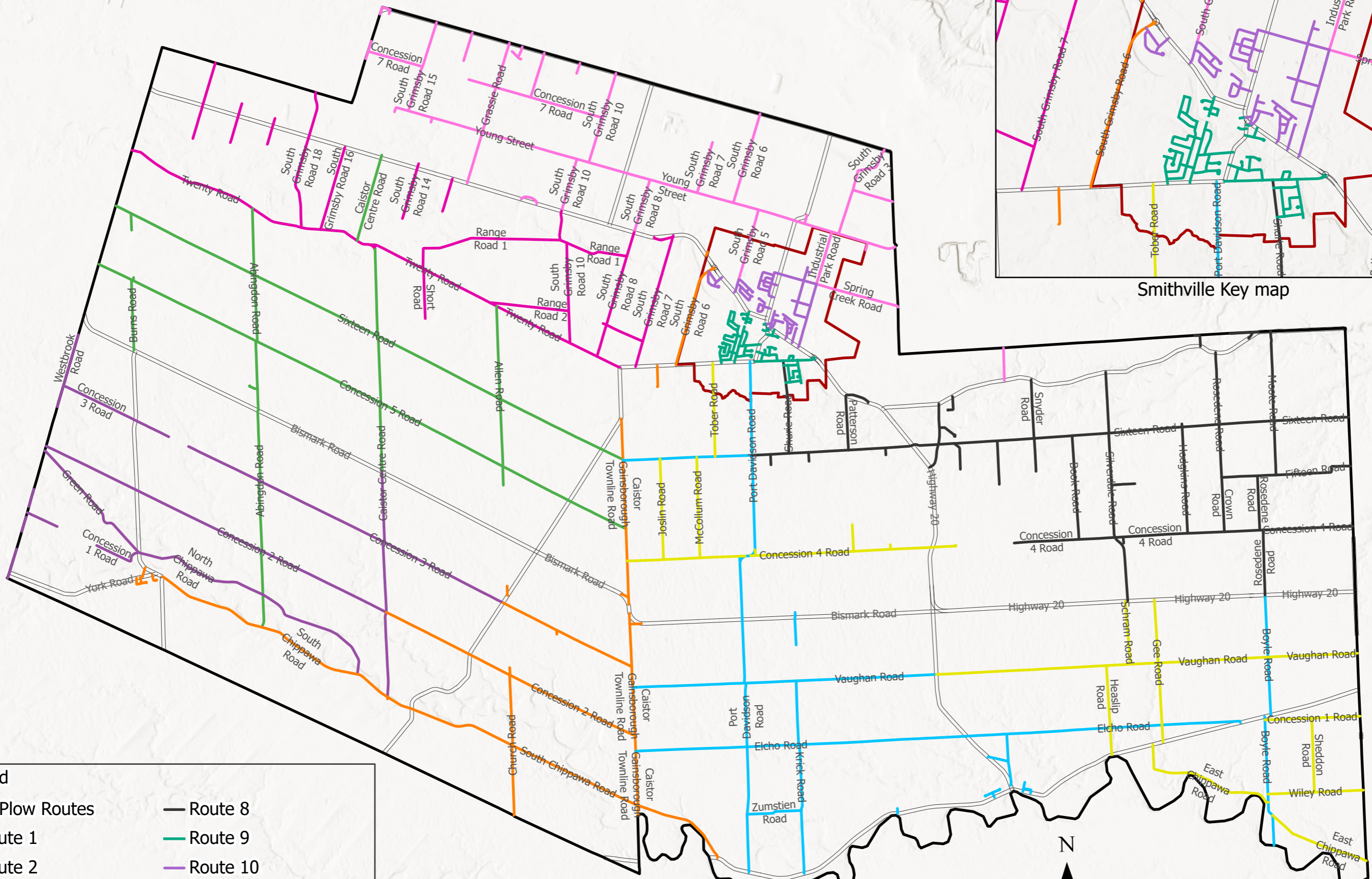
Approved by:

Mike DiPaola, P.Eng
Director, Infrastructure

Truper McBride
CAO

Tray Benish
Manager, Operations

WEST LINCOLN SNOW PLOW ROUTE MAP



Smithville Key map

Legend

Snow Plow Routes

- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 6
- Route 7
- Route 8
- Route 9
- Route 10

West Lincoln Boundary
 Smithville Boundary
 Regional Road

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2026-XX

A BY-LAW TO AMEND SCHEDULE “B” OF BY-LAW 2025-02 DELEGATE POWERS AND DUTIES TO OFFICERS, TO INCLUDE THE DECLARATION AND TERMINATION OF WINTER EVENTS

WHEREAS the Township of West Lincoln has adopted By-law No. 2025-02, being a By-law to delegate powers and duties to officers, employees and agents of the corporation of the Township of West Lincoln;

WHEREAS the Township of West Lincoln considers it desirable and necessary to amend Schedule “B” of By-law No. 2025-02, Delegate Powers and Duties to Officers, to include the ability for the director of Infrastructure to declare and terminate Significant Winter events.

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

1. That By-law No. 2025-02, being a By-law to delegate powers and duties to officers, employees and agents of the corporation of the Township of West Lincoln be amended by adding the ability to Declare and Termination Significant Winter Events to Schedule “B” – Director of Infrastructure.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25 DAY OF MAY 2026.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

Schedule "B": Delegated Municipal Powers and Duties

	Delegation	Delegate	Limitation
OPERATIONS OFFICE			
Director, Operations/Infrastructure			
1	Negotiate, enter into and execute agreements for the purposes of implementing approved capital infrastructure projects in accordance with purchasing policy limits.	Director, Infrastructure	Capital project approved by Council and alignment with purchasing by-law. In consultation with Corporate Services (Finance) and subject to Legal review.
2	Authority to delegate power to close a highway temporarily or approve and implement temporary road closures.	Director, Infrastructure	Importance of internal processes, reporting requirements, and communication to Council, emergency services, and the general public.
3	Authority to issue permits for the use and occupation of a municipal right of way, easement or portion thereof, including the modification of municipal infrastructure on public or private lands (with a Township easement), and enable fees for such permits.	Director, Infrastructure	Subject to the fees as set by the Consolidated Fees By-Law.
4	Authority to approve and issue permits for operational aspects of commercial filming on municipal property, including roadways, including the use of special effects, hours of filming, and enable fees for such permits.	Director, Infrastructure	Subject to the fees as set by the Consolidated Fees By-Law. Importance of internal processes and communication to Council and emergency services prior to permit approval.
5	Authority to approve and implement Traffic control measures in new subdivisions	Director, Infrastructure	By-Law 89-2000, A By-Law to Provide for the Regulation of Traffic and Parking on Township roads, to be updated and submitted to Council.
6	Negotiate, approve and execute Municipal Consent and Public Utility Franchise Agreements.	Director, Infrastructure	In consultation with Corporate Services (Finance) and subject to Legal review.

7	Authority to sign and approve Consolidated Linear Infrastructure – Environmental Compliance Approval (CLI-ECA) applications, pursuant to an agreement with the Ministry of Environmental Compliance (MECP) under the Transfer of Review (TOR) Program.	Director, Infrastructure	The approver must be a Professional Engineer who has not been involved with the design of the subject infrastructure.
8	Negotiate, approve, and execute boundary road maintenance agreements, including renewals and amendments of such agreements.	Director, Infrastructure	Consultation with Corporate Services (Finance) and subject to Legal review.
9	Negotiate, approve, and execute cost sharing agreements on capital projects with neighboring municipalities, upper tier municipalities, rail authorities, or public utilities (e.g., gas, hydro, telecommunications.)	Director, Infrastructure	Subject to Legal review. Subject to an approved Township budget allocation for the Township's share of the costs.
10	The authority to execute a permission to enter with private property owners to have access to, or to encroach on, land owned by others for Township purposes associated with municipal infrastructure improvement work.	Director, Infrastructure	Importance of risk management review and subject to Legal review.
11	The authority to review and execute Memorandums of Understanding (MOUs) with municipalities, including Niagara Region, and government agencies related to the operation and maintenance of municipal infrastructure.	Director, Infrastructure	Importance of risk management review and subject to Legal review.
12	The authority to declare and terminate Significant Weather Events.	Director, Infrastructure	In accordance with Ontario's Municipal maintenance Standards regulations.

DATE: May 4, 2026

REPORT NO: I-09-2026

SUBJECT: **South Grimsby Road 5 Reconstruction and Spring Creek Road Extension Engineering Services RFP Award (OPR 2025-05)**

CONTACT: Ray Vachon, C.E.T., Manager, Capital Design and Delivery

OVERVIEW:

- Council approved the respective Capital Budgets of \$150,000.00 for South Grimsby Rd 5 reconstruction, and \$300,000.00 for Spring Creek Rd extension, to complete the engineering services for detail design, tendering, and construction administration and inspection.
- Administration circulated a Request for Proposal (RFP) on February 24, 2026, on the Townships Bids & Tenders site. On the closing date of March 19, 2026, nine (9) proposals were received.
- To award this assignment on a value for money basis, Administration evaluated all nine (9) RFP submissions on March 27, 2026, based on the criteria indicated in the document, and a total score was calculated for each proponent.
- Administration recommends awarding this assignment to GEI Consultants Canada., to complete the detailed design phase of this project, in the amount of \$161,913.00 (excluding HST), for a total estimated project cost of \$250,000.00 which includes geotechnical work, a project contingency, and non-recoverable HST.

RECOMMENDATION:

1. That Recommendation Report I-09-2026, titled “South Grimsby Road 5 Reconstruction and Spring Creek Road Extension Engineering Services RFP Award (OPR 2025-05)”, dated May 4, 2026, be received; and,
2. That Council awards the RFP submission to GEI Consultants Canada for the detailed design engineering services, in the amount of \$161,913.00 (excluding HST); and,
3. That the total project expenditure of \$250,000.00 be approved for this project; and,
4. That a by-law be adopted to authorize the Mayor and Clerk to sign an agreement with GEI Consultants Canada for the engineering services.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

BUILD – a safe, connected, caring and active community.

Theme #2

CHAMPION – Strategic and responsible growth.

BACKGROUND:

The South Grimsby Road 5 Reconstruction and Spring Creek Road Extension project is required to support existing and future development within the Smithville urban area. The project includes the reconstruction of South Grimsby Road 5, upgrades to existing municipal servicing, and the extension of Spring Creek Road to improve connectivity and accommodate anticipated growth.

As part of the Township’s capital planning process, Council approved funding to commence the detailed design of this project through the 2024 and 2025 Capital Budgets, with \$150,000.00 and \$300,000.00 allocated respectively for engineering services. These funds were identified to advance the project from preliminary planning into detailed design, including utility coordination, approvals, and preparation of tender-ready documents.

Preliminary design work and background information for portions of the corridor have been completed through prior development-related studies and submissions. These materials provide a foundation for the detailed design phase but require further review, coordination, and refinement to ensure a fully integrated and constructible design.

The next phase of the project includes completion of detailed design, coordination with regulatory agencies and utility providers, and preparation of contract documents to facilitate future construction.

CURRENT SITUATION:

Administration issued the RFP on February 24, 2026, through the Township website and Bids & Tenders. A total of nine (9) submissions were received on the closing date of March 19, 2026.

In accordance with the RFP, submissions were evaluated using a combined technical and financial scoring methodology. Technical criteria included:

- Applicable Technical Expertise and Resources
- Team Strength and Leadership
- Same or Similar Project Experience

- Project Understanding
- Methodology / Work Plan
- Quality Assurance / Quality Control

Cost was evaluated separately and combined with the technical score to determine an overall ranking.

The results of the evaluation are summarized below:

Proponent	Total Score
GEI Consultants Canada	840
Urban & Environmental Management Inc.	818
Associated Engineering (Ont.) Ltd.	800
Upper Canada Consultants	787
MTE Consultants	775
Concept Dash Inc.	755
Noveen Engineering Inc.	748
Aplin & Martin Consultants Ltd.	735
R.V. Anderson Associates Limited	668

GEI Consultants Canada did not submit the lowest cost proposal; however, their submission achieved the highest overall score through a stronger technical evaluation.

The evaluation identified that GEI demonstrated a more comprehensive understanding of the project requirements, including coordination with railway authorities, utility providers, and integration with existing and proposed infrastructure. Their proposal also provided a more detailed and structured methodology, along with a well-defined quality assurance and quality control program. Their proposal demonstrated a greater depth of experience on projects of similar scope and complexity, as well as a more robust approach to risk management and project delivery.

Given the complexity of the assignment, Administration determined that the additional technical strength provided by GEI Consultants Canada offers a higher level of confidence in successful project delivery and represents the best overall value to the Township.

It should be noted that this award is limited to the preliminary and detailed design, as well as the preparation of tender documents for the project. Construction administration and inspection services, although included within the RFP submission for evaluation purposes, will be awarded later as part of the construction tender award, subject to Council approval and future budget considerations. The fee structure submitted for construction administration and inspection services is to be held for a period of two (2) years from the

date of submission as per the RFP documents. Should construction occur beyond this timeframe, these services and associated fees may be subject to review and revision.

It should also be noted that a geotechnical investigation will be required to support the detailed design of the project. These services were not included within the scope of the consultant submissions and will be procured separately by the Township through a Request for Proposal at approximately the 30% design stage. The geotechnical consultant will work in coordination with the design consultant to assess subsurface conditions, inform trenchless design requirements, and support overall constructability. The assignment will also include the preparation of an Excess Soil Management Plan in accordance with Ontario Regulation 406/19, to ensure proper characterization, handling, and reuse or disposal of excavated materials. The cost of this work has been accounted for within the approved design budget.

FINANCIAL IMPLICATIONS:

Below are the total estimated project costs for the detailed design phase of this assignment:

GEI Consultants Canada – Preliminary & Detail Design	\$161,913.00
Geotechnical Investigation / Excess Soils	\$ 60,000.00
Contingency (10%+/-)	\$ 23,763.10
Net HST	\$ 4,323.90
Estimated Total Project Costs:	\$250,000.00

The total approved budget for this assignment is \$450,000.00; \$300,000.00 for Spring Creek Rd., and \$150,000.00 for South Grimsby Rd 5. The total estimate project cost for the detail design phase is \$250,000.00, as outlined above, and is within the approved budget.

The remaining balance of approved funds of \$200,000.00, should be carried forward for the future engineering fees related to construction administration and inspection at the time of construction, as originally intended.

INTER-DEPARTMENTAL COMMENTS:

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

CONCLUSION:

Administration recommends awarding the detail design engineering services assignment for the South Grimsby Road 5 Reconstruction and Spring Creek Road Extension project to GEI Consultants Canada at the upset limit of \$161,913.00 (excluding HST), with a total estimated cost of \$250,000.00.

Accordingly, Administration recommends that Council approve the award and authorize the execution of an agreement with GEI Consultants Canada.

SCHEDULE(S)

Schedule A – Project Location

Prepared & Submitted by:

Approved by:

**Ray Vachon, C.E.T.
Mangager, Capital Design& Delivery**

**Truper McBride
CAO**

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

Schedule 'A' – Location Plan

