

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