



Planning and Development Services

Prepared for: Council-in-Committee

Report: PBBS-49-2025

Meeting Date: July 7, 2025

1. Title

Bridgeburg North Secondary Plan Financial Agreement

2. Recommendations

That: Council approves Report PBBS-49-2025 regarding a financial agreement for the completion of the Bridgeburg North Secondary Plan with the Participating Landowner Group (PLG), and

That: Council directs Staff to bring the Financial Agreement and implementing by-law to the July 21, 2025, Council meeting for approval, and

That: Council amends the 2025 General Levy Operating Budget to include PBBS staffing costs of \$66,667 with grant funding from PLG.

3. Relation to Council's Corporate Strategic Plan

Priority: Sustainable and managed growth

Initiative: Manage growth in a responsible manner by updating the Official Plan and Secondary Plans that aligns with the community's ability to grow.

4. List of Stakeholders

Residents of the Town of Fort Erie
2627781 Ontario Inc (Richard Dekorte) B
BFC Lands Inc. (Mitch Williams)
2585908 Ontario Inc (Vaughn Gibbons)

5. Purpose of Report

To provide an information update on the status of the Bridgeburg North Secondary Plan and financial agreement.

6. Analysis

On April 11, 2022 Council approved Report [PDS-22-2022](#) to initiate the Bridgeburg North Secondary Plan (BNSP), but due to staff turnover, conflicting priorities, and limited financial resources the secondary plan has not been advanced.

The Participating Landowners Group (PLG) has expressed a desire to work with the Town to advance the BNSP for their lands, as outlined in Approach 2, in Report [PDS-80-2023](#), which is Town Led, and Developer Financed. As outlined in PDS-80-2023, the Town would maintain control over Secondary Plan exercises, and the PLG would be required to fund the process. As part of this approach the participating landowners would also be responsible to complete the background study work that will feed into the secondary planning process.

On November 4, 2024, Council received report [CS-10-2024](#) titled Development Charges (DC) Rates – Bill 185 Changes, which added the costs (\$675,000) of the Bridgeburg North Secondary Plan (item 5.1.5) to the DC By-law. The financial agreement would permit the PLG to advance the background studies at their costs and then get reimbursed once the Secondary Plan has been completed.

As part of the Secondary Plan process the following studies have been identified and scoped by Town Staff, the Niagara Region and Niagara Peninsula Conservation Authority and will be undertaken by the PLG; Functional Servicing Study, Transportation Impact Study, Land Use Compatibility Study; Land Use Concept and Population Statistics Breakdown, Oil and Gas Analysis, Phase 1 Environmental Site Assessment (ESA), Archaeological Assessment, Sub-watershed Study.

The financial agreement is also required to have the PLG pay (\$160,000 per 12 months) for the Town to hire an additional Senior Planning staff member for a 12-month period, to peer review the background studies, as required and coordinate the public engagement and policy development of the secondary plan. As per the agreement, the PLG is to provide the Town with a payment that represents a contribution of 100% of the estimated Town Staff Costs for a 12-month period. The Town's Human Resources department has advised that the estimated costs associated with the 12-month contract would be \$160,000, including wages and benefits. If the contract position remains vacant for 30 days or more (once the position has been filled), the PLG will not be responsible for the pro-rated staffing costs during the vacancy period.

The Financial Agreement also contains a clause that requires a Focus Group to be established to guide the Secondary Plan process, with representation from the PLG.

7. Financial, Staffing and Accessibility (AODA) Implications

Secondary Plans historically have been funded through DCs. The proposed financial agreement would allow the Participating Landowners Group (PLG) to upfront the costs of the secondary plan and then be reimbursed through DCs. The agreement contains a clause, that would require the Town to reimburse the PLG the Background Study Cost paid/incurred by the PLG, without interest, no later than one (1) year following the date of final approval (i.e., adoption by the Town) of the Secondary Plan. The amount reimbursed is to be the lesser of the actual cost as confirmed by Director, Planning, Building and By-law Services and the cost included in the Development Charge Background Study for the Development-Related Studies. The third motion, 'That Council amends the 2025 General Levy Operating Budget to include PBBS staffing costs of \$66,667 with grant funding from PLG', is being proposed to enhance the clarity and completeness of financial reporting by formally recognizing the anticipated 2025 expenditure and its associated funding source. i.e. a grant from the PLG.

8. Policies Affecting Proposal

The Town's Official Plan places strong emphasis on the Secondary Planning to achieve more detailed land use distribution and a "complete community" approach to providing long term growth management for the many Neighbourhoods in Fort Erie. Secondary Plans require alignment with Provincial Policy and Plans while attempting to balance local level context that is in the best interests of the residents, employers and natural environment.

9. Comments from Departments, Community and Corporate Partners

The Financial Agreement has been reviewed by Daniel & Partners LLP who advised that the Financial Agreement covers the necessary terms of such agreements and protects the Town financially and in terms of not fettering the discretion of Council.

The Town's Solicitor has also reviewed the agreement, and their comments have been incorporated into the agreement.

The Town's Corporate Services has been provided with a copy of the draft agreement, and they have advised that reimbursement of DCs is to align with the dates contained within the DC By-law, and since it is the PLG proposing a longer reimbursement date than the DC By-law time they are fine with that.

10. Alternatives

If Council is not supportive of entering into a Financial Agreement to have the PLG upfront the costs associated with the Secondary Plan and associated background studies, then Staff would look at bringing forward a future budget request for the Town to undertake the necessary works.

11. Communicating Results

There are no results to communicate at this time.

12. Conclusion

Finalizing the financial agreement for the Bridgeburg North Secondary Plan will advance more in-depth planning of this area within Fort Erie and will assist in accelerating the Town's community building goals.

If directed by Council, Staff will bring back the financial agreement and implementing by-law to July 21, 2025, Regular Council meeting for consideration.

13. Report Approval

Prepared by:
Aaron Hair, MCIP, RPP
Project Manager – Policy

Reviewed by:
Edward Terry, MCIP, RPP
Manager, Policy and Community Planning

Submitted by:

Anamika Dilwaria, M.A, M.Pl., MCIP, RPP, Dipl.M.M
Director, Planning, Building and By-law Services

Approved by:

Chris McQueen, MBA
Chief Administrative Officer

14. Attachments

Appendix 1 – Draft Financial Agreement