



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 8, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

Register in advance for webinar:
<https://us02web.zoom.us/j/85689648336?pwd=aMKUKnVLXTPREsMdvT2VHE0Wy2WBDB.1>

Meeting ID: 856 8964 8336
Passcode: 397673

Dial by your location
1 438 809 7799 Canada
1 587 328 1099 Canada
1 613 209 3054 Canada
1 647 374 4685 Canada
1 647 558 0588 Canada
1 778 907 2071 Canada

Find your local number: <https://us02web.zoom.us/j/85689648336?pwd=aMKUKnVLXTPREsMdvT2VHE0Wy2WBDB.1>

A G E N D A

DATE: April 8, 2025

MEETING: 7:00 PM

≠ Denotes resolution prepared

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of the Agenda ≠**
- 5. Disclosure of Conflict of Interest**
- 6. Consent Agenda ≠**
 - 6.1 February 11, 2025 Planning and Development Committee Meeting Minutes**
 - 6.2 2024 Council and Committee Year in Review**
- 7. Delegations**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 8, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

7.1. Specific Interest (Items Listed on the Meeting Agenda)

7.1.1. None

7.2. General Interest (Items Not Listed on the Meeting Agenda)

7.2.1. None

8. Notice of Public Meetings/Hearings

8.1. None

9. Reports

9.1. Land Division (Consents)

9.1.1. None

9.2. Zoning By-law Amendment Applications

9.2.1 None

9.3. Staff Reports

9.3.1. PDAC-2025-002 - 2022-2026 Committee Goals and Objectives

10. Correspondence

10.1. None

11. New Business

12. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: February 11, 2025

MEETING: 7:00 p.m.

The February 11, 2025 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:40 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Councilor John Sepulis, Chair
Kim McCarthy
Amanda Knight
Chris Pickard
Paul Sadhra

ABSENT:

None

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Mehul Safiwala, Jr. Planner

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-006:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Kim McCarthy



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Committee approves the February 11, 2025 PDAC Agenda as circulated; and

That the Committee approves the addition to the agenda as follows:

Consent Item 7.2 - Questions received from the Committee Members seeking additional information and the corresponding responses provided by staff regarding the February 11, 2025 Planning and Development Advisory Committee agenda.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

**7.1 Approval of the Minutes
January 14, 2025**

Resolution No. 2025-007:

Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Chris Pickard

That the Planning and Development Advisory Committee approves the Minutes from the meeting held January 14, 2025.

CARRIED

7.2 Other Consent Items

Questions received from the Committee Members seeking additional information and the corresponding responses provided by staff regarding the February 11, 2025 Planning and Development Advisory Committee agenda.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

Public Meeting – March 5, 2025 at 7:00 p.m.

9. REPORTS

None

9.1. LAND DIVISION (Consents)

None

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

9.2.1 – WDD Main Street Zoning By-law Amendment Application D14-WDD – 11 Main St, Township of Puslinch.

- **Kayly Robbins, Senior Planner, Weston Consulting, for the Applicant provided a presentation and overview of the application.**

Resolution No. 2025-008:

Moved by Committee Member Chris Pickard and
Seconded by Committee Member Amanda Knight

That report PDAC-2025-002 entitled Zoning By-law Amendment Application D14/WDD Request for the Committee's review and comments be received; and

That the Committee supports the application and provides the following comments for Council's consideration:

1. Land Use & Zoning Compliance

- **Township development standards are to be used during detail design plans**

2. Infrastructure & Services

- **How will the presence of ARUs & home businesses affect parking provisions in the future?**
- **Township consultant comments regarding water quality/quantity are to be addressed**
- **Fibre internet should be required for all homes in the subdivision**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

3. Environmental Considerations

- What is the most appropriate zoning of the Greenlands?
- Ensure existing fill meets quality for a residential development

4. Housing & Density

- School Boards are to be consulted to ensure space availability for children of families living in the area

5. Transportation & Walkability

- Proper sight lines be provided at Badenoch & Ochs Streets
- Clarify sidewalk requirements and who will be responsible to maintain
- Council to consider on-street parking and it should be planned for now

6. Public Spaces & Amenities

- Access to be provided to the wooded area to the south for recreation, hiking etc.
- Easy access from the development to the ball diamond area

7. Economic & Fiscal Impact

- Ensure taxes cover staff and maintenance

8. Community Input & Stakeholder Engagement

- Additional public meeting prior to subdivision approval

9. Legal & Procedural Compliance

- Support expanding the public notification area to 500m

10. Other

- Impact of construction on current residents and the road systems
- Ensure that any public comments/concerns are addressed prior to approval
- ARUs – ensure ARUs can be accommodated at the time of house purchase by ensuring facilities such window sizes, 2nd entrances, parking and septic options are available
- Township should consider renaming street(s) to a name with historical significance

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

9.3 Staff Reports

None

10. CORRESPONDENCE

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2025-009

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Kim McCarthy

That the Planning and Development Advisory Committee hereby adjourned at 8:33 p.m.

CARRIED.



2024 Puslinch Council and Committee Year in Review



Township of Puslinch Council

- Multiple **Township Park Upgrades** are now complete including the revitalization and beautification of the Puslinch Community Centre grounds, and a new play and shade structure at Boreham Park.
- The annual **Puslinch Community Guide & Business Directory** began in 2024, a free guide that is mailed to all residents. It is a one stop shop for all things Puslinch and is available for business owners to participate at no cost.



Heritage Advisory Committee

- The Committee supported the **designation of 35 priority properties** under the Ontario Heritage Act by preparing Statements of Cultural Heritage Value or Interest.
- The **Heritage Permit By-law** came into effect ensuring a clear process for property owners seeking to make changes to designated properties. This by-law streamlines the approval process.
- The **Heritage webpage** ([Puslinch.ca/Heritage](https://puslinch.ca/Heritage)) is revamped.



Recreation and Community Wellness Advisory Committee

- The Committee **increased awareness, revenue and usage** of Township facilities through an engagement survey and social media campaigns.
- Free weekly youth and parent and tot **drop-in gym times** were re-established.
- The Committee worked with Green Legacy Tree Planting Programme on a tree plan for **Boreham Park**. Over 100 trees are set to be planted in the Spring of 2025. All species are non-toxic and are chosen with the topography of the Park in mind.



Youth Advisory Committee

- Mayor Seeley and the Committee presented at Aberfoyle Public School during **Local Government Week** to broaden youth's knowledge about the important role local government plays in the community.
- The Committee **volunteered at multiple events** including the Puslinch Community Showcase and the Aberfoyle Fall Fair.



Committee of Adjustment and Planning and Development Advisory Committee

- The Committee of Adjustment approved 14 minor variance applications.
- The Planning and Development Advisory Committee made comments on 20 severance applications and 5 zoning by-law amendments.





REPORT PDAC-2025-002

TO: Planning and Development Advisory Committee

PREPARED BY: Lynne Banks, Development and Legislative Coordinator

PRESENTED BY: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: April 8, 2025

SUBJECT: 2022-2026 Planning and Development Advisory Committee Goals and Objectives - Update

RECOMMENDATIONS

That staff report PDAC-2025-002 regarding Terms of Reference and changes to The PDAC Committee Goals & Objectives be received for information; and

That Committee Member Kim McCarthy be appointed to the Planning and Development Advisory Committee Sub-Committee – Housekeeping Recommendations.

Purpose

The purpose of this report is to provide the Planning and Development Advisory Committee with a review of its updated Terms of Reference with consideration to the goal and objective process and the number of active goals and objectives and to appoint a Committee Member to the Housing keeping recommendation Sub-Committee.

Background

Council, at its November 6, 2024 meeting, directed staff to review the Terms of Reference for all Advisory Committees and bring back recommended changes to Council. The revised Planning and Development Advisory Committee Terms of Reference was approved by Council at its December 18, 2024 meeting. An updated Terms of Reference is included in Schedule “A” to this report.

The summary of the amendments to the Terms of Reference are as follows:

1. Section 6. c. SUBCOMMITTEES clarifies the committee will be limited to a maximum of two (2) goals or objectives at any given time. Goals and objectives referred by Council will be prioritized. This streamlining aims to help the committee manage workload capacity effectively, ensuring that current projects can be completed before additional

goals are introduced. Further it clarifies the subcommittee's leadership responsibilities for goals/objectives.

2. Section 8. PROCEDURES AND PROTOCOLS clarifies that Committee Members shall adhere to all of the Township's policies and procedures including the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.
3. Section 9. ABSENTEEISM clarifies Committee Members responsibility regarding attendance at meetings and to seek authorization should an extended absence be required.

In order to assist with the transition to Committees having a maximum of two active goals/objectives at one time, staff have developed a 2025 work plan for the Planning and Development Advisory Committee attached as Schedule "B" to this report.

The work plan lists all goals/objectives that are approved by Council and will identify which goals are active, and which goals are in-active and the anticipated completion of the goal/objective. These work plans are a living document and will be updated as goals/objectives are completed and added.

The Council Report also recommended that the Committee of Adjustment's goals/objectives be referred to the Planning and Development Advisory Committee, as the Committee of Adjustment is a quasi-judicial Committee and it would be more appropriate for all goals/objective to be completed by the PDAC as the Advisory Committee which has a mandate related to planning matters within the Township.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act, R.S.O. 1990, c. P.13

Planning and Development Advisory Committee Establishment By-law 2015-09

Attachments

Schedule "A" – Revised Planning and Development Advisory Committee Terms of Reference

Schedule "B" – 2025 Planning and Development Advisory Committee Goals and Objectives
Workplan

Schedule "C" – Committee Training Presentation



Schedule "A"

Township of Puslinch Council Planning & Development Advisory Committee Terms of Reference

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: December 18, 2024

1. ENABLING LEGISLATION

The Township's procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

The Planning & Development Advisory Committee (PDAC) was established through the adoption of By-law No. 2015-09.

2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to land use planning within the Township of Puslinch.

3. MANDATE

The PDAC advises Council in respect Zoning By-law Amendment Applications and Community Improvement Plan (CIP) applications to assist Council on decisions relating to these planning and development applications. The PDAC provides formal Township comments on all consent applications to the County of Wellington Land Division Committee. The PDAC membership serves as alternate Line Fence Viewers on behalf of the Township in accordance with the Line Fences Act, 1990. The PDAC Committee may provide recommendations to for housekeeping amendments to the Township's Zoning By-law or application process improvements including Minor Variance Applications.

In addition, the PDAC is responsible to provide a forum for the exchange of information and engagement with the community in respect to its mandate.



4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public;
3. Reviewing and commenting on County of Wellington Land Division applications;
4. Reviewing and commenting on Zoning By-law Amendment applications;
5. Participating in the Community Improvement Plan (CIP) process;
6. Evaluating and making recommendations to Council on site alteration applications where applicable;
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

5. TYPE OF COMMITTEE

Council Advisory Committee

6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

a. Composition

- i. The PDAC is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Development and Legislative Coordinator (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.



b. Roles and Responsibilities

- i. The Chair shall be the Councillor appointed to the PDAC and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

c. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the PDAC mandate and purpose but must report through the PDAC. The maximum membership on any subcommittee is no more than two (2).
- ii. The Planning and Development Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Planning and Development Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

d. Qualifications

a. Citizen Appointee with the following qualifications:

- i. Demonstrated commitment and interest in the municipality;



- ii. General knowledge of the Planning Act and the committee of adjustment process is considered an asset in addition to the following:
 - 1. Planning
 - 2. Real Estate
 - 3. Agriculture
 - 4. Building/Construction
 - 5. Legal
 - 6. Architecture
- iii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- iv. Resident of the Township of Puslinch for the duration of the term;
- v. At least 18 years of age;
- vi. Shall apply and be appointed by Council at the commencement of each new term

7. MEETING SCHEDULE

The Committee meets monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

8. PROCEDURES AND PROTOCOLS

The Township Planning and Development Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request



TOWNSHIP OF

PUSLINCH

est. 1850

the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.

Schedule "B"

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Housekeeping Amendment Recommendations - Minor Approvals Review	Chris Pickard & Amanda Knight	Active	Committee Recommendation	X	X	X	X	X	X						
Minor Variance Process Questionnaire	Chris Pickard & Amanda Knight	Active	Committee Recommendation	X	X	X									
Housekeeping Amendment Recommendations - Consent Approvals Review	Paul Sadhra & TBD	Inactive	Committee Recommendation							X	X	X	X	X	X

Committee Goals and Objectives

Committee of Adjustment and the Planning and
Development Advisory Committee



Setting Goals and Objectives

Committee Goals and Objectives



- The Committee's Goals and Objectives are set at the beginning of a new term to be approved/endorsed by Council
- If the Committee wishes to add a Goal/Objective at any point a detailed proposal must be provided to Council for approval
- A Standard Operating Procedure (SOP) has been created to assist Committee's in creating Goal/Objective Proposals

Implementing Goals and Objectives

Committee Goals and Objectives



- Council must approve Committee Goals and Objectives
- Goals and Objectives that require funding must be approved as part of the Annual Budget Process
- Goals and Objectives that require funding can not proceed until Council has approved funding through the budget approval process.

Committee Goals and Objectives



Goals and Objectives Council and Committee Reporting

- Initial report to Council for endorsement/approval of Goals and Objectives for the term
- One report at the beginning of each year updating Council on any requested additions to the Committee's Goals and Objectives
- One report at the end of each year updating Council of the progress of the Committee's Goals and Objectives
- A report regarding the Committee's progress on the Committee's Goals and Objectives will be brought to a Committee Meeting during the year



Questions?