

Heritage Committee
Monday, February 1, 2016
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order.
2. Declaration of pecuniary interest.
3. Approval of minutes from the last meeting (November 16, 2015) ≠
4. Matters arising from the minutes.
 - 4.1 Niska Bridge Cultural Heritage Landscape
 - 4.2 Black Bridge Cultural Heritage Landscape
 - 4.3 Heritage plaques and property research at the Wellington County Museum and Archives
 - 4.4 Puslinch Historical Society workshop
 - 4.5 Ontario Heritage conference
5. Heritage listing document update.
6. Zoning By-Law Amendment Applications.
 - 6.1 **6691 Ellis Road Puslinch.** –Stantec Consulting Ltd.-
Application for zoning By-Law Amendment –Application package, dated October 23, 2015 (attachment).
 - 6.2 **Amendment to zoning By-Law 19/85, 40 Brock Road South**
– Boom Boom Beauty Bar – Black Shoemaker, Robinson & Donaldson Limited – Planning Justification Report (attachment).
7. Correspondence.
 - 7.1 Celebrating 150 years – Canadian Treasure Tour (attachment).
 - 7.2 University of British Columbia – Online heritage workshops – 2016 – Email (attachment).

7.3 Lighthouse Press – Heritage Research Letter (attachment).

8. Puslinch Heritage Committee Goals and Objectives for 2016.

8.1 Adoption of Guidelines for Assessing Heritage Value

8.2 Heritage designations

9. Adjournment ≠

10. Next meeting Monday May 2, 2016 at 7:00 p.m.



Stantec Consulting Ltd.
49 Frederick Street, Kitchener ON N2H 6M7

October 23, 2015
File: 161660443

RECEIVED
Township of Puslinch
OCT 26 2015

Attention: Kelly Patzer
Development Coordinator
Township of Puslinch
7404 Wellington Road 34,
Guelph ON

Dear Ms. Patzer,

Reference: Application for Zoning By-Law Amendment – 6691 Ellis Road, Puslinch

On behalf of our Client Mr. Brad Coles – Owner of Label It! please accept this letter and supporting documents as a formal and complete application for Zoning By-Law Amendment.

The Zoning By-Law Amendment application requests that the zoning of the subject property be amended by applying a site specific exemption for the current Agricultural 'A' Zone to permit the construction and operation of a small scale commercial Label making business on the subject site and provide for appropriate regulations and setbacks to ensure compatibility with adjacent uses.

In support of the Zoning By-Law Amendment Application submissions, the following have been included in the application package for the Township of Puslinch's review and circulation:

- One (1) original and ten (10) copies of a Complete Application Form.
- A cheque in the Amount of \$2,000 for the required Township Zoning By-Law Amendment Fee.
- A Letter of Authorization, allowing Stantec to act on behalf of the property owner in regards to the Zoning By-Law Amendment request.
- Ten (10) copies of the Planning Justification Report which includes, as an Appendix to the Planning Justification Report, the Functioning Servicing Report demonstrating the feasibility of a septic system and private well
- Ten (10) copies of a Preliminary Plan showing the proposed location of the proposed small scale commercial building and septic system (please note this plan is subject to change).



October 23, 2015

Kelly Patzer

Page 2 of 2

Reference: Application for Zoning By-Law Amendment – 6691 Ellis Road, Puslinch

I trust the complete submission package meets the needs of the Township of Puslinch to review the Zoning By-Law Amendment application and deem the application as complete. If you have any questions or require any additional information, please do not hesitate to contact the undersigned.

STANTEC CONSULTING LTD.

Jacqueline Hannemann, MCIP, RPP

Planner

Phone: (519) 585-7267

Fax: (519) 579-8664

Jacqueline.hannemann@stantec.com

- c. Brad Coles – Label It!
- Douglas W. Stewart – Stantec Consulting Ltd.
- Brian Campbell – Stantec Consulting Ltd.

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Township of Puslinch
7404 Wellington Road 34,
Guelph, ON, N1H 6H9
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Zoning By-law Amendment Application

Date submitted: _____

The Amendment:

Type of amendment:

Site specific: ☒

Other (specify): ☐

Purpose of and reasons for the proposed amendment(s):

The site specific zoning By-Law Amendment would permit the construction and operation of a small scale commercial Label making business on the subject site.

General Information:

1. Applicant Information:

Registered Owner's Name(s): Brad Coles

Address:


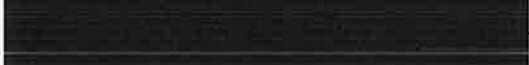
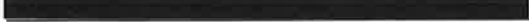
City:

Postal Code:

Email Address:

Telephone Number:

Fax:

Applicant (Agent) Name(s): Jacqueline Hannemann, MCIP, RPP - Stantec
Address: 49 Frederick Street
City: Kitchener
Postal Code: N2H 6M7
Email Address: 
Telephone Number: 
Fax: 

Other Name(s): _____
Address: _____
City: _____
Postal Code: _____
Email Address: _____
Telephone Number: _____
Fax: _____

Name, address, and phone number of all persons having any mortgages, charges, or encumbrances on the property.

Send correspondence to: Owner: ☐ Agent: ☒ Other: _____

When did the current owner acquire the subject land? Date: 1997

4. What does the amendment cover?

The "entire" property: ☐

A "portion" of the property: ☒

(This information should be illustrated on the required drawing under item 24 of this application)

5. Provide a description of the "entire" property:

Municipal address: 6691 Ellis Road, Puslinch ON

Concession: 10 Lot: Pt. Lot 8
Registered Plan Number: _____
Area: _____ ha Depth: _____ m Frontage: _____ m
_____ ac _____ ft. _____ ft.

6. Provide a description of the area to be amended if only a "portion" of the property:

Area: 0.8 ha Depth: _____ m Frontage: _____ m
2 ac _____ ft. _____ ft.

7. Is the application to amend the zoning by-law consistent with the Provincial Policy Statement?

Yes: ☒ No: ☐

8. Is the subject land within an area of land designated under any provincial plan or plans?

Greenbelt Plan: ☐ Places to Grow: ☐ Other: (specify): _____

If yes, does the application conform to and not conflict with the application provincial plan or plans?

Yes: ☒ No: ☐

9. County Official Plan

What is the current County Official Plan designation of the subject property?

Secondary Agricultural Area

List land uses permitted by the current Official Plan designation:

All uses allowed in Prime Agricultural Area
Small scale commercial, industrial and institutional uses
Public service facilities

How does the application conform to the Official Plan?

The proposed amendment would permit a small scale commercial building, which is a permitted use within the Secondary Agricultural Area designation.

If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, provide details of the Official Plan or Official Plan amendment that deals with the matter.

n/a

If the application is to remove land from an area of employment, provide details of the Official Plan or Official Plan amendment that deals with the matter.

n/a

If the subject land is within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.

n/a

10. Zoning:

What is the current zoning of the property? Agricultural 'A' Zone

What uses are permitted? Agricultural uses, single detached dwelling, home occupation

If the subject land is within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.

n/a

If the subject land is within an area where the municipality has pre-determined minimum and maximum density requirements or the minimum and maximum height requirements provide a statement of these requirements.

n/a

Existing and Proposed Land Uses and Buildings:

11. What is the "existing" use(s) of the subject land?

Single detached residential dwelling
Small scale commercial Label making business (separate building)

12. How long has the "existing" use(s) continued on the subject land?

Approximately 18 years - Land owner purchased property in 1997

13. What is the "proposed" use(s) of the subject land?

The construction of a new small scale commercial building on the southeast corner of the property. The existing business will cease operation at its current location and move into the new building. It is the intention of the applicant to seek a severance of the property (severed parcel to contain the proposed new commercial building and the retained portion to contain the existing house and commercial building - for personal use) provided the zone change is approved.

14. Provide the following details for all buildings or structures on the subject land:

Building Details		Existing		Proposed	
Type of Building(s) or structures		Residence	Com. Building	Com. Building	
Date of construction		1998	1998		
Building height		10m m	5m ft	5m m	ft
Number of floors		2	1	1	
* Total floor area		2,500 ft ² m ²	3,400 ft ²	4,000 m ²	ft ²
Ground floor area (exclude basement)		1,250 m ²	3,400m ² ft ²	4,000 m ²	ft ²
Distance from building structure to the:					
Front lot line		m	ft	m	ft
Side lot line		m	ft	m	ft
Other side lot line		m	ft	m	ft
Rear lot line		m	ft	m	ft

* Please refer to Preliminary Plan included with this application.

*Please refer to Preliminary Plan included with this application .

Building Details	Existing		Proposed	
*Percentage lot coverage				
*Number of parking spaces	n/a	n/a	min 10	
*Number of loading spaces	n/a	n/a	1	

Existing and Proposed Services:

15. What is the access to the subject property?

- Provincial Highway: ☐
- Continually maintained municipal road: ☒
- Right-of-way: ☐
- Seasonally maintained municipal road: ☐
- Water access: ☐
- Other (please specify): ☐

16. What is the name of the road or street that provides access to the subject property.

Ellis Road

17. If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from subject land to the nearest public road.

n/a

(This information should be illustrated on the required drawing under item 24 of this application)

18. Indicate the applicable water supply and sewage disposal:

Water Supply	Existing	Proposed
Municipal water	<input type="checkbox"/>	<input type="checkbox"/>

Water Supply	Existing	Proposed
Communal water	<input type="checkbox"/>	<input type="checkbox"/>
Private well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other water supply	<input type="checkbox"/>	<input type="checkbox"/>
Water sewers	<input type="checkbox"/>	<input type="checkbox"/>
Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal sewers	<input type="checkbox"/>	<input type="checkbox"/>
Private septic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other sewage disposal	<input type="checkbox"/>	<input type="checkbox"/>

19. If the application would permit development on privately owned and operated individual or communal septic systems, would more than 4500 litres of effluent be produced per day as a result of the development being completed?

Yes: ☐ No: ☒

If yes, the following reports are required:

Servicing options report

A hydrogeological report

20. How is storm drainage provided?

Storm Sewers: ☐

Ditches: ☒

Swales: ☐

Other: ☐ (explain below)

Other Related Planning Applications:

21. Has the current owner (or any previous owner) made application for any of the following, either on the subject property or within 120 metres of the subject lands?

Planning Application	Yes	No	*File Number	Approval Authority	Subject Lands	Purpose	*Status
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>					
Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>					
Minor Variance	<input checked="" type="checkbox"/>	<input type="checkbox"/>				add employee	approved
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>					
Consent (Severance)	<input type="checkbox"/>	<input type="checkbox"/>					
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>					

22. Has the subject land ever been the subject of a Minister's Zoning Order?

Yes: ☐ No: ☒

If yes, provide the Ontario Regulation number of that order, if known: _____

Other Supporting Information

23. Please list the titles of any supporting documents: (e.g. Environmental Impacts Study, Hydrogeological Report, Servicing Options Report, Traffic Study, Market Area Study, Aggregate Licence Report, Stormwater Management Report, etc.)

Planning Justification Report
Functional Servicing Report



THE TOWNSHIP OF PUSLINCH

NOTICE OF COMPLETE APPLICATION

TAKE NOTICE that pursuant to the requirements of the Planning Act, R.S.O., 1990, as amended, the Township of Puslinch has received a complete application to amend Zoning By-law 19/85. The file number assigned to this application is **D14/COL**.

THE LAND SUBJECT to the application is municipally known as 6691 Ellis Road and legally known as Front Part Lot 8, Concession 2, Township of Puslinch. The subject lands are shown on the inset map.

THE PURPOSE AND EFFECT of the application is to amend the Township of Puslinch's Zoning By-law 19/85 from an Agricultural (A) Zone to a Site Specific Zoning on a portion of the lands to permit the construction and operation of a small scale commercial Label making business.

ADDITIONAL INFORMATION regarding the proposed amendment is available for review between 9:00 a.m. and 4:30 p.m. at the Township of Puslinch Municipal Office as of the date of this notice.

Dated at the Township of Puslinch on this 23rd day of November, 2015.

Karen Landry, CAO/Clerk
Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario N1H 6H9
Phone: (519) 763-1226
Email: admin@puslinch.ca

KEY MAP



**6691 Ellis Road, Puslinch –
Label It! Planning Justification
Report**

Zoning By-Law Amendment
Application



Prepared for:
Brad Coles,
Owner - Label It!

Prepared by:
Jacqueline Hannemann, MCIP,
RPP

October 23, 2015
FINAL REPORT

Sign-off Sheet

This document entitled 6691 Ellis Road, Puslinch – Label It! Planning Justification Report was prepared by Stantec Consulting Ltd. ("Stantec") for the account of Mr. Brad Coles (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of information available to it at the time of preparation. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Prepared by 
(signature)

Jacqueline Hannemann, MCIP, RPP

Reviewed by 
(signature)

Douglas W. Stewart, MCIP, RPP

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LIST OF APPENDICES

Appendix A - Functional Servicing Report Entitled "Functional Servicing Report Proposed Lot Severance 6691 Ellis Road, Part Lot 8, Concession 2, Township of Puslinch, Ontario" prepared by Van Harten Surveying Inc.

October 23, 2015

1.0 INTRODUCTION

This Planning Justification Report has been prepared in support of the Zone Change Application submitted to the Township of Puslinch on behalf of Mr. Brad Coles, the owner of the subject property located at 6691 Ellis Road, Township of Puslinch. It is the intention of the Client to obtain zone change approval on the lands to permit a label making business and subsequently apply for a property severance to create a separate lot for the relocation of his business from the residence.

This Report outlines the specific proposal, a review and analysis of pertinent planning policies and relevant issues and provides a Professional Planning Opinion and recommendation related to the requested amendment to the Township of Puslinch Zoning By-Law.

1.1 LOCATIONAL CONTEXT

Mr. Brad Coles owns the property municipally known as 6691 Ellis Road, Township of Puslinch. The property is approximately 2.4 ha in size. Please refer to Figure 1 – Site Location.



October 23, 2015

1.2 SURROUNDING LAND USES

The property is bounded by an existing Chapel (Ellis Chapel) to the east, existing residence to the west, Ellis Road to the north and the Ministry of Transportation (MTO) Highway Service Centre to the south.

1.3 EXISTING CONDITIONS

The property is currently developed with one single detached residence and one commercial building which is utilized for a small scale local label making business called Label It!. The business produces labels (fabric labels, decals, stickers etc.) to customer specifications. The business use has continued on the property since the owner purchased the property in 1997 and has approximately 5 employees.

The property currently has a gravel laneway that runs from Ellis Road to the rear property line and small gravel parking area that lies at the edge of the property. The laneway was previously used by former McDonald's employees. The laneway is no longer used to access the MTO Highway Service Centre and has been fenced off to avoid access and through traffic.

1.4 PRE-CONSULTATION MEETING

A Pre-Consultation Meeting to discuss the proposed Zoning By-Law Amendment and future severance of the property was held at the Township of Puslinch's municipal offices on March 5, 2015. Through the Pre-Consultation process the following reports/studies were deemed necessary to complete and submit to the Township in order to fulfil the requirements for a complete Zoning By-Law Amendment Application:

- Complete Application Form.
- A cheque in the Amount of \$2,000 for the required Township Zoning By-Law Amendment Fee.
- Letter of Authorization, allowing Stantec to act on behalf of the property owner in regards to the Zoning By-Law Amendment request.
- A Functioning Servicing Report demonstrating the feasibility of a septic system and private well.
- Tree Inventory and Preservation Plan showing what trees will be impacted by the proposed development.
- A brief review of how the development will not impact the Ellis Chapel located adjacent to the subject property.

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2.0 POLICY OVERVIEW

2.1 PROVINCIAL POLICY STATEMENT, 2014

The Provincial Policy Statement (PPS) of 2014 was created to provide direction on matters of Provincial Interest related to land use planning and development across the Province. The PPS sets out the policy foundation for development and use of land while also supporting the Provincial goal to enhance the quality of life for citizens of Ontario.

Policy 1.1.4.1 of the PPS states that 'healthy, integrated and viable rural areas should be supported by f) promoting diversification of the economic base and employment opportunities through goods and services...".

Policy 1.3.1 of the PPS states that "Planning Authorities' shall promote economic development and competitiveness by: b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses, and take into account the needs of existing and future businesses".

Label It! has existed as a local business on the subject site for approximately 18 years. The proposed Zone Change and subsequent property severance would ensure that the business would continue to provide economic base and employment opportunities for the rural community of Puslinch into the future.

The proposed Zoning By-Law Amendment promotes a healthy and integrated rural area by providing employment opportunities and providing a suitable site for the relocation of the local Label It! business.

It is our professional opinion that the requested Zoning By-Law Amendment is 'consistent with' the Policies of the Provincial Policy Statement.

2.2 PLACES TO GROW: GROWTH PLAN FOR THE GREATER GOLDEN HORSESHOE

Places to Grow: Growth Plan for the Greater Golden Horseshoe, 2006 is a framework for implementing Ontario's vision of building stronger, prosperous communities by better managing growth and development. The Growth Plan provides a framework for implementing Provincial interest and a vision into the year 2031. The Growth Plan demonstrates leadership for improving the ways in which our cities, suburbs, towns and villages (urban and rural areas) will grow and prosper over the long term.

Policy 2.2.9.1 of the Growth Plan states that "Rural settlement areas are key to the vitality and economic well-being of rural communities. Municipalities are encouraged to plan for a variety of cultural and economic opportunities within rural settlement areas to serve the needs of rural residents and area businesses..."

6691 ELLIS ROAD, PUSLINCH – LABEL IT! PLANNING JUSTIFICATION REPORT

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The request for Zoning By-Law Amendment would permit the use of the small scale commercial business on the subject site providing continued economic opportunities within the rural community of Puslinch.

It is our professional opinion that the proposed Zoning-By-Law Amendment application is in conformity with the policies of *Places to Grow: Growth Plan for the Greater Golden Horseshoe*.

2.3 COUNTY OF WELLINGTON OFFICIAL PLAN

The subject property is designated 'Secondary Agriculture' within the County of Wellington Official Plan. 'Secondary Agricultural' areas include lands that are determined to be non-prime agriculture. According to Official Plan policies 6.5.3 *Permitted Uses* and 6.5.4 *Commercial, Industrial & Institutional*, small scale commercial uses are permitted within the 'Secondary Agricultural' designation provided that:

- Appropriate sewage and water systems can be established – a Functional Servicing Report has been prepared by Van Harten Surveying Inc. to provide comments related to feasibility of servicing the proposed building with septic and water (refer to Section 4.1 of this report for more information on Functional Servicing Report).
- The proposed use is compatible with surrounding land uses – the current Label It! business has been in operation on the subject lands for approximately 18 years in which it has been compatible with surrounding land uses. The relocation of the business to the south east corner of the site will be constructed with appropriate setbacks and design elements to ensure continued compatibility with surrounding land uses.
- The use is small scale and takes place on one lot – The proposed use is small in scale and is intended to take place on one lot as the property owner anticipates to sever the lot provided the Zoning By-Law Amendment is approved.

It is our professional opinion that the proposed small scale commercial building to be utilized for a local label making business conforms with the 'Secondary Agriculture' policies of the County of Wellington Official Plan.

2.4 TOWNSHIP OF PUSLINCH ZONING BY-LAW

The property is zoned Agricultural 'A' Zone within the Township of Puslinch Zoning By-Law. Permitted uses in this zone include agricultural uses, single detached dwellings, home occupation, public uses etc.

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A Zoning By-Law amendment is required to permit the construction and operation of a small scale commercial building on the subject lands.

3.0 ZONE CHANGE PROPOSAL

An application for an amendment to the Township of Puslinch Zoning By-Law has been submitted with this report.

The proposed Zoning By-Law Amendment application and subsequent severance of the lands would allow for separation of the owner's residence and business by severing the property into two separate lots and relocating the local business to the severed parcel of land.

The Zoning By-Law Amendment application requests that the zoning of the subject property be amended by applying a site specific exemption for the current Agricultural 'A' Zone.

The site specific zoning would permit the construction and operation of a small scale commercial Label making business on the subject site and provide for appropriate regulations and setbacks to ensure compatibility with adjacent uses. It is the intention of the owner to construct the small scale commercial building at the rear corner of the property to minimize its visibility from Ellis Road. The building will be designed to be compatible with the rural character of the surrounding area. It is proposed that the following be included in the Zoning By-Law Amendment:

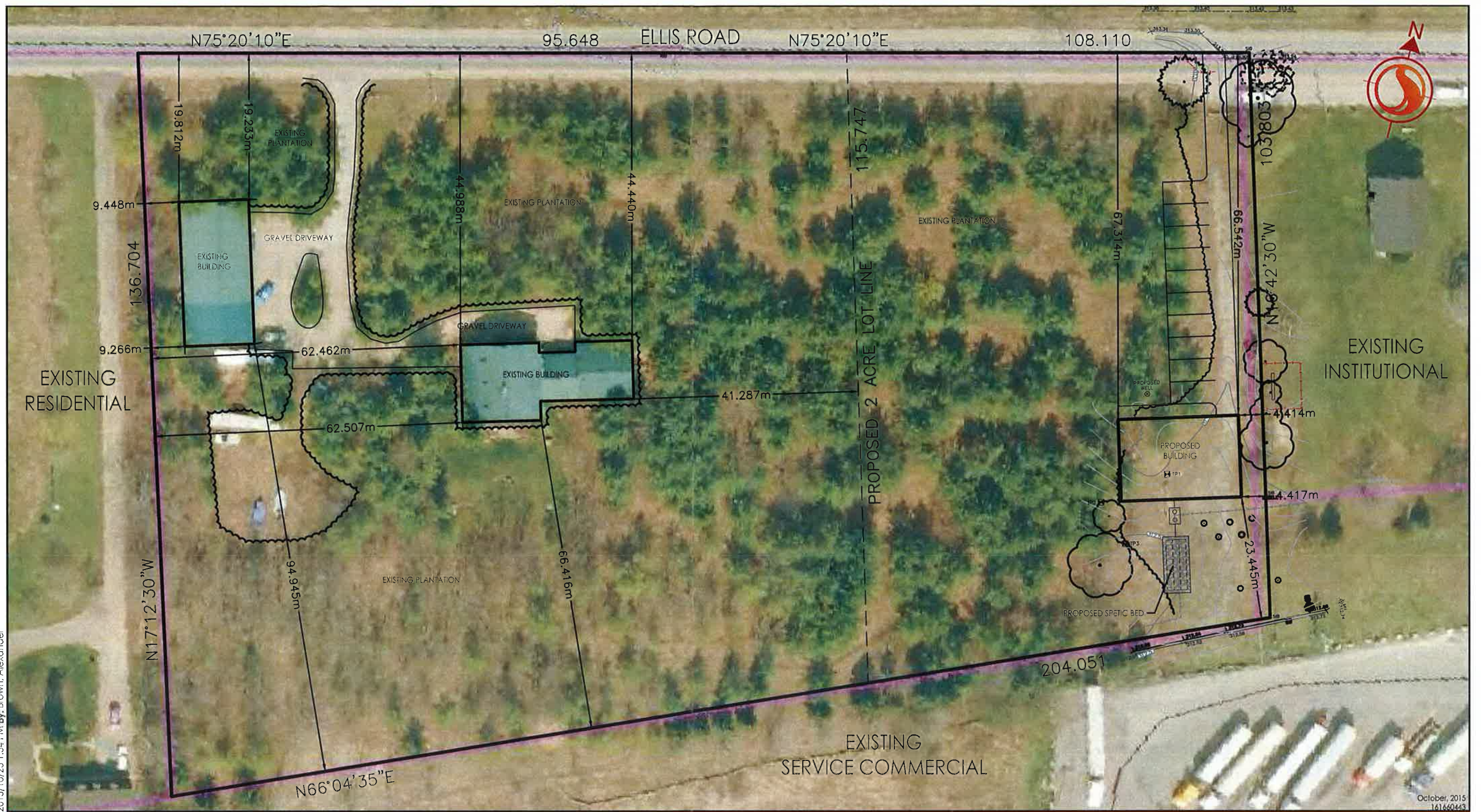
- The zoning would be applicable to a portion of the property not less than 1.0 acre (0.4 hectares) in size to be determined through further discussion with the Township and County during the Zone Change and Severance processes.
- Permitted uses would be restricted to a small scale commercial building which may include administration office and a workshop.
- A minimum of 10 parking spaces will provided.

Please refer to Figure 2 - Preliminary Plan for an example of what is proposed on site. Please note that this sketch is subject to change.

3.1 APPLICATION FOR CONSENT

The property owner intends to sever the proposed business from his existing residence upon support of the Zoning By-Law Amendment. A proposed severance of 2 acres (0.8 hectares) is shown on Figure 2 – Preliminary Plan. Please note that this Figure is for information purposes only

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49 Frederick Street
Kitchener, ON, N2H 6M7
Tel. 519.579.4410
www.stantec.com



Client/Project
Brad Coles - Label III
ZONING AMENDMENT
PUSLINCH, ONTARIO

Figure No.

2.0

Title

PRELIMINARY PLAN
6691 ELLIS ROAD

Part of Lot 8, Concession 2,
In The Geographic
Township of Puslinch

6691 ELLIS ROAD, PUSLINCH – LABEL IT! PLANNING JUSTIFICATION REPORT

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and is subject to change. The site specific Zoning By-Law would address any permitted uses and regulations.

4.0 SUPPORTING DOCUMENTATION

The following section of this report contains a brief description of documents that have been prepared in the support of the Zoning By-Law Amendment Application and the future proposed severance of the property.

4.1 FUNCTIONAL SERVICING REPORT

A Functional Servicing Report entitled '*Functional Servicing Report Proposed Lot Severance 6691 Ellis Road, Part Lot 8, Concession 2, Township of Puslinch, Ontario*', dated September 4, 2015 was prepared by Van Harten Surveying Inc. A copy of the Functional Servicing Report has been attached to this report as Appendix A.

As no municipal services are available for connection, the Functional Servicing Report was prepared to identify the subsurface conditions of the subject property and provide preliminary comments on the feasibility of servicing the facility. The proposed small scale commercial building is proposed to be serviced with by a private on-site Class 4 Sewage System and private water well.

According to the Client (property & business owner), the proposed commercial business will employ no more than ten (10) employees. The building will include a bathroom and possibly a lunchroom sink. No showers are proposed for the building and no processing of water will be generated by the business.

An engineering site investigation was carried out by Van Harten Surveying Inc. to locate water supply wells in the vicinity of the proposed building, identify surface drainage characteristics of the property, and to carry out a subsurface investigation. The engineering investigation concluded the following:

- 1) A review of the building area did not reveal any existing neighbouring water wells within the immediate vicinity of the proposed sewage system. The water supply for the proposed small scale commercial building will be provided by a new drilled well. To address minimum setback requirements of the Ontario Building Code, the well will be cased to a minimum depth of 6.0m and located a minimum horizontal distance of 15m from the septic tank and nearest distribution pipe.

6691 ELLIS ROAD, PUSLINCH – LABEL IT! PLANNING JUSTIFICATION REPORT

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- 2) The native sand and gravel soil witnessed on site is well suited for the construction of a standard Class 4 'septic tank' sewage system with an in ground leaching bed.

A detailed sewage system design conforming to Part 8 of the Ontario Building Code with material, construction and inspection requirements will be prepared and submitted to the Township at the time of building permit application.

Please refer to the '*Functional Servicing Report Proposed Lot Severance 6691 Ellis Road, Part Lot 8, Concession 2, Township of Puslinch, Ontario*' attached as Appendix A for specific information.

4.2 TREE MANAGEMENT AND PRESERVATION PLAN

The Tree Management and Preservation plan was identified during Pre-Consultation as a required report to be included in the Zoning By-Law Amendment Application for a 'complete application'.

It is our understanding that our Client has been in discussion with the County's Forest Conservation By-Law Officer related to this matter. Based on this discussion, the Client has decided to remove trees on his property in accordance with the County's Tree-Cutting By-Law. As such, a Tree Management and Preservation Plan has not been submitted with the application package and has been considered through the County Tree Cutting By-Law.

4.3 ELLIS CHAPEL

The property subject to the requested Zoning By-Law Amendment is located adjacent to the property which contains the Ellis Chapel.

It is our professional opinion that the Zoning By-Law Amendment will cause no negative impact to the Ellis Chapel for the following reasons:

- The proposed small scale commercial building is proposed to be constructed at the south east corner of the property, away from the location of the Chapel and closer to the location of the MTO Highway Service Station.
- The building is proposed to be one story in height and will contain all elements of the business within the commercial building. No outside storage will be required.
- The building is intended to be compatible with the rural nature of the community. The location and design elements are proposed to minimize appearance from the street. Signage and lighting will be kept to a minimum.

6691 ELLIS ROAD, PUSLINCH – LABEL IT! PLANNING JUSTIFICATION REPORT

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- The business will be operated Monday through Friday between the hours of 8am and 5pm restricting the potential impacts on the Chapel to regular business hours on weekdays.
- The current traffic generated from the Label It! business is minimal. The business currently employs a total of five employees (and is not expected to employ more than ten employees). Traffic to and from the site is generated by employees, customers and the occasional delivery. The traffic conditions are not expected to change with the relocation of the business.
- The business does not contain a retail component, further limiting the amount of customer traffic to the site.
- The existing gravel laneway that runs from Ellis Road to the rear property line and small gravel clearing (proposed location for the new small scale commercial building) was formerly used at all hours of the day and night as an access point and parking areas to the MTO Highway Service Station (for McDonald's employees). This access is proposed to be used for the relocated Label It! business which would significantly limit the amount of traffic along the laneway causing much less of an impact on the neighbouring property than previously experienced.

5.0 PLANNING JUSTIFICATION DISCUSSION

We believe that the following rationale should be considered when reviewing the subject application:

- It is our professional planning opinion that the proposed site specific Zoning By-Law Amendment is 'consistent with' and in conformity with the relevant planning policies discussed in Section 2.0 of this Report.
- Label It! is an established local business which has existed on the subject site for approximately 18 years. The proposed Zone Change and subsequent property severance provides a suitable location for the business and would continue to provide economic base and employment opportunities for the rural community of Puslinch.
- The setbacks and design elements of the small scale commercial business are intended to be compatible with the nature of the rural community and compatible with surrounding land uses.
- The size of the property is more than adequate to support the business's building, servicing and parking after the approval of a property severance.

6691 ELLIS ROAD, PUSLINCH – LABEL IT! PLANNING JUSTIFICATION REPORT

October 23, 2015

- A Functional Servicing Report has been prepared demonstrating the feasibility of a septic system and private well on the subject site taking into account the property severance.

6.0 CONCLUSION

In conclusion, it is recommended that this Planning Justification Report in conjunction with the required documentation identified during pre-consultation be deemed as addressing the requirements of a complete Zoning By-Law Amendment Application package by the Township of Puslinch.

The proposal is consistent with the Provincial Policy Statement and in conformity with the Growth Plan, and the County of Wellington Official Plan.

It is our professional planning opinion that the proposed Zoning By-Law Amendment is consistent with Provincial and County policy, is compatible with the surrounding land uses, and represents good planning.

7.0 RECOMMENDATIONS

It is recommended that:

- 1) The Township of Puslinch deem the application for Zoning By-Law Amendment complete.
- 2) This Report and supplementary material be provided to the Township of Puslinch Council and to the Public.
- 3) That the Informal Public Meeting be scheduled.

APPENDIX A

Functional Servicing Report Entitled "Functional
Servicing Report Proposed Lot Severance
6691 Ellis Road, Part Lot 8, Concession 2,
Township of Puslinch, Ontario" prepared
by Van Harten Surveying Inc.



LAND SURVEYORS and ENGINEERS

September 4, 2015
22925-15

Brad Coles
6691 Ellis Road
CAMBRIDGE, Ontario
N3C 2V4

Dear Sir:

Re: **Functional Servicing Report**
Proposed Lot Severance
6691 Ellis Road
Part Lot 8, Concession 2
Township of Puslinch, Ontario

1.0 Introduction

Van Harten is pleased to submit this report regarding site servicing of a proposed building lot that is located on the south side of Ellis Road, east of Wellington County Road 32. This work was authorized by Mr. Brad Coles.

The project involves the proposed severance of an existing 2.4 ha rural property. An existing privately serviced dwelling and detached shop building will be retained the west half and the existing business being operated out of the shop building is proposed to be relocated to a new commercial building on the east half. As no municipal services are available, the new commercial building will be serviced by a private on-site Class 4 Sewage System and water well. The purpose of this engineering task is to identify the subsurface conditions at the subject property and provide preliminary comments on the feasibility of servicing the new facility.

2.0 Site Investigation

An engineering site investigation was carried out by a representative from Van Harten on June 5, 2015. The purpose of the investigation was to locate water supply wells in the vicinity of the proposed building, identify surface drainage characteristics of the property, and to carry out a subsurface investigation.



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Upon arrival on-site, three (3) shallow test pits dug to a maximum depth of 1.40 m below the existing grade were open for observation. Representative samples of the soils were collected from the test pits for visual examination of the density, colour, moisture content, plasticity, and gradation. Groundwater observations in the test pits were also noted at the time of the fieldwork.

The test pit locations and elevations were later surveyed by Van Harten while conducting a scoped topographic survey of the proposed building area and are shown on the attached plan.

3.0 Laboratory Testing

A sample of the predominant soil relevant to the design of the sewage system was retained and later submitted to CMT Engineering Inc. for particle size distribution analysis. The laboratory test results are presented in Appendix A of this report.

4.0 Summarized Conditions

The subject property covers approximately 2.4 ha and is located on the south side of Ellis Road, east of Wellington County Road 32. An existing privately serviced dwelling and shop building are to be retained on a 1.2 ha parcel to the west and a new commercial building is proposed on a new 1.2 ha parcel to the east. The proposed building lot is mostly tree covered; however, there is an existing gravel lane adjacent to the east boundary that leads to a clearing in the southeast corner of the lot as indicated on the attached plan. The building area is relatively level with less than 1.0 m of topographic relief.

Please refer to Table 1 for a detailed summary of the soil and groundwater conditions recorded by Van Harten Surveying Inc. at the time of the site investigation, and to Appendix A for the resulting particle size distribution analysis of the submitted soil sample. The general soil stratigraphy encountered in the test pits dug at the subject property comprises of a 300 mm thick layer of topsoil immediately overlying a deposit of sand and gravel that extended beyond the termination depth of each test pit. A particle size analysis carried out by CMT Engineering Inc. on a sample of sand and gravel submitted to their soil laboratory reveals that the sample contains 39% gravel, 50% sand and 11% silt.



LAND SURVEYORS and ENGINEERS

No free groundwater was encountered in the test pits, dug to a maximum depth of 1.40 m. Colouring of the soil and general site characteristics indicates that groundwater lies beneath the depth of exploration for this investigation.

5.0 Private Sewage Disposal and Water Supply

The project involves the proposed construction of a privately serviced commercial building on a new building lot as indicated on the attached plan. The purpose of this investigation is to provide preliminary comments regarding private sewage disposal and water supply to assist with the planning processes related to the lot severance and construction of the new commercial building. The following subsections of this report provide a brief summary of the sewage disposal and water supply requirements.

5.1 Sewage Disposal

The two primary design parameters required for private sewage disposal are the percolation rate of the underlying soil deposit (T in min/cm) and the peak daily sewage flow volume of the facility being serviced. The following paragraphs provide a brief summary of these parameters along with preliminary sizing requirements of the leaching bed.

The percolation time of the predominant sand and gravel deposit has been assessed based on soil characteristics recorded by Van Harten Surveying Inc. at the time of the site investigation and the results of laboratory testing carried out by CMT Engineering Inc. Referring to Supplementary Standard SB-6 of the 2012 Ontario Building Code (OBC), Table 1 of the current report, and the results of the particle size distribution analysis presented in Appendix A, the predominant soil is classified as "SW-SP-SM" under the Unified Soil Classification System with a percolation rate ranging from $T = 2$ to 20 min/cm. A conservative percolation rate of $T = 10$ min/cm is chosen for planning purposes.

In consultation with our client, it is understood that the proposed commercial business will employ no more than about ten (10) people. The building will have minimum washroom requirements as defined by the OBC and possibly a lunchroom sink. No showers are proposed for the building and no process water will be generated by the business. The peak daily sewage flow calculated in accordance with Table 8.2.1.3.B of the OBC under the Category of 'Factory – no shower' is $Q = 10$ people at 75 L/day/person = 750 L/day.



LAND SURVEYORS and ENGINEERS

The native sand and gravel soil witnessed on-site is well-suited for the construction of a standard Class 4 'septic tank' Sewage System with an inground leaching bed. To reduce the size of the leaching bed, a 'filter type' leaching bed should be considered. Details regarding a preliminary design are found in the following paragraphs.

In accordance with 8.2.2.3 (b) a minimum three-day retention time of the peak daily sewage flow is required to a minimum size of 3,600 L. Based on a calculated peak flow of $Q = 750$ L/day, a minimum 3,600 L two-compartment septic tank with the access openings and an effluent filter would be required. Given a minimal cost increase, a 4,500 L tank should be considered to provide additional pre-treatment and settling.

Considering Sentences 8.7.5.2 (3) and (6), along with a percolation rate of $T = 10$ min/cm, a minimum filter bed area of 10 m^2 would be required to meet the minimum requirements of the OBC. Again, given a minimal construction cost increase and additional disposal capacity, a 50 m^2 filter bed is indicated on the attached preliminary design layout.

5.2 Water Supply

The water supply for the proposed commercial building will be provided by a new drilled well. To address the minimum setback requirements of the OBC, the well must be cased to a minimum depth of 6.0 m and located a minimum horizontal distance of 15 m away from the septic tank and nearest distribution pipe as indicated on the attached site plan. A physical review of the building area did not reveal any existing neighbouring water wells within the immediate vicinity of the proposed sewage system. The water supply well producing the minimum required yield shall be installed, tested, and maintained in accordance with Ontario Regulation 903, as amended.



LAND SURVEYORS and ENGINEERS

6.0 Conclusion

In conclusion, the native granular soils encountered on-site are well suited for the construction of a standard Class 4 'septic tank' Sewage System and inground leaching bed designed in accordance with Part 8 of the OBC. A water well conforming with Ontario Regulation 903, as amended shall be installed at a minimum horizontal distance of 15 m away from the sewage system.

Once the planning work related to the severance and proposed commercial building is completed, a detailed sewage system design conforming to Part 8 of the OBC with material, construction and inspection requirements will be required to accompany your building permit application. This design will also be suitable to submit to contractors for pricing and installation.

I trust that this report has been completed within our terms of reference and is suitable for your present requirements. Please contact our office if you have any questions or require further consultation.

Van Harten Surveying Inc.

John Duffy, P. Eng.
Consulting Engineer



Encl. Table 1 – Test Pit Logs
Encl. Appendix A – Laboratory Test Results

cc: Jacqueline Hannemann, MCIP, RPP



LAND SURVEYORS and ENGINEERS

TABLE 1 – TEST PIT LOGS
6691 Ellis Road
Township of Puslinch
Van Harten Surveying Inc., Project # 22925-15

Test Pit 1

June 5, 2015

Depth (m)	Sample	Soil Description
0-0.30	1	TOPSOIL: dark brown silt, moist
0.30-1.40		SAND AND GRAVEL: rusty brown to brown sand and gravel, trace to some silt, damp
Groundwater Observations: Test pit open upon arrival on-site. No free groundwater observed.		

Test Pit 2

June 5, 2015

Depth (m)	Sample	Soil Description
0-0.30		TOPSOIL: dark brown silt, moist
0.30-1.00		SAND AND GRAVEL: rusty brown to brown sand and gravel, trace to some silt, damp
Groundwater Observations: Test pit open upon arrival on-site. No free groundwater observed.		



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TABLE 1 – TEST PIT LOGS
6691 Ellis Road
Township of Puslinch
Van Harten Surveying Inc., Project # 22925-15

Test Pit 3

June 5, 2015

Depth (m)	Sample	Soil Description
0-0.30		TOPSOIL: dark brown silt, moist
0.30-1.20		SAND AND GRAVEL: rusty brown to brown sand and gravel, trace to some silt, damp
Groundwater Observations: Test pit open upon arrival on-site. No free groundwater observed.		



LAND SURVEYORS and ENGINEERS

APPENDIX A LABORATORY TEST RESULTS

PERCENT FINER

GRAIN SIZE - mm.

Grain Size (mm)	Percent Finer (%)
60	100
47.5	100
37.5	95
30	90
25	83
20	74
15	66
12.5	60
10	51
7.5	48
6	41
4.75	32
3.75	27
3.0	22
2.5	10
2.0	9
1.5	8
1.25	8
1.0	7
0.75	6
0.6	5
0.5	4
0.425	3
0.375	2

[illegible]

SOIL DATA					
SYMBOL	SOURCE	SAMPLE NO.	DEPTH (ft.)	Material Description	USCS
○	Coles	1	n/a	sand and gravel, some silt, trace clay	SP-SM
	22925-15			Tested by JH of CMT Engineering Inc. June 20, 2015	

Figure 1



THE TOWNSHIP OF PUSLINCH

NOTICE OF COMPLETE APPLICATION

TAKE NOTICE that pursuant to the requirements of the Planning Act, R.S.O., 1990, as amended, the Township of Puslinch has received a complete application to amend Zoning By-law 19/85. The file number assigned to this application is **D14/TSO**.

THE LAND SUBJECT to the application is municipally known as 40 Brock Road South, Aberfoyle and legally known as Plan 119, Part Lot 16, Township of Puslinch. The subject lands are shown on the inset map.

THE PURPOSE AND EFFECT of the application is to amend the Township of Puslinch's Zoning By-law 19/85 from a Hamlet Residential (HR) Zone to a Hamlet Commercial (C1-___) Special Zone to permit a personal service establishment with associated retail sales.

ADDITIONAL INFORMATION regarding the proposed amendment is available for review between 9:00 a.m. and 4:30 p.m. at the Township of Puslinch Municipal Office as of the date of this notice.

Dated at the Township of Puslinch on this 23rd day of November, 2015.

Karen Landry, CAO/Clerk
Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario N1H 6H9
Phone: (519) 763-1226
Email: admin@puslinch.ca

KEY MAP



Planning Justification Report

**Part of Lot 16, Registered Plan 116
40 Brock Road, Township of Puslinch**



**Prepared for:
Tsounis Capital Investments Ltd.**

**Prepared By:
Black, Shoemaker, Robinson & Donaldson Limited**

November 2015

**BLACK, SHOEMAKER, ROBINSON & DONALDSON
LIMITED**

BSR&D

**Ontario Land Surveyors
Urban and Rural Planners**

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Appendices

- Appendix 1: County Official Plan (relevant excerpts)
- Appendix 2: Township of Puslinch Zoning By-law 19/85 (relevant excerpts)
- Appendix 3: Proposed Zoning By-law Amendment

1.0 INTRODUCTION

Black, Shoemaker, Robinson and Donaldson Limited have been retained by Boom Boom Beauty Bar to assist in obtaining approvals to locate their day spa at 40 Brock Road in Aberfoyle.

This planning report provides background information and review of relevant planning policy and regulations in support of an application for a Zone Change for the subject lands located within the Township of Puslinch.

The property is legally described as Part of Lot 16, Registered Plan 119, in the Township of Puslinch. It is located on the northeast side of Brock Road (County Road 46) in the hamlet of Aberfoyle. The Hamlet of Aberfoyle is situated along Brock Road, between the City of Guelph to the north and Highway 401 to the south.

The property is owned by Tsounis Capital Investments Ltd.

2.0 SITE ANALYSIS AND EXISTING CONDITIONS

2.1 Existing Conditions

The property subject to this application has 20.16 metres (66.13') of frontage along the northeast side of Brock Road (County Road 46) and 21.85 metres (71.7') of frontage along Old Brock Road. It includes 0.09 hectares (0.22 ac.) of land.

The site has been developed with a single detached dwelling unit and a detached garage. Access to the property is from Brock Road with a through driveway which exists onto Old Brock Road. The property is fenced along the common property lines of both the west and east adjacent residential dwellings.

See Figure1: Location Plan.

2.2 Surrounding Uses

Abutting land uses include single detached residential dwellings to the east and west. To the south, along the opposite side of Brock Road is the Abbey Interiors and Boutique and to the north, along the opposite side of Old Brock Road are single detached dwellings.

Brock Road serves as the main arterial road bisecting the Hamlet of Aberfoyle and it accommodates a mix of commercial, institutional and residential uses in the vicinity of the subject lands.



FIGURE 1 – LOCATION PLAN

3.0 DEVELOPMENT PROPOSAL

It is the owners' intention to rezone the property from the existing Hamlet Residential (HR) to a Specialized Hamlet Commercial Zone (C1-?) to permit a personal service shop within the existing building currently located on the property.

The services provided by Boom Boom Beauty Bar will include manicures, pedicures, facials, body and facial waxing and massage therapy. The sale of skin care, pedicure and manicure products will also be available for retail. There will be two staff members working on the premises at all times, serving only one client at a time.

One of the most important parts of the business is the cleaning and sterilization process of implements, linens and surfaces used after every service. Linens will be washed after every service in hot water, detergent and bleach. Waxing is performed with a honey based wax that is used with a cotton strip and discarded in regular waste. Facials, pedicures and massages all use

products such as oils and creams that are healthy and safe for all skin types as well as the environments. Gel and Shellac nails use products that include 70-90% alcohol, nail polish remover and gauss, all which can be discarded in regular garbage.

Any implements used on the clients will be disinfected with the following products.



FASTER - CLEANER - SAFER - RESPONSIBLE

ACCEL® Accelerated Hydrogen Peroxide Infection Control Products. **ACCEL®** is manufactured by the Canadian company Virox Technologies Inc. This is a leading company in Canada for cleaners, disinfectants and chemosterilant products. Virox works closely with Health Canada on an on-going basis. During SARS, ACCEL® was the only product approved for use in hospitals. It is also the current choice dealing with the C. Diff outbreaks occurring in various hospitals around Southern Canada. The list of organizations now using this technology includes

NASA, The Environmental Protection Agency Head Office and the RCMP. **ACCEL®** ensures that salon and spa standards of infection control are at a level that can be recognized and accepted by the government and industry standards, while also being safe, effective and environmentally responsible to the beauty industry workers and their clients. **ACCEL® Accelerated Hydrogen Peroxide Infection Control Products.** **ACCEL®** is manufactured by the Canadian company Virox Technologies Inc. This is a leading company in Canada for cleaners, disinfectants and chemosterilant products. Virox works closely with Health Canada on an on-going basis. During SARS, ACCEL® was the only product approved for use in hospitals. It is also the current choice dealing with the C. Diff outbreaks occurring in various hospitals around

Southern Canada. The list of organizations now using this technology includes NASA, The Environmental Protection Agency Head Office and the RCMP. **ACCEL®**

ensures that salon and spa standards of infection control be at a level that can be recognized and accepted by the government and industry standards, while also being safe, effective and environmentally responsible to the beauty industry workers and their clients.

The topographic survey and site plan illustrates the existing site development and the location of 4 parking spaces. The additional area required to accommodate these spaces includes 29.5 square metres of impervious area which represents approximately 3.3% increase in impervious area of the site.

The existing asphalt area of the site drains mainly to Brock Road, excepting a small part of the driveway adjacent to the free-standing garage. This part of the site driveway drains towards Old Brock Road. The increased asphalt area will be directed toward Brock Road. Save for this small change to the site, the property will continue to perform as under current conditions.

Access to the site will continue to be from Brock Road, as well as Old Brock Road.

See Figure 2: Topographic Survey and Site Plan.

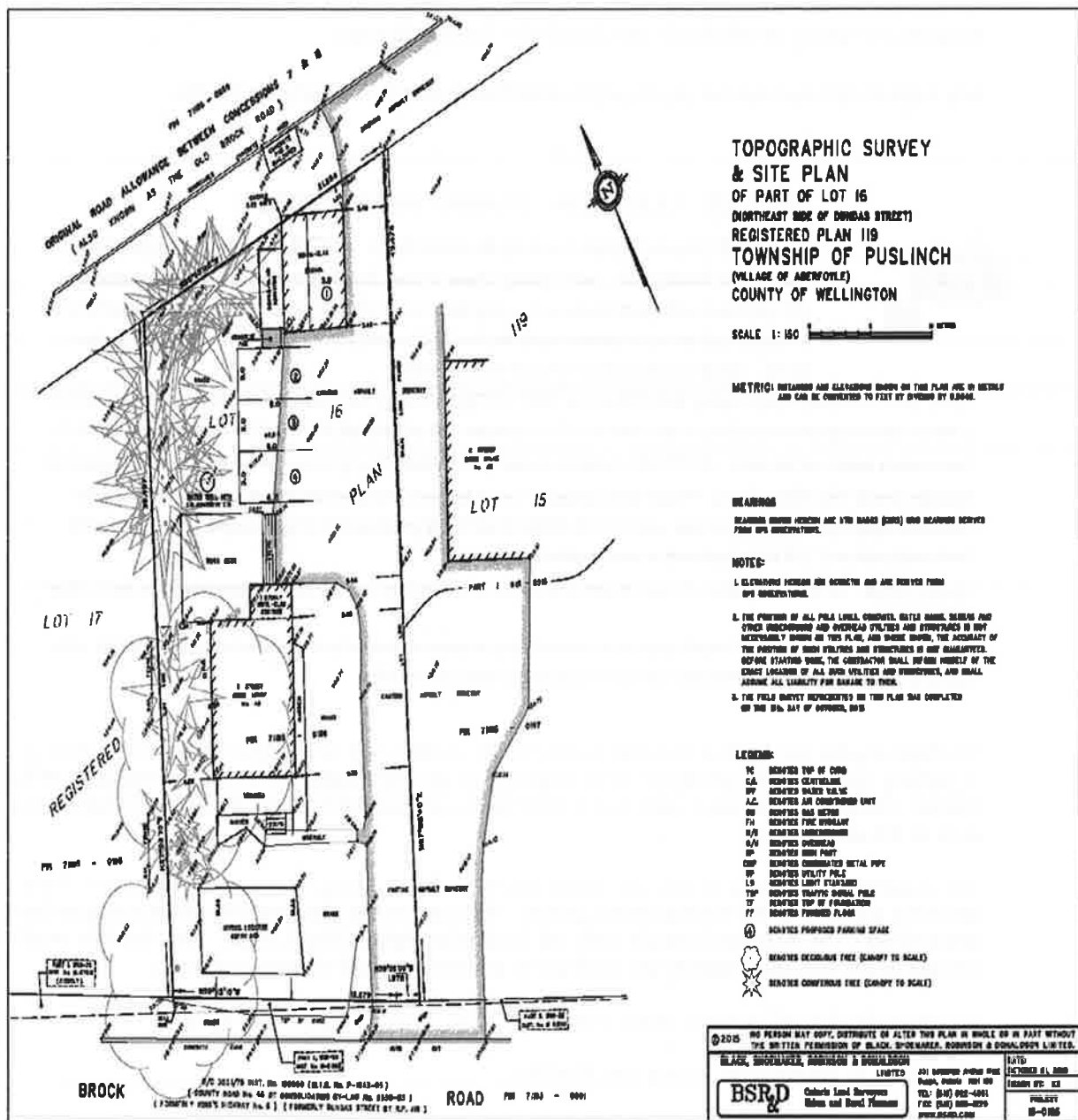


FIGURE 2: TOPOGRAPHIC SURVEY AND SITE PLAN

4.0 PLANNING AND POLICY FRAMEWORK

This section reviews the policies and guidelines that have been considered as part of the overall analysis of the site development of this property.

4.1 Provincial Statutes

4.1.1 PLACES TO GROW ACT, 2005

This legislation creates the legal framework necessary for the government to designate a geographic area of the province as a growth plan area and subsequently to develop a growth plan for that area. It enables the government to plan population growth, economic expansion, and the protection of environmental and agricultural land.

4.1.1a) Growth Plan for the Greater Golden Horseshoe, 2006

The subject property is located within the "Rural Areas" designation of the "Growth Plan". According to Section 2.2.9.1 rural settlement areas are key to the vitality and economic well-being of rural communities. Municipalities are encouraged to plan for a variety of cultural and economic opportunities.

The subject lands are located within the settlement area identified as the Aberfoyle Urban Centre. These areas are expected to provide a full range of land use opportunities.

The proposed use of the land for commercial purposes conforms to the policies established in the Growth Plan.

4.1.2 THE PLANNING ACT

The Planning Act establishes the ground rules for land use planning in Ontario and describes how land uses may be controlled, and who may control them.

Section 3 (1) of the Planning Act, R.S.O. 1990, and c.P.13, as amended establishes that policy statements may be issued by the Minister to deal with matters of provincial interest.

Section 3(5) of the Planning Act states that in exercising any authority that affects planning matters, every group who exercises such authority shall be consistent with policy statements issued under Subsection (1) of the Act.

4.1.2.a) Provincial Policy Statement 2014

The Provincial Policy Statement (PPS) was approved by the Lieutenant Governor in Council, by Order in Council No. 107/214.

The Provincial Policy Statement is intended to promote a policy-led system that recognizes that there are complex inter-relationships among environmental, economic and social factors in land use planning.

Section 1.1.1 b) speaks to the importance of accommodating an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses); recreational and open space uses to meet long term needs of the community.

The subject property is part of the Aberfoyle Urban Centre which is expected to accommodate a full range of land uses.

Section 1.1.3 of the PPS establishes policies for settlement areas and states that these areas are to be the focus for growth and development. Their vitality and regeneration is to be promoted.

Section 1.3 establishes policies around employment. Specifically Section 1.3.1 b) states that planning authorities shall provide opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses.

Section 1.3.2.1 notes that planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure the necessary infrastructure is provided to support current and projected needs.

Section 1.3.2.3 requires planning authorities to protect employment areas in proximity to major goods movement facilities and corridors for employment uses that require those locations.

The rezoning of the subject lands to permit a commercial use fits well with the provincial vision of creating employment opportunities within municipalities and protecting these areas for economic activity. As noted previously, the subject lands are located with the settlement area of Aberfoyle, in that part of the hamlet designated as the Central Business Area.

The proposed development of the subject land is consistent with the policies of the 2014 Provincial Policy Statement.

4.2 County of Wellington Official Plan (covering Township of Puslinch)

The 1999 Official Plan for the County of Wellington was approved by the Ministry of Municipal Affairs and Housing on April 13, 1999. The County of Wellington has undertaken a comprehensive 5-year review of its Official Plan (OPA 81) which was adopted by County Council on September 26, 2013 and approved by the Ministry of Municipal Affairs and Housing on April 29, 2014. OPA 81, in its entirety, was appealed to the Ontario Municipal Board. On December 19th, 2014, the Ontario Municipal Board approved, with modifications, Official Plan Amendment 81.

Appendix 1 contains relevant excerpts from the County's Official Plan.

The subject lands are designated in the Official Plan as "Aberfoyle Urban Centre" on Schedule A7 (Township of Puslinch Land Use Schedule) and Central Business District on Schedule A7-1.

Part 4 of the Official Plan outlines General County Policies. In this regard, Section 4.2 speaks to economic development and notes that the County will encourage a variety of employment opportunities for industrial, commercial and recreation activities in appropriate locations and will ensure an adequate supply of employment land is available at all times.

Section 4.6 of the Official Plan notes that in order to assess the merit of planning applications the municipality may require studies to be undertaken to measure various impacts and propose methods for reducing or eliminating impacts.

In this regard, the owner met with County, Township and Conservation Authority staff to determine the appropriate studies that would be required in support of this application. At that meeting it was determined that a planning impact assessments should be undertaken. In addition, a topographic survey should be completed to assess the existing site development and to ensure that works associated with the use of this property for a personal service shop would not impact the overall grading and stormwater drainage on the property.

Part 7 of the Official Plan sets out policies for the Urban System, noting that the majority of growth over the planning period should occur within the urban system.

Section 7.5 states that Urban Centres are expected to provide a full range of land use opportunities.

Part 8 of the Official Plan provides detailed Urban Centre policies with Section 8.4 addressing Central Business District policies.

The objectives of the Central Business District are to, among other things:

- Ensure the downtown remains the primary focus for retail, office, service, administration and cultural activities;
- Provide adequate commercial facilities to serve the needs of the local community and surrounding population; and
- Promote the Central Business District and various commercial and business services it provides.

Section 8.4.3 notes that the Permitted Uses in the CBD should accommodate a wide variety of retail, administrative, religious, cultural, entertainment, as well as service uses including restaurants, personal service establishments and financial institutions

The subject lands are located within this CBD designation. The use of the existing building for a personal service shop complies with the policies of the Official Plan.

4.3 Township of Puslinch Zoning By-law 19/85

The subject lands are currently located in the Hamlet Residential (HR) Zone. This zone restricts the use of the site to:

- (a) a single detached dwelling;
- (b) a semi-detached or duplex dwelling;
- (c) a rooming house or boarding house;
- (d) a home occupation;
- (e) a public use.

The proposed use of this property for personal service shop will require a zone change.

This application is requesting that the lands be rezoned to the Specialized Hamlet Commercial (C1) Zone to permit a personal service shop providing manicures, pedicures, facials, body and facial waxing and massage therapy. The sale of skin care, pedicure and manicure products will also be available for retail.

Specialized regulations will also be required to recognize the existing lot area, accessory structure and the provision of parking in excess of current zoning regulations.

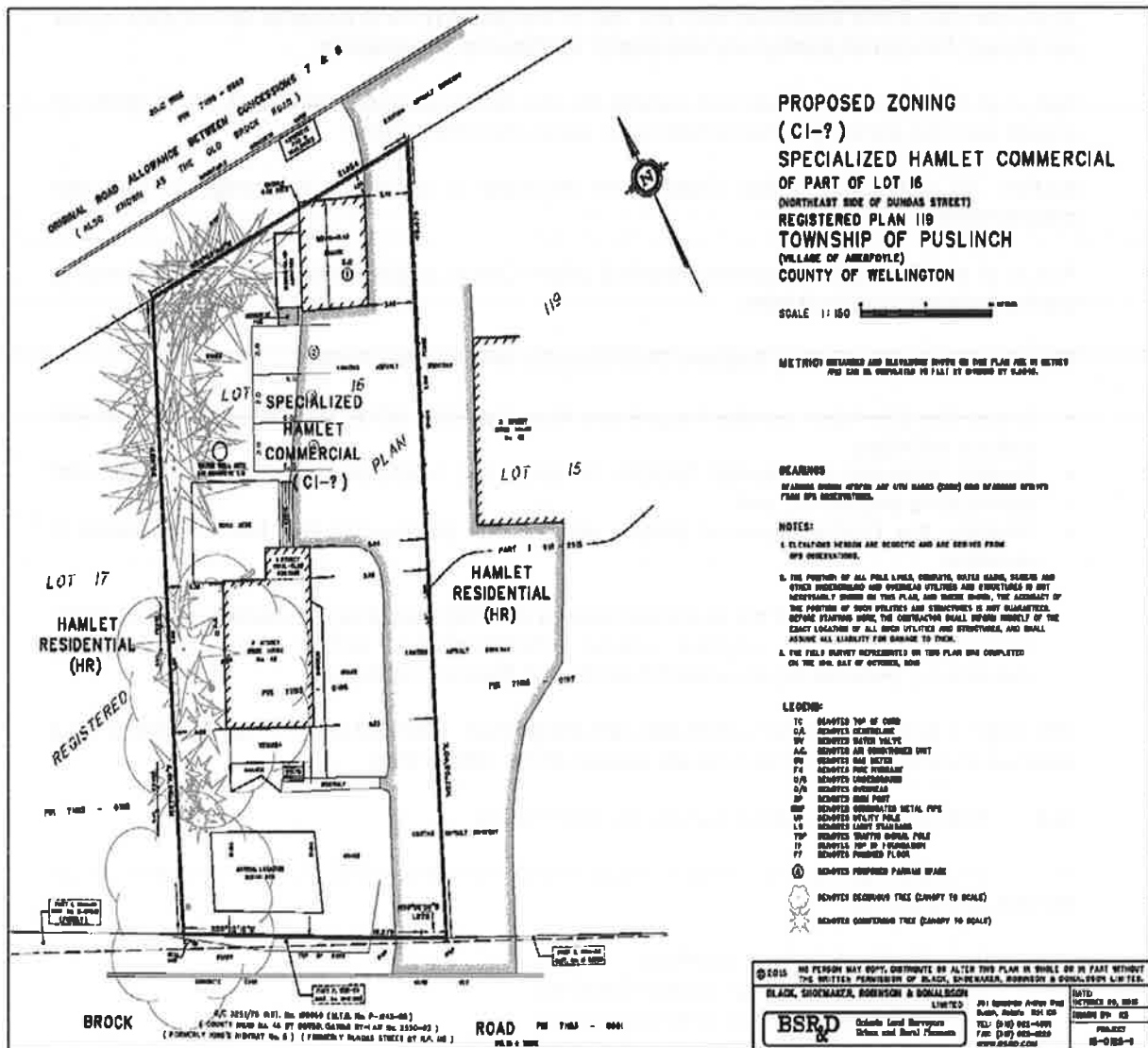


FIGURE 3: PROPOSED ZONING PLAN

Appendix 2 provides relevant excerpts from the Township's Zoning By-law.
Appendix 3 provides a draft zoning By-law.

5.0 PLANNING CONSIDERATIONS

- a) The need taking into account other lands in the area.

The subject property is part of the Aberfoyle Central Business District. This area is planned to provide the adequate commercial and service uses for the local community and surrounding population. At the present time, the owner provides this service as part of a home occupation within the Township. Through the operation of their current home based business, the owners have identified a need to expand the level of service currently provided beyond the scope of a home occupation.

- a) The appropriateness of the site taking into account the size and shape and the ability to accommodate the intensity of use.

The Site Plan illustrates that there is sufficient area on the property to accommodate parking for this use in excess of the by-law requirements. At the same time, the appearance of the building from both Brock Road and Old Brock Road will remain largely unchanged.

- b) Adequacy of the proposed method of servicing the site

The site is currently serviced by an existing individual septic system and well. The proposed use of the site for a small scale, personal service establishment will not generate significantly more demand on the water and septic system than a traditional single detached residential property.

- c) Compatibility

The property is currently buffered from the property to the north with mature vegetation. It is the owners' intention to construct a privacy fence along the southerly property line, in place of the existing chain link fence. This will provide sufficient buffering for that neighbour.

The use should be viewed as an unobtrusive small scale business that will generate limited traffic and operate within normal business hours.

- d) Impact on natural resources

There are no significant environmental features on the property. All existing vegetation will be maintained.

- e) Exterior design

No changes to the existing building are proposed, thereby maintaining the appearance of a residential dwelling.

Discrete signage will be added to the property in accordance with the Township's Sign By-law.

- f) Site contamination

The site has been used historically for residential purposes. There is no known site contamination.

g) Eliminating negative impacts

The impervious area of the site currently drains to Brock Road, excepting that part of the driveway adjacent to the detached garage which drains to Old Brock Road. The increase to the impervious area of the site is approximately 3.3 % which represents an insignificant increase in the volume of water draining to Brock Road.

To address privacy for the neighbour immediately adjacent to the southerly property line, the owners are proposing to construct a wood privacy fence in place of the existing chain link fence.

6.0 CONCLUSION


The owner of 40 Brock Road in Aberfoyle is proposing a zone change for their property. The purpose of the zone change is to permit a personal service shop, shop providing manicures, pedicures, facials, body and facial waxing and massage therapy. The sale of skin care, pedicure and manicure products will also be available for retail. To ensure the long term viability of the business, the zone change proposes to permit a personal service shop, including accessory sales of products. The broader personal service shop use will allow for additional services should the owner decide to add a service allowed for under the definition of "Personal service shop" in the future.


At the present time, no physical changes to the property are anticipated save for a small expansion to the asphalt parking area in the rear of the property. The site's location within the Aberfoyle Central Business District is appropriate for this small scale commercial operation.

This proposal conforms to the Growth Plan for the Greater Golden Horseshoe and is consistent with the Provincial Policy Statement.

The County of Wellington Official Plan designates this property as part of the Central Business District of Aberfoyle and the uses being requested by this zone change application are supported by the policies found in the Official Plan. The proposed zone change to recognize this personal service shop conforms to the Official Plan.

In my professional opinion, the proposal to rezone the subject lands from the current Hamlet Residential (HR) Zone to a Specialized Hamlet Commercial (C1 -?) Zone is appropriate and represents good planning.


Prepared By Nancy Shoemaker, RPP



November 2, 2015

Date:

APPENDIX 1

County of Wellington Official Plan (relevant excerpts)

Schedule A7 PUSLINCH



Legend

The Greenlands System

- Core Greenlands
- Greenlands
- Earth Science ANSI

The Rural System

- Prime Agricultural
- Secondary Agricultural
- Recreational
- Rural Employment Area
- Country Residential
- Policy Areas

The Urban System

- Hamlet Area
- Urban Centre

Other

- Landfill Site
- Proposed Interchange
- Proposed Major Roadways
- County Roads
- Provincial Highways

Mineral Aggregate Resources are identified on Schedule C of the Official Plan. Landward Aggregate Operations are identified on Appendix 2 of the Official Plan.

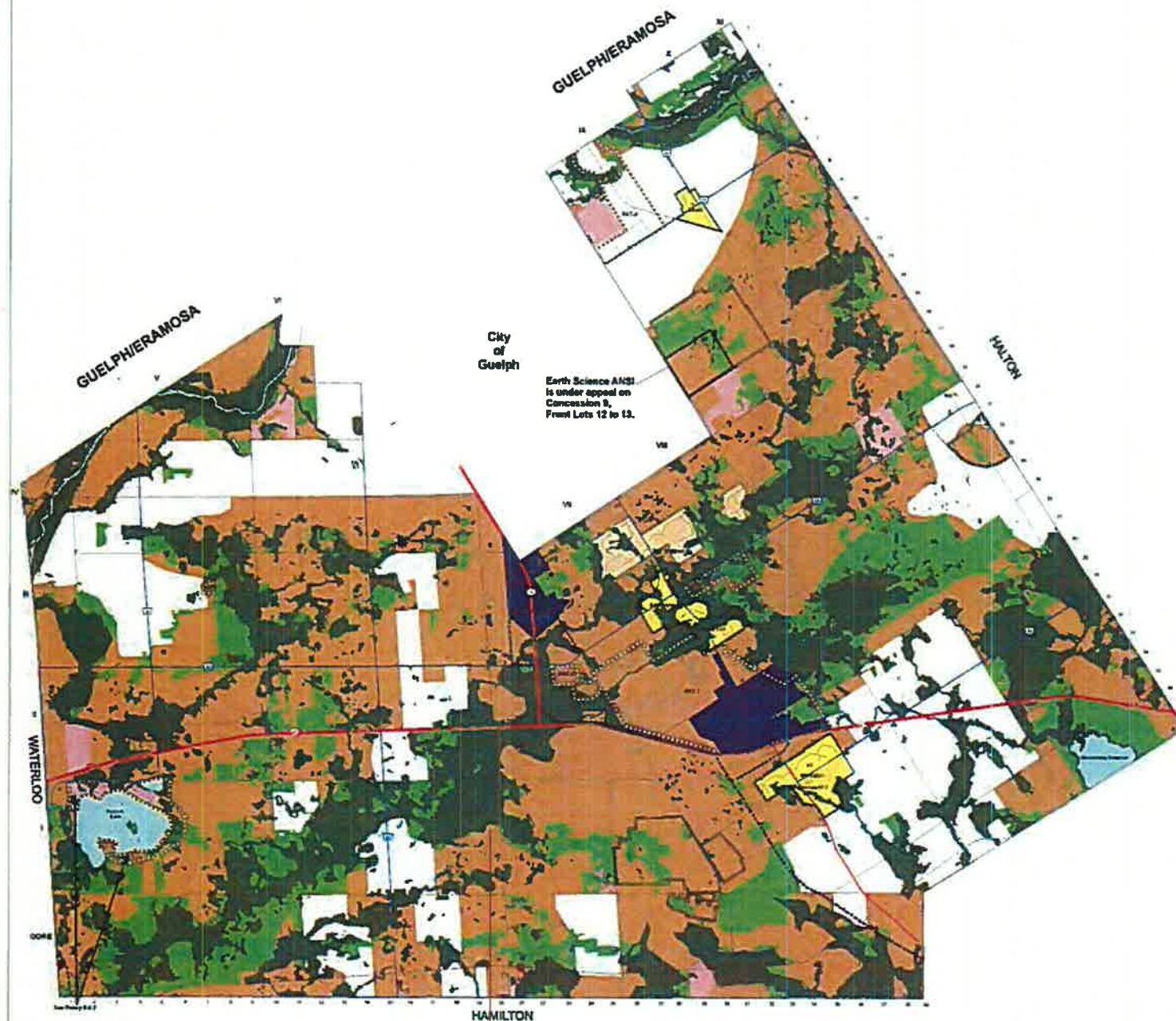


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Sources: County of Wellington Planning and Development Department; Ministry of Natural Resources; Great Lakes Conservation Authority; Inland Water Region Conservation Authority; and Conservation Halton.

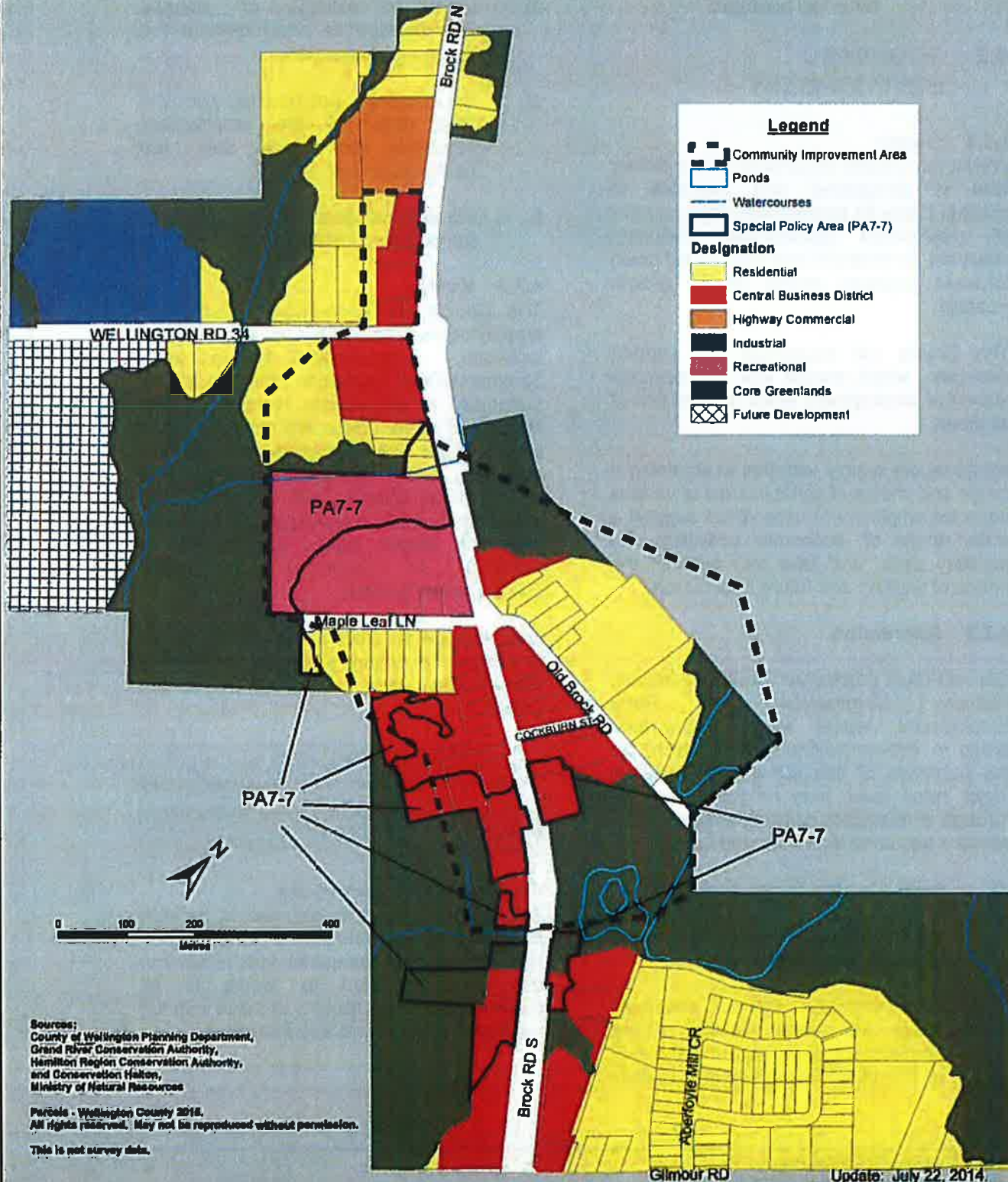
Produced using natural resources information provided by local Conservation Authorities and the Ministry of Natural Resources (Copyright Queen's Printer 1997).

Updated: March 8, 2015.
Date Printed: March 9, 2015





ABERFOYLE TOWNSHIP OF PUSLINCH Schedule A7-1



- iii) implementation guidelines for use of the master plan and management of the area's historical heritage.

4.2 ECONOMIC DEVELOPMENT

4.2.1 Supply

Wellington County will ensure that sufficient land is designated and available to accommodate an appropriate range and mix of employment opportunities (including industrial, commercial and institutional uses) to meet projected needs for the growth forecast.

The County will encourage and support decisions, which ensure that an adequate supply of employment lands is available at all times.

An adequate supply includes maintaining a range and choice of suitable sites of various sizes for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses.

4.2.2 Conversion

Conversion of employment lands (Industrial, Highway Commercial and Rural Employment Areas) within employment areas to non-employment uses which, for the purposes of this sub-section includes major retail uses, may be permitted only through a municipal comprehensive review where it has been demonstrated that:

- a) there is a need for the conversion;
- b) the municipality will meet its employment forecast allocation;
- c) the conversion will not adversely affect the overall viability of the employment area, and achievement of the intensification target, density

targets, and other policies of this Plan.

- d) there is existing or planned infrastructure to accommodate the proposed conversion;
- e) the lands are not required over the long term for the employment purposes for which they are designated; and
- f) cross-jurisdictional issues, if any, have been considered.

4.2.3 Variety

The County will encourage a variety of employment opportunities in a variety of locations. Opportunities for industrial, commercial and recreation activities will be supported in appropriate locations. The majority of opportunities will occur in urban areas where full municipal services are available. Other locations, including lands in the Rural System, will be considered where they offer advantages to business such as larger sites, compatibility or proximity to resources or major transportation facilities.

Land shall be set aside in the Urban System to provide employment opportunities which will at least keep pace with residential growth.

Opportunities for new business and jobs will be provided.

4.2.4 Urban Opportunities

The Urban System is intended to provide the greatest opportunity for employment. New commercial, industrial and recreation uses are expected to locate in all settlements, but particularly in those with full municipal sewage and water services.

4.5.2 Contaminated Sites

Development will not be permitted on contaminated sites. Development may only proceed once a contaminated site is restored such that no adverse effect will result from any on-site activity associated with the proposed use. In considering applications on sites which are known or suspected to be contaminated, such as lands which have been used for industry, public works yards and railway yards, the following process will be followed:

- a) an MOEE acknowledged Record of Site Condition may be accepted as evidence that the site is not contaminated and no remediation is required;
- b) where a site is contaminated, a site remediation plan complying with MOEE's Guideline For Use At Contaminated Sites In Ontario and prepared by a qualified consultant may be accepted. Official plan, zoning, draft subdivision or consent approval may be given based on an acceptable remediation plan provided that other planning approvals, which will prevent development from taking place until site remediation is complete, are still required.
- c) final approvals, which will allow development of a site, such as removing holding provisions or clearing conditions of draft subdivision approval may be given when an MOEE acknowledged Record of Site Condition is received indicating that the required site remediation has taken place.

4.6 IMPACT ASSESSMENT

4.6.1 General

In order to assess the merit of planning applications, the County or local municipality may require studies to be

undertaken to measure various impacts and to propose methods of reducing or eliminating negative impacts. These studies shall be prepared by qualified professionals and will include, but are not limited to:

- planning impacts
- environmental impacts
- traffic impacts
- agricultural impacts
- fiscal impacts

Studies prepared as part of an environmental assessment, licensing procedure or other planning process may fulfill all or part of the requirements of this section.

4.6.2 Planning Impact Assessment

Planning impact assessments may be required to evaluate:

- a) the need for the proposed use other than for aggregate operations, taking into account other available lands or buildings in the area;
- b) the appropriateness of the proposed site for the use proposed taking into consideration the size and shape of the land and its ability to accommodate the intensity of use proposed;
- c) the adequacy of the proposed method of servicing the site;
- d) the compatibility of the proposed use with consideration given to the height, location, proximity and spacing of buildings; the separation between various land uses; impacts from noise, odour, dust or other emissions from the proposed use and from adjacent land uses; loss of privacy, shadowing or impact on cultural heritage resources and landscapes;

PART 7

THE URBAN SYSTEM

7.1 DEFINED

The Urban System includes the larger urban places in Wellington, which are expected to accommodate the majority of growth over the planning period. The urban system includes:

- hamlets
- urban centres

The urban system is sometimes referred to as "urban areas."

7.2 PURPOSE

The Urban System is anticipated to change to a greater extent than the Rural and Greenlands Systems. New development along with increases in population will be directed to the urban system and, in particular, to those areas with full municipal services. The Growth Strategy set out in Section 3 should guide growth in the urban system.

The Urban System policies are intended to provide for growth but at the same time, retain the quality and character of Wellington's small urban places. Growth and change will be managed so that existing and future residents enjoy healthy, efficient and sustainable communities.

7.3 PLANNING APPROACH

Development based on municipal services which promote environmental protection and efficient land use will be encouraged.

Land use patterns in the urban system shall be based on:

- a) densities and a mix of land uses which:

- i) efficiently use land and resources;
 - ii) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion; and
 - iii) minimize negative impacts to air quality and climate change, and promote energy efficiency.
- b) a range of uses and opportunities for intensification and redevelopment.

Hamlet policies will be developed to recognize the smaller urban places in Wellington which do not have central sewer and water systems. Hamlets are expected to eventually build out on existing designated lands, while growth beyond their current boundaries will be limited.

Urban centre policies will be developed to recognize the larger urban places in Wellington which usually have sewer and water services. These areas will be expected to provide the greatest opportunities for growth in Wellington. Some urban areas such as Erin Village and Hillsburgh without central services may be recognized as urban centres due to the prominent role they play as a focus for growth and community functions in their municipalities.

Greenlands within the Urban system may be identified on separate land use schedules based on the extent of the greenland features and the scale of

mapping. The greenland policies will continue to fully apply.

Wellington County's urban system will be the focus for growth and includes:

- *hamlets*
- *urban centres*

7.4 HAMLETS

7.4.1 Permitted Uses

Development will be relatively small-scale given the rural context and level of service available in hamlets. The primary residential use will be low density single detached units, although some small-scale multiple-unit development may be considered to provide greater housing variety. An accessory residential unit within an existing residence may be allowed if adequate servicing is available.

Other uses including local commercial, small scale industrial, institutional and parks and open space may also be permitted where compatible and where adequate levels of service can be provided.

Zoning by-laws will identify areas for various uses and set regulations to govern their nature.

7.4.2 Servicing

Sewage and water services will be provided in accordance with Section 11.2 of this Plan.

Road access will be via internal roads where possible, then via local roads where possible and then via County Roads or Provincial Highways where there is no other alternative. In all cases appropriate siting standards must be met and road functions maintained.

7.4.3 Land Use Compatibility

In hamlets the establishing of specific areas for various land uses is normally left to the zoning by-law. In establishing zones, Councils shall ensure that existing and proposed uses are compatible and that adverse impacts are kept to a minimum and that appropriate mitigation is provided where practical.

7.4.4 Impact Assessment

Where a Council is concerned about the impact a proposed development may have on a hamlet, it may require an impact assessment as set out in the general policy section of this Plan.

Hamlets will normally accommodate low density development on individual on-site services.

7.5 URBAN CENTRES

7.5.1 Permitted Uses

Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available.

More detailed official plan designations and policies as well as zoning regulations will identify the location and nature of various permitted uses in urban centres.

7.5.2 Services

Sewage and water services will be provided in accordance with Section 11.2 of this Plan.

Road access will be via internal roads where possible, then via local roads where possible and then via County Roads or Provincial Highways where there is no other alternative. In all cases, appropriate

sighting standards must be met and road functions maintained.

7.5.3 Land Use Compatibility

More detailed planning policies and zoning regulations shall be developed for Urban Centres to ensure that existing and proposed uses are compatible and that adverse impacts are kept to a minimum and that appropriate mitigation is provided where practical.

Urban centres will provide a full range of land use opportunities normally on full municipal services.

7.5.4 Impact Assessment

Where a Council is concerned about the impact a proposed development may have on an urban centre, it may require an impact assessment as set out in the general policy section of this Plan.

7.5.5 Residential Use

Urban centres shall provide a broad range of residential uses to provide a diverse supply of housing, including affordable housing.

In Wellington, the single-family residence will continue to be the dominant use of urban lands. Other forms of housing at densities appropriate to the servicing and the nature of the community will also be developed including semi-detached, duplex townhouse and apartment units.

Accessory apartments in single family residences will normally be allowed unless there are physical constraints in an area such as inadequate services or on-site parking. Building code requirements must be met.

Additionally, bed and breakfast establishments will be encouraged within single detached dwellings where adequate services and parking are available.

7.5.6 "Main Street"

"Main Street" is also an appropriate area for mixed use in small towns. Public service facilities are often complementary to commercial uses, and planning policies will support residential uses above or to the rear of street level commercial uses.

Strong "main street" commercial areas are supported.

7.5.7 Regional Retail Centre

New retail centres of regional significance will require an amendment to this Plan and will only be allowed if:

- a) it does not undermine the planned function of nearby "main street" areas;
- b) it is primarily designed to recapture Wellington County retail sales currently spent in other areas or to draw new retail sales to Wellington.

7.5.8 Other Commercial Uses

A variety of other commercial uses will be required in Urban Centres including areas to serve highway oriented business including gas sales and motels, commercial uses requiring large sites and unable to locate in the "main street" area and convenience commercial uses to serve neighbourhood needs.

7.5.9 Transition Areas

Many "main streets" have nearby areas undergoing change. These areas are often in transition from single detached residential to a mixture of commercial, multi-unit residential and institutional uses. Providing adequate parking is often a challenge in these areas. These areas may be recognized in official plans and zoning by-laws for a mixture of uses including service commercial uses. They shall not be allowed to develop as retail areas unless an expansion of the "main street" area can be justified.

PART 8

DETAILED URBAN CENTRE POLICIES

8.1 GENERAL

8.1.1 Purpose

The intention of this Section is to provide detailed land use policies for all urban centres identified with separate land use schedules in this Plan.

8.1.2 Overview

The urban centres of Wellington are the primary focus for housing, commerce, services, job creation, recreation, and community facilities. This Plan will recognize and reinforce the role of urban centres as central places in Wellington.

Of equal importance is maintaining the livability of urban centres. The residents of Wellington's urban centres value a small town lifestyle which is distinct from that of larger urban centres. The character of the county's urban centres needs to be protected as growth takes place.

Urban centres are a focus for growth but need to retain a small town lifestyle.

8.1.3 Vision Statement

By the end of the planning period, it is expected that the urban centres in Wellington County will have the following characteristics:

- a) that traditional community values will be maintained and the small town character will be enhanced;
- b) that the single-detached home will continue to be the dominant form of

housing but a greater variety of housing types will also be available;

- c) that the central business district will remain the primary focus of commercial, cultural and civic functions for the municipality;
- d) that well planned industrial areas will continue to provide new job opportunities and municipal tax revenues;
- e) that the quality of life for the residents will be enhanced by the protection of natural and cultural environment, the enhancement of new recreational opportunities, and the preservation of heritage resources;
- f) that infrastructure such as roads, water, utilities, fire protection and administration will be improved and, where feasible, expanded to meet the needs of a growing community;
- g) that the greenland system and rivers will remain dominant natural features in urban centres providing aesthetic and recreational opportunities for both residents and visitors alike;
- h) that the elements of the natural environment including rivers, hills, wetland, groundwater and forest resources will be protected, enhanced and well managed.

8.4 CENTRAL BUSINESS DISTRICT

8.4.1 Overview

The predominant use of land in the area designated CENTRAL BUSINESS DISTRICT (CBD) on Schedule "A" to the Plan shall be for general commercial purposes.

This Plan attempts to ensure that the downtown area of urban centres is a strong focus for business, administrative, and cultural activities and remains the primary gathering place combining both commerce and social functions.

8.4.2 Objectives

The objectives for the central Business are as follows:

- a) to ensure that the downtown remains the primary focus for retail, office, service, administrative and cultural activities;
- b) to provide adequate commercial facilities to serve the needs of the local community and surrounding population;
- c) to maintain and promote a compact and people-oriented downtown by establishing a safe and pleasant pedestrian environment which encourages movement by foot and bicycle rather than by automobile;
- d) to facilitate vehicular and pedestrian movement in the downtown through improvements to roads, parking areas, pedestrian paths;
- e) to protect the heritage buildings and structures in the downtown area and ensure that the attractive streetscape is retained and, where possible, enhanced;

- f) to enhance the appearance of and increase access to the natural areas in the downtown area for economic and recreational purposes;
- g) to continually improve the image and level of services of the downtown;
- h) to promote the Central Business District and the various commercial and business services it provides;
- i) to encourage initiatives which endeavour to improve the economic viability of the downtown area such as the development of residential uses above commercial uses, supporting local groups whose objectives include downtown business improvement, and providing other appropriate assistance.

Strong downtown areas must be a focus for business, administrative, and cultural activities and remain the primary gathering place for commerce and social functions.

8.4.3 Permitted Uses

The CENTRAL BUSINESS DISTRICT as illustrated on Schedule "A" to the Plan shall accommodate a wide variety of retail, office, service, administrative, religious, cultural and entertainment uses. Service uses include restaurants, personal service establishments and financial institutions.

Residential development may be permitted within this designation provided that retail, office or service commercial uses are located at street level.

Certain commercial uses which rely upon and serve primarily vehicular rather than pedestrian oriented traffic, such as automobile sales and service establishments, building supply outlets and motels, are not permitted within the CENTRAL BUSINESS DISTRICT and therefore any new uses shall be located within areas designated HIGHWAY COMMERCIAL. Existing non-conforming uses shall be governed by policies contained in this Plan.

8.4.4 Scale of Development

The CENTRAL BUSINESS DISTRICT is intended to accommodate the most intensive development within the urban centre. The Zoning By-law may provide for lower intensity uses in terms of height, density and site coverage where the CBD abuts low density residential areas.

8.4.5 Parking

Adequate and well located off-street parking facilities shall be provided to meet the demands generated by development in the downtown. Parking lot development will not be allowed on "main streets" where it is important to maintain continuous building facades.

Parking standards for new development may be established to satisfy the incremental demand for parking generated by the proposed development and the municipalities may accept cash payments in lieu of required parking, provided that any such payments are used to develop parking facilities to serve the commercial areas.

8.4.6 Design Considerations

When considering any development or redevelopment within the CBD, Council shall ensure that such proposals are both aesthetic and functional with respect to building height, bulk, setback, landscaping, parking and vehicular circulation. In addition, where any development or redevelopment is proposed adjacent to residential areas, appropriate measures

shall be taken to provide adequate setbacks and screening for the residential areas. Wellington also encourages the re-use of existing buildings within the CENTRAL BUSINESS DISTRICT, where practical.

8.4.7 Expansion Criteria

Areas designated CENTRAL BUSINESS DISTRICT, as shown on Schedule "A" of the Plan, may be expanded to allow new development. In considering proposals to expand the CBD, Council may require an impact analysis as outlined in this Plan.

8.5 RESIDENTIAL TRANSITION AREA

8.5.1 Overview

The Central Business District is primarily intended to be a retail commercial area with shopping, restaurants and accommodations catering to the traveling public and local needs. Other commercial uses in urban centres such as professional offices, clinics, personal services, day care centres, nursery schools, as well as churches and service clubs require sites to serve the community. These uses do not generate the same level of vehicular and pedestrian traffic as retail facilities for shopping, dining and overnight accommodation.

A RESIDENTIAL TRANSITION AREA has been identified as illustrated on Schedule "A" to provide an opportunity for non-retail commercial uses as well as other community services.

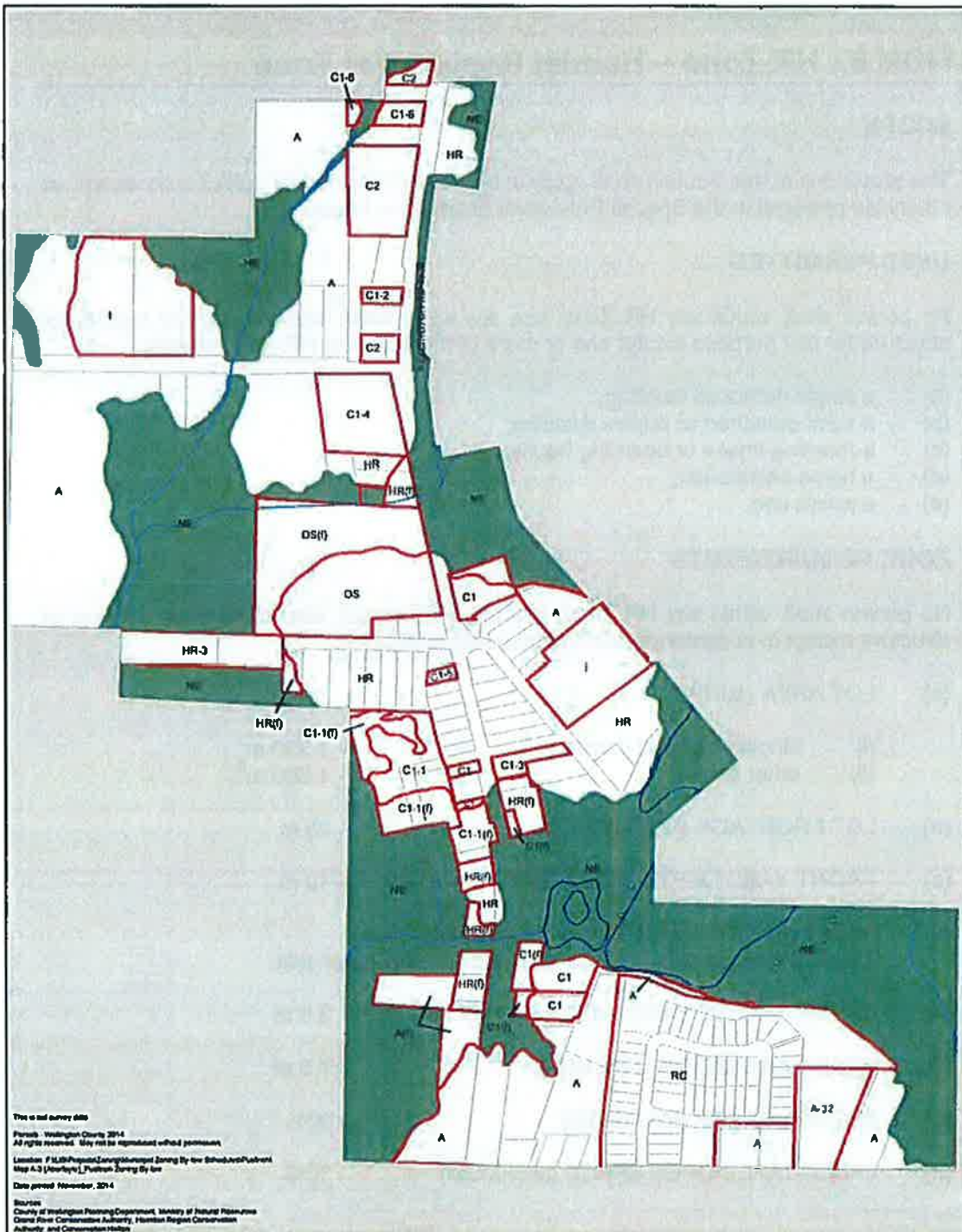
8.5.2 Objectives

The objectives for the RESIDENTIAL TRANSITION AREA are as follows:

- a) that all new non-retail uses and service functions shall maintain compatibility with existing residential uses and minimize impacts on surrounding land uses;

APPENDIX 2

Township of Puslinch Zoning By-law 19/85 (relevant excerpts)



LEGEND

A Agricultural
 NE Natural Environment
 HR Hamlet Residential
 RR Resort Residential
 RC Residential Community
 C1 Hamlet Commercial
 C2 Highway Commercial
 C3 Agricultural Commercial
 C4 Resort Commercial

ER1 Estate Residential Type 1
 ER2 Estate Residential Type 2
 MR Milk Creek Residential Area
 ML Mini Lakes
 IND Industrial
 OI Disposal Industrial
 OS Open Space
 (f) Denotes Flood Plain Area subject to
 (f) suffix provisions

1:6,000

Map A-3
 Schedule A
 TOWNSHIP OF PUSLINCH
 ZONING BY-LAW
 NO. 19/85
 ABERFOYLE

SECTION 6 - HR Zone – Hamlet Residential Zone

(1) SCOPE

The provisions of this Section shall apply in all Hamlet Residential (HR) Zones except as otherwise provided in the Special Provisions Subsection hereto.

(2) USES PERMITTED

No person shall, within any HR Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following HR uses, namely:

- (a) a single detached dwelling;
- (b) a semi-detached or duplex dwelling;
- (c) a rooming house or boarding house;
- (d) a home occupation;
- (e) a public use.

(3) ZONE REQUIREMENTS

No person shall, within any HR Zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

(a) LOT AREA (MINIMA)

- | | |
|------------------------------|------------------------|
| (i) single detached dwelling | - 1 390 m ² |
| (ii) other uses | - 1 860 m ² |

(b) LOT FRONTAGE (MINIMUM) - 25 m

(c) FRONT YARD DEPTH (MINIMUM) - 10 m

(d) INTERIOR SIDE YARD WIDTH (MINIMUM) Three metres on one side and one metre on the other side.

(e) EXTERIOR SIDE YARD WIDTH (MINIMUM) - 3.5 m

(f) REAR YARD DEPTH (MINIMUM) - 7.5 m

(g) LOT COVERAGE (MAXIMUM) - 30%

(h) LANDSCAPED OPEN SPACE (MINIMUM) - 30%

SECTION 11 – C1 Zone – Hamlet Commercial Zone

(1) SCOPE

The provisions of this Section shall apply in all Hamlet Commercial (C1) Zones except as otherwise provided in the Special Provisions Subsection hereto.

(2) USES PERMITTED

No person shall, within any C1 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C1 uses, namely:

- (a) an accessory dwelling unit;
- (b) a bank;
- (c) a business or professional office;
- (d) a clinic;
- (e) a home occupation accessory to a permitted existing single dwelling;
- (f) a parking lot;
- (g) a personal service shop;
- (h) a public use;
- (i) a restaurant;
- (j) a retail store;
- (k) a service trade.

(3) ZONE REQUIREMENTS

No person shall, within any C1 Zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) LOT AREA (MINIMUM) - 1 000 m²
- (b) LOT FRONTAGE (MINIMUM) - 20 m
- (c) INTERIOR SIDE YARD WIDTH (MINIMUM)

No minimum, except that where an interior side yard abuts a lot in a zone other than a C1 Zone, the minimum width of such interior side yard shall be three metres.

- (d) REAR YARD DEPTH (MINIMUM) - 7 m
- (e) LOT COVERAGE (MAXIMUM) - 35%
- (f) ADJACENT TO A RESIDENTIAL ZONE

A privacy fence or a planting area 1.5 metres wide shall be provided and maintained adjacent to every portion of any lot line that abuts any Residential Zone not separated by a public road.

a private school

parking spaces per 35 spaces capacity or 1 parking space per 5 persons capacity of any auditorium therein

- | | | | |
|--------|--|---|---|
| (xii) | A retail store,
a factory outlet,
a variety store,
a personal service shop
a retail farm sales
outlet | - | 1 parking space plus 1
additional parking space
per 20 square metres of
net floor area in excess of
200 square metres |
| (xiii) | A restaurant,
a refreshment room | - | the greater of either 1
parking space per 4 persons
capacity of any dining room
or refreshment room or 1
parking space per 10 square
metres of net floor area of
each dining room |
| (xiv) | A retail lumber and
building supply yard,
a bulk sales outlet | - | 1 parking space per 100
square metres of net floor
area and open storage area |
| (xv) | an undertaker's
establishment | - | 1 parking space per 5
persons seating capacity |
| (xvi) | Any nonresidential use
permitted by this By-law
But not specifically
but not specifically
mentioned in this Clause | - | 1 parking space per 20
square metres of net floor
area |

(d) CALCULATION OF PARKING REQUIREMENTS

- (i) Where a part of a parking space is required in accordance with this By-Law for a use listed in Clause (b) or Clause (c) of this Subsection, such part shall be considered one parking space for the purpose of calculating the total parking requirements for the said use.
- (ii) Parking spaces required in accordance with this By-Law shall not include any parking spaces used or intended to be used primarily for the storage or parking of vehicles for hire or gain, display or sale.
- (iii) Where the number of parking spaces required in accordance with Clause (c) of this Subsection is based upon the capacity of a building or structure, such capacity shall be deemed to be the same as the maximum capacity for such building or structure permitted by The Ontario Building Code, the Ontario Fire Code, or where applicable, The Liquor Licensing Board of Ontario, whichever capacity is the lesser.

APPENDIX 3

Proposed Zoning By-Law Amendment

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED, BEING THE ZONING BY-LAW
FOR THE TOWNSHIP OF PUSLINCH**

WHEREAS, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 19/85, pursuant to Section 34 of the Planning Act, R.S.O. 1990 as amended;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule 'A' (Map A-7) of Zoning By-Law 19/85 is hereby amended by rezoning Part of Lot 16, Registered Plan 119 (40 Brock Road) from Hamlet Residential (HR) to a Specialized Hamlet Commercial Zone (C1-?) in accordance with the following provisions:
 - C1-?** Notwithstanding any provisions of this By-Law to the contrary, within the area designated C1-? On Schedule 'A' hereto, the following special provisions shall apply:
 - (i) **Permitted Uses**
A personal service shop, including accessory retail sales.
 - (ii) **Zone Requirements**
 - Minimum Lot Area of 890 square metres
 - Minimum of 8 Parking Spaces
 - The detached garage existing at the date of the passing of this by-law is permitted in its current location.
2. This By-Law shall become effective from the date of passage by Council and shall come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2015.

MAYOR

CLERK

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2015.

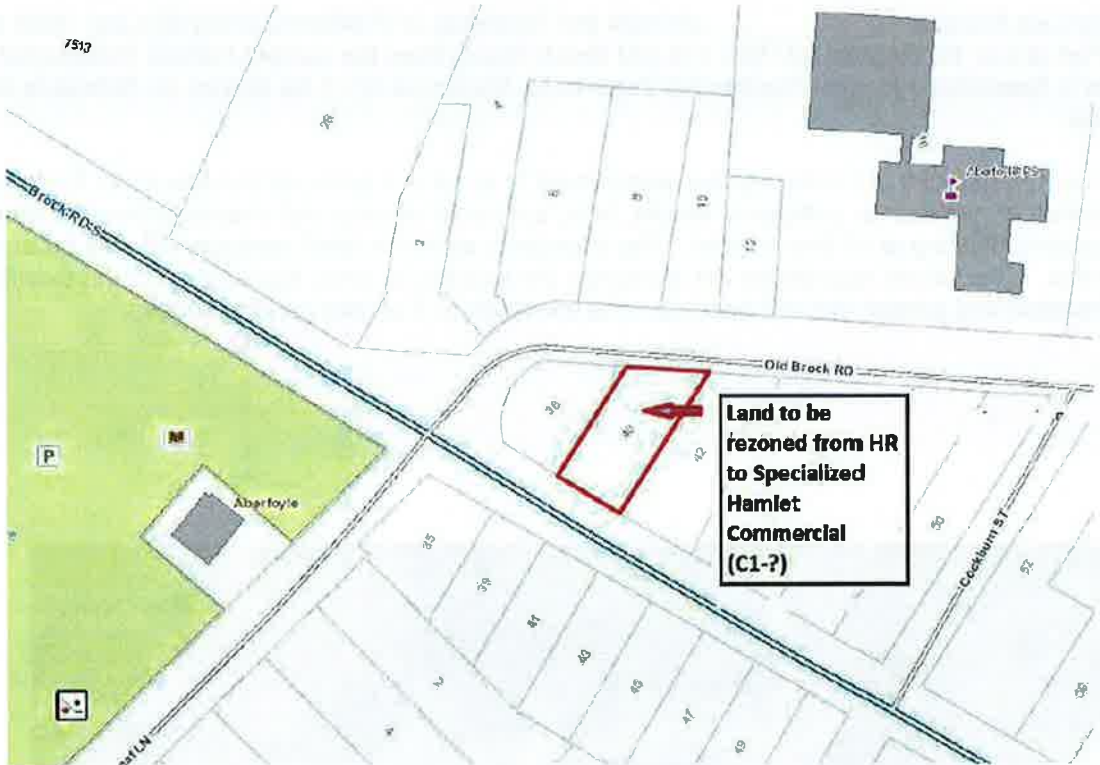
MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

SCHEDULE 'A'



This is Schedule "A" to By-Law No. _____

Passed this ____ day of _____, 2015.

MAYOR

CERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION OF BY-LAW NUMBER _____

By-Law Number _____ amends the Township of Puslinch Zoning By-Law 19/85 by rezoning Part of Lot 16, Registered Plan 119 (40 Brock Road) from the current Hamlet Residential (HR) Zone to a Specialized Hamlet Residential Zone to be known as C1-?. As shown on Schedule A of this By-law.

The purpose of this Zoning By-law amendment is to allow a personal service shop, including but not limited to manicures, pedicures, facials, body and facial waxing and massage therapy within the existing building at 40 Brock Road. The accessory sale of related products will also be available for retail. Specialized regulations will recognize the existing lot area, the location of the existing freestanding garage and the provision of a minimum of 4 on-site parking spaces.



BLACK, SHOEMAKER, ROBINSON & DONALDSON
LIMITED



351 Speedvale Avenue West
Guelph, Ontario N1H 1C6

TEL: 519-822-4031
FAX: 519-822-1220

November 2nd, 2015

Project: 15-1025

Ms. Kelly Patzer
Development Coordinator
Township of Puslinch
R.R. #3
GUELPH, Ontario N1H 6H9

RECEIVED
Township of Puslinch

NOV - 2 2015

Dear Ms. Patzer:

**Re: Proposed Zone Change Application
From the Hamlet Residential (HR) to A Specialized Hamlet Commercial (C1-?) Zone
To permit a Personal Service Establishment at 40 Brock Road
Part of Lot 16, Registered Plan 119, Township of Puslinch
Owner: Tsounis Capital Investments Ltd.**

Please find enclosed a completed "Application for Zoning By-law Amendment" for the above-noted property. Also enclosed is a cheque in the amount of \$2,000.00 payable to the Township of Puslinch to cover the planning processing fees associated with this amendment.

The purpose of this amendment is to change the existing Hamlet Residential (HR) Zone to a Specialized Hamlet Commercial (C1-?) Zone to permit a personal service establishment providing manicures, pedicures, facials, body and facial waxing and massage therapy within the existing building located at 40 Brock Road. The sale of skin care, pedicure and manicure products will also be available for retail. In support of this application we are also enclosing the following plans and reports:

- 10 copies of the Topographic Survey and Site Plan, included at back of report;
- 10 copies of the Zoning plan;
- 10 copies of the Planning Justification Report prepared by Black, Shoemaker, Robinson & Donaldson Limited; and
- 10 copies of the completed "Application for Zoning By-law Amendment"

I trust this package will provide the Township with sufficient information to commence the processing of this application. Should you have any questions, please call me.

Yours very truly

BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED

Nancy Shoemaker, B.A.A., M.C.I.P., R.P.P.

Attachments

Copy: Tsounis Capital Investments Ltd.

I. D. ROBINSON, B.Sc., O.L.S., O.L.I.P.
DAVE SHIBLEY, O.S.T.

K. F. HILLIS, B.Sc., O.L.S., O.L.I.P.
ARIE LISE, O.L.S., O.L.I.P., Dipl.T.

N. C. SHOEMAKER, B.A.A., M.C.I.P., R.P.P.
BRIAN BEATTY, B.A.A., M.U.R.P.L.

C. V. YOUNG, C.S.T.

S. W. BLACK, O.L.S. (1917 - 2007)

R. L. SHOEMAKER, O.L.S. (1923-2008)

W. F. ROBINSON, O.L.S. (1924-2010)

A. B. DONALDSON, O.L.S., O.L.I.P. Consultant



Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

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Township of Puslinch
NOV - 2 2015

Zoning By-law Amendment Application

Date submitted: November 2nd, 2015

The Amendment:

Type of amendment:

Site specific: ☒

Other (specify): ☐

Purpose of and reasons for the proposed amendment(s):

Change Hamlet Residential (HR) Zone at 40 Brock Road to a Specialized Hamlet Commercial (C1-?) Zone to permit a personal service establishment , including accessory retail sales.

General Information:

1. Applicant Information:

Registered Owner's Name(s): Tsounis Capital Investments Ltd.

Address:

City:

Postal Code:

Email Address:

Telephone Number:

Fax:

Applicant (Agent) Name(s): Black, Shoemaker, Robinson & Donaldson Limited

Address:

City:

Postal Code:

Email Address:

Telephone Number:

Fax:

Other Name(s):

Address:

City:

Postal Code:

Email Address:

Telephone Number:

Fax:

Name, address, and phone number of all persons having any mortgages, charges, or encumbrances on the property.

National Bank of Canada
145 King Street West, Suite 710
Kitchener, Ontario M5H 1J8

Send correspondence to: Owner: ☐ Agent: ☒ Other: _____

When did the current owner acquire the subject land? Date: August 26, 2016

4. What does the amendment cover?

The "entire" property: ☒

A "portion" of the property: ☐

(This information should be illustrated on the required drawing under item 24 of this application)

5. Provide a description of the "entire" property:

Municipal address: 40 Brock Road

Concession: _____ Lot: Part Lot 16
Registered Plan Number: 119
Area: 0.09 ha Depth: 39.4 - 49.4 m Frontage: 20.16 m
0.22 ac 129-162 ft. 66.13 ft.

6. Provide a description of the area to be amended if only a "portion" of the property:

Area: _____ ha Depth: _____ m Frontage: _____ m
_____ ac _____ ft. _____ ft.

7. Is the application to amend the zoning by-law consistent with the Provincial Policy Statement?

Yes: ☒ No: ☐

8. Is the subject land within an area of land designated under any provincial plan or plans?

Greenbelt Plan: ☐ Places to Grow: ☒ Other: (specify): _____

If yes, does the application conform to and not conflict with the application provincial plan or plans?

Yes: ☒ No: ☐

9. County Official Plan

What is the current County Official Plan designation of the subject property?

Aberfoyle Urban Centre - Central Business District

List land uses permitted by the current Official Plan designation:

Full range of land uses - a wide variety of retail, administrative, religious, cultural, entertainment, as well as service uses including restaurants, personal service establishments and financial institutions

How does the application conform to the Official Plan?

Provision of a personal service establishment in the existing building addresses a use supported in the Official Plan.

If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, provide details of the Official Plan or Official Plan amendment that deals with the matter.

N/A

If the application is to remove land from an area of employment, provide details of the Official Plan or Official Plan amendment that deals with the matter.

N/A

If the subject land is within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.

N/A

10. Zoning:

What is the current zoning of the property? Hamlet Residential (HR)

What uses are permitted? single detached, semi-detached, rooming house , home occ.

If the subject land is within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.

N/A

If the subject land is within an area where the municipality has pre-determined minimum and maximum density requirements or the minimum and maximum height requirements provide a statement of these requirements.

N/A

Existing and Proposed Land Uses and Buildings:

11. What is the "existing" use(s) of the subject land?

Detached residential dwelling

12. How long has the "existing" use(s) continued on the subject land?

Approximately 80 years old - the existing house was constructed in 1935

13. What is the "proposed" use(s) of the subject land?

Personal service shop, including accessory retail sales.

14. Provide the following details for all buildings or structures on the subject land:

Building Details	Existing		Proposed	
Type of Building(s) or structures			Same	Same
Date of construction	1912			
Building height	6 m	20 ft	m	ft
Number of floors	2	2		
* Total floor area	130 m ²	1399 ft ²	m ²	ft ²
Ground floor area (exclude basement)	70 m ²	753 ft ²	m ²	ft ²
Distance from building structure to the:				
Front lot line	10.66 m	35 ft	m	ft
Side lot line	4.06 m	13 ft	m	ft
Other side lot line	9.09 m	32.4 ft	m	ft
Rear lot line	19.5 m	64 ft	m	ft

Building Details	Existing		Proposed	
*Percentage lot coverage	13%		13%	
*Number of parking spaces	2		4	
*Number of loading spaces	None		None	

Existing and Proposed Services:

15. What is the access to the subject property?

Provincial Highway:

☐

Continually maintained municipal road:

☒

Right-of-way:

☐

Seasonally maintained municipal road:

☐

Water access:

☐

Other (please specify):

☐

16. What is the name of the road or street that provides access to the subject property.

Brock Road and Old Brock Road

17. If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from subject land to the nearest public road.

N/A

(This information should be illustrated on the required drawing under item 24 of this application)

18. Indicate the applicable water supply and sewage disposal:

Water Supply	Existing	Proposed
Municipal water	<input type="checkbox"/>	<input type="checkbox"/>

Water Supply	Existing	Proposed
Communal water	<input type="checkbox"/>	<input type="checkbox"/>
Private well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other water supply	<input type="checkbox"/>	<input type="checkbox"/>
Water sewers	<input type="checkbox"/>	<input type="checkbox"/>
Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal sewers	<input type="checkbox"/>	<input type="checkbox"/>
Private septic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other sewage disposal	<input type="checkbox"/>	<input type="checkbox"/>

19. If the application would permit development on privately owned and operated individual or communal septic systems, would more than 4500 litres of effluent be produced per day as a result of the development being completed?

Yes: ☐ No: ☒

If yes, the following reports are required:

Servicing options report

A hydrogeological report

20. How is storm drainage provided?

Storm Sewers: ☐

Ditches: ☐

Swales: ☐

Other: ☒ (explain below)

Overland flow to Brock Road with small part of driveway by detached garage going to Old Brock Road.

Other Related Planning Applications:

21. Has the current owner (or any previous owner) made application for any of the following, either on the subject property or within 120 metres of the subject lands?

Planning Application	Yes	No	*File Number	Approval Authority	Subject Lands	Purpose	*Status
Official Plan Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Zoning By-Law Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Plan of Subdivision	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Consent (Severance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Site Plan Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

22. Has the subject land ever been the subject of a Minister's Zoning Order?

Yes: ☐ No: ☒

If yes, provide the Ontario Regulation number of that order, if known: _____

Other Supporting Information

23. Please list the titles of any supporting documents: (e.g. Environmental Impacts Study, Hydrogeological Report, Servicing Options Report, Traffic Study, Market Area Study, Aggregate Licence Report, Stormwater Management Report, etc.)

Planning Justification Report



Celebrating 150 Years
Canadian Treasure Tour
Historic Places & Culture Spaces

Canadian Treasure Tour will celebrate Canada's 150th in 2017 by **Saving, Protecting, and Sharing**, our treasured spaces!

It's Time for Canada's Close Up!
A Chance to Support Important Local Landmarks!

We are thrilled to be a part of this project and thank you for doing your part to secure Canada's future by taking great care of our past and capturing our present!

This unique and exclusive opportunity allows your brand to align with local culture, support local history and gain valuable brand recognition! Each Local Landmark Virtual Tour, will host only 4 sponsor logos and only 1 sponsor logo per industry.

The advertising package we've put together covers the cost of registration for your chosen properties and is designed to be just as valuable to your company as it is to our local landmarks!

We invite you to visit our online map filled with properties that need your help to be involved. Simply email us the "Sponsor Code" for your favorites and we'll be thrilled to let them know they're registered for the tour thanks to YOU and at NO cost to them!

Thank you for Standing On Guard for Canada By Supporting her Treasures!

Donna Gordon
Owner/Photographer
360 Studio
cdntreasuretour@gmail.com
(705) 930-2544



Celebrating 150 Years
Canadian Treasure Tour
Historic Places & Culture Spaces

Save Local Culture -
Protect Local Landmarks
Share Your Canada... With the world

While

**Your Company Gains
Valuable and Measurable
Brand Recognition**

A Fantastic Win Win Opportunity!

Why a Virtual Tour?

98% of people who visit a property in person, report they were motivated to visit by the imagery they experienced online.

This unique advertising opportunity provides valuable exposure for your brand by aligning with Treasured Canadian Landmarks. You will be providing access to Professional Photography and Virtual Tour technology to non profit Canadian Treasures.

Imagery captured will serve to represent each property and help in creating new interest and necessary annual funding.

Our Virtual Tour will allow ALL Canadians to experience our treasured properties while removing barriers of cost, geography and accessibility!

BUT - We NEED Your Support - To make it Happen!

(705) 930 - 2544 cdntreasuretour@gmail.com



Celebrating 150 Years Canadian Treasure Tour

Historic Places & Culture Spaces

What You Give

Supporting Non Profit Canadian Landmarks

A \$100.00 donation per year will be made to each property your brand supports with advertising. This year, this will pay for the Landmarks Registration for the tour. Next Year and beyond, \$100.00 of your Ad Sponsor package will be donated directly to each property you sponsor, on your company's behalf.

Each Canadian Landmark You Support Receives;

- Professional Architectural Photography
- Full Virtual Tour Produced
- Exposure from being featured with our Promotional Tour

Having a virtual tour and professional imagery to represent Canadian Landmarks are new tools that can make a drastic difference in how independent each will be in the future by working to inspire and engage peoples interest.

Save - Historic Preservation - All imagery submitted for historical archive. Having high quality consistent imagery taken specifically for preservation.

Protect - Safety and Security - Each location imagery will be archived by 360 Studio for 5 years from capture. In case of accident, injury or natural disaster your 360 Studio imagery will be there with everything needed to process a claim smoothly.

Share - Unprecedented Access - All locations will be presented to the world with high quality consistency, 24 hours a day 7 days a week and absolutely FREE to experience. Will allow ALL people, of all walks of life and all abilities, the gift of access to our countries culture, history, the important places that have survived and are being protected. Valuable for education purposes, removes geographical boundaries and for people with disabilities.

Our Grand Finale - July 1, 2017 is Canada's Sesquicentennial and will be when all our Virtual Tours will be published, accomplishing our mission and completing our goals!

(705) 930 - 2544 - cdntreasuretour@gmail.com



Celebrating 150 Years
Canadian Treasure Tour
Historic Places & Culture Spaces

What You Get

Each landmark your brand supports, will host your active logo on their online virtual tour. Your logo is active and can direct viewers to any web page you choose.

Each virtual tour will be promoted through various; tourism packages, websites, groups, forums and through property initiatives throughout the year. Each Virtual Tour will be embedded in websites, newsletters, blogs and other forms of annual property promotions.

As an advertising sponsor, you will also receive the Embed Code to share your support of your local landmarks with your followers!

Your Active Logo Will

- Be displayed for 15seconds of every minute the virtual tour is being viewed
- Only 4 Logos will be display per property on 15 sec rotation
- Only 1 Logo per industry, per property
- Provide annual advertising sponsorship to each property

Measurable Brand Recognition

No need to wonder how your advertising dollars are working for you. We provide you with an in-depth statistics report that outlines exactly how many views and clicks your logo has received that week and all time. Our deep stats report also outlines all of the properties your brand is displayed on and how each is performing!

A Special Thank-You Gift

Sponsor at least 2 Canadian Treasure Tour Landmarks and 360 Studio will say THANKS by sending you **15% Discount** when booking your Business Photography and Virtual Tour!

Ad Sponsor Packs Range from \$25.00-\$45.00/Month

View A Sample Virtual Tour With Advertising

<http://tours.360studio.ca/622358>



Celebrating 150 Years
Canadian Treasure Tour
Historic Places & Culture Spaces

How to Move Forward

We look forward to guiding you through the process of supporting Canadian Landmarks while gaining valuable advertising partners in the process!

Choosing your favorite properties is easy, we've put together a map of properties to include in the Canadian Treasure Tour for Sponsorship.

We would like to invite your brand choose your favorites and we will be elated to contact them and let them know their property is registered for the tour at NO cost to them!

All we need is an email list of landmark “**Sponsor Codes**” you want to partner with and we will take care of the rest. You'll find this code on each of the properties you click on, on our online map

[Canadian Treasure Tour Ad Sponsor Map](#)

We continue to add to this resource. If you don't see a property listed that you would like to sponsor simply contact us and we'll add the property to our files and contact them with the good news!

HOW MUCH is Each Property?

The Ad Sponsor Package rate is posted within the Sponsor Code. The first 2 digits of the property Sponsor code represents the Ad Sponsor Rate for that property, per month.

For instance, Property **Sponsor Code (25HS1245)**

Is deciphered as (**\$25.00/Month, Historic Site, #1245**)

Ad Sponsor Packages Range from \$20.00 to \$45.00 per Month.
All Ad Sponsor Packages are Charged Annually.

Don't Get Confused..... Reach Out! We're Happy to Help!

(705) 930 - 2544 - cdntreasuretour@gmail.com



Celebrating 150 Years

Canadian Treasure Tour

Historic Places & Culture Spaces

cdntreasuretour@gmail.com (705) 930-2544

November 2015 to July 2017

A network of Canadian Architectural Photographers will work in the same style, to produce beautiful images and High Tech Virtual Tours for each of Canada's Historic Places and Culture Spaces.

127 Canadian Photographers
Over 12,000 Treasured Canadian Locations
Celebrating 150 years of Building Canada

Images captured and Virtual Tour will serve to allow all Canadians free access to experience our History and Culture, regardless of geography or ability.

We know expenses outside of essential are not possible for most Canadian Heritage and Culture properties. Therefore, we're very excited to be working with local business communities, helping them partner with local landmarks, through our Advertising Sponsor Package.

Contact us for more information regarding advertising support opportunities available. your advertising dollars can support areas of your community while delivering measurable and valuable Brand Exposure!

View Sample Advertising **<http://tours.360studio.ca/622358>**

Canadian Treasure Tour provides access to expensive skill and technology, that will serve each property for years to come. We've come together to offer this opportunity at the lowest cost possible creating a great opportunity for all.

Why a Virtual Tour?

98% of people who visit a property for sale, in person, report they were motivated to visit by the imagery they saw online.

Maintaining and preserving our treasured spaces is financially challenging. We can help, though engaging peoples interest we can help gain the support needed to continue the work necessary.

cdntreasuretour@gmail.com (705) 930-2544



Celebrating 150 Years
Canadian Treasure Tour
Historic Places & Culture Spaces

cdntreasuretour@gmail.com (705) 930-2544

TOUR GOAL - Our goal for Canada's 150th is to Save, Protect, and Share her treasured spaces for generations to come!

Save - **Historic Preservation** - Each of our locations will have their imagery submitted for archival at all levels. Provides high quality consistent imagery taken specifically for preservation purpose.

Protect - **Safety and Security** - Each locations photos will be archived by 360 Studio for 5 years from capture. Your 360 Studio imagery will be there to give you everything your insurance company will need to process an insurance claim smoothly.

Share - **Unprecedented Access** - Will allow ALL people, of all walks of life and all abilities, the gift of experiencing our countries history, the important places that have survived and are being protected. Valuable for education purposes, removes geographic barriers and serves people with disabilities.

Grand Finale - **July 2017** Canada's Sesquicentennial and will be our publish date for our online Virtual Tour Map.

What Locations Can Register?

To register for the Canadian Treasure Tour Properties must;

- ✧ *Be Not For Profit*
- ✧ *Hold Historic or Culture Value*
- ✧ *Be Canadian*

How Do I Register or Sponsor a Landmark?

You can email us at cdntreasuretour@gmail.com or call us at (705) 930-2544 and we will be happy to help with all the information you need!

ADD US To Your Networks
360studio.ca

Meghan Yzerman

From: Karen Phillips
Sent: January-18-16 9:18 AM
To: Meghan Yzerman; Donna Tremblay
Subject: FW: UBC Online Heritage Workshops 2016

FYI

From: Arthurs, Kerri [<mailto:kerri.arthurs@ubc.ca>]
Sent: Wednesday, January 13, 2016 4:29 PM
To: Nuala Larwood
Subject: UBC Online Heritage Workshops 2016

Dear Nuala,

On behalf of the international **University of British Columbia (UBC) Centre for Cultural Planning and Development** I am pleased to tell you about a new session of online heritage workshops on offer in Winter 2016. Taught by international experts and senior practitioners, these workshops can be taken individually for professional development, or applied to the **UBC Certificate in Cultural Planning** – an international professional learning program **delivered 100% online**. We welcome you to share this information with those who you think may find these workshops of interest.

Online Workshop: Intangible Cultural Heritage

Three scheduled online sessions. Wed Feb 10, 17 & 24 from 3pm-5pm Pacific Time.

INSTRUCTOR: Marilyn Truscott, past-president of the International Council on Monuments and Sites (ICOMOS) International Committee on Intangible Cultural Heritage, and Australia ICOMOS.

Registration closes Jan 27

Online Workshop: Historic Preservation and the Cities of Tomorrow

Three scheduled online sessions. Thu March 3, 10 & 17 from 10am-12noon Pacific Time

INSTRUCTOR: Stephanie Meeks, President of the National Trust for Historic Preservation in Washington, DC.

Registration closes Feb 18

About the UBC Centre for Cultural Planning and Development

A legacy of the Vancouver 2010 Olympic and Paralympic Winter Games, the UBC Centre for Cultural Planning and Development is an international centre dedicated to the creation and strengthening of a global community of professionals advancing cultural development as a vital component of successful communities and sustainable growth. Our online professional development courses and workshops are taught by international leaders in their fields, and designed to meet the needs of professionals working in all levels of government, arts and cultural organizations, heritage associations, and cultural industries.

For more information about the program and other online professional development opportunities offered by the UBC Centre for Cultural Planning and Development, visit <https://cstudies.ubc.ca/study-topic/cultural-planning-development>

Thank you,

Kerri

Kerri Arthurs PhD (candidate)
 Program Leader | Continuing Studies | Centre for Cultural Planning and Development
 The University of British Columbia | Vancouver Campus
 410 – 5950 University Boulevard | Vancouver, BC Canada V6T 1Z3
 Phone 604 822 1459
kerri.arthurs@ubc.ca | www.cstudies.ubc.ca/cultural-planning
www.facebook.com/UBCCulturalPlanningandDevelopment

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JAN 19 2016

Township of Puslinch

LIGHTHOUSE PRESS

39 Bayview Crescent, Cobourg, Ontario K9A 4C5
 Telephone: 905-372-3984 www.lighthousepress.ca info@lighthousepress.ca

January 14, 2016

Ms. Mary Tivy, Chairperson
 Puslinch Heritage Committee
 c/o Nuala Larwood, Clerk
 7404 Wellington Road 34, R R 3
 Guelph, ON N1H 6H9

Dear Ms. Tivy,

Thank you for this opportunity to introduce you to Lighthouse Press. Our firm specializes in heritage research, photo restoration, and the writing, editing and production of heritage marketing materials and books. With a new year upon us we wanted to reach out to you as you prepare your 2016 wish list for your heritage committee.

The City of Markham excels at preserving heritage properties and over the years has recognized several property owners with awards to thank them for their dedication. Recently we had the honour of working with the Markham Heritage Committee to produce a book to celebrate their 40th Anniversary. ***"Heritage in Markham - Celebrating 40 Years of Preservation Excellence"*** is the result of this collaboration.

We appreciate these kind words from Ron Waine, Past Chair – Heritage Markham; Chair, Heritage Markham 40th Anniversary Book Committee, "I enthusiastically provide this testimonial for Lighthouse Press for their quality and prompt work on the Heritage Markham anniversary book. Valuable advice and creative options were provided for our consideration and proactive key improvements were made to photos and graphics. Suzanne and Gerry were a pleasure to cooperate with, brought our vision to life and exceeded expectations."

Please contact us if we can help you preserve the heritage of your community. We can be reached at 905-372-3984 or by email at info@lighthousepress.ca.

Sincerely,

Gerry Brown
 Co-Publisher

Suzanne Séguin
 Co-Publisher

By preserving our past, we enrich our futures.



LIGHTHOUSE PRESS
Publishing • Marketing • Design

Gerry Brown

Principal + Writer/Editor

Suzanne Séguin

Principal + Creative Director

39 Bayview Crescent

Cobourg, ON K9A 4C5

tel 905-372-3984

web lighthousepress.ca

email info@lighthousepress.ca

LIGHTHOUSE PRESS

CLIENT PROFILE

Heritage Markham celebrates 40 years with book launch



*Suzanne & Gerry,
Thank you for being such
an important part of showcasing
of heritage!
Murray Paul Segal*



Heritage *in* Markham

Celebrating 40 Years of Preservation Excellence

Size - 9.5" x 7" 116 pages + Cover Full Colour

Services

- Book Publishing
- Heritage Research
- Photo Restoration
- Communication Strategies
- Media Planning
- Social Media Marketing
- Corporate Branding
- Logo Design
- Public Relations
- Seminar + Meeting Speaker
- Graphic + Web Design
- Direct Mail Campaigns
- Print Management
- Target Market Analysis
- Brochures + Flyers
- Indoor + Outdoor Signage
- Trade Show Displays
- Product Packaging
- Photography
- Event Planning + Presentations

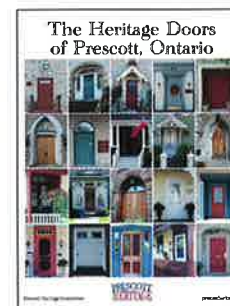
Lighthouse Press offers a variety of items to spread awareness about your municipality and its heritage. Our team consists of heritage specialists, designers, researchers and writers. Our services include: web site design, heritage research, heritage anniversary books, photo retouching, walking tour books, street banners, heritage door posters, heritage plaques and museum displays. We deliver projects on time and on budget. Please contact us for samples of our work or to set up a personal visit at **905-372-3984**.



**Heritage Walking
Tour Books**



**Municipal Heritage
Web Sites**



**Heritage
Door Posters**



**Street
Banners**



**Museum
Displays**

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HERITAGE PROPERTY EVALUATION

*A Guide to Listing, Researching and Evaluating
Cultural Heritage Property in Ontario Communities*

Ontario Heritage Tool Kit





A.J. Casson (1898-1992)

Village House c.1955

oil on hardboard

50.9 x 61.0 cm

Gift of Mr. and Mrs. C.A.G. Matthews

McMichael Canadian Art Collection

1974.13.1

This guide is one of several published by the Ministry of Culture as part of the Ontario Heritage Tool Kit. It is designed to help municipal Councils, municipal staff, Municipal Heritage Committees, land use planners, heritage professionals, heritage organizations, property owners, and others understand the heritage conservation process in Ontario.



All across Ontario, communities are working together to protect and promote our cultural heritage properties.

Our cultural heritage reflects the expressions and aspirations of those who have gone before us as well as today's culturally diverse communities.

"Since I immigrated to Canada in 1960 to a small northern community, I have watched firsthand how people of many nationalities have worked together to make our community a vibrant place. As a councillor, this is what motivates me to work for the community.... I believe that municipal councillors have a responsibility to preserve our stories, documents and historical landmarks.... They represent the challenges and struggles met by our communities in their growth and evolution."

*Helen Lamon, Township
of Michipicoten Councillor*

Cultural heritage can take many forms – buildings and monuments, bridges and roadways, streetscapes and landscapes, barns and industrial complexes, cemeteries, museums,

archives and folktales. They enrich us, inspire us and guide us forward to build vibrant, liveable communities for future generations.

The conservation of cultural heritage properties is vital to a community's overall cultural and economic development plan. An integrated approach to cultural and economic planning leads to the revitalization of main streets, neighbourhoods and individual properties, creates employment, encourages new business, brings tourist dollars and can even increase property values.

Identification and evaluation are a vital part of the conservation process. This guide is designed to help identify and evaluate the cultural heritage value or interest of properties in our communities. It outlines the Ontario Heritage Act requirements (section 27) for a municipal register of property of cultural heritage value or interest. It also assists in evaluating heritage properties against criteria prescribed in Ontario Regulation 9/06 of the Ontario Heritage Act for the purposes of protection (designation) under section 29 of the Act.



What's in this guide?

1. Cultural Heritage Properties 5

This section describes what is meant by “cultural heritage property” and “cultural heritage value or interest,” and outlines the framework for heritage conservation in Ontario. The provisions for protection of Natural Features, Cultural Heritage Landscapes and Archaeological Resources and Areas of Archaeological Potential are explained. A checklist, Cultural Heritage Properties: From Survey to Protection, is included.

2. Compiling a Register of Cultural Heritage Properties 8

The requirements of the Ontario Heritage Act and the basics for compiling a Register of Cultural Heritage Properties are outlined.

3. The Importance of Research and Site Analysis 18

The importance of historical research and site analysis is introduced in this section.

4. Municipal Criteria: Ontario Regulation 9/06 20

This presents Ontario Regulation 9/06, Prescribing Criteria for Determining Property of Cultural Heritage Value or Interest, its meaning and use. Included in this section is a summary: Listing and Evaluation in the Municipal Designation Process.

5. Researching a Property 28

This is a how-to guide for undertaking historical research and examining the physical evidence of a property.

Resources and Further Information 41

Note: The Ministry of Culture has published this Guide as an aid to municipalities. Municipalities are responsible for making local decisions including compliance with applicable statutes and regulations. Before acting on any of the information provided in this Guide, municipalities should refer to the actual wording of the legislation and consult their legal counsel for specific interpretations.



Cultural Heritage Properties

1

The Ontario Heritage Act provides a framework for the conservation of properties and geographic features or areas that are valued for the important contribution they make to our understanding and appreciation of the history of a place, an event or people.

These properties and features or areas contain built heritage resources, cultural heritage landscapes, heritage conservation districts, archaeological resources and/or areas of archaeological potential that have cultural heritage value or interest. These are the cultural heritage properties that are important in our everyday lives, give us a sense of place, and help guide planning in our communities.

The conservation of cultural heritage properties encompasses a range of activities directed at identification, evaluation, conservation and celebration. Properties can be protected for the long term under the Ontario Heritage Act through municipal designation bylaws and heritage conservation easement agreements.



Inge-Va, Perth (Photo courtesy of Ontario Heritage Trust)

The Ontario Planning Act and Provincial Policy Statement support heritage conservation as part of land-use planning.

Cultural heritage properties include:

- Residential, commercial, institutional, agricultural or industrial buildings
- Monuments, such as a cenotaph, public art or a statue
- Structures, such as a water tower, culvert, fence or bridge
- Natural features that have cultural heritage value or interest
- Cemeteries, gravestones or cemetery markers
- Cultural heritage landscapes
- Spiritual sites
- Building interiors
- Ruins
- Archaeological sites, including marine archaeology
- Areas of archaeological potential
- Built/immoveable fixture or chattel attached to real property

The task for each municipality is to identify, evaluate and conserve those cultural heritage properties that have lasting cultural heritage value or interest to their community. This process begins with compiling a register of properties of cultural heritage value or interest to the community.

Cultural Heritage Properties: From Survey to Protection

- **Learn** about the cultural heritage of the community
- **Survey** properties in the community using a recording form
- **Screen** the surveyed properties using preliminary criteria
- **List** screened properties of cultural heritage value or interest on the municipal register of cultural heritage properties
- **Research** properties that are candidates for protection (designation) under section 29 of the Ontario Heritage Act
- **Evaluate** properties for protection under section 29 using the criteria in Ontario Regulation 9/06 and determine best means of conservation
- **Protect** properties under the Ontario Heritage Act or other conservation measures

DESIGNATION UNDER SECTION 29, ONTARIO HERITAGE ACT

Natural Features

For a natural feature to be designated under section 29, it must have a cultural association. An example is the maple tree in Toronto that inspired Alexander Muir in 1867 to compose "The Maple Leaf Forever." Natural features without a cultural association can be protected by other mechanisms.

Cultural Heritage Landscapes

A cultural heritage landscape can be designated as a unit under section 29 or protected as part of a larger heritage conservation district under Part V. (See Heritage Conservation Districts, A Guide to District Designation Under the Ontario Heritage Act) These are geographical areas that involve a grouping of features such as buildings, spaces, archaeological sites and natural elements, which collectively form a significant type of cultural heritage resource. Examples might include villages, parks, gardens, battlefields, main streets and other streets of special interest, golf courses, farmscapes, neighbourhoods, cemeteries, historic roads and railways and industrial complexes.

Archaeological Resources

Archaeological resources and areas of archaeological potential (including the grounds associated with a historic structure that may contain artifacts that yield information about the site) can be protected under section 29 (individual properties), Part V (Heritage Conservation Districts) and Part VI of the Ontario Heritage Act. Part VI addresses the management of archaeological resources and areas of archaeological potential. The archaeological assessment process is set out in provincial standards and guidelines. Only an archaeologist licensed under the Act can undertake fieldwork. For these reasons, this guide is not designed for archaeological resources and areas of archaeological potential.



2

COMPILING A REGISTER OF Cultural Heritage Properties

Which Properties Should Be Placed On the Register?

Under subsection 27(1) of the Ontario Heritage Act, the municipal clerk is required to keep a current register of properties of cultural heritage value or interest situated in their municipality.

This register must include all properties in the municipality that are designated under Part IV of the Ontario Heritage Act by the municipality or by the Minister of Culture and shall include:

- (a) a legal description of the property;
- (b) the name and address of the owner; and
- (c) a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property. OHA, ss. 27(1.1)

The Ontario Heritage Act also allows a property that has not been designated, but that the municipal Council believes to be

of cultural heritage value or interest, to be placed on the register. This is commonly referred to as listing. A description sufficient to identify the property is required.

OHA, ss. 27(1.2)

Under this provision, a municipal council may choose to include for example, properties protected by heritage conservation easements, and/or recognized by provincial or federal jurisdictions, such as properties commemorated by the Historic Sites and Monuments Board of Canada, or properties listed on the provincial register.



Alton Mill, Caledon. (Photo courtesy of Sally Drummond, Town of Caledon)

Cultural heritage properties can be added to the register at any time by council. In municipalities where there is a municipal heritage committee, the Ontario Heritage Act requires that council consult with the committee before a non-designated property is added or removed from the register.

OHA, ss. 27(1.3)

The register is a planning document that can be consulted by municipal decision makers when development proposals or permits are being considered. Mapping listed properties using Geographic Information Systems (GIS) or other cultural mapping also can be a useful component of the broader data collection and management framework of the municipality. Property owners and the public should be aware of the existence of the register, mapping and other cultural heritage property management tools.

Why List a Property?

Listing a property of cultural heritage value or interest is the first step a municipality should take in the identification and evaluation of a property that may warrant some form of heritage conservation, recognition and/or long-term protection such as designation.

In many cases, listed (non-designated) properties are candidates for protection under section 29 of the Ontario Heritage Act. These require further research and an assessment using a more comprehensive evaluation that is consistent with Ontario Regulation 9/06 prescribing criteria for determining property of cultural heritage value or interest.

Although listing non-designated properties does not offer any protection under the Ontario Heritage Act, section 2 of the Provincial Policy Statement of the Planning Act acknowledges listed properties.

A REGISTER OF CULTURAL HERITAGE PROPERTIES:

- Recognizes properties of cultural heritage value in a community
- Fosters civic identity and pride by drawing attention to the heritage and development of a community
- Promotes knowledge and enhances an understanding of a community's cultural heritage
- Provides easily accessible information about cultural heritage value for land-use planners, property owners, developers, the tourism industry, educators and the general public
- Is a central element of a municipal cultural plan that begins with mapping local cultural resources and then leverages these resources for economic development and community building



Waterloo Pioneer Memorial Tower (Photo courtesy of Canadian Parks Service)

PPS Policy 2.6.1 states: “*Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*”

The PPS defines built heritage resources as: “One or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic, or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easements under the Ontario Heritage Act, or **listed** by local, provincial, or federal jurisdictions.”

The PPS defines a cultural heritage landscape as: “A defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, trailways and industrial complexes of cultural heritage value.”

Together, the Ontario Heritage Act and the Provincial Policy Statement of the Planning Act offer methods for conserving cultural heritage properties. This makes listing cultural heritage properties on the municipal register an important tool in managing their conservation.

Getting Started

When creating a register of cultural heritage properties, or adding to an existing register of designated properties, each municipality can decide on the best approach for surveying and researching properties in the community. This decision is based on the available resources and expertise.

Compiling the register can be as simple as completing a survey or recording form and photographing properties from the nearest public vantage point. Good practice includes ensuring that the essential details of street address and legal property description, type of heritage feature, and general observations on the physical characteristics and context are recorded, by description and photography. If maintained as an electronic database, this information can easily be cross-referenced, updated, studied and made available for research.

Registers that use some preliminary evaluation criteria should be compiled by individuals with some training or expertise in recognizing and evaluating cultural heritage properties. An inexperienced recorder is more likely to list the obvious “old looking” buildings or landmarks in good condition. An experienced recorder or heritage consultant will be able to see past the current appearance of a property and recognize its potential for cultural heritage value or interest.

Councils of municipalities with a municipal heritage committee could assign the task of compiling the register to the committee and provide any municipal resources and staff support that might be needed.

Sample: Property Survey Recording Form

This form collects the information useful as an initial survey of properties that may be listed on the municipal register of cultural heritage properties. Other categories of local importance can be added. Recorders are encouraged to learn about the heritage of the community as a whole before undertaking this survey.

Recorder

- 1 Date of recording
- 2 Name of recorder
 - ☐ Municipal Heritage Committee
 - ☐ Municipal Staff
 - ☐ Heritage Consultant
 - ☐ Student
 - ☐ Other
- 3 What is your level of expertise in identifying and describing a cultural heritage property?
 - ☐ Beginner
 - ☐ Some Experience
 - ☐ Expert

Property Identification

- 4 Street address and legal description
- 5 Name of building, if any
- 6 Name and address of owner

Design or Physical Value

- 7 Identify the type of property
Examples: Residential, commercial, institutional, agricultural or industrial building; monument such as a cenotaph, statue or public art; structure such as a water tower, culvert, fence or bridge; natural feature that has cultural heritage value or interest; cemetery, grave-stone or cemetery marker; cultural heritage landscape; spiritual site; interior; ruins or other feature

- 8 Identify the materials used
Examples: Wood, stone, metal, plastic or other
- 9 Does the property display any particular qualities of artistic merit, craftsmanship, technical or scientific achievement, expression or innovation?

Historical or Associative Value

- 10 What do you know about this property from research or local traditions? List sources
- 11 Does the property have any features similar to other properties?

Contextual Value

- 12 Does the property define, maintain or support the character of an area?
- 13 Is the property physically, functionally, visually or historically linked to its surroundings?
- 14 Is the property a landmark?

Status

- 15 Identify any physical or other risks to the condition and/or integrity of the property and/or individual features

Photographs

- 16 Photographs should be taken from the nearest publicly accessible viewpoint. (Do not enter a property without permission.) The front or prominent feature will be used as the key image. Identify all images with north, south, east and west orientation.

Recommendation

- 17 Make an initial recommendation or comment on whether or not to list a property on the municipal register. Give reasons.



*Built in 1792, the Hay Bay Church near Adolphustown is the oldest United Church in existence today. The pioneers of Hay Bay were the makers of Canada. Architecturally, the Hay Bay Church is an example of rural public design.
(Photo: Ministry of Culture)*

Councils of municipalities without a municipal heritage committee may ask municipal staff to compile the register, or seek the assistance of a local heritage or community organization. Another option is to engage a heritage consultant with expertise in cultural heritage properties. The Ministry of Culture can be contacted for guidance on how to develop the register.

The Listing Process

In most Ontario municipalities, it is impractical to survey every (heritage and non-heritage) property and undertake sufficient research and analysis to confidently eliminate those with no cultural heritage value or interest. Some preliminary rationale or criterion for listing a property is needed to make compiling the register an efficient

task that is achievable within a reasonable time frame.

Ontario Regulation 9/06 must be applied to properties being considered for designation under section 29 of the Ontario Heritage Act. Screening properties for potential protection in accordance with the criteria in the regulation is a higher evaluation test than required for listing non-designated properties on the register. The evaluation approach and categories of Design/Physical Value, Historical/Associative Value, and Contextual Value set out in the regulation, however, are useful to consider when developing a preliminary rationale or criteria for listing properties. This also will provide continuity in the evaluation of properties on the register that may later be considered for designation under section 29.

BASICS OF A MUNICIPAL REGISTER OF CULTURAL HERITAGE PROPERTIES

1	<p>The Ontario Heritage Act requires that the register include all properties that are protected by the municipality (under section 29) or by the Minister of Culture (under section 34.5). OHA, ss. 27(1.1) For these properties there must be:</p> <ul style="list-style-type: none"> • a legal description of the property; • the name and address of the owner; and • a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes.
2	<p>The Ontario Heritage Act allows a municipality to include on the register property that is not designated but considered by the municipal council to be of cultural heritage value or interest. There must be sufficient description to identify the property. OHA, ss. 27(1.2)</p>
3	<p>A municipality may consider including properties on the register that are protected by heritage conservation easements and/or recognized by provincial or federal jurisdictions.</p>
4	<p>The rationale or selection criteria used to survey the community and compile the register should be clearly stated.</p>
5	<p>The recorder(s) undertaking the survey of properties should have knowledge of the heritage of the community and some training in identifying and evaluating cultural heritage properties.</p>
6	<p>Information about all properties should be recorded in a consistent and objective way.</p>
7	<p>Not all cultural heritage properties are old. Many recent structures hold cultural heritage value or interest in their design, craftsmanship, function, ownership or for other reasons.</p>
8	<p>Using physical condition as a determining factor in whether or not to list a property on the register is not advised. A property may be in an altered or deteriorated condition, but this may not be affecting its cultural heritage value or interest.</p>
9	<p>A commitment to maintaining and revising the register through historical research and analysis of the listed properties will give the register more credibility in local heritage conservation and planning.</p>
10	<p>The register should be readily available to municipal staff and officials, property owners and the public.</p>
11	<p>The register can be a valuable tool for land-use planners, educators, tourism, and economic developers. For example, it can be used to plan Doors Open events, educational programs, celebrate historic events and anniversaries, promote a community and encourage innovative development.</p>

Know Your Community

When first developing a municipal register, it is recommended that the main themes and key developments, and any specific events, activities, people and circumstances that have shaped the community be identified. This is the important community context that should ensure that those properties with characteristics that hold cultural heritage value or interest to the community will be captured in the survey and on the register. Much of this background information can be learned from published histories, as well as libraries, museums, archives, historical associations and from residents. Whoever undertakes the survey should be familiar with the heritage of the community, as this will give them local knowledge and perspective when identifying properties for listing.

For example, knowing the boundaries of the first town plan or survey can help identify where the oldest properties may be found. Areas that were annexed as the town grew may also have value or interest to their original municipality before annexation, such as a bordering hamlet or township. Knowing the patterns of settlement, transportation routes and other local developments may indicate likely locations of former industrial sites, battlefields or



Mossington Bridge, Georgina (Photo: Ministry of Culture)

landmarks where ruins or structures associated with that activity or event may exist.

This basic documentation, combined with the recorder's experience in identifying cultural heritage properties, will guide the initial selection of properties to be listed on the register.

Rating a Property

Municipalities may find it useful to develop a system of comparative ratings for properties on the register. This can help with setting priorities for further research, heritage conservation and/or long-term protection under the Ontario Heritage Act.

There are several models for rating cultural heritage properties:

- Some evaluation criteria have a numeric rating system; for example, #1 has no cultural heritage value or interest, while #10 warrants long-term protection.
- An alphabetical rating system may assist to categorize; for example, an A has protection and conservation priority; B is conserved in some manner, but not designated; C should be documented before demolition or has minimal cultural heritage value or interest.
- A checklist of questions about the design/physical, historical/associative and contextual values of the property can generate discussion that concludes with a Yes/No. The discussion response and explanatory notes form the argument for or against heritage conservation. No numeric or alphabetical rating is used.



Whalen Building, Thunder Bay (Photo: Ministry of Culture)

Making Comparisons

A municipality compiling its first register will learn a great deal about its cultural heritage properties during the surveying phase. Caution should be used in applying rating systems until a sufficient number of properties have been listed and researched to establish some base for comparisons.

If the survey is comprehensive and the information is recorded in a consistent and objective way, patterns or themes in the cultural heritage value or interest of the listed properties often emerge.

For example, the survey may reveal that one architectural style is characteristic of a neighbourhood; a certain type of technology is used for several industries; there is a popular local building material; there were design changes in types of engineering works such as bridges; or some cemetery headstones have unique markings. A particular decorative motif in the gable of a house may

be a clue to the work of a local craftsman; a change in that motif may have some significance in his career.

A comprehensive survey will also show differences and similarities in the features or heritage attributes of the listed properties. Typical or similar examples can be compared to each other, and will also highlight the uniqueness of other examples. Several properties may be associated with a particular event, but only one may stand out as a vivid expression of what that event truly meant to the community.

As the register is compiled, it may become evident that an inventory of a specific type of cultural heritage property would be useful. For example, separate inventories for barns, cultural heritage landscapes or very old and increasingly rare buildings such as those that predate Canada's confederation in 1867 will help with the evaluation of these types of cultural heritage properties.

Selecting Properties for Further Research

Recognizing patterns, themes, similarities and differences is an important part of studying and understanding a community's heritage. It also makes it easier to develop a rating system or checklist of questions that truly reflects what holds cultural heritage value or interest in the community. It can help with choosing properties that warrant further research and heritage conservation.

For example, a community may have been founded when a prospector discovered a valuable mineral. The earliest industrial structures, dwellings and institutions date

to the opening of the mine and the first years of the mine's operation. The mine may now be closed and a secondary economy may have taken its place. The cultural heritage properties associated with the mining heritage of the community are found, through the survey of community properties, to be disappearing. The properties associated with mining will have a higher priority for further research and possibly protection under the Ontario Heritage Act.

Another example could be in a community where a fire destroyed structures built on the main street. Any structures or remnants that survived the fire, or have evidence of the fire, are likely rare. These are important to understanding the character of this early, pre-fire period of community history. Their loss now would have consequences to the study of the community's heritage. These properties should be given priority in undertaking further research and conservation.



*Former Walkerville
Post Office, Windsor
(Photo courtesy of
Nancy Morand,
City of Windsor)*



Dunlop Street Fire in 1875, Barrie (Photo: Simcoe County Archives)

A Work-in-Progress

The register is essentially a work-in-progress that is revised and updated as needed and as local resources become available. The register is never a finite document; it should continue to grow, change and be updated as the cultural heritage values or interest of the community also change. No final decisions about the cultural heritage value or interest of a property on the register should be made without undertaking further historical research and site analysis of that specific property.



Townsite Shaft 1 Headframe, Cobalt (Photo: Ministry of Culture)



Gosfield Black (Negro) Cemetery, Kingsville (Photo courtesy of Yolanda Asschert, Kingsville Municipal Heritage Advisory Committee)





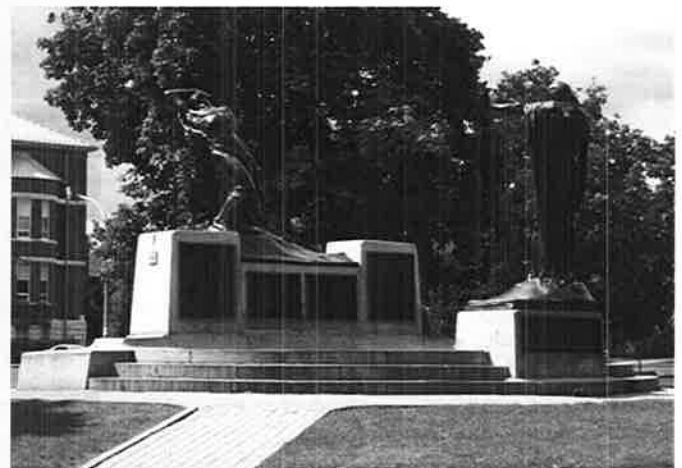
3

THE IMPORTANCE OF Research and Site Analysis

The historical research and site analysis needed for listing a property on a register of cultural heritage properties is often preliminary in its scope. Properties being proposed for protection under section 29 of the Ontario Heritage Act require more in-depth study by a qualified individual or committee. This involves:

- Understanding and knowledge of the overall context of a community's heritage and how the property being evaluated fits within this context;
- Researching the history and cultural associations of the property being evaluated; and
- Examining the property for any physical evidence of its heritage features or attributes, past use or cultural associations. The physical context and site are also important to examine. For example, other buildings, structures or infrastructure nearby may be associated with this particular property.

This background information is best compiled through extensive historical research and site analysis. Neither is useful without the other. For example, the historical research might suggest that a house was built at a certain date. The architectural style, construction techniques and building materials may confirm or deny this as the date of construction.



*Cenotaph in Confederation Park, Peterborough
(Photo courtesy of City of Peterborough)*

Historical Research

Historical research is necessary for compiling the specific history and development of a property and to identify any association it has to the broader context of community heritage. This involves the use of land records, maps, photographs, publications, archival materials and other documentation.

Research should reveal dates of construction, original and later uses, significant people or events, technologies, philosophy, factors such as natural disasters or fires and other details about the property. This information is useful in the identification and evaluation of the cultural heritage value or interest of the property. It also provides clues for examining and interpreting the physical evidence.

For detailed guidance on how to undertake historical research and site analysis, refer to Section 5: Researching a Property.

Site Analysis

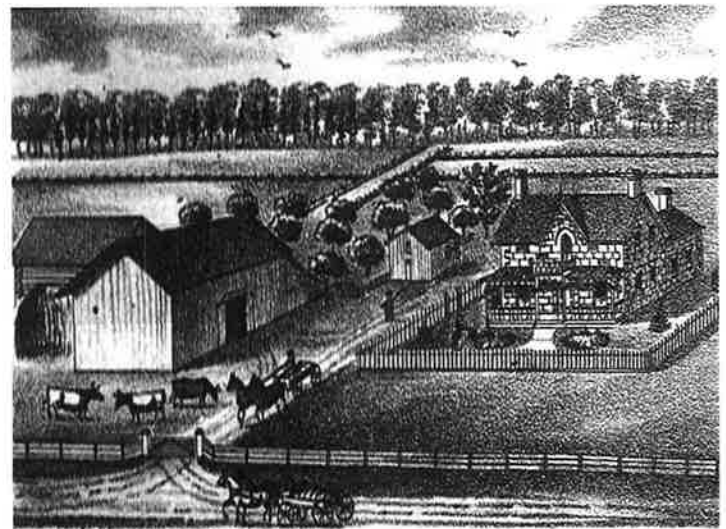
Ideally, a property being evaluated should be examined at least twice. A preliminary site visit will give some context and raise questions to be addressed by the historical research.

The historical research findings may reveal use of the property, key dates or associations not previously known. A second site visit is an opportunity to look for physical evidence of these findings. Explanations or inconsistencies may be revealed in the existing features, missing elements or some hint or remnant that can now be examined in more detail. These are tests of observation and interpretation.

Recording the property using photographs, measurements and notes will help when applying evaluation criteria and compiling a list of heritage attributes. The evolution of architectural style, construction techniques, materials, technology, associated landscapes and other factors are essential clues when analyzing a cultural heritage property.

Evaluation and Report

The findings of the historical research and site analysis constitute the background information that will be used in deciding the appropriate course of action for conserving a cultural heritage property. The findings are best assembled in a written report that is thorough and accurate. The report is a permanent record of the property and should be readily available to council, municipal staff, municipal heritage committees, property owners, heritage consultants and the public.



RES. OF WILL^T C. FURSMAN, CON 2, LOT 24, BENTINCK TP. GREY CO.

Fursman Farm, Grey County (Photo: Illustrated Atlas of the Dominion of Canada, 1881)



4

MUNICIPAL CRITERIA

Ontario Regulation 9/06

Non-designated properties listed on the municipal register of cultural heritage properties and newly identified properties may be candidates for heritage conservation and protection. Section 29 of the Ontario Heritage Act enables municipalities to pass bylaws for the protection (designation) of individual real properties that have cultural heritage value or interest to the municipality. Heritage designation is a protection mechanism with long-term implications for the alteration and demolition of a cultural heritage property.

Individual properties being considered for protection under section 29 must undergo a more rigorous evaluation than is required for listing. The evaluation criteria set out in Regulation 9/06 essentially form a test against which properties must be assessed. The better the characteristics of the property when the criteria are applied to it, the greater the property's cultural heritage value or interest, and the stronger the argument for its long-term protection.

To ensure a thorough, objective and consistent evaluation across the province, and to assist municipalities with the process, the Ontario Heritage Act provides that:

29(1) The council of a municipality may, by bylaw, designate a property within the municipality to be of cultural heritage value or interest if,

(a) where criteria for determining whether property is of cultural heritage value or interest have been prescribed by regulation, the property meets the prescribed criteria; . . .

Regulation 9/06 prescribes the criteria for determining property of cultural heritage value or interest in a municipality. The regulation requires that, to be designated, a property must meet "one or more" of the criteria grouped into the categories of Design/Physical Value, Historical/Associative Value and Contextual Value.

This does not mean that the property is only evaluated within “one” category or must meet a criterion in each category in order to allow for protection. When more categories are applied, more is learned about the property and its relative cultural heritage value or interest. As a result, a more valid decision regarding heritage conservation measures can be made. Council must be satisfied that the property meets at least one of the criteria set out in Regulation 9/06 before it can be designated under section 29.

Regulation 9/06 was developed for the purposes of identifying and evaluating the cultural heritage value or interest of a property proposed for protection under section 29.



The Rideau Canal Corridor is a unique cultural heritage landscape. (Photo Copyright 2006 Ontario Tourism)



Limestone townhouses, Kingston (Photo courtesy of Marcus Létourneau, City of Kingston)

ONTARIO REGULATION 9/06

MADE UNDER THE

ONTARIO HERITAGE ACT

CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Criteria

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act.

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it,
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
 - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,

- ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

3. The property has contextual value because it,
 - i. is important in defining, maintaining or supporting the character of an area,
 - ii. is physically, functionally, visually or historically linked to its surroundings, or
 - iii. is a landmark.

Transition

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006.



Woodstock Museum, Woodstock (Photo Copyright 2006 Ontario Tourism)

Through the evaluation process of Regulation 9/06, it should be possible to:

- Recognize a property that warrants long-term protection under section 29, and give reasons;
- Recognize a property for which levels of heritage conservation, other than section 29, are more appropriate;
- Determine that a property has no cultural heritage value or interest to the jurisdiction;

- Formulate the statement explaining the cultural heritage value or interest of the property, as required in a section 29 designation bylaw; and,
- Identify clearly the physical features or heritage attributes that contribute to, or support, the cultural heritage value or interest, as required in a section 29 designation bylaw.

A successful municipal cultural heritage conservation program starts with meeting the standards of Regulation 9/06. Many municipalities have methods for evaluating the cultural heritage value or interest of a property being considered for protection. Existing or new evaluation models must apply the criteria specified in Regulation 9/06. Existing evaluation models may have to be revised to take into account the mandatory criteria set out in the regulation.

It is advisable that an approach or model to apply the criteria be adopted as a standard municipal procedure or policy. The adoption of a policy or standard practice enables council, municipal heritage committees, municipal staff including planning and building officials, land use planners, heritage organizations, property owners and the public to apply the criteria in a consistent and defensible manner.

Who does the Evaluating?

Under the Ontario Heritage Act, a municipal heritage committee can be appointed to advise council on matters relating to the Act and other heritage conservation matters. This can include compiling the register of cultural heritage properties and using criteria for evaluating the cultural heritage value or interest of a property. By using a committee, the objectivity of the evaluation is maintained.

For municipalities without a municipal heritage committee, others such as heritage planning staff, municipal staff, community or heritage organizations, a heritage expert, or an individual who understands the purpose of evaluating the cultural heritage value or interest of a property, could undertake the evaluation. Knowledge of the heritage of the community and expertise in cultural heritage properties are recommended.

The municipal evaluation criteria should be such that, whoever undertakes the evaluation, there is a reasonable expectation that the process will lead to valid decisions about the heritage conservation of the property.

Ultimately, a municipal designation bylaw and its statement of cultural heritage value or interest is subject to appeal and must be defensible at the Conservation Review Board. Council has the final decision on whether to proceed with protection under the Ontario Heritage Act. When council refuses to issue a demolition permit for a designated property, the matter can be appealed to the Ontario Municipal Board, which makes the final decision.

ONE STRUCTURE – MANY VALUES AND INTERESTS

Knowing the characteristics and evolution of local construction techniques and materials will help when evaluating cultural heritage properties. For example, depending on the community, a stone structure could hold different cultural heritage values or interests:

- It represents the earliest type of building form, and stone construction is no longer typical; or
- It represents the typical building form and/or has a particular quality in design or physical value, historical or associative value and/or contextual value; or
- The use of stone is unique and its use is possibly a reflection on the owner or builder who went to extraordinary means to acquire the materials; or
- Other reasons depending on the cultural heritage of the community.



*White Otter Castle, Atikokan
(Photo courtesy of Dennis Smyk)*



The St. Cyril & Methodius Ukrainian Cathedral Church in the City of St. Catharines was designed by well-known architect Rev. Philip Ruh in the Byzantine style of Ukrainian churches in Western Canada. The interior is adorned with iconography by artist Igor Suhacev. (Photo: Ministry of Culture)

LISTING AND EVALUATION IN THE MUNICIPAL DESIGNATION PROCESS

1

REGISTER OF CULTURAL HERITAGE PROPERTIES

A property the municipal Council believes to be of cultural heritage value or interest is listed on the municipal register of cultural heritage properties.

2

RESEARCH AND ANALYSIS

When a property on the register becomes a candidate for protection under section 29 of the Ontario Heritage Act, research about the property's history and cultural associations, and a physical site analysis are undertaken.

- **Community Context**

Knowledge of the history, achievements and aspirations of the community gives perspective to what cultural heritage value or interest may be held by the property.

- **Historical Research**

Historical research involves consulting land records, maps, photographs, publications, archival materials and other documentation to learn the history and cultural associations of the property. A preliminary site visit can be useful in formulating research questions about the property.

- **Site Analysis**

A site analysis can involve photographs, measurements, observation and analysis of the physical characteristics of the property. The historical research findings compared with the physical evidence should ensure collaboration in the known information about the property.

3

EVALUATION

Within the context of the heritage of the community, the findings of the historical research and site analysis are used to evaluate the property for Design/Physical Value, Historical/Associative Value and Contextual Value in accordance with Ontario Regulation 9/06.

4

STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

Prepare a statement of cultural heritage value or interest and a description of the physical features or heritage attributes of the property that support that heritage value or interest.

5

CONSERVATION AND PROTECTION

Depending on the outcome of the evaluation, the property may warrant long-term protection under section 29 of the Ontario Heritage Act, or other heritage conservation and land-use planning measures.

Integrity

A cultural heritage property does not need to be in original condition. Few survive without alterations on the long journey between their date of origin and today. Integrity is a question of whether the surviving physical features (heritage attributes) continue to represent or support the cultural heritage value or interest of the property.

For example, a building that is identified as being important because it is the work of a local architect, but has been irreversibly altered without consideration for design, may not be worthy of long-term protection for its physical quality. The surviving features no longer represent the design; the integrity has been lost. If this same building had a prominent owner, or if a celebrated event took place there, it may hold cultural heritage value or interest for these reasons, but not for its association with the architect.



*Forster-Rawlinson Log House & Barns,
Richmond Hill
(Photo: Ministry of Culture)*

Cultural heritage value or interest may be intertwined with location or an association with another structure or environment. If these have been removed, the integrity of the property may be seriously diminished. Similarly, removal of historically significant materials, or extensive reworking of the original craftsmanship, would warrant an assessment of the integrity.

There can be value or interest found in the evolution of a cultural heritage property. Much can be learned about social, economic, technological and other trends over time. The challenge is being able to differentiate between alterations that are part of an historic evolution, and those that are expedient and offer no informational value.

An example would be a sawmill originally powered by a waterwheel. Many mills were converted to steam turbine technology, and later to diesel or electrical power. Being able to document or present the evolution in power generation, as evidenced in this mill, has cultural heritage value or interest.



Physical Condition

Physical condition is another difficult consideration. Some cultural heritage properties are found in a deteriorated state but may still maintain all or part of their cultural heritage value or interest. The ability of the structure to exist for the long term, and determining at what point repair and reconstruction erode the integrity of the heritage attributes, must be weighed against the cultural heritage value or interest held by the property.

The Case of St. Raphael's Roman Catholic Church

St. Raphael's Roman Catholic Church in South Glengarry County was built in 1818 under the supervision of Alexander Macdonell, the vicar general who was appointed in 1826 as the first Roman Catholic Bishop of Upper Canada. This large stone church served

a congregation of Scottish Highlanders who had settled in the easternmost county of Upper Canada in 1786. St. Raphael's is recognized as the founding church for the English-speaking Catholics of Ontario. A fire in 1970 destroyed the roof, 1830s-era tower and the interior decorations. Fortunately, the outer walls were spared and thus its plan, impressive scale and fine masonry work remain.

Despite its fire-damaged condition, the property was designated under the Ontario Heritage Act and in the 1990s was declared a National Historic Site. Its condition, although regretful, did not take away its cultural heritage value and interest. The ruins silhouetted against the rural landscape "powerfully engages the minds of all who see it, evoking those early days in the history of the Church and preserving the memory of those intrepid settlers."

(Source: Friends of St. Raphael's Ruins)



St. Raphael's Roman Catholic Church, Glengarry County (Photo: Ministry of Culture)



5

Researching a Property

Researching a cultural heritage property involves reviewing documentary sources, merging this primary information with the physical evidence, and making some conclusions about the history and evolution of the property. This background information is needed to evaluate the cultural heritage value or interest of the property to the community.

Community Context

The more that is known about the overall history and development of a community, the easier it will be to make sense of the property research puzzle. Secondary sources such as community, family, institutional and business histories can outline the community context and help answer some initial questions such as:

- When and why was the community established?

- Where is the property located relative to local development? Is it in the historic core or an area of later growth? Is it near an early waterway, road, crossroads or railway line?
- Do any people, events, places, commercial activities or other factors contribute to the cultural heritage of the community?
- Were there any floods, fires, tornadoes or other disasters that may have altered the property?
- When were the local mills, brickworks, iron foundries or other manufacturers of products relevant to the property established?
- When did the railway arrive to bring imported products?
- Are there any traditions associated with a former occupant, builder, event, design, type of engineering or use of the property?



*Originally part of a large complex of pulp, paper, iron and steel and power plant, the St. Marys Paper Inc./Abitibi-Price Building is one of the finest examples of Romanesque revival architecture in an industrial context in Ontario.
(Photo: Ministry of Culture)*

Historical Research

Land Records

Determining dates of construction and use of a cultural heritage property starts with tracing the legal ownership of the real property or land. In Ontario, it is the parcel of land that is bought and sold, not the individual improvements on it (except for condominiums). Few land records accurately record what buildings or features exist on the property over time.

Historically, once an area was surveyed by the “Crown” (province) into a grid of concessions and lots, ranges, or plans, it was opened for settlement. The survey created the legal description. This is not the same as the street address. This legal description, for example, Lot 12, Concession 6, Oro Township, or Lot 6, north side, Blake Street, Plan 6, is key to finding the relevant land records.

Pre-Patent Land Records

An application by an individual for a grant or purchase of Crown land was called a petition. It contained an explanation of why the petitioner might be entitled to receive a land grant (free or paying fees only); or is a request to buy or lease Crown land.

If the Crown approved the petition, the surveyor general assigned a lot and issued a Ticket of Location stating required settlement duties, such as clearing part of the lot and erecting a shanty. Government land agents might later inspect the lot to verify the satisfactory completion of these duties. (Township Papers Collection) Once all requirements were met, a first deed was issued.

The final step in transferring ownership from the Crown involved having the lot surveyed and paying a fee for the Crown patent. The patent was only mandatory when the lot was to be sold to a non-family member. Generations of one family could live on the lot before the patent was issued. This needs to be considered when studying early structures and compiling a complete history of the lot. The patent date is rarely the date of arrival of the owner or the date of construction of the first features on the property. Many of these events predate the patent.

RUN DATE - FEBRUARY 26 1979 PAGE NO. 3455

ONTARIO ARCHIVES LAND RECORD INDEX
ALPHABETICAL LISTING BY NAME OF LOCATEE

NAME OF LOCATEE	TOWNSHIP / TOWN & CITY	LOT	CONC.	DATE ID	ISSUE DATE	TRANS TYPE	TYPE OF LEASE / SALE	ARCHIVAL REFERENCE RG SERIES VOL PG
DRINKWATER JAMES RESIDENCE	CHINGUACOUSY	E 1/2 20	4WHST	8	18241124 18241208	FG	FF DEED NO.	01 C13 054 105
DRINKWATER JAS RESIDENCE	COCHRANE	S1/2 6	3	1 3	19080620 19080727	FG	V DEED NO.	01 C118 003 043
DRINKWATER JNO SR RESIDENCE	ORILLIA NO		2	1	18320804 NO	FG	DEED NO.	01 C14 023 011
DRINKWATER JNO SR RESIDENCE	ORILLIA NO	W1/2 1	1	1	18320804 NO	FG	DEED NO.	01 C14 023 011
DRINKWATER JOHN RESIDENCE	ORILLIA	W1/2 1	3ND	5	18350522 NO	S	CR DEED NO.	01 C114 010 016
DRINKWATER JOHN M S RESIDENCE	ORILLIA	1	2ND	8	18400527 NO	S	CR DEED NO.	01 C114 010 069
DRINKWATER THOS H RESIDENCE	TISDALE ORILLIA	W1/2 1	5	1 3	19040722 19080603	FG	V DEED NO.	01 C118 007 022

Ontario Archives

The Ontario Archives Land Record Index is organized alphabetically by surname of the locatee (person issued the lot) and by township/town/city. Each entry is coded and notes the archival reference to the original record ("RG Series, Vol., Pg"). The extract provided above is by locatee: The first entry in the above sample indicates that James Drinkwater was a resident of Chinguacousy township when he received the east half of Lot 20, Concession 4, West Hurontario Street ("E1/2 20 4WHST") by an Order-in-Council (Date ID "8") issued November 24, 1824. This was a free grant (Transaction type "FG") for which he paid full fees (Type FG."FF"). He was "located" (Date ID "1" issued a Ticket of Location) on December 8, 1824.

Several collections relating to pre-patent transactions are indexed as the Ontario Archives Land Record Index (1780s to about 1918). The Upper Canada Land Petitions, Heir and Devisee Commission records (1804-1895), and Township Papers are available at the Ontario Archives in Toronto and the National Archives of Canada in Ottawa. Some public libraries, regional archives, and genealogical resource centres may have copies.

The PIN number is used to access the recent (40-year average) history of a parcel of land.

For historical research, it is usually necessary to go beyond the 40-year history.

The current legal description (or PIN) of the parcel of land being researched is the key to accessing the Abstract and instruments that relate to the parcel and eventually to the larger lot of which the parcel may only be a part. The history or “root” of the parcel is traced from today, back through all the subdivisions, to the original size of the whole lot at the date of the patent. It is critical to trace only the chronology of the specific parcel of interest by tracking the survey boundaries or assigned description of that parcel. It may be necessary to look at a second or third Abstract, as the parcel is reconstituted to its original lot and concession or plan description.

Reading the Abstract and the instruments can reveal information about a property. Clues such as the occupation of the owner, for example an innkeeper or miller, may identify the use of the property. When a parcel too small for farming is severed from a larger lot, it may mean the construction of possibly a second dwelling, inn, church, school or cemetery. When industries are sold, the physical assets may be described. Right of way agreements suggest the need to access a new or existing structure, water source, road or railway line. Family relationships, court settlements, mechanic's liens describing unpaid work done and other clues contained in the instruments establish a framework of names, dates and uses that are relevant to the property and needed to search other documentary sources.

Ontario,
REGISTRY OFFICE,
BARRIE,
County of Simcoe.

3 Certify, that the following are correct Extracts from
Lot Number Twenty three in all

Extract does not purport to give entries from the general register.

REGISTERED No. OF THE INSTRUMENT.	THE NATURE OF THE INSTRUMENT.	THE DATE THE DATE REGISTRY.	NAME, RESIDENCE AND ADDITION OF GRANTOR, LESSOR DEVISOR, OR PLAINTIFF, MENTIONED IN SAID INSTRUMENT.	NAME, R	
	Patent	Nov 1835	McLaron	Sept	
2622	Brs	15 Nov 1836	10 Aug 1838	Septimus Hickey? Town of Wilmot	John
2623	Brs.	8 Aug 1838	10 Aug 1838	John Fairchild of Wilmot	Thom
13819	Brs.	23 Aug 1844	27 Nov 1854	Thomas Christy of Wilmot	Thom
58616	Brs.	6 Oct 1870	8 Oct 1870	Charles J. Chapman of Wilmot	Willia
58617	Brs.	6 Oct 1870	8 Oct 1870	William Thompson of Slagter	John

assessed value is a good indicator of some improvement on the property being completed, such as building construction. A few municipalities have dates of construction recorded on the tax roll.

The tax rolls should be reviewed for each year but particularly for the years that correspond to significant names or dates learned at the Land Registry Office. The information in each tax roll needs to be compared within the single year and from one year to the next. There are several possible comparisons:

- Compare the real property value with nearby properties of equal size, as examples:
Your lot is assessed at \$50 and most lots in the vicinity are assessed at \$200 each, it may be that your lot is vacant; or,

HART & RIDDELL, Stationers, 47 Wellington St. West, Toronto.

Instruments Recorded at this Office upon The East Way dated 11
Succession of the Imp of Tosorontin in the County of Simcoe and Province of Ontario.

AND ADDITION OF GRANTEE, LESSEE, OR DEFENDANT, MENTIONED IN THE INSTRUMENT.	CONSIDERATION OR MORTGAGE MONEY.	THE PART OF SAID LOT MENTIONED IN THE INSTRUMENT... AND REMARKS.
to Hickey		Lot 29 Cont Sassafras = 200 acres
of Edmund Christ	\$876	Lot 29 Cont Sassafras = 200 acres
of Wm Greenleaf Chapman	\$100.	Lot 29 Cont Sassafras = 200 acres,
of Wm Greenleaf Newboarn	\$100.	Lot 29 Cont Sassafras = 200 acres,
of Seymour Chapman wife of	\$3500.	all of lot 150 acres. "called Broken Lot,"
	\$3500.	all of lot 150 acres "called Broken Lot"

Your lot is assessed at \$200 and comparable lots are valued at \$400, you may have a frame house while the others are brick and therefore of a higher assessed value; or,

Your lot may be assessed at \$3,000, in which case it may be a substantial estate or it has other assets such as a commercial or industrial operation.

This answer may be obvious from the occupation of the resident (and other research findings).

- Note the changes in the assessed value of the real property from one year to the next.

For example, in 1875 and 1876 the value is \$50, but in 1877, it rises to \$400. A building may have been completed enough by 1877 to account for the higher assessed value. This may coincide with a change in ownership or mortgaging registered at the Land Registry Office.

There are some factors to consider when using tax assessment rolls. Few assessors made annual inspections of each lot so any change in value may be one to several years behind the actual date of the improvement. A slight increase in the assessed value may be indicative of a major renovation to an existing structure, not new construction.

Fluctuation in value can be the result of a widespread economic situation, such as a recession that devalues the real estate market. There is also the possibility that the structure burned, was not reassessed during reconstruction and returned at the same assessed value as before the fire. Investigating other research sources should explain these apparent puzzles and inconsistencies.

Other Research Sources:

- Personal and agricultural census records exist for most jurisdictions each decade from 1842 to 1911. Some identify individuals and family groups, location, dwelling, industries, production rates, and other information.
- Directories are published lists of individuals and businesses organized by location. Some were compiled by commercial publishers using tax assessment rolls or land records. Others list only subscribers, with the result that the lists are incomplete.
- Photographs are a valuable source. Many institutional collections are filed by location, name or type of structure.
- Illustrated atlases may plot buildings on a map and have artistic depictions of structures and landscapes. Historic maps can also be useful.
- Newspapers contain an assortment of information and some are indexed.
- Insurance plans of urban areas are measured outlines of structures coded for type of construction, building materials, use and fire risk.
- Business records, private manuscript materials (for example, diaries, letters, scrapbooks) and municipal records may provide relevant information.
- Other materials held by the National Archives of Canada, Ontario Archives, local archives and libraries, museums, and historical, architectural and genealogical research societies and groups.



Bird's Eye View drawings depict the locations of buildings in a community. Orillia 1875 (Photo: Beautiful Old Orillia, Orillia Museum of Art and History)

Site Analysis and Physical Evidence

Through historical research, a profile of the ownership, use, history, development and associations of a property should begin to emerge. For some properties, it is the association with certain people, events or aspects of the community that have value or interest, not the physical appearance. For other properties, there is a need to examine, interpret, and evaluate the physical evidence. When trying to identify and interpret any physical evidence presented by the property, knowledge of the following topics is useful:

- architectural styles
- construction technology
- building materials and hardware
- building types including residential, commercial, institutional, agricultural and industrial
- interiors

- infrastructure such as bridges, canals, roads, fences, culverts, municipal and other engineering works
- landscaping and gardens
- cemeteries and monuments
- spiritual places that have a physical form

Having a sense of what to look for will help develop observation skills and answer some important questions such as:

- What is the architectural style? When was it popular in your community? Are there additions or upgrades that can be dated based on style?
- What elements or features are typical of the architectural style or building type?
- What level or type of technology seems to be original? For example, are there remnants of earlier methods of accomplishing some mechanical task?
- What building materials are used in the basic construction and any additions? Is it log, frame, concrete, steel, glass or some unique material?

- What are the decorative features such as coloured and patterned brick, terracotta tiles, ornamental stone, wood trim, brackets or carvings? Do they appear to be handmade and unique, or commercially made and common in the community? (Some of these innovations and trends can be dated.)
- Are similar examples of the style, form, type, decoration or engineering works found elsewhere in the community?
- What is the original shape of the window opening and type of sash?

Benchmark Dates

There are benchmark dates for the popularity of an architectural style, new developments in construction techniques, building materials, philosophies toward a particular practice and other innovations. This is true overall for Ontario but also applies to when each community was willing and able to incorporate these developments and innovations locally. It is this variation in local experience that is the overriding factor in identifying which properties have cultural heritage value or interest to each community.



Fireplace Mantel, 1904 (Photo: Universal Design Book)

Building Materials

The closer the initial development of a property is to the date of the founding of a community, the more likely the building materials were locally available. The most common early structures used logs cut from the lot, notched together and raised to the height that could be reached by non-mechanical means. Timber framing, where the logs were squared with an axe or pit sawn, was the next level of sophistication. It required someone capable of joining the structural frame together using, for example, mortise and tenon construction. Communities with an abundance of natural building stone could have early stone structures.

The early 19th century development of steam power reliable enough to drive sawmill machinery resulted in the production of standard dimension lumber. The use of logs and timbers for construction could be replaced with lumber. The availability of lumber and the development of cut or “square” nails that were less expensive than blacksmith made nails signalled an end to the complex joinery of mortise and tenon construction. Dimensioned lumber could be quickly nailed together to create a building frame.

The 19th century also witnessed the decline in hand craftsmanship and the rise in manufactured products produced locally or stocked by local suppliers. Examples are the planing mills producing mouldings and trim; lath mills that meant the narrow strips of wood needed for plastered walls no longer needed to be hand split; window sash and door factories; and foundries casting iron support columns, decorative ironworks and hardware. Knowing the dates these mills or manufacturers were established or their products available locally can help to date a structure.



Advertisement, 1899 (Photo: Canadian Architect and Builder)

Brick making is an old technology but brick construction was not universal in early Ontario. Enough bricks needed for the fire-place hearth and chimney or a brick structure could be made in a temporary kiln on the site. Communities on waterways may have acquired the bricks used by ships as ballast weight and removed to reload the hull with cargo. Once a machine to commercially produce bricks was patented, and the expansion of the railway network allowed their transport, more communities had the option of brick construction. Opening local brickworks would, over time, change the look of a community. Locally available clay and sand may have produced a regional brick colour and texture. A local mason may have favoured a combination of brick colours and laid them in a particular bond and decorative pattern.

The 20th century brought innovations such as structural steel, reinforced concrete, elevators, plastics, composite materials and artificial stone.

These resulted in increased height, scale, interior spaciousness and embellishment to structures. Structural steel and reinforced concrete also allowed load bearing to be allocated to selected points. Now window openings could be large, delicate and thinly separated as they were no longer integral to the structural strength of the wall. A new approach to design developed in the architectural community.

Glassmaking made advances from hand blown with obvious imperfections, to glass rolled in sheets. The size of the glass for window panes increased, while the number of panes used in each window sash, decreased. A window with two sashes of 12 panes each (12 x 12), became a 6 x 6, then a 2 x 2, 1 x 1, until large sheets of glass were capable of becoming a wall structure. The exception to this chronology are the 20th century Period Revival styles that used multipaned sash to introduce a sense of antiquity.



This would be described as a 12 over 12 window sash (Photo: Su Murdoch)

Some architectural styles favoured certain shapes of window openings such as flat, pointed or round-headed. Gothic Revival re-introduced the use of stained glass.

As urban areas became densely populated, etched and art glass was used to let in light and maintain privacy. Glass was used as door panels, transoms over doors and dividers in an attempt to lighten otherwise dimly lit interiors.

Architectural Style

In Ontario, the founding architectural styles of the 18th and early 19th century are Georgian, Neoclassical and Regency.

The Gothic Revival style and its increasing level of complexity and decoration dominated the 19th century, but there were other popular styles during this period. The 20th century saw the rise of Period Revivals and “modern” styles with simple lines and often innovative designs made possible by the new materials available.

Many publications about architectural styles are available as reference. These will also identify which design features or elements are typical of each style.

For example, the balanced façade, returned eaves and classical doorcase with its sidelights and a transom, are elements typical of Georgian styling.

Pointed window openings and roof gables, steep roofs and fanciful trim are featured on Gothic Revival buildings.

Although many structures are a mix of styles, most have a dominant style impression. Recognizing that dominant style is a clue to its date.



*Georgian Style,
McGregor-Cowan House,
Windsor (Photo courtesy
of Nancy Morand,
City of Windsor)*



Gothic Revival Style, Burton House, Allandale (Photo: Simcoe County Archives)

Interiors

Interiors also changed with technological developments. For example, in some communities the fireplace as the only source of heat, cooking and evening light may have dominated the interior of a settlement period dwelling. Open hearths were a fire hazard and as soon as possible the kitchen was segregated to an outbuilding, basement, rear or side wing. Smaller heating fireplaces and heating stoves were installed in the main house and eventually replaced with central heating. As cooking stoves became safer and affordable, more kitchens became part of the main floor plan. (Just as many bathrooms came indoors with the invention of flush toilets and availability of pressurized water.)

Physical evidence of this evolution may be found, for example, in the discovery of the hearth behind a wall, or stovepipe holes that were later cut through a wall as they were not part of the original framing.

Another example of technological evolution is in lighting. By the mid 19th century, candle and oil lamps were being replaced with kerosene lamps. Gaslight was soon available but its sulphurous fume killed plants, tarnished metal, and discoloured paint. Most kept it outside until the 1886 invention of a safer gas mantle. It brought brilliant light into rooms after dark and changed the way interiors were designed. If a local gasworks was established, gaslight became possible and buildings were equipped with the necessary pipes and fixtures. The early 20th century witnessed the development of local hydroelectric plants, changing the standard in many communities to electric lighting.

Each change in lighting may have left some physical evidence such as ceiling hooks for oil and kerosene lamps, gas pipes and early knob and tube electrical wiring.



Dining room, Kingsmith House, Toronto (Photo: Ontario Association Architects, 1933)

Context and Environment

A cultural heritage property may have a single feature, or it may be in some context or environment that has associative value or interest. These could be, for example, a unique landscape feature, garden, pathways or outbuildings. An industrial site may have evidence of the flow of the production process. The neighbourhood may have workers' cottages. A former tollbooth or dock may be near a bridge. There may be ruins on the property that represent an earlier or associated use. These elements are also important to examine for clues to the property. There is often evidence of these "lost" landscape features or remnants such as fences, hedgerows, gardens, specimen and commemorative trees, unusual plantings, gazebos, ponds, water features or walkways. These may have made a significant difference to how the main building related to the street or another structure on the property.

Consideration should always be given to adjacent properties. This is especially important in an urban or traditional town setting where properties abut. The front, side and rear yard setbacks may have been prescribed by early zoning regulations within a planned community, or perhaps evolved over time without any plan.

The views to and from a property can also be significant. Views can be considered from an historic perspective, how did views develop or was there a conscious effort to create and/or protect views), and the relevance of views to and from the site today.

Evaluation

A cultural heritage property does not have to be a pure form or best example of a style, or incorporate the latest available in technological innovation, materials or philosophy.

Its cultural heritage value or interest is in what was created given the resources of the community at a particular time in its history. Ultimately, the questions to be answered are those posed in the criteria for determining property of cultural heritage value or interest as outlined in this guide.

■ RESEARCHING A PROPERTY

Community Context

- Learn about community history and activities that may hold cultural heritage value or interest

Visit the property

Historical Research

- Search pre-patent land records for early properties
- Search Land Registry Office property Abstracts and registered documents
- Review property tax assessment rolls
- Review sources such as census records, directories, photographs, maps, newspapers, insurance plans, business records and family materials

Site Analysis and Physical Evidence

- Develop knowledge of construction, materials, architectural style and other related topics
- Analyse and record the physical characteristics of the property

Evaluation and Report

- Merge the historical research information with the physical evidence
- Make conclusions and deductions based on the supporting documentation
- Identify any cultural heritage value or interest of the property
- Describe the heritage attributes that support that value or interest



RESOURCES AND Further Information

Strengthened in 2005, the Ontario Heritage Act was passed in 1975 and has resulted in the protection of several thousand properties in Ontario. Many of these designated properties are identified in the Ontario Heritage Properties Database available online through the Ministry of Culture website (www.culture.gov.on.ca). The Ontario Heritage Trust, as an agency of the Ministry of Culture, maintains a register of all designated and easement properties in Ontario as well as properties of cultural heritage value or interest.

The Canadian Register of Historic Places, an on-line, searchable database showcasing historic properties Canada-wide, is being developed under the Historic Places Initiative, a federal-provincial-territorial partnership. It can be viewed at www.historicplaces.ca

Several publications providing guidance on conserving Ontario's cultural heritage properties are available from the Ministry of Culture and Publications Ontario.

For more information on the Ontario Heritage Act and conserving your community heritage, contact the Ministry of Culture or the Ontario Heritage Trust at:

Ministry of Culture
900 Bay Street
4th Floor, Mowat Block
Toronto, ON M7A 1C2
Tel: 416-212-0644
1-866-454-0049
TTY: 416-325-5170
www.culture.gov.on.ca

Ontario Heritage Trust
10 Adelaide Street East
Toronto, ON M5C 1J3
Tel: (416) 325-5000
www.heritagetrust.on.ca

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Why designate?

Planning for the future of a strong, vibrant community requires knowledge of the past and an understanding of what we value in the present. Existing buildings, structures and landscapes often define a community's unique identity and give it character and a sense of place. To help guide change, it is important to identify and protect the places in the community that have cultural heritage value.

Designation under the *Ontario Heritage Act* is one tool that hundreds of communities across Ontario have used to protect thousands of heritage properties. Properties can be designated individually (under Part IV of the Act) or as part of a larger area or Heritage Conservation District (under Part V).

Heritage designation:

- *RECOGNIZES* the importance of a property to the local community;
- *PROTECTS* the property's cultural heritage value;
- *ENCOURAGES* good stewardship and conservation; and
- *PROMOTES* knowledge and understanding about the property.

For the community, designation of heritage properties provides a process to ensure the heritage attributes of a property are conserved over time. Property owners, the Municipal Heritage Committee and municipal staff work together to ensure that changes to the property respect its value.

For the property owner, designation recognizes the significance of their property and assures them that future owners will respect and appreciate their investment. Designation may also provide property owners with access to grants, loans or tax relief to support the conservation of the property.

For more information on what it means to designate a property, refer to the following Ministry of Culture publications:

- Designating Heritage Properties: A Guide to Municipal Designation of Individual Properties under the Ontario Heritage Act, or
- Heritage Conservation Districts: A Guide to District Designation Under the Ontario Heritage Act.

For more information, please call the Ministry of Culture at (416) 212-0644 or Toll Free at 1-866-454-0049 or refer to the website at www.culture.gov.on.ca.

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Disponible en français

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