



MINUTES

1. CALL THE MEETING TO ORDER

The December 7, 2021 Planning & Development Advisory Committee Meeting was held on the above date and called to order at 7:02 p.m. via electronic participation.

2. OPENING REMARKS

The Chair advised that the following portion of the Committee meeting will be for the Committee to review and provide comments on development planning applications.

3. ROLL CALL

MEMBERS IN ATTENDANCE

Councilor John Sepulis, Chair
Dennis O'Connor
Deep Basi
Paul Sadhra
Dan Kennedy

MEMBERS ABSENT

None

STAFF IN ATTENDANCE

Lynne Banks, Development and Legislative Coordinator
Courtenay Hoytfox, Clerk
Jeff Bunn, Deputy Clerk
Zachary Prince, Senior Planner, County of Wellington
Joanna Salsberg, Planner, County of Wellington

4. DISCLOSURE OF PECUNIARY INTEREST

None

5. APPROVAL OF MINUTES

- November 9, 2021

Moved by: Dennis O'Connor

Seconded by: Paul Sadhra

That the Minutes of the Planning & Development Advisory Committee Meeting held Tuesday, November 9, 2021, be adopted.

CARRIED

6. APPLICATION FOR SITE PLAN URBAN DESIGN REVIEW

None

7. ZONING BY-LAW AMENDMENT

None

8. LAND DIVISION

9. OTHER MATTERS

Virtual Public Information Centre (PIC) to discuss potential changes to Section 4.12 Home Industries of The Township of Puslinch Comprehensive Zoning By-law.

- Zachary Prince provided a Power Point presentation to the Committee and attendees at the meeting and spoke to the background of home industry in the Township's current Zoning By-law #23-2018 and noted that planning staff were directed by Council to provide a more detailed review the current provisions for home industry. The review was completed and planning staff provided Council with 2 further information reports. Mr. Prince also explained that This PIC is to get feedback from the public regarding home industries and noted that some of the current provisions may change depending on comments received as a result of the review and comments received from Township residents.
- The meeting was opened to questions or comments from attendees to the meeting.
- Janet Harrop – 7764 Sideroad 5, Fergus, asked if the base zoning of the majority of the home industry properties in the Township are mostly residential and noted that OMAFRA has a documents of permitted uses in the agricultural zone.
- Zachary Prince noted that home industries are permitted in the agricultural zone and that smaller agricultural lots are being used as residential lots and that's where most of the home industries are located.
- Zachary Prince noted that the best way to stay informed as the project progress is to subscribe to the Township's website www.puslinch.ca and www.engagepuslinch.ca to receive future notification of any upcoming meetings. He added that anyone interested can make a request to the Township to be included in future circulation lists in order to receive updates on the proposed amendment.
- Janet Harrop asked if some of the related uses in home industry are not agricultural related uses and wanted to know if the by-law will specify between agricultural versus home industry.
- Zachary Prince noted that at this time it is not being looked at to differentiate and noted that the Township does not have prime agricultural and secondary agricultural zones and that the County Official Plan does separate agricultural lands into prime and secondary agricultural.
- Janet Harrop noted that owners of land in the agricultural zone that aren't farming the property, it creates conflict for those property owners that are farming and following normal farming practices and would like to see the rules for home industry applied evenly.
- Barclay Nap – 4402 Concession 11, asked if there were statistics available that outlines any complaints that the Township has received regarding home industry operations and if there is one ongoing specific home industry complaint that recurs more often that might possibly be resolved with the owners.
- Courtenay Hoytfox advised that there was some information in the most recent reports that were provided to Council and those reports outline the main concerns that the Township has seen.
- Barclay Nap noted that there is economic activity in the Township and inquired if those who moved to the Township are not aware of the activity.
- Zachary Prince noted that they are looking to see how they can apply the provisions across the board and to make some changes to address the ongoing changes in home industry.
- There were no further questions or comments from the attendees.
- Dennis O'Connor asked if it is known the number of, and sizes of, the home industries located within the Township.
- Zachary Prince advised that it is possible that some home industries don't meet the requirements in the Township's zoning by-law and if there are no resident's complaints received by the Township, then staff would not be aware of any contraventions to the zoning by-law.
- Dennis O'Connor asked if there is a way to require the businesses to register with the Township.
- Courtenay Hoytfox advised that the Township doesn't issue business licences and would be unable to confirm the number of businesses operating unless a complaint is received or a building permit is applied for by a resident.
- Dennis O'Connor asked if there is a way to cross reference business licences.
- Courtenay Hoytfox advised that it is not achievable with the processes currently in plan in the

Township.

- Deep Basi asked how the County or Township determines the number of employees permitted in a home industry.
- Zachary Prince advised that they looked at other municipalities to see how many were permitted and found that 2 employees was the average number to keep it as a small scale business.
- Deep Basi asked about commercial vehicles being parked at home industries.
- Zachary Prince advised that the intent of the provisions isn't necessarily to allow for vehicles such as transport trucks as the main business and they look to see if there is a commercial vehicle associated with the business then they have to look to see what number of vehicles are appropriate to be permitted.
- Paul Sadhra noted that when a small business grows then there appears to be some that take advantage and expand their businesses without moving to a larger property and add more vehicles and employees at their current location.
- Dan Kennedy noted that there could be smells generated from home industries that are drifting across neighbouring properties and that business hours/days should be addressed as well as the parking of business vehicles on Township streets and also noted that noise from the business should be addressed. He also asked if there is anything different in the proposed Township by-law as compared to the County by-law.
- Zachary Prince noted that home industries are also permitted in the rural residential zones as well as agricultural zones. He also noted that if a business owner is the sole operator of a transport truck then it is permitted to be parked on the property and they hope to define what small scale businesses.
- John Sepulis noted that setbacks, screening, lot size and number of employees are appropriate concerns and site plan control may be a good tool to control business sizes.
- There were no further questions or comments from the Committee or the attendees.

10. CLOSED MEETING

- None

11. NEXT MEETING

- Next Regular Meeting will be held on Tuesday, January 14, 2021 @ 7:00 p.m.

12. ADJOURNMENT

Moved by: Deep Basi

Seconded by: Paul Sadhra

That the Planning & Development Advisory Committee is adjourned at 7:54 p.m.

CARRIED