



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –  
23 BROCK RD S, PUSLINCH  
JULY 11, 2023  
7:00 p.m.

Register in advance:

[https://us02web.zoom.us/webinar/register/WN\\_4jWDY9vgQiSSieyeNGs1UA](https://us02web.zoom.us/webinar/register/WN_4jWDY9vgQiSSieyeNGs1UA)

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

Canada: +1 613 209 3054

or +1 647 374 4685

or +1 647 558 0588

or +1 778 907 2071

or +1 438 809 7799

or +1 587 328 1099

Webinar ID: 893 5445 7086

Passcode: 830225

International numbers available: <https://us02web.zoom.us/j/89354457086>

## **AGENDA**

### **COMMITTEE OF ADJUSTMENT:**

**≠ Denotes resolution prepared**

- 1. Call the Meeting to Order (Opening Remarks)**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of Agenda ≠**
- 5. Disclosure of Conflict of Interest**
- 6. Approval of Minutes ≠**
  - 6.1 June 13, 2023**
- 7. Application for Minor Variance or Permission** under section 45 of the Planning Act to be heard by the Committee this date:
  - 7.1 Minor Variance Application D13-LIG – Brian and Sharilyn Light – 4396 Wellington Rd 32, Concession 2, Part Lot 5, Township of Puslinch. ≠**



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –  
23 BROCK RD S, PUSLINCH  
JULY 11, 2023  
7:00 p.m.

Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Sections 4.31 c., 12.2, table 12.1 and 12.4.

The purpose and effect is to provide relief from:

1. Section 4.31 c., Setbacks from the Natural Environment Zone to permit a structure accessory to a dwelling in the Natural Environment zone as approved by the Conservation Authority having jurisdiction.
2. Section 12.2, Table 12.1, Permitted Uses Other Zones to permit an accessory structure.
3. Section 12.4, Natural Environment Zone Requirements to permit an accessory structure.

**8. New Business**

**8.1 Committee of Adjustment Report 2023-003 – Proposed 2024 Meeting Dates**

**9. Adjournment of Committee of Adjustment #**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** June 13, 2023

**MEETING:** 7:00 p.m.

The June 13, 2023 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Councillor John Sepulis, Chair  
Dennis O'Connor  
Paul Sadhra  
Chris Pickard

**ABSENT:**

Jeffrey Born

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Courtenay Hoytfox, Municipal Clerk  
Joanna Salsberg, Planner, County of Wellington  
Asavari Jadhav, Junior Planner, County of Wellington

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-044:**

Moved by Committee Member Dennis O'Connor



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

And Seconded by Committee Member Chris Pickard

**That the Committee approves the June 13, 2023 Agenda as circulated.**

**CARRIED.**

**5. DISCLOSURE OF CONFLICT OF INTEREST:**

None

**6. APPROVAL OF MINUTES**

**6.1 Approval of the Minutes**

6.1.1 April 11, 2023

**Resolution No. 2023-045:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Dennis O'Connor

**That the Committee of Adjustment approves the Minutes from the meeting held May 9, 2023.**

**CARRIED.**

**7. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION** under section 45 of the Planning Act to be heard by the Committee this date:

**7.1 Minor Variance Application D13-JOH – John Johnston – 12 Jasper Heights, Lot 5 on Plan 61M-203, Township of Puslinch.**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 14, Number 86, to permit an increase in lot coverage from 33.1% to 37.8% to allow for the addition of a cover over the existing deck.

- John Johnston, owner of the property, provided an overview of the application.
- There were no questions or comments from the public.
- There were no questions or comments from the Committee.

**Resolution No. 2023-046:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Dennis O'Connor



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 13, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Committee approve Minor Variance Application D13-JOH with no conditions.**

**CARRIED.**

**8. New Business**

**8.1 Planning and Development Advisory Committee Report 2023-002 - 2022-2026  
Planning and Development Advisory Committee Goals and  
Objectives #**

- Courtenay Hoytfox, Municipal Clerk, provided an overview of the Report
- The Committee members asked for the following to be added to the goals/objectives:
  - That the new planner provide an overview of new legislation
  - New training courses for Committee members so that they have a better understanding of their role in Committee of Adjustment
  - At the end of every meeting, the Committee have a recap of any issues that can be reviewed by the Sub-Committee at year end.
  - There are two Sub-Committees required and Committee members Chris Pickard and Dennis O'Connor will form the first Sub-Committee and Committee members Paul Sadhra and Jeff Born will form the second Sub-Committee.

**Resolution No. 2023-047:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Dennis O'Connor

**That Report 002-2023 be approved and the new Sub-Committees will consist of Chris Pickard and Dennis O'Connor as the first Sub-committee and Paul Sadhra and Jeff Born will be the second Sub-Committee.**

**CARRIED.**

**9. ADJOURNMENT**

**Resolution No. 2023-048:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Dennis O'Connor

**That the Committee of Adjustment hereby adjourns at 7:19 p.m.**

**CARRIED.**

## Hillary Miller

---

**From:** Township of Puslinch <services@puslinch.ca>  
**Sent:** Friday, May 26, 2023 3:04 PM  
**To:** Lynne Banks  
**Subject:** New Entry: Minor Variance or Permission Application

Minor Variance Type 1 Item Code: PLAMVA

Minor Variance Type 2 Item Code: PLAMVA2

**How many registered owners are on title?**

2

---

**Registered Owner's Name (Person one)**

Brian Light

---

**Registered Owner's Email Address (Person one)**

[REDACTED]

---

**Registered Owner's Phone Number (Person one)**

[REDACTED]

---

**Registered Owner's Fax (Person one)**

[REDACTED]

---

**Registered Owner's Name (Person two)**

Sharilyn Light

---

**Registered Owner's Email Address (Person two)**

[REDACTED]

---

**Registered Owner's Phone Number (Person two)**

[REDACTED]

---

**Property Subject of the Minor Variance**

4396 Wellington Rd. 32  
Cambridge, ON  
N3C 2V4

---

**Applicant (Agent) Name**

none none

---

**Applicant (Agent) Address**

none  
none, AB  
none

---

**Applicant (Agent) Email**

---

[REDACTED]

---

**Applicant (Agent) Phone Number**

[REDACTED]

---

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

TD bank

---

**Send correspondence to**

Owner(s)

---

**Municipal Address**

4396 Wellington Rd. 32  
Cambridge, ON  
N3C 2V4

---

**Concession**

PUSLINCH CON 2

---

**Lot**

PT LOT 5

---

**Registered Plan Number**

TOP-2023-62

---

**Area in Hectares**

9.30777

---

**Area in Acres**

23

---

**Depth in Meters**

701.4

---

**Depth in Feet**

2300

---

**Frontage in Meters**

167.64

---

**Frontage in Feet**

550

---

**Please indicate the Section of the Planning Act under which this application is being made**

Section 45(2) relates to a change to or expansion of an existing legal non-conforming use

---

**What is the nature and extent of the relief that is being applied for?**

This property is zoned as Natural Environment. Structures are not permitted in the Natural Environment zone. However, since the house is existing and legal non-conforming, an accessory structure can be permitted with a minor variance. A minor variance is required for the expansion and enlargement of the accessory structure.

---

**Sketch of the nature and extent of the relief that is being applied for**

 [New-building-footprint\\_cp\\_17592261950081.pdf](#)

---

**Why is it not possible to comply with the provisions of the by-law?**

This property is zoned as Natural Environment. Structures are not permitted in the Natural Environment zone.

---

**Sketch for why is it not possible to comply with the provisions of the by-law**

 [GRCA-Web-Map.pdf](#)

---

**Official Plan Designation**

natural environment

---

**Zoning Designation**

Agriculture/residential

---

**What is the access to the subject property?**

Continually maintained municipal road

---

**What is the name of the road or street that provides access to the subject property?**

Wellington Rd. 32

---

**Private Well**

Existing

---

**Private Septic**

Existing

---

**How is storm drainage provided?**

Ditches

---

**What is the existing use of the subject property?**

Farm and residential

---

**What is the existing use of the abutting properties?**

farm and residential

---

**Main Building Height in Meters**

3.9624

---

**Main Building Height in Feet**

13

---

**Percentage Lot Coverage in Meters**

.0008234

---

**Percentage Lot Coverage in Feet**

.0008234

---

**Number of Parking Spaces**

15

---

**Number of Loading Spaces**

2

---

---

**Number of Floors**

1

---

**Total Floor Area in Square Meters**

76.645

---

**Total Floor Area in Square Feet**

825

---

**Ground Floor Area (Exclude Basement) in Square Meters**

76.645

---

**Ground Floor Area (Exclude Basement) in Square Feet**

825

---

**Front Yard in Meters**

68.58

---

**Front Yard in Feet**

225

---

**Rear Yard in Meters**

548.64

---

**Rear Yard in Feet**

1800

---

**Side Yard (1) in Meters**

68.58

---

**Side Yard (1) in Feet**

225

---

**Side Yard (2) in Meters**

22.86

---

**Side Yard (2) in Feet**

75

---

**Date of acquisition of subject property**

December 10, 2003

---

**Date of construction of buildings property**

June 2, 2023

---

**How long have the existing uses continued on the subject property?**

40+years

---

**Has the owner previously applied for relief in respect of the subject property?**

No

---

**Planning Application: Official Plan Amendment**

No

---

**Planning Application: Zoning By-Law Amendment**

No

---

**Planning Application: Plan of Subdivision**

No

---

**Planning Application: Consent (Severance)**

No

---

---

**Planning Application: Site Plan**

No

---

**Planning Application: Minor Variance**

No

---

**The Agent/Solicitor is different than the owner**

No

---

**Please select your Minor Variance Type**

Minor Variance Type 2 - \$ 1,365.00

---

**Convenience Fee (1.75%)**

\$ 23.89

---

**Total**

\$ 1,388.89

---

**Credit Card**

[REDACTED]

---

**Name**

Brian Light

---

**Minor Variance Application must be commissioned**

I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.

Sent from [Township of Puslinch](#)

**Authorization for Agent/Solicitor to act for Owner:**

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below shall be completed)

I (we) \_\_\_\_\_ of the  
\_\_\_\_\_ of \_\_\_\_\_ County/Region of  
\_\_\_\_\_ do hereby authorize  
\_\_\_\_\_ to act as my agent in this application.  
\_\_\_\_\_  
Signature of Owner(s) \_\_\_\_\_ Date

**Affidavit:**

I (we) Brian Light of the  
Towaship of Puslinch County/Region of  
Wellington solemnly declare that all the statements  
contained in this application are true, and I, (we), make this solemn declaration  
conscientiously believing it to be true, and knowing that it is of the same force and effect  
as if made under oath and by virtue of the CANADA EVIDENCE ACT. DECLARED  
before me at the Towaship of Puslinch in the  
County/Region of Wellington this 22 day of  
June, 2023.

  
\_\_\_\_\_  
Signature of Owner or authorized  
solicitor or agent

June 22/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Commissioner

June 22/23  
\_\_\_\_\_  
Date



**Authorization for Agent/Solicitor to act for Owner:**

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below shall be completed)

I (we) \_\_\_\_\_ of the

\_\_\_\_\_ of \_\_\_\_\_ County/Region of

\_\_\_\_\_ do hereby authorize

\_\_\_\_\_ to act as my agent in this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

**Affidavit:**

I (we) Sharilyn Light of the

Township of Puslinch County/Region of

Wellington solemnly declare that all the statements

contained in this application are true, and I, (we), make this solemn declaration

conscientiously believing it to be true, and knowing that it is of the same force and effect

as if made under oath and by virtue of the CANADA EVIDENCE ACT. DECLARED

before me at the Township of Puslinch in the

County/Region of Wellington this 26 day of

June, 2023.



\_\_\_\_\_  
Signature of Owner or authorized  
solicitor or agent

June 26, 2023  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date



4396 Wellington Rd 32,  
Puslinch



**Legend**

- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
- Engineered
- Estimated
- Approximate
- Special Policy Area
- Slope Valley (GRCA)
- Steep
- Oversteep
- Steep
- Slope Erosion (GRCA)
- Oversteep
- Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.

**Copyright Grand River Conservation Authority, 2023.**  
This map is for illustrative purposes only. Information contained here is a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.  
The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: <https://maps.grandriver.ca/Sources-and-Citations.pdf>



GRCA



# Print Map to File

## Title

Proposed new drive shed building

## Author

Brian Light

## Layout

Planning (8.5 x 11) ▾

## Quality

Standard ▾

## Format

PDF

PNG

JPG

## Preserve

Extent

Scale

## Notes

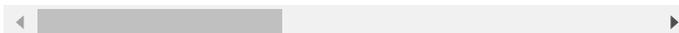
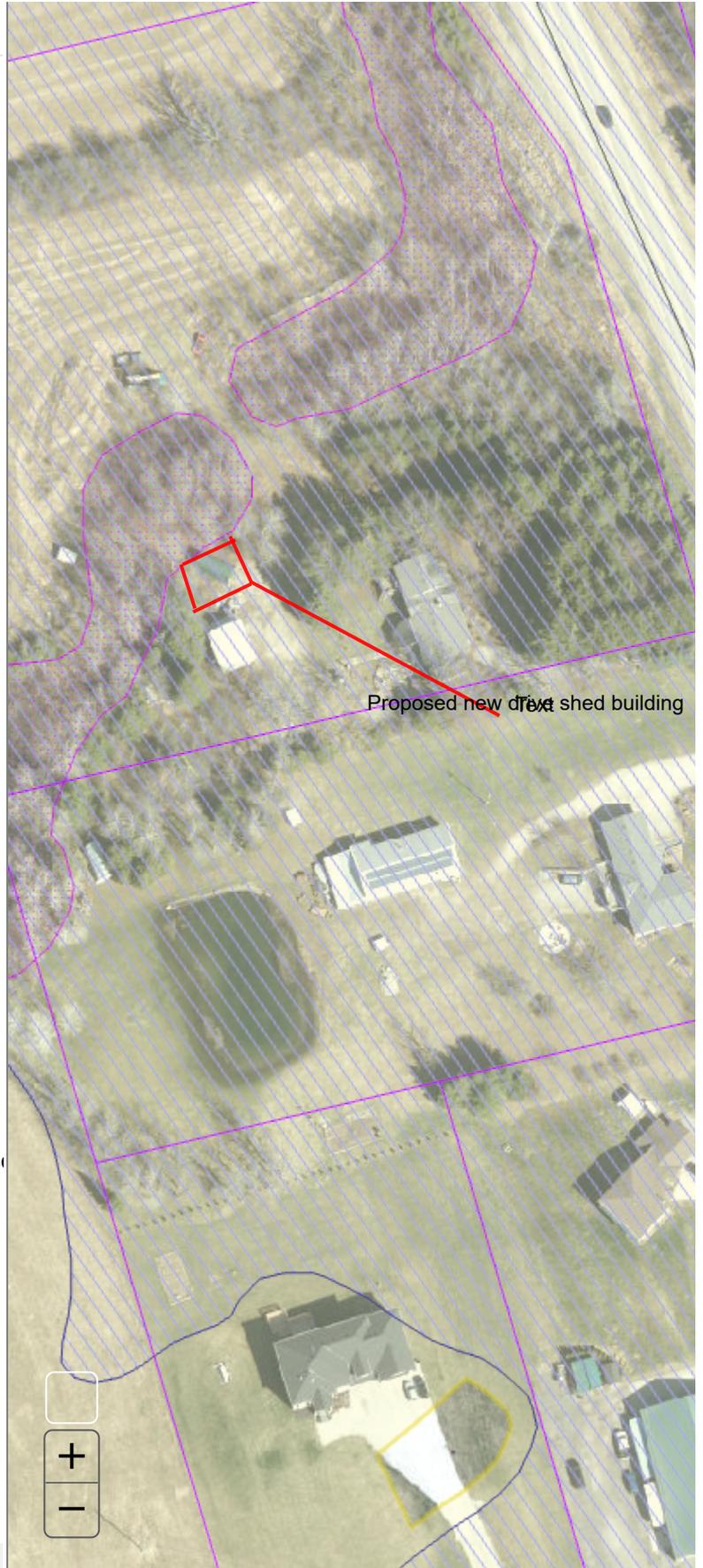
Max 350 characters (250px)

[Link to Generated Map: 2:09pm

(<https://maps.grandriver.ca/arcgis/rest/directories/arcgis/>

File available for 10 minutes

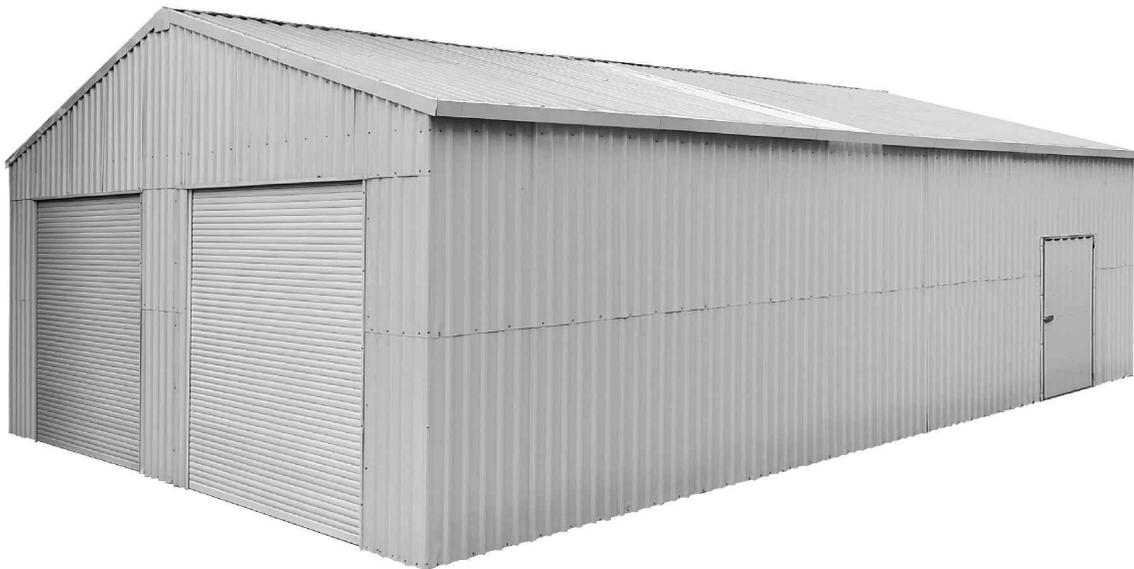
Generate Map File



Identify: Default Layers

## Double Garage Metal Shed

Model: TMG-MS2525  
TMG-MS2533  
TMG-MS2541



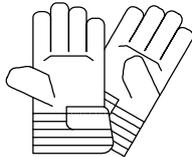
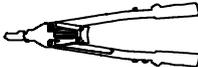
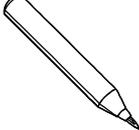
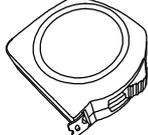
- Please read the instructions COMPLETELY before assembly.
- This metal shed might not be suitable for local bylaws or weather conditions. It is the owner's responsibility to ensure the installation and use of this building are permitted by local authorities. Some municipalities may require engineering drawings to be submitted. It is the owner's responsibility to hire an engineer to submit drawings if required.
- Missing parts or questions on assembly?  
Please call: 1-877-761-2819 or email: [cs@tmgindustrial.com](mailto:cs@tmgindustrial.com).  
Do not return the product to dealer, they are not equipped to handle your requests.

# DIRECTORY

1.	BEFORE YOU START.....	3
2.	THE LAYOUT FOUNDATION(ONE).....	4
3.	THE LAYOUT FOUNDATION(TWO).....	5
4.	PART LIST.....	8
5.	INSTALLATION FRAMEWORK.....	14
6.	INSTALLATION WALL TILE.....	31
7.	DOOR ASSEMBLY.....	41
8.	INSTALLATION ROLLER DOOR(OPTIONAL).....	44
9.	INSTALLATION FRAMEWORK.....	49
10.	INSTALL TRANSPARENT PANEL.....	51

# BEFORE YOU START

Items Required:

<b>Tools</b>					
	gloves	Safety Glasses	Shoes	Riveting Gun	Sleeve
<b>Tools</b>					
	Power drill	Screw driver	Pencil	Tape Measure	Ladder

- Clear a working area to allow access on 4 sides. A raised work surface will make assembly easier.
- Please choose a dry and calm day to start assembly. Do not attempt installation in rainy or windy day.
- **Keep roof clear of leaves and snow with long handled, soft-bristled broom. Heavy amounts to snow on roof can damage building, making it unsafe to enter.**
- All parts are identified so when working through the instructions page by page the diagrams show where each part is positioned.
- Before starting, to avoid any accidental injury, we recommend the use of gloves to protect your hands, safety glasses to protect your eyes and shoes or boots to protect your feet.
- Please keep children away from your construction site.
- Most assembly can be completed by one person, assistance may be needed when you reach the erection stage.
- Cleaning should be performed as often as is required to remove any dirt, salt, and pollutants.
- Please note: Some local government authorities have rules & regulations on shed installation and you may need approval to erect this shed.

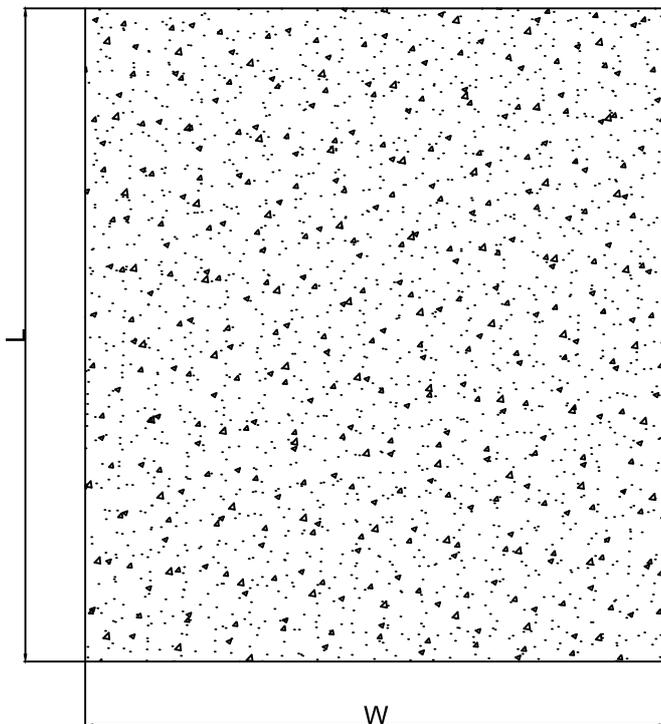
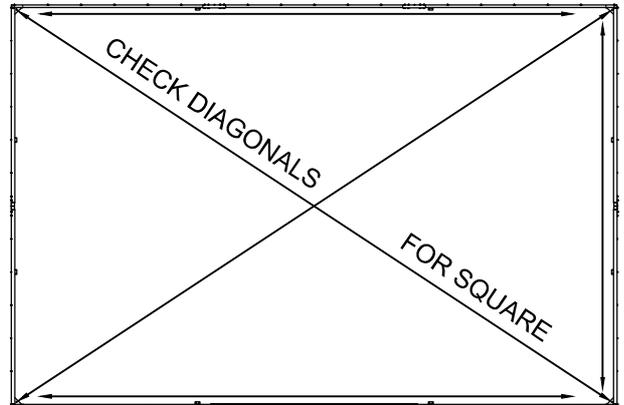
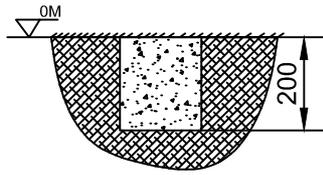
## STEPS:

1. When completed place shed in position and anchor securely to the ground.
2. Clean up all metal pieces, rivets and screws.

# THE LAYOUT OF FOUNDATION(ONE)

Unit:mm

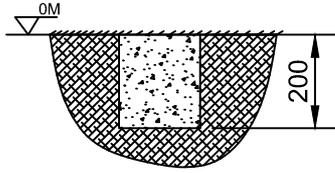
Depth of cement



MODEL	L	W
MS2525	7610	7618
MS2533	7610	10105
MS2541	7610	12592

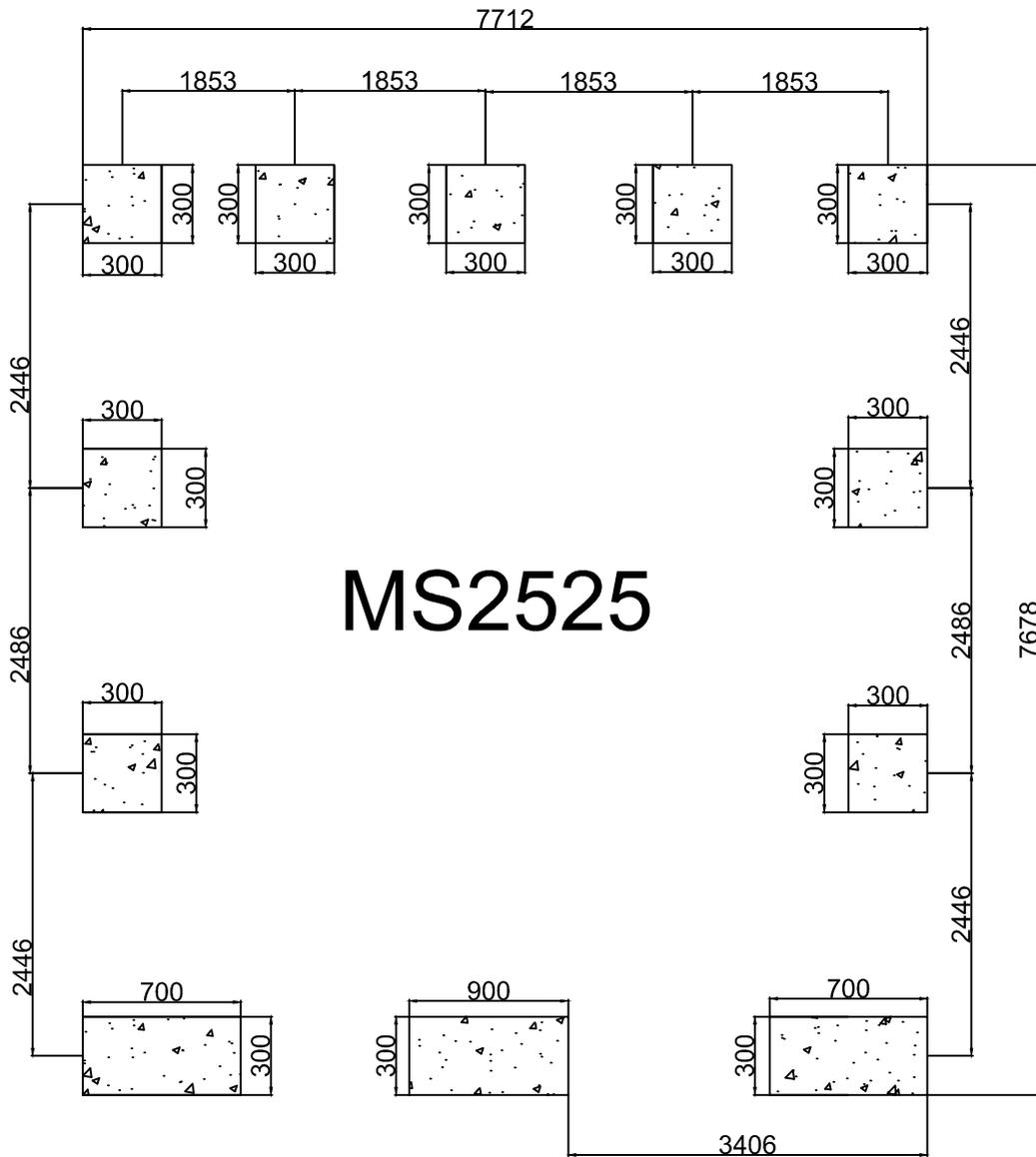
# THE LAYOUT OF FOUNDATION(TWO)

Depth of cement



Note:the ground anchor is installed on the cement block.

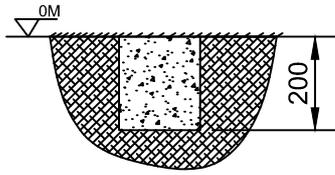
Back



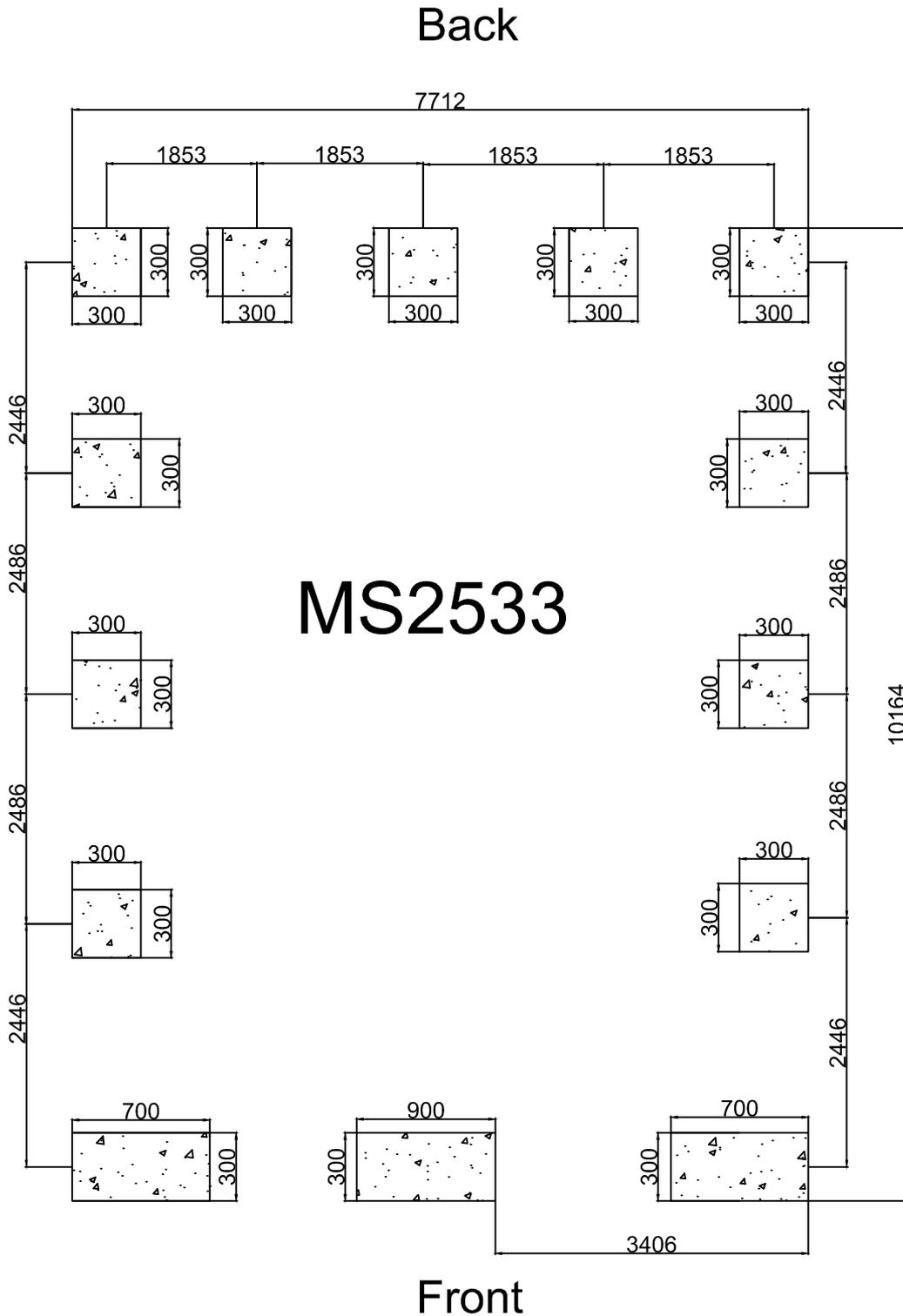
Front

# THE LAYOUT OF FOUNDATION(TWO)

Depth of cement

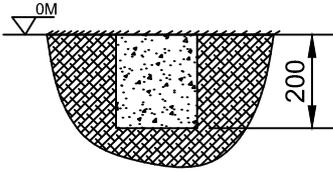


Note:the ground anchor is installed on the cement block.

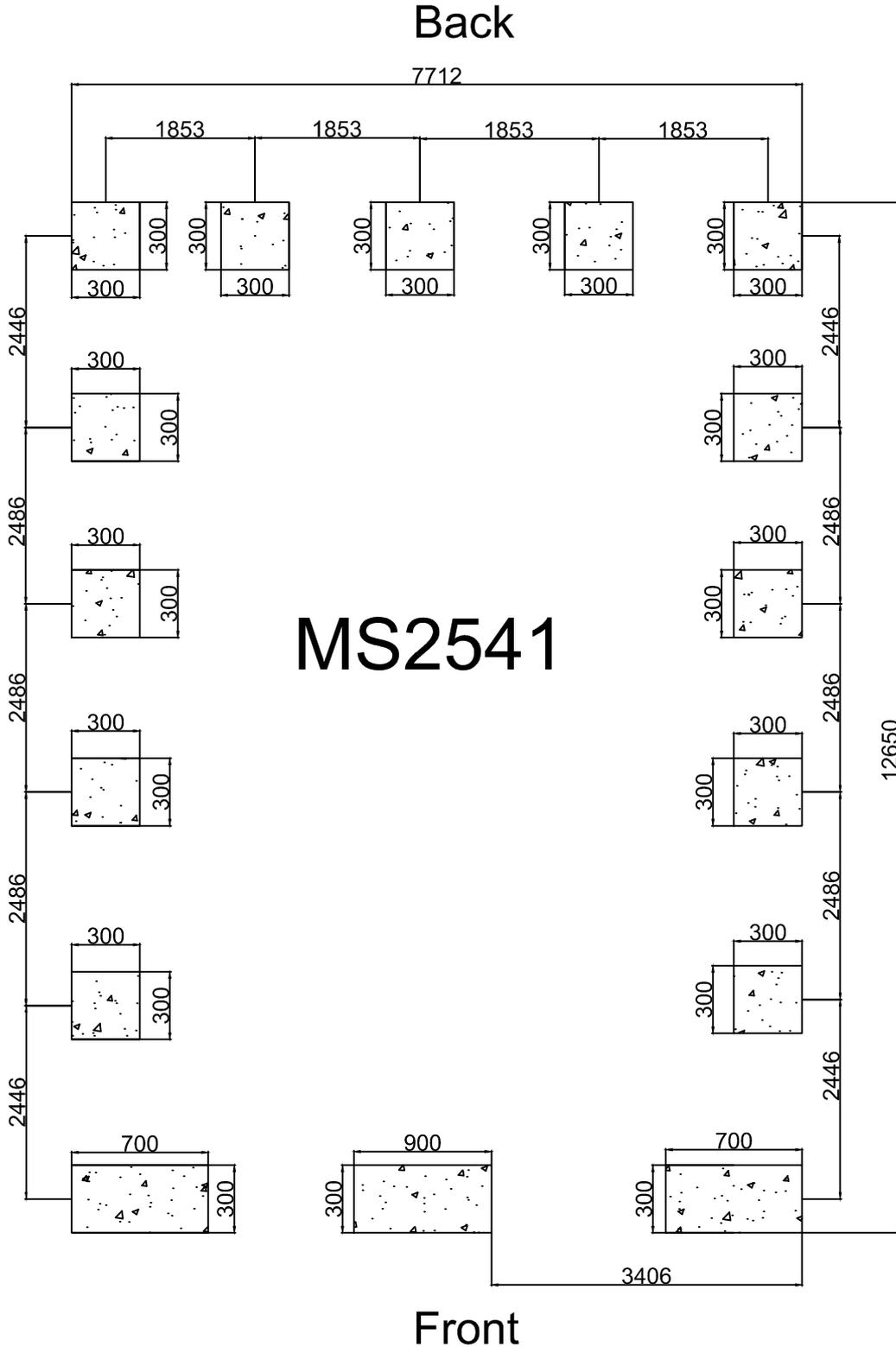


# THE LAYOUT OF FOUNDATION(TWO)

Depth of cement



Note:the ground anchor is installed on the cement block.



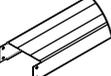
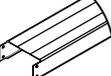
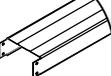
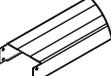
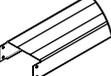
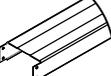
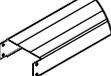
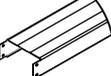
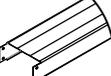
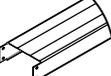
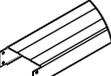
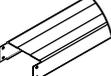
# PART LIST

No.	Picture	Part No.	Qty		
			MS2525	MS2533	MS2541
1		P1550	38	50	62
2		P1550-1	1		
3		P1550-2	4		
4		P1550-3	1		
5		P1390	9		
6		P1390-1	1		
7		P1050	1		
8		P1050-1	1		
9		P1830	18	24	30
10		P2180	18	24	30
11		PD1	1		
12		PF1550	2		
13		PF1390	2		
14		PL432	1		
15		PL656	1		
16		PL880	1		

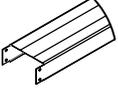
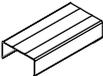
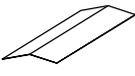
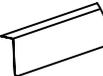
# PART LIST

No.	Picture	Part No.	Qty		
			MS2525	MS2533	MS2541
17		PL1104		1	
18		P1210		1	
19		PR1104		1	
20		PR880		1	
21		PR656		1	
22		PR432		1	
23		PL692		1	
24		PL916		1	
25		PL1140		1	
26		PL1364		1	
27		P1470		1	
28		PR1364		1	
29		PR1140		1	
30		PR916		1	
31		PR692		1	
32		C2968		4	

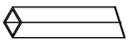
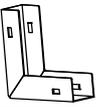
# PART LIST

No.	Picture	Part No.	Qty		
			MS2525	MS2533	MS2541
33		C2900	16	20	24
34		C2090	4		
35		C1370	2		
36		C1890	2		
37		C2862	2		
38		C1851	14		
39		C2420	11		
40		C2484-1	6	12	18
41		C773	1		
42		C719	1		
43		C924	1		
44		C502	4		
45		C369	4		
46		C1852	4		
47		C1900	12	18	24
48		C1751	2	3	4

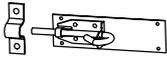
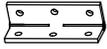
# PART LIST

No.	Picture	Part No.	Qty		
			MS2525	MS2533	MS2541
49		C876	4	6	8
50		C1000-1	8		
51		C1000-2	8	12	16
52		C1924	8		
53		C1918	16	24	32
54		C1500	8	12	16
55		C600	16	24	32
56		C2484-2	30	40	50
57		C200	38	52	66
58		L800	6	8	10
59		R877	9	12	15
60		L2010	16	20	22
61		FD1	2		
62		FD2	1		
63		FD3	1		
64		FDU1	1		

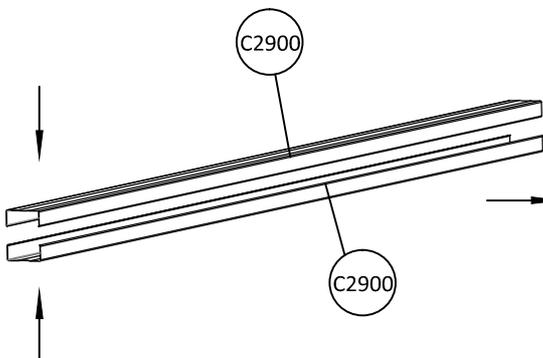
# PART LIST

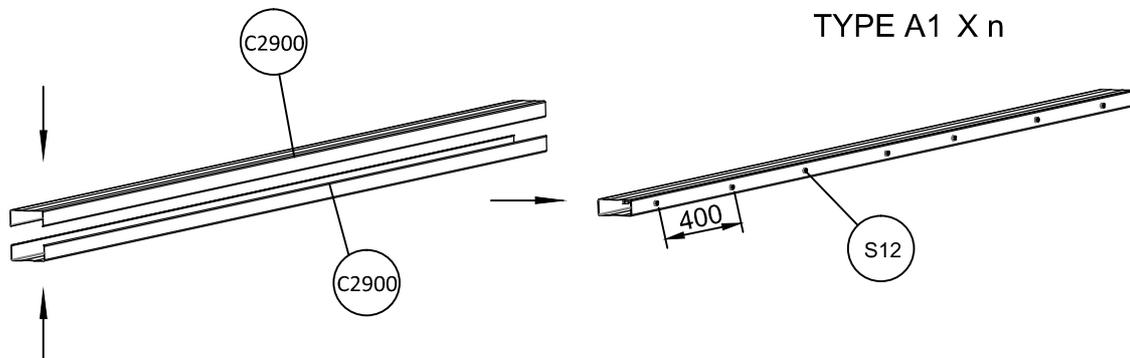
No.	Picture	Part No.	Qty		
			MS2525	MS2533	MS2541
65		FDU2	2		
66		U2619	4		
67		U2780	2		
68		MS1	2		
69		JA1	1		
70		JA2	2		
71		C72	21	23	25
72		S12	2830	3640	4440
73		S13	15		
74		C20	4	6	8
75		M35	2	4	4
76		C12	4		
77		L3	20		
78		L1A	6		
79		S5	20		
80		S3	28		

# PART LIST

No.	Picture	Part No.	Qty		
			MS2525	MS2533	MS2541
81		H13	1		
82		SH1	2		
83		S7	24		
84		S11	21	23	25
85		C14	60	80	100
86		C73	14	20	26
87		LOGO	2		
88		UV3	2	3	3

# INSTALLATION FRAMEWORK

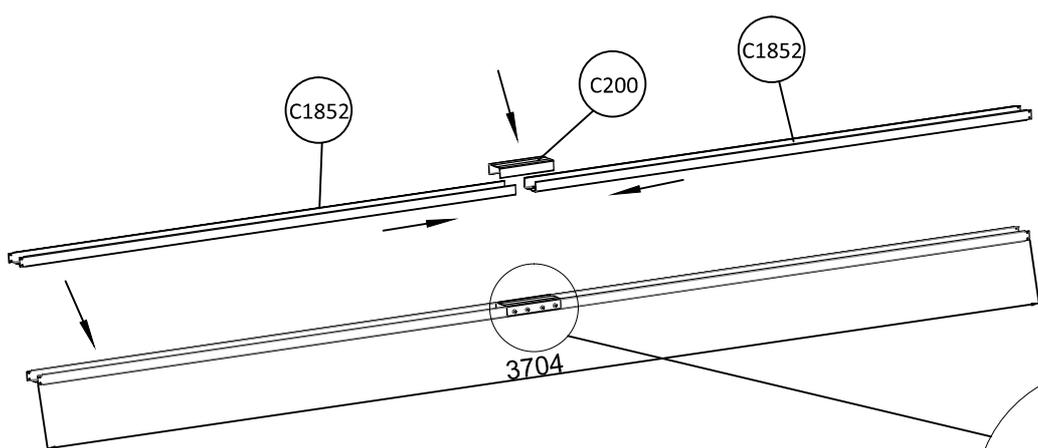
	C2900	2		S12	16	<b>X n</b>
						



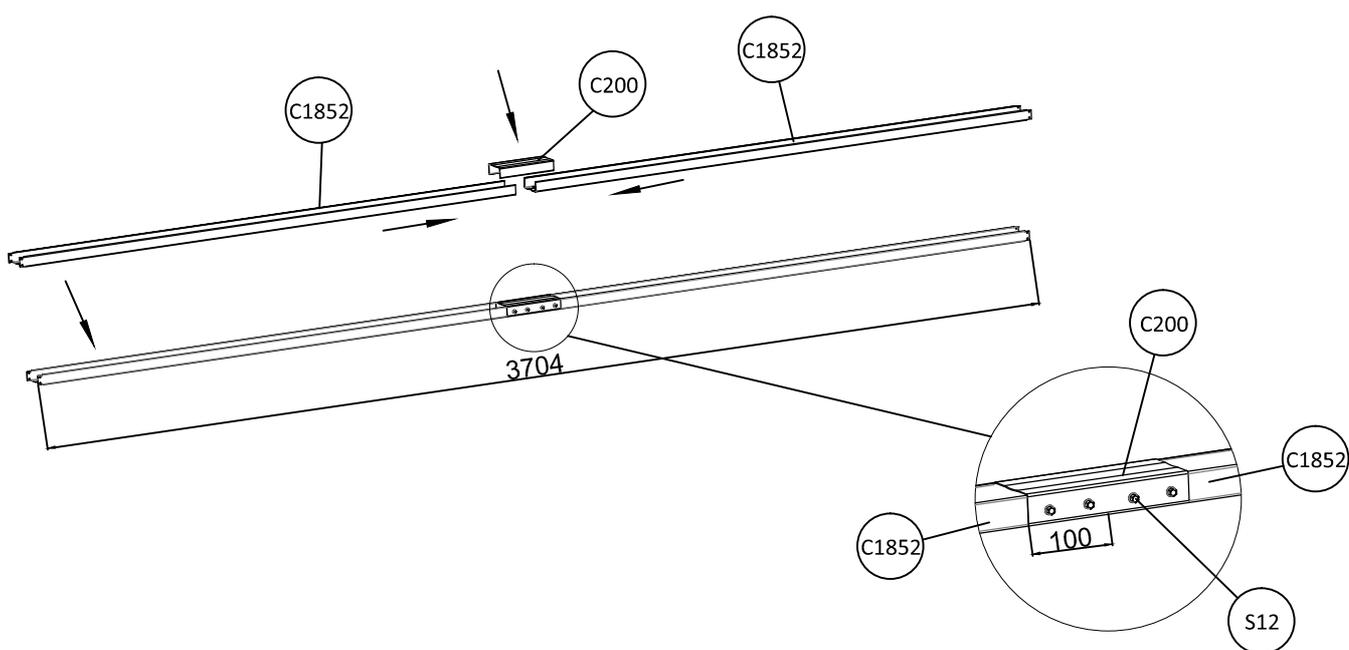
<b>A1</b>	
MODEL	n
MS2525	8
MS2533	10
MS2541	12

TIPS: Select the quantity corresponding to the table for assembly according to model.

TIPS: Use labels to mark installed components for easy access.

	C1852	2		C200	1		S12	8	<b>X 2</b>
									

TYPE A2 X 2

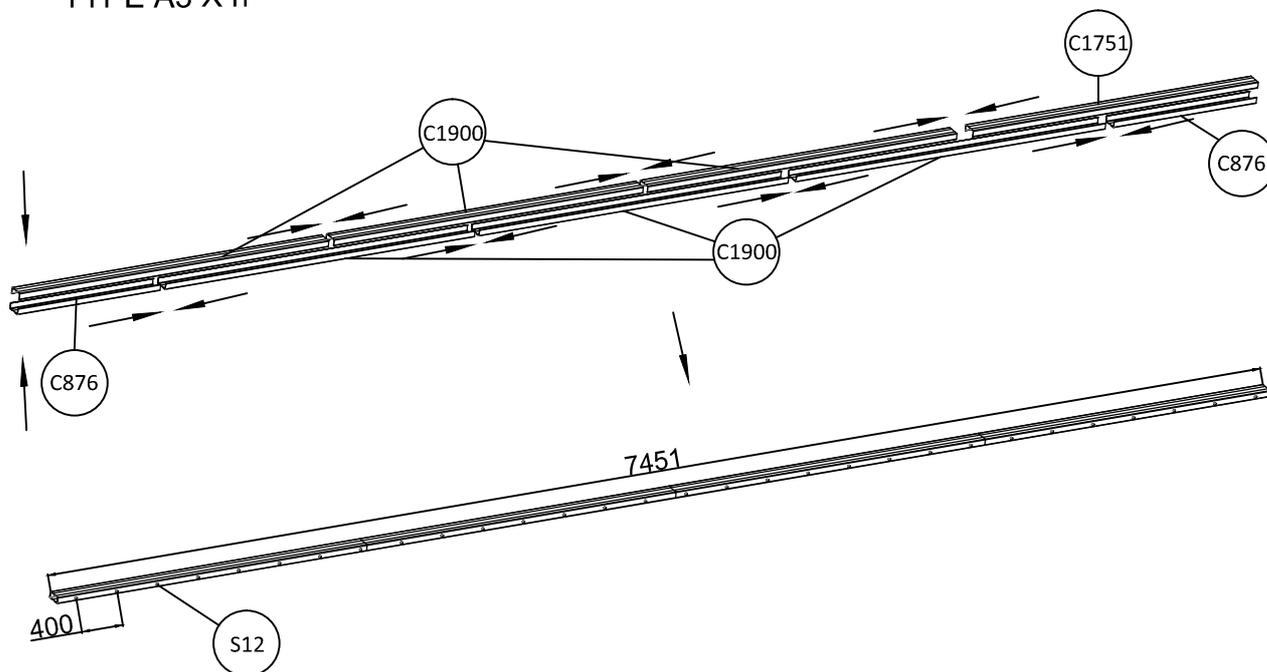


# INSTALLATION FRAMEWORK

	C1900	6		C1751	1		C876	2		S12	38
---	-------	---	---	-------	---	---	------	---	---	-----	----

**X n**

TYPE A3 X n



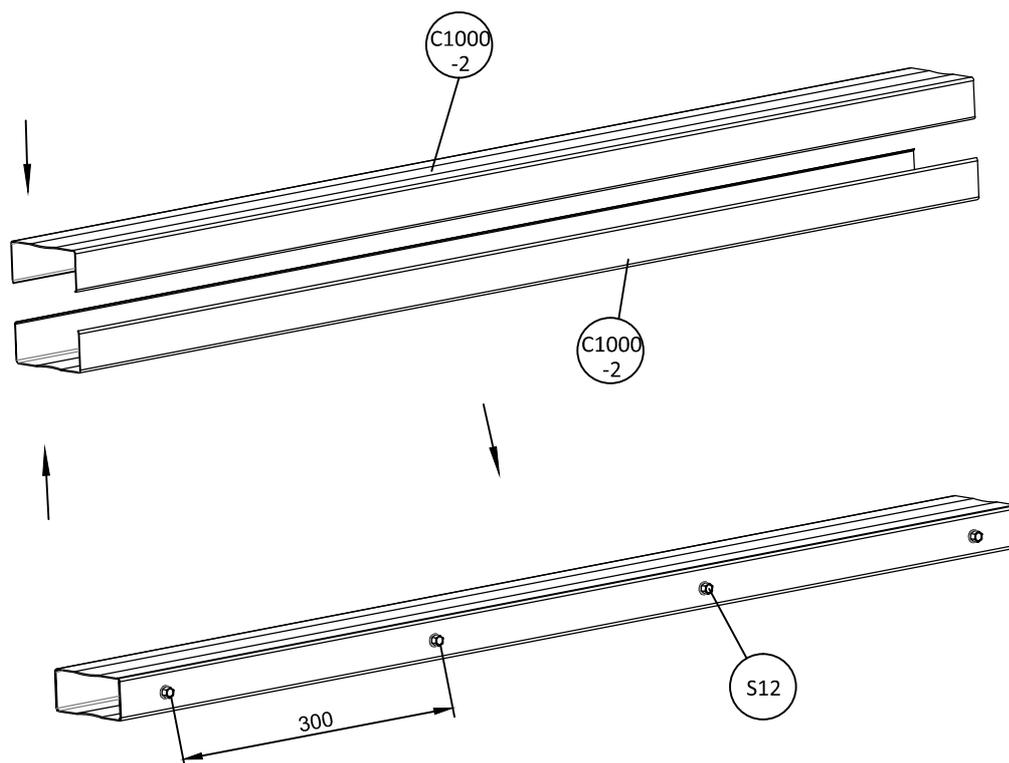
A3	
MODEL	n
MS2525	2
MS2533	3
MS2541	4

TIPS: Select the quantity corresponding to the table for assembly according to model.

	C1000 -2	2		S12	8
--	-------------	---	---	-----	---

**Xn**

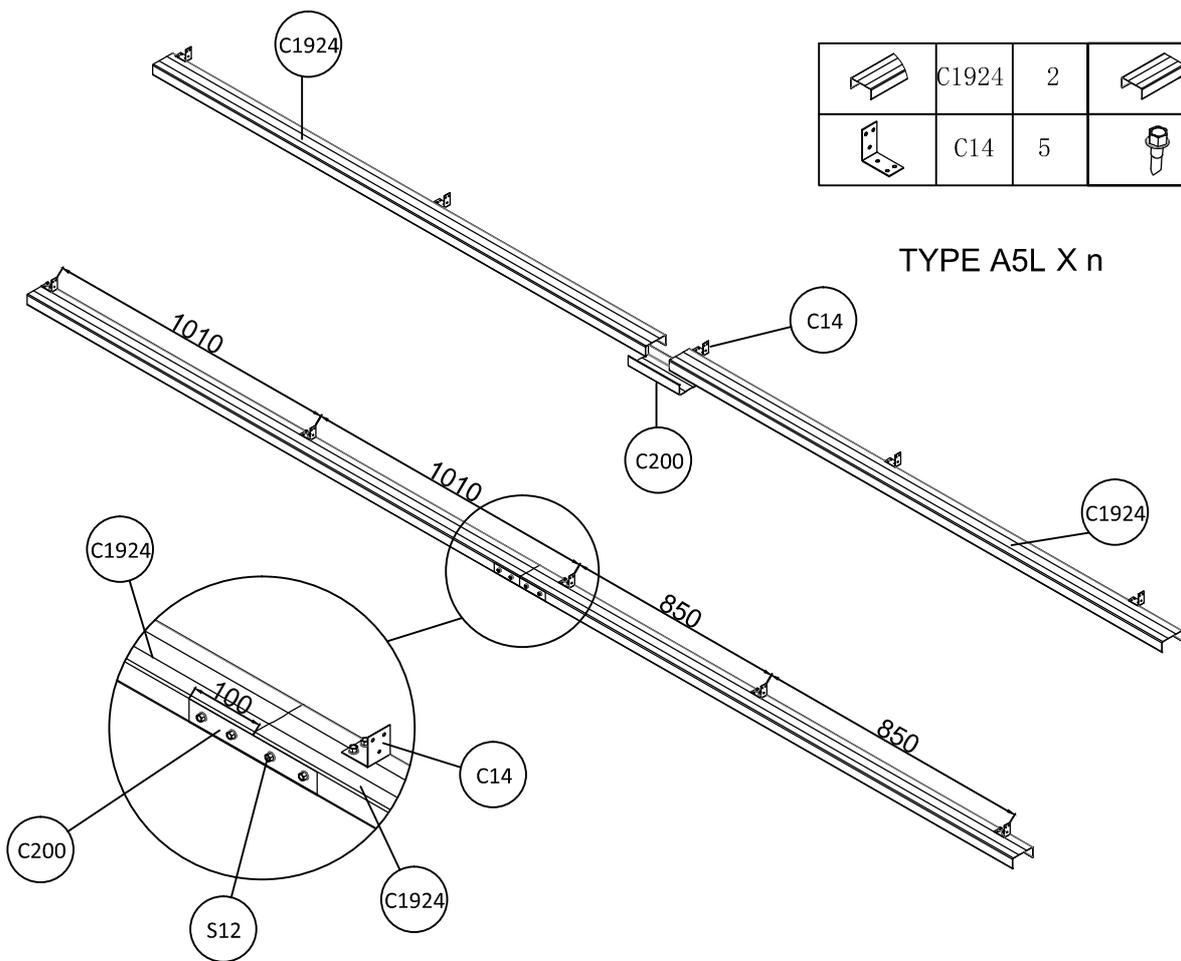
TYPE A4 X n



A4	
MODEL	n
MS2525	2
MS2533	3
MS2541	4

TIPS: Select the quantity corresponding to the table for assembly according to model.

# INSTALLATION FRAMEWORK



	C1924	2		C200	1
	C14	5		S12	23

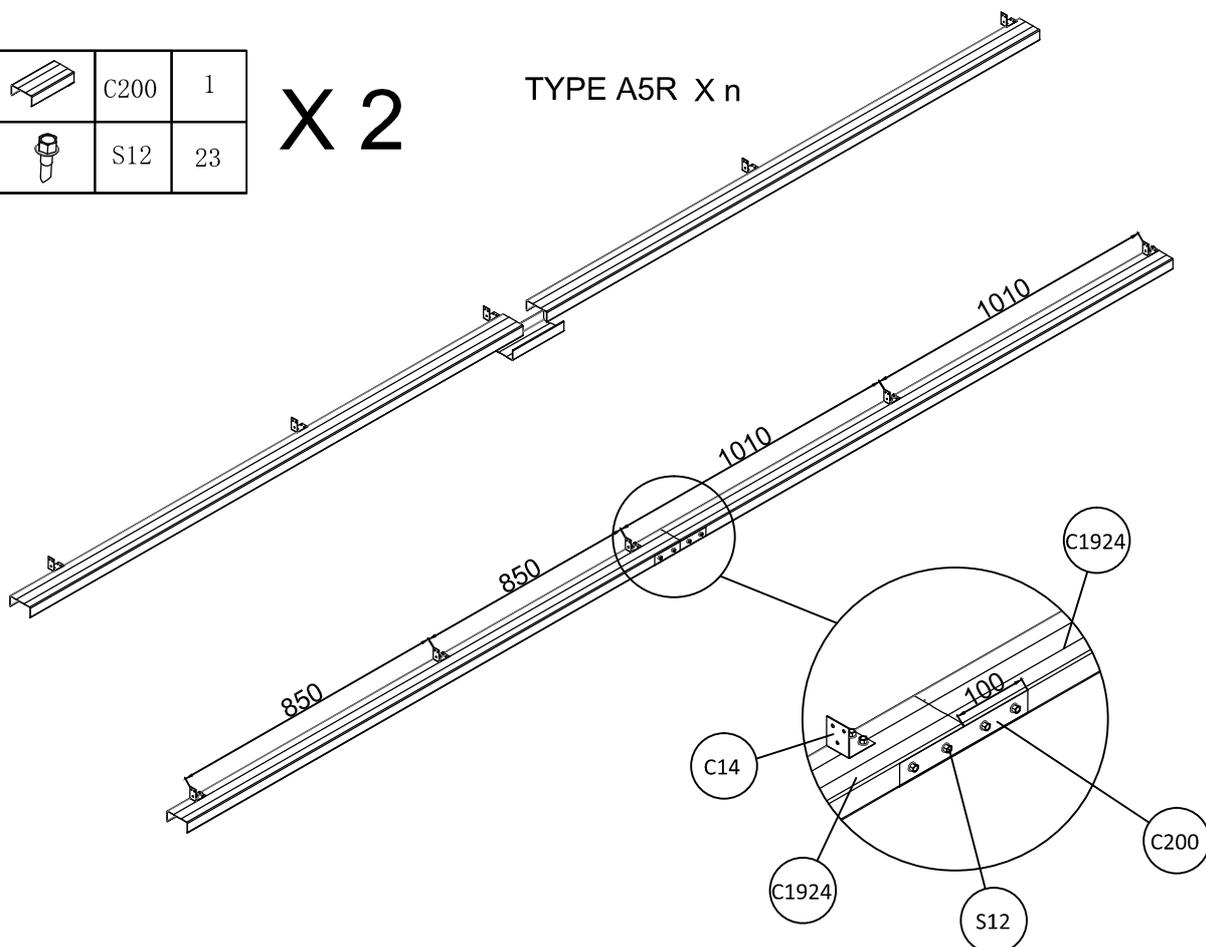
**X 2**

TYPE A5L X n

	C1924	2		C200	1
	C14	5		S12	23

**X 2**

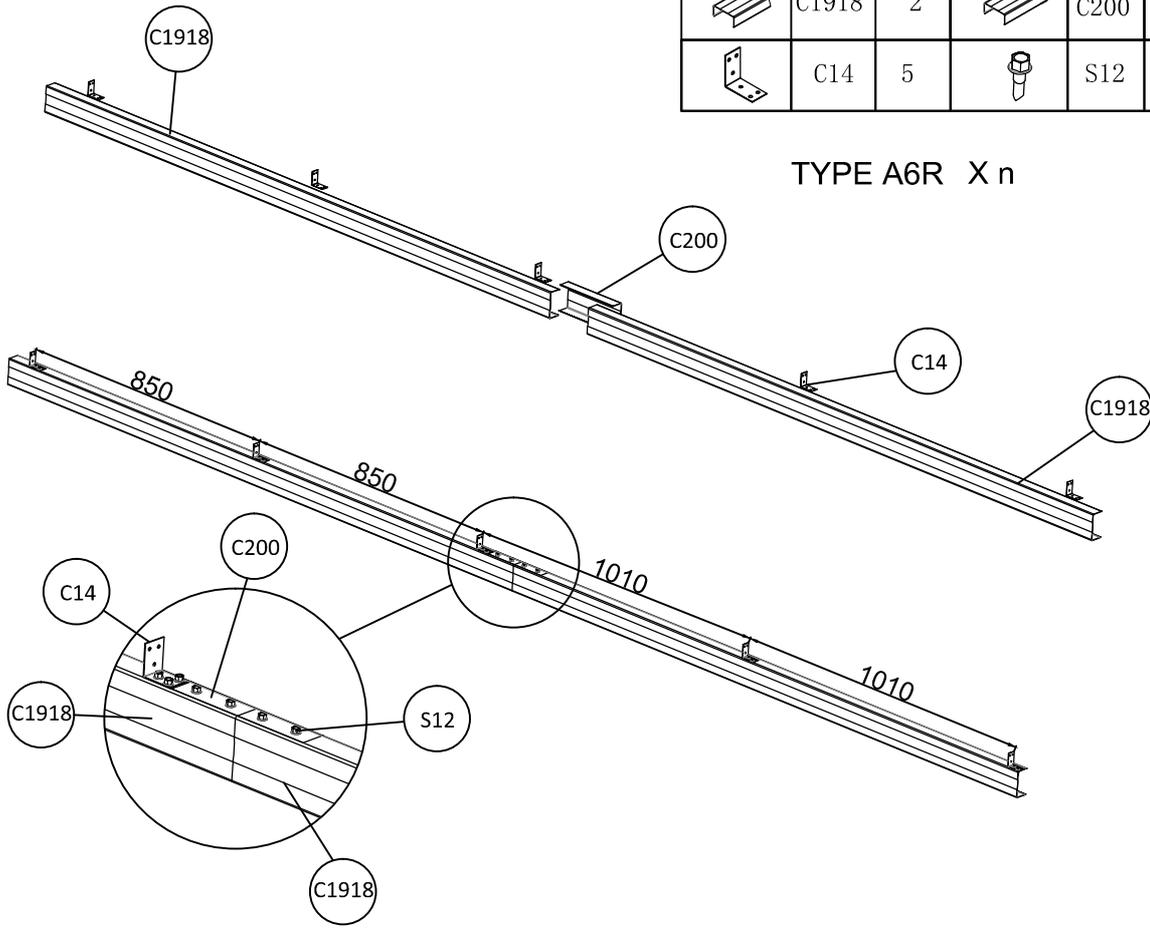
TYPE A5R X n



# INSTALLATION FRAMEWORK

	C1918	2		C200	1
	C14	5		S12	23

**X n**



TYPE A6R X n

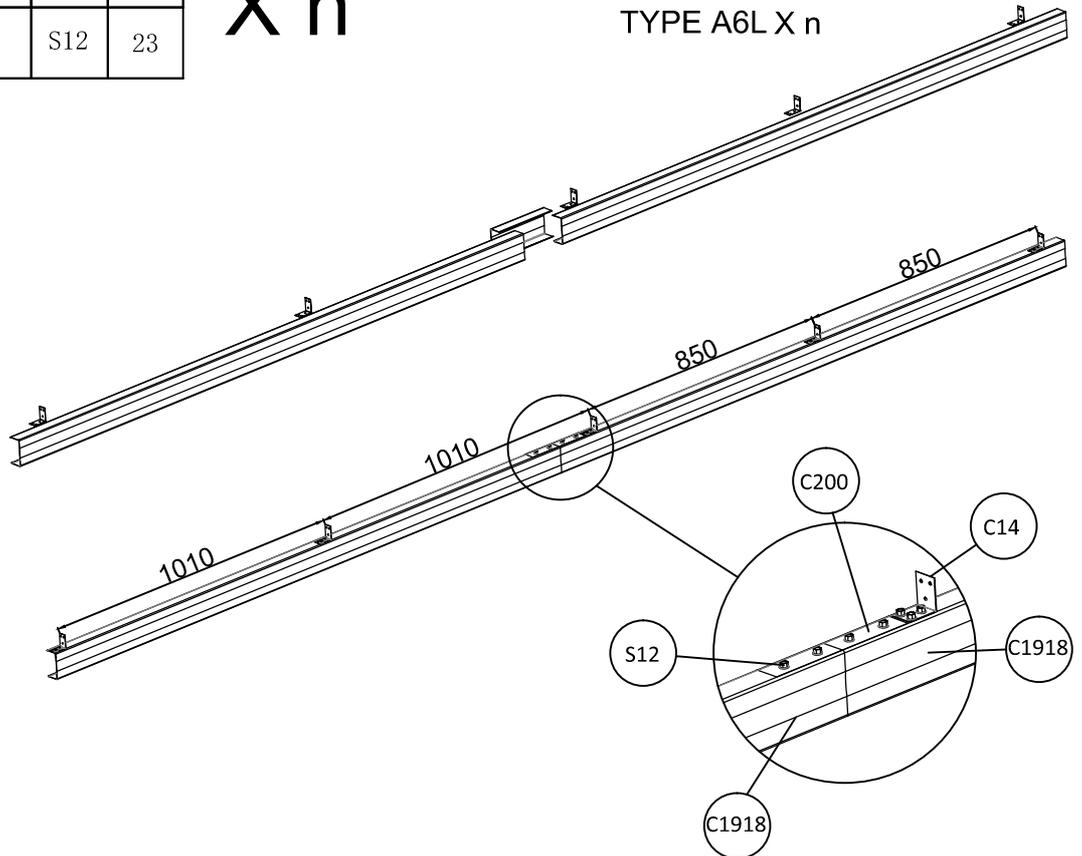
A6R	
MODEL	n
MS2525	4
MS2533	6
MS2541	8

TIPS: Select the quantity corresponding to the table for assembly according to model.

	C1918	2		C200	1
	C14	5		S12	23

**X n**

TYPE A6L X n



A6L	
MODEL	n
MS2525	4
MS2533	6
MS2541	8

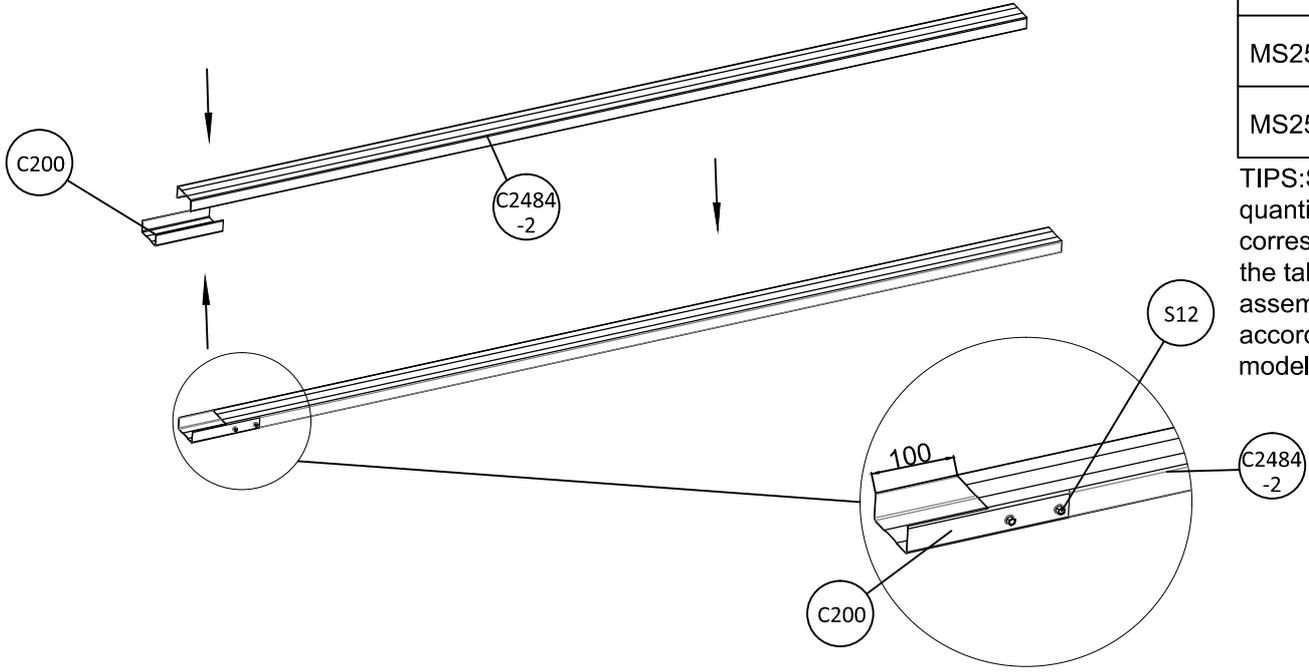
TIPS: Select the quantity corresponding to the table for assembly according to model.

# INSTALLATION FRAMEWORK

	C2484 -2	1		C200	1		S12	4	<b>X n</b>

<b>A7</b>	
MODEL	n
MS2525	20
MS2533	30
MS2541	40

TYPE A7 X n



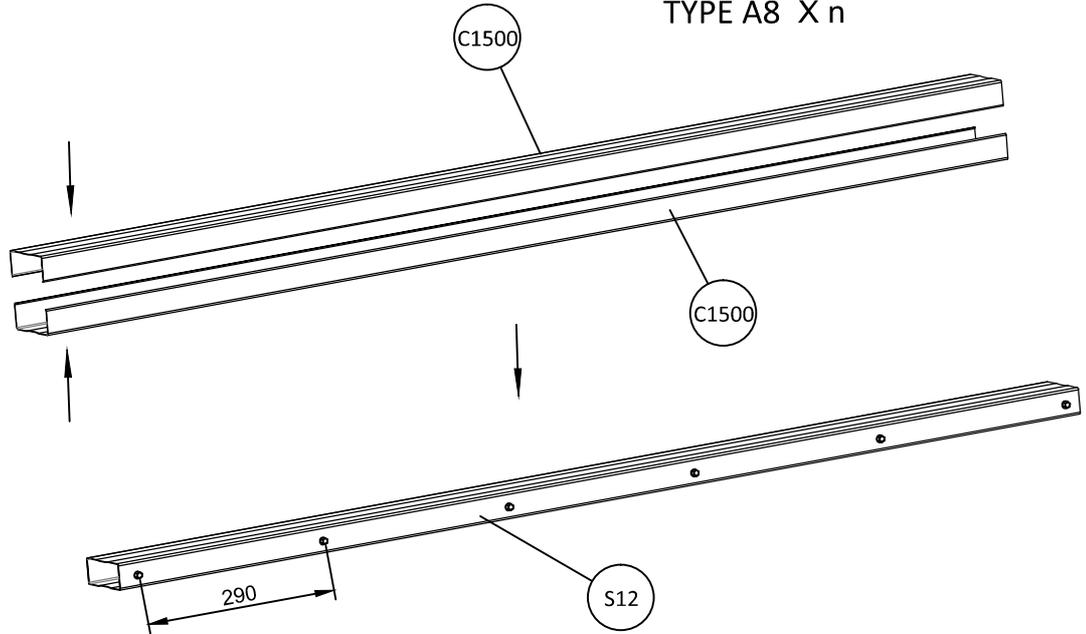
TIPS: Select the quantity corresponding to the table for assembly according to model.

	C1500	2		S12	12	<b>X n</b>

TYPE A8 X n

<b>A8</b>	
MODEL	n
MS2525	4
MS2533	6
MS2541	8

TIPS: Select the quantity corresponding to the table for assembly according to model.



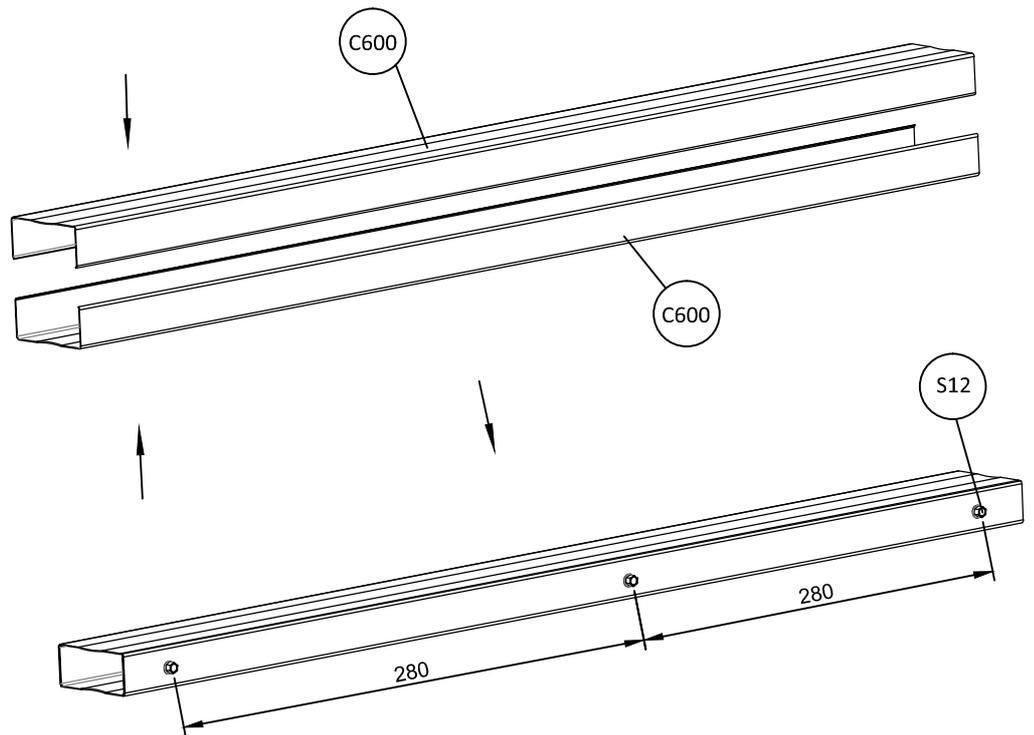
# INSTALLATION FRAMEWORK

	C600	2		S12	6	<b>X n</b>
---	------	---	---	-----	---	------------

TYPE A9 X n

A9	
MODEL	n
MS2525	8
MS2533	12
MS2541	16

TIPS: Select the quantity corresponding to the table for assembly according to model.



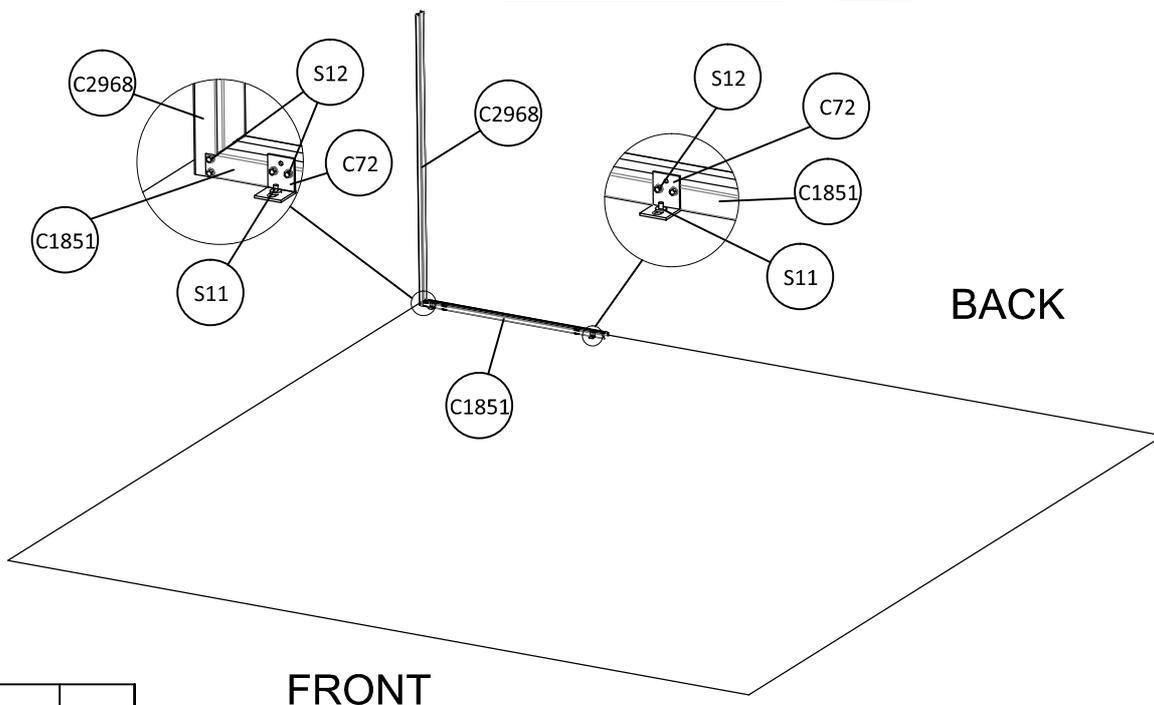
# INSTALLATION FRAMEWORK

As shown in the figure draw a line before installation.

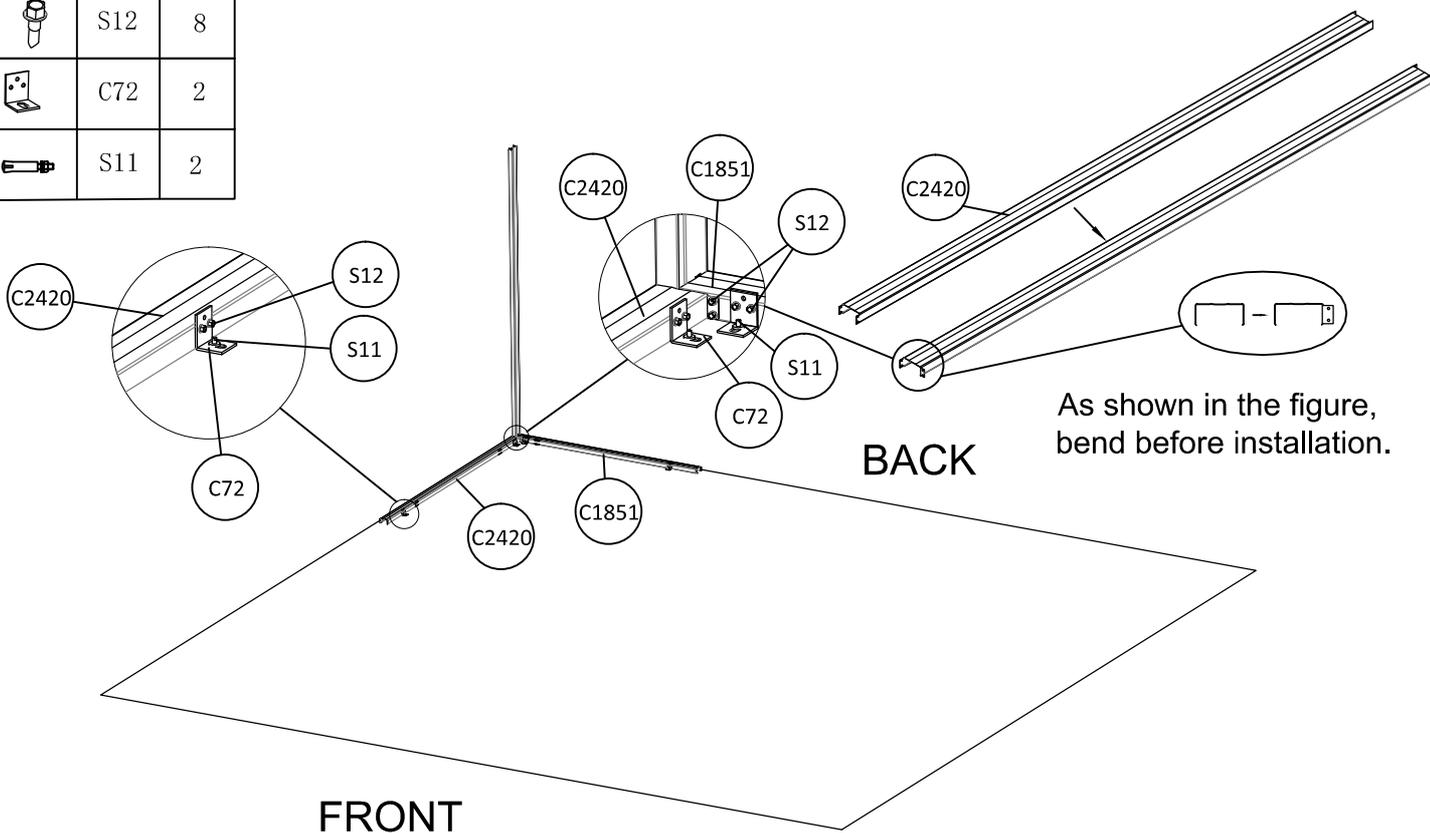
Note:

Please install the grounding part on the cement block near the column.

	C2968	1		C1851	1		C72	2
	S12	8		S11	2			

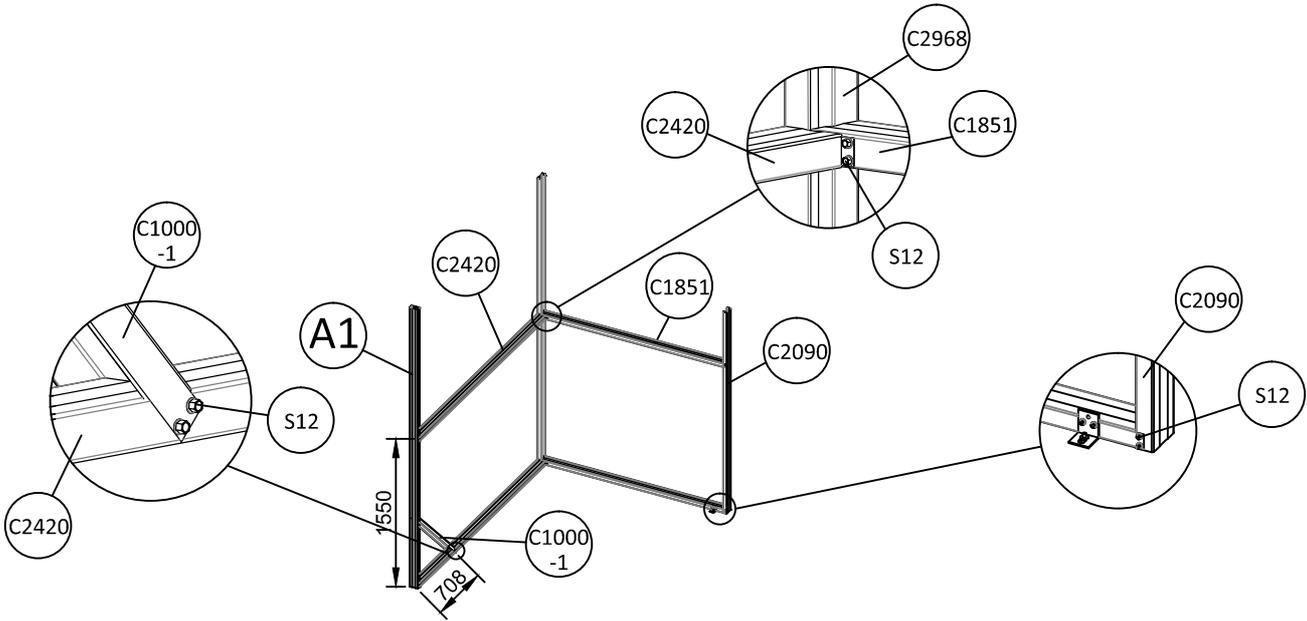


	C2420	1
	S12	8
	C72	2
	S11	2

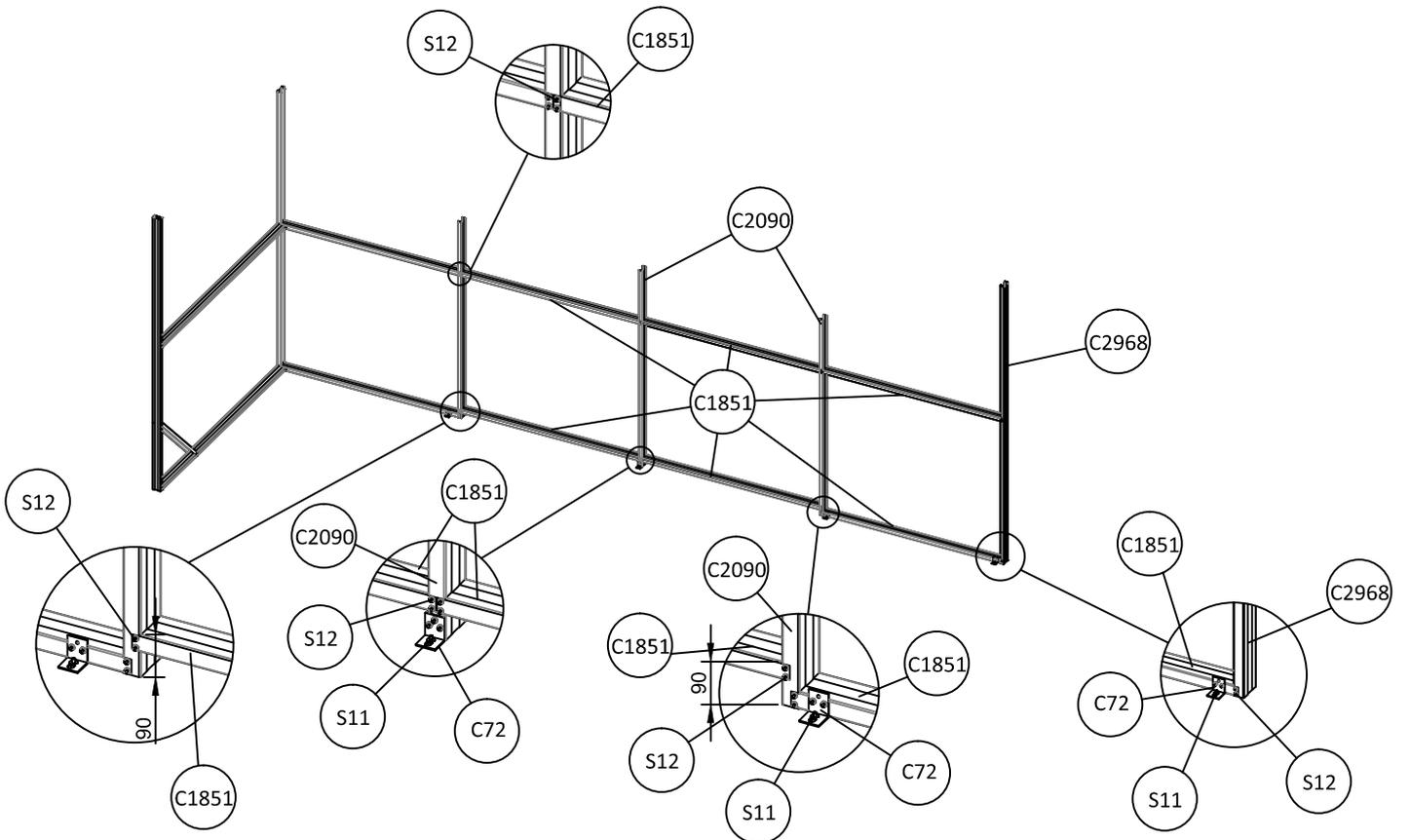


# INSTALLATION FRAMEWORK

	C2420	1		C1851	1		C2090	1		C1000 -1	1		S12	32
---	-------	---	---	-------	---	---	-------	---	---	-------------	---	---	-----	----

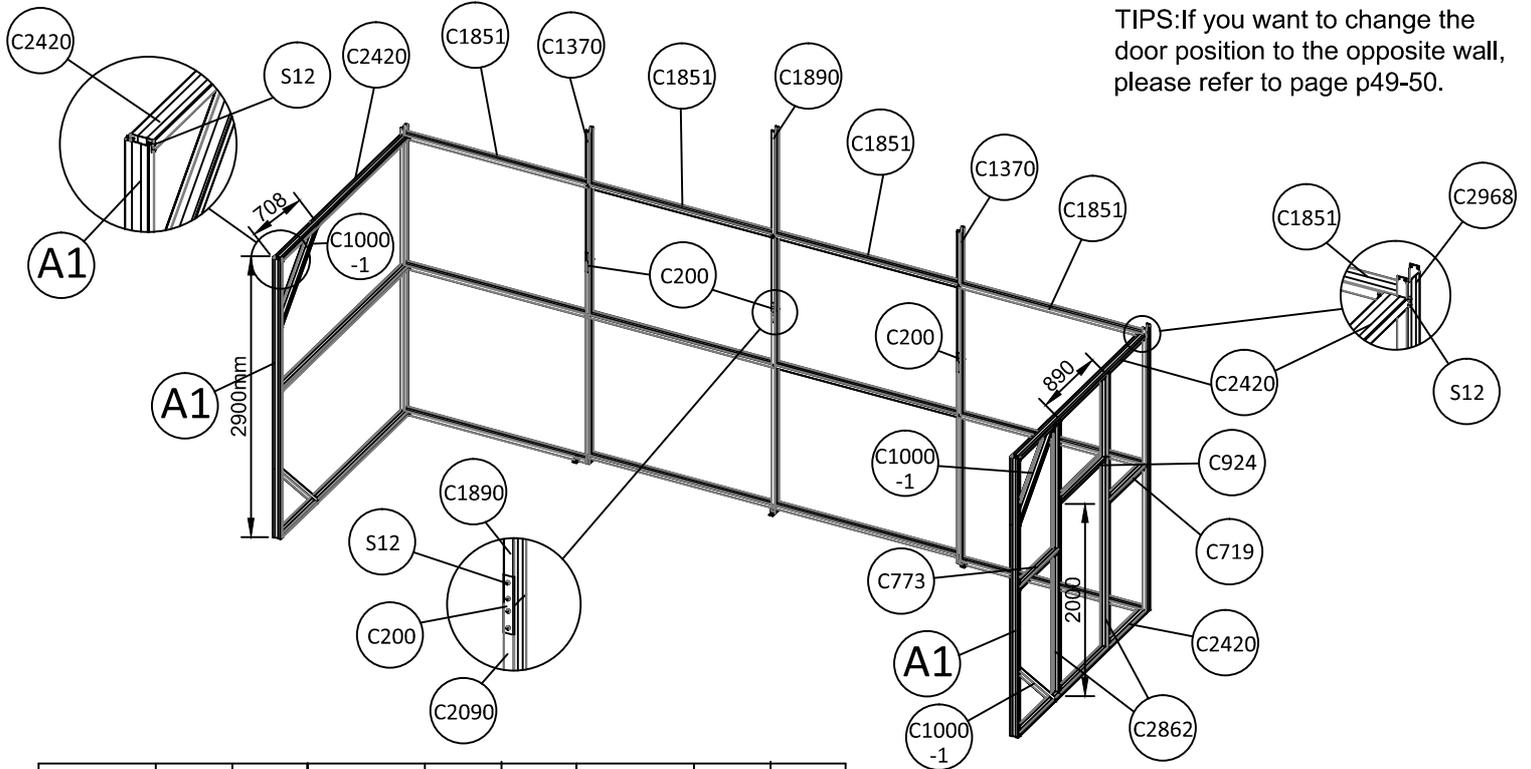


	C1851	6		C2090	2		C2968	1		S12	56
	C72	4		S11	4						



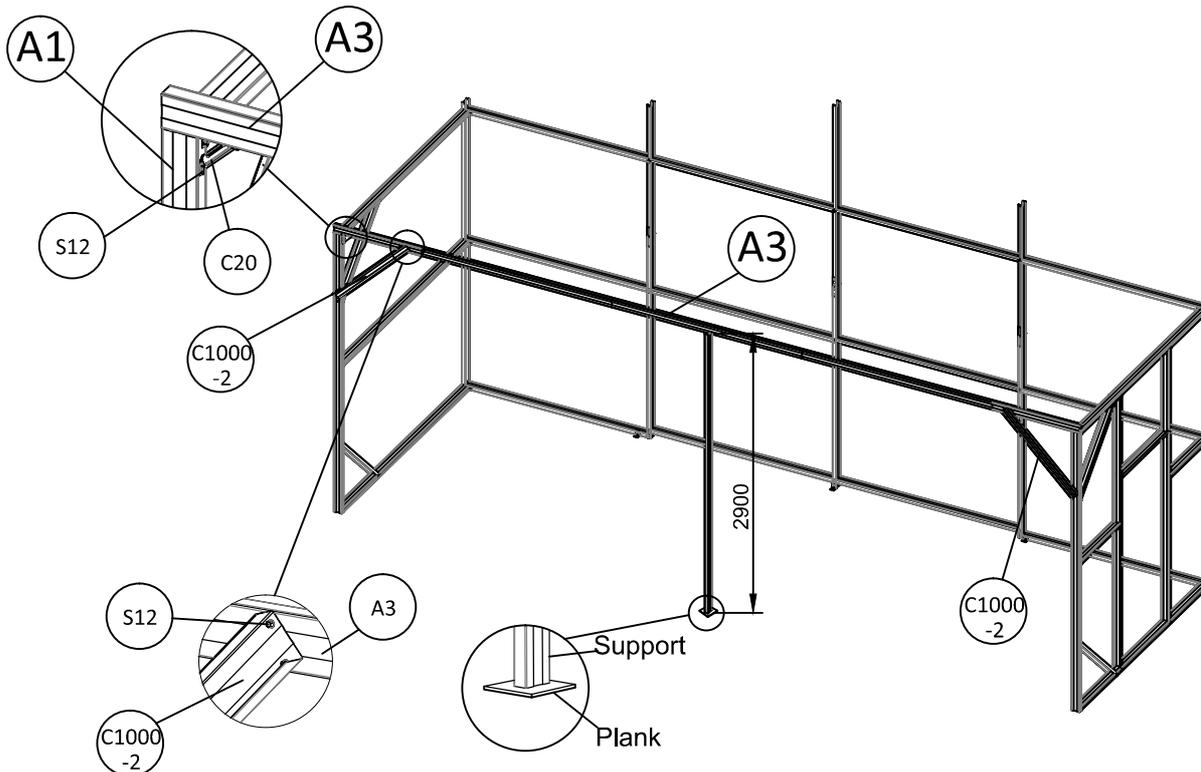
# INSTALLATION FRAMEWORK

	C2420	3		C1851	4		C1370	2		C1890	1		C2862	2
	C1000-1	3		C719	1		C773	1		C924	1		C200	3
	S11	2		C72	2		S12	152						



TIPS: If you want to change the door position to the opposite wall, please refer to page p49-50.

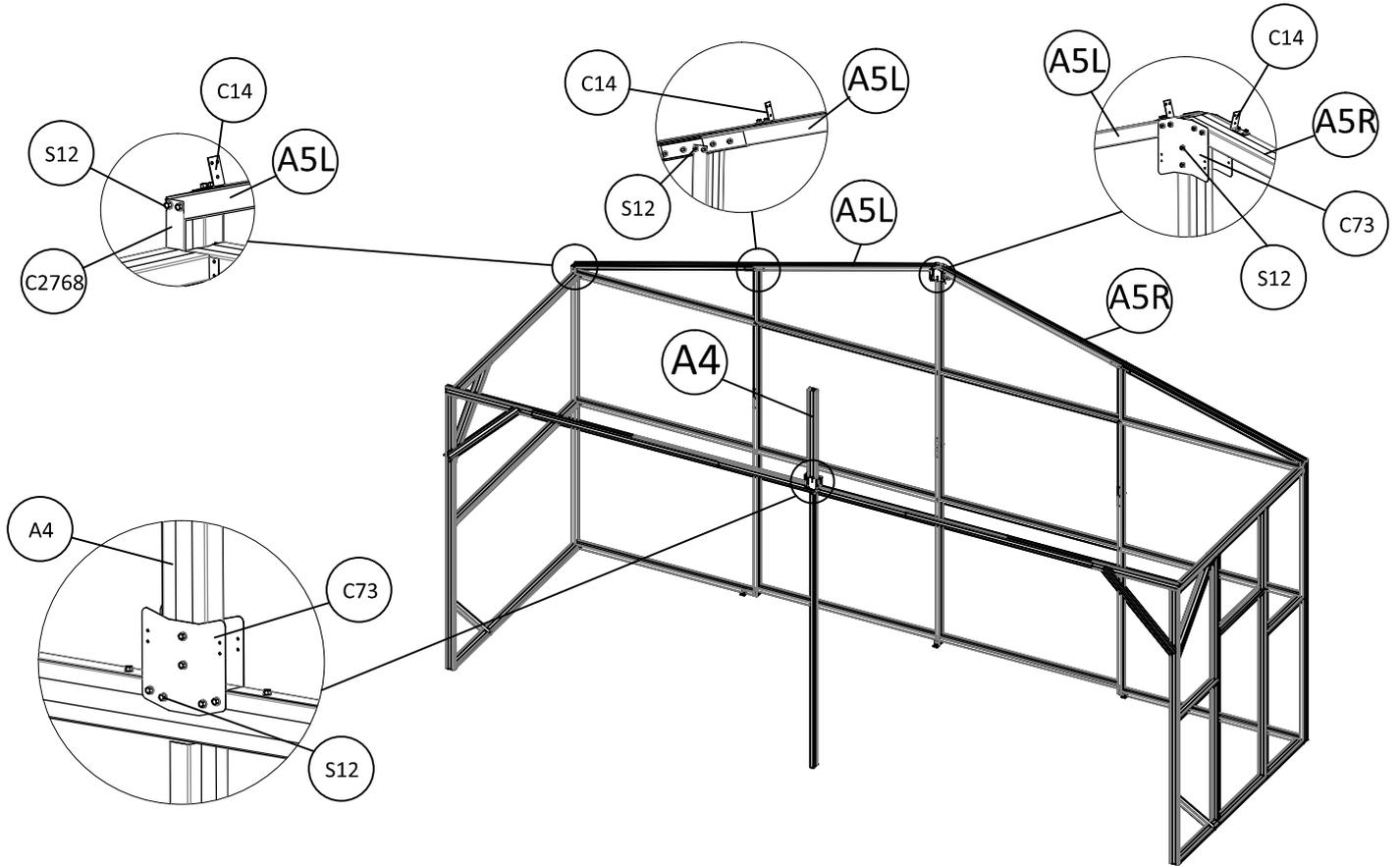
	C1000-2	2		S12	16		C20	2
--	---------	---	---	-----	----	---	-----	---



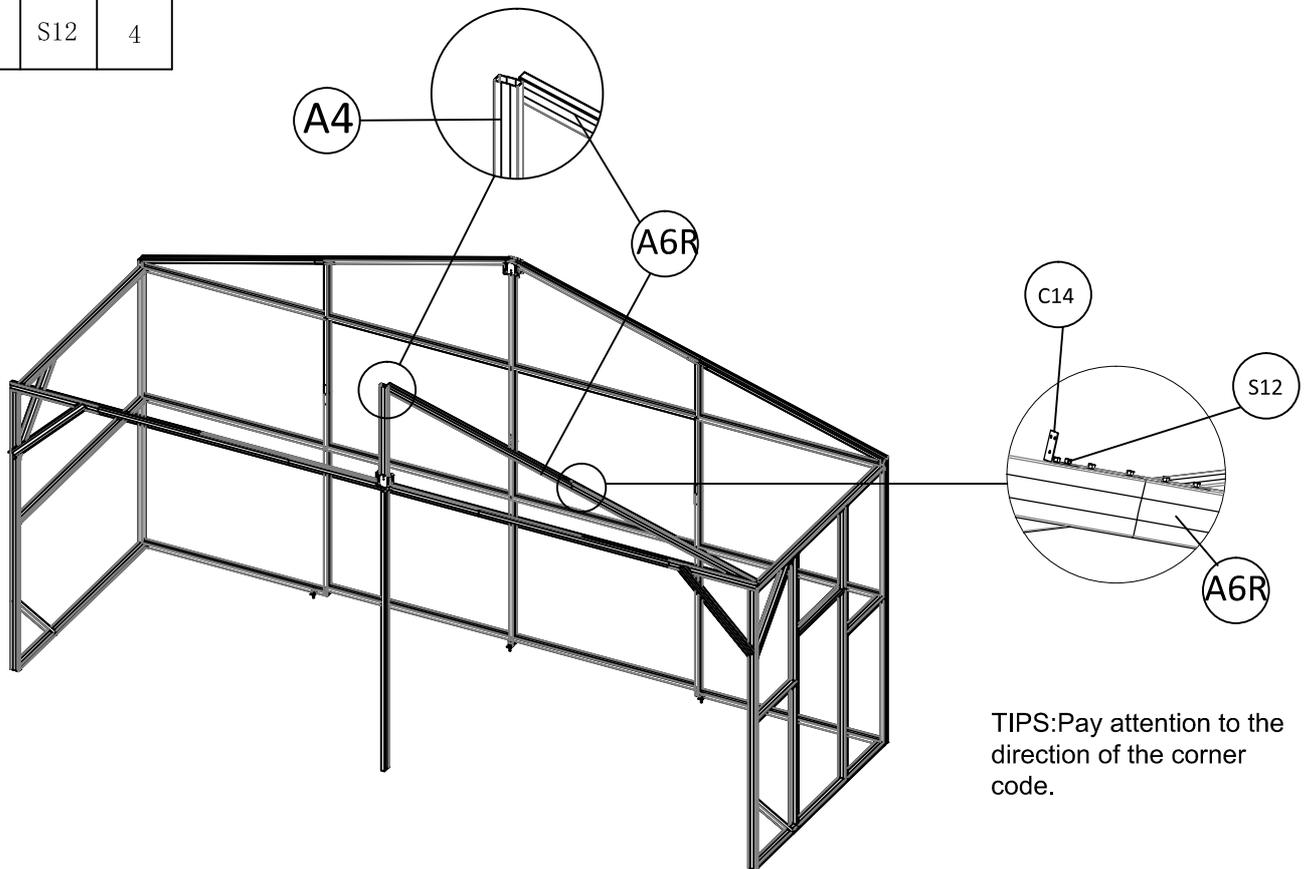
As shown in the figure, when installing A3, support it with an object with a length of 2900mm to prevent it from falling and deformation other parts can be used temporarily. If the ground is not hardened please put a board under the support to make it level with foundation.

# INSTALLATION FRAMEWORK

	C73	4		S12	40
---	-----	---	---	-----	----



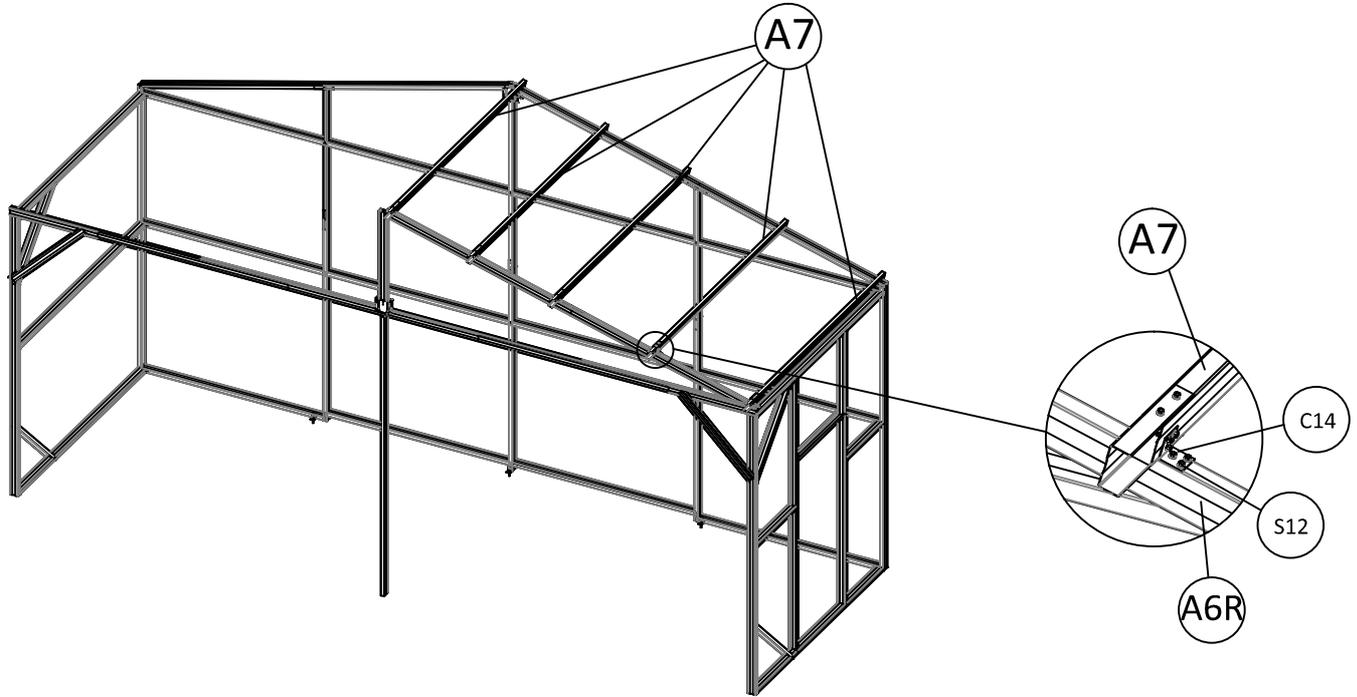
	S12	4
---	-----	---



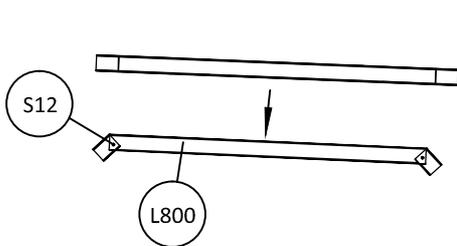
TIPS: Pay attention to the direction of the corner code.

# INSTALLATION FRAMEWORK

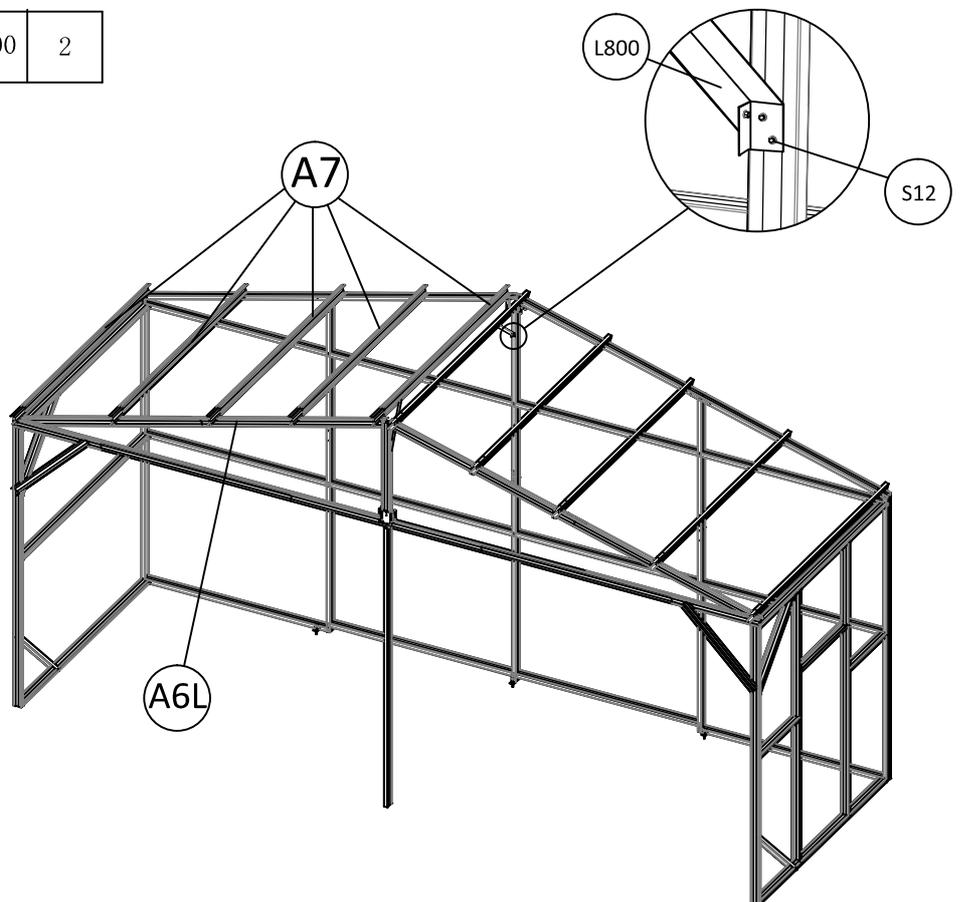
	S12	30
---	-----	----



	S12	42		L800	2
---	-----	----	---	------	---

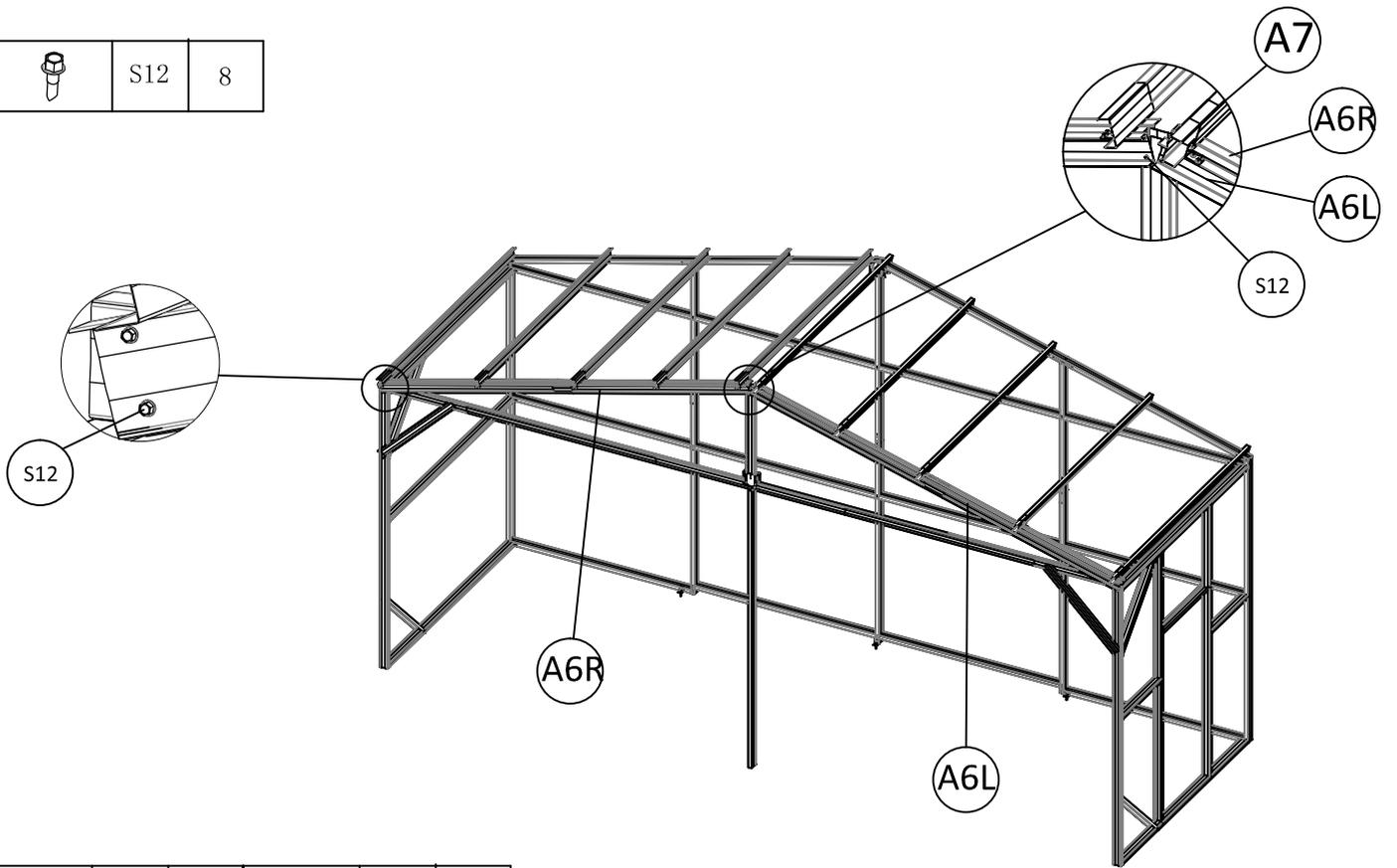


Note: please bend the L800 to a proper angle at the notch before installation.

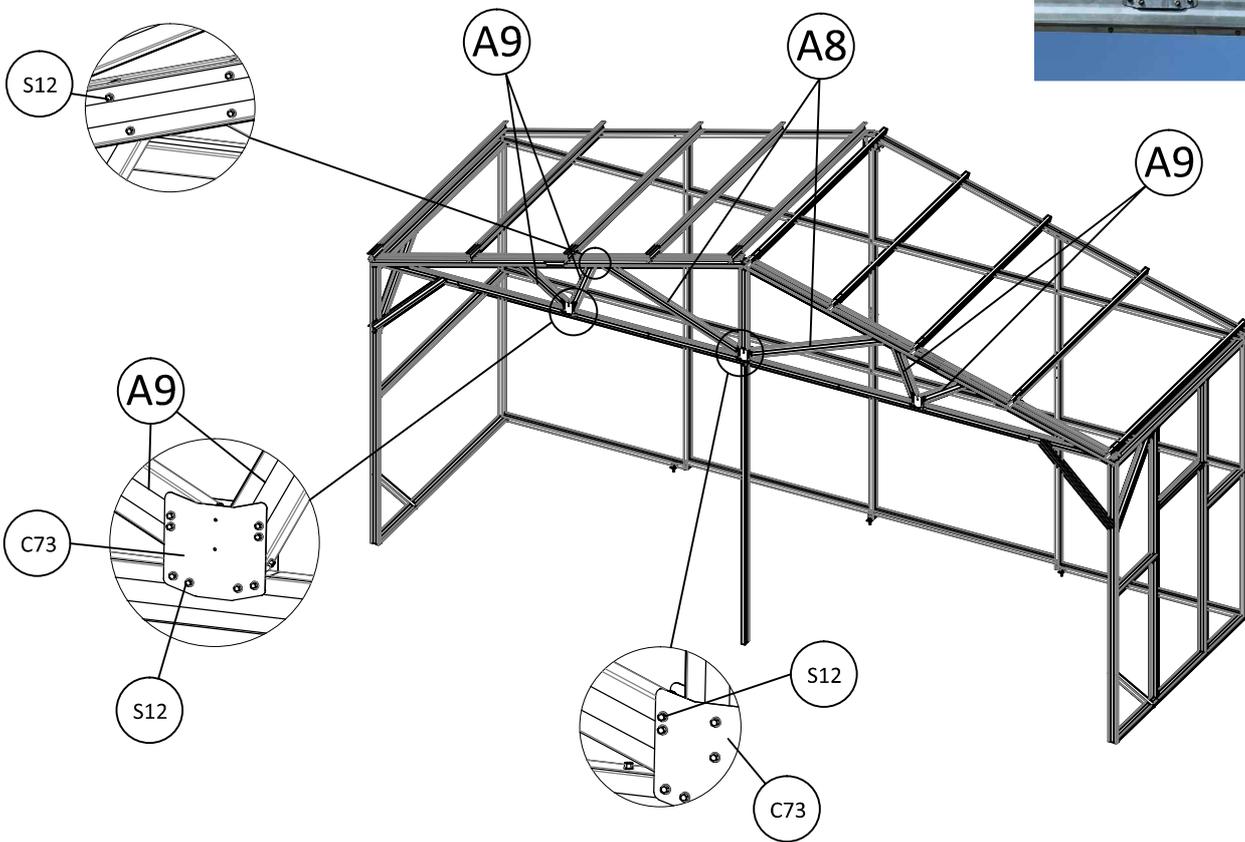


# INSTALLATION FRAMEWORK

	S12	8
---	-----	---



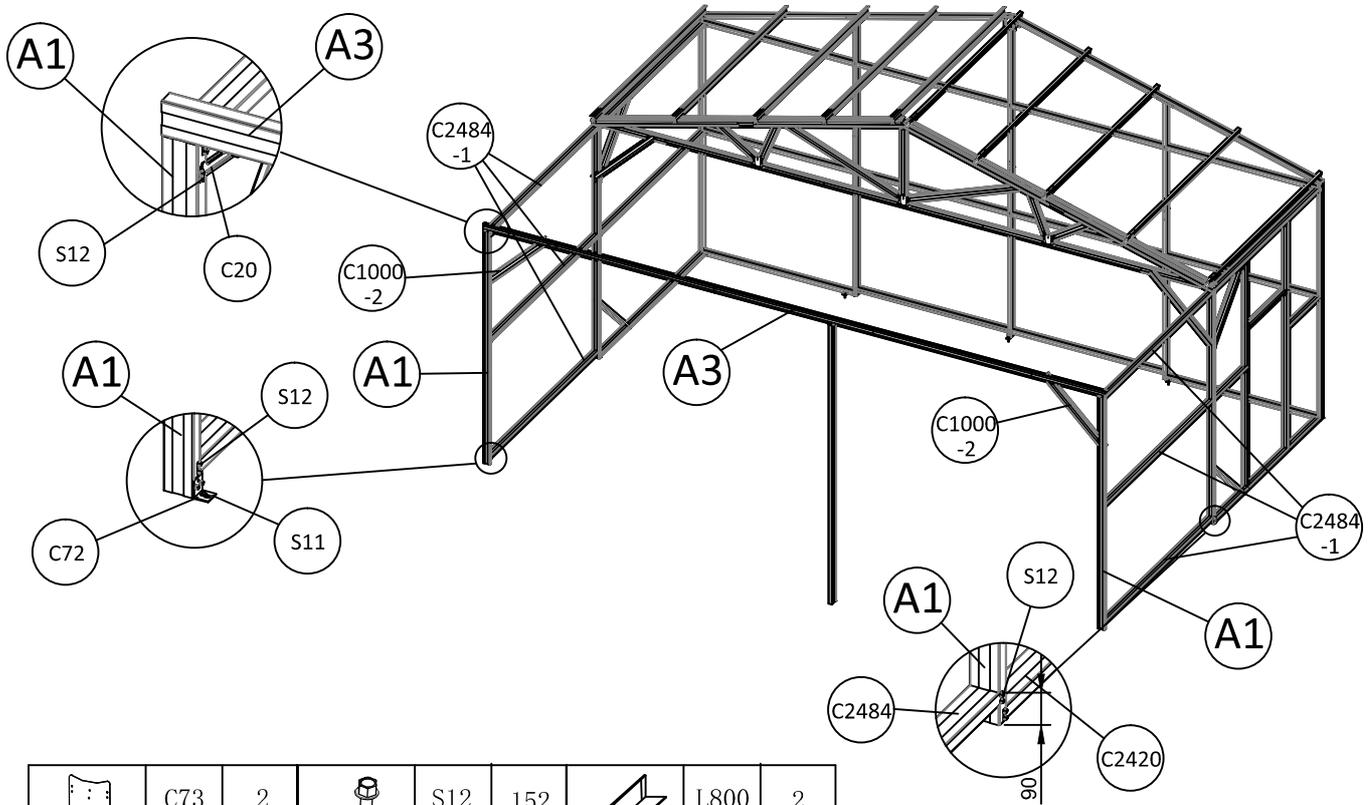
	C73	4		S12	64
---	-----	---	---	-----	----



# INSTALLATION FRAMEWORK

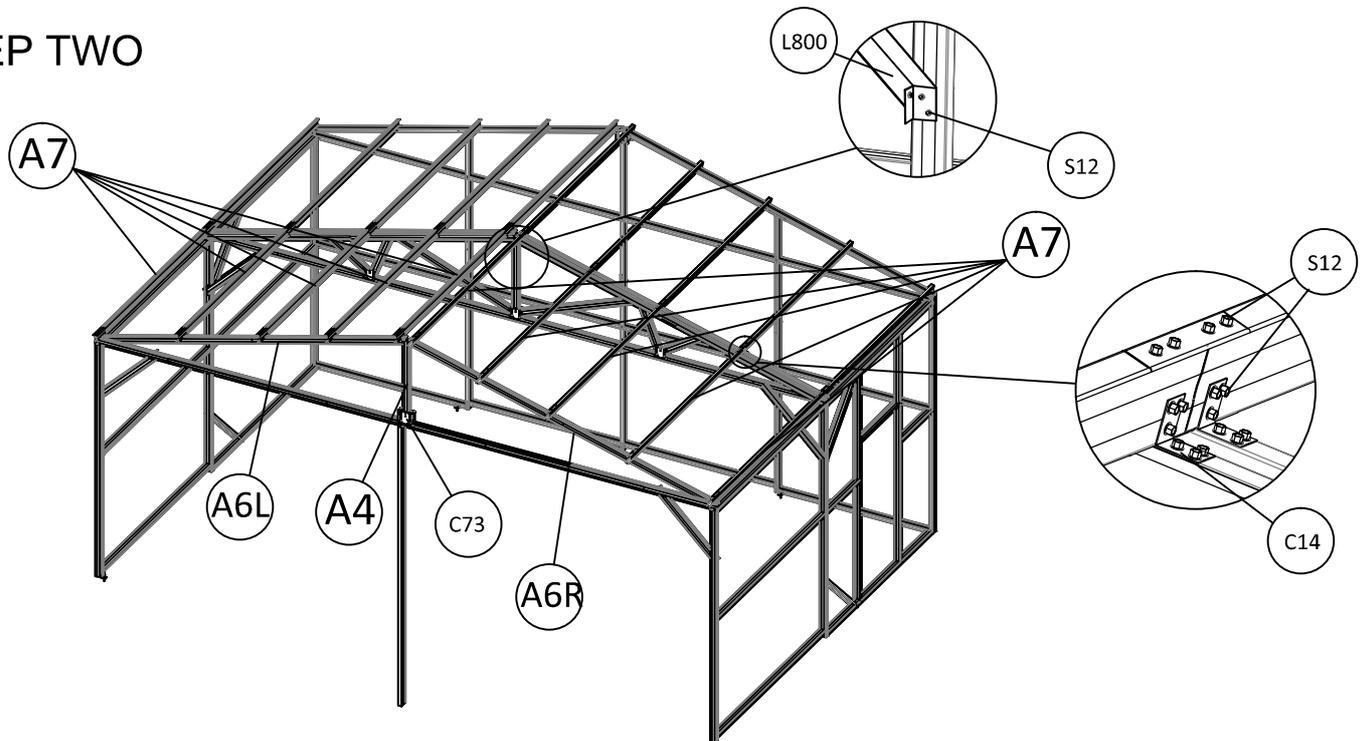
	C2484-1	6		C1000-2	2		S12	76		S11	2		C72	2
	C20	2												

## STEP ONE



	C73	2		S12	152		L800	2
---	-----	---	---	-----	-----	---	------	---

## STEP TWO

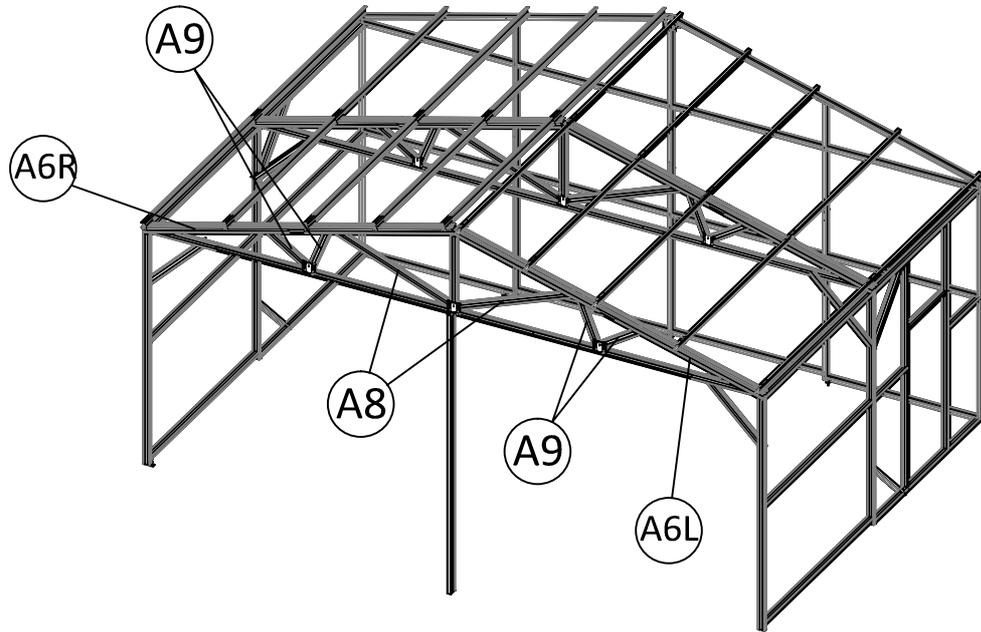


# INSTALLATION FRAMEWORK

	C73	4		S12	72
---	-----	---	---	-----	----

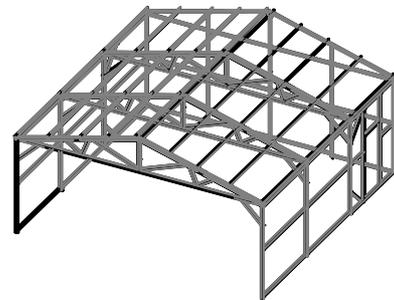
## STEP THREE

MS2525



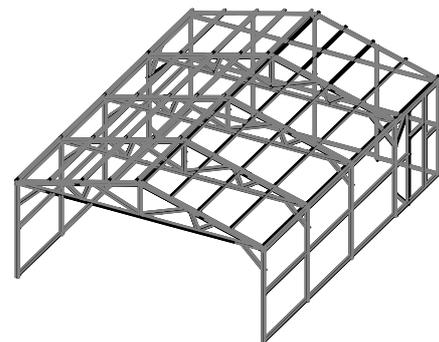
Repeat STEP ONE to STEP THREE once to complete MS2533.

MS2533



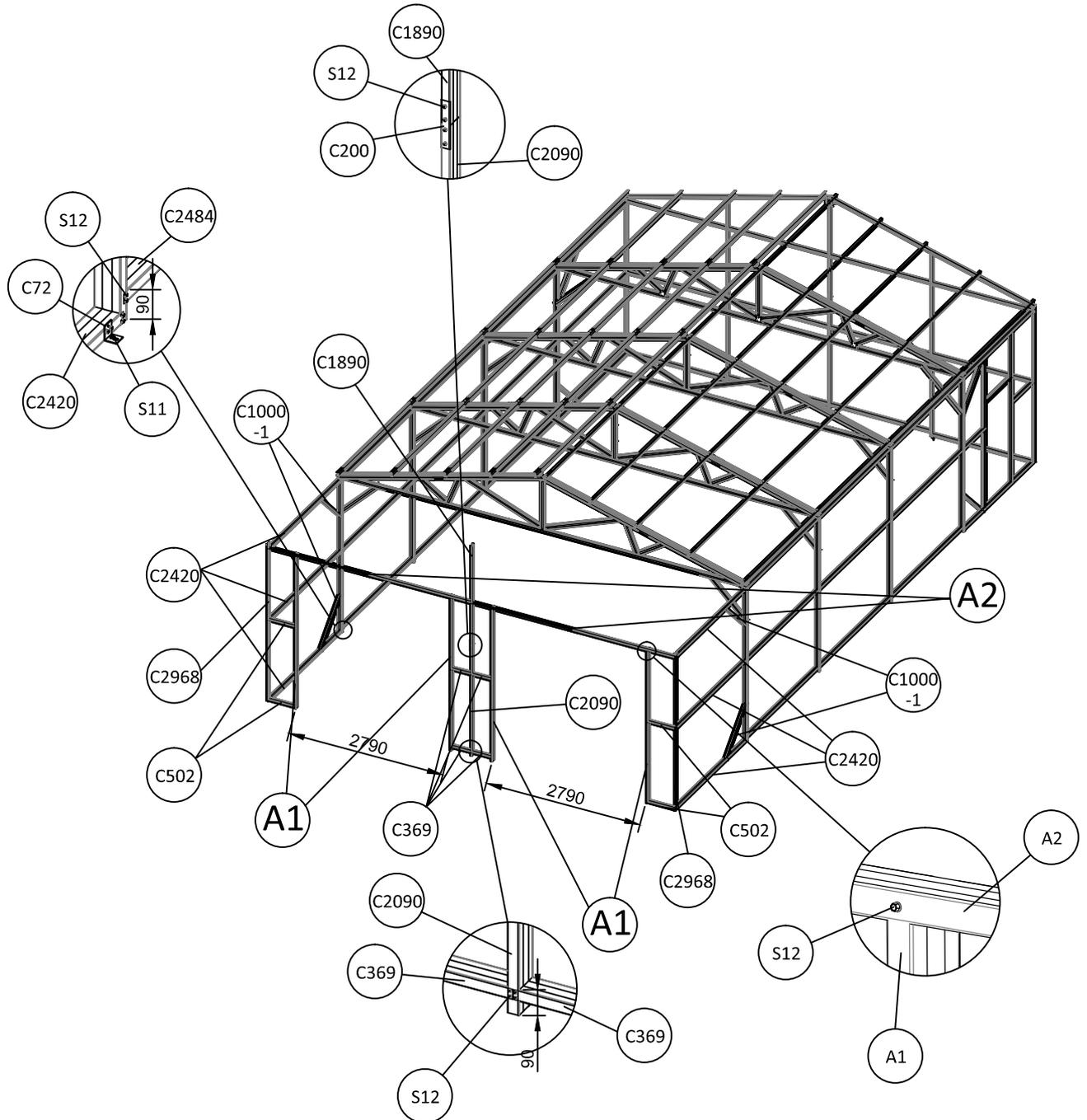
Repeat STEP ONE to STEP THREE twice to complete MS2541.

MS2541



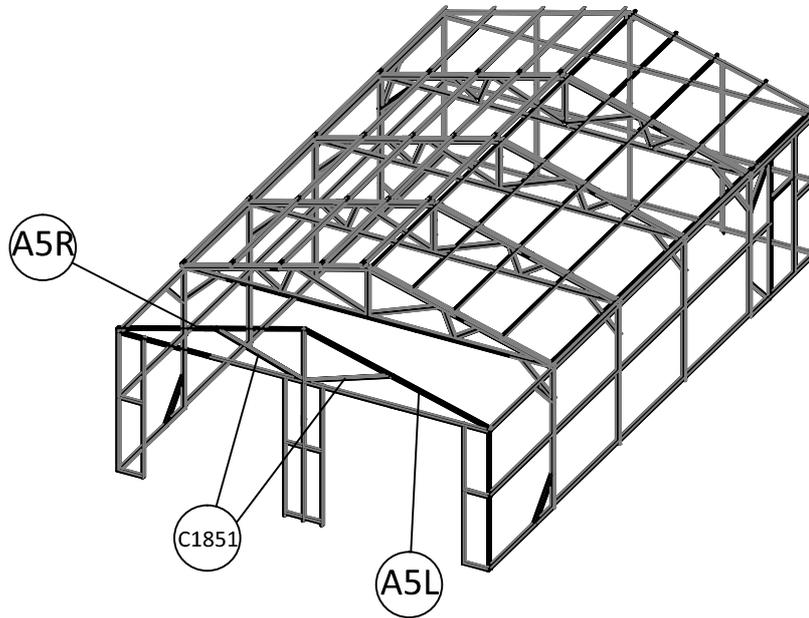
# INSTALLATION FRAMEWORK

	C2420	6		C1890	1		C502	4		C369	4		C1000-1	4
	C2090	1		C2968	2		C200	1		S11	9		C72	9
	S12	194												

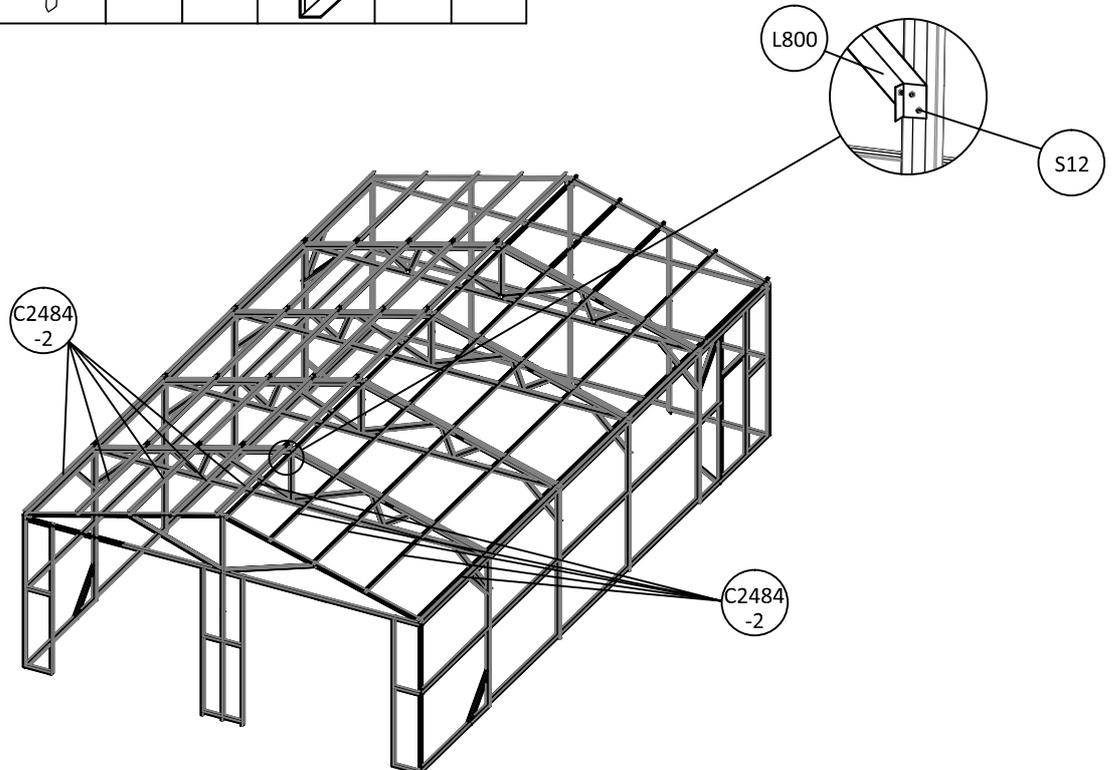


# INSTALLATION FRAMEWORK

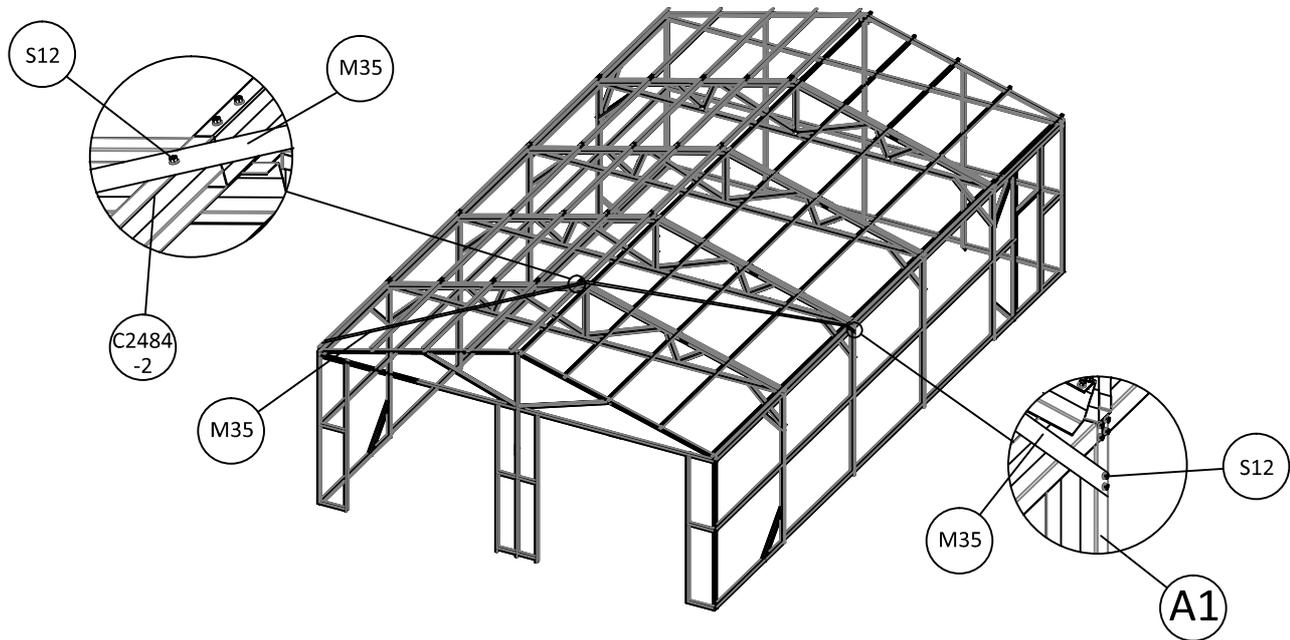
	C1851	2		S12	16
---	-------	---	---	-----	----



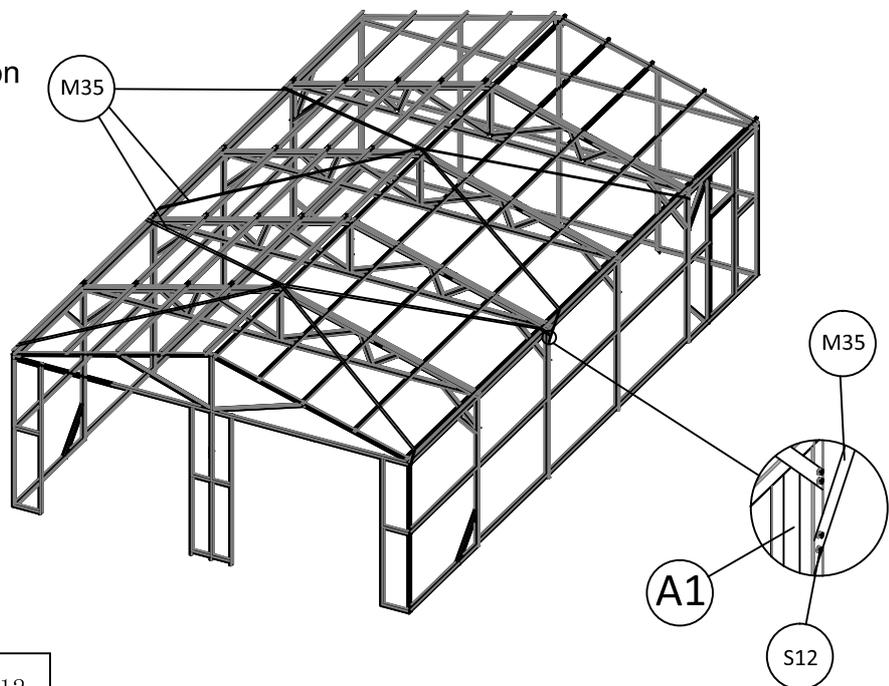
	C2484 -2	10		S12	72		L800	2
---	-------------	----	---	-----	----	---	------	---



# INSTALLATION FRAMEWORK



As shown in the figure, M35 diagonal is used to fix every two spans of the row to increase the overall strength. During installation, fix one end of M35 on the column, tighten it from the top of the roof to the other side, and fix it on the column on the other side. After fixing, please cut the excess part to an appropriate length. (please align the frame before installation)

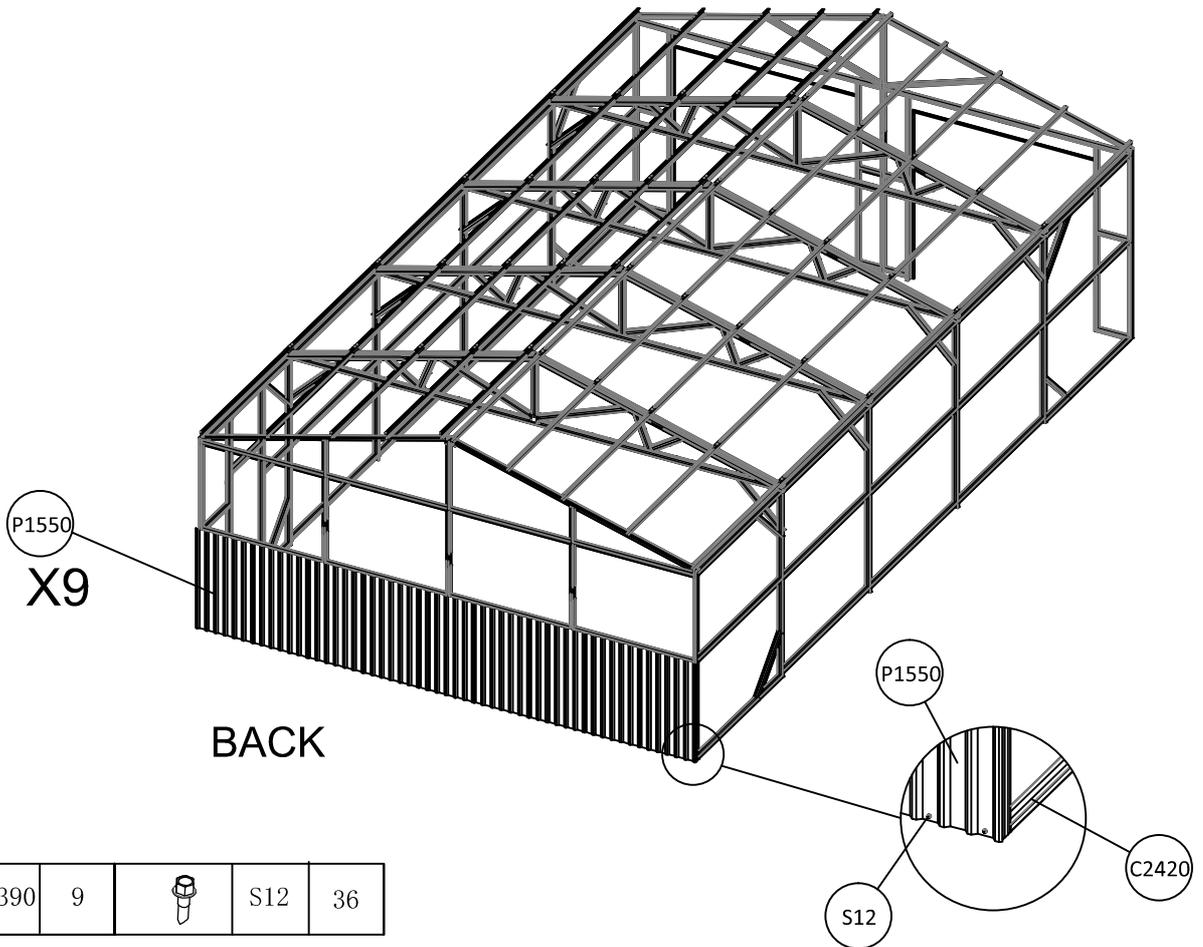


MS2525		M35	2		S12	12
MS2533		M35	4		S12	24
MS2541		M35	4		S12	24

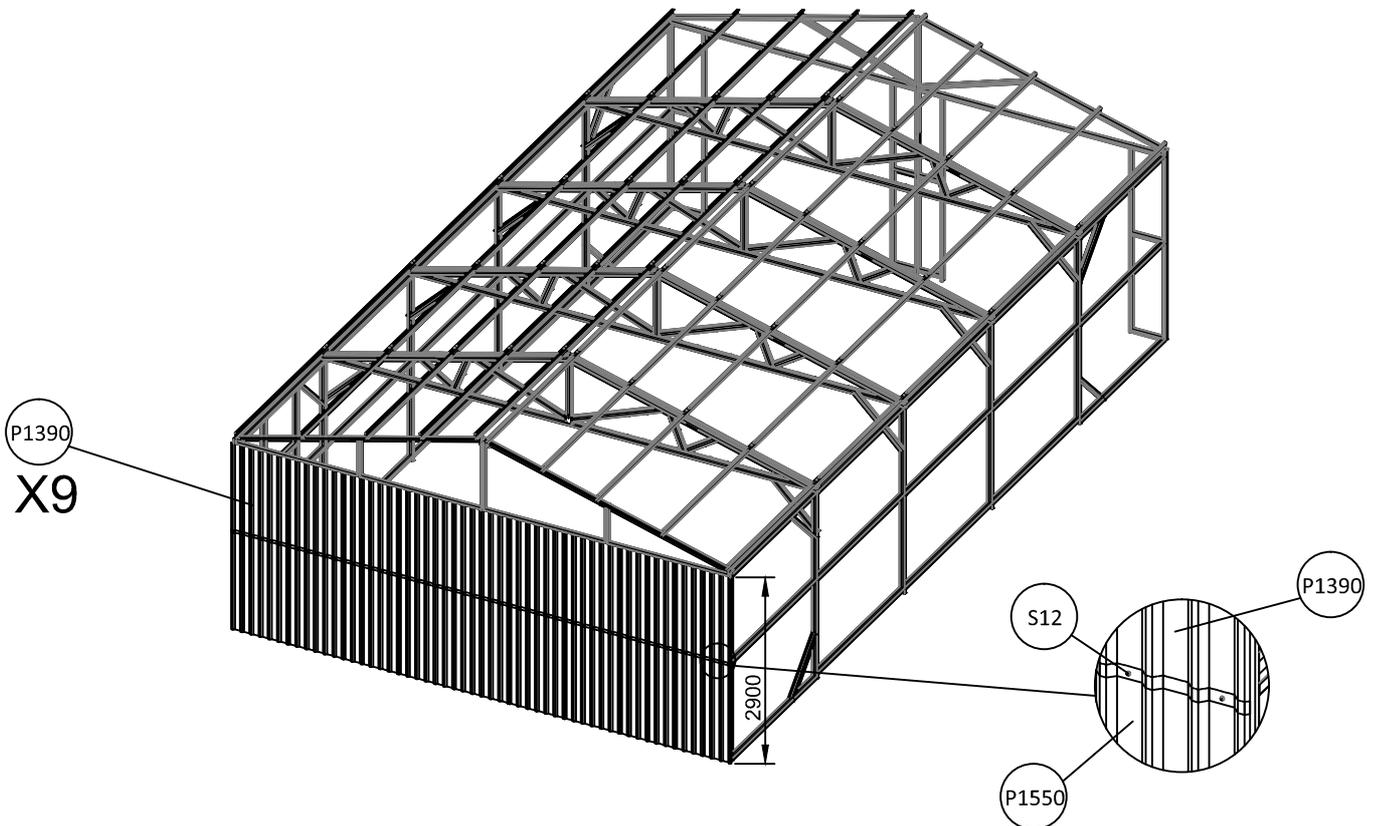
# INSTALLATION WALL TILE

	P1550	9		S12	36
---	-------	---	---	-----	----

FRONT

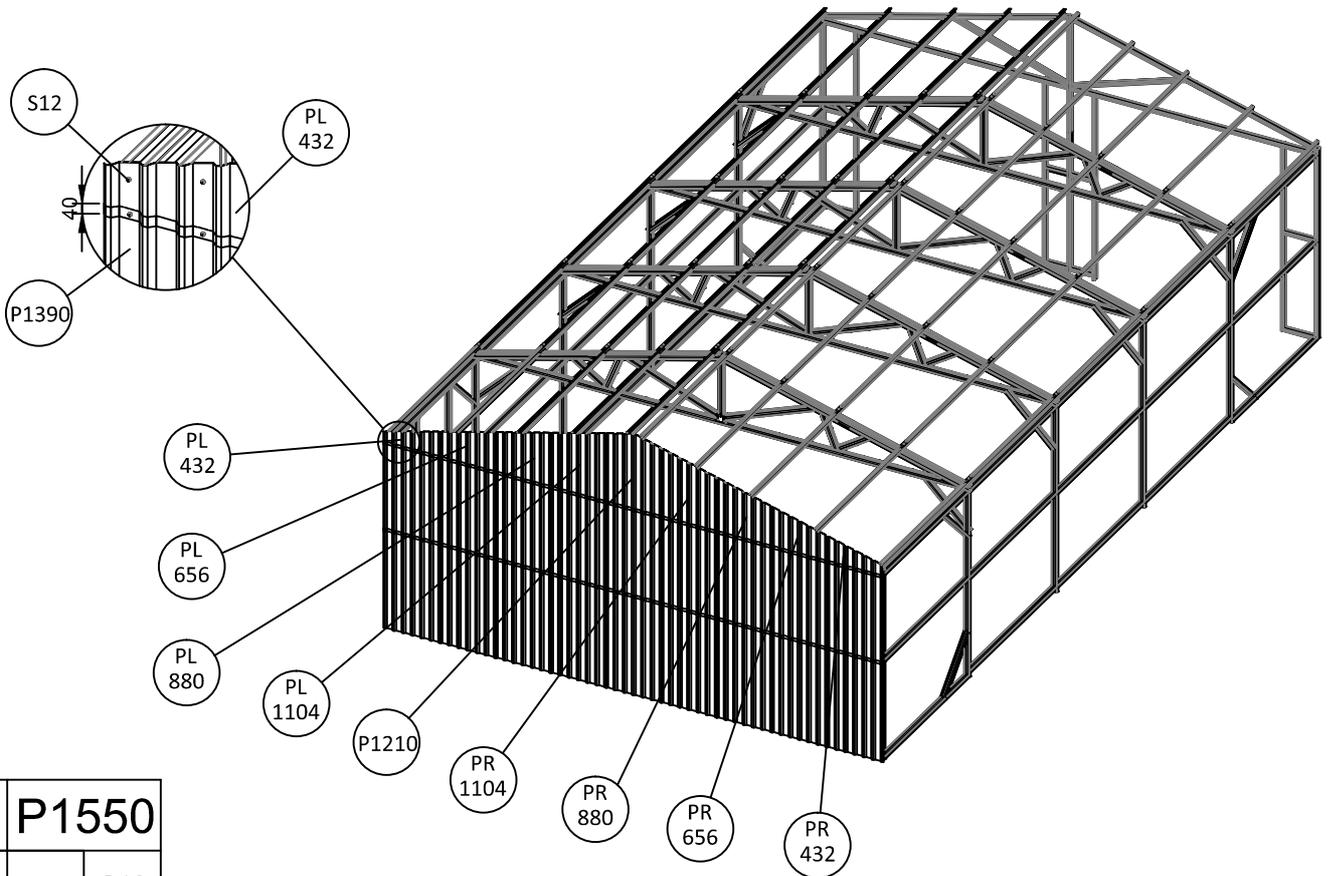


	P1390	9		S12	36
---	-------	---	---	-----	----



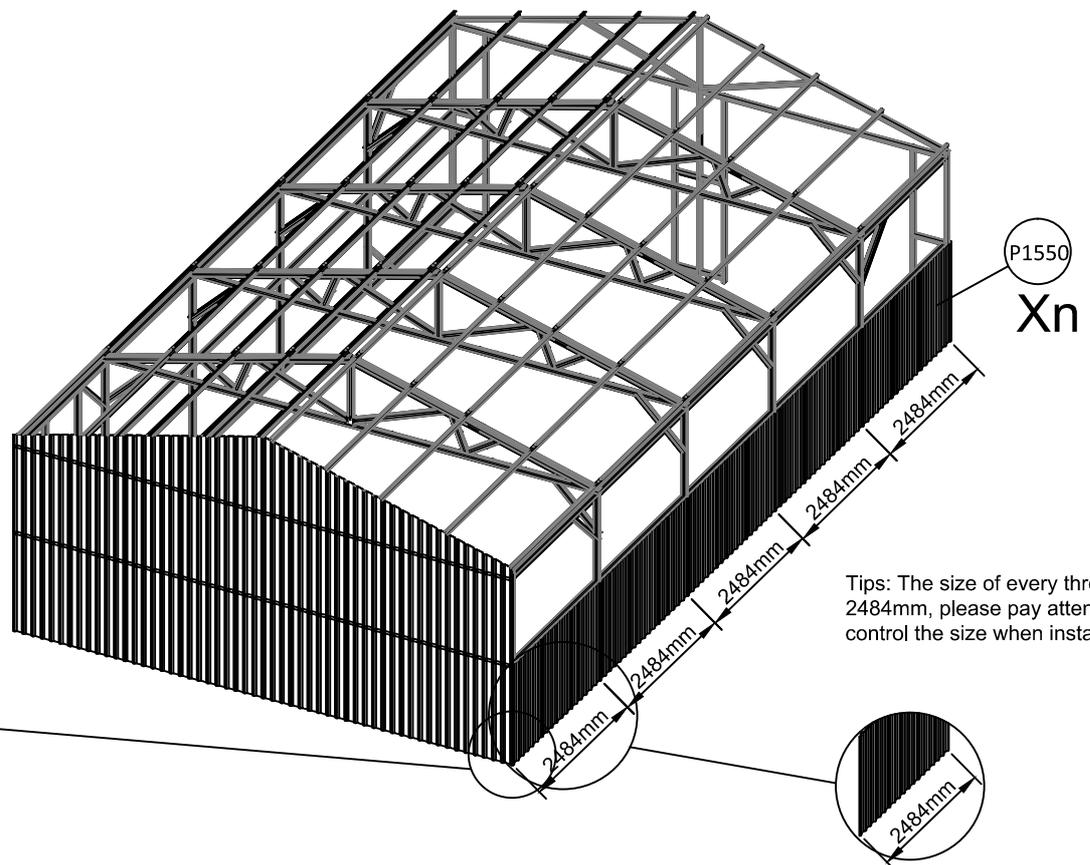
# INSTALLATION WALL TILE

	S12	72		PL432	1		PL656	1		PL880	1		PL 1104	1
	P1210	1		PR432	1		PR656	1		PR880	1		PR 1104	1

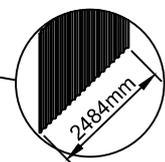
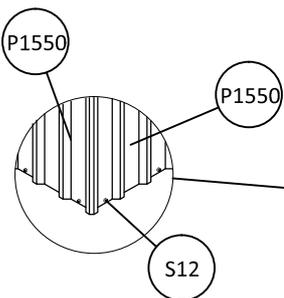


	P1550	
MODEL	n	S12
MS2525	9	36
MS2533	12	48
MS2541	15	60

TIPS: Select the quantity corresponding to the table for assembly according to model.



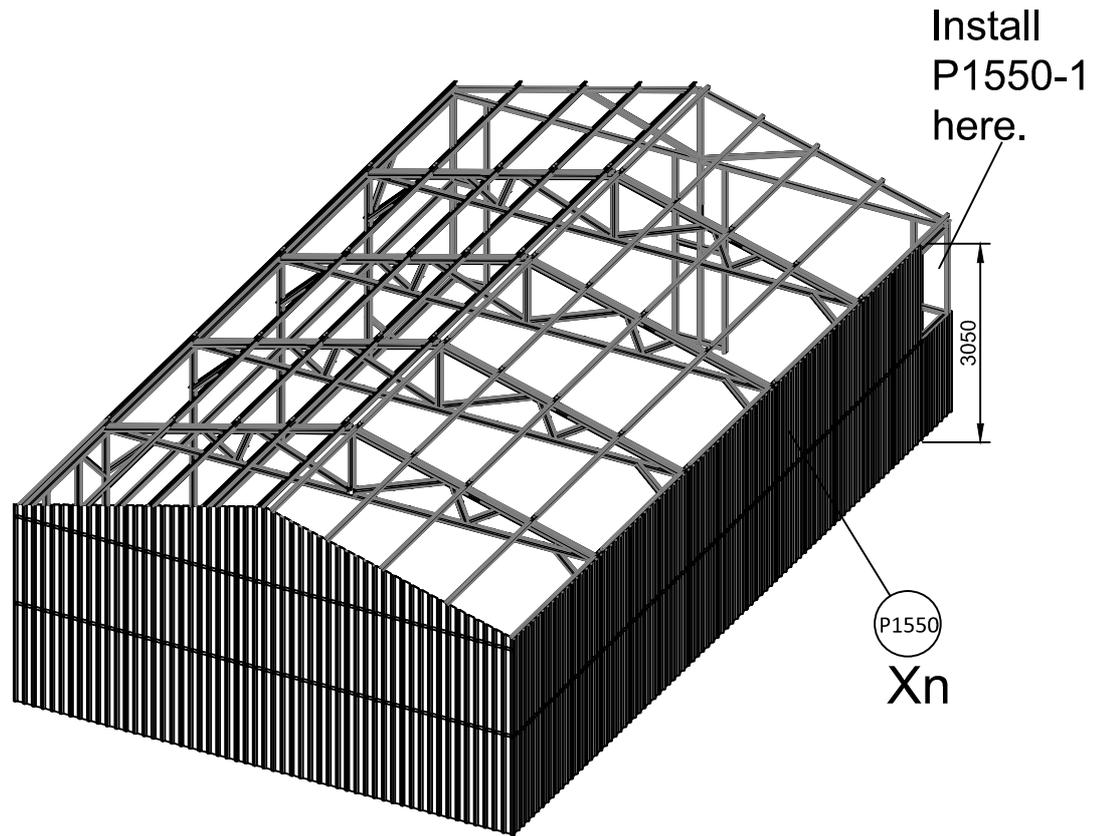
Tips: The size of every three tiles is 2484mm, please pay attention to control the size when installing.



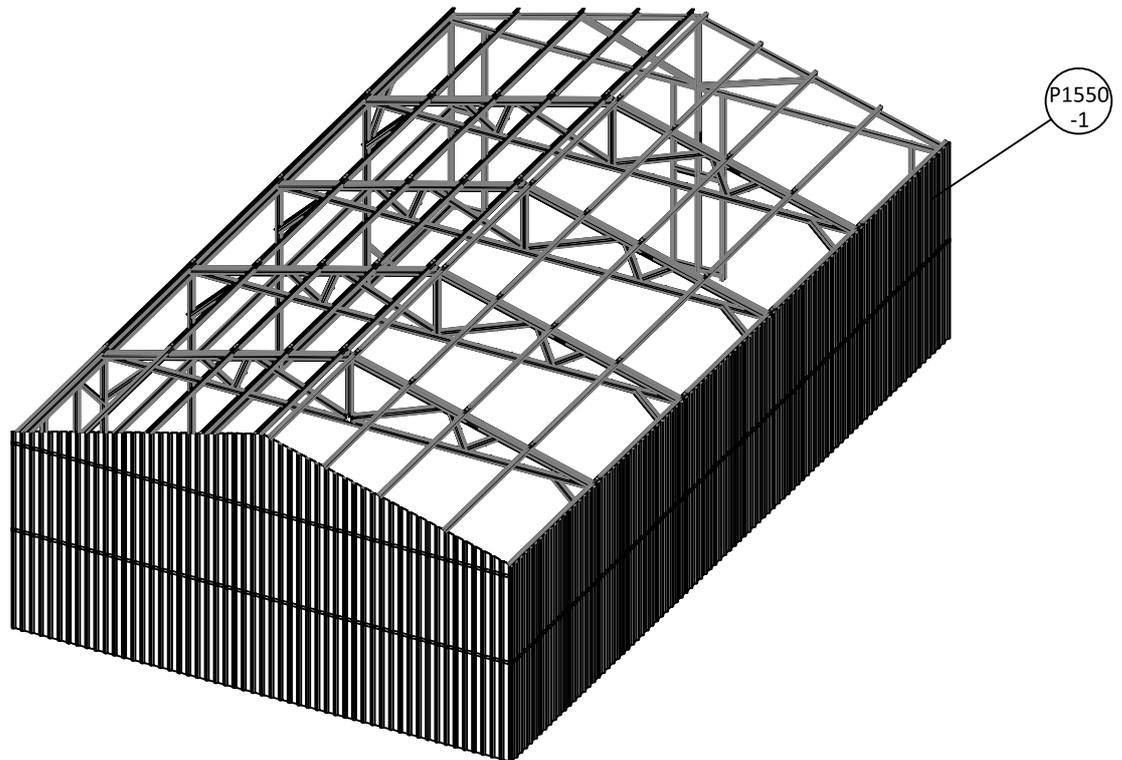
# INSTALLATION WALL TILE

	P1550	
MODEL	n	S12
MS2525	8	64
MS2533	11	88
MS2541	14	112

TIPS: Select the quantity corresponding to the table for assembly according to model.

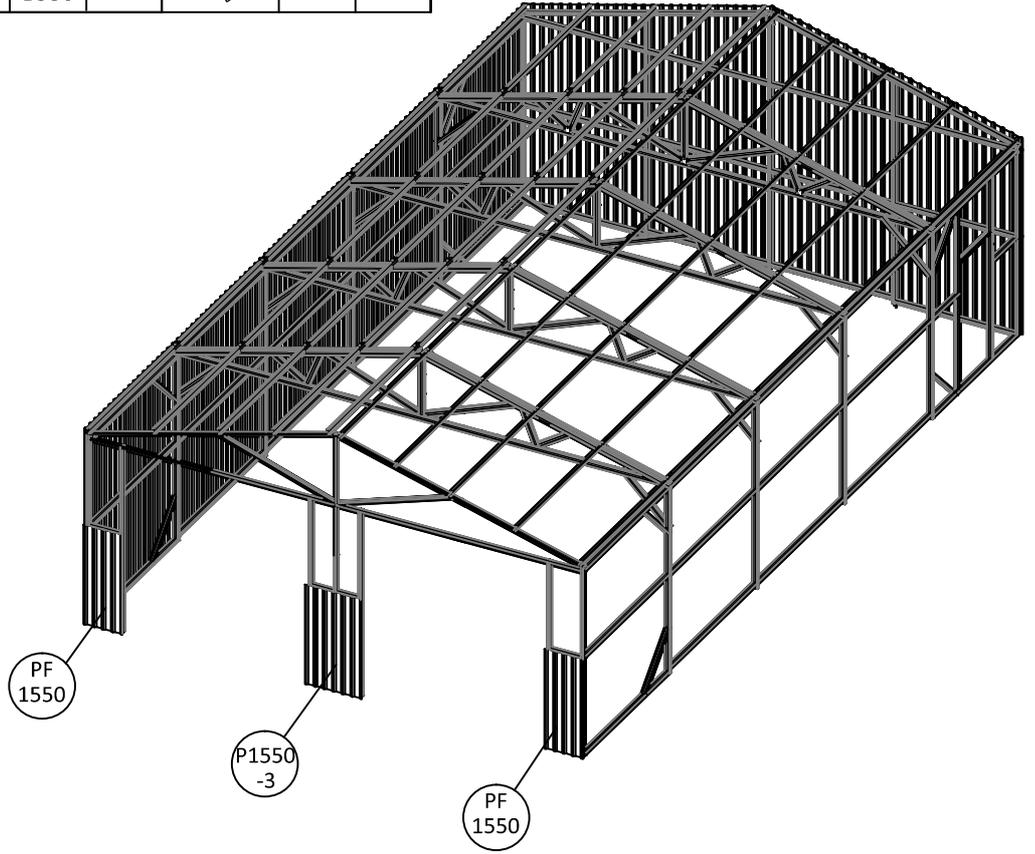


	P1550 -1	1		S12	8
---	-------------	---	---	-----	---

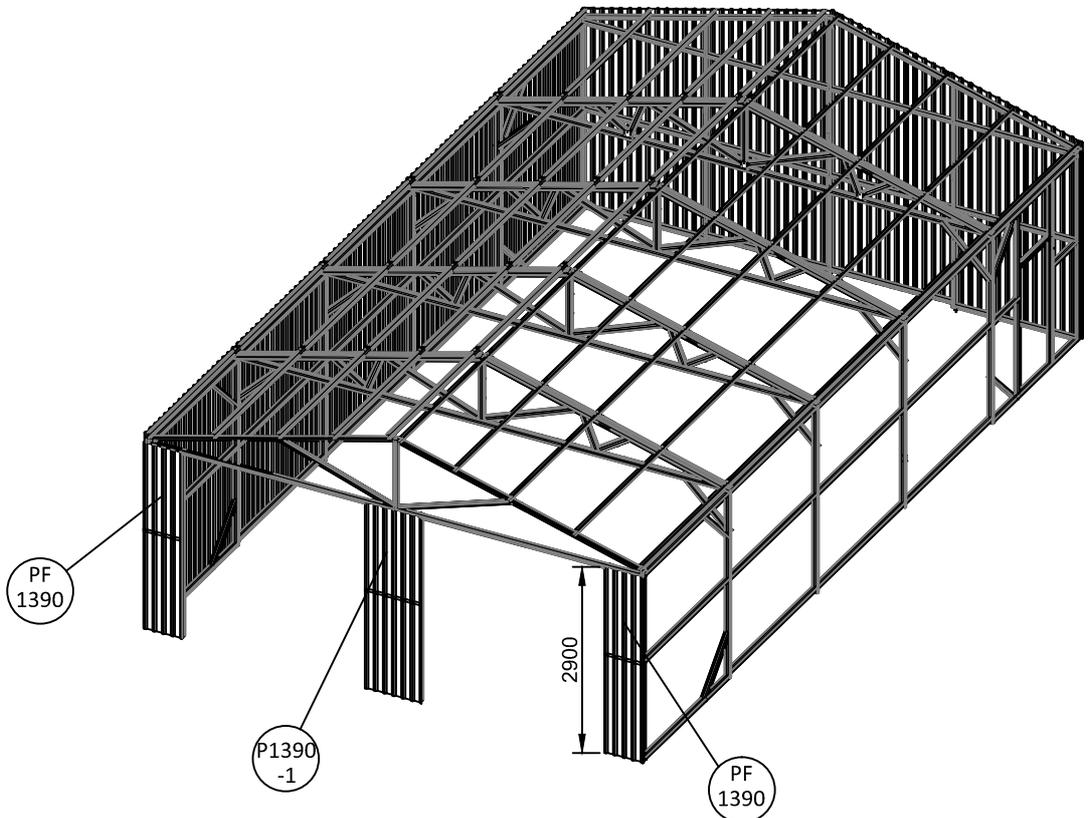


# INSTALLATION WALL TILE

	P1550 -3	1		PF 1550	2		S12	12
---	-------------	---	---	------------	---	---	-----	----

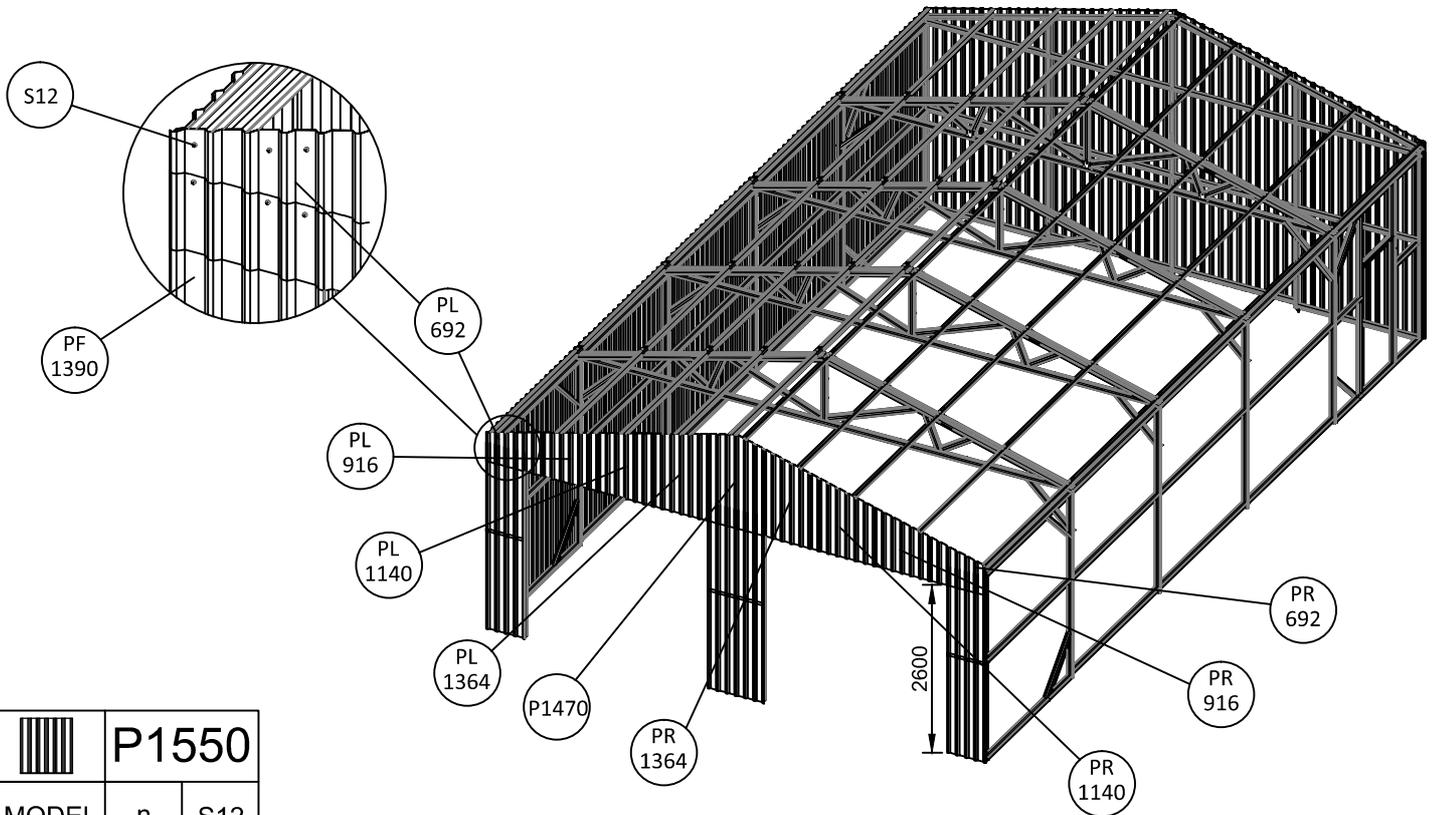


	P1390 -1	1		PF 1390	2		S12	12
---	-------------	---	---	------------	---	---	-----	----



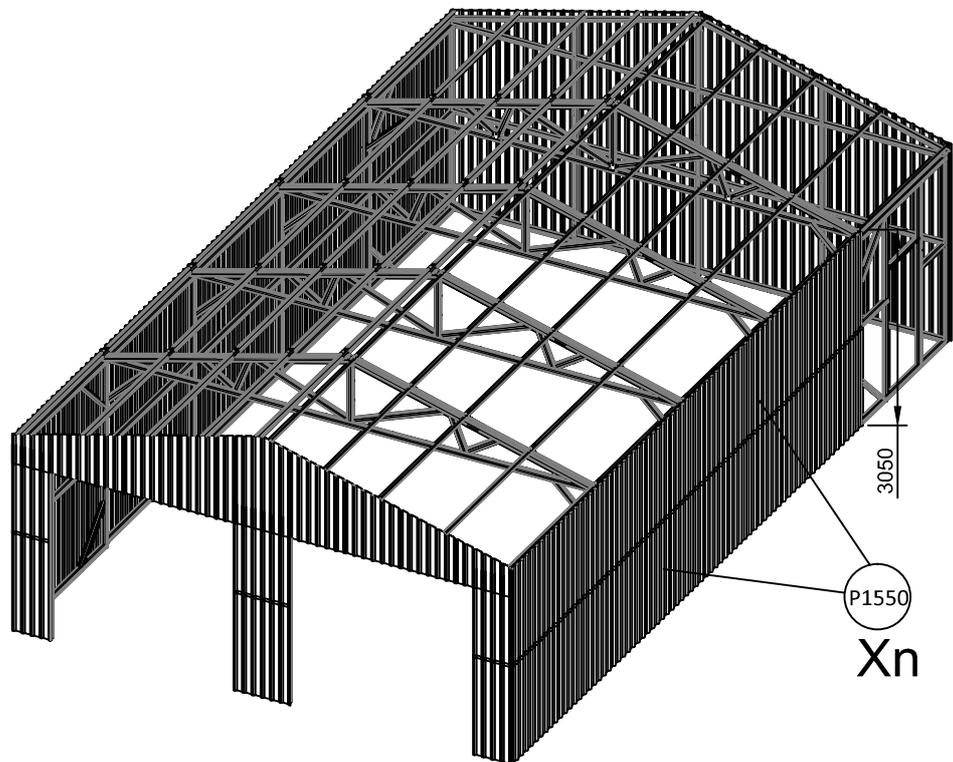
# INSTALLATION WALL TILE

	S12	72		PL692	1		PL916	1		PL 1140	1		PL 1364	1
	P1470	1		PR692	1		PR916	1		PR 1140	1		PR 1364	1



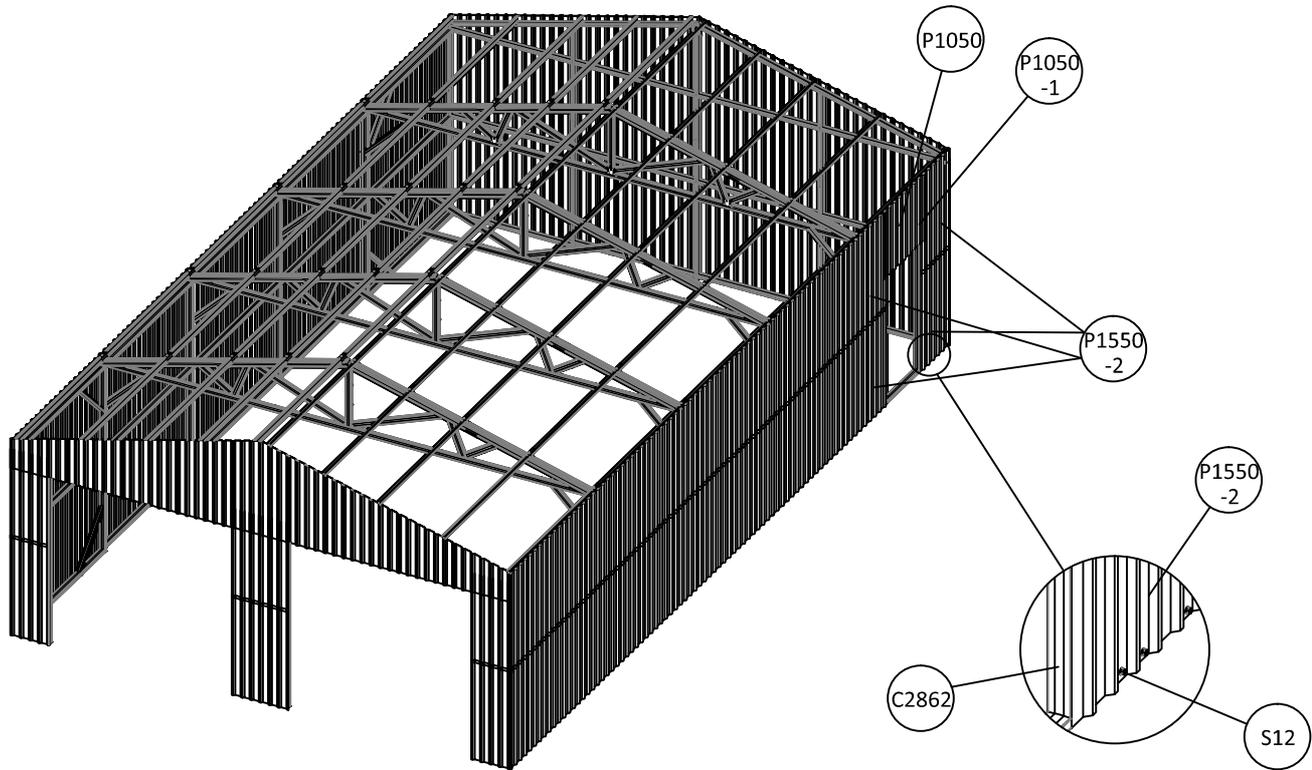
	P1550	
MODEL	n	S12
MS2525	12	144
MS2533	18	216
MS2541	24	288

TIPS: Select the quantity corresponding to the table for assembly according to model.

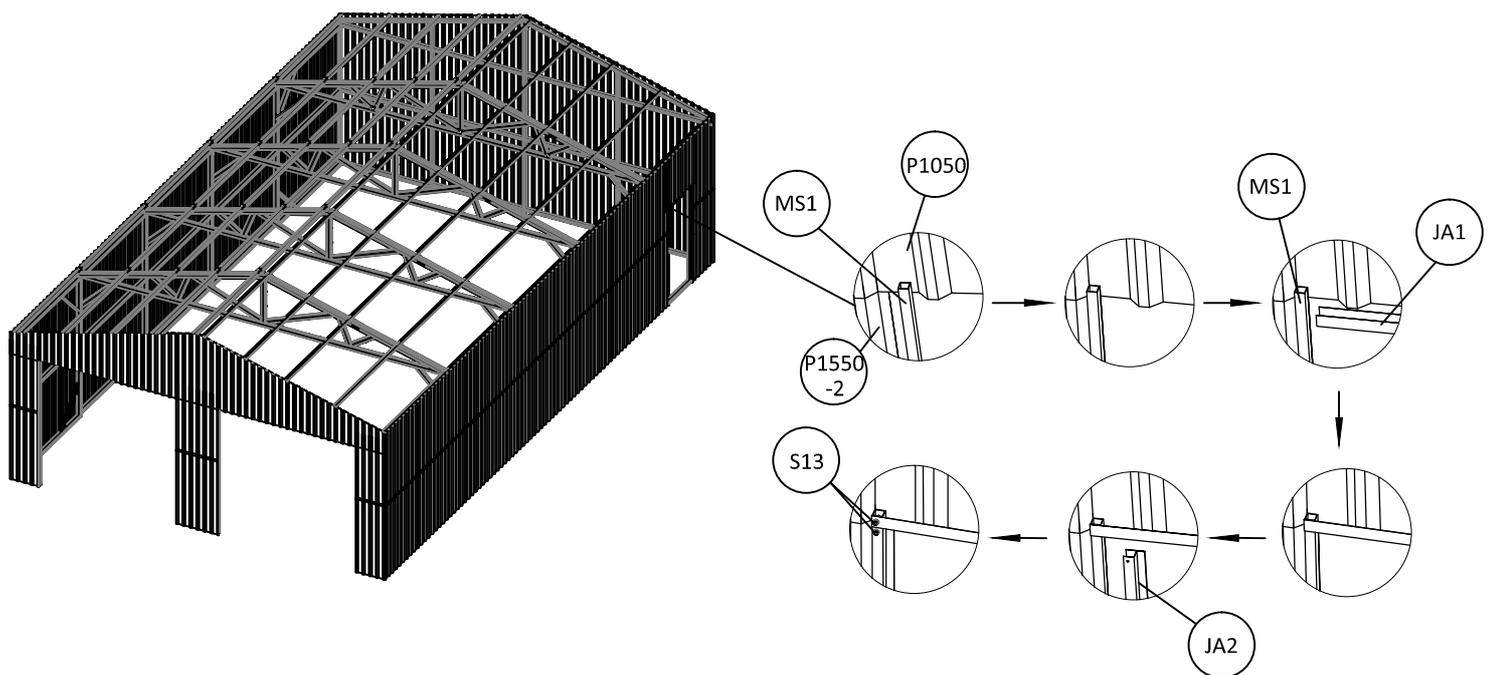


# INSTALLATION WALL TILE

	P1550 -2	4		P1050	1		P1050 -1	1		S12	26
---	-------------	---	---	-------	---	---	-------------	---	---	-----	----

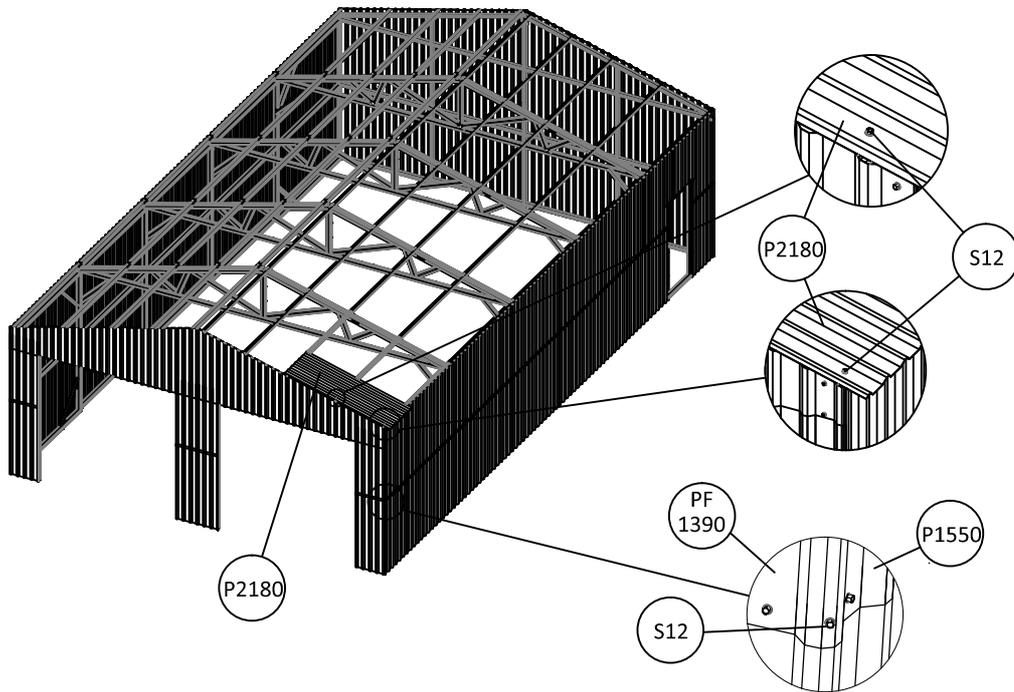


	JA1	1		JA2	2		MS1	2		S13	13
---	-----	---	---	-----	---	---	-----	---	---	-----	----



# INSTALLATION WALL TILE

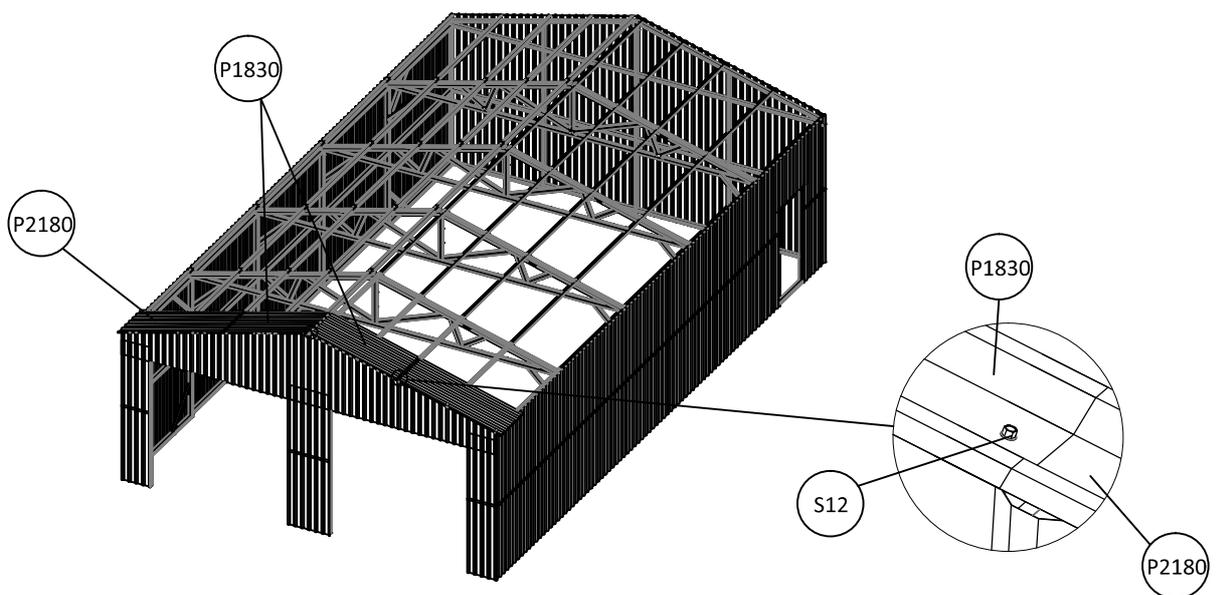
	P2180	1		S12	20
---	-------	---	---	-----	----



TIPS: To install transparent panels, please refer to page 51.

As shown in the figure, the four corners of the house are fixed with screws S12.

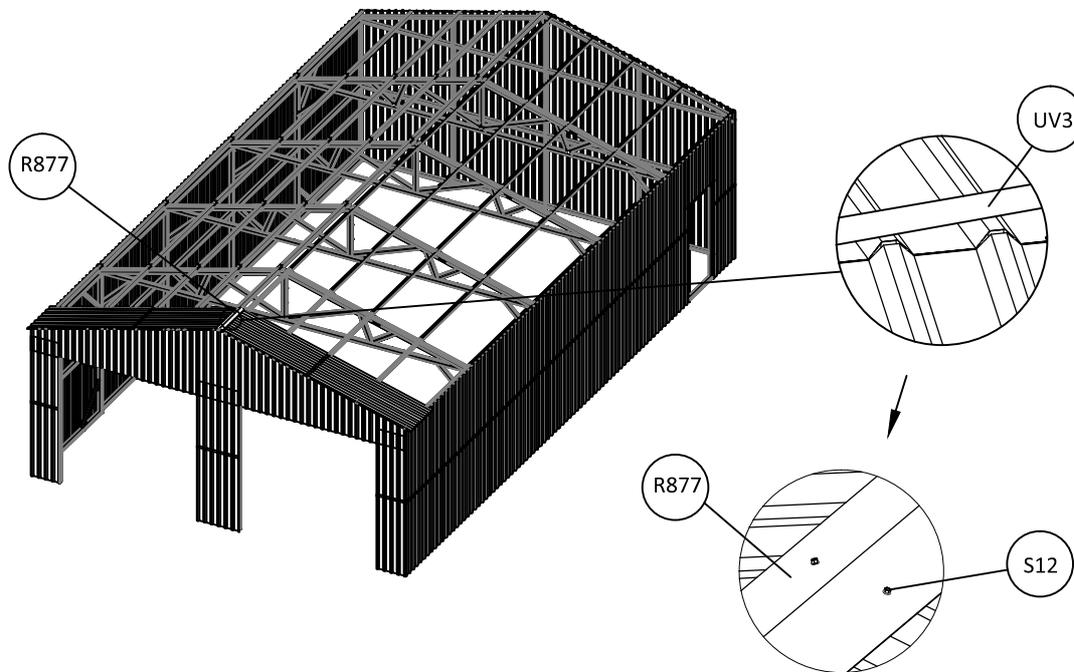
	P1830	2		P2180	1		S12	32
---	-------	---	---	-------	---	---	-----	----



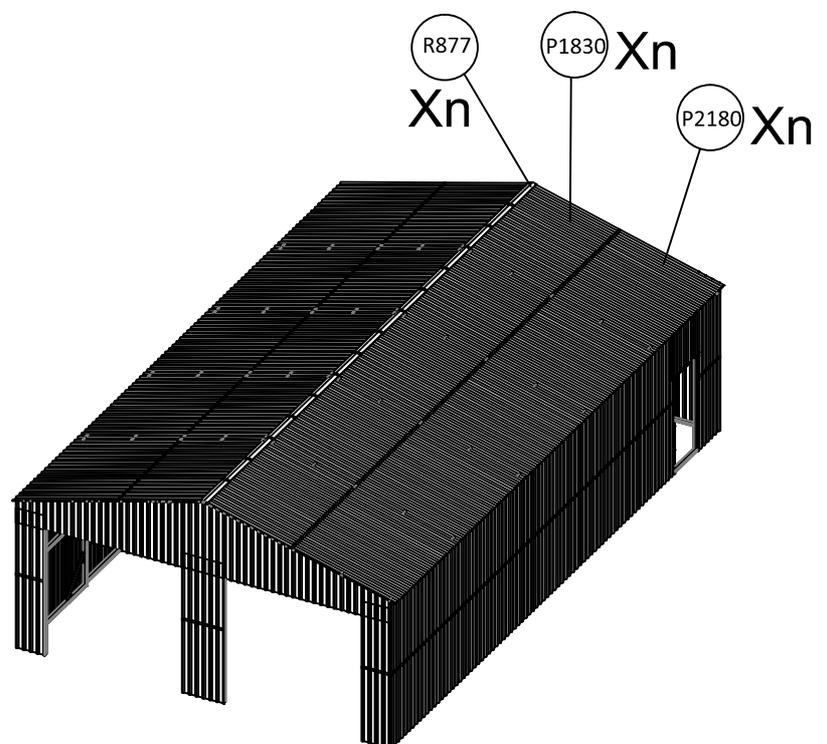
# INSTALLATION WALL TILE

	R877	1		S12	2		UV3	1
---	------	---	---	-----	---	---	-----	---

As shown in the figure, first stick a layer of waterproof tape at the joint of the two panels, and then install the ridge.

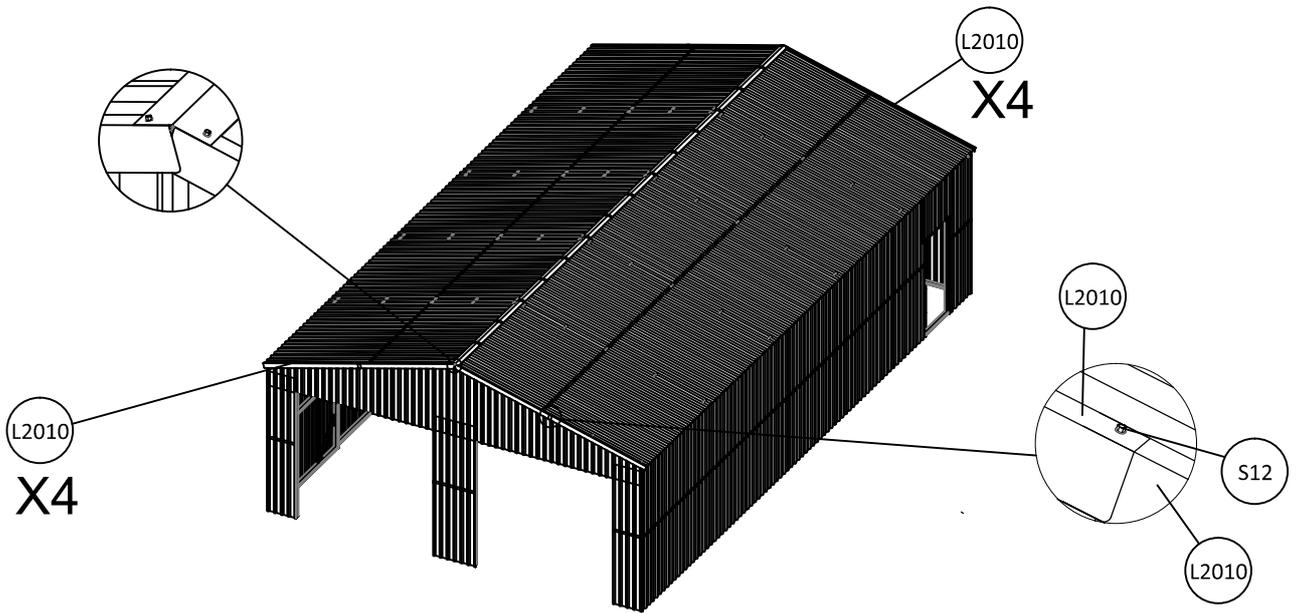


	P2180			P1830	
MODEL	n	S12	MODEL	n	S12
MS2525	16	128	MS2525	16	192
MS2533	22	176	MS2533	22	264
MS2541	28	224	MS2541	28	336
	R877		TIPS: Select the quantity corresponding to the table for assembly according to model.		
MODEL	n	S12			
MS2525	8	16			
MS2533	11	22			
MS2541	14	28			

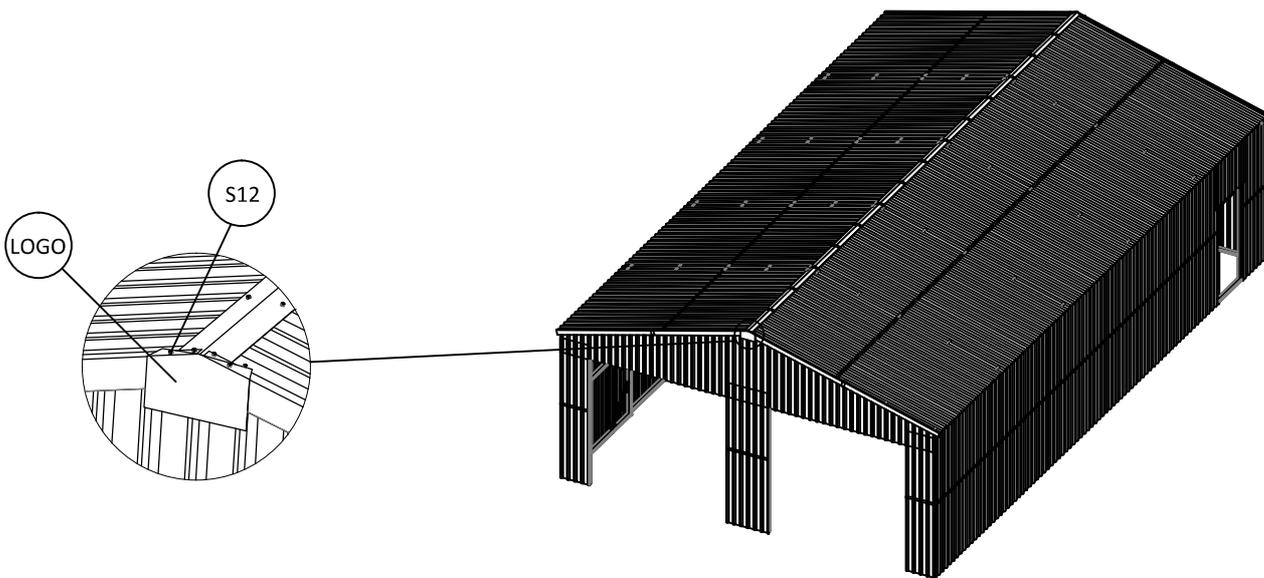


# INSTALLATION WALL TILE

	L2010	8		S12	20
---	-------	---	---	-----	----

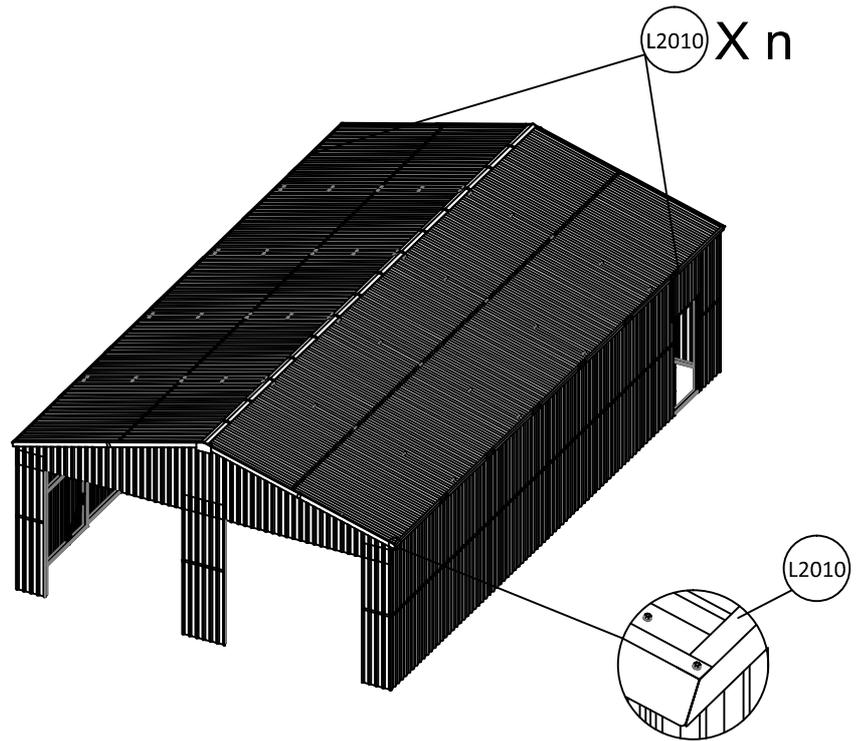


	LOGO	2		S12	4
---	------	---	---	-----	---

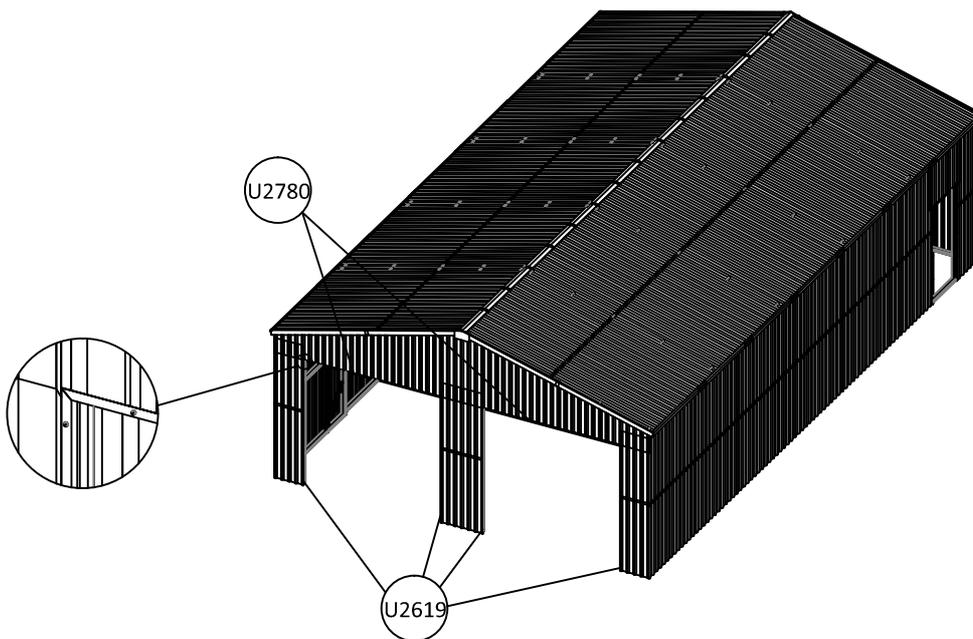


# INSTALLATION WALL TILE

	<b>L2010</b>	
MODEL	n	S12
MS2525	8	18
MS2533	12	26
MS2541	14	30

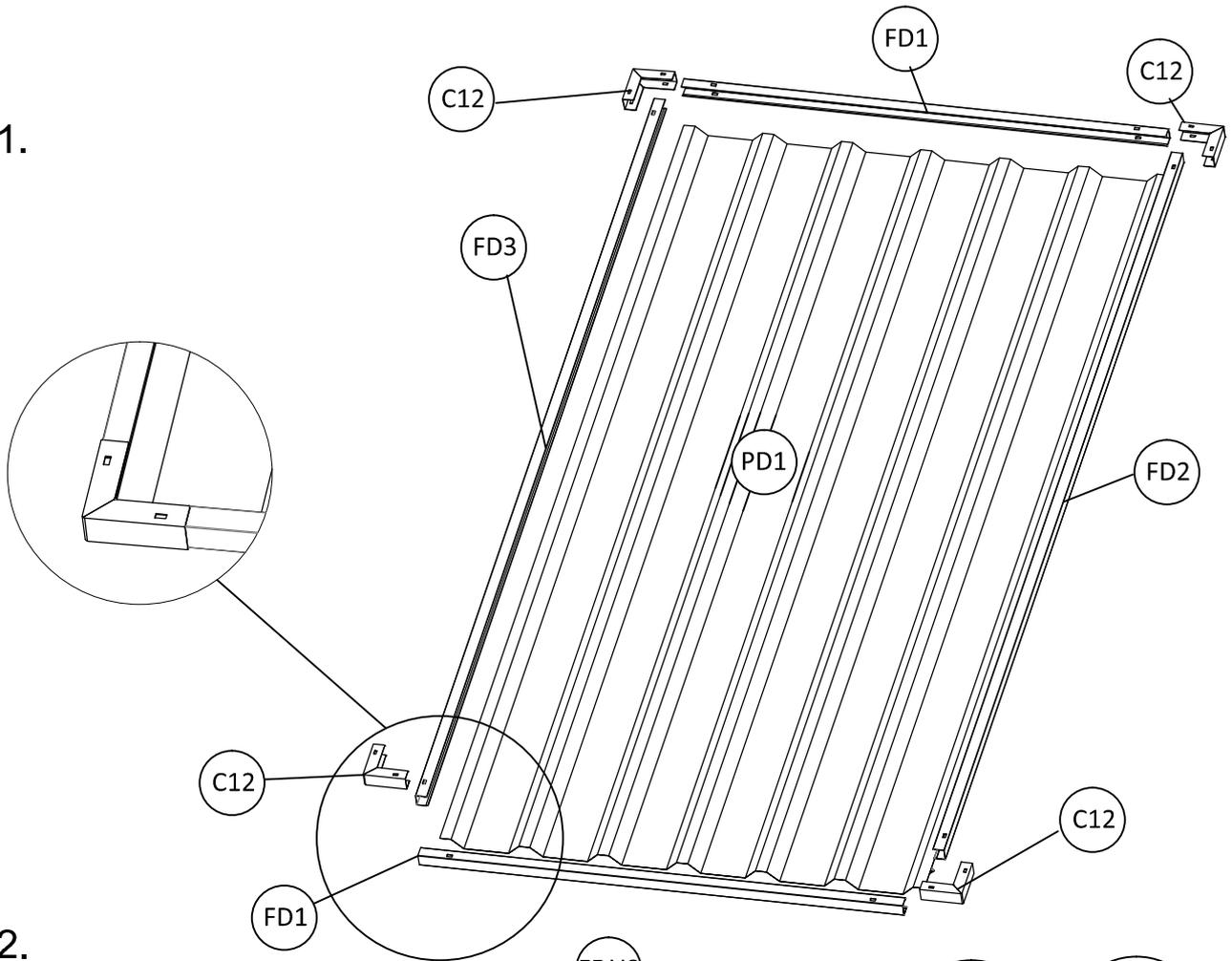


	U2619	4		U2780	2		S12	24
---	-------	---	---	-------	---	---	-----	----

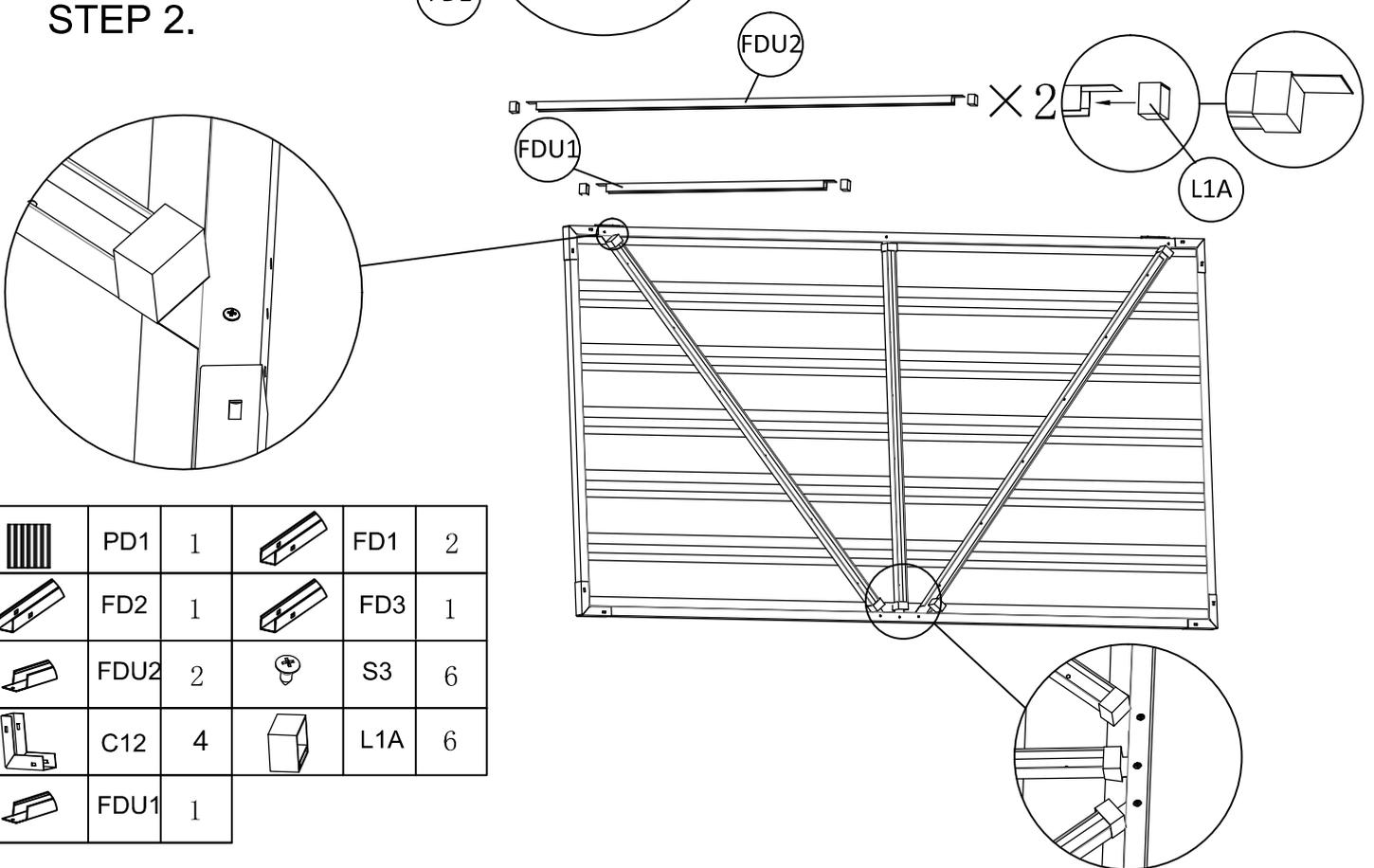


# DOOR ASSEMBLY

## STEP 1.



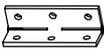
## STEP 2.

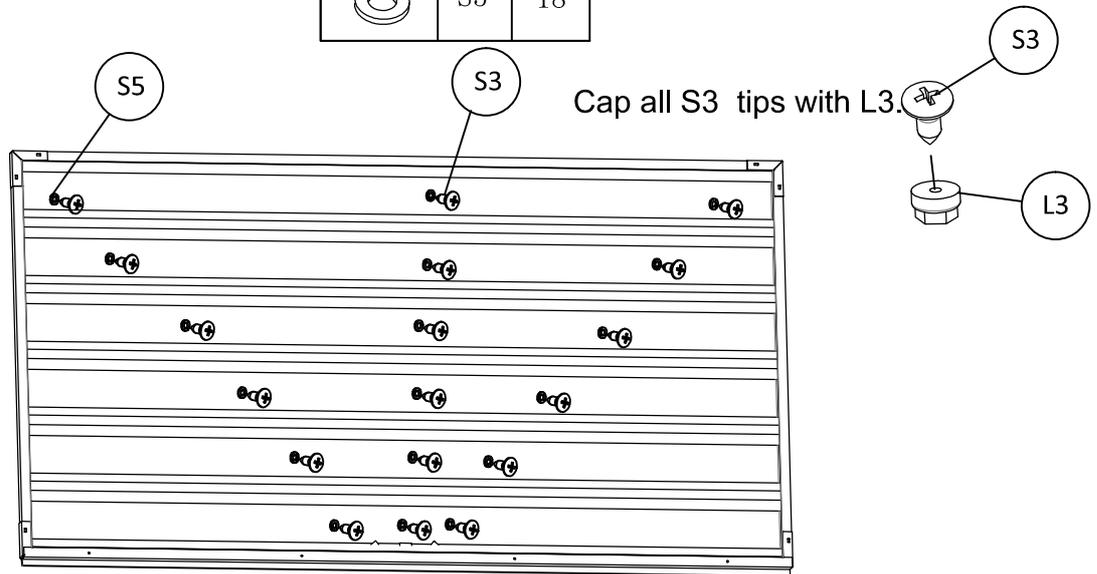


	PD1	1		FD1	2
	FD2	1		FD3	1
	FDU2	2		S3	6
	C12	4		L1A	6
	FDU1	1			

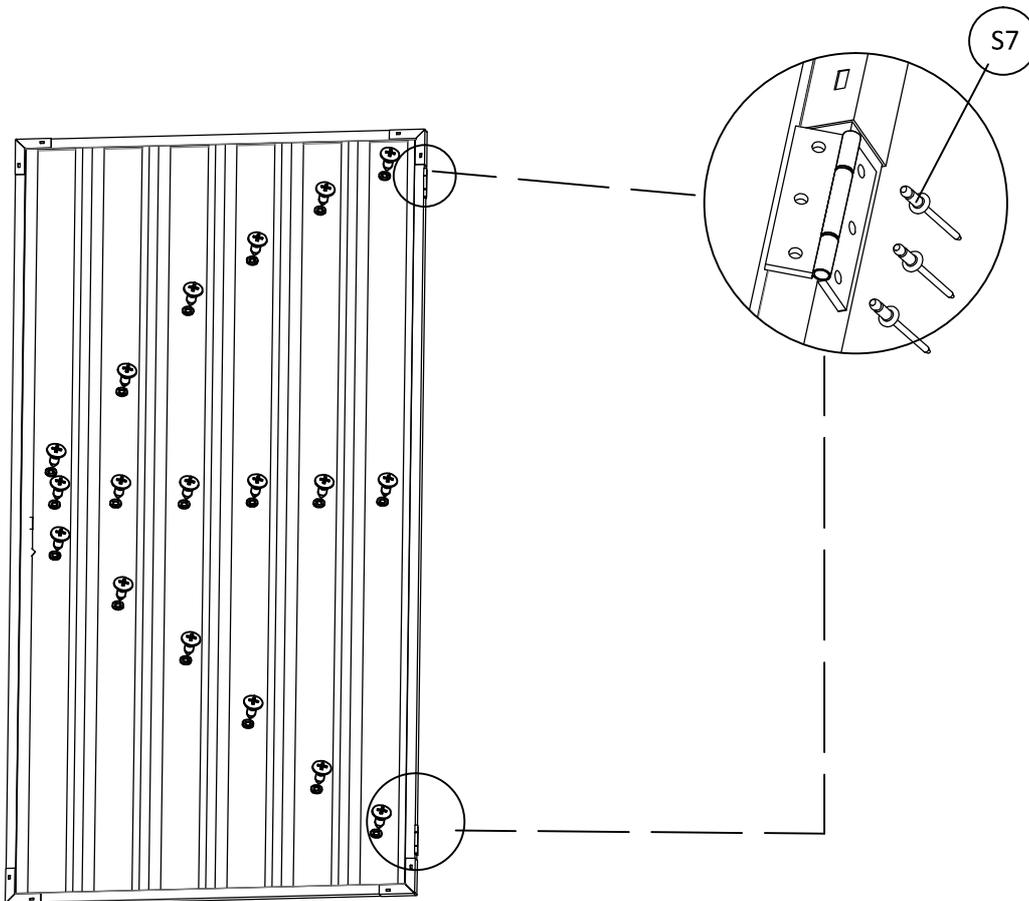
# DOOR ASSEMBLY

STEP 3.

	SH1	2		S3	18
	S7	6		L3	18
	S5	18			

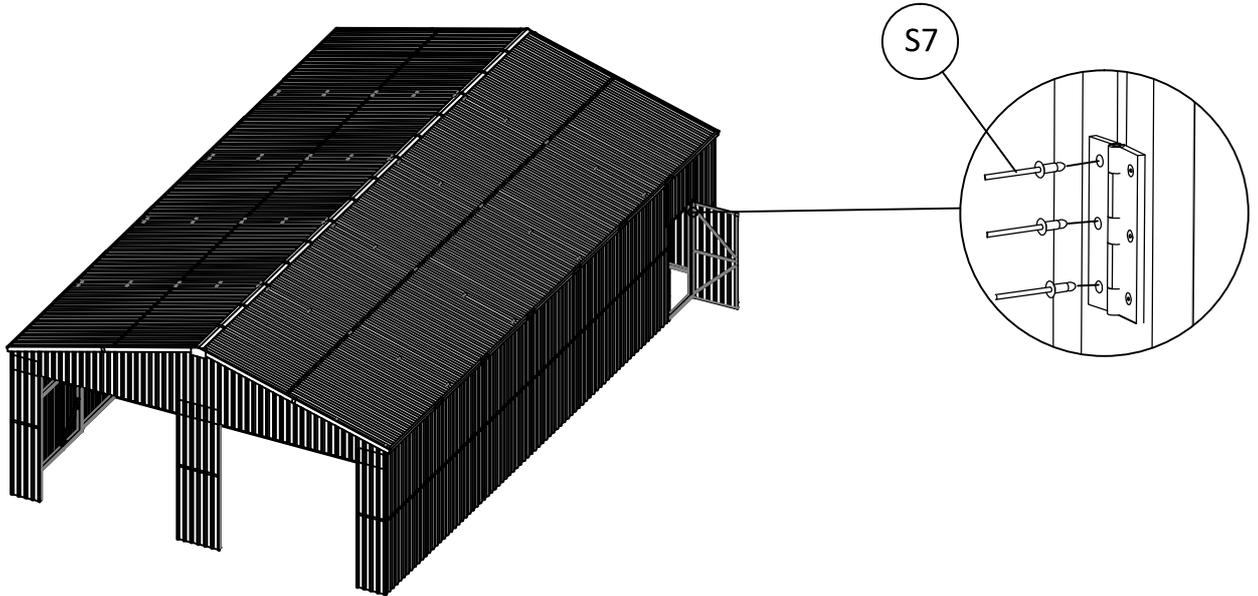


STEP 4.

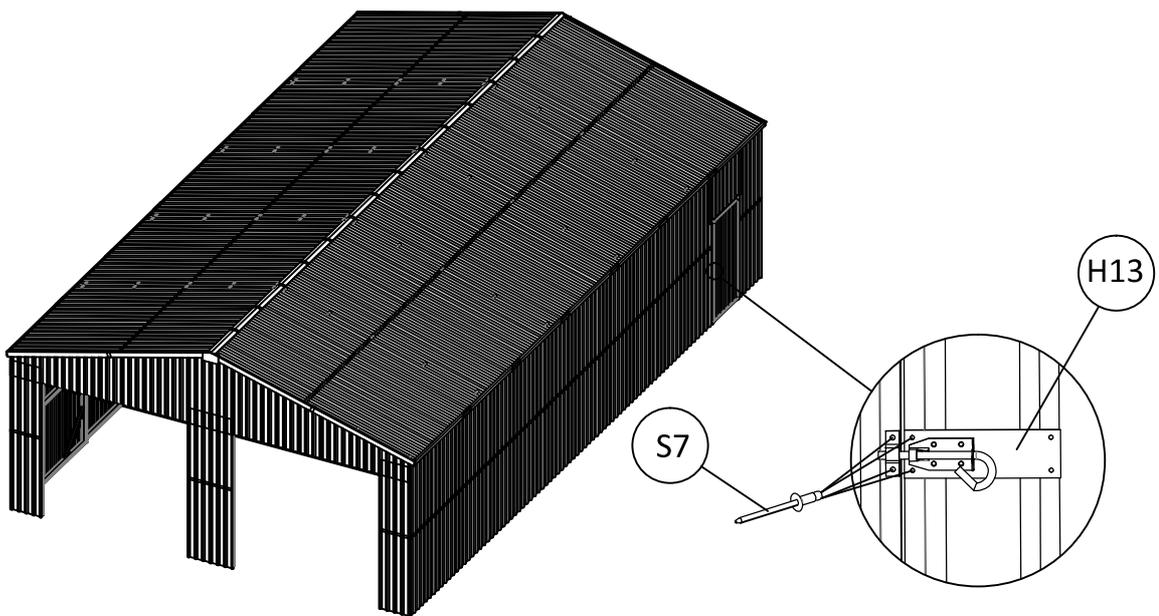


# DOOR ASSEMBLY

	S7	6
---	----	---

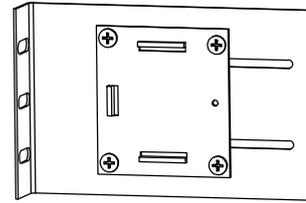
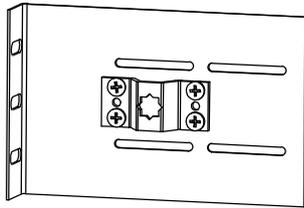


	H13	1
	S7	6



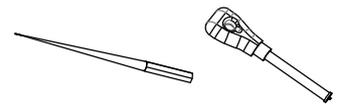
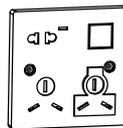
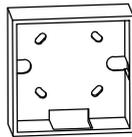
# ASSEMBLY OF ROLLER DOOR (OPTIONAL)

ASSEMBLY OF THE DOOR MAY REQUIRE THE FOLLOWING PARTS



**A**

**B**



**C**

**D**

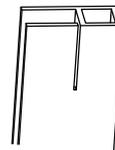
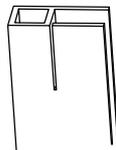
**E**

**F**

**H**

**I**

**J**

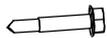


**K**

**L**

**GR1**

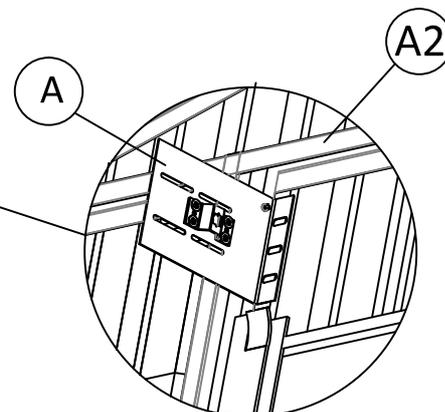
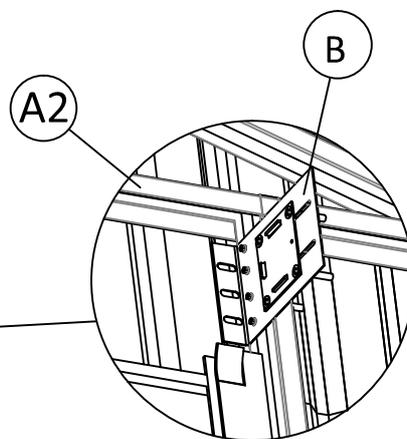
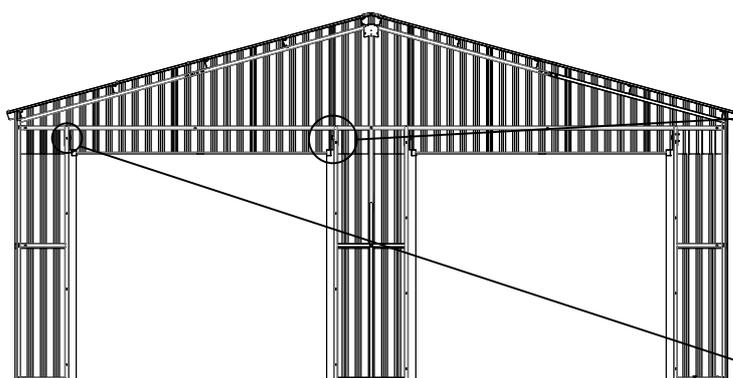
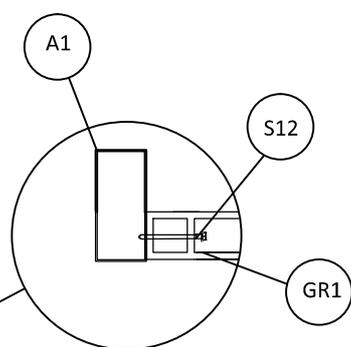
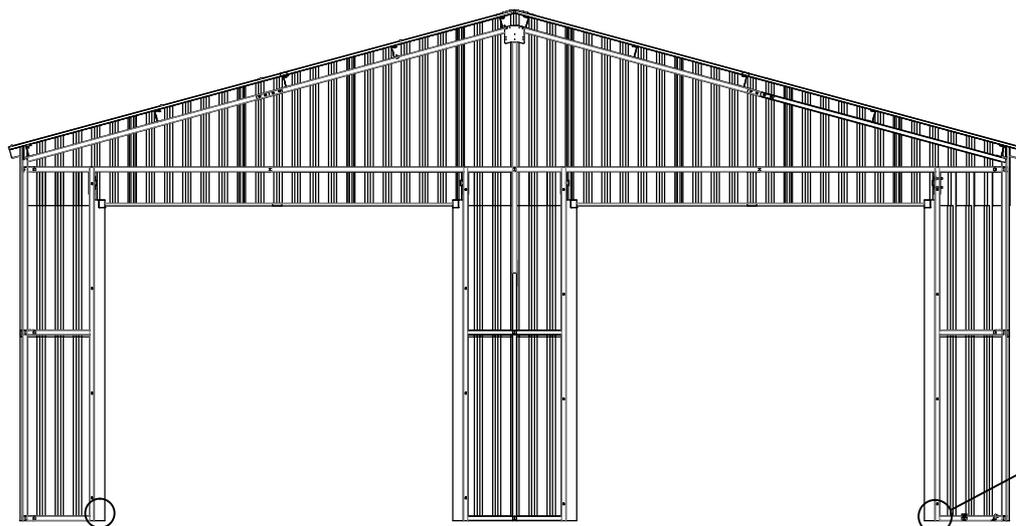
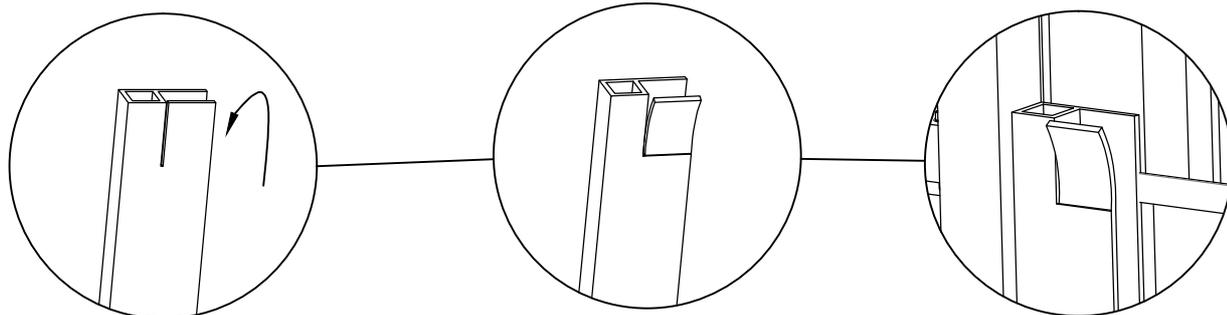
**GR2**



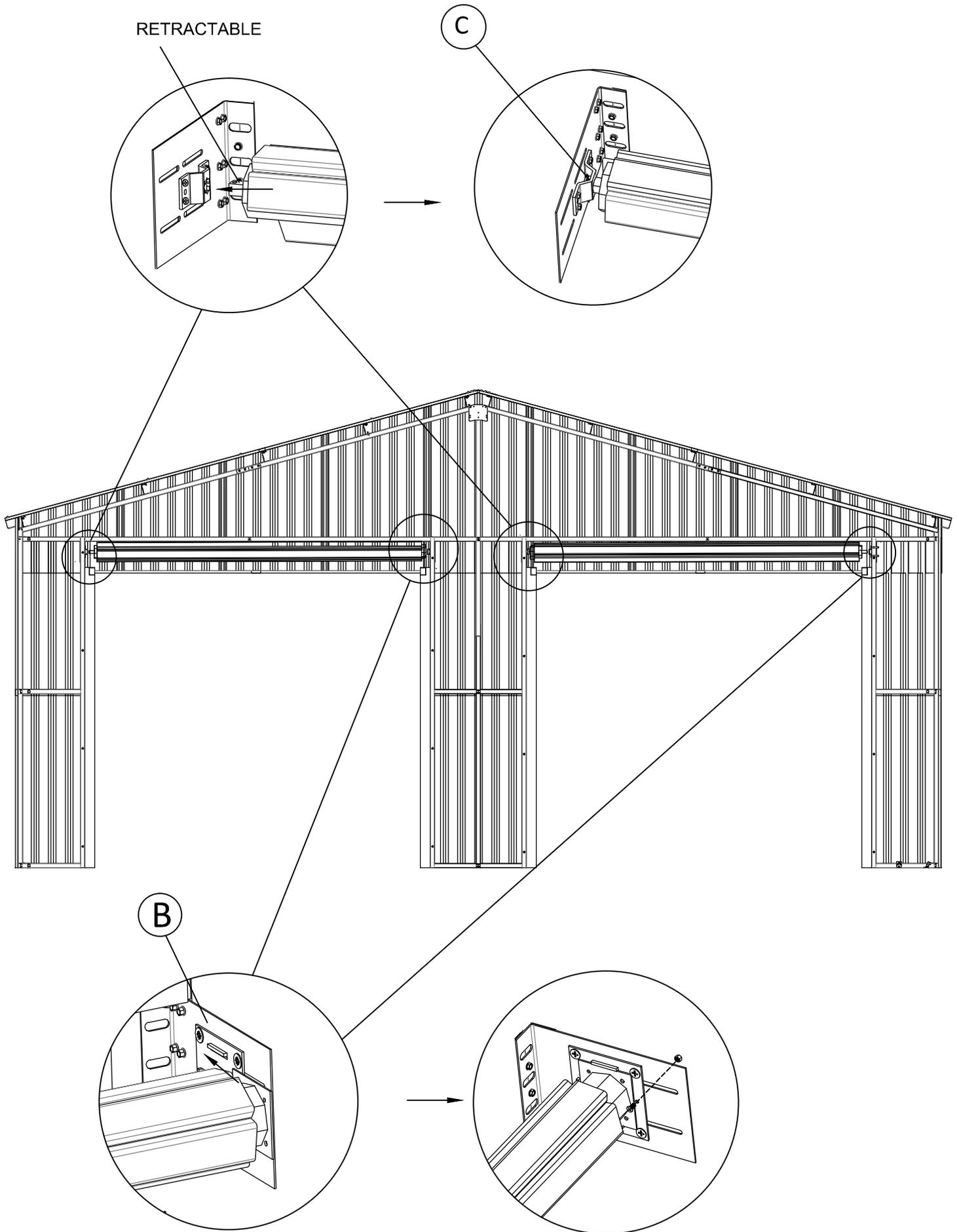
**S12**

**S13**

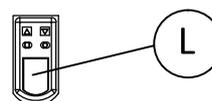
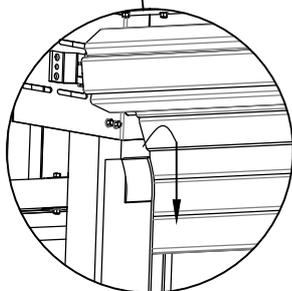
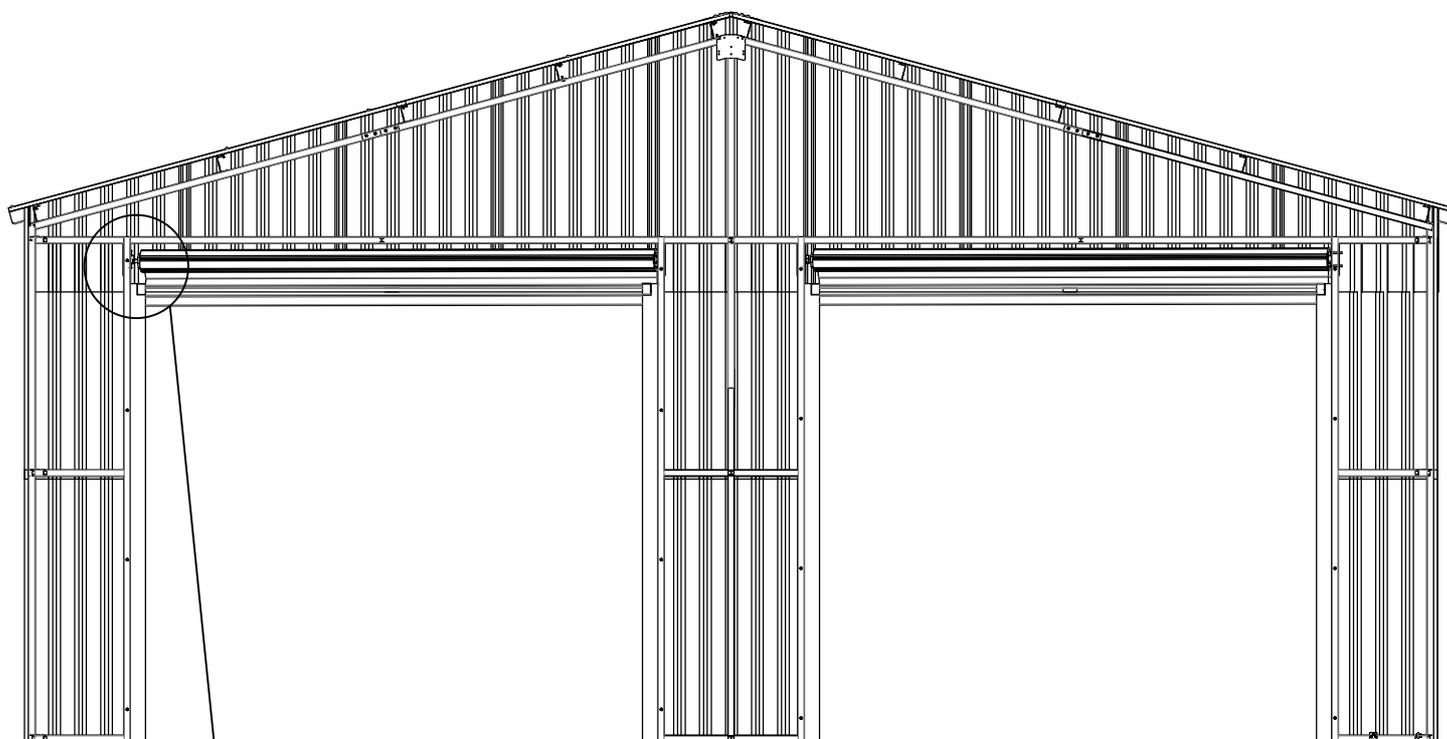
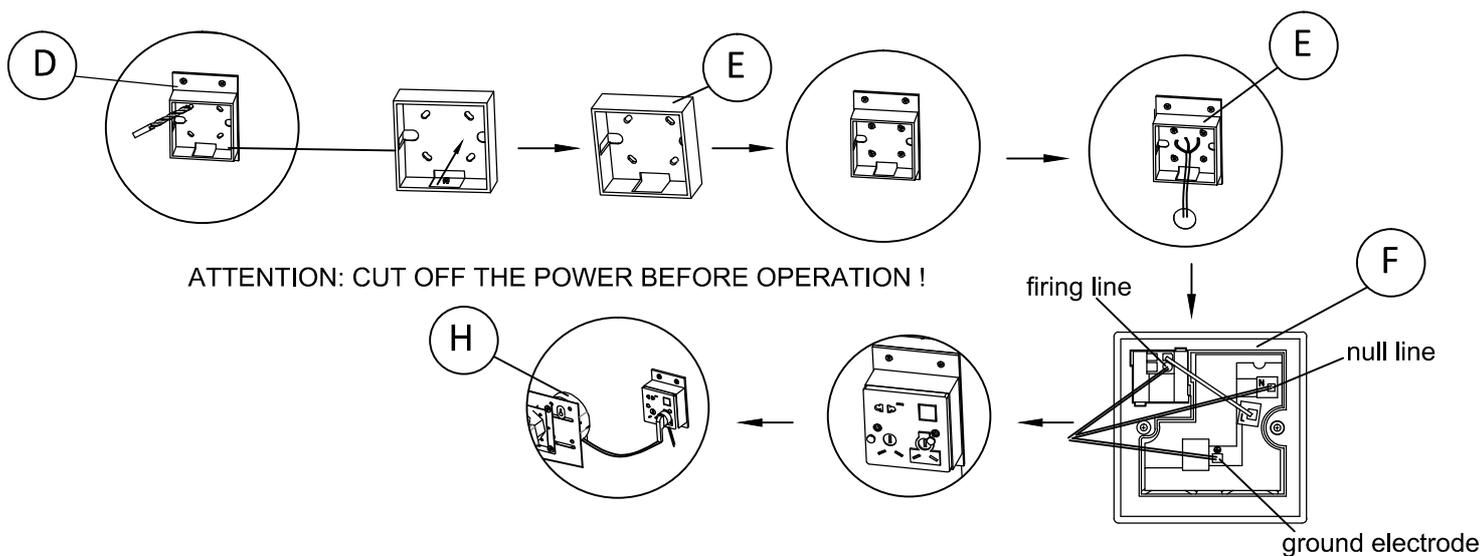
# ASSEMBLY OF ROLLER DOOR



# ASSEMBLY OF ROLLER DOOR



# ASSEMBLY OF ROLLER DOOR



POWER-ON, THEN  
CONTROL THE REMOTE  
CONTROL, SLOWLY INSERT  
THE ROLLER DOOR INTO  
GR1 AND GR2.

# ASSEMBLY OF ROLLER DOOR

## 1. ADJUST THE LOWER LIMIT

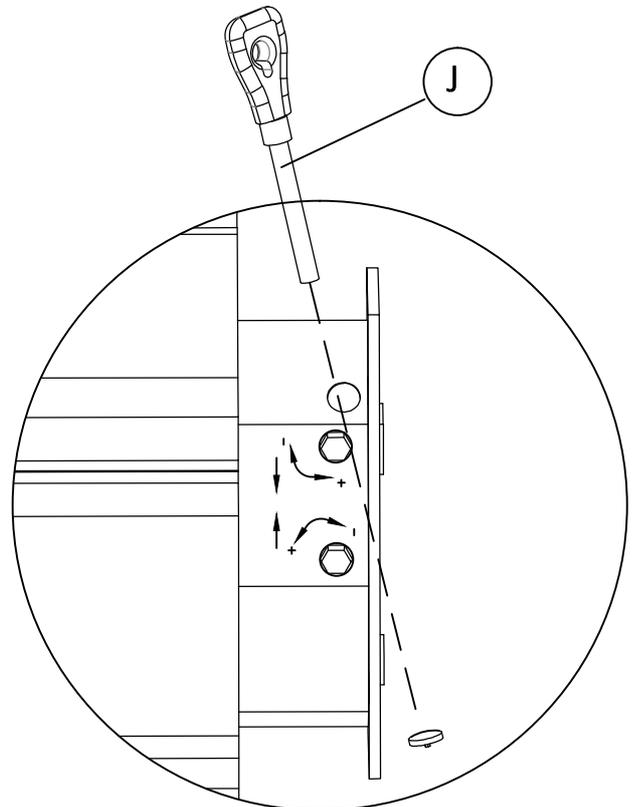
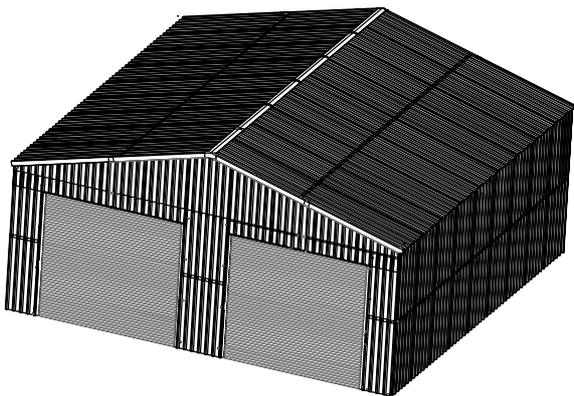
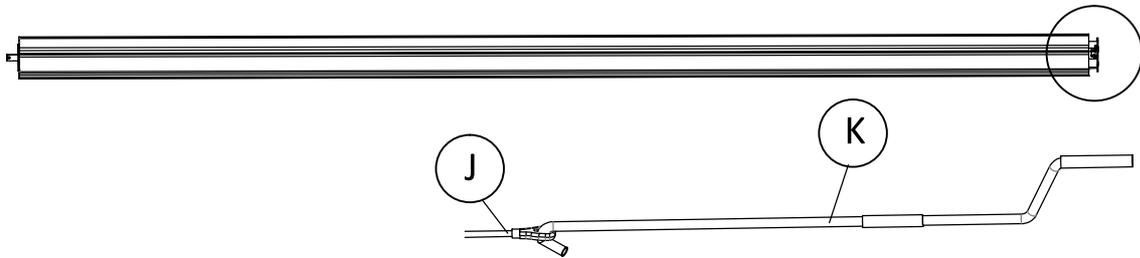
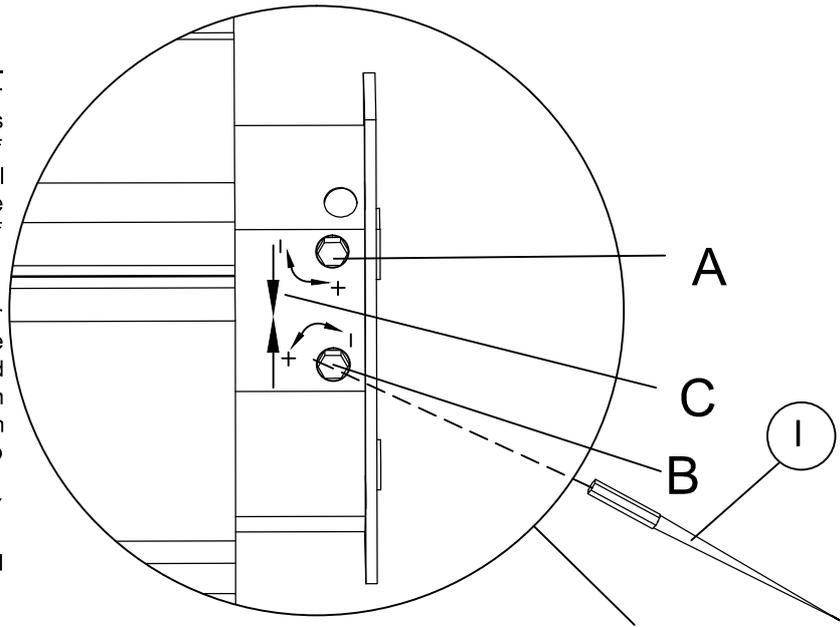
Assume that C is the direction in which the roller door goes down. Press the downward button on the remote control, the roller door goes down. If the electrical machine stops rotating when it reaches the position in picture D, adjust A to rotate in the direction of "+" until the roller door is parallel to the ground. If the electrical machine is still rotating downward when the roller door touches the ground, press the stop button, adjust A to rotate in the direction of "-".

## 2. ADJUST THE UPPER LIMIT

Press the upward button on the remote control, The roller door goes up. If the electrical machine stops rotating when it reaches the position in picture E, adjust B to rotate in the direction of "+", and pay attention not to slipping off the guide rail until it gets an appropriate position. If the roller door is still operating upward when it gets the appropriate position, press the stop button, adjust A to rotate in the direction of "-".

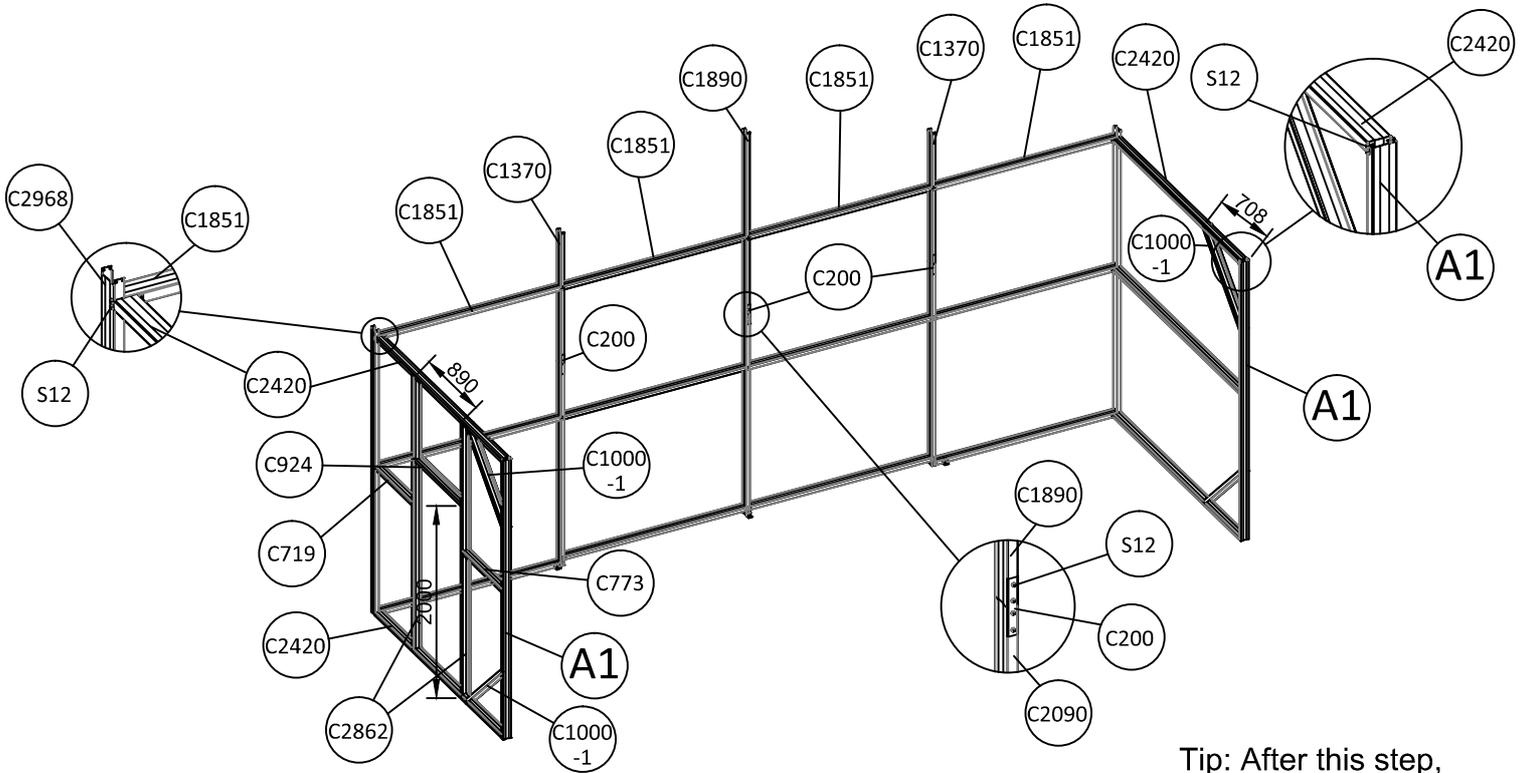
3. ADJUST THE UPPER AND LOWER LIMIT REPEATEDLY UNTIL IT OPERATES SMOOTHLY.

4. ROTATE THE ROLLER DOOR WITH THE ROCKER (IN PICTURE J) WHEN POWER CUT.



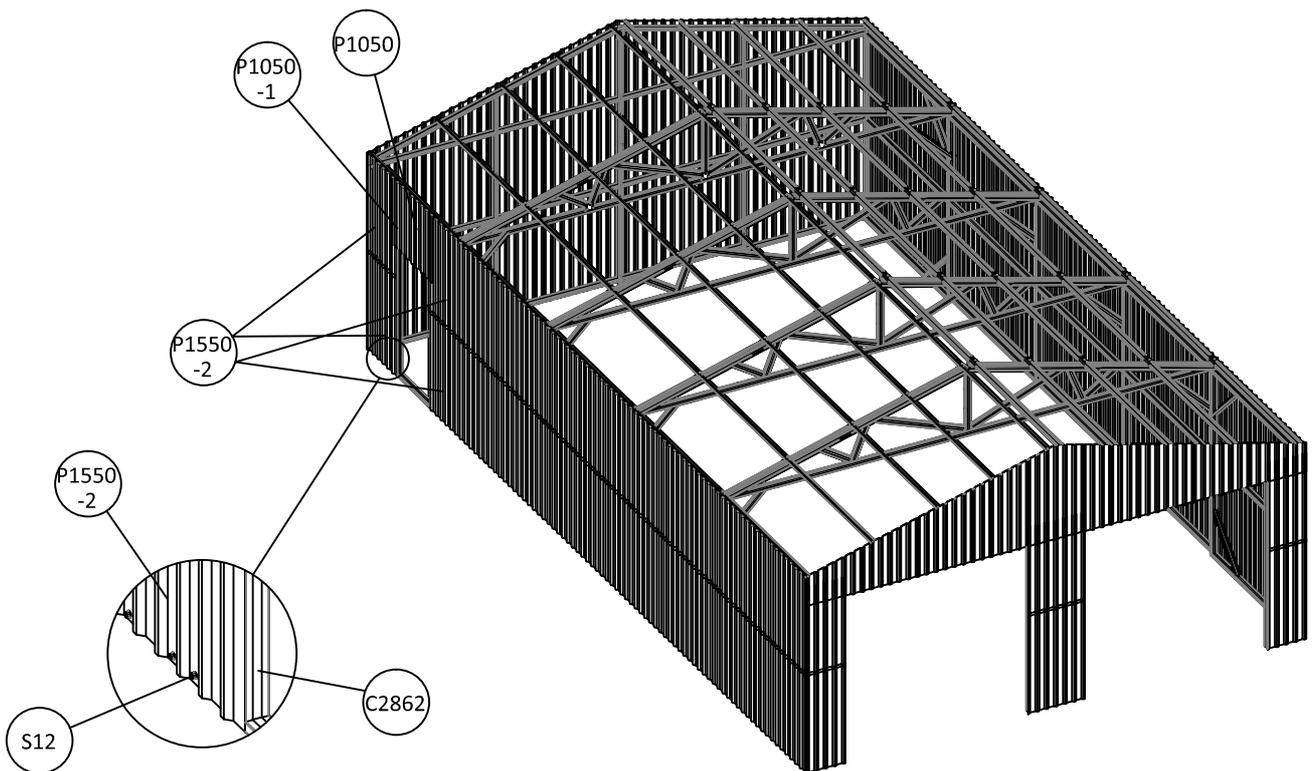
# INSTALLATION FRAMEWORK

	C2420	3		C1851	4		C1370	2		C1890	1		C2862	2
	C1000 -1	3		C719	1		C773	1		C924	1		C200	3
	S11	2		C72	2		S12	152						



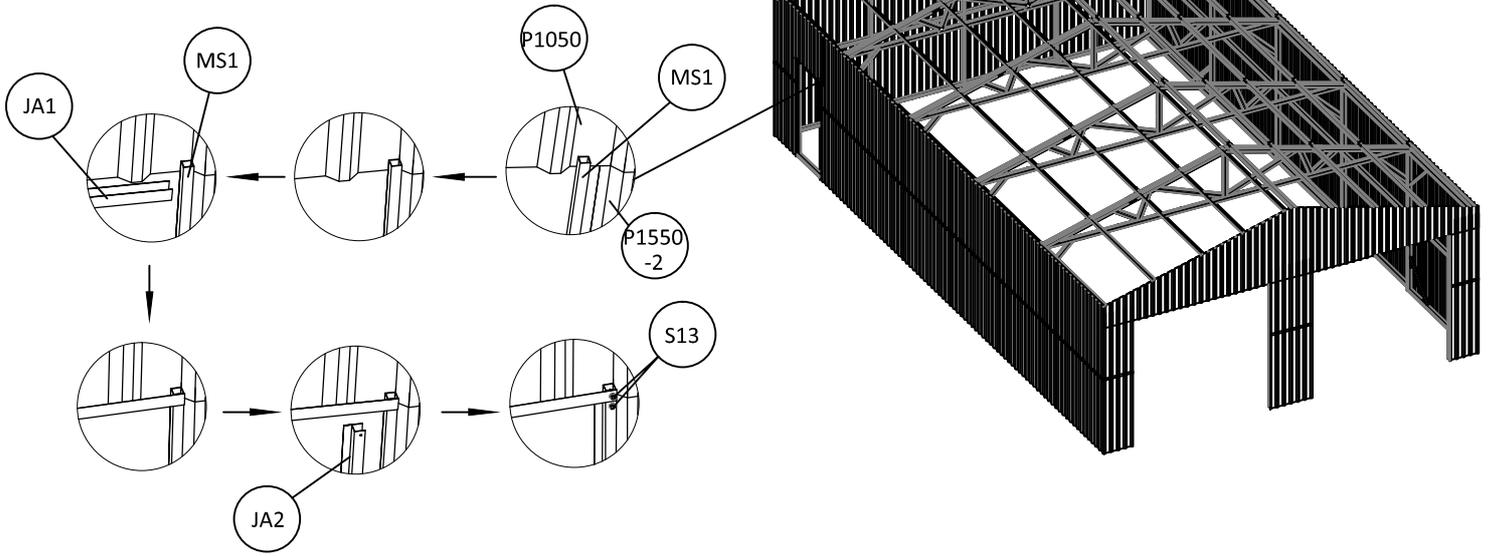
Tip: After this step, please go back to page 22 to continue the installation.

	P1550 -2	4		P1050	1		P1050 -1	1		S12	26
---	-------------	---	---	-------	---	---	-------------	---	---	-----	----



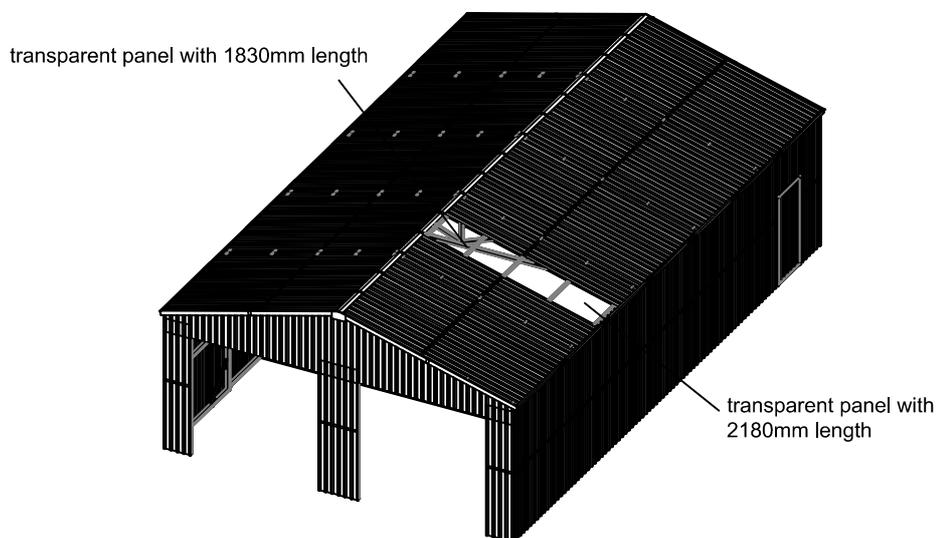
# INSTALLATION FRAMEWORK

	JA1	1		JA2	2		MS1	2		S13	13
---	-----	---	---	-----	---	---	-----	---	---	-----	----



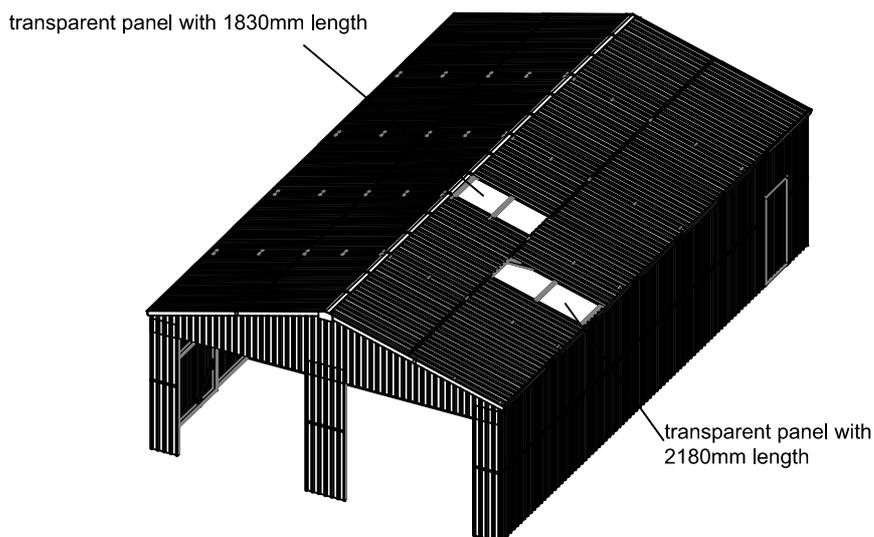
# INSTALL TRANSPARENT PANEL

## Correct Demonstration

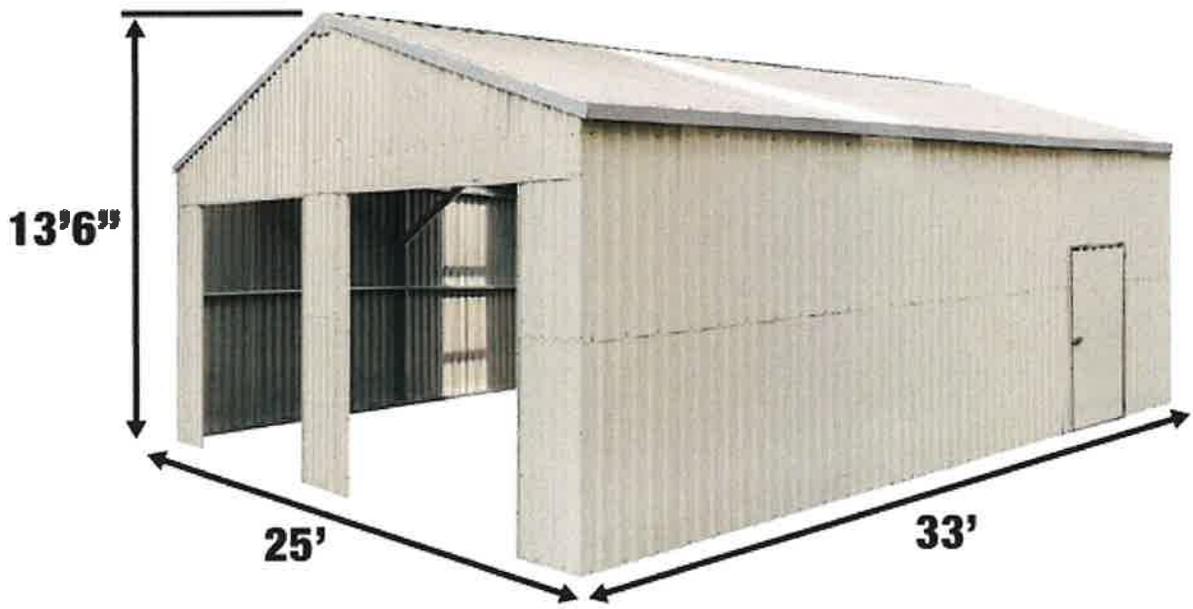


The blank space is where the transparent panels are installed. Please install them according to the correct position. The two transparent panels are stacked together. Incorrect installation will cause water leakage. Please pay special attention.

## Error Demonstration



Tip: After this step, please go back to page 37 to continue the installation.



13'6"

25'

33'

## Hillary Miller

---

**From:** Andrew Hartholt  
**Sent:** Friday, June 30, 2023 3:48 PM  
**To:** Hillary Miller  
**Subject:** RE: AMENDED Minor Variance Notice of Public Hearing - D13/LIG - 4396 Wellington Rd 32

If a minor variance is granted addressing the zoning matters. The property owner must obtain a building permit before constructing any accessory building. The building department has no other concerns or comments on this variance application.



Andrew Hartholt, CBCO/CRBO  
Chief Building Official  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 ext. 229/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

*My work hours may not match yours, and I do not expect you to respond outside your working hours*

---

**From:** Hillary Miller <hmiller@puslinch.ca>  
**Sent:** Friday, June 30, 2023 2:33 PM  
**To:** Brent Smith <bsmith@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Mike Fowler <mfowler@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Services <services@puslinch.ca>  
**Subject:** AMENDED Minor Variance Notice of Public Hearing - D13/LIG - 4396 Wellington Rd 32

Good afternoon,

Attached please find the AMENDED Notice of Public Hearing with respect to the above property for your review and comment.

Kind regards,



Hillary Miller  
Legislative Assistant  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 x207/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

## Hillary Miller

---

**From:** Brent Smith  
**Sent:** Friday, June 23, 2023 9:26 PM  
**To:** Hillary Miller  
**Cc:** Tom Mulvey  
**Subject:** Re: Minor Variance Notice of Public Hearing - D13/LIG - 4396 Wellington Rd 32

Hi Hillary,

Puslinch Fire and Rescue reviewed the above referenced application on June 23 2023. The department has no concerns with the proposal providing appropriate building permits are obtained and proper emergency vehicle access is maintained for the dwelling units.

Thanks

Brent Smith

CFPO

Puslinch Fire and Rescue Services

Get [Outlook for Android](#)

---

**From:** Hillary Miller <hmiller@puslinch.ca>  
**Sent:** Friday, June 23, 2023 1:02:26 PM  
**To:** Brent Smith <bsmith@puslinch.ca>; Mike Fowler <mfowler@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Services <services@puslinch.ca>  
**Subject:** Minor Variance Notice of Public Hearing - D13/LIG - 4396 Wellington Rd 32

Good afternoon,

Attached please find the Notice of Public Hearing with respect to the above property for your review and comment. Please provide any comments you might have by June 30, 2023.

Kind regards,



Hillary Miller  
Legislative Assistant  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 x207/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

## Hillary Miller

---

**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** Monday, June 26, 2023 10:28 AM  
**To:** Hillary Miller  
**Cc:** Source Water  
**Subject:** RE: Minor Variance Notice of Public Hearing - D13/LIG - 4396 Wellington Rd 32  
**Attachments:** WHPA\_Map\_Wellington32\_4396.pdf

Hi Hillary,

Thank you for providing the above referenced application for review. Since this property is located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activity(ies), as indicated, would not create a significant drinking water threat, the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Kind regards,  
Danielle

Danielle Walker (she/ her) | Source Protection Coordinator

Wellington Source Water Protection | 1 MacDonald Square, Elora, ON, N0B 1S0  
519.846.9691 x236 | [DWalker@centrewellington.ca](mailto:DWalker@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1-844-383-9800

Wellington Source Water Protection is a municipal partnership between the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington created to protect existing and future sources of drinking water.

---

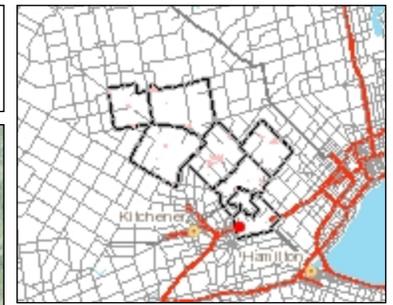
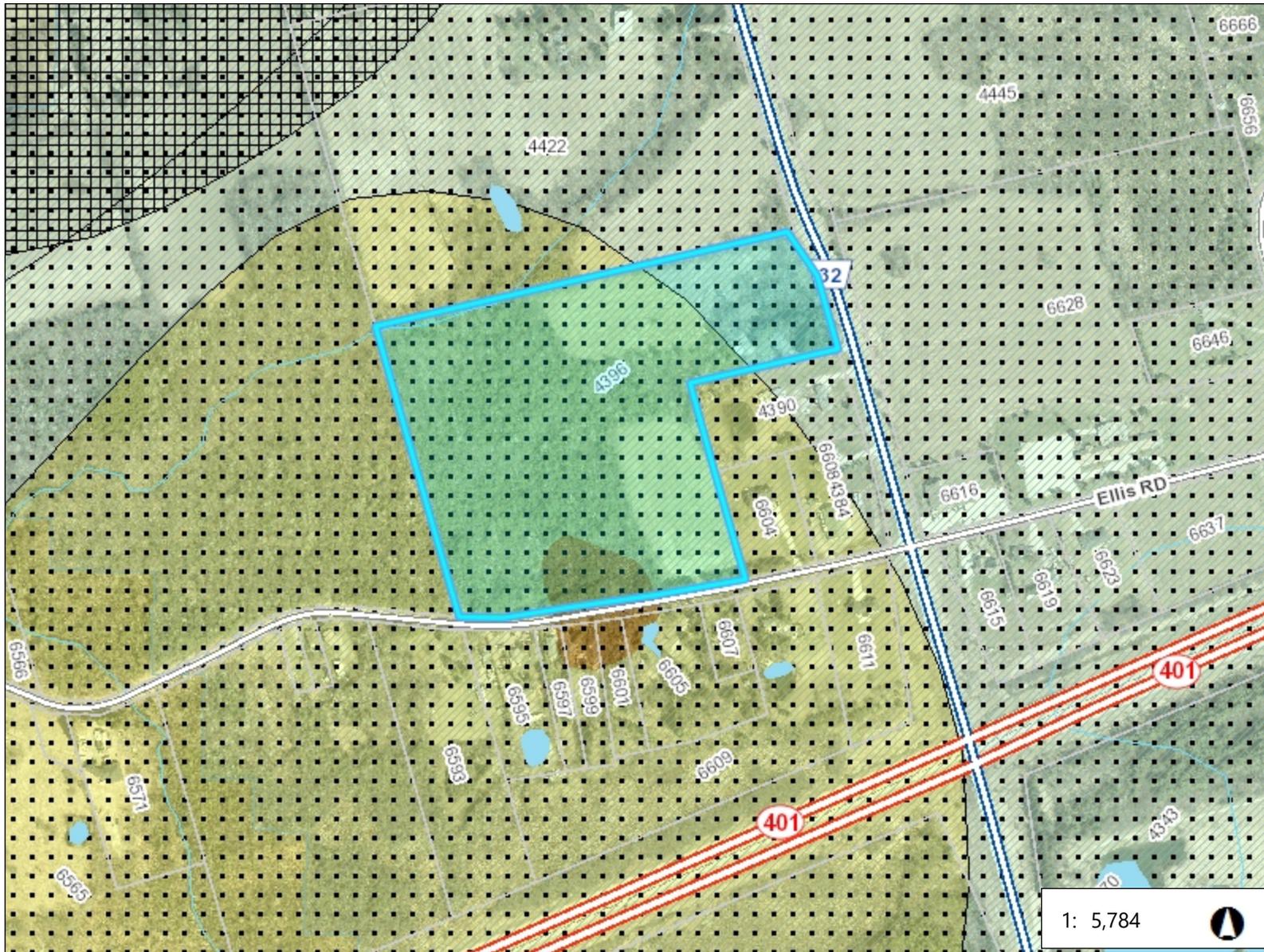
**From:** Hillary Miller <hmiller@puslinch.ca>  
**Sent:** Friday, June 23, 2023 3:01 PM  
**To:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** Minor Variance Notice of Public Hearing - D13/LIG - 4396 Wellington Rd 32

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Attached please find the Notice of Public Hearing with respect to the above property for your review and comment. Please provide any comments you might have by June 30, 2023.

Kind regards,



Legend

- Parcels
- Roads**
  - Local Road
  - County Road
  - Highway
- Waterbodies
- Watercourses
- Well Locations**
  - Existing
  - Proposed
- Issue Contributing Area**
  - Chloride
  - Nitrate
  - Sodium
  - TCE
- Wellhead Protection Area**
  - A
  - B
  - C
  - D
- Vulnerability Score**
  - 10
  - 8, D; 8; C
  - 2, 4, 6 (A, B or C)
  - 2,4,6, D; 2,4, D; 2, 4, 6 (D); 4, D; 6,
- HVA

1: 5,784

0.3 0 0.15 0.3 Kilometers



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Produced using information under License with the Grand River Conservation Authority. Copyright © Grand River Conservation Authority, 2022.

THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022

Notes



June 30, 2023

via email

GRCA File: D13-LIG – 4396 Wellington Road 32

Lynne Banks  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

Dear Ms. Banks,

**Re: Minor Variance Application D13/LIG**  
4396 Wellington Road 32, Township of Puslinch  
Brian and Sharilyn Light

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted minor variance application.

**Recommendation**

The Grand River Conservation Authority (GRCA) has no objection to the proposed minor variance application.

**GRCA Comments**

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020), as a regulatory authority under Ontario Regulation 150/06, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available at this office indicates that the subject property contains a watercourse, floodplain, wetland, and the regulated allowance adjacent to these features. A copy of our resource mapping is attached.

Due to the presence of the above-noted features, the entire property is regulated by the GRCA under Ontario Regulation 150/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Any future development or other alteration within the regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 150/06.

The proposed minor variance application requests permission to allow the replacement of an accessory structure with a new structure that is larger than the existing structure. GRCA recently issued Permit #285/23 for the proposed accessory building and the plans circulated with this application are consistent with the plans approved through this permit. GRCA staff do not anticipate any impacts to the natural hazard features as a

result of the proposed development and we have no objection to the approval of the minor variance application.

Consistent with GRCA's 2023 approved fee schedule, this application is considered a 'minor' minor variance and the applicant will be invoiced in the amount of \$300.00 for the GRCA's review of this application.

**For Municipal Consideration**

Please be advised that on January 1, 2023, a new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Conservation Authorities Act) came into effect. As a result, non-mandatory technical review services that the GRCA formerly provided under agreement with some municipalities (e.g., technical reviews related to natural heritage and select aspects of stormwater management) will no longer be provided.

Should you have any questions, please contact me at 519-621-2763 ext. 2228 or [aherreman@grandriver.ca](mailto:aherreman@grandriver.ca).

Sincerely,



Andrew Herreman, CPT  
Resource Planning Technician  
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Brian & Sharilyn Light (via email)  
Joanna Salsberg, County of Wellington (via email)



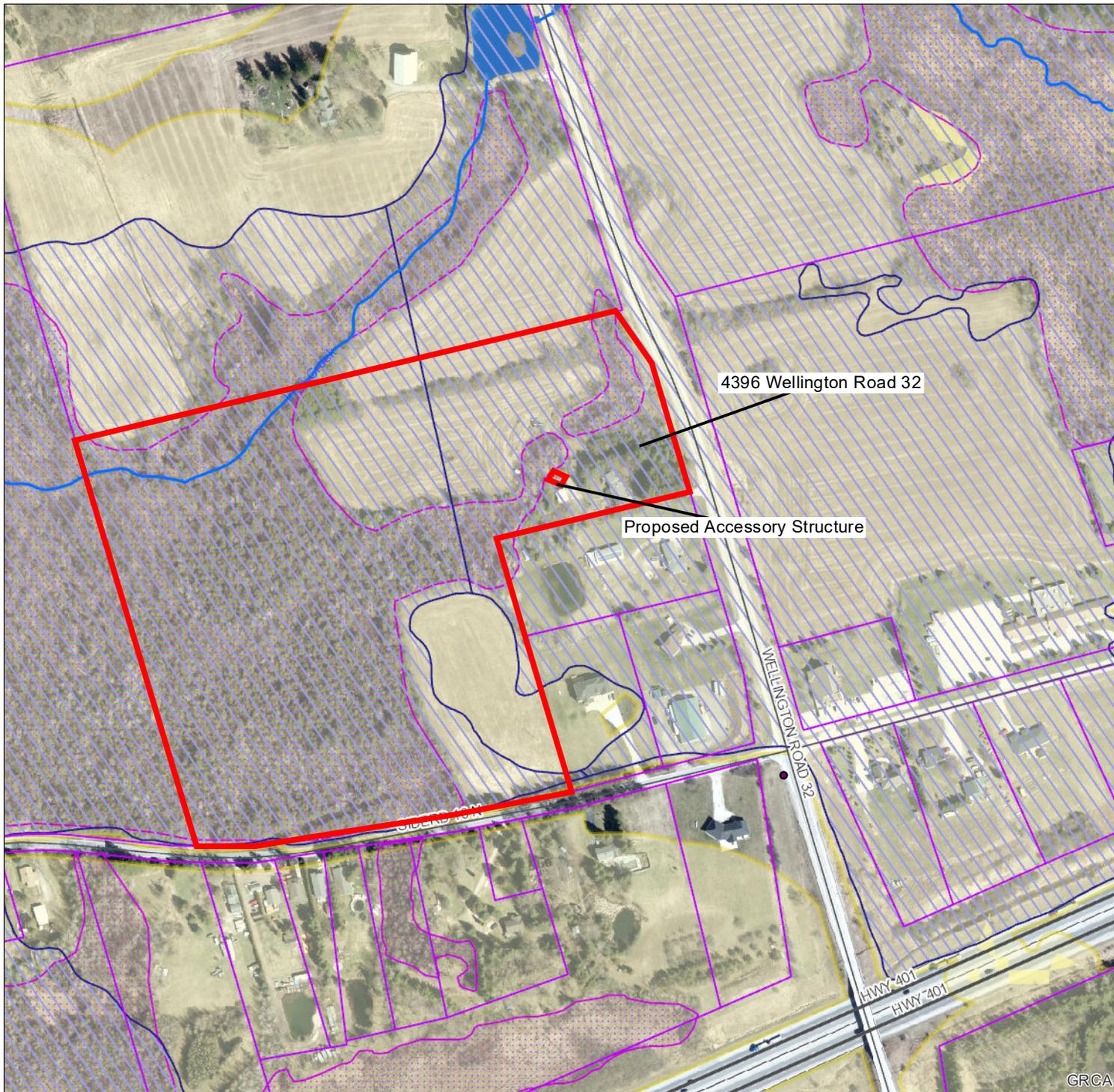
D13-LIG - 4396 Wellington Road 32



Legend

- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
  - Special Policy Area
- Slope Valley (GRCA)
  - Steep
  - Oversteep
  - Steep
- Slope Erosion (GRCA)
  - Oversteep
  - Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.



Copyright Grand River Conservation Authority, 2023.  
 Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.  
 The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: <https://maps.grandriver.ca/Sources-and-Citations.pdf>





**PLANNING REPORT  
for the TOWNSHIP OF PUSLINCH**

Prepared by the County of Wellington Planning and Development Department  
in our capacity as planning consultants for the Township

**MEETING DATE:** July 11th, 2023  
**TO:** Lynne Banks, Development and Legislative Coordinator  
Township of Puslinch  
**FROM:** Joanna Henderson, Planner  
County of Wellington  
**SUBJECT:** **MINOR VARIANCE APPLICATION D13/LIG (Brian and Sharilyn Light)**  
**4396 Wellington Rd 32**  
**Concession 2, Part Lot 5**  
**ATTACHMENTS:** **1 – Submitted Site Plan**  
**2 – Submitted Elevation Drawing**  
**3 – Aerial of Approximate Locations of Wetland and Significant Woodland Features**

We have reviewed the application for minor variance and provide the following comments. These comments are offered without the benefit of a site visit.

**Planning Opinion**

The proposed minor variance would provide relief from sections 4.31.c, 12.2 and 12.4 of the Zoning By-law to permit the construction of a 76.6 m<sup>2</sup> (825 ft<sup>2</sup>) accessory building within the Natural Environment (NE) Zone.

There is some concern regarding the proposal as it proposes a new accessory building near/within natural features within the Natural Environment Zone. The proposed building is located within the flood plain, abutting a wetland and appears to be partially within a significant woodland. It is noted that the Grand River Conservation Authority has issued a permit for the proposed development.

Staff note the dwelling may be considered a legal non-conforming use in this zone; however, based on review, the proposed structure does not appear to meet the legal non-conforming/legal non-complying criteria in the zoning by law and is considered a new accessory structure on the property.

The Committee should be satisfied that the subject application is minor in nature, maintains the intent and purpose of the County Official Plan and the Township's Zoning By-law and represents desirable and appropriate development. If approved, we would recommend that the following be made conditions of approval:

1. That any concerns of the Conservation Authority are addressed to the satisfaction of the Township; and
2. That a Tree Preservation and Compensation Plan is submitted minimizing the removal of trees to the satisfaction of the Township.

Regulation	Required	Proposed
4.31.c Setbacks from the Natural Environment Zone	Section 4.31 c. states that notwithstanding the above, the Natural Environment zone boundary can be reduced to a distance supported by the Conservation Authority and where the Conservation Authority provides written approval for a reduced setback from the zone an amendment to the By-Law is not required.	Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.31 c. to permit a structure accessory to a dwelling in the Natural Environment zone as approved by the Conservation Authority having jurisdiction.
2. Section 12.2, Table 12.1, Permitted Uses Other Zones	Section 12.2, Table 12.1 does not permit a dwelling or the use of accessory buildings for a use that is not permitted.	Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 12.2, Table 12.1 to permit an accessory structure.
3. Section 12.4, NE Zone Requirements	Section 12.4 states that no person shall within any Natural Environment zone, use any lot or erect, alter or use any building or structure.	Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 12.4 to permit an accessory structure.

**Figure 1: Subject Property**



Our discussion of this application relative to the four tests under the Planning Act is as follows:

Four Tests	Discussion
That the requested variance is <b>minor</b> in nature	<ul style="list-style-type: none"> <li>• The subject lands contain an existing dwelling and an accessory building.</li> <li>• The purpose of the application is to construct a new 76.6 m<sup>2</sup> (825 ft<sup>2</sup>) accessory building on the subject lands within the Natural Environment (NE) Zone.</li> <li>• The applicant has proposed that the building be located on the same site as a previous structure. Through discussion with Township staff, it has been determined that this previous structure does not benefit from legal non-complying status. It is our understanding that the Township does not have any specific municipal records regarding the previous structure.</li> <li>• The intent of the NE Zone is to protect natural features from development that would negatively impact them or their ecological functions.</li> <li>• There is some concern regarding the location of the proposed building due to its proximity to natural features. It is noted the building is proposed to abut a wetland, and appears to be partially within a significant woodland, and is fully within the flood plain.</li> <li>• It is noted that the Grand River Conservation Authority (GRCA) has issued a permit for the development proposal.</li> <li>• Planning staff have proposed conditions to address potential impacts on natural features.</li> </ul>
That the intent and purpose of the <b>Zoning By-law</b> is maintained	<ul style="list-style-type: none"> <li>• The subject property is located within the Natural Environment (NE) Zone, Agricultural (A) Zone, and is within the Environmental Protection (EP) Zone Overlay. The proposed accessory building is located fully within the NE Zone and the EP Zone Overlay.</li> <li>• Section 4.31 of the Zoning By-law establishes setback requirements for buildings and structures from the NE Zone. Section 4.31.c of the Zoning By-law requires that the setback requirements from the NE Zone may be reduced to a distance supported by the Conservation Authority. It further specifies that where the Conservation Authority provides written approval for a reduced setback from the NE Zone, an amendment to the by-law is not required.</li> <li>• The applicant is proposing the construction of an accessory building within the NE Zone.</li> <li>• The intent of the setback to the NE Zone is to ensure that development does not negatively impact natural features and their functions, but allows flexibility provided the Conservation Authority is satisfied that a reduced setback is appropriate.</li> <li>• It is noted the Conservation Authority has issued a permit for the proposed development.</li> <li>• Section 12.2 of the Zoning By-law provides the permitted uses within the Natural Environment Zone. Residential uses are not a permitted use within the NE Zone.</li> <li>• It is noted there is an existing dwelling on the subject property within the NE Zone. MPAC information indicates a single-family dwelling was constructed in 1956. Township staff consider the dwelling to be a legal non-conforming building.</li> </ul>

	<ul style="list-style-type: none"> <li>• The applicant is proposing the construction of a new accessory building within the NE Zone subordinate to the existing dwelling. As the proposal is for a new building, the structure does not benefit from legal non-conforming status. New accessory buildings subordinate to a dwelling are not permitted as-of-right within the NE Zone.</li> <li>• Section 12.4 of the Zoning By-law contains the requirements of the NE Zone. This section prohibits the use of any lot, erection, or alteration or use of any building or structure except in accordance with specific provisions. These provisions do not include permissions for accessory buildings to a residential use.</li> <li>• Section 13.2 of the by-law contains requirements for the Environmental Protection Overlay. <ul style="list-style-type: none"> <li>○ Where a feature is within a regulated area according to a Conservation Authority the EP Zone Overlay includes a special provision that the erection of a building or a structure will not be allowed unless written approval from the conservation authority is obtained. It is noted a permit has been issued from GRCA for the proposal. GRCA has also been circulated for comment on the application.</li> <li>○ Where development is proposed within a part of a significant woodland, the EP Overlay requires that the development will not be permitted unless it has been demonstrated to the satisfaction of the Township that there will be no negative impact on the woodland or its ecological functions. Planning staff have proposed a condition for a Tree Preservation and Compensation Plan to be provided to the satisfaction of the Township.</li> </ul> </li> </ul>
<p>That the general intent and purpose of the <b>Official Plan</b> is maintained</p>	<ul style="list-style-type: none"> <li>• The subject lands are designated Greenlands System and Secondary Agricultural within the County of Wellington Official Plan.</li> <li>• Greenlands System features on the subject property include flood plain, significant woodlands, wetlands, and provincially significant wetlands. The location of the proposed accessory building is within the flood plain, and appears to be abutting wetlands and partially within the significant woodlands.</li> <li>• Section 5.4.1 requires that wetlands will be protected in large measure and development that would seriously impair their ecological functions will not be permitted.</li> <li>• Section 5.4.3 restricts development and site alteration within flood hazards and directs development away from areas in which conditions existing which would pose risks to public health and safety or property caused by natural hazards.</li> <li>• It is noted that GRCA has issued a permit for the replacement of an accessory building. It is further noted the application has been circulated to GRCA for comment. A condition has been proposed that any concerns of the Conservation Authority are addressed.</li> <li>• Section 5.5.4 of the Official Plan indicates that significant woodlands will be protected from development or site alteration which would negatively impact the woodlands or their ecological functions. Planning staff have</li> </ul>

	<p>proposed a condition for a Tree Preservation and Compensation Plan to be completed and that tree removal is minimized for the construction of an accessory building.</p> <ul style="list-style-type: none"> <li>• Township staff have provided that the existing dwelling on the property is considered legal non-conforming. Section 13.8.1 states that non-conforming uses may vary considerably in the nature and extent to which they do not meet the policies. It states further that non-conforming status can impose serious hardship on a property owner and allows for consideration of relief to recognize, extend, or enlarge non-conforming uses in a rational manner. It is noted that this proposal is for a new accessory building subordinate to the existing principal dwelling.</li> </ul>
<p>That the variance is <b>desirable</b> and <b>appropriate</b> development and use of the land, building or structure</p>	<ul style="list-style-type: none"> <li>• The subject lands are bounded by agricultural and rural residential uses to the north and west, commercial, agricultural, and rural residential uses to the east, and rural residential uses to the south.</li> <li>• Most of the property is located within the NE Zone and EP Zone Overlay which constrains locations for new accessory buildings to be constructed.</li> <li>• Although the flood plain feature covers a large portion of the property, the property contains other alternative locations further from the significant woodland and wetland features on-site. Although these alternative locations may still be within the NE Zone, or within the NE Zone setback, they are further from wetlands and significant woodland features than the current proposed location. GRCA may have additional comments regarding any alternative locations. Attachment 3 shows the approximate location of the significant woodland and wetland features.</li> <li>• The proposal appears to be limited to an accessory building and does not appear to propose servicing components.</li> <li>• The Committee should consider any concerns of the GRCA, as well as the Building and Public Works Departments are addressed including any concerns related servicing, drainage, and municipal drains.</li> </ul>

In conclusion, the Committee should be satisfied that the subject application is minor in nature, maintains the intent and purpose of the County Official Plan and the Township’s Zoning By-law and represents desirable and appropriate development. Planning staff have proposed two conditions to address potential impacts on natural features. We trust that these comments will be of assistance to the Committee in their consideration of this matter. We would appreciate a copy of the Committee’s decision with respect to this application.

Respectfully submitted  
County of Wellington Planning and Development Department



Joanna Henderson, RPP MCIP  
Planner

ATTACHMENT 1: Submitted Site Plan



**ATTACHMENT 2: Submitted Elevation Drawing**



**ATTACHMENT 3: Aerial of Approximate Locations of Wetland and Significant Woodland Features**





## **REPORT COA - 2023-003**

---

TO: Committee of Adjustment

PREPARED BY: Lynne Banks, Development and Legislative Coordinator

PRESENTED BY: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: July 11, 2023

SUBJECT: Proposed 2024 Committee of Adjustment Meeting Schedule

---

### **RECOMMENDATIONS**

**That staff report CofA-2023-003 regarding the Proposed 2024 Committee of Adjustment Meeting Schedule be received for information; and further,**

**That the 2024 Committee of Adjustment Meeting Schedule be approved as presented.**

### **Purpose**

The purpose of this report is to provide the Committee of Adjustment with the proposed 2024 Committee Meeting Date Schedule.

### **Background**

The Committee of Adjustment Terms of Reference state that the Committees meet monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committees, and as many additional times as the Committees deem necessary.

### **Comments**

Below are the proposed dates for the 2024 Committee of Adjustment Meetings:

<b>2024 Meeting Dates</b>
Tuesday January 9, 2024 @7p.m.
Tuesday February 13, 2024 @7p.m.
Tuesday March 12, 2024 @7p.m.
Tuesday April 9, 2024 @7p.m.

Tuesday May 14, 2024 @7p.m.
Tuesday June 11, 2024 @7p.m.
Tuesday July 9, 2024 @7p.m.
Tuesday August 13, 2024 @7p.m.
Tuesday September 10, 2024 @7p.m.
Tuesday October 8, 2024 @7p.m.
Tuesday November 12, 2024 @7p.m.
Tuesday December 10, 2024 @7p.m.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

None