



PLANNING & DEVELOPMENT ADVISORY COMMITTEE
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –
23 BROCK RD S, PUSLINCH
May 9, 2023
7:00 p.m.

Register in advance:

https://us02web.zoom.us/webinar/register/WN_Cwvapl7qT_WU3fYdqvXfng

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: 891 5093 9689

Passcode: 002459

International numbers available: <https://us02web.zoom.us/j/89150939689>

AGENDA

PLANNING & DEVELOPMENT ADVISORY COMMITTEE:

≠ 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. Delegations**
 - 6.1 Specific Interest (Items Listed on the Meeting Agenda)**
 - 6.2 General Interest (Items Not Listed on the Meeting Agenda)**
- 7. Consent Agenda**
 - 7.1 Approval of Minutes ≠**
 - 7.1.1 April 11, 2023**



PLANNING & DEVELOPMENT ADVISORY COMMITTEE
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –
23 BROCK RD S, PUSLINCH
May 9, 2023
7:00 p.m.

- 7.2 Other Consent Items**
- 8. Notice of Public Meetings/Hearings**
- 9. Reports**
 - 9.1 Land Division (Consents)**
 - 9.1.1 Severance application B28-23 (D10-AUG) – Susan and Jerry Auger –**
Part Lot 10, Concession 10, municipally known as 164 Hume Road, Township of Puslinch.

Proposed severance is 1.2 hectares with 16m frontage, vacant land for proposed rural residential use.

Retained parcel is 6.4 hectares with 128m frontage, existing and proposed rural residential use with existing dwelling, septic and well.
 - 9.2 Zoning By-Law Amendment Applications**
- 10. Correspondence**
 - 10.1 (Items Referred by Council for Committee Comments)**
- 11. New Business**
 - 11.1 Report PDAC-2023-001 – Finance and Budget Training**
- 12. Adjournment ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 11, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: April 11, 2023
MEETING: Following Committee of Adjustment

The April 11, 2023 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 8:00 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
Chris Pickard
Jeffrey Born
Dennis O'Connor

ABSENT:

Paul Sadhra

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-031:

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 11, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
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That the Committee approves the April 11, 2023 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 Approval of the Minutes

7.1.1 March 14, 2023

Resolution No. 2023-032:

Moved by Committee Member Jeffrey Bornand
Seconded by Committee Member Chris Pickard

That the Planning and Development Advisory Committee approves the Minutes from the meeting held March 14, 2023

CARRIED.

7.2 Other Consent Items

None

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

Lynne Banks advised that an Open House/Public Meeting will be held in-person and as a virtual meeting on April 18th beginning at 6:00 p.m. for the property known municipally as 128 Brock Rd. S. She further noted that the statutory Public Meeting has already been held.

9. REPORTS

9.1 LAND DIVISION (CONSENTS)



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 11, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

9.1.1 Severance application B17-23 (D10-JEF) – Jefferson Farms Ltd. c/o Tom and Robert Jefferson – Plan 131, Part Lot 5 West of the Blind Line, municipally known as 86 Farnham Rd, Township of Puslinch.

Proposed severance is 50m fr x 85m = 0.42 hectares, vacant land for proposed rural residential use.

Retained parcel is 32.6 hectares with 286m frontage, existing and proposed agricultural use with existing dwelling, pool, old barn and various accessory buildings.

- Jeff Buisman, agent for the applicant, provided an overview of the application.
- John Sepulis asked if it would be a problem the Committee requests that the application be deferred until a Noise/Vibration Study is completed.
- Joanna Salsberg advised that the railway did provide comments but did not request any conditions for a Noise/Vibration Study. She further noted that County Planning staff have reached out to the Guelph Junction Railway to see if the study is something they might require.
- Courtenay Hoytfox advised that since the property is beyond the distance required for a Noise/Vibration Study, however the railway did provide warning clauses for any potential owner.
- Lynne Banks read the draft conditions for the Committee's information.

Resolution No. 2023-033

Moved by Committee Member Jeffrey Born and
Seconded by Committee Member Chris Pickard

That the Committee supports Severance Application B17-23 subject to the following conditions:

- 1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands. Any fees incurred by the Township for the review of this application will be the responsibility of the applicant; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 11, 2023 PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

2. That safe access to the proposed severed lands can be accommodated to the satisfaction of the Township; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. That the Owner obtain zoning compliance for the multiple accessory buildings located on the retained lands to prohibit livestock, to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. That the Owner shall be required to sign an affidavit stating that they will insert a warning clause in the Agreement of Purchase and Sale for the severed lands, regarding the Guelph Junction Railway located near the property, advising any potential purchaser of 24 hour and weekend railway operations, no whistle cessation in place, possible early morning maintenance and capital projects occurring pending freight train schedule and advise of no trespassing on railway property.

CARRIED

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

None

10. CORRESPONDENCE

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2023-034:

Moved by Committee Member Jeffrey Born and
Seconded by Committee Member Dennis O'Connor

That the Planning and Development Advisory Committee hereby adjourns at 8:13 p.m.

CARRIED.

April 6, 2023

NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

APPLICATION SUBMITTED ON: March 29, 2023

FILE NO. B28-23

APPLICANT

Susan & Jerry Auger
164 Hume Road
RR#1
Puslinch N0B 2J0

LOCATION OF SUBJECT LANDS

Township of Puslinch
Part Lot 10
Concession 10

Proposed severance is 1.2 hectares with 16m frontage, vacant land for proposed rural residential use.

Retained parcel is 6.4 hectares with 128m frontage, existing and proposed rural residential use with existing dwelling, septic and well.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

May 17, 2023

Comments can be provided by mail at address above or by email landdivisioninfo@wellington.ca

Please note that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this Application for Consent.

NOTE: Any verbal or written comment/objection submitted to the County of Wellington regarding this application which is being processed under the Planning Act, may be made public as part of the process.

Please also be advised that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Land Tribunal may dismiss the appeal.

If you wish to **attend** the public meeting to consider the application, please request to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing and provide your email address** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Land Tribunal. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Land Tribunal by the applicant or another member of the Public.

INFORMATION REGARDING THE APPLICATION is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph, ON N1H 3T9.
Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

MAILED TO:

Local Municipality – Puslinch

County Planning

Conservation Authority - GRCA

Source Water Protection

Bell Canada (email) County Clerk

Roads/Solid Waste

Civic Addressing

Neighbour - as per list verified by local municipality and filed by applicant with this application

APPLICATION FOR CONSENT

Ontario Planning Act

1. Approval Authority:

County of Wellington Planning and Land Division Committee
County of Wellington Administration Centre
74 Woolwich Street, GUELPH, Ontario N1H 3T9

Phone: 519-837-2600, ext. 2170 or 2160 Fax: 519-837-3875

Required Fee: \$ 4960
Fee Received: Mar 29/23
File No. B28-23
Accepted as Complete on: Mar 29/23

A COPY OF YOUR CURRENT DEED MUST BE SUBMITTED WITH THIS APPLICATION

2. (a) Name of Registered Owner(s) or Purchaser Susan and Jerry Auger

Address 164 Hume Road, Puslinch

Phone No. [Redacted] Email: [Redacted]

NOTE: if application submitted by purchaser, a copy of the signed "Purchase/Sale agreement" is required.

(b) Name and Address of Applicant (as authorized by Owner/Purchaser)

N/A

Phone No. Email:

(c) Name and Address of Owner's Authorized Agent:

GSP Group Inc.

201 - 72 Victoria Street South, Kitchener, ON

Phone No. [Redacted] Email: [Redacted]

(d) All Communication to be directed to:

REGISTERED OWNER/PURCHASER [] APPLICANT [] AGENT [x]

(e) Notice Cards Posted by:

REGISTERED OWNER/PURCHASER [x] APPLICANT [] AGENT []

(f) Number of Certificates Requested 1 (Please see information pages)

3. Type and Purpose of Proposed Transaction: (Check off appropriate box & provide short explanation)

RURAL RESIDENTIAL[x] AGRICULTURAL[] URBAN RESIDENTIAL[] COMMERCIAL/INDUSTRIAL[]

Create a new lot on rural lands

OR

EASEMENT [] RIGHT OF WAY [] CORRECTION OF TITLE [] LEASE [] CANCELLATION []

(a) If known, the name of person to whom the land or an interest in the land is to be transferred, charged or leased.

4. (a) Location of Land in the County of Wellington:

Local Municipality: Township of Puslinch
Concession 10 Lot No. Part Lot 10
Registered Plan No. _____ Lot No. _____
Reference Plan No. _____ Part No. _____

Civic Address 164 Hume Road

(b) When was property acquired: October 14, 2011 Registered Instrument No. WC325467

5. Description of Land intended to be SEVERED:
Metric [x] Imperial []
Frontage/Width 16 m AREA 1.2 h
Depth 409 m Existing Use(s) Vacant
Existing Buildings or structures: None
Proposed Uses (s): Rural Residential

Type of access (Check appropriate space) Existing [] Proposed [x]
[] Provincial Highway [] Right-of-way
[] County Road [] Private road
[x] Municipal road, maintained year round [] Crown access road
[] Municipal road, seasonally maintained [] Water access
[] Easement [] Other

Type of water supply - Existing [] Proposed [x] (check appropriate space)
[] Municipally owned and operated piped water system
[x] Well [x] individual [] communal
[] Lake
[] Other _____

Type of sewage disposal - Existing [] Proposed [x] (check appropriate space)
[] Municipally owned and operated sanitary sewers
[x] Septic Tank (specify whether individual or communal): _____
[] Pit Privy
[] Other (Specify): _____

6. Description of **Land** intended to be **RETAINED**: Metric Imperial
 Frontage/Width 128 m AREA 6.4 h
 Depth 303 m Existing Use(s) Rural Residential
 Existing Buildings or structures: Single detached dwelling, septic and well
 Proposed Uses (s): No change in use.

Type of access (Check appropriate space)	Existing <input checked="" type="checkbox"/>	Proposed <input type="checkbox"/>
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-way	
<input type="checkbox"/> County Road	<input type="checkbox"/> Private road	
<input checked="" type="checkbox"/> Municipal road, maintained year round	<input type="checkbox"/> Crown access road	
<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access	
<input type="checkbox"/> Easement	<input type="checkbox"/> Other	

Type of water supply - Existing Proposed (check appropriate space)

- Municipally owned and operated piped water system
- Well individual communal
- Lake
- Other _____

Type of sewage disposal - Existing Proposed (check appropriate space)

- Municipally owned and operated sanitary sewers
- Septic Tank (specify whether individual or communal): _____
- Pit Privy
- Other (Specify): _____

7. Is there an agricultural operation, (either a barn, manure storage, abattoir, livestock area or stockyard) within 500 metres of the Subject lands (severed and retained parcels)? YES NO
 *If yes, see sketch requirements and the application must be accompanied by a MINIMUM DISTANCE SEPARATION FORM.
8. Is there a landfill within 500 metres [1640 feet]? YES NO
9. a) Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? YES NO
10. Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the lands to be retained or to be severed or within 120 metres [394 feet]? YES NO
11. Is there any portion of the land to be severed or to be retained located within a floodplain? YES NO
12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? YES NO
13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? YES NO
14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? YES NO
15. Is there a noxious industrial use within 500 meters [1640']? YES NO
16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? YES NO

Name of Rail Line Company: _____

17. Is there an airport or aircraft landing strip nearby? YES [] NO [x]

18. Is there a propane retail outlet, propane filling tank, cardlock/keylock or private propane outlet/container refill centre within 750 metres of the proposed subject lands? YES [] NO [x]

19. PREVIOUS USE INFORMATION:

a) Has there been an industrial use(s) on the site? YES [] NO [x] UNKNOWN []

If YES, what was the nature and type of industrial use(s)?

b) Has there been a commercial use(s) on the site? YES [] NO [x] UNKNOWN []

If YES, what was the nature and type of the commercial use(s)?

c) Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping?) YES [] NO [] UNKNOWN [x]

d) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time, or railway siding? YES [] NO [x] UNKNOWN []

If YES, specify the use and type of fuel(s) _____

20. Is this a **resubmission** of a previous application? YES [] NO [x]

If YES, is it identical [] or changed [] Provide previous File Number _____

21. a) Has any severance activity occurred on the land from the holding which existed as of March 1, 2005 and as registered in the Land Registry/Land Titles Office? YES [] NO [x]

b) If the answer in (a) is YES, please indicate the previous severance(s) on the required sketch and provide: **Transferee's Name, Date of the Transfer and Use of Parcel Transferred.**

22. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision or other Consent or approval under the Planning Act or its predecessors? YES [] NO [x] UNKNOWN []

23. Under a separate application, is the Owner, applicant, or agent applying for additional consents on this holding simultaneously with this application? YES [] NO [x]

24. Provide explanation of how the application is consistent with the Provincial Policy Statement.
Please see cover letter.

25. In addition to Places to Grow (Provincial Growth Plan), is the subject land within an area of land designated under the Greenbelt Plan? Provide explanation of how the application conforms or does not conflict with the Provincial plan or plans.

Please see cover letter.

26. a) Indicate the existing **County Official Plan** designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

Please see cover letter.

b) Indicate the existing **Local Official Plan** (if any) designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

N/A

c) If this consent relates directly to an Official Plan Amendment(s) currently under review by an approval authority, please indicate the Amendment Number and the applicable file number(s).

Amendment Number(s): _____ File Number(s): _____

27. Is the subject land a proposed surplus farm dwelling? YES [] NO [x]

*If yes, an application to sever a surplus farm dwelling must be accompanied by a FARM INFORMATION FORM.

28. What is the zoning of the subject lands? Agricultural and Environmental Protection Overlay

29. Does the proposal for the subject lands conform to the existing zoning? YES [] NO [x]

If NO, a) has an application been made for re-zoning?
YES [] NO [x] File Number _____

b) has an application been made for a minor variance?
YES [] NO [x] File Number _____

30. Are the lands subject to any mortgages, easements, right-of-ways or other charges? YES [x] NO []

If the answer is YES, please provide a copy of the relevant instrument. Line of Credit - TD Bank - 496
Edinburgh Road South, Guelph, N1G
4Z1
 For mortgages just provide complete name and address of Mortgagee.

Questions 31 – 34 must be answered for Applications for severance in the Rural/Agricultural Area -- Otherwise, if this is not applicable to your application, please state "not Applicable"

31. Type of Farm Operation conducted on these subject lands: N/A

Type: Dairy [] Beef Cattle [] Swine [] Poultry [] Other []

32. Dimensions of Barn(s)/Outbuildings/Sheds (that are to remain) Severed & Retained Lands

Severed Width _____ Length _____ Area _____ Use _____
 Width _____ Length _____ Area _____ Use _____
Retained Width _____ Length _____ Area _____ Use _____
 Width _____ Length _____ Area _____ Use _____

33. Manure Storage Facilities on these lands:

DRY	SEMI-SOLID	LIQUID
Open Pile []	Open Pile []	Covered Tank []
Covered Pile []	Storage with Buck Walls []	Aboveground Uncovered Tank []
		Belowground Uncovered Tank []
		Open Earth-sided Pit []

March 29, 2023

File No. 22165

Land Division
74 Woolwich Street
Administration Centre, Third Floor
Guelph, ON N1H 3T9

Attn: Deborah Turchet
Supervisor, Secretary-Treasurer Land Division

Re: Severance Application
164 Hume Road, Township of Puslinch

On behalf of the owners, Jerry and Susan Auger (the "Owners"), GSP Group Inc. is pleased to submit a Consent application to create one new parcel on the property legally described as Part of Lot 10, Concession 10 in the Township of Puslinch and municipally known as 164 Hume Road (the "Subject Property"). The Subject Property is approximately 7.6 hectares (18.8 acres) in area and currently contains a single detached dwelling that is serviced with a private well and septic system. The Owners are proposing to create a new lot (the "Severed Lot") that will be approximately 1.2 hectares (3.0 acres) in area with access from a 16-metre wide entrance onto Hume Road. The remaining lands (the "Retained Lot") that currently contains the existing dwelling, septic and well will be approximately 6.4 hectares (15.8 acres) in area and will utilize the existing entrance onto Hume Road.

The Subject Property is currently designated "Secondary Agricultural", "Core Greenlands" and "Greenlands" in the County of Wellington Official Plan. The Subject Property is currently zoned Agricultural and Environmental Protection Overlay in the Township of Puslinch Zoning By-law. The following will provide a planning policy analysis in support of the proposed severance.

Provincial Policy Statement, 2020

The Subject Property is located within the rural area of the Township of Puslinch. According to the Provincial Policy Statement (the "PPS"), residential development including lot creation that is locally appropriate is a permitted use. Section 1.1.5.8 of the PPS also states that new land uses including the creation of lots shall comply with the minimum distance separate formulae. As per the PPS, natural heritage features must also be protected from development and site alteration. It must be demonstrated that the ecological function of the natural heritage feature will not be negatively impacted (S.2.1.8) by the proposed development.

The proposed severance is located within a rural area of the Township where similar lots have been created. The Severed Lot will be sized appropriately to facilitate the construction of a single detached dwelling and associated well and septic system. The severance sketch identifies that is

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca

there a horse barn located within 500 metres of the Severed Lot. The proposed building envelope as shown on the sketch is located outside of the 169 metre MDS setback.

The Environmental Impact Study prepared by Aboud & Associates Inc. dated March 28, 2023, identified that the proposed Severed Lot is located along the northeast edge of the property, with the building envelope and driveway being greater than 30 metres from the identified Significant Wildlife Habitat (the "SWH"), and adequately setback from the Provincial Significant Wetland (the "PSW") that was identified on the Subject Property. The Environmental Impact Study (the "EIS") conducted on the Subject Property concluded that there will be no negative impacts to the PSW or SWH or their ecological function from the proposed severance.

Based on the above reasons, it is our opinion, the proposed severance is consistent with the policies contained in the PPS.

Growth Plan for the Greater Golden Horseshoe, 2020

The Growth Plan for the Greater Golden Horseshoe states the new lots for residential development are to be directed to settlement areas but may be allowed on rural lands in site-specific locations with approved zoning or designation in an official plan that permits this type of development. The Growth Plan also contains policies that restrict new development or site alteration within the Natural Heritage System unless it can be demonstrated that there are no negative impacts on key natural heritages features or key hydrological features.

The Subject Property is currently designated "Secondary Agricultural", "Core Greenlands" and "Greenlands" in the County of Wellington Official Plan. Under the Secondary Agricultural designation lot creation for residential uses is permitted. As outlined in the EIS, the proposed Severed Lot and residential development can occur in accordance with the Growth Plan as it has been demonstrated that the proposed development will not cause negative impacts to the adjacent PSW or its ecological functions. Additionally, the new development will be outside of the 30-metre variable buffer from the Arkell-Corwin PSW complex.

Therefore, before the reasons stated above, it is our opinion that the proposed application conforms with the policies of the Growth Plan.

County of Wellington Official Plan, 1999

The County of Wellington Official Plan designates the property as "Secondary Agricultural", "Core Greenlands" and "Greenlands". Section 10.4 of the Official Plan indicates that lot creation in Secondary Agricultural areas is permitted. One new lot for residential purposes may be allowed from a parcel of land on March 1, 2005, provided the criteria in Section 10.4.4 is satisfied. In reviewing the criteria for lot creations, the following can be confirmed:

- The Severed Lot will have an area of 1.2 hectares that exceeds the minimum of 0.4 hectares. First and foremost, there are several reasons and justification for the large lot. The Severed Lot will protect the natural heritage features and setbacks. Secondly, the lot size will allow for a home to be further setback from the road to take advantage of the natural setting. Finally, the deeper lot will also allow connection to the Starkey Hill Conservation Area for recreational use.
- The Severed Lot will have access to a municipally maintained Road (Hume Road). The driveway access will be at the easterly side of the Severed Lot and has already been reviewed by Township Public Works in terms of safety and sightlines.
- The Severed Lot will not impact any current agricultural operations. One barn was identified within 500 metres of the Severed Lot boundaries. The Minimum Distance Separation calculation determined a 169 m from the horse barn at 169 Hume Road. The proposed dwelling will be located outside the 169 m MDS setback.
- The Severed Lot is surrounded by existing rural residential uses and open space. There are various sizes and configurations of lots in the area. Existing homes are also located at different distances from Hume Road to take advantage of the natural hummocky setting.
- The Subject Property has been owned by Susan and Jerry Auger since October 14, 2011 (more than five years).

The Site is also designated “Core Greenlands” and “Greenlands” in the County of Wellington Official Plan. The Site contains key hydrological features and includes a portion of the adjacent Arkell-Corwhin Provincially Significant Wetland (PSW) Complex. The Core Greenlands designation includes area that contains PSWs, other wetlands, habitat of endangered or threatened species and fish habitat; and hazardous lands. The Greenlands designation includes areas of other significant features including habitat, steams, valleylands, woodlands, etc.

According to the EIS prepared for the Subject Property, the Severed Lot is designated as Greenlands and Secondary Agricultural and within the GRCA regulation limit but does not include any key hydrologic features or PSWs, and concludes that the proposed severance will have no negative impact to the PSW or its ecological functions as all new development is outside of the 30-metre variable buffer of the Arkell-Corwhin PSW complex. To ensure protection of natural heritage features and function within and adjacent to the proposed severance, a list of recommendations have been contained within the EIS.

For the reasons stated above, it is our opinion that the proposed severance application conforms to the policies of the County of Wellington Official Plan.

Township Zoning By-law

The property is currently zoned “Agricultural” and “Environmental Protection Overlay” in the Township of Puslinch Zoning By-law. A zoning analysis of the proposed lot area and frontages for the Severed and Retained Lot is outlined in the table below.

Reduced Agricultural Lot Requirements	Required Regulation	Severed Lot	Complies	Retained Lot	Complies
Min. Lot Area	0.4 ha	1.2 ha	Yes	6.4 ha	Yes
Min. Lot Frontage	25 m	128 m	Yes	16 m	No

The proposed Severed Lot does not comply to the required minimum lot frontage of 25 m. The proposed lot frontage is 16 m. As a condition of final approval of the consent application, we are aware that a Minor Variance application will be required.

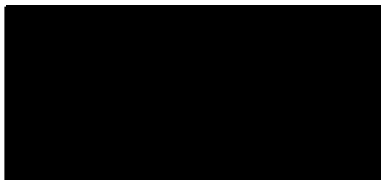
In support of the Consent Application the following documents has been provided:

- A cheque in the amount of \$4,960.00 made payable to the County of Wellington.
- A completed and signed Application form.
- A completed and signed Source Waterloo Protection form.
- Two copies of the severance sketch prepared by Van Harten Surveying Ltd.
- A completed Farm Data Sheet and MDS Calculation Form.
- A copy of the Deed; and
- A copy of the Scoped Environmental Impact Study prepared by Aboud & Associates Inc.

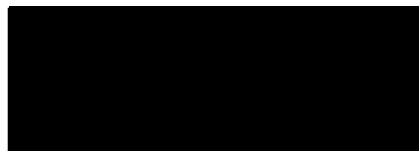
A List of Neighbours was requested and paid to the Township of Puslinch and is to be sent directly to the County of Wellington, Land Division.

If you require any additional information, please contact one of the undersigned below.

Sincerely,
GSP Group Inc.



Hugh Handy, MCIP, RPP
Vice President



Valerie Schmidt, MCIP, RPP
Senior Planner

Cc: Jerry and Susan Auger
Shannon Davison, Aboud & Associates
Jeff Buisman, Van Harten Surveying Ltd.

34. Are there any drainage systems on the retained and severed lands?

YES [] NO []

Type	Drain Name & Area	Outlet Location
Municipal Drain []		Owner's Lands []
Field Drain []		Neighbours Lands []
		River/Stream []

35. Source Water Protection Plan

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of a Source Protection Plan in effect? (www.wellingtonwater.ca)

YES [x] NO []

If YES, please complete the [Source Water Protection Form](#) and submit with your application.

36. Have you had a pre-consultation meeting with **County Planning Staff** before filling out this application form?
Please refer to instruction page.

YES [] NO []

If yes, please indicate the person you have met/spoken to: Zach Prince

37. **If you wish to provide some further information** that may assist the Planning and Land Division Committee in evaluating your application, please provide by a letter and attach it to this application.

NOTES:

1. **One original completed application and two original sketches must be filed with the County of Wellington Planning and Land Division office.** Please provide sketch no larger than 11" x 17".
2. The location of the lands (severed & retained) which are the subject of the application must also be shown on the Surveyor's sketch or on an attached "Key Map" and included with the application.
3. Since the filing fee for applications for consent change from time to time, please contact the Planning and Land Division office for current fee information. This fee may be paid in cash or by cheque payable to the County of Wellington.
4. Additional information about the process, about any particular application or obtaining application forms may be obtained by attending at the County of Wellington Administration Centre, 74 Woolwich Street, Guelph Ontario N1H 3T9, by telephone at 519-837-2600, ext. 2170; or by facsimile (fax) at 519-837-3875.
5. Generally, regular severance application forms are also available at the local municipal office.
6. Some municipalities may require the applicant to complete a pre-consultation prior to the Municipality's submitting comments to the County of Wellington Planning and Land Division Committee. Please check with your local municipality on this matter.
7. If the applicant is a Corporation, then the applicant's Declaration or if applicable, the Owner's authorization too, must be signed by an officer of the corporation who has authority to bind the corporation; or the corporation's seal must be affixed.

OWNER'S/PURCHASER'S AUTHORIZATION:

The Owner/Purchaser must complete the following to authorize applicant, agent or solicitor to act on their behalf.

NOTE: If more than one owner/purchaser is listed in item #2 of this application, then all owners/purchasers must sign this authorization section of the application form or by a letter of authorization duly signed.

If the Owner/Purchaser is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), Susan and Jerry the Registered Owners/Purchasers of
164 Hume Road Of the Township of Puslinch in the
County/Region of Wellington severally and jointly, solemnly declare that
GSP Group c/o Hugh Handy and Valerie Schmidt

Is authorized to sign this

[Redacted Signature]

Signature(s) of Registered Owner(s)/Purchasers or Corporation's Officer

APPLICANT'S DECLARATION

This must be completed by the Applicant for the proposed consent

I, (we) Valerie Schmidt of the
City of Waterloo In the County/Region of
Waterloo Solemnly declare that all
the statements contained in this application for consent for (property description) 164 Hume Road in
Township of Puslinch.

And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.

DECLARED before me at the

CITY Of
KITCHENER In the
County/Region of WATERLOO

[Redacted Signature]

(Owner/Purchaser or Applicant)

This 20 day of MARCH 2023

(Owner/Purchaser or Applicant)

[Redacted Signature]

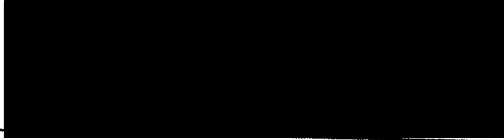
Natasha Wilson, a Commissioner, etc.,
Province of Ontario, for GSP Group Inc.
Expires August 25, 2024.

Commissioner of Oaths
County of Wellington

Printed Commissioner's, etc. Name

APPLICANT'S CONSENT (FREEDOM OF INFORMATION):

In accordance with the provisions of the Planning Act, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, Valerie Schmidt, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.



Signature of Owner/Purchaser/Applicant/Agent(s)

March 28, 2023

Date

THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:

**Secretary-Treasurer
Planning and Development Department
County of Wellington
74 Woolwich Street
Guelph, Ontario
N1H 3T9**

Phone (519) 837-2600 Ext. 2170



FARM DATA SHEET
Minimum Distance Separation I (MDSI)
County of Wellington

NOTE TO FARM OWNER(S)
 By filling out this form you will help to ensure that new land uses will be located a suitable distance from your livestock operation. Feel free to contact the County Planning office with any questions.

Owner(s) of Livestock Facility Brigitte Strachan

Contact Information

Email _____ Telephone _____
 Civic Address 169 Hume Road Municipality Puslinch
 Lot _____ Concession _____ Division _____
 Lot Size (where livestock facility is located) 3.8 hectares 9.7 acres

Signature of Livestock Facility Owner (based on Severance B147-17) Date _____

BARN(S) SIZE Please provide the size of the barns located on the property. This information is used to verify maximum livestock capacity. 163 ft²/m² _____ ft²/m²

- Manure Storage Types** Solid manure: 18% dry matter, or more Liquid manure: <18% dry matter
- V1 Solid, inside, bedded pack
 - V2 Solid, outside, covered
 - V3 Solid, outside, no cover, ≥30% dry matter
 - V4 Solid, outside, no cover, 18% - <30% dry matter, with covered liquid runoff storage
 - V5 Liquid, inside, underneath slatted floor
 - V6 Liquid, outside, with a permanent, tight-fitting cover
 - L1 Solid, outside, no cover, 18%- <30% dry matter, with uncovered liquid runoff storage
 - L2 Liquid, outside, with a permanent floating cover
 - M1 Liquid, outside, no cover, straight-walled storage
 - M2 Liquid, outside, roof, but with open sides
 - H1 Liquid, outside, no cover, sloped-sided storage

Animal Type of Material	Description	Housing Capacity (maximum)	Manure Storage Type (select from list)
Beef Cattle	Cows, including calves to weaning (all breeds)		
	Feeders (7 – 16 months)		
	Backgrounders (7 – 12.5 months)		
	Shortkeepers (12.5 – 17.5 months)		
Dairy Cattle	Milking-age cows (dry or milking)		
	Large-framed; 545 – 658 kg (e.g. Holsteins)		
	Medium-framed; 455 – 545 kg (e.g. Guernseys)		
	Small-framed; 364 – 455 kg (e.g. Jerseys)		
	Heifers (5 months to freshening)		
	Large-framed; 182 – 545 kg (e.g. Holsteins)		
	Medium-framed; 148 – 455 kg (e.g. Guernseys)		
	Small-framed; 125 – 364 kg (e.g. Jerseys)		
	Calves (0 – 5 months)		
	Large-framed; 45 – 182 kg (e.g. Holsteins)		
Medium-framed; 39 – 148 kg (e.g. Guernseys)			
Small-framed; 30 – 125 kg (e.g. Jerseys)			
Horses	Large-framed, mature; >681 kg (e.g. draft or draft cross breeds including unweaned offspring)		
	Medium-framed, mature; 227 – 680 kg (e.g. saddle, riding and racing breeds including unweaned offspring)	7	V3
	Small-framed, mature; <227 kg (e.g. ponies and miniatures including unweaned offspring)		

FARM DATA SHEET (continued)
Minimum Distance Separation I (MDSI)

County of Wellington

Animal Type of Material	Description	Housing Capacity (maximum)	Manure Storage Type (select from list)
Swine	Sows with litter, dry sows or boars		
	Breeder gilts (entire barn designed specifically for this purpose)		
	Weaners (7 – 27 kg)		
	Feeders (27 – 136 kg)		
Sheep	Ewes & rams (for meat lambs; includes unweaned offspring & replacements)		
	Ewes & rams (dairy operation; includes unweaned offspring & replacements)		
	Lambs (dairy or feeder lambs)		
Goats	Does & bucks (for meat kids; includes unweaned offspring and replacements)		
	Does & bucks (for dairy; includes unweaned offspring & replacements)		
	Kids (dairy or feeder kids)		
Chickens	Layer hens (for eating eggs; after transfer from pullet barn)		
	Layer pullets (day-olds until transferred into layer barn)		
	Broiler breeder growers (males/females transferred out to layer barn)		
	Broiler breeder layers (males/females transferred in from grower barn)		
	Broilers on any length of cycle		
Turkeys	Turkey poults (day-old until transferred to grow out turkey barn)		
	Turkey breeder layers (males/females transferred in from grower barn)		
	Breeder toms		
	Broilers (day-olds to 6.2 kg)		
	Hens (day-olds up to 6.2 to 10.8 kg; 7.5 kg is typical)		
	Toms (day-olds to over 10.8 to 20 kg; 14.5 kg is typical)		
	Turkeys at any other weights, or if unknown (by floor area)		
Veal	Milk-fed		
	Grain-fed		
Other	Please refer to Factor Table 1 of The Minimum Distance Separation (MDS) Document for complete list of animal types		
Imported manure	Use the volume of the manure storages		
Unoccupied livestock barns	A livestock barn that does not currently house any livestock, but that housed livestock in the past and continues to be structurally sound and reasonably capable of housing livestock.*		

*NOTE: This should only be used where obtaining information from the farm operator(s) and/or owner(s) was not possible (see Implementation Guideline 20 for more information).

QUESTIONS?

PLEASE CONTACT

County of Wellington
 Planning and Development Department
 74 Woolwich Street, Guelph
 ON N1H 3T9

P 519.837.2600 x2170

F 519.923.1694

MDS I

General information

Application date
Mar 29, 2023

Municipal file number

Proposed application

Lot creation for four, or more, residential lots outside of a settlement area

Applicant contact information

Susan and Jerry Auger
164 Hume Road
Township of Puslinch, ON
N0B 2J0
519-891-7569

Location of subject lands

County of Wellington
Township of Puslinch
PUSLINCH
Concession 10 , Lot 10
Roll number: 2301000008039000000

Calculations

169 Hume Road, Horse Barn

Farm contact information

Brigitte Strachan
169 Hume Road
Township of Puslinch, ON
N0B 2J0

Location of existing livestock facility or anaerobic digester

County of Wellington
Township of Puslinch
PUSLINCH
Concession 10 , Lot 11
Roll number: 2301000008039000000

Total lot size

9.4 ac

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Horses, Medium-framed, mature; 227 - 680 kg (including unweaned offspring)	7	7 NU	1750 ft ²

 **Confirm Livestock/Manure Information (169 Hume Road, Horse Barn)**

The livestock/manure information has not been confirmed with the property owner and/or farm operator.

Setback summary

Existing manure storage	V3. Solid, outside, no cover, >= 30% DM		
Design capacity	7 NU		
Potential design capacity	7 NU		
Factor A (odour potential)	0.7	Factor B (design capacity)	156.66
Factor D (manure type)	0.7	Factor E (encroaching land use)	2.2
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)			169 m (554 ft)
Actual distance from livestock barn			NA
Storage base distance 'S' (minimum distance from manure storage)			No existing manure storage
Actual distance from manure storage			NA

Preparer signoff & disclaimer**Preparer contact information**

Valerie Schmidt
GSP Group Inc.
72 - 201 Victoria Street South
Kitchener, ON
N2G 4Y9

Signature of preparer



March 29, 2023

Valerie Schmidt , Senior Planner

Date (mmm-dd-yyyy)

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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Jana Poechman

From: Source Water <sourcewater@centrewellington.ca>
Sent: Monday, April 3, 2023 11:35 AM
To: Jana Poechman
Cc: Source Water
Subject: RE: B28-23 - Screening Form
Attachments: WHPA-Map_Hume_164.pdf

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you know the contents to be safe.

Hi Jana,

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 | 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: Jana Poechman <janap@wellington.ca>
Sent: March 29, 2023 4:31 PM
To: Source Water <sourcewater@centrewellington.ca>
Subject: B28-23 - Screening Form

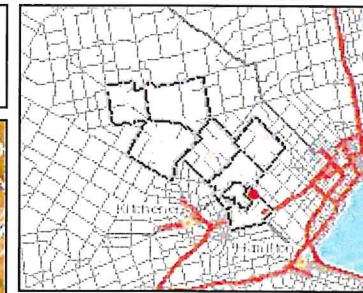
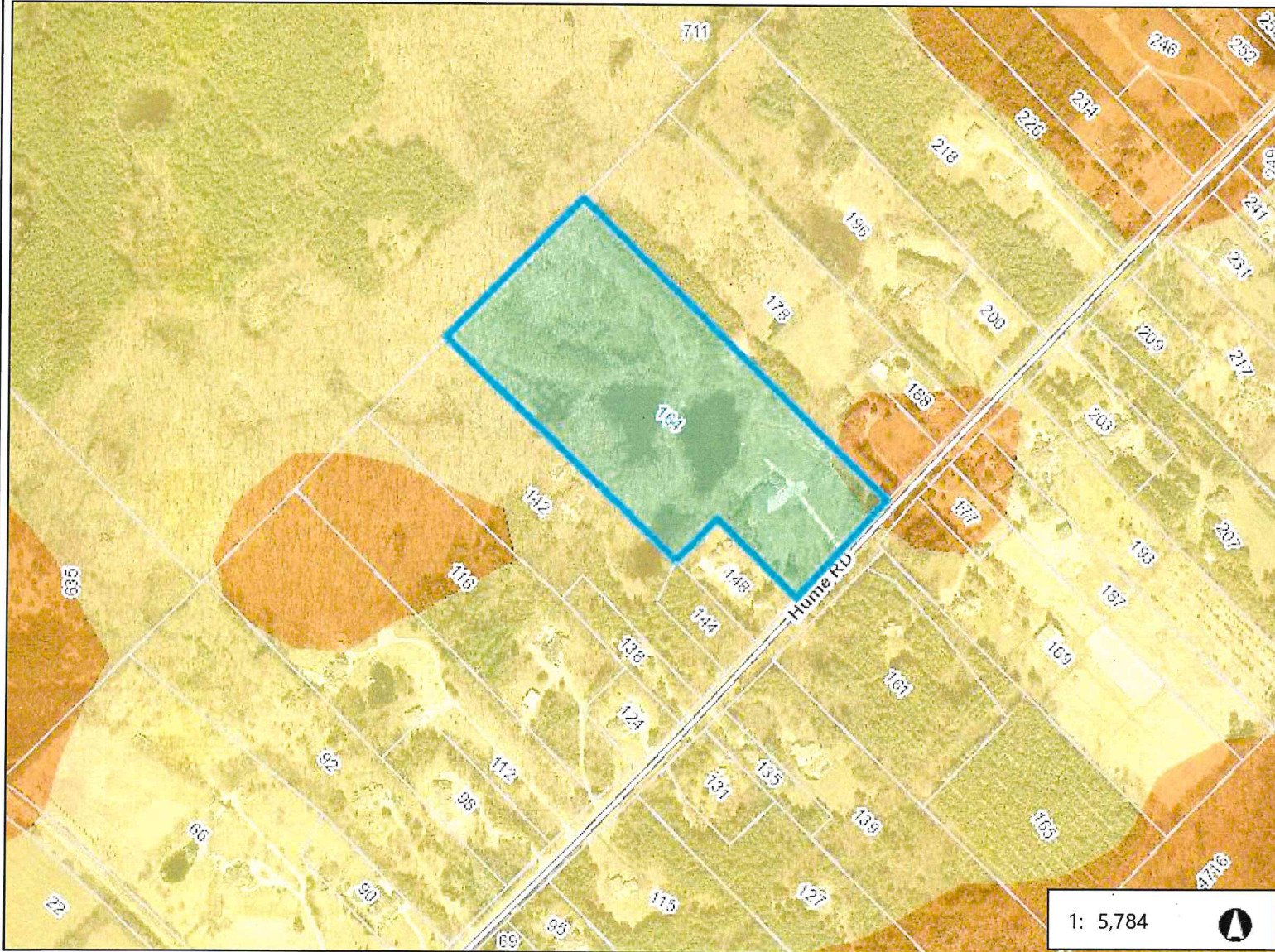
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello.

Here is another consent for our April 5th circulation.

Thanks.
Jana

Jana Poechman
Development and Administration Coordinator
Planning and Development Department
County of Wellington
74 Woolwich Street
Guelph ON N1H 3T9
T 519.837.2600 x 2170
E janap@wellington.ca



Legend

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

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

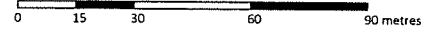
Notes

NOTES:

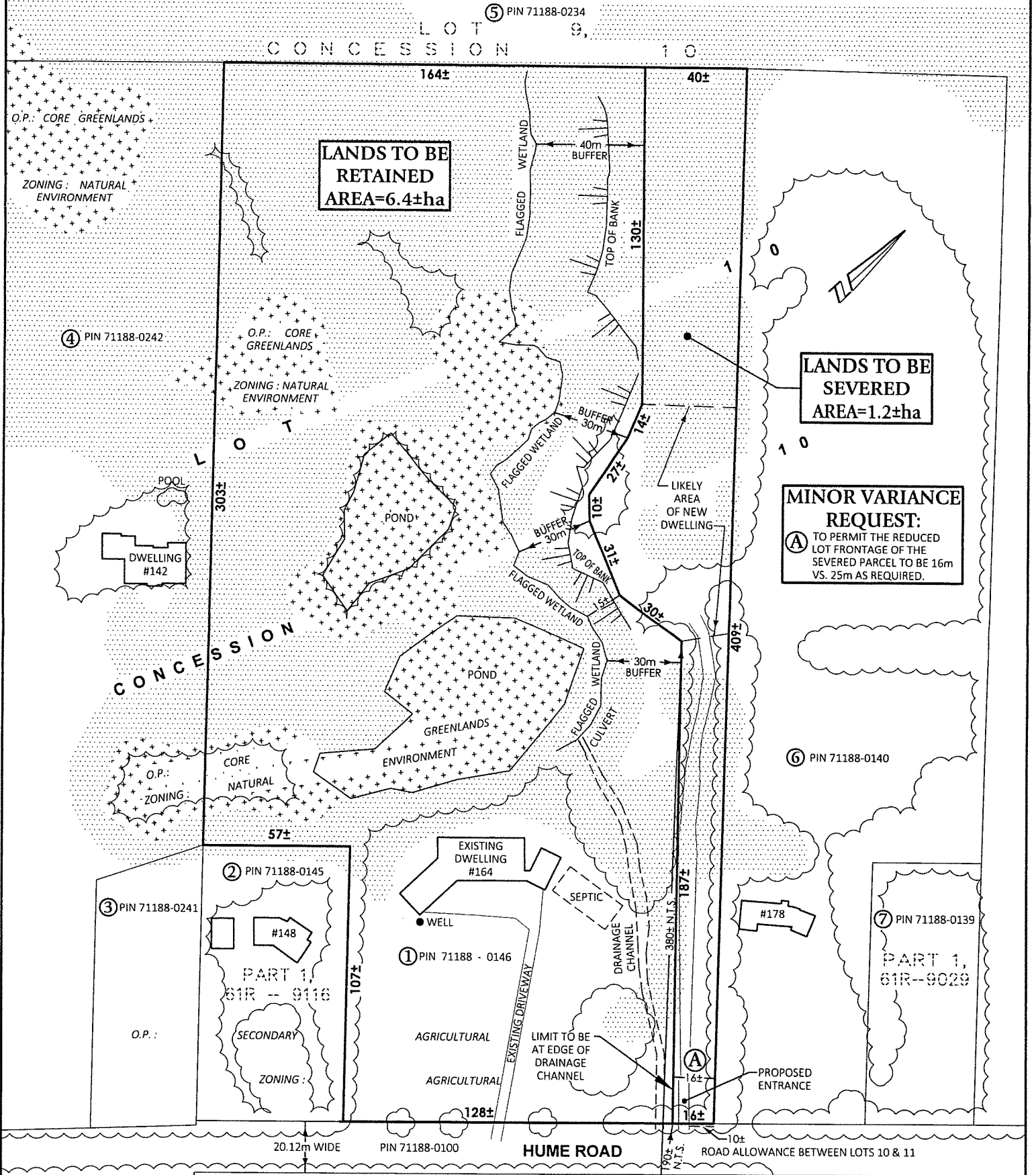
1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL, ENVIRONMENTAL PROTECTION OVERLAY, AND NATURAL ENVIRONMENT.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF SECONDARY AGRICULTURAL, GREENLANDS & CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.
6. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
7. N.T.S. DENOTES NOT TO SCALE.

**SEVERANCE SKETCH
PART OF LOT 10, CONCESSION 10
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON**

SCALE 1 : 1500

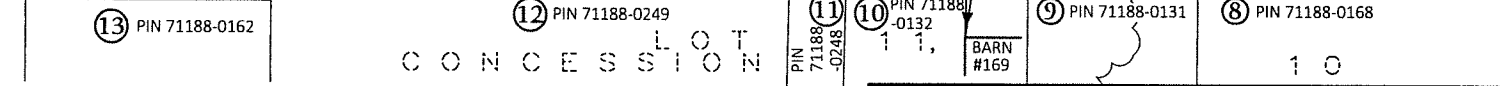


VAN HARTEN SURVEYING INC.



**LANDS TO BE SEVERED
AREA=1.2±ha**


MINOR VARIANCE REQUEST:
Ⓐ TO PERMIT THE REDUCED LOT FRONTAGE OF THE SEVERED PARCEL TO BE 16m VS. 25m AS REQUIRED.



- OP : GREENLANDS
ZONING : ENVIRONMENTAL PROTECTION OVERLAY
- OP : CORE GREENLANDS
ZONING : NATURAL ENVIRONMENT

SURVEYORS CERTIFICATE:
THIS SKETCH WAS PREPARED ON
THE 27th DAY OF MARCH 2023.

JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR



Van Harten

SURVEYING INC.
LAND SURVEYORS and ENGINEERS

Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 29812-21
Mar 27, 2023 - 3:31pm		



REPORT PDAC-2023-001

TO: Planning and Development Advisory Committee

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 9, 2023

SUBJECT: Finance and Budget Training

RECOMMENDATIONS

That staff report PDAC-2023-001 entitled Finance and Budget Training be received for information.

Purpose

The purpose of this report is to provide the Planning and Development Advisory Committee ("Committee") with information regarding financial items specific to the Committee.

Background

The Township begins its annual budget process in June of each year to obtain Council's objectives regarding the overall direction of the proposed budget including the overall direction of service levels.

As part of the budget process, the Township's Advisory Committees must submit their 2024 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee's approved budget proposal will be provided to Council for consideration as part of 2024 budget deliberations.

2023 Approved Capital and Operating Budget

There were no 2023 approved capital budget items applicable to the Committee.

Attached as Schedule A to this Report is the 2023 approved operating budget applicable to the Committee.

2024 Proposed Capital and Operating Budget

Any new 2024 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The above two items including the Advisory Committee Goals and Objectives Standard Operating Procedure is attached as Schedule B to this Report.

As of the date of publishing this report, no 2024 budget requests have been received. Below is a chart the Committee may use to facilitate 2024 budget requests during the June 13, 2023 Committee Meeting for the Committee’s approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2024 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council’s endorsement.

#	Project Title	Description	Related Goal/ Objective	Priority (High, Medium or Low)	Estimated Project Cost	One Time/Continued
1.						
2.						
3.						

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

Summary of Budget Development and Control Policy

The Township adopted a Budget Development and Control Policy on October 27, 2021 to serve as a guideline for the development and control of the Township's annual budgets. The Budget Development and Control Policy and information on current year and previous year approved budgets is located on the Township's website at [Puslinch.ca/budget](https://puslinch.ca/budget).

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2024 budget requests:

- Capital budget sheets are prepared by Department Heads for current year proposed projects and include a brief description of the project, explanation of the need for the project, operating cost impacts, and any link to the Asset Management Plan, other master plans, studies, inspections, etc.

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Operating Budget Methodology which may be applicable to the Committee:

- The base operating budget is prepared using the following methodology with focus on the Township's key initiatives as previously approved by Council:
 - 2-years of historical data, current year to date data, and prior year approved budget is reviewed when developing the proposed base operating budget.
 - Consumer Price Index (CPI) adjustments for volatile commodity price shifts (ie. fuel, natural gas, etc.).
 - Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
 - Provincial or Federal funding announcements.
 - Efficiencies and cost savings achieved through new innovative approaches to delivering services.
 - Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment for Council's approval.

- Base budget increase requests are provided separately via a Base Budget Increase form and require approval from the Chief Administrative Officer and Director of Finance/Treasurer prior to being presented to Council. Base budget increase requests are required if an operating line item expenditure is increasing due to a proposed new project/initiative/service level/governing legislation. These requests are not incorporated in the base operating budget. The Department Head must indicate whether the base budget increase request is one-time or recurring.

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide are attached as Schedule C to this Report.

Financial Implications

Any new 2024 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2024 budget deliberations:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A - 2023 Approved Operating Budget

Schedule B – Advisory Committee Goals and Objectives Standard Operating Procedure, Committee Memo, and Advisory Committee Goals and Objectives Proposal Form

Schedule C - Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide



SOP: Advisory Committee Goals and Objectives

Last updated: October 1, 2021

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

Purpose: Brief description of the department responsible and list the main job functions below:

- Review approved annual committee goals and objectives
- Develop a detailed proposal of how implementation of the goal or objective will be achieved
- Provide a detailed break-down of budget implications if applicable

Procedure:

1. Considerations when developing a detailed proposal:
 - Review of the specific goal or objective.
 - Has the demand or need been adequately established for the initiative? Provide these details in the proposal.
 - Are there legislative requirements that need to be considered and adhered to?
 - Are there comparator municipalities offering something similar? This may not be applicable to all initiatives but should be considered when developing the proposal.
 - Will any aspect the initiative require Township funding? Are there alternatives such as fundraising or grant options available? The committee secretary can assist. If fundraising is recommended, be specific as to how fundraising will be done and what Township resources are required.
 - Develop a detailed breakdown of the costs and include detail documentation for any cost estimates.



- Consider sourcing options and whether any Township Policies such as the procurement policy need to be adhered to. The committee secretary should attend subcommittee meetings to provide this information.
 - Does the initiative require marketing or advertising? Consider the Township media platforms and/or Township events (Fall Fair, Farmer's Market, etc.) and provide detail of how best to inform the community if applicable. Include the cost of advertising if applicable.
 - Will the initiative require staff resources? The committee secretary can assist. Include how many hours per week, and how many staff.
 - Will the initiative generate revenue? Provide details for revenue assumptions. The committee secretary can assist with next steps if this is applicable.
 - Will this be an expense each year or is this a one-time expense?
2. Once the goals and objectives have been approved by Committee and Council:
- If the item does not require funding, the subcommittee can work through the initiative and report back to the committee at the frequency identified.
 - If the item requires budget approval, the subcommittee can begin work once the budget amount has been approved by Council.
 - The committee secretary will work with their department head to complete either a base budget increase request form (operating budget) or a capital budget request form.
 - The subcommittee will submit any quotes to the committee secretary who will confirm the quote meets the approved proposal and budget amount in collaboration with their department head, and ensure the purchase is in compliance with the Township Procurement Policy.
 - The committee member or committee secretary can then make the purchase. If payment up-front is required, the committee secretary will use the corporate credit card in accordance with Township policy. If the purchase can be invoiced, the committee member can proceed with the order once approved by the committee secretary and department head. The committee member will then provide the invoice to the committee secretary to ensure payment is made by the Finance team.
 - The committee secretary will report on the status of goals and objectives to Council at year-end.

COMMITTEE MEMO

TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

SUBJECT: NAME OF MEMO (e.g. Training Opportunities)

RECOMMENDATIONS

To be written by Staff if required and approved by Committee Member submitting memo.

Purpose

Indicate the purpose of the memo. Why is this subject being brought to the committee for consideration.

Background

Provide context to the memo. What events led to this subject being presented to the committee.

Comments

Provide any analysis of the subject or action items that are to be considered by the committee.

Financial Implications

Indicate if there is a financial implication related to the subject. It is recommended that committee member's consult the Committee Secretary if there is a financial implication associated with the topic of the memo.

Attachments

Indicate if there are any supporting materials to the memo such as presentations, pictures, applications, etc.

Note: Memo's must be provided to the Committee Secretary at least 48 hours prior to the agenda being published for review by staff. Agenda's are posted one week before the meeting date.



TOWNSHIP OF
PUSLINCH
EST. 1850

**Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form**

Name of Goal/Objective:

Description of Goal/Objective:

Has the demand or need been adequately established for the initiative?

Yes

No

If yes, provide details supporting the demand/need for the initiative:

Are there legislative requirements that need to be considered and adhered to?

Yes

No

If yes, provide details of legislative requirements that need to be adhered to:



TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch Advisory Committee Goals and Objectives Proposal Form

How will the initiative be funded? (Select all that apply)

Budget Request

Grant

Fundraising

Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)

Provide a detailed breakdown of the costs and attach documentation for any cost estimates.

Will this be an expense each year or will this be a one-time expense?

Expense each year

One-time expense



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Provide how services or items for this project will be sourced. Consider if any Township Policies such as the Procurement Policy need to be adhered to.

Does this initiative require marketing or advertising?

Yes

No

If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in the detailed breakdown above. If an external advertiser is identified an external advertisement proposal must be submitted as well.)

Will this initiative require staff resources?

Yes

No

If yes, describe the staff resources required. (Include how many staff and how many hours per week)



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Will this initiative generate revenue?

Yes

No

If yes, provide details for the amount of revenue and indicate if there is a specific purpose proposed for this revenue.



Title: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Date: December 16, 2020 through By-law No. 058-2020

Subject: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy
File No. A09 EXP
File No. C01 REM

Policy Statement:

The Township of Puslinch (“Township”) shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

Scope:

This policy applies to all Members of Council, Committee Members, and other Appointments.

Purpose:

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

1. Compensation

1.1. The following compensation amounts shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Per meeting compensation of \$108.28 provided to Committee Chairs (excluding Members of Council) effective January 1, 2020.
- Per meeting compensation of \$94.82 provided to Committee Members (excluding Members of Council) effective January 1, 2020.
- Per call compensation of \$104.92 provided to Other Appointments effective January 1, 2020.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2020 and shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Annual compensation of \$27,383 provided to the Mayor
- Annual compensation of \$18,450 provided to each Councillor

2. Benefits (applicable to Members of Council, Excluding the Mayor)

2.1. Township Councillors shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor is covered by the County of Wellington's benefit program.

2.3. When a Member of Council (excluding the Mayor) attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

3. Expenses

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the types of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

4. Equipment, Services, and Supplies (applicable to Members of Council)

- 4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:
- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
 - Township email account
 - Business cards that meet the Township's approved standards
- 4.2. Township equipment requiring replacement and/or service must be brought into the Township office.
- 4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

5. Mileage

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
 - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
 - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The rate per kilometre will be set as follows:

- An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.
- The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.

5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.

5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

6. Expenses Related to Conference/Seminar/Training Sessions

6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.

6.2. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare

(if available) or the economy air fare which was generally available at the time when travel arrangements were made.

- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:

- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of Council.

6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.

6.7. Third party billing is not permitted.

7. Other Expenses

7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:

- Corporate Business Meal * (applicable to Council Members)
- Food or beverage items available to all invitees for Appreciation Night, Beef on a Bun Event, and the Staff Barbeque event.
- Gratuities (within reason and no greater than fifteen percent)
- Parking fees for your vehicle while engaged in Township business
- Taxi, bus and train fares

- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.

- * A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

8. Expense Approval – General

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

- 8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.
- 8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO/Clerk
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

- 8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

9. Accountability

- 9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:
- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
 - Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.
- 9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

- 9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.
- 9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township’s policy review schedule.

From (dd/mm/yy)	To (dd/mm/yy)

Name of Claimant: Surname, First Name

I warrant that I have a valid driver's licence and vehicle insurance coverage.

Claimant's Signature _____

--

Date (DD/MM/YY)

Check if the above is not applicable _____

--

Date (DD/MM/YY)

Approval

Date (DD/MM/YY)

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1						
2						
3						
4						
5						
6						
7						
Total Kilometers			-			
Rate/km			\$ 0.50			
Total Mileage			\$ -			

Business Expense Detail (Attach all original and itemized invoices/receipts)				
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	General Ledger Account Code
1				
2				
3				
4				
5				
6				
7				
Totals			\$ -	
Total \$ Amount Due			\$ -	



Township of Puslinch Conference Expense Guide for Advisory Committees

Conference Approval Process

Conference, seminar or training attendance must be pre-approved through the budget process by Council. Committee Members shall present at the time of budget the conference, seminar or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Committee Meeting regarding the key takeaways from the session(s) attended.

If a Committee wants to amend the Approved Conferences for Committees as outlined below, the Committee must complete an Advisory Committee Goals and Objectives Proposal Form for Council's approval through the annual budget process.

Approved Conferences for Advisory Committees

Heritage Advisory Committee

1. Ontario Heritage Conference (Any Member)
2. National Trust Conference (2 Members)

Recreation Advisory Committee

1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (Any Member)

Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

Conference Registration, Accommodation and Travel Arrangements

Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

Registration, accommodations (at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate), and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card. Third party billing is not permitted.

Conference Travel

- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare, bus fare, or train fare to determine the most cost effective means of travel.
 - Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.



Township of Puslinch

Conference Expense Guide for Advisory Committees

- Parking fees for your vehicle while engaged in Township business are reimbursable, as required.
 - 407 ETR trip toll charges are reimbursable, as required. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
 - When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.
-
- If a personal vehicle is not the most cost effective means of travel, ground transportation via taxi, bus or train fare is reimbursable.

Other Conference Expenses

The following are reimbursable expenses and must be supported by original detailed receipts and shall be included in the annual budget of the Committee:

- Meals while attending a conference, seminar or training session will be reimbursed only if they are not included in the registration fees.
- Gratuities (within reason and no greater than fifteen percent).

The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

The above list is a guideline and may not cover all possibilities of non-reimbursable items.

Expense Approval

An Expense Report and a detailed receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be process. The receipt must include date, description of goods/services and a breakdown of all costs. **A credit card slip for an expense will not be accepted in place of a vendor's receipt.**



Township of Puslinch
PUSLINCH Conference Expense Guide for Advisory Committees

Expense reports and detailed receipts should be submitted to the appropriate support staff. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

The Expense Report is to be submitted to the appropriate support staff by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

Upon submission of a signed Expense Report including all original receipts, Committee Members warrant all claims are related to Township business and are eligible in accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy