



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE TOWNSHIP MUNICIPAL OFFICE –  
7404 WELLINGTON ROAD 34, PUSLINCH  
MARCH 12, 2023  
7:00 p.m.

Register in advance:

<https://us02web.zoom.us/j/89062011953?pwd=QXRRSmgwazdFYUZ1amVQVW95aUpBQT09>

Or join by phone:

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

Canada: +1 587 328 1099

or +1 613 209 3054

or +1 647 374 4685

or +1 647 558 0588

or +1 778 907 2071

or +1 438 809 7799

Webinar ID: 890 6201 1953

Passcode: 480711

International numbers available: <https://us02web.zoom.us/j/89062011953?pwd=QXRRSmgwazdFYUZ1amVQVW95aUpBQT09>

## **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 February 14, 2024 Planning & Development Advisory Committee Minutes**



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE TOWNSHIP MUNICIPAL OFFICE –  
7404 WELLINGTON ROAD 34, PUSLINCH  
MARCH 12, 2024  
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 B7-24 (D10-BRU) – Mary & John Brunsveld – Part Lot 15, Concession 1, municipally known as 4120 Wellington Rd. 35, Township of Puslinch. ≠**

Proposed severance is 1.35 hectares with 78m frontage, existing and proposed rural residential use with existing dwelling, barn for storage, drive shed & silos.

Retained parcel is 47.7 hectares with 385m frontage, existing and proposed agricultural use with existing farm equipment shop.

##### **9.1.2 Severance Application B8-24 (D10-COX) - Brian and Janice Cox – Part Lot 19, Concession 9, municipally know as 4501 Victoria Rd. S., Township of Puslinch. ≠**

Proposed lot line adjustment is 0.38 hectares with no frontage, vacant land to be added to abutting rural residential lot - Troy & Elspeth Cox.

Retained parcel is 38.5 hectares with 338m frontage, existing and proposed agricultural use with existing dwelling, shop & shed.

#### **9.2 Zoning By-Law Amendment Applications**

#### **9.3 Staff Reports**

9.3.1 PDAC 2024-001 - 2022-2026 Planning and Development Advisory Committee Goals and Objectives – Update ≠

### **10. Correspondence**

### **11. New Business**

### **12. Adjournment ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** February 13, 2024  
**MEETING:** Following Committee of Adjustment

The February 13, 2024 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:35 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Councillor John Sepulis, Chair  
Chris Pickard  
Paul Sadhra

**ABSENT:**

Jeffrey Born

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Laura Emery, Communications and Committee Coordinator  
Mehul Safiwala, Junior Planner  
Zachary Prince, Senior Planner, County of Wellington

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2024-007:**

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Committee approves the February 13, 2024 Agenda and receives the reports as corrected and circulated; and**

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

**Consent Item 7.2 Committee questions and staff responses regarding the February 13, 2024 PDAC Agenda.**

**CARRIED**

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

None

**6. DELEGATIONS**

None

**7. CONSENT AGENDA**

**7.1 Approval of the Minutes**

7.1.1 January 9, 2024

**Resolution No. 2024-008:**

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

**That the Planning and Development Advisory Committee approves the Minutes from the meeting held January 9, 2024.**

**CARRIED**

**7.2 Other Consent Items**

None

**8. NOTICE OF PUBLIC MEETINGS/HEARINGS**

None

**9. REPORTS**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**9.1. LAND DIVISION (CONSENTS)**

**9.1.1 Severance Application B62-23 (revised) (D10-DEM) – Flavia Demaren – Part Lot 10, Concession 10, municipally known as 218 Hume Rd., Township of Puslinch. ≠**

Proposed severance is 45 meters frontage x 95 meters = 0.43 hectares, vacant land for proposed rural residential use.

Retained parcel is 3.6 hectares with 56 meters frontage, existing and proposed rural residential use with existing house, shop and pool.

**Resolution No. 2024-009:**

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

**That the Committee supports (revised) Severance Application B62-23 subject to the following condition(s):**

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.
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 enter into a Development Agreement with the Township of Puslinch for the purpose of recovery of the Township's third party costs in relation to any of the Township's conditions, including the peer review of the submitted EIS Brief; and further that the Township 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  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

4. That the EIS Brief prepared by Aboud & Associates Inc. that was provided to the Township be peer reviewed by one of the Township of Puslinch consultant ecologists to the satisfaction of the Township of Puslinch and the County of Wellington; 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.

**CARRIED**

**9.1.2 Severance Application B109-23 (D10-HUS) - Lorraine & Kurt Huschka – Part Lot 6, Concession 3, municipally know as 4487 Wellington Rd. 32, Township of Puslinch. ≠**

Proposed severance is 0.56 hectares with 80m frontage, existing vacant land for proposed rural residential use.

Retained parcel is 19.2 hectares with 500m frontage, existing and proposed agricultural use with existing dwelling, old barns, garage and sheds.

**Resolution No. 2024-010:**

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

**That the Committee supports Severance Application B109-23 subject to the following condition(s):**

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.
2. That the owner enter into a Development Agreement with the Township of Puslinch for the purpose of recovery of the Township's third party costs in relation to any of the Township's conditions; and further that the Township file with the



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**CARRIED**

**9.1.3 Severance Application B1-24 (D10-GAL) – Gallo Contracting Limited – c/o Joseph Gallo – Part Lot 30, Concession Gore, municipally known as 4010 Concession 7, Township of Puslinch. ≠**

Proposed severance is 45m fr x 90m = 0.4 hectares, vacant land for proposed rural residential use.

Retained parcel is 8.4 hectares with 136m frontage, existing and proposed residential and business use with existing dwelling/shop, office and various bins and storage containers.

**Resolution No. 2024-011:**

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

**That the Committee supports Severance Application B1-24 subject to the following condition(s):**

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.
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 enter into a Development Agreement with the Township of Puslinch for the purpose of recovery of the Township's third party costs in relation



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

to any of the Township's conditions; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

4. That the site plan agreement registered as Instrument Number WC675759 is to be deleted from the title for the severed parcel; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. That the owner provide a new site plan drawing to include only the retained parcel 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.
6. That the owner apply for an amendment to the site plan agreement to amend the site plan agreement registered as Instrument Number WC675759 on June 10, 2022 to remove the site plan drawing approved by the Township's consultant engineers on April 25, 2022; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
7. That the owner provide an EIS due to the Life Science ANSI located on the severed parcel to be peer reviewed 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.

**CARRIED**

**9.2 ZONING BY-LAW AMENDMENT APPLICATIONS**

None

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

None

**12. ADJOURNMENT**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FEBRUARY 13, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**Resolution No. 2024-012**

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

**That the Planning and Development Advisory Committee hereby adjourns at 8:09 p.m.**

**CARRIED.**



## **REPORT D10-2024-004**

---

TO: Planning and Development Advisory Committee Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: March 12, 2024

SUBJECT: Consent Application D10/BRU (Brunsveld)  
4120 Wellington Road 35  
Part of Lot 15, Concession 1  
County File No. B7-24

---

### **RECOMMENDATION**

**That Report D10-2024-004 entitled Consent Application D10/BRU be received; and**

**Whereas the Township has reviewed the proposal to sever a surplus farm dwelling from the existing agricultural parcel with frontage on Wellington County Road 35 for the purpose of providing its comments to the approval authority, the County of Wellington Land Division Committee; and**

**Whereas the request for consent to convey includes a proposed severed rural residential lot of 1.35 ha, 78 m of frontage, depth of 189 m, agricultural land with an existing dwelling, barn, driveshed, storage unit and two silos (severed parcel); and the retained parcel being 47.7 ha, 385 m of frontage on Concession 1 road, with an existing farm equipment shop;**

**Therefore, that the Planning and Development Advisory Committee, in consultation with Township staff, recommend that the Township submit the following comments to the County Land Division Committee for consideration:**

**That the Township of Puslinch Planning and Development Advisory Committee recommends approval of the application subject to the following conditions:**

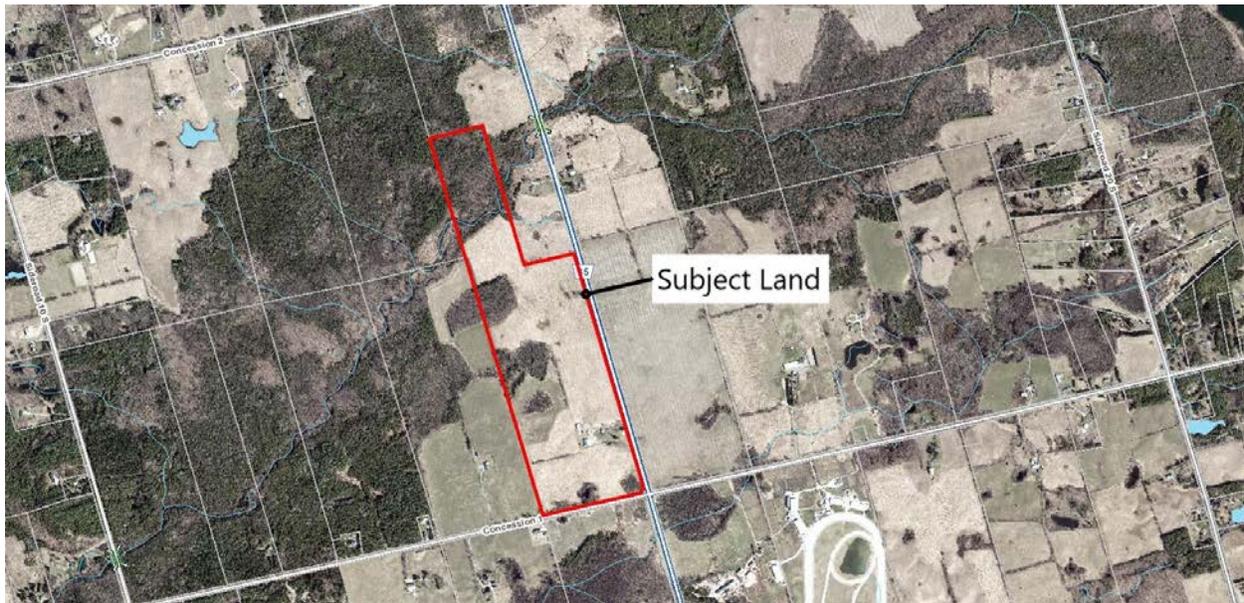
1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (included but not limited to Taxes paid in full and Consent Review/Condition Clearance Fee and Safe Access Clearance Fee) which the Township of Puslinch may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject land; 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.

2. That the owner obtain zoning compliance for the proposed retained parcel to prohibit a primary residence to be built on the property; 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 proposed severed parcel to prohibit livestock in the barn located on the property; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

4. That any fees incurred by the Township of Puslinch 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.

#### Subject Property Key Map



**Summary of Agency/Staff/Public Comments:**

1. Township Planning comments:

<b>Regulation &amp; By-law Section</b>	<b>Required (retained parcel)</b>	<b>Proposed (retained parcel)</b>	<b>Required (severed parcel)</b>	<b>Proposed (severed parcel)</b>
Minimum Lot Area	4 ha	47.7 ha	0.4 ha	1.35 ha
Minimum Lot Frontage	120 m	385 m	25 m	78 m
Minimum Distance Separation (MDS I)	N/A	N/A	N/A	N/A
Zoning Compliance – Permitted Uses	Permitted - Agricultural use	Agricultural use	Permitted - Single Detached Dwelling	Single Detached Dwelling

1. Conservation Authority: Township staff note that the subject property is within the GRCA regulation limits, however the Township did not receive a copy of GRCA comments related to the application prior to the report publication deadline.
2. County of Wellington Preliminary Planning comments: County of Wellington Planner to be present at the meeting to answer any Committee questions and to provide preliminary planning comments.
2. Safe Access: Staff note that the existing driveway to the dwelling is located on Wellington Rd 35 under the jurisdiction of the County of Wellington.
3. Source Water comments: No concerns.
4. Building comments: The applicant will need to provide spatial separation calculations for all the existing farm structures.
5. By-law Enforcement comments: No comments or concerns at this time.
6. Fire Prevention comments: No concerns.
7. Public comments: No comments or concerns at this time.

**Conclusion**

In conclusion, Township planning staff recommend that the Committee support approval of the application with conditions as noted. Staff trust that this report will be of assistance to the Committee in their consideration of this matter and, providing comments to the County Land Division Committee accordingly.

**Engagement Opportunities**

Planning and Development Advisory Committee Meeting  
Public Comment Period  
Township Active Planning Map

**Attachments**

Schedule "A" Application  
Schedule "B" Sketch  
Schedule "C" Staff/Public/Agency Comments

**Respectfully submitted,**

**Reviewed by:**

---

**Mehul Safiwala**  
**Junior Planner**

---

**Justine Brotherston**  
**Municipal Clerk**

February 9, 2024

## 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: January 31, 2024*

### FILE NO. B7-24

#### APPLICANT

Mary & John Brunsveld  
1984 Gore Road  
Puslinch NOB2J0

#### LOCATION OF SUBJECT LANDS

Township of Puslinch  
Part Lot 15  
Concession 1

#### Surplus Farm Dwelling Application

Proposed severance is 1.35 hectares with 78m frontage, existing and proposed rural residential use with existing dwelling, barn for storage, drive shed & silos.

Retained parcel is 47.7 hectares with 385m frontage, existing and proposed agricultural use with existing farm equipment shop.

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

**March 20, 2024**

Comments can be provided by mail at address above or by email [landdivisioninfo@wellington.ca](mailto: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)837-2600x2170 Fax: (519)837-3875

#### **MAILED TO:**

Local Municipality - Puslinch

County Planning

Conservation Authority - GRCA

County Engineering

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

1. Approval Authority:

County of Wellington Planning and Land Division Committee  
County of Wellington Administration Centre  
74 Woolwich Street, GUELPH, Ontario N1H3T9

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

Required Fee: \$ 5160  
Fee Received: Jan 31 /35r  
File No. B7-24  
Accepted as Complete on: Jan 31 /24

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

2. (a) Name of Registered Owner(s) or Purchaser Mary BRUNSVELD and John Albert BRUNSVELD

Address [Redacted]

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) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

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

Jeff Buisman of Van Harten Surveying Inc.  
2106 Gordon Street, Guelph, ON, N1L 1G6

Phone No. 519-821-2763x225

Email: Jeff.Buisman@vanharten.com

(d) All Communication to be directed to:

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

(e) Notice Cards Posted by:

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

(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! [ ] AGRICULTURAL[X] URBAN RESIDENTIAL! [ ] COMMERCIAL/INDUSTRIAL[ ]

Surplus farm dwelling severance for agricultural purposes

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.

Future owner is not known

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

Local Municipality: Township of Puslinch

Concession 1

Lot No. Part of Lot 15

Registered Plan No. \_\_\_\_\_

Lot No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_

Part No. \_\_\_\_\_

Civic Address 4120 Wellington Road 35

(b) When was property acquired: November 2016

Registered Instrument No. WC487459

5. Description of Land intended to be SEVERED:

Metric  Imperial

Frontage/Width 78 / 66±

AREA 1.35 ha±

Depth 189 to 191 ±

Existing Use(s) Agricultural

Existing Buildings or structures: Existing Dwelling, Barn (for storage), Drive Shed & Silos

Proposed Uses (s): Rural Residential

Type of access (Check appropriate space)

Existing

Proposed

Provincial Highway

Right-of-way

County Road

Private road

Municipal road, maintained year round

Crown access road

Municipal road, seasonally maintained

Water access

Easement

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): Individual

Pit Privy

Other (Specify): \_\_\_\_\_

6. Description of Land intended to be **RETAINED**: Metric  Imperial

Frontage/Width **385 / 861 ±** AREA **47.7 ha ±**

Depth **1501 ±** Existing Use(s) **Agricultural**

Existing Buildings or structures: **Farm Equipment Shop**

Proposed Uses (s): **Agricultural (No Change)**

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 checked="" 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 **Not required for agricultural use**

**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): **Not required for agricultural use**

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 metres [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 [X] UNKNOWN [ ]

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.

The application is consistent with Section 2.3.4.2 (c) of the PPS as the surplus residence severance is permitted as a result of farm consolidation. A zone change is required to prohibit a residence on the retained farm parcel.

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.

The Natural Heritage System mapping indicates that there is a Natural Feature on the Retained Parcel, however it is outside of the Severed area and not a concern.

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).

The subject property is designated as Prime Agricultural, Greenlands and Core Greenlands in the Official Plan and this severance follows the guidelines set out in Section 10.3.4 for surplus farm residence severances.

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 [X] NO [ ]**

\*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, Natural Environment and Environmental Protection Overlay**

29. Does the proposal for the subject lands conform to the existing zoning? **YES [ ] NO [X]**  
A Zone Change is required to prohibit a dwelling on the retained (farm) parcel

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.  
For mortgages just provide complete name and address of Mortgagee.

- Mortgage as in INST WC621383 with the National Bank of Canada

**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: Cash Crop  
Type: Dairy [ ] Beef Cattle [ ] Swine [ ] Poultry [ ] Other [X]

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

<u>Retained</u>	Width <u>12±m</u>	Length <u>24±m</u>	Area <u>288±m<sup>2</sup></u>	Use <u>Equipment Shed</u>
<u>Severed</u>	Width <u>8±m</u>	Length <u>15±m</u>	Area <u>55±m<sup>2</sup></u>	Use <u>Driveshed</u>
	Width <u>20±m</u>	Length <u>22±m</u>	Area <u>438±m<sup>2</sup></u>	Use <u>Barn</u>
	Width	Length	Area	Use



January 31, 2024

33040-23

Jeff.Buisman@vanharten.com

County of Wellington Land Division Committee  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9

Attention: Ms. Deborah Turchet

Dear Ms. Turchet,

**Re: Surplus Farm Residence Severance Application and Sketch  
4120 Wellington Road 35  
Part of Lot 15, Concession 1  
PIN 71205-0020  
Geographic Township of Puslinch  
Township of Centre Wellington**

**RECEIVED**

JAN 31 2024

SECRETARY TREASURER  
WELLINGTON COUNTY  
land division committee

Please find enclosed an application for a Surplus Farm Residence Severance on the above-mentioned property. Included with this submission are copies of the Severance Sketch, completed application form, required deeds, PIN report and map, addresses of neighbouring properties, Farm Information Form, a cheque to the GRCA for \$465.00, and a cheque to the County of Wellington for \$5,160.00.

**Proposal:**

The proposal is to sever a surplus farm dwelling from the rest of the agricultural parcel. The subject property is known as #4120 Wellington Road 35 (PIN 71205-0020). The proposed Severed Parcel has a frontage of 78±m, depth of 189±m, for an area of 1.35±ha where the existing dwelling, barn (used for storage), driveshed, storage unit and silos will remain. The Severed Parcel was configured around the existing driveway, accessory buildings, septic, well and edge of field. The existing driveway will continue to provide safe access to the dwelling.

The Severed Parcel contains the dwelling, along with an existing driveshed, barn, and two silos that are intended to stay with the severance. The barn has not been used for livestock in years and is currently used for storage but has been maintained and the desire is to keep it for its aesthetic and rural appeal. There is no intention to use the barn for livestock and the intention is to request a prohibition of livestock in the barn when Zone Change Application to not allow a residence on the retained parcel is submitted to the Township of Puslinch.

The barn on the severed parcel has a ground floor area of 438±m<sup>2</sup> and the driveshed has an area of 55±m<sup>2</sup>, for a total of 493±m<sup>2</sup> which is under the required maximum floor area of 500±m<sup>2</sup> for lots between 1 and 4ha. Therefore, the extent of the accessory buildings for the proposed parcel will conform to zoning.

572 Weber Street North, Unit 7  
Waterloo, ON, N2L5C6  
519-742-8371

2106 Gordon Street  
Guelph, ON, N1L 1G6  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON, L9W 5G5  
519-940-4110

---

www.vanharten.com

The Retained Parcel is a corner lot with a frontage of 385±m along Concession 1 Road, frontage of 861±m along Wellington Road 35, for an area of 47.7±ha. The parcel will continue to be used as part of a large-scale farming operation by John and Mary Brunsveld of Lizton Acres Ltd. - the current owners. The existing farm implement building will remain with the farm parcel and be used for farm equipment and/or temporary crop storage. The accessory building zoning requirements will be met for the retained parcel. There are a few existing field entrances along Concession 1 and County Road 35 that will continue to be used for access.

This type of severance meets the key requirements of Section 10.3.4 of the Wellington County Official Plan for surplus farm residence severances. The key requirements for a "Surplus Residence Severance" which have been met and are described below:

First, there must be a Bona Fide Farmer for the farmland. The existing owners, Mary and John Brunsveld of Lizton Acres Ltd. intend to retain the large agricultural parcel as part of their large-scale farming operation. The Farm Information Form shows that Lizton Acres Ltd owns and rents a number of farms in the immediate area.

Second, the retained agricultural lands are to be rezoned to prohibit a residential use. A zone change application will be submitted after the severance is approved to address this.

Third, the severed surplus parcel is to be no larger than the area of residence and not disrupt the farming operation. The proposed parcel has an area of 1.35±ha and has been configured around the existing dwelling, accessory buildings, driveway, hydro line, septic, cut grass, and natural features. The majority of the proposed lot lines run along the edge of the fields so that minimal existing agricultural field is included with the severance. The proposed lot configuration is logical to accommodate the existing buildings and takes into consideration environmental and topographic features.

Please call me if you or the Planning Staff have any questions.

Very truly yours,  
Van Harten Surveying Inc.



**Jeffrey E. Buisman** B.E.S, B.Sc.  
*Ontario Land Surveyor*

cc Mary and John Brunsveld

33. **Manure Storage Facilities** on these lands: None

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 [ ]

34. Are there any drainage systems on the retained and severed lands? Unknown 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](http://www.wellingtonwater.ca)) YES [ ] NO [X]

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 [X]

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

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.

Please see covering letter.

**NOTES:**

- 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".
- 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.
- 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.
- 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.
- Generally, regular severance application forms are also available at the local municipal office.

**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), Mary BRUNSVELD & John Albert BRUNSVELD the Registered Owners/Purchasers of

Part of Lot 15, Concession 1, as in INST RQ704806 Of the Township of Puslinch in the County/Region of Wellington severally and jointly, solemnly declare that

Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc,

Is authorized to submit an application for consent on my (our) behalf.

X [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) Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc. of the

City of Guelph In the County/Region of

Wellington Solemnly declare that all

the statements contained in this application for consent for (property description)

Part of Lot 15, Concession 1, as in INST RQ704806 Of the 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 the

City Of

Guelph In the

County/Region of Wellington

This 30 day of 0 2021

[Redacted Signature]

Commissioner of Oaths

[Redacted Signature]

/// (Owner/Purchaser or Applicant)

\_\_\_\_\_

(Owner/Purchaser or Applicant)

James Michael Laws,  
a Conciissiu iei, etc.,  
Province of Ontario  
Printed Commissioner's, etc. Name  
Expires May 11 T

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, Jeff Buisman of Van Harten Surveying Inc., 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)

Jan 30, 2024  
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 INFORMATION FORM

## Surplus Farm Dwelling Severance Application

### PART A: Background

This form is used to help determine whether an application to sever a surplus farm dwelling is consistent with the Provincial Policy Statement and conforms to the County Official Plan. The excerpts provided in this form are for convenience purposes only. Reference to the complete policy documents should also be made by applicants and their consultants. Preconsultation with County planning staff is encouraged prior to filing a severance application.

#### Provincial Policy Statement

The 2005 Provincial Policy Statement restricts residential lot creation in prime agricultural areas to severance of a surplus farm dwelling (referred to as a residence surplus to a farming operation as a result of farm consolidation):

Lot creation in prime agricultural areas is discouraged and may only be permitted for....c) a residence surplus to a farming operation as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance...

The term 'residence surplus to a farming operation' is defined as "an existing farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation)".

#### County Official Plan

Section 10.3.4 of the County Official Plan provides the following policy direction concerning severance of a residence surplus to a farming operation:

A severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.

### PART B: Farm Information

Please provide the following information about your farm.

*16*  
*900*

1. Name of Farm Operation			2. Total Size of Overall Farm Operation
<i>LizAort Acr-S Lid L&amp;rUnS /d)</i>			<i>276</i> ac or ha
3. Please identify the farms which are part of the farm operation:			4. Will the remnant farm parcel be operated as part of the overall farm operation?
Municipality	Lot & Concession	Size (ac or ha)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Hamilton (Eben Bever?)</i>	<i>Lot 18. OOM(?)</i>	<i>96 Ac</i>	5. Is the surplus residence habitable?
			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

[Redacted]

*Mary Land Line*

[Redacted]

*Cell of John*

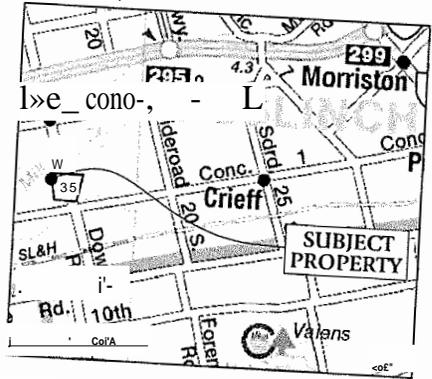


**SEVERANCE SKETCH  
PART OF LOT 15, CONCESSION 1,  
TOWNSHIP OF PUSLINCH  
COUNTY OF WELLINGTON**

SCALE 1 : 4000  
0 25 50 100 200 250 metres

VAN HARTEN SURVEYING INC.

**KEYMAP:**



**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, NATURAL ENVIRONMENT & ENVIRONMENTAL PROTECTION OVERLAY.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME 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. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

- O.P. : GREENLANDS
- ZONING: ENVIRONMENTAL PROTECTION OVERLAY
- COUNTY O.P. : CORE GREENLANDS
- ZONING: NATURAL ENVIRONMENT

**SURVEYOR'S CERTIFICATE:**  
THIS SKETCH WAS PREPARED  
ON THE 31st DAY OF JANUARY, 2024

**JEFFREY E. BUISMAN**  
ONTARIO LAND SURVEYOR



**Van Harten**  
LAND SURVEYORS - ENGINEERS

Kitchener/Waterloo  
Ph: 519-742-8371

Guelph  
Ph: 519-821-2763

Orangeville  
Ph: 519-940-4110

www.vanharten.com

info@vanharten.com

J.DRAWN BY: AN

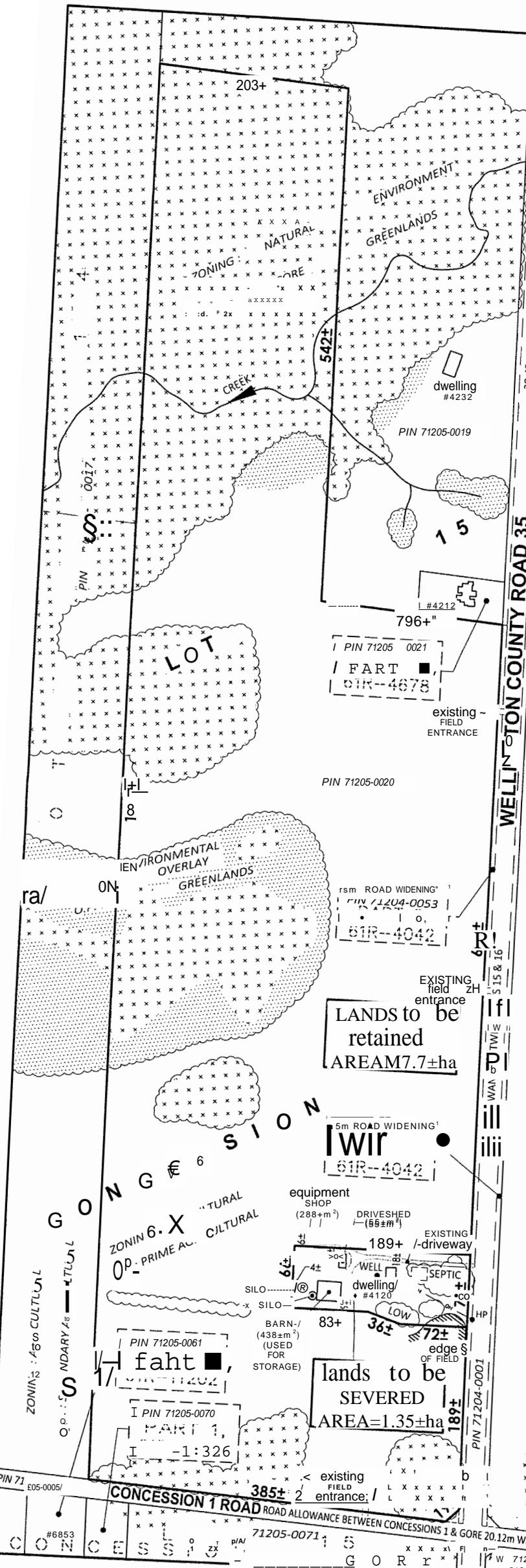
CHECKED BY: JB

PROJECT No. 33040-23

Jan 31, 2024-8:41:49 AM

G:\PUSLINCH\Con1\ACAD\6EV LOT 15 (BRUNSVELD) UTM 2010.dwg

© 2024 THIS SKETCH IS PROTECTED BY COPYRIGHT



## Lynne Banks

---

**From:** Andrew Hartholt  
**Sent:** Friday, February 16, 2024 10:44 AM  
**To:** Lynne Banks  
**Subject:** RE: Consent Application B7-24 - 4120 Wellington Rd 35

Hey Lynne,

The applicant will need to provide spatial separation calculations for all the existing farm structures. A qualified BCIN designer should perform the spatial separation analysis. Likely, the existing structures will not meet the spatial separation limits and require upgrades for fire resistance rating & exterior cladding requirements based on the current limiting distances of approximately 6m & 9m. Separate building permits would be required for any upgrades needed.

Spatial separation requirements may be reduced or eliminated if the existing farm buildings are converted to residential accessory use only. This option would require a "change of use" building permit. The "change of use" permit would require an evaluation by an engineer that the existing structure is suitable for residential accessory use. Structural upgrades may be necessary as a result of the assessment by the engineer.

Demolition of buildings is also an option if none of the above is feasible. A demolition permit is encouraged if this option is pursued by the applicant.

  
Andrew Hartholt  
Chief Building Official  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
519-763-1226 ext. 229 [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:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Tuesday, February 13, 2024 10:25 AM  
**To:** Mike Fowler <mfowler@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Justine Brotherston <jbrotherston@puslinch.ca>; Mehul Safiwala <msafiwala@puslinch.ca>; Monika Farncombe <mfarncombe@puslinch.ca>  
**Subject:** Consent Application B7-24 - 4120 Wellington Rd 35  
**Sensitivity:** Confidential

Attached please find the consent application for the above property, for your review and comments. Please provide comments by February 29, 2024.

Thanks –

Lynne

## Lynne Banks

---

**From:** Jacob Normore  
**Sent:** Tuesday, February 13, 2024 10:36 AM  
**To:** Lynne Banks  
**Subject:** RE: Consent Application B7-24 - 4120 Wellington Rd 35

Hi Lynne,

By-law has no comments or concerns at this time.

Kind Regards,



Jacob Normore  
By-law Enforcement, Property Standards and Licensing Officer  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
P: 519-763-1226 ext. 215 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)

**PUSLINCH**

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** Tuesday, February 13, 2024 10:25 AM  
**To:** Mike Fowler <[mfowler@puslinch.ca](mailto:mfowler@puslinch.ca)>; Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>; Brent Smith <[bsmith@puslinch.ca](mailto:bsmith@puslinch.ca)>; Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Justine Brotherston <[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)>; Mehul Safiwala <[msafiwala@puslinch.ca](mailto:msafiwala@puslinch.ca)>; Monika Farncombe <[mfarncombe@puslinch.ca](mailto:mfarncombe@puslinch.ca)>  
**Subject:** Consent Application B7-24 - 4120 Wellington Rd 35  
**Sensitivity:** Confidential

Attached please find the consent application for the above property, for your review and comments. Please provide comments by February 29, 2024.

Thanks –

Lynne



Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
519-763-1226 ext. 226 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)

## Lynne Banks

---

**From:** Brent Smith  
**Sent:** Tuesday, February 13, 2024 10:43 AM  
**To:** Lynne Banks  
**Subject:** RE: Consent Application B7-24 - 4120 Wellington Rd 35

[REDACTED]

Hi Lynne,  
Puslinch Fire and Rescue Services reviewed the above referenced consent application for 4120 Wellington Rd. South on February 13, 2024. The department has no concerns providing the access driveway can allow emergency vehicles to get close to the buildings without vegetation such as overhanging branches etc. impeding access.  
Thanks  
Brent Smith  
CFPO  
Puslinch Fire and Rescue Services

---

**From:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Tuesday, February 13, 2024 10:25 AM  
**To:** Mike Fowler <mfowler@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Justine Brotherston <jbrotherston@puslinch.ca>; Mehul Safiwala <msafiwala@puslinch.ca>; Monika Farncombe <mfarncombe@puslinch.ca>  
**Subject:** Consent Application B7-24 - 4120 Wellington Rd 35

[REDACTED]

Attached please find the consent application for the above property, for your review and comments. Please provide comments by February 29, 2024.

Thanks –

Lynne



Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
519-763-1226 ext. 226 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)



## **REPORT D10-2024-005**

---

TO: Planning and Development Advisory Committee Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: March 12, 2024

SUBJECT: Consent Application D10/COX (Cox)  
4501 Victoria Road South  
Part of Lot 19, Concession 9  
County File No. B8-24

---

### **RECOMMENDATION**

**That Report D10-2024-005 entitled Consent Application D10/COX be received; and**

**Whereas the Township has reviewed the proposal to sever a vacant parcel to be added to an adjacent residential lot through lot line adjustment, for the purpose of providing its comments to the approval authority, the County of Wellington Land Division Committee; and**

**Whereas the request for consent to convey includes a proposed severed vacant parcel of 0.38 ha to be added to the adjacent parcel, municipally known as 4523 Victoria Road South, resulting in a merged parcel to be a total area of 1.02 ha; and the retained parcel being 38.5 ha with 338 m of frontage, with an existing single detached dwelling, shop and shed. It is noted that based on the sketch provided by the applicant and aerial photo, there is existing pool constructed on the lot line between 4501 & 4523 Victoria Road South for which the Township does not have a record of an approved permit.**

**Therefore, the Planning and Development Advisory Committee in consultation with Township staff, recommend that the Township submit the following comments to the County Land Division Committee for consideration:**

**That the Township of Puslinch Planning and Development Advisory Committee supports the approval of the application subject to the following conditions:**

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (included but not limited to Taxes paid in full and Consent Review/Condition Clearance Fee and Safe Access Clearance Fee) which the Township of Puslinch may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject land; 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.

2. That the owner obtain zoning compliance and compliance with all other Township regulatory By-laws, for the proposed parcel; 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 any fees incurred by the Township of Puslinch 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.

#### Subject Property Key Map



**Summary of Agency/Staff/Public Comments:**

## 1. Township Planning comments:

Regulation & By-law Section	Lot Area	Minimum Lot Frontage	Existing use (E)/Proposed use (P)
Required ( <b>retained</b> parcel)	4 ha	120 m	Single Detached Dwelling (E)
Proposed ( <b>retained</b> parcel)	38.5 ha	338 m	Single Detached Dwelling (E)
Adjustment ( <b>severed</b> parcel)	0.38 ha	N/A	N/A
Proposed ( <b>merged</b> parcel)	1.02 ha	6.1 m ( )	Single Detached Dwelling (E)

2. Conservation Authority: Township staff note that the subject property is within the GRCA regulation limits, however the Township did not receive a copy of GRCA comments related to the application prior to the report publication deadline.
3. County of Wellington preliminary planning comments: County of Wellington Planner to be present at the meeting to answer any Committee questions and to provide preliminary planning comments.
4. Safe Access: Both parcels have existing access.
5. Source Water comments: 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*.
6. Building comments: The Township does not have any record of the shed or pool building on file. There are records of an attached deck with the existing house, but nothing beyond that. The applicant will be required to provide a detailed site plan showing the sizes and setbacks of the existing structures (deck(s), house & shed), pools & fences in order to determine compliance with the Township Zoning By-law, Building code, and the Township Pool Enclosure By-law.
7. By-law Enforcement Comments: Compliance with all Municipal Regulatory By-laws is required as a condition of consent
8. Fire Prevention Comments: No concerns.
9. Public Comments: No comments received.

**Conclusion**

In conclusion, Township planning staff recommend that the Committee support approval of the application with conditions as noted. Staff trust that this report will be of assistance to the Committee in their consideration of this matter and, providing comments to the County Land Division Committee accordingly.

**Engagement Opportunities**

Planning and Development Advisory Committee Meeting

Public Comment Period

Township Active Planning Map

**Attachments**

Schedule "A" Application

Schedule "B" Sketch

Schedule "C" Staff/Public/Agency Comments

**Respectfully submitted,**

**Reviewed by:**

---

**Mehul Safiwala**  
**Junior Planner**

---

**Justine Brotherston**  
**Municipal Clerk**

February 9, 2024

## 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: January 31, 2024

### FILE NO. B8-24

#### APPLICANT

Brian & Janice Cox  
4501 Victoria Rd S  
Puslinch NOB2J0

#### LOCATION OF SUBJECT LANDS

Township of Puslinch  
Part Lot 19  
Concession 9

Proposed lot line adjustment is 0.38 hectares with no frontage, vacant land to be added to abutting rural residential lot - Troy & Elspeth Cox.

Retained parcel is 38.5 hectares with 338m frontage, existing and proposed agricultural use with existing dwelling, shop & shed.

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

**March 20, 2024**

Comments can be provided by mail at address above or by email [landdivisioninfo@wellington.ca](mailto: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)837-2600x2170 Fax: (519)837-3875

#### MAILED TO:

Local Municipality - Puslinch                      County Planning                      Conservation Authority - GRCA

Source Water Protection                      Neighbouring Municipality - City of Guelph

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

SECTION B

Required Fee: \$ 5160  
Fee Received: Jan 31/24

File No. B8-24  
Accepted as Complete on: Jan 31/24

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

SECTION B: Parcel from which land is being transferred

2(a) Name of Registered Owner(s) or Purchaser Brian Cox and Janice Cox

Address [Redacted]

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) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

(c) Name and Address of Owner's/Purchasers Authorized Agent: \_\_\_\_\_

Jeff Buisman of Van Harten Surveying Inc.  
2106 Gordon Street, Guelph, ON, N1L 1G6

Phone No. 519-821-2763 x225 Email: Jeff.Buisman@vanharten.com

(d) All Communication to be directed to:

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

(e) Notice Cards Posted by:

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

(f) Number of Certificates Requested: 1

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

[X] Conveyance to effect an addition to a lot

[ ] Other (Specify – e.g. mortgage, lease, easement, Right-of-way, correction of title):

\_\_\_\_\_

(b) Provide legal description of the lands to which the parcel will be added:

Part of Lot 19, Concession 9, Part 1, 61R-20770 (PIN 71189-0172)

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

Local Municipality: Township of Puslinch

Concession 9

Lot No. Part of Lot 19

Registered Plan No. \_\_\_\_\_

Lot No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_

Part No. \_\_\_\_\_

Civic Address 4501 Victoria Road South

(b) When was property acquired: April 1983

Registered Instrument No. ROS265891

5. Description of Land intended to be SEVERED:

Metric  Imperial

Frontage/Width 48 / 26 ±

AREA 0.38 ha A

Depth 103 ±

Existing Use(s) Vacant Land / Grass

Existing Buildings or structures: None

Proposed Uses (s): To be added to #4523 Victoria Road South (PIN 71189-0172) for lot line adjustment and additional rear yard.

Type of access (Check appropriate space)

Existing  Proposed

Provincial Highway

Right-of-way

County Road

Private road

Municipal road, maintained year round

Crown access road

Municipal road, seasonally maintained

Water access

Easement

Other Entrance on Lands to be Added to

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

Municipally owned and operated piped water system

Well  individual  communal

Lake

Other (specify): Well on the Lands to be Added to

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

Municipally owned and operated sanitary sewers

Septic Tank  individual  communal

Pit Privy

Other (specify): Septic on the Lands to be Added

6. Description of Land intended to be RETAINED:

Metric  Imperial

Frontage/Width 338 / 404 A

AREA 38.5 ha A

Depth 1005 A

Existing Use(s) Agricultural

Existing Buildings or structures: Dwelling, Shop, Shed

Proposed Uses (s): No Change

Type of access (Check appropriate space)

Existing [X]

Proposed [ ]

- Provincial Highway
- County Road
- Municipal road, maintained year round
- Municipal road, seasonally maintained
- Easement

- Right-of-way
- Private road
- Crown access road
- Water access
- Other (specify) \_\_\_\_\_

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

- Municipally owned and operated piped water system
- Well  individual  communal
- Lake
- Other (specify):

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

- Municipally owned and operated sanitary sewers
- Septic Tank  individual  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 [X]  
 \*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 [X]
9. Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? YES [ ] NO [X]
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 [X] NO [ ]
11. Is there any portion of the land to be severed or to be retained located within a floodplain? YES [ ] NO [X]
12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? YES [ ] NO [X]
13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? YES [ ] NO [X]
14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? YES [ ] NO [X]
15. Is there a noxious industrial use within 500 meters [1640']? YES [ ] NO [X]
16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? YES [ ] NO [X]

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 [X] UNKNOWN [ ]

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 [X] NO [ ]

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.**

**Previous Severance for Rural Residential purposes – April 2016 by INST WC466133; Part 1, 61R-20770 and File No. B14/15. Transferee Name: Troy Cox & Elspeth Cox**

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.

**The application is consistent with the PPS. There are no MDS concerns as the structures already exist and a lot line adjustment is deemed not to create a new lot.**

25. In addition to the 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.

**The Natural Heritage System mapping indicates that there are wetland features near the parcel. However, the proposed Severance Parcel lot lines were positioned outside of the wetland boundary.**

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).

**The subject property is designated as Greenlands and Core Greenlands. This proposal follows the guidelines set out in Section 5.6.1 for parcels designated as Greelands/Core Greelands that state that lot line adjustments can occur as long as they are not within a wetland or sensitive area. The lot lines were configured to be outside of the boundary of the wetland so that no site alteration is occurring within the wetland. The subject property has an underlying designated of Secondary Agricultural. This proposal follows the guidelines set out in Section 10.4.6 for Secondary Agricultural parcels that state that lot line adjustments are permitted where no adverse effect on agriculture will occur. There are not any agricultural activities occurring on the subject property as it is covered by forest.**

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. What is the zoning of the subject lands? **Greenlands/Core Greenlands/Secondary Agricultural**

28. Does the proposal for the subject lands conform to the existing zoning? YES  NO

If NO, a) has an application been made for re-zoning?  
 YES  NO  File Number \_\_\_\_\_

b) has an application been made for a minor variance?  
 YES  NO  File Number \_\_\_\_\_

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

If the answer is YES, please provide a copy of the relevant instrument.  
 For mortgages, provide complete name and address of Mortgagee

- **Severed Parcel: Mortgage as in INST. WC288366 with the Royal Bank of Canada**
- **Easement as in INST. IS11017 & ROS265891**
- **Added to Parcel: Mortgage as in INST. WC559399 with Royal Bank of Canada**

Questions 30 – 33 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"

30. **Type of Farm Operation** conducted on these subject lands: **Not Applicable**

Type: Dairy  Beef Cattle  Swine  Poultry  Other

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

<u>Severed</u>	Width	Length	Area	Use
	Width	Length	Area	Use
<u>Retained</u>	Width <b><u>13±m</u></b>	Length <b><u>17±m</u></b>	Area <b><u>221±m<sup>2</sup></u></b>	Use <b><u>Shop</u></b>
	Width <b><u>9±m</u></b>	Length <b><u>11±m</u></b>	Area <b><u>99±m<sup>2</sup></u></b>	Use <b><u>Storage Shed</u></b>

32. **Manure Storage Facilities** on these lands: **None**

<b><u>DRY</u></b>		<b><u>SEMI-SOLID</u></b>		<b><u>LIQUID</u></b>	
Open Pile	<input type="checkbox"/>	Open Pile	<input type="checkbox"/>	Covered Tank	<input type="checkbox"/>
Covered Pile	<input type="checkbox"/>	Storage with Buck Walls	<input type="checkbox"/>	Aboveground Uncovered Tank	<input type="checkbox"/>
				Belowground Uncovered Tank	<input type="checkbox"/>
				Open Earth-sided Pit	<input type="checkbox"/>



January 31, 2024

31961-22

Jeff.Buisman@vanharten.com

County of Wellington Land Division Committee  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9

Attention: Deborah Turchet

Dear Ms. Turchet:

**Re: Lot Line Adjustment Application and Sketch  
4523 & 4501 Victoria Road South  
Part of Lot 19, Concession 9  
PIN 71189-0172 & 71189-0173  
Township of Puslinch**

**RECEIVED**

**JAN 31 2024**

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

Please find enclosed an application for a Lot Line Adjustment Severance and Sketch on the above-mentioned properties. Included with this submission are copies of the Severance Sketch, completed application form, the required deeds, PIN report and map, addresses of neighbouring properties, Sourcewater Protection Form, a cheque to the GRCA for \$465.00 and a cheque to Wellington County for \$5,160.00.

**Proposal:**

The proposal of this lot line adjustment is to sever a small 0.38±ha portion of vacant land from #4501 Victoria Road South (PIN 71189-0173) and merge it with the adjacent parcel at #4523 Victoria Road South (PIN 71202-0128). This boundary adjustment will allow for the existing cut grass and yard being used by #4523 to be added to that property.

The proposed Severed Parcel is vacant and will have a width of 48±m, depth of 103±m, for an area of 0.38±ha and consists of some cut grass and trees. The merged parcel will have a total area of 1.02 ha.

The Severed Parcel does not include any natural feature such as a wetland or floodplain and includes a small berm as a protection feature to the wetlands.

The Lands to be Added to (#4523) is flagged shaped with a frontage of 6.1m along Victoria Road South, widening to 67±m, in the middle and 48±m at the rear, for an area of 0.64±ha. The parcel contains an existing dwelling and shed that will remain. This parcel was previously created by consent (B14/15) in April 2016 and Minor Variance (D13/COX) was also approved to allow for the reduced frontage of 6m.

572 Weber Street North, Unit 7  
Waterloo, ON, N2L 5C6  
519-742-8371

2106 Gordon Street  
Guelph, ON, N1L 1G6  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON, L9W 5G5  
519-940-4110

---

[www.vanharten.com](http://www.vanharten.com)

---



The Retained Parcel (#4501) has a frontage of 338±m, a depth of 1005±m, for an area of 38.5±ha. There is currently a residential dwelling, shop and a storage building that will remain. The Retained Parcel is mainly forested and the small parcel to be severed is on the opposite side from the dwelling and outside of the sensitive wetland areas that is on the majority of the large parcel.

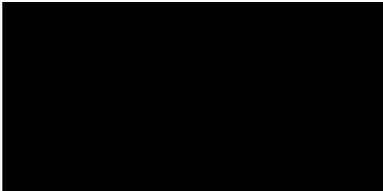
The subject properties have an underlying zoning of Agricultural and the majority of the parcel is zoned Greenlands and Core Greenlands. The Zoning requirements are met for the Merged and Retained Parcels in terms of lot frontage and areas and the existing uses will remain. The 6m frontage of #4523 was approved through a previous minor variance application and conforms to zoning.

The properties have an Official Plan Designation of Secondary Agricultural, Greenlands and Core Greenlands. The proposed lot line adjustment parcel is within the Greenlands designation. Section 10.2.1 states that new lots are restricted with exceptions including *b) the lot provides a minor boundary adjustment or correction of title and does not require any activity which would impair Greenland features or functions*. The severed parcel excludes the Core Greenlands feature and this is a proposal to slightly re-configure the parcel and allow for the extension of rear yard that is already used as such.

In summary, the proposal is for a boundary adjustment to capture the existing outdoor amenity space currently used by #4523 without impacting features and adhering to the Zoning requirements.

Please call me if you or the Planning Staff have any questions.

Very truly yours,  
Van Harten Surveying Inc.



**Jeffrey E. Buisman** B.E.S, B.Sc.  
*Ontario Land Surveyor*

cc Troy Cox  
cc Janice & Brian Cox

33. Are there any drainage systems on the retained and severed lands? **Unknown** YES [ ] NO [ ]

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

**34. 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](http://www.wellingtonwater.ca)) YES [X] NO [ ]

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

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

YES [ ] NO [X]

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

36. If a **new farm operation**, or **new crops**, or **new farm buildings** are being proposed for the severed and/or retained lands. Please provide some details:

None

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.

Please see covering letter.

**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" of the local municipality 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. 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.
6. 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.
7. **ONE CONSOLIDATED SKETCH WITH APPROPRIATE NOTES AND MARKINGS MAY SUFFICE FOR SECTIONS A AND B OF THIS CONSOLIDATED APPLICATION FORM for LOT LINE ADJUSTMENTS ONLY.**

**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 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.

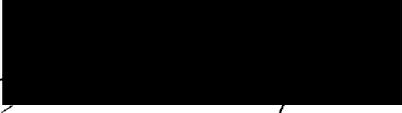
I, (we), BRIAN & JANICE COX the Registered Owners/Purchasers of

Part of Lot 19, Concession 9 Of the Township of Puslinch

in the County/Region of Wellington severally and jointly, solemnly declare that

Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc.

Is authorized to submit an application for consent on my (our) behalf.

X  

Signature(s) of Registered Owner(s), Purchaser or Corporation's Officer

**APPLICANT'S DECLARATION**

This must be completed by the Applicant for the proposed consent

I, (we) Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc. of the

City of Guelph In the County/Region of

Wellington Solemnly declare that all

the statements contained in this application for consent for (property description)

Part of Lot 19, Concession 9 Of the 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

(Owner/Purchaser or Applicant)

Guelph In the

County/Region of Wellington

This 30 day of Jan. 2024

(Owner/Purchaser or Applicant)

James Michael Laws,  
a Commissioner, etc.,  
Province of Ontario,  
for Van Harten Surveying Inc.  
Expires May 11, 2024

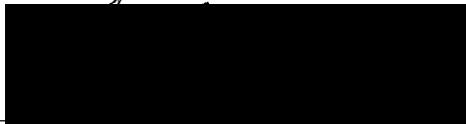
Commissioner of Oaths

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, Jeff Buisman of Van Harten Surveying Inc., 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)



Date

Jan. 30, 2024

**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

**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

**SECTION A**

Fee Received: Jan 31/24

File No. 38-24

Accepted as Complete on: Jan 31/24

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

**SECTION A: Parcel to which land is being added.**

2. (a) Name of Registered Owner(s) or Purchaser Troy Richard Cox & Elspeth Emma Constance Cox

Address 4523 Victoria Road South, Puslinch, ON, N0B 2J0

Phone No. [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) \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

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

Jeff Buisman of Van Harten Surveying Inc.  
2106 Gordon Street, Guelph, ON, N1L 1G6

Phone No. 519-821-2763 x225 Email: Jeff.Buisman@vanharten.com

(d) All Communication to be directed to:

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

(e) Notice Cards Posted by:

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

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

**3. Location of Land in the County of Wellington:**

Local Municipality: Township of Puslinch

Concession 9

Lot No. Part of Lot 19

Registered Plan No. \_\_\_\_\_

Lot No. \_\_\_\_\_

Reference Plan No. 61R-20770

Part No. 1

Civic Address 4523 Victoria Road South

(b) When was property acquired: April 2016

Registered Instrument No. WC466133

**Jana Poechman**

---

**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** Wednesday, January 31, 2024 3:05 PM  
**To:** Jana Poechman  
**Cc:** Source Water  
**Subject:** RE: B8-24 - Screening Form  
**Attachments:** WHPA\_Map\_VictoriaS\_4501.pdf; WHPA\_Map\_VictoriaS\_4501\_Q.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*. Please note that we may provide comments on any future applications subject to this property, given the vulnerable areas.

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.

Thanks,

Kim

Kim Funk | Source Protection Coordinator

Wellington Source Water Protection | 1 MacDonald Square, Elora, ON, N0B 1S0  
519.846.9691 x283 | [kfunk@centrewellington.ca](mailto:kfunk@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1-844-383-9800

---

**From:** Jana Poechman <janap@wellington.ca>  
**Sent:** Wednesday, January 31, 2024 1:47 PM  
**To:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** B8-24 - 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.**

Good Afternoon.

Please see the attached screening form for your review.

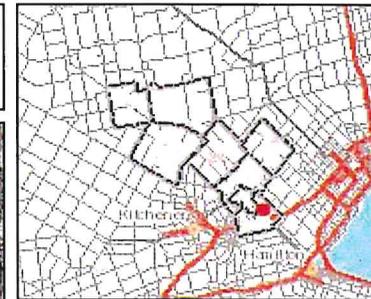
We plan to circulate February 8<sup>th</sup>.

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](mailto:janap@wellington.ca)

"This e-mail message (including attachments, if any) is intended for the use of the individual to whom it is addressed and may contain information that is privileged and confidential. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately."



**Legend**

- Private Communal System
- Parcels
- Roads**
  - Local Road
  - County Road
  - Highway
- Well Locations**
  - Existing
  - Proposed
- HVA
- RoadsLookup

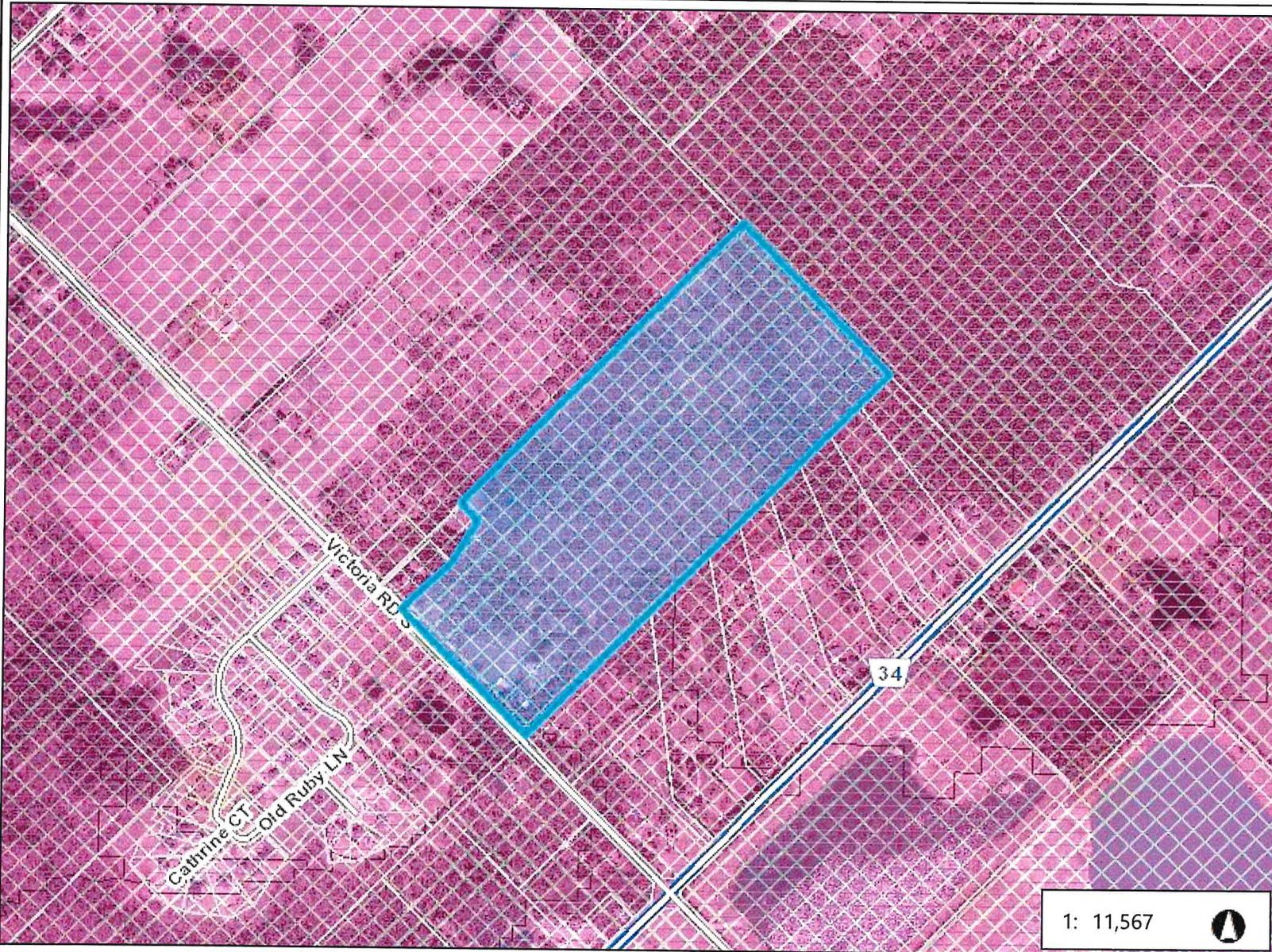
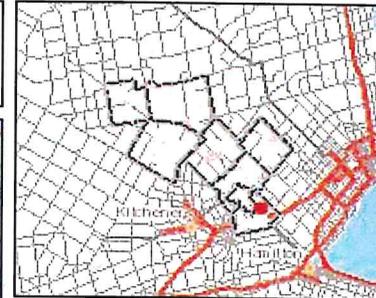
1: 11,567



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.

Notes



Legend

- Parcels
- Roads**
  - Local Road
  - County Road
  - Highway
- Well Locations**
  - Existing
  - Proposed
- 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,
- WHPA Q1\_Q2\_Boundary
- WHPA Q1\_Q2**
  - Approved
  - Draft
- SGRA
- RoadsLookup

1: 11,567



0.6 0 0.29 0.6 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



## Lynne Banks

---

**From:** Andrew Hartholt  
**Sent:** Friday, February 16, 2024 1:42 PM  
**To:** Lynne Banks  
**Subject:** RE: Consent Application B8-24 - 4521 Victoria Rd S

Lynne,

I have a few questions/comments to be addressed by the applicant, see below:

1. The Township doesn't have any record of the shed or pool building permits on file. We have a record of an attached deck with the existing house, but nothing beyond that. Can the applicant provide a more detailed site plan showing the sizes and setbacks of the existing structures (deck(s), house & shed), pools & fences? Please note:
  - a. The pool & enclosure will require a building permit
  - b. The shed or deck requires a building permit if it's greater than 10m<sup>2</sup>.
2. Was the berm added after the house was constructed or is this an existing condition?



Andrew Hartholt  
Chief Building Official  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
519-763-1226 ext. 229 [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:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Tuesday, February 13, 2024 10:25 AM  
**To:** Mike Fowler <mfowler@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Justine Brotherston <jbrotherston@puslinch.ca>; Mehul Safiwala <msafiwala@puslinch.ca>; Monika Farncombe <mfarncombe@puslinch.ca>  
**Subject:** Consent Application B8-24 - 4521 Victoria Rd S

Attached please find the consent application for the above property, for your review and comments. Please provide comments by February 29, 2024.

Thanks –

Lynne

## Lynne Banks

---

**From:** Brent Smith  
**Sent:** Tuesday, February 13, 2024 10:49 AM  
**To:** Lynne Banks  
**Subject:** RE: Consent Application B8-24 - 4521 Victoria Rd S

[REDACTED]

Hi Lynne,  
Puslinch Fire and Rescue Services have no concern with the consent application for 4521 Victoria Rd. South.  
Thanks  
Brent Smith  
CFPO  
Puslinch Fire and Rescue Services

---

**From:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Tuesday, February 13, 2024 10:25 AM  
**To:** Mike Fowler <mfowler@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Justine Brotherston <jbrotherston@puslinch.ca>; Mehul Safiwala <msafiwala@puslinch.ca>; Monika Farncombe <mfarncombe@puslinch.ca>  
**Subject:** Consent Application B8-24 - 4521 Victoria Rd S

[REDACTED]

Attached please find the consent application for the above property, for your review and comments. Please provide comments by February 29, 2024.

Thanks –

Lynne



Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
519-763-1226 ext. 226 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)

## Lynne Banks

---

**From:** Andrew Herreman <aherreman@grandriver.ca>  
**Sent:** Thursday, February 29, 2024 4:03 PM  
**To:** Lynne Banks  
**Subject:** RE: Consent application B8-24 - Cox

[REDACTED]

Good afternoon Lynne,

I haven't had a chance to talk to the applicant yet but my understanding is that this lot line adjustment is to add the area already being used by 4523 Victoria Road South and that no additional development is proposed. Based on this understanding, GRCA has no objection to the proposed lot line adjustment.

I will let you know if anything changes and I'll copy you when I send formal comments.

Sincerely,

**Andrew Herreman, CPT**  
Resource Planning Technician  
Grand River Conservation Authority

Office: 519-621-2763 ext. 2228  
Email: [aherreman@grandriver.ca](mailto:aherreman@grandriver.ca)

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** Thursday, February 15, 2024 3:26 PM  
**To:** Planning <[planning@grandriver.ca](mailto:planning@grandriver.ca)>  
**Subject:** Consent application B8-24 - Cox

[REDACTED]

Good Afternoon –

Attached is a consent application and supporting documents for your review and comment. Please provide any comments by February 29<sup>th</sup>.

Thanks –

Lynne



Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
7404 Wellington Rd 34, Puslinch ON N0B 2J0  
519-763-1226 ext. 226 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)



## **REPORT PDAC-2024-002**

---

TO: Planning and Development Advisory Committee Chair and  
Members of Committee

PREPARED BY: Lynne Banks, Development and Legislative Coordinator

PRESENTED BY: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: March 12, 2024

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

---

### **RECOMMENDATIONS**

**That staff report PDAC-2024-001 regarding the 2022-2026 Planning and Development Advisory Committee Goals and Objectives - Update be received for information; and,**

**That \_\_\_\_\_ be appointed to the Development of Key Considerations Sub-Committee.**

### **Purpose**

The purpose of this report is to review the Planning and Development Advisory Committee's proposed 2022-2026 Goals and Objectives for the 2022-2026 term and for the committee to advise of any additional goals and objectives or any changes to the current goals and objectives as set out in this report.

### **Background**

At the beginning of each term, the Planning and Development Advisory Committee sets its Goals and Objectives for approval and endorsement by Council. Goals and Objectives are Committee led initiatives that should require minimal additional budgetary or staff resources. Council must approve the Committee's Goals and Objectives prior to the commencement of any Committee Goals and Objectives.

**Comments**

Council at its August 16, 2023 Council Meeting approved the Planning and Development Advisory Committee's 2022-2026 Goals and Objectives as presented.

**Annual By-law and Legislation Training/Review**

Staff are seeking feedback from the Committee on items they wish to receive training on and will schedule training appropriately based on the requests received.

**Development of Key Considerations**

A new sub-committee member will need to be appointed to this sub-committee as the previous member resigned. The next step for this sub-committee will be to meet and begin drafting their proposed list of development key considerations. Once the list has been drafted, the sub-committee will review the list with staff. Following staff's review, the sub-committee will draft a Committee Memo for the Committee's consideration.

**Training Opportunities**

Staff are actively looking for training opportunities for the Committee in 2024. In 2023, the Committee took part in a Property Standards Appeals training at the Township of Guelph-Eramosa.

**Housekeeping Amendments**

Staff will prepare a listing of the Minor Variance Applications related to Consents from 2018 to present to be provided to the sub-committee to review for possible house keeping amendment opportunities. The sub-committee will be responsible for providing a Committee Memo with their findings for the Committee's consideration to provide to staff to prepare a report for Council's consideration.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

Schedule 'A' – 2022-2026 Planning and Development Advisory Committee Goals and Objectives Status

**2022-2026 Planning and Development Advisory Committee Goals and Objectives Status**

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Annual By-law and Legislation Training/Review	N	N	<b>Secretary of the Committee</b>	Staff to draft a training/review schedule for all applicable By-laws and Legislation and Legislative Amendments.
Development of key considerations	Y	N	<b>Sub-Committee</b> Committee Members Chris Pickard	Sub-committee to work with staff to develop list of key considerations to consider while reviewing applications.
Training Opportunities	Y	N	<b>Secretary of the Committee</b>	Staff to identify training opportunities for the Committee Members.
Housekeeping Recommendations	Y	N	<b>Sub-Committee</b> Committee members Paul Sadhra and Jeffrey Born	Sub-Committee to work with staff to review applications received the previous year and make recommendations for housekeeping amendments annually.