



PLANNING & DEVELOPMENT ADVISORY COMMITTEE
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE TOWNSHIP MUNICIPAL OFFICE –
7404 WELLINGTON ROAD 34, PUSLINCH
MAY 14, 2024
7:00 p.m.

Register in advance:

<https://us02web.zoom.us/j/85356107546?pwd=alxV2lBzFyVEFkZ3h5anBVWU4vZz09>

Or join by phone:

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

+1 647 558 0588 Canada or

+1 778 907 2071

+1 438 809 7799

+1 587 328 1099

+1 613 209 3054

+1 647 374 4685

Webinar ID: 853 5610 7546

Passcode: 224723

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

AGENDA

COMMITTEE OF ADJUSTMENT:

≠ Denotes resolution prepared

1. **Call the Meeting to Order (Opening Remarks)**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of Agenda ≠**
5. **Disclosure of Conflict of Interest**
6. **Consents ≠**
 - 6.1 March 12, 2024 – Committee of Adjustment Minutes
7. **Application for Minor Variance or Permission** under section 45 of the Planning Act to be heard by the Committee this date:
 - 7.1 **Minor Variance Application D13-SAV – Doug Savin – 10 Telfer Glen St, Township of Puslinch. ≠**



PLANNING & DEVELOPMENT ADVISORY COMMITTEE
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7404 WELLINGTON ROAD 34, PUSLINCH
MAY 14, 2024
7:00 p.m.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.2.a.i, to permit the total floor area of the additional residential unit to be 138.47 m² instead of 130 m² as required in the Zoning By-law, and; Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.2.c.iv.i, to permit an ancillary building to have a height of 5.4 meters instead of 5 meters as required in the Zoning By-law.

**7.2. Minor Variance Application D13-FRE – David Freure – 29 Eagle Lane ,
Township of Puslinch ≠**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 12.4 and Section 4.17.1 to facilitate addition a deck to an existing single detached dwelling.

8. Reports

8.1 Report CofA-2024-002 - Finance and Budget Training

9. New Business

10. Adjournment of Committee of Adjustment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 12, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: March 12, 2024

MEETING: 7:00 p.m.

The March 12, 2024 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Councillor John Sepulis, Chair
Chris Pickard
Paul Sadhra
Amanda Knight

ABSENT:

Jeffrey Born

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Sarah Huether, Interim Deputy Clerk
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 Chris Pickard and
Seconded by Committee Member Paul Sadhra



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 12, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

That the Committee approves the March 12, 2024 Agenda as amended and as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. APPROVAL OF MINUTES

6.1 Approval of the Minutes

6.1.1 February 13, 2024

Resolution No. 2024-008:

Moved by Committee Member Paul Sadhra and
Seconded by Committee Member Amanda Knight

That the Committee of Adjustment approves the Minutes, as amended, from the meeting held February 13, 2024.

CARRIED.

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

7.1 Minor Variance Application D13-GRI – Clive and Sheri Griffiths – 4135 Sideroad 25 South, Township of Puslinch.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.4.2, Table 4.1 to permit lot coverage of accessory building and structures to be 274 m² on a lot area of less than 1 hectare instead of 200 m² as required in Table 4.1 of the Zoning By-law.

- David Carrothers, agent for the applicant, provided an overview of the application.
- There were no questions or comments from the public.
- Amanda Knight asked if there is an ARU in the basement.
- David Carrothers advised that there is no ARU in the basement and that the basement is unfinished.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 12, 2024 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD 34, PUSLINCH

- Amanda Knight asked if the fire department is required to be notified that there are two buildings on the property.
- David Carrothers advised that it will be reviewed as part of the building permit process.
- There were no further questions or comments from the Committee.

Resolution No. 2024-009:

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

**That the Minor Variance Decision as made by the Committee be approved with no conditions.
CARRIED.**

8. NEW BUSINESS

8.1 Committee of Adjustment 001-2024 – 2022-2026 Committee of Adjustment Goals and Objectives - Updated

Resolution No. 2024-010:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Chris Pickard

That Report 001-2024 be approved and the Sub-Committees will consist of Chris Pickard and Amanda Knight as the first Sub-committee and Paul Sadhra and Jeff Born will continue as the second Sub-Committee.

That staff be directed to provide training on the following topics: to be determined.

CARRIED.

9. ADJOURNMENT

Resolution No. 2024-0011:

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

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

CARRIED.



REPORT D13-2024-005

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: May 14, 2024

SUBJECT: Minor Variance Application D13/SAV (Savin)
 10 Telfer Glen Street
 Morriston, Puslinch

RECOMMENDATION

That Report D13-2024-005 entitled Minor Variance Application D13/SAV be received; and

Whereas the variance requested would provide relief from Section 4.2.a.i and Section 4.2.c.iv.i, of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission allow a floor area of 138.47 m² and building height of 5.4 m for an accessory building to facilitate construction of an additional residential unit and basement; and

Whereas the minor variance application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property;

Therefore, that planning staff consider the request minor and have no concerns with the application.

Purpose

Regulation	By-law Section	Required	Proposed	Relief Requested
Comprehensive Zoning By-law # 23-2018, as amended	Additional Residential Units Section 4.2.a.i.	The maximum total floor area of additional residential unit shall not exceed 45 percentage of the total floor	138.47 m ²	8.47 m ²

		area of the principal dwelling unit up to a maximum of 130m ² .		
Comprehensive Zoning By-law # 23-2018, as amended	Additional Residential Units Section 4.2.c.iv.i.	The maximum building height for an ancillary building shall be no more than 5 m if the additional residential unit occupies a majority of or the entirety of an ancillary building.	5.4 m	0.4 m

Subject Property Key Map



Discussion

Four Tests	Discussion
That the requested variance is minor in nature	<ul style="list-style-type: none"> The subject lands contain an existing single detached dwelling and an accessory structure. The purpose of the application is to construct a new 168.05 m² (1751.64 ft²) accessory building on the subject lands to allow an additional residential unit. It is noted that the new building will be constructed in the rear of the subject of the property.

<p>That the intent and purpose of the Zoning By-law is maintained</p>	<ul style="list-style-type: none"> • The subject lands are within an Urban Residential Zone and Morriston settlement area. • The single detached dwelling and additional residential unit are permitted uses within the Urban Residential Zone, in accordance with section 6.2, Table 6.1 of the Zoning By-law. • The intent of the subject application is to facilitate construction of an detached Additional Residential Unit with a total floor area of 138.47 m², whereas Section 4.2.a.i states the maximum total floor area of additional residential unit shall not exceed 45 percent of the total floor area of the principal dwelling unit up to a maximum of 130 m² of the Zoning By-law. The proposed ARU exceeds the permitted floor area by 8.47 m². Further the application is to permit a detached ARU which occupies the entirety of an ancillary building to be a height of 5.4 m, whereas Section 4.2.c.iv.i states that the maximum building height for an ARU which occupies the entirety of an ancillary building shall be no more than 5 m, which exceeds the permitted height by 0.4 m. • The application indicates that the proposed accessory building has unfinished basement and the 1st floor as an Additional Residential Unit (ARU). • The proposed building is 168.05 m² (1808.87 ft²) in size and there is an existing wood shed which is 19 m² (204.51 ft²) and which is to be removed from the property. • The proposed ARU is serviced by a proposed septic system. Servicing capacity and requirement will be reviewed as part of the building permit. • The total principal dwelling lot coverage is 5.33%; the maximum allowed lot coverage of the subject land is 45% and with new building being introduced, it amounts to 9.39%. • Based on the site plan submitted it appears that the setbacks for the proposed accessory building, including front yard, rear yard and side yard appears to be met, however a formal review was not conducted at this time and the development will be subject to a review during the building permit process.
<p>That the general intent and purpose of the Official Plan is maintained</p>	<ul style="list-style-type: none"> • The Property is designated as Residential within the County Official Plan. • The ARU is a permitted use in the Residential designation. • The subject lands are identified as being within the Paris Galt Moraine Policy. • The proposed ARU is within the main building cluster on the property, is within the permitted 40m setback from the main

	dwelling, and is secondary in scale and function as require by the Official plan.
That the variance is desirable for the appropriate development and use of the land, building or structure	<ul style="list-style-type: none"> • The subject property is surrounded by residential and Commercial Mixed uses. • The proposed variance would facilitate construction of an accessory building to provide secondary residential space and additional storage space in the basement. • The driveway access to both the principal dwelling unit and secondary dwelling unit is shared and limited to one, therefor no new entrance from the road has proposed. • The proposed accessory building meets the required setbacks and is located behind the main dwelling. • Planning staff are satisfied that the minor variance is desirable, and appropriate for the development and use of the land.

Conclusion

In conclusion, planning staff is of the opinion that the requested variance application **meets the four tests** of the *Planning Act*. Staff trust that this report will be of assistance to the Committee in their consideration of this matter.

Respectfully submitted,

Reviewed by:

Mehul Safiwala
Junior Planner

Justine Brotherston
Municipal Clerk

Send correspondence to	
Send correspondence to	
<input checked="" type="checkbox"/> Owner(s) <input type="checkbox"/> Agent <input type="checkbox"/> Others	
Who to send the Invoice to	
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other	

Provide a description of the "entire" property			
Concession 10 TELFER GLEN STREET MORRISTON	Lot LOT 1	Registered Plan Number 802	
Area in Hectares 0.4146	Area in Acres 1.024	Depth in Meters 132.737 & 108.375	
Depth in Feet 435.49 & 355.56	Frontage in Meters 72.908	Frontage in Feet 239.2	Width of road allowance (if known)

Reason for Application	
Please indicate the Section of the Planning Act under which this application is being made	
<input checked="" type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input type="checkbox"/> Section 45(2) relates to a change to or expansion of an existing legal non- conforming use	
What is the nature and extent of the relief that is being applied for? To build a legal additional detached residential unit, but in excess of the Puslinch Township by-law maximum allowed size of 130 square meters and also seeking relief to allow 5.4 meters of building height for the ARU instead 5 meters from the Zoning By-law.	Why is it not possible to comply with the provisions of the by-law? Our son and his wife have 3 young children plus more child one on the way in March, need housing. Due to the unaffordable cost of housing, we plan to allow our son's family to move into the existing house. As aging parents, we would like plan to build a smaller house for ourselves on the same property. Since we have an unmarried daughter who is living us, we would need the extra space.

What is the current Official Plan and zoning status?	
Official Plan Designation Not sure	Zoning Designation Urban Residential
What is the access to the subject property? <input type="checkbox"/> Provincial Highway <input checked="" type="checkbox"/> Continually maintained municipal road <input type="checkbox"/> Seasonally maintained municipal road <input type="checkbox"/> Other <input type="checkbox"/> Continually maintained county road	
What is the name of the road or street that provides access to the subject property? 10 Telfer Glen Street, Morriston, Ontario, Canada N0B 2C0	If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land to the nearest public road.

Existing and Proposed Service

Indicate the applicable water supply and sewage disposal:

Private Well	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Water	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input type="checkbox"/> Existing	<input checked="" type="checkbox"/> Proposed
Communal Septic	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other Provincial Waste Water System	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
How is storm drainage provided? * <input type="checkbox"/> Storm Sewers <input checked="" type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other means		

Existing Subject and Abutting Property Land Uses, Buildings and their Locations

What is the existing use of the subject property? Residential Single Detached House	What is the existing use of the abutting properties? Residential Single Detached Houses
--	--

Provide the following details for all existing buildings on the subject land

Main Building Height in Meters 9	Main Building Height in Feet 30	Percentage Lot Coverage in Meters 3.4
Percentage Lot Coverage in Feet 3.4	Number of Parking Spaces 6	Number of Loading Spaces 0
Number of Floors 2	Total Floor Area in Square Meters 256	Total Floor Area in Square Feet 2750
Ground Floor Area (Exclude Basement) in Square Meters 128	Ground Floor Area (Exclude Basement) in Square Feet 1375	

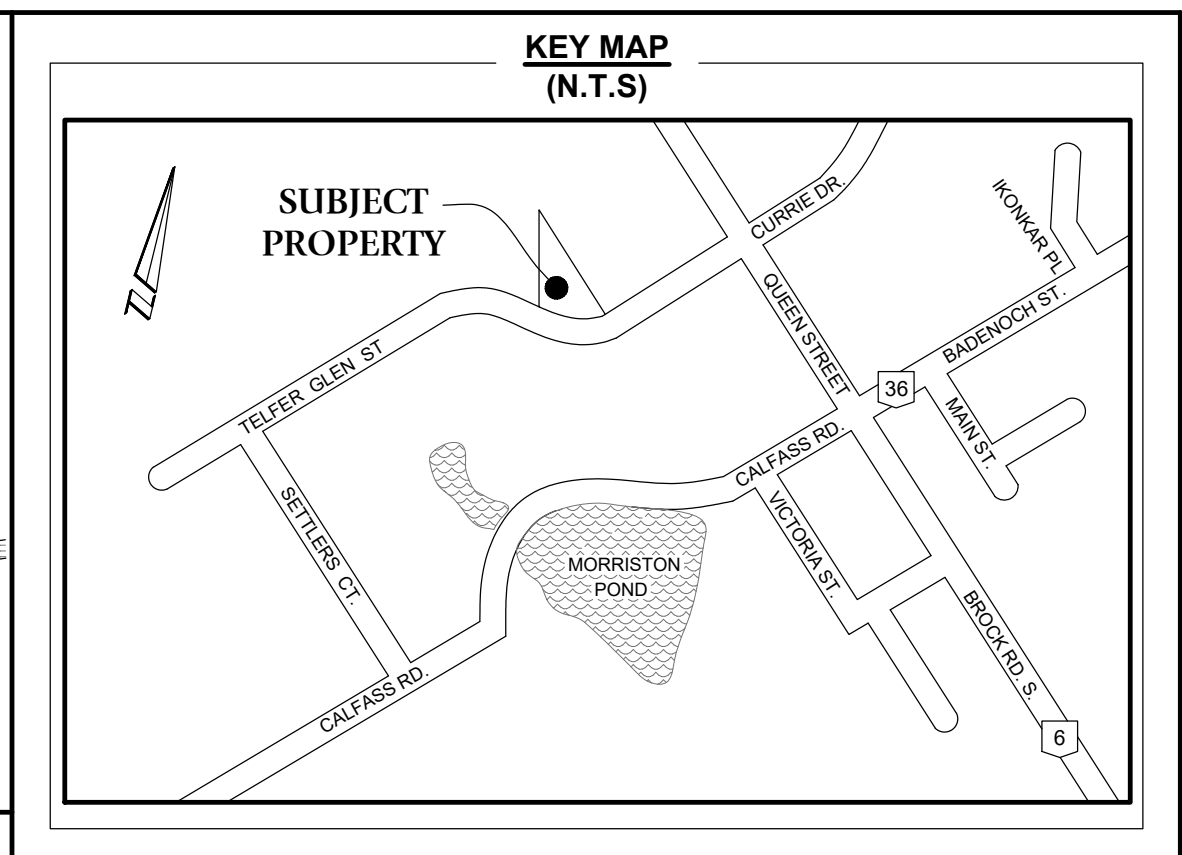
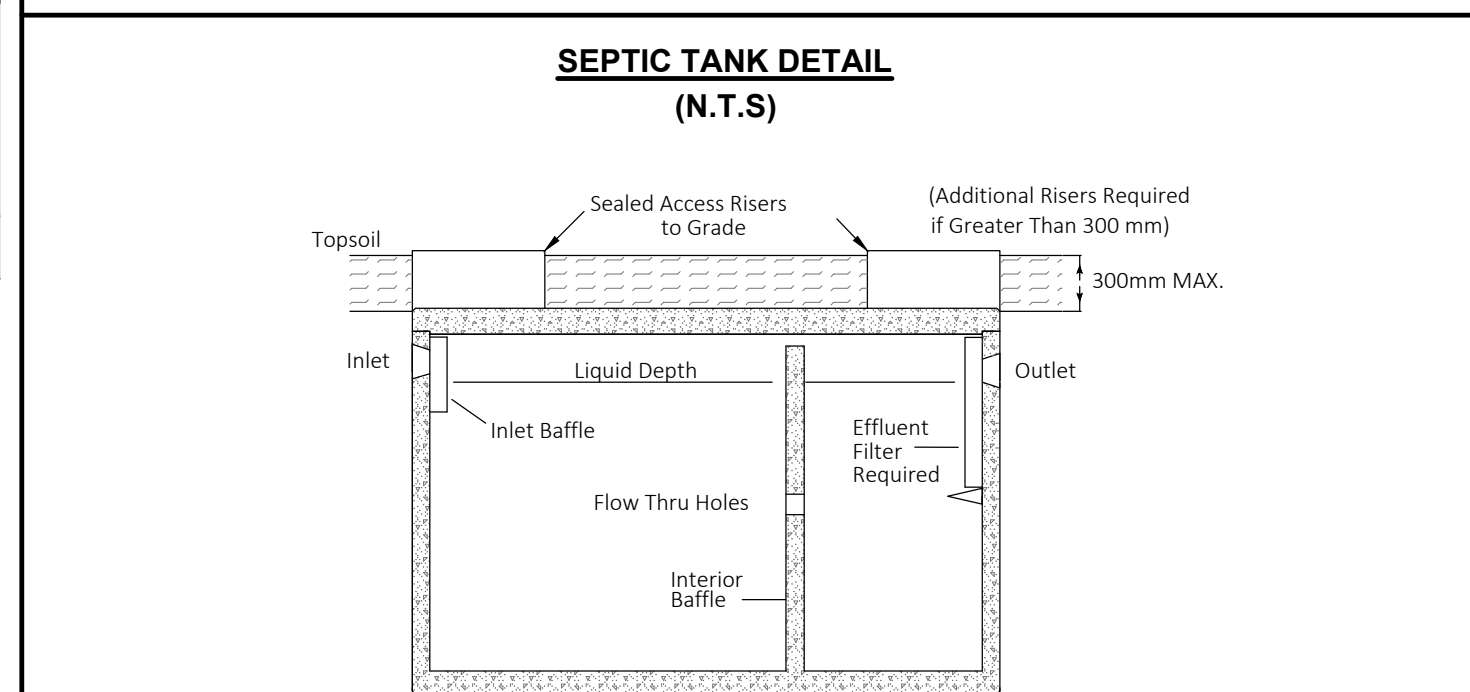
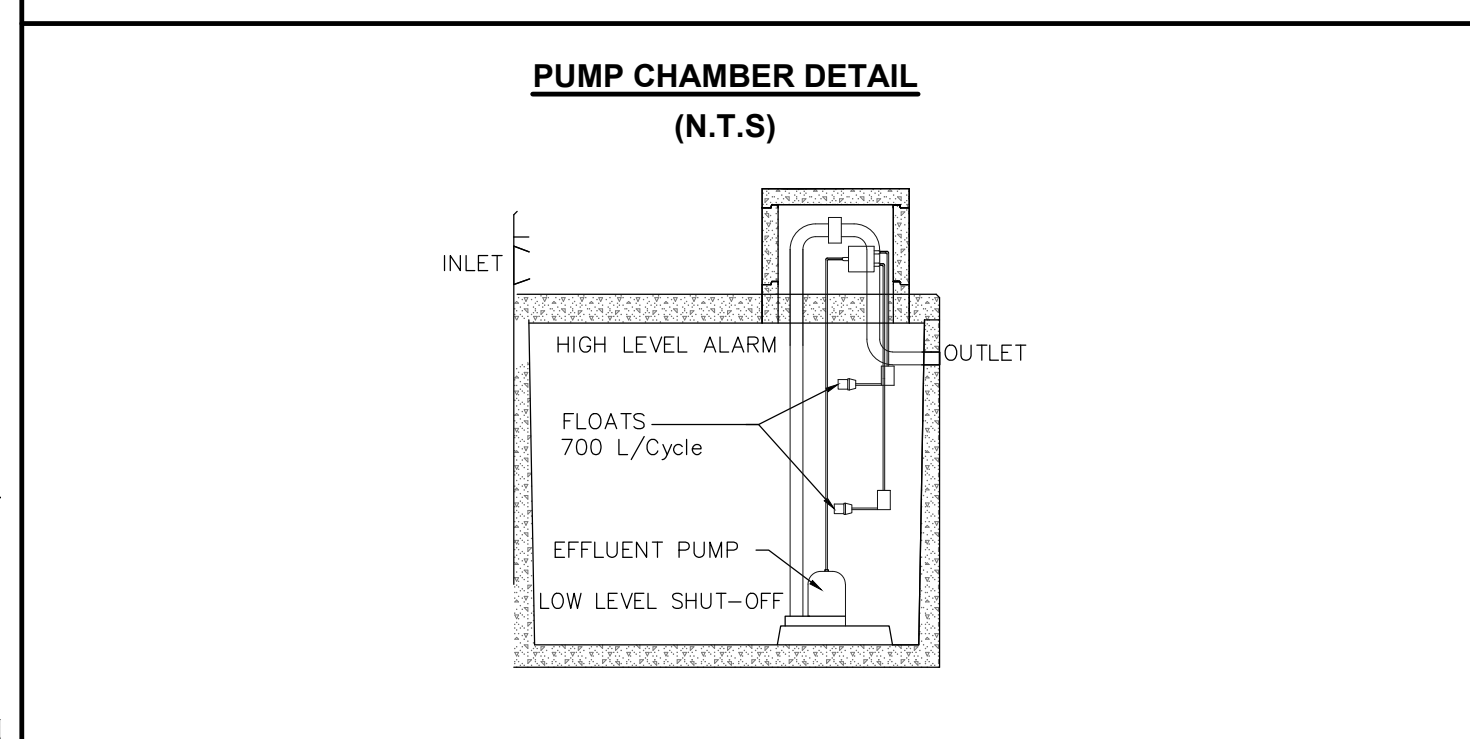
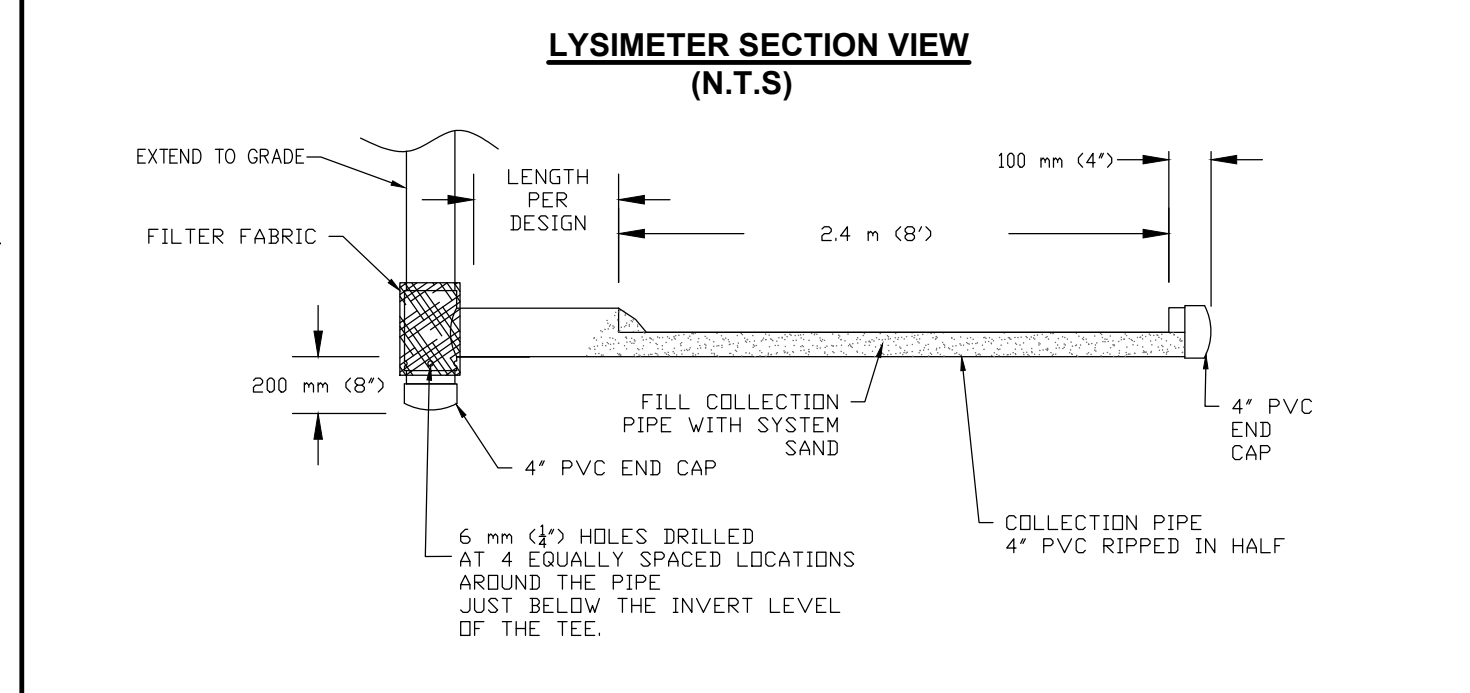
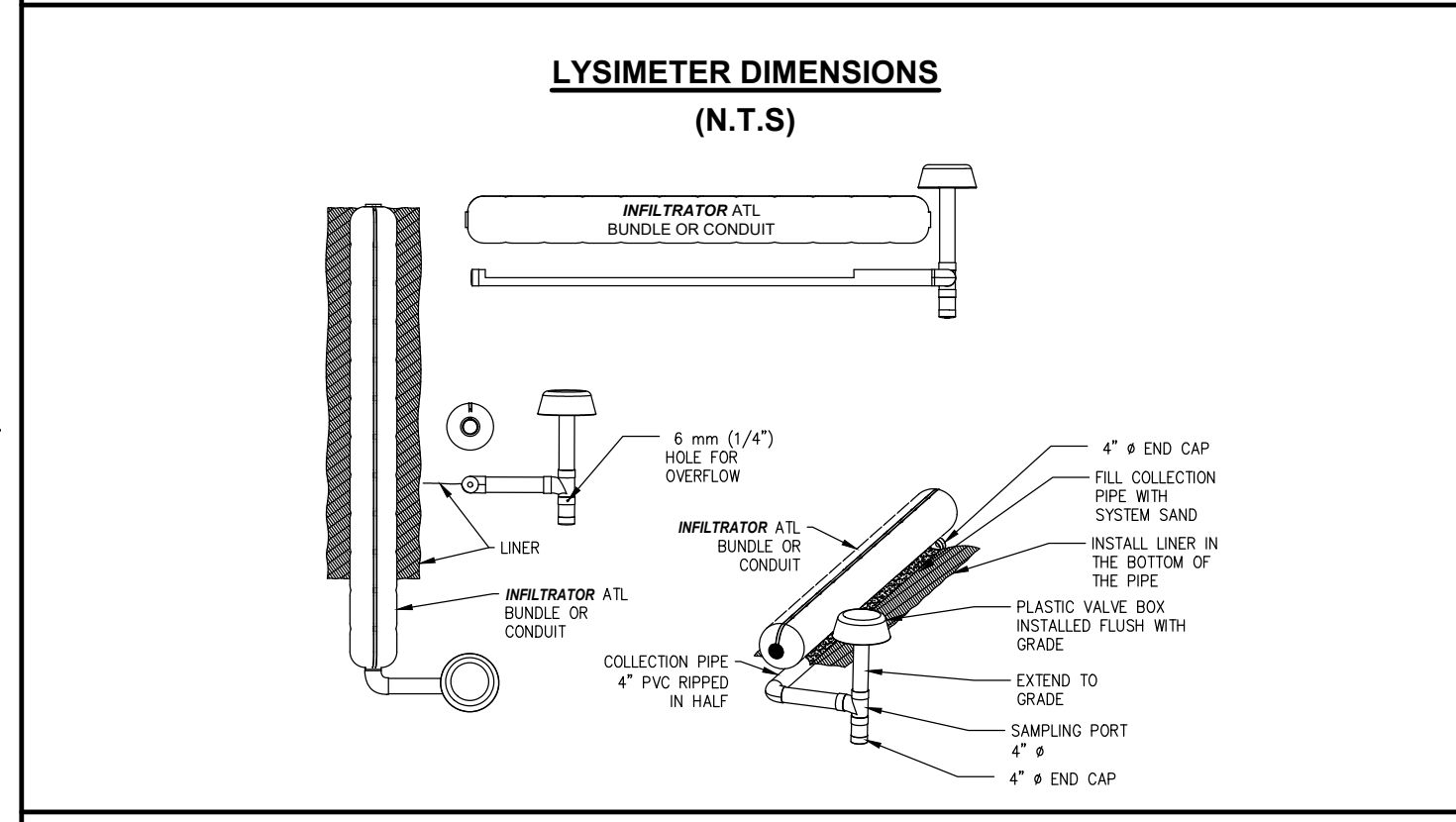
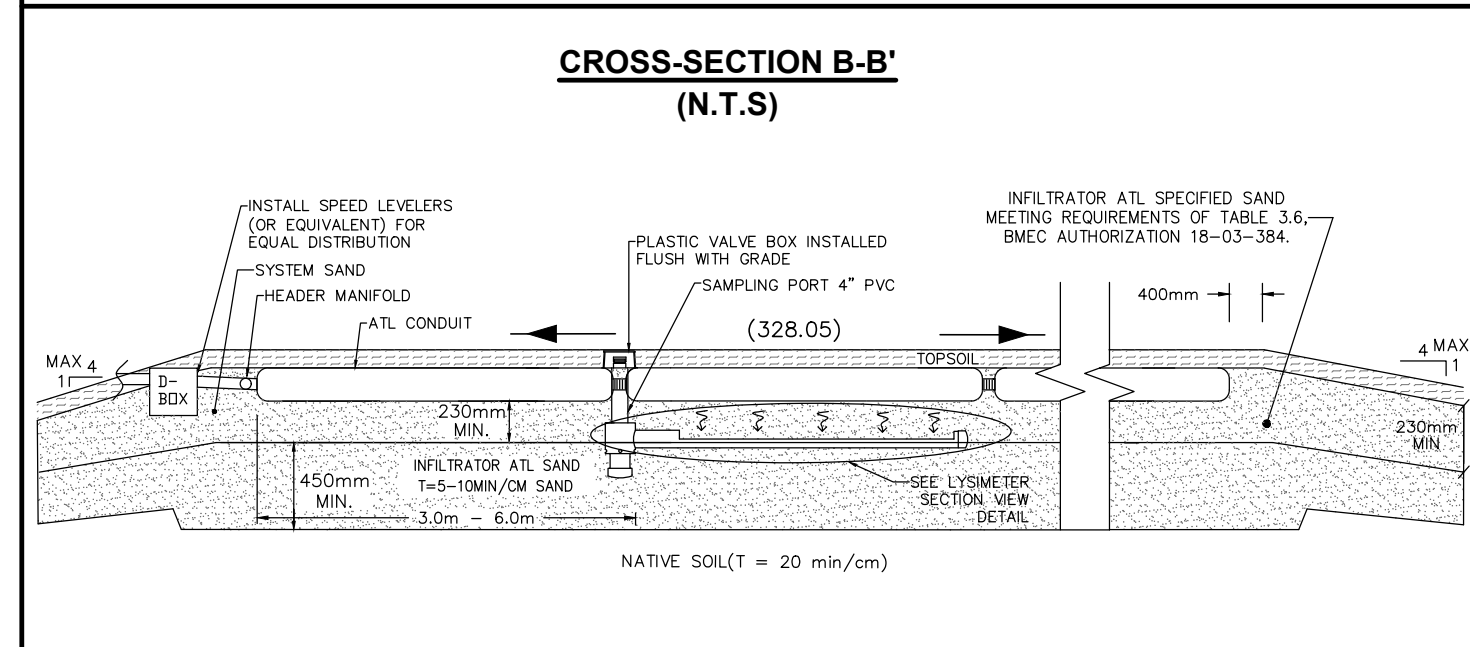
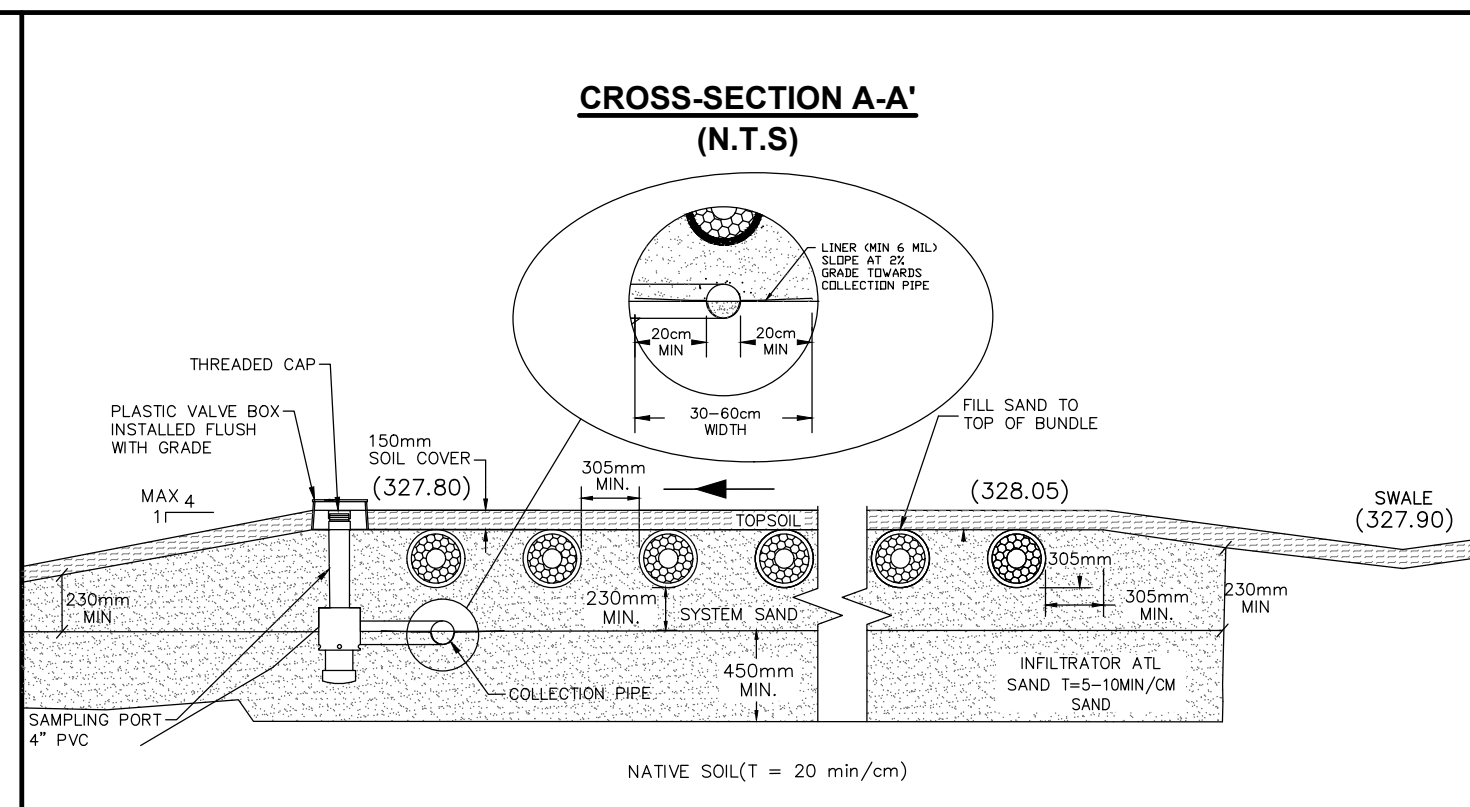
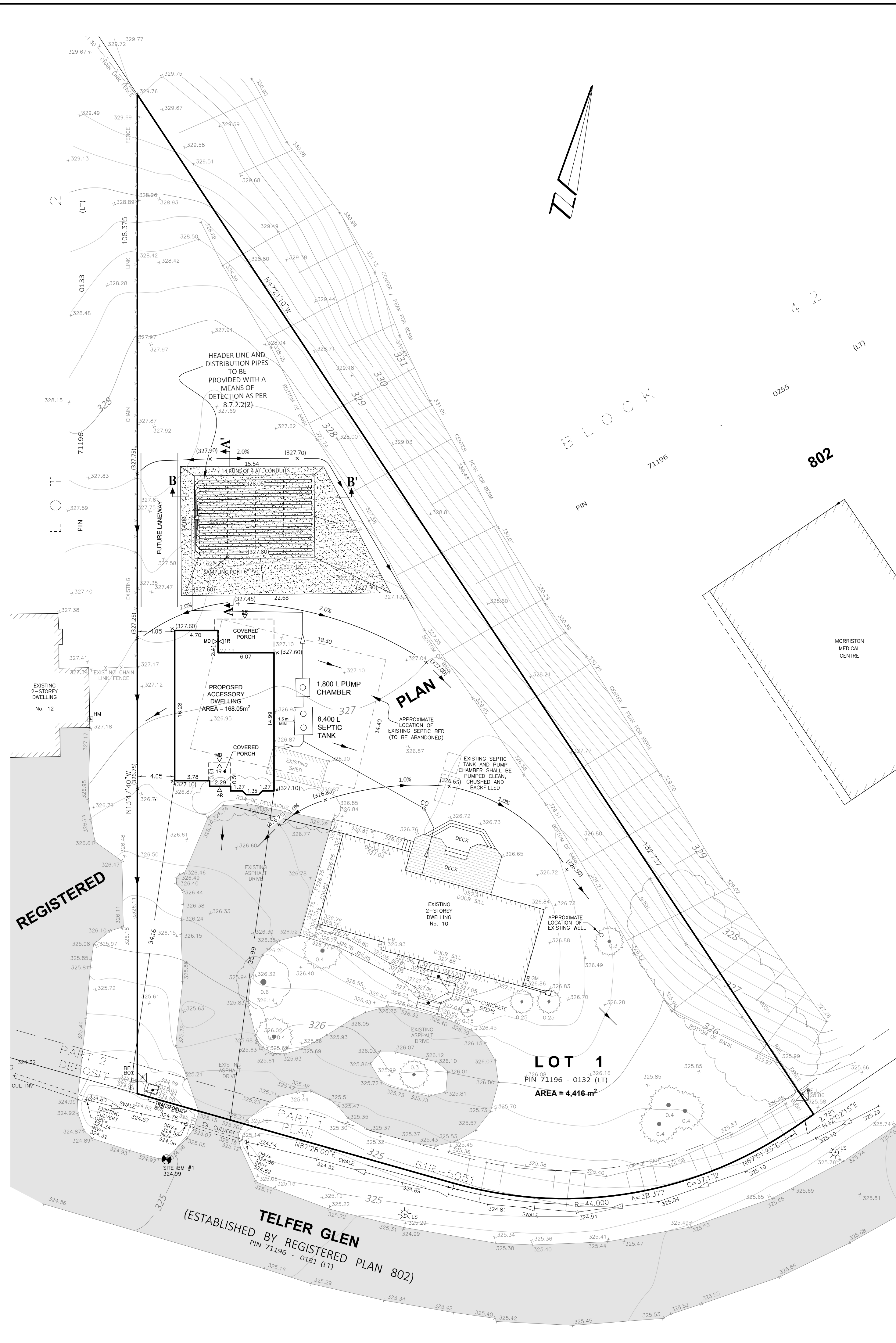
Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 7	Main Building Height in Feet 23	Percentage Lot Coverage in Meters 3.94
Percentage Lot Coverage in Feet 3.94	Number of Parking Spaces 2	Number of Loading Spaces 2
Number of Floors 1	Total Floor Area in Square Meters 162	Total Floor Area in Square Feet 1751
Ground Floor Area (Exclude Basement) in Square Meters 162		Ground Floor Area (Exclude Basement) in Square Feet 1751

What is the location of all buildings existing and proposed for the subject property? (specify distances from front, rear and side lot lines)		
Front Yard in Meters 21	Front Yard in Feet 69	Rear Yard in Meters 61
Rear Yard in Feet 200	Side Yard (interior) in Meters 4	Side Yard (interior) in Feet 13
Side Yard (Exterior) in Meters 12		Side Yard (Exterior) in Feet 40

What are the dates of acquisition and construction of subject property and building property		
Date of acquisition of subject property March 2008	Date of construction of buildings property 1995	How long have the existing uses continued on the subject property? 39 years
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Other Related Planning Applications	
Planning Application: Official Plan Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Zoning By-Law Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Planning Application: Plan of Subdivision <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Consent (Severance) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Planning Application: Site Plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Minor Variance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Minor Variance Application must be commissioned
Please confirm the following <input checked="" type="checkbox"/> I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.



LEGEND:

- (329.45) - EXISTING ELEVATION
- (329.45) - PROPOSED ELEVATION
- SLOPE
- DIRECTION OF FLOW
- PERFORATED PIPE
- TP1 - TEST PIT
- AREA OF SAND
- AREA OF STONE
- SUMP PUMP
- WELL

ZONING: URBAN RESIDENTIAL (UR)

MINIMUM LOT AREA = 0.4 m
 MINIMUM FRONT YARD = 3.0 m
 MINIMUM INTERIOR SIDE YARD = 2.0 m
 MINIMUM EXTERIOR SIDE YARD = 3.0 m
 MINIMUM REAR YARD = 2.0 m
 MAXIMUM LOT COVERAGE = 45%

PROPOSED ACCESSORY DWELLING:

TOP OF FOUNDATION = (327.75)
 UNDERSIDE OF FOOTING = (324.91)
 BASEMENT FLOOR = (325.14)
 FINISHED FLOOR = (328.05)

NOTES:
 1. BUILDING ELEVATIONS BASED ON AN 8' 10" FOUNDATION WALLS, 3" BASEMENT SLAB AND 6" FOOTINGS.

SURVEY INFORMATION:

BENCHMARK REFERENCE:
 ELEVATIONS ARE BASED ON GPS OBSERVATIONS TO PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM AND HAVE BEEN CORRECTED TO ORTHOMETRIC ELEVATIONS ON THE CGVD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTV2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.

SITE BENCHMARK #1:
 ELEVATION OF 324.99 METRES.

SITE BENCHMARK #2:
 ELEVATION OF 325.73 METRES.

SEWAGE SYSTEM DESIGN NOTES:

(Refer to Van Harten Surveying Inc. design report for material, construction, inspection and other details)

Q = 4,200 L/Day
 T = 20 min/cm
 Septic Tank Size = 8,400 L (Effluent filter and risers required)
 Pump Chamber Size = 1,800 L
 Leaching Bed Area = 265 m²
 ATL Conduits = 14 Runs of 4 Conduits = 56 Conduits

LOT DEVELOPMENT PLAN AND SEWAGE SYSTEM DESIGN FOR:

PROPOSED ACCESSORY DWELLING
10 TELFER GLEN
LOT 1, REGISTERED PLAN 802
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

NO.	REVISION	BY	DATE
DRAWING REVISION SCHEDULE			
PREPARED FOR: DOUG SAVIN			
PROJECT No. 32914-23			
DRAWING SCALE 1 : 250			

CAUTION:

- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
- IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THE PROPOSED FOOTING ELEVATION AND PLUMBING ALLOWS GRAVITY CONNECTION TO THE SEWAGE SYSTEM.
- SOIL BEARING CAPACITY SHOULD BE VERIFIED AT THE TIME OF CONSTRUCTION.
- THE BUILDER MUST ENSURE A MINIMUM OF 1.22m OF EARTH COVER OVER THE FOOTINGS FOR FROST PROTECTION.
- THIS SKETCH IS PROTECTED BY COPYRIGHT.

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

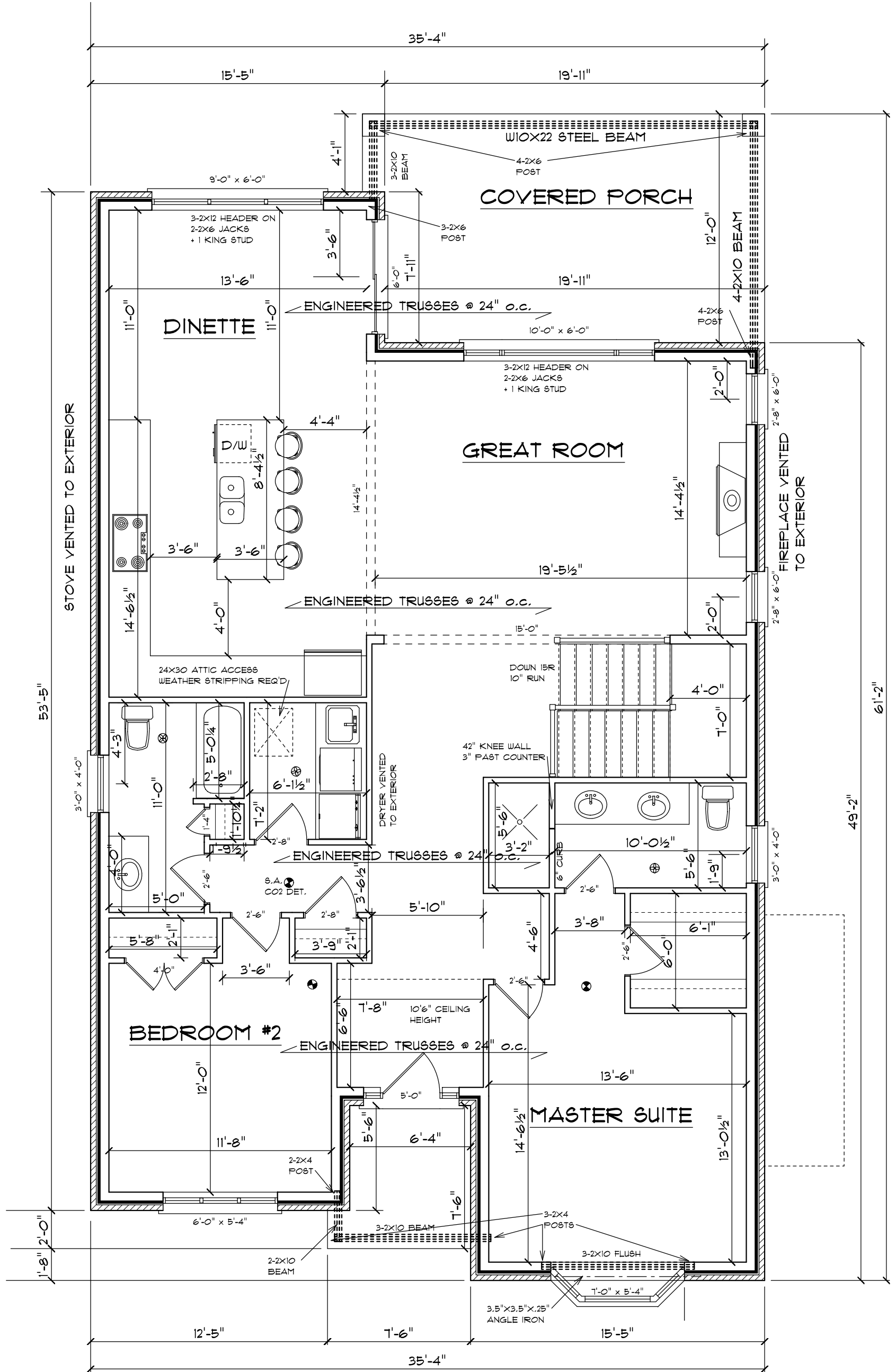
DRAWN BY: NCH/K.A.M. DESIGNED BY: JMD CHECKED BY: JMD

Feb-21, 2024 8:23:38 AM
 G:\PUSLINCH\802\4EAD\DP & SSD LOT1 [32914-23 SAVIN]-ATL - SEALED.dwg



SCALE: 3/16" = 1'-0"	DRAWING TITLE	FRONT ELEVATION
DRAWN BY: DOUG SAVIN	TOTAL AREA	1751 SQ/FT
DATE: DEC/2023	PROJECT NAME	ACCESSORY DWELLING UNIT SAVIN RESIDENCE
	PROJECT ADDRESS	10 TELFER GLEN ST

I, DOUG SAVIN, HAVE REVIEWED AND TAKE FULL RESPONSIBILITY FOR THE DESIGN WORK ON THIS DRAWING.



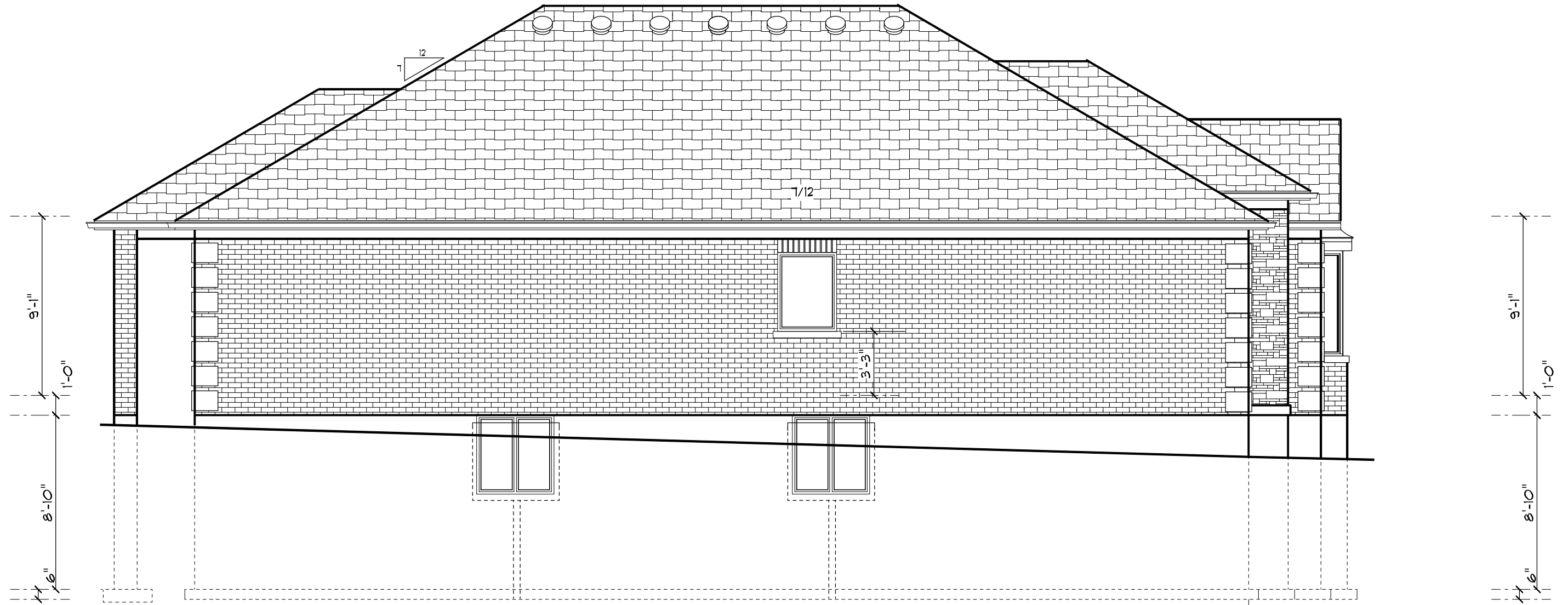
ALL HEADERS TO BE 2-2X10 UNLESS NOTED OTHERWISE

BEAM POSTS TO BE THE FULL WIDTH OF THE BEAM ITS SUPPORTING

ANGLE IRONS TO BE 3.5"x3.5"x.25" UNLESS NOTED OTHERWISE

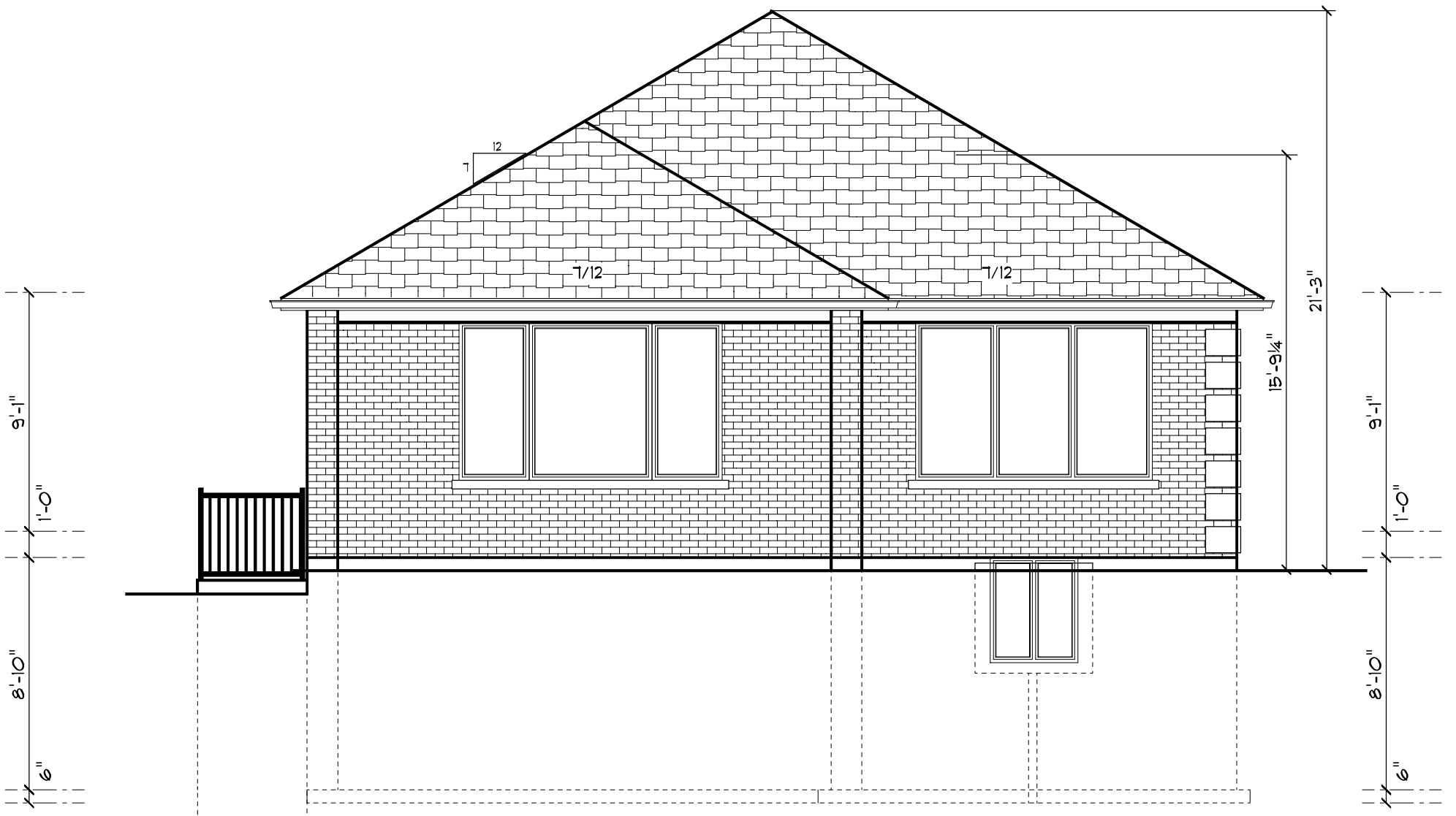
SCALE: 3/16" = 1'-0"	DRAWING TITLE	MAIN FLOOR
DRAWN BY DOUG SAVIN	TOTAL AREA	1751 SQ/FT
DATE DEC/2023	PROJECT NAME	ACCESSORY DWELLING UNIT SAVIN RESIDENCE
	PROJECT ADDRESS	10 TELFER GLEN ST

I, DOUG SAVIN, HAVE REVIEWED AND TAKE FULL RESPONSIBILITY FOR THE DESIGN WORK ON THIS DRAWING.



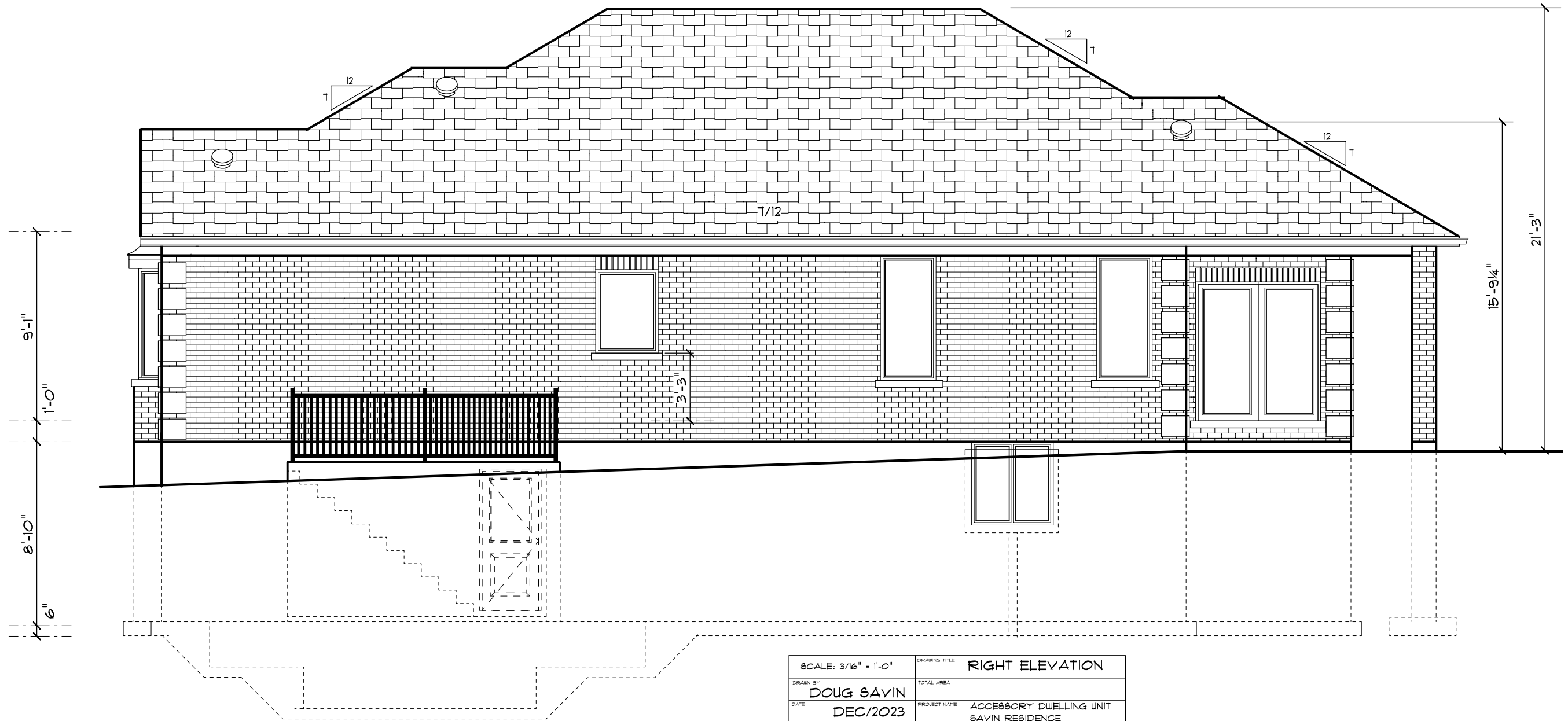
SCALE: 3/16" = 1'-0"	DRAWING TITLE LEFT ELEVATION
DRAWN BY DOUG SAYIN	TOTAL AREA
DATE DEC/2023	PROJECT NAME ACCESSORY DWELLING UNIT SAYIN RESIDENCE
	PROJECT ADDRESS 10 TELFER GLEN ST

I, DOUG SAYIN, HAVE REVIEWED AND TAKE FULL RESPONSIBILITY FOR THE DESIGN WORK ON THIS DRAWING.



SCALE: 3/16" = 1'-0"	DRAWING TITLE REAR ELEVATION
DRAWN BY DOUG SAVIN	TOTAL AREA
DATE DEC/2023	PROJECT NAME ACCESSORY DWELLING UNIT SAVIN RESIDENCE
	PROJECT ADDRESS 10 TELFER GLEN ST

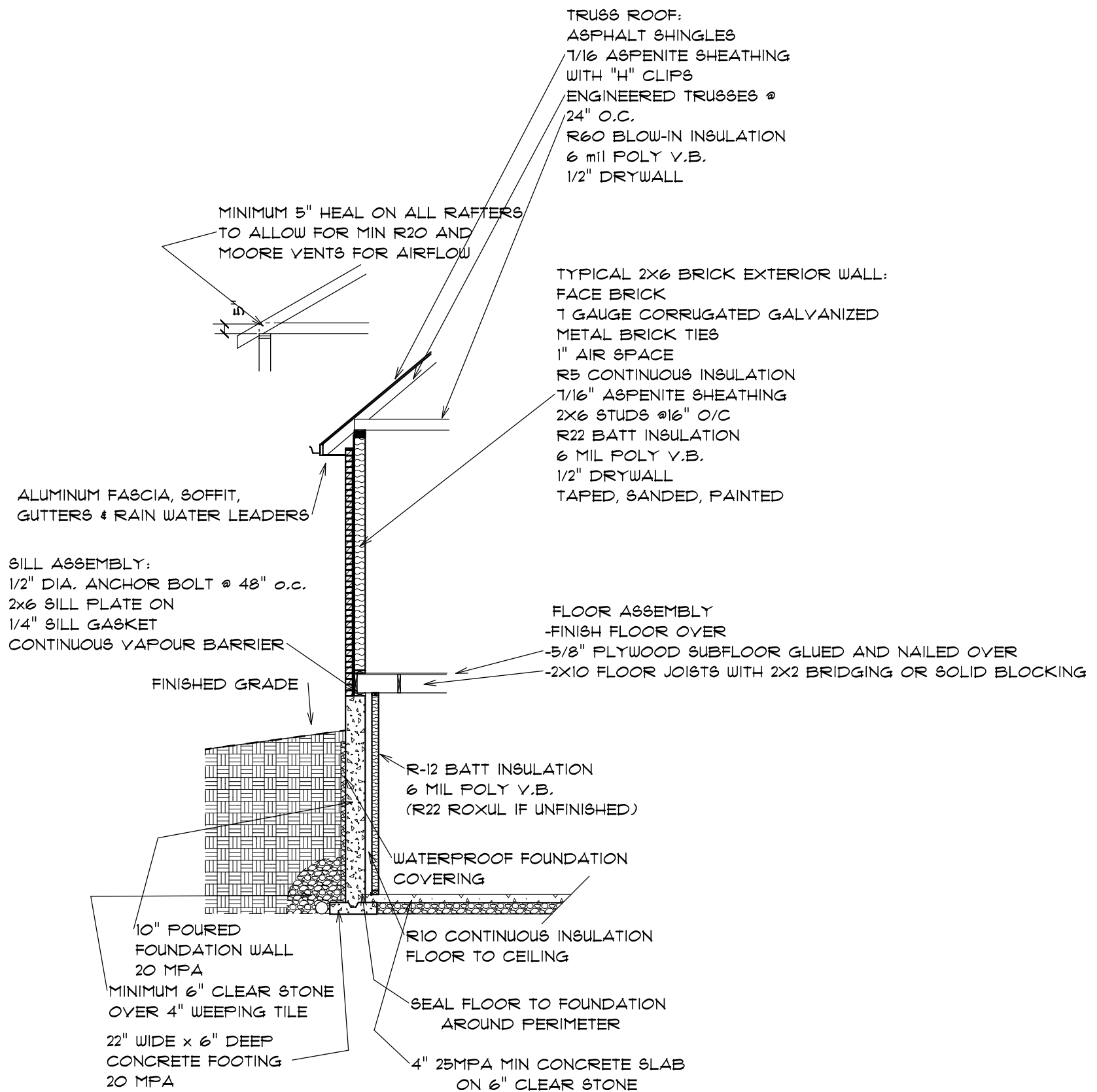
I, DOUG SAVIN, HAVE REVIEWED AND TAKE FULL RESPONSIBILITY FOR THE DESIGN WORK ON THIS DRAWING.



STEP DOWN FOR FROST
 COVERAGE AT EXTERIOR STAIR
 MIN 48"

SCALE: 3/16" = 1'-0"	DRAWING TITLE RIGHT ELEVATION
DRAWN BY DOUG SAVIN	TOTAL AREA
DATE DEC/2023	PROJECT NAME ACCESSORY DWELLING UNIT SAVIN RESIDENCE
	PROJECT ADDRESS 10 TELFER GLEN ST

I, DOUG SAVIN, HAVE REVIEWED
 AND TAKE FULL RESPONSIBILITY
 FOR THE DESIGN WORK ON THIS
 DRAWING.



SCALE: 3/16" = 1'-0"	DRAWING TITLE CROSS SECTION
DRAWN BY DOUG SAVIN	TOTAL AREA
DATE DEC/2023	PROJECT NAME ACCESSORY DWELLING UNIT SAVIN RESIDENCE
	PROJECT ADDRESS 10 TELFER GLEN ST

I, DOUG SAVIN, HAVE REVIEWED AND TAKE FULL RESPONSIBILITY FOR THE DESIGN WORK ON THIS DRAWING.

February 21, 2024
32914-23

Doug Savin



Dear Sir:

**Re: Sewage System Design
10 Telfer Glen
Lot 1 Plan, Plan 802
Township of Puslinch**

1.0 Introduction

Van Harten is pleased to submit this report for the sewage system design recently completed for the above referenced property located on the north side of Telfer Glen, just west of Highway 6 as indicated on the Key Map in Appendix A.

The project involves the proposed construction of a new accessory structure to the northwest of existing privately serviced single family residence at 10 Telfer Glen. The purpose of this engineering task is to identify the subsurface conditions at the subject property and provide recommendations for future sewage disposal that conforms to the 2012 Ontario Building Code (OBC) and is suitable for obtaining a building permit from the Township of Puslinch building department.

2.0 Background Information

Weber Environmental Services was retained by the owner to conduct an assessment of the existing sewage system and to complete a test pit investigation. This information was provided to Van Harten to assist with the design and a copy of relevant soil information is attached to this report as Appendix B.

The existing sewage system comprises a 7,200 L septic tank, 1,800 L pump chamber and an inground leaching bed with 10 runs of 18.3 m of piping. The pump tank was found to not have a pump and was acting as an additional settling chamber. The bed was found to be unsaturated; however, the runs were found to have a significant buildup of sludge.

Test pits were advanced by Weber Environmental Services and a representative sample of soil was retained and later delivered to CMT Engineering Inc. for particle size analysis and percolation rate assessment. Referring to Appendix B, a percolation rate of $T = 20$ min/cm has been assigned to the tested soil sample.

3.0 Sewage System Design

The project involves the proposed construction of an accessory dwelling unit to the northwest of an existing privately serviced dwelling at 10 Telfer Glen. The purpose of this work is to review background information regarding the existing sewage system and provide recommendations for future sewage disposal that conform to the minimum requirements of Division B - Part 8 of the OBC that will be suitable to obtain a permit from the Township of Puslinch building department. The following paragraphs of this report provide a summary of necessary design parameters and details of the proposed sewage system.

A percolation rate of $T = 20$ min/cm is chosen for design purposes based on the information provided to Van Harten. This rate shall be confirmed in the field by Van Harten at the time of construction.

In reviewing the report completed by Weber Environmental Services, it is understood that the existing single-family residence is a four-bedroom home with no more than 280 m² of living area and no more than about twenty-six (26) fixture units. Referring to Table 8.2.1.3.A, a peak flow of $Q = 2,800$ L/day is calculated for this residence. In reviewing architectural plans of the proposed accessory dwelling, it is found to be a two-bedroom unit with less than 200 m² of living area and no more than about twenty-six (26) fixture units. Referring to Table 8.2.1.3.A, a peak flow of $Q = 1,400$ L/day is calculated for this accessory unit. A combined peak flow of $Q = 4,200$ L/day is calculated and proposed for design.

Referring to the report by Weber Environmental Services and the attached plan, the foundation for the proposed accessory dwelling will encounter the existing leaching bed. In addition to the physical impact of the proposed building, the septic tank and leaching bed is undersized by current design standards. Given the age and reported condition of the existing sewage system, a new sewage system is considered necessary.

Considering the reported soil conditions, calculated peak sewage flow and limited space, an advanced treatment technology is required to accommodate this lot. After providing a few alternate design considerations, Van Harten has been instructed to proceed with an Infiltrator ATL System. The ATL system is approved under the Building Materials Evaluation Committee (BMEC) Authorization Report No. 23-08-410 that is attached to this report as Appendix C.

As outlined in the attached authorization report, the Infiltrator ATL system consists of a septic tank, pump chamber, effluent filter, Infiltrator ATL conduits and a layer of specified system sand. Details regarding the proposed system are found in the following paragraphs.

In accordance with 4.4 of the BMEC approval and 8.2.2.3 of the OBC, it is required to provide a minimum 8,400 L two-compartment septic tank. A 9,000 L is commonly available and could be considered for use. The septic tank shall be equipped with an effluent filter and risers to grade. As a gravity connection will not be feasible, an 1,800 L pump chamber equipped with effluent pump will be required.

In accordance with 4.5.2 of the BMEC authorization, a minimum of fifty-two (52) Infiltrator ATL conduits are required to treat a peak flow of $Q = 4,200$ L/day. In accordance with 4.5.4 with a peak flow of $Q = 4,200$ L/day and percolation rate of $T = 20$ min/cm, a minimum contact area of 210 m² is required. The proposed system comprises of fifty-four (54) Infiltrator ATL conduits overlying a total contact area of 265 m².

As noted on the plan, a minimum 450 mm vertical separation is required between native soil and underside of ATL System Sand beneath the conduits. This can be made up with $T = 6$ to 10 min/cm sand or ATL System Sand. A minimum thickness of 230 mm of ATL System Sand is required to be placed over the entire 265 m² area.

In Accordance with 8.7.2.2 (2) and as noted on the attached design drawing, the header line and ATL conduits within a leaching bed shall be constructed to allow for future subsurface detection by magnetic means, by means of a 14-gauge TW solid copper light coloured plastic coated tracer wire or by another means of subsurface detection. Future detection of the sewer line between the house and tank as well as between the tank and leaching bed may also be beneficial and should be considered by the installer.

Please refer to Appendix A for design drawings of the proposed sewage system, and for construction and inspection requirements.

4.0 Operation and Maintenance

The sewage system must be operated within the parameters for which it was designed and must be maintained according to Section 8.9 of the OBC and Section 4.6 of the BMEC Authorization. Proper use and maintenance of the system is necessary to minimize the potential of failure and to maximize the life of the system. Please refer to Appendix A for general operation and maintenance guidelines.

The septic tank and Infiltrator ATL must be operated and maintained in accordance with the manufacturer's requirements, Ontario Building Code and requirements of BMEC Authorization Report No. 23-08-410.

5.0 Water Supply

The water supply for the subject property is provided by an existing drilled well at the location shown on the attached plan. The proposed system is located more than 15 m away from this well. There are no other known wells within the immediate vicinity of the proposed sewage system.

6.0 Approval and Construction Requirements

This report must be submitted along with a completed application to the Township of Puslinch for review and approval, prior to construction of the proposed sewage system. Any technical questions arising from the review of the report should be directed to Van Harten.

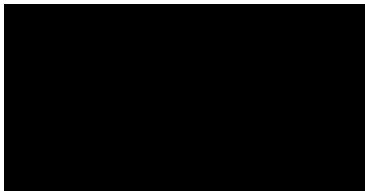
Copies of this report may be submitted to various licensed contractors to obtain cost estimates to install the proposed sewage system. The contractor shall contact Van Harten to clarify any questions concerning the installation requirements and to carry out the construction inspection requirements outlined in Appendix A.

7.0 Closure

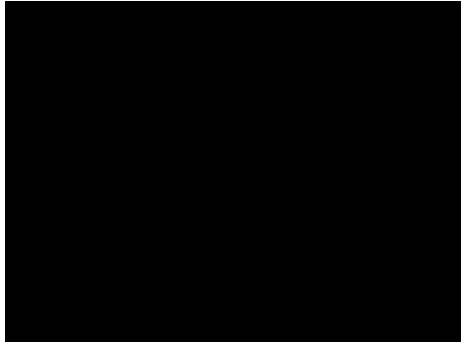
The completed sewage system design and report is specific to the subject property and cannot be applied to different properties. The proposed system exceeds the minimum requirements of the OBC and BMEC Authorization 23-08-410, given the design percolation rate and peak daily sewage flow, and is suitable for review and approval by the Township of Puslinch. It is noted that all private on-site sewage systems have a limited capacity, and it is the sole responsibility of the owner to expand or replace the system in the future if it becomes necessary.

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

Respectfully submitted,



John Duffy, P. Eng.
Consulting Engineer



Encl. Appendix A – Specifications and Design Drawing
Encl. Appendix B – Background Information
Encl. Appendix C – BMEC Authorization No. 23-08-410



APPENDIX A
SPECIFICATIONS AND DESIGN DRAWING

SEWAGE SYSTEM MATERIALS

1. All material utilized in the construction of the proposed sewage system must conform to the requirements of the 2012 Ontario Building Code and BMEC Authorization No. 23-08-410.
2. As detailed in 8.2.2.2, the septic tank must have at least two compartments and conform to the requirements of CSA B66 'Design, Materials, and Manufacturing Requirements for Prefabricated Septic Tanks and Sewage Holding Tanks'.
3. As detailed in 8.6.2.1, the effluent filter shall conform to NSF/ANSI 46, 'Evaluation of Components and Devices Used in Wastewater Treatment Systems' and be used in accordance with the manufacturer's requirements; be sized to filter particles of 1.6 mm; have a minimum area of 550 cm²; and be installed in accordance with the manufacturer's specifications.
4. Sewer line shall be no less than 100 mm (4 inch) trade size PVC pipe.
5. The specified system sand shall meet the sand requirements set out in ASTM C33 "Standard Specification for Concrete Aggregates" as set out in Table 4.4.6.3.1 of BMEC Authorization No. 23-08-410.

Table 4.4.6.3.1, BMEC Authorization No. 23-08-410

Infiltrator Specified System Sand Requirements		
Excerpt from ASTM C33 "Standard specification for Concrete Aggregates"		
Sieve Size	Square Sieve Opening	Specification % Passing
0.375"	9.5 mm	100.0
#4	4.75 mm	95.0 – 100.0
#8	2.36 mm	80.0 – 100.0
#16	1.18 mm	50.0 – 85.0
#30	600 µm	25.0 – 60.0
#50	300 µm	5.0 – 30.0
#100	150 µm	0.0 – 10.0
#200	75 µm	0.0 – 5.0

Request a sieve analysis from the material supplier to confirm that the system sand meets the specifications requirements listed above

CONSTRUCTION REQUIREMENTS

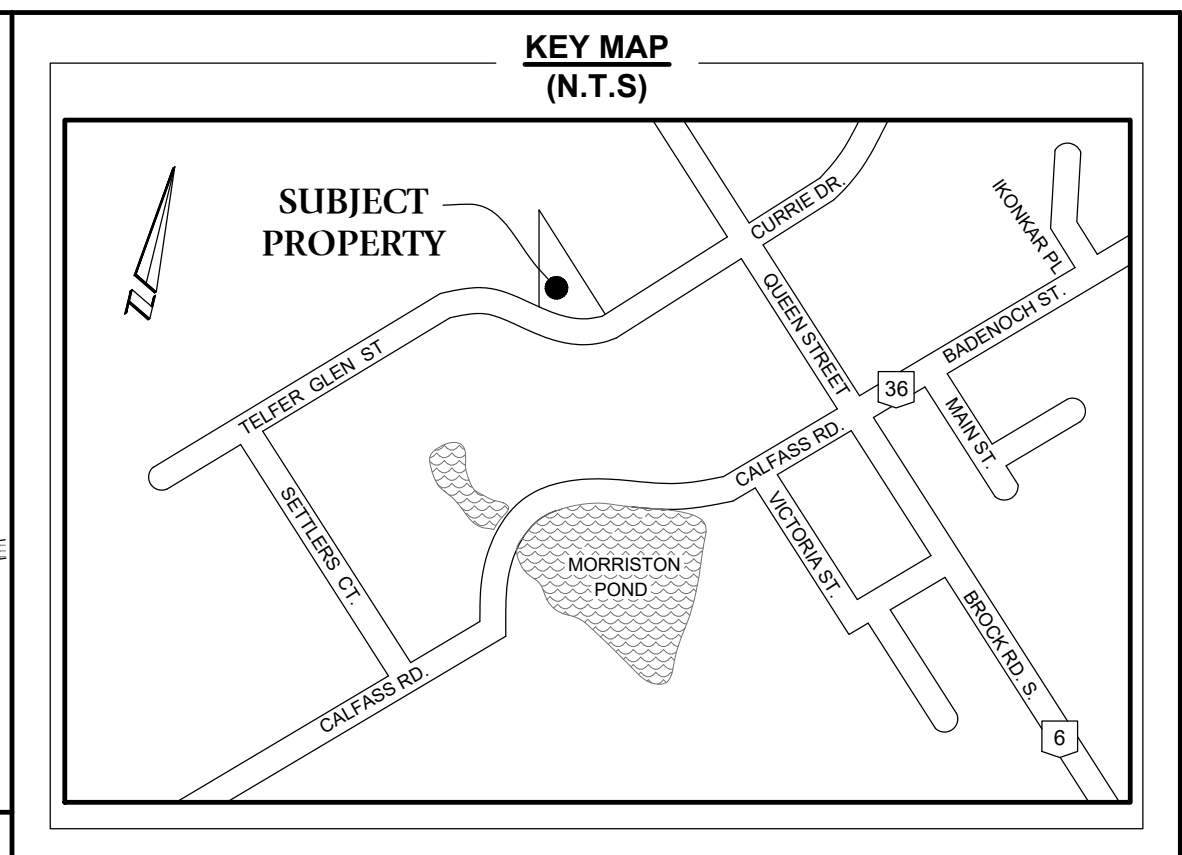
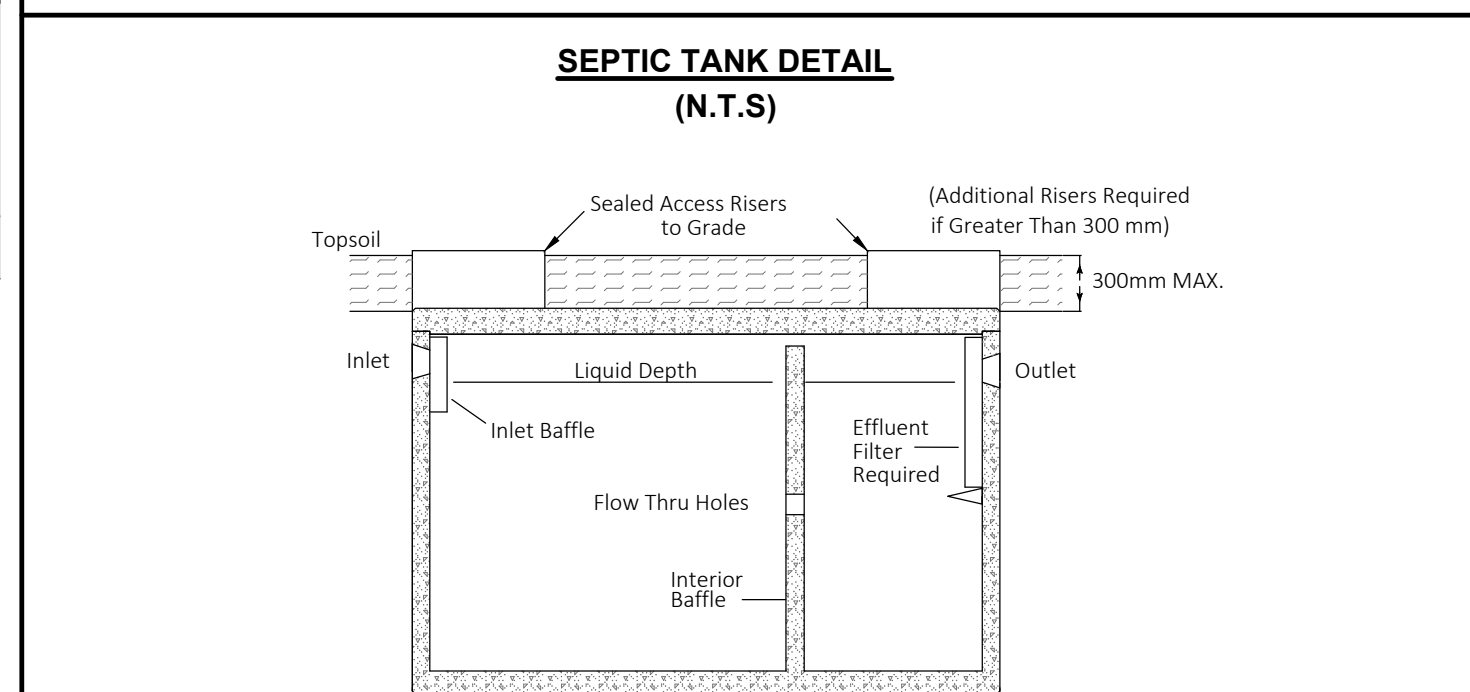
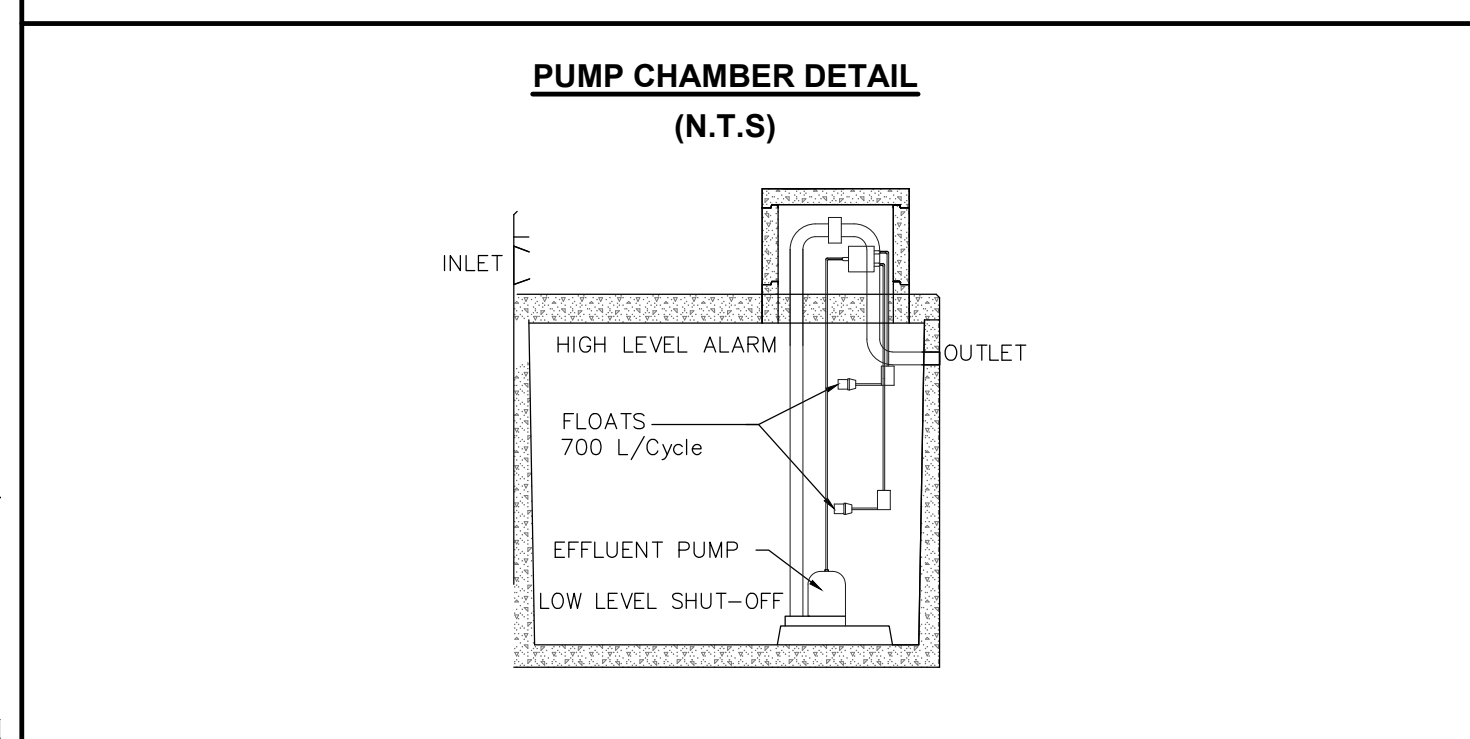
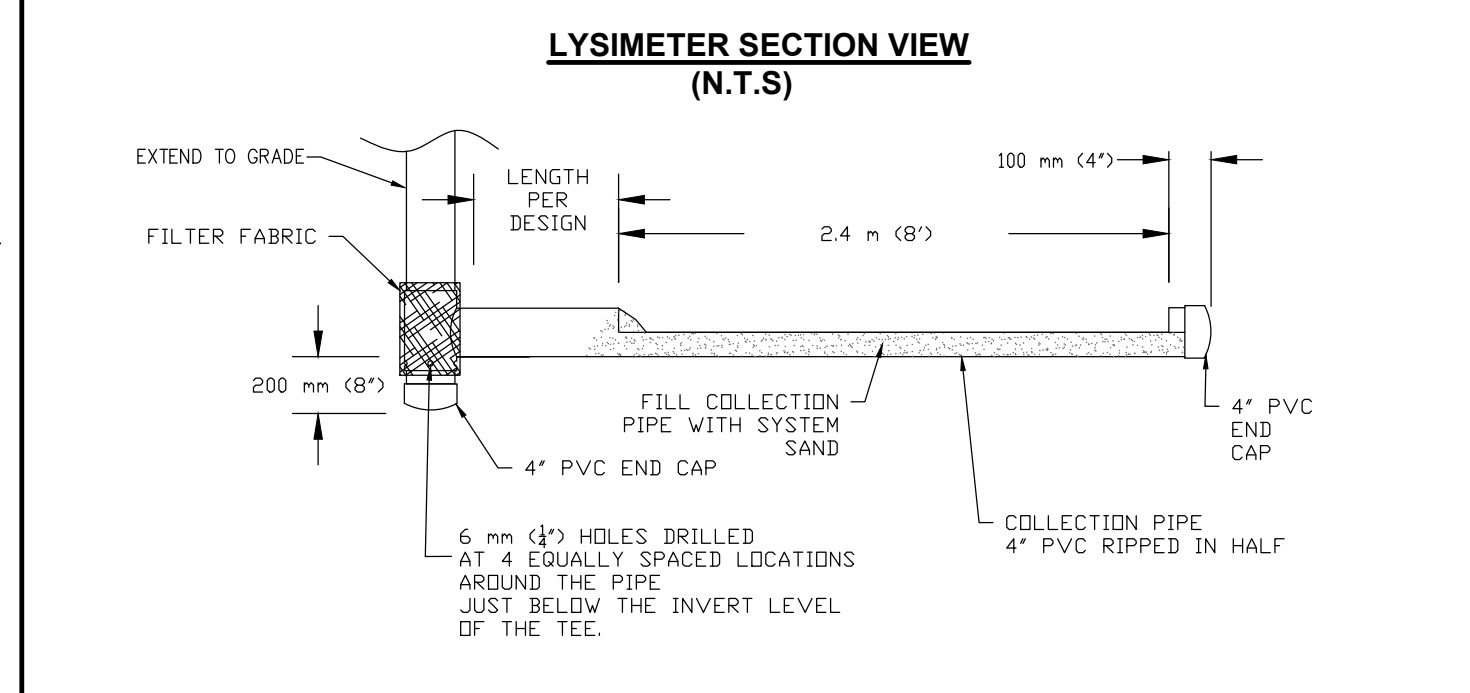
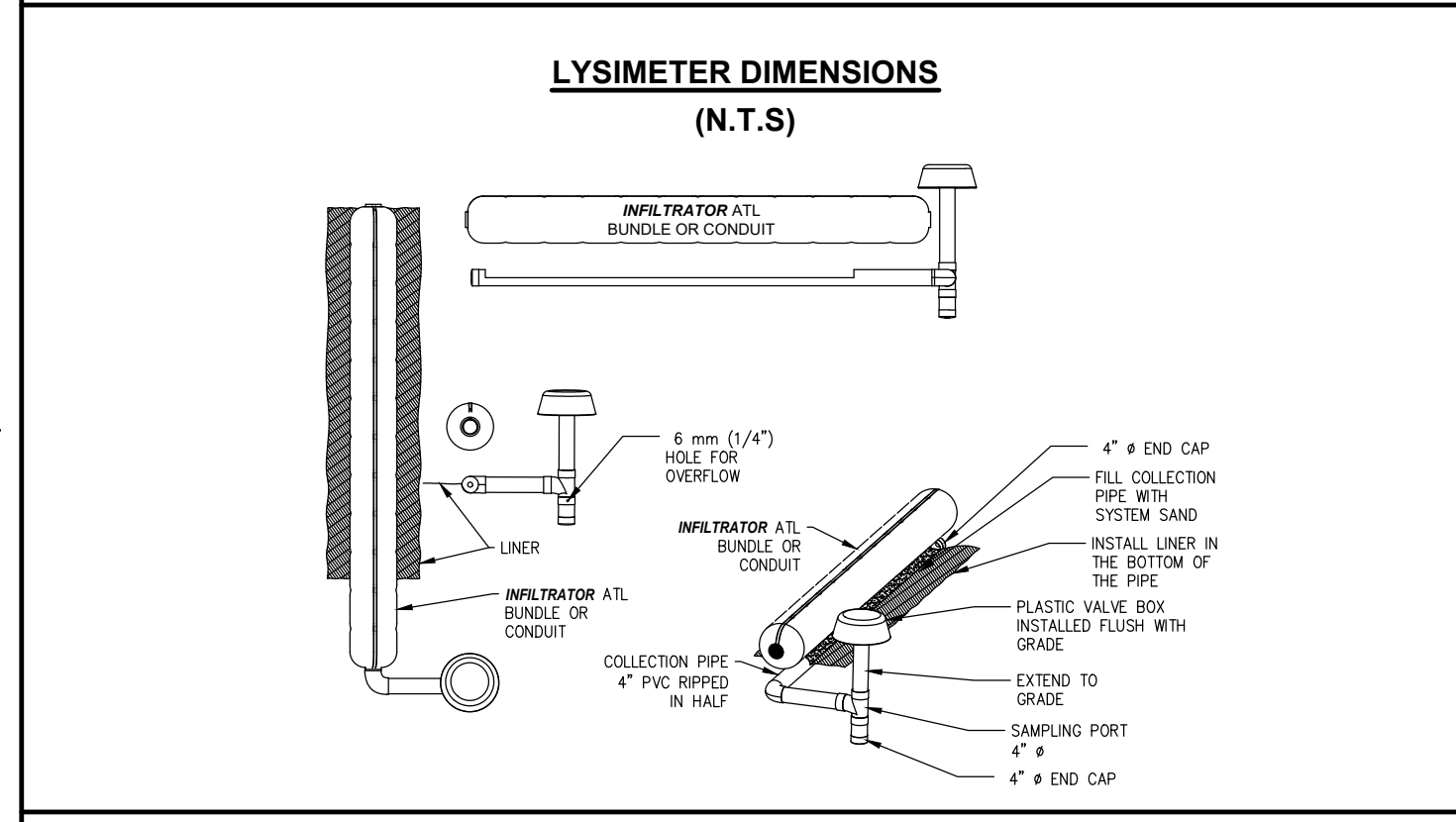
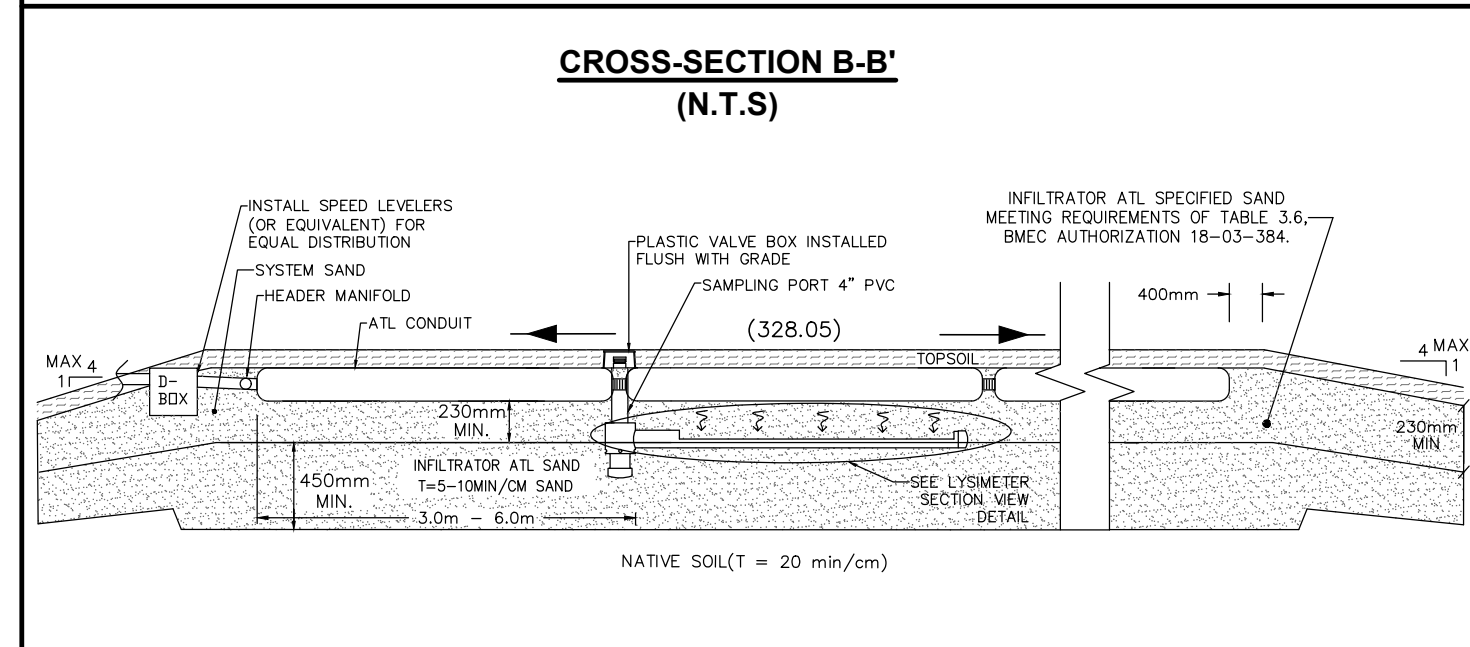
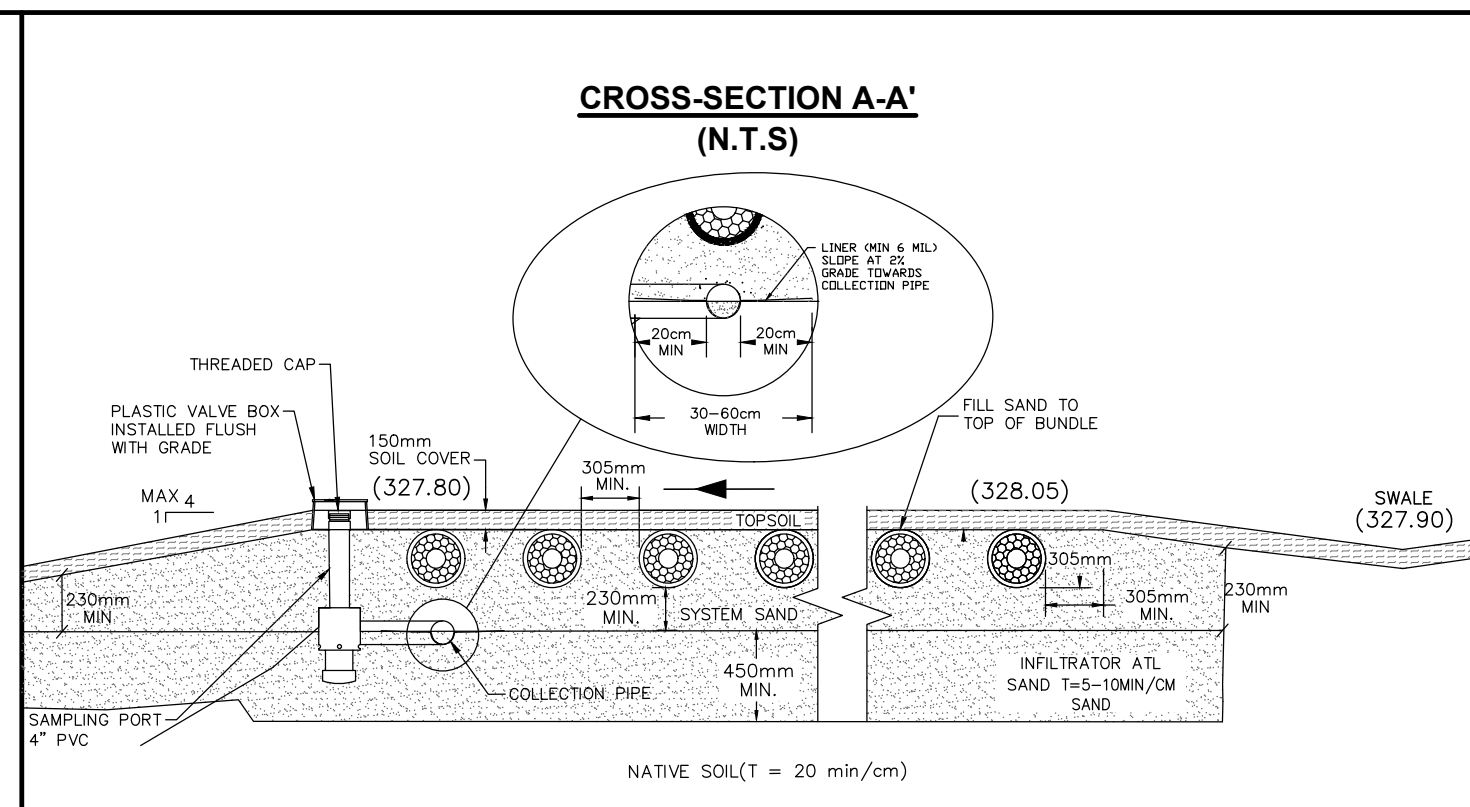
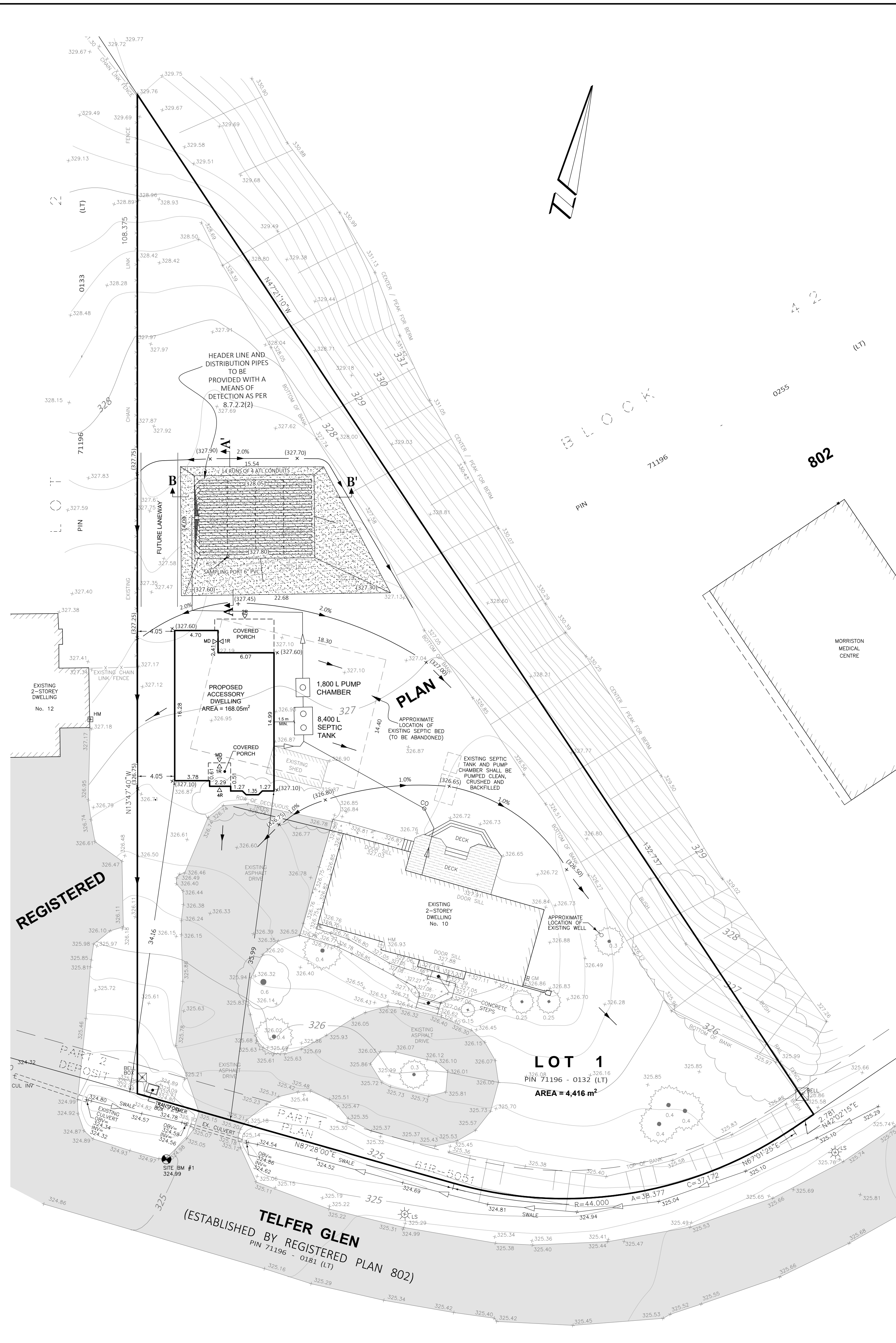
1. The installation of the leaching bed must conform to the various construction requirements in Division B-Part 8 of the 2012 OBC and BMEC Authorization No. 23-08-410.
2. The contractor is to strip topsoil and stockpile this material away from the proposed leaching bed area. Once removed, the area is to be sub excavated to the specified subgrade elevations and scarified perpendicular to the slope of the subgrade.
3. Specified System Sand is to be end-dumped at the edge of the prepared leaching bed and either pushed or cast across the open subgrade to meet the vertical separation requirements of BMEC Authorization 23-08-410. Dump trucks are not to travel across the prepared subgrade.
4. Infiltrator ATL conduits are to be constructed in a sand layer with a minimum 300 mm spacing, measured side to side and evenly space over the infiltrative surface as determined by QT/400.
5. Each row shall start and stop to provide a minimum of 300mm inside the perimeter defined by the Specified System Sand.
6. The Infiltrator ATL Conduits within the leaching bed shall be constructed so that they can be detected by magnetic means; by means of a 14-gauge TW solid copper, light-coloured, plastic-coated tracer wire; or other means of subsurface detection.
7. The sewage system is to be backfilled immediately following inspection. Topsoil is to be placed and grass growth established as soon as possible. Surface grading shall conform to the approved lot grading plan.

INSPECTION REQUIREMENTS

1. The contractor shall contact the local township or municipality at the start of the project to determine what inspections would be required by them to permit backfilling of the system.
2. The contractor shall contact Van Harten to carry out a base inspection prior to placing specified system sand. The purpose of the inspection is to certify that soil and groundwater conditions are consistent with the design, and that the base is properly graded and scarified.
3. The contractor shall contact Van Harten to carry out a second inspection prior to backfilling, once the tanks and conduits are constructed. The purpose of this inspection is to certify that the tank and Infiltrator ATL conduits are constructed in accordance with the design.
4. It is recommended that Van Harten be retained to carry out a final inspection of the sewage system once the system is backfilled (mandatory in some municipalities). The purpose of the inspection is to certify that the sewage system has been properly backfilled and graded in accordance with Section 8.7.2.1. (3) of the OBC and Section 4.5.4 of BMEC Authorization 23-08-410.

OPERATION AND MAINTENANCE

1. The sewage system must be operated and maintained in accordance with Section 8.9 of the OBC.
2. The effluent filter shall be inspected and cleaned on a regular basis as recommended by the manufacturer to ensure that it functions as it is designed.
3. The septic tank should be inspected periodically and cleaned whenever sludge and scum occupy 1/3 of the working capacity of the tank.
4. Excessive use of bleaches and other cleaning agents can kill bacteria in the sewage system and cause operation problems. Water softener and other backwash discharge are harmful to sewage systems and shall not be connected to the sanitary sewer. Paint and other solvents can destroy the biological operation of the system and shall not be discharged to the system. The sewage system is designed for domestic sewage only.
5. The owner shall use reasonable water conservation techniques to not overload the system with excessive peak flows or high day to day average daily water use.
6. All unnecessary sources of water shall be removed from the sewage system. For example, sump pump discharge and roof leaders should discharge to properly graded swales away from the septic tank and leaching bed.
7. The leaching bed should be provided with grass cover to reduce the amount of infiltration and promote evaporation and transpiration of water from the ground.
8. The owner must operate and maintain the system within the limits of the design and Section 8.9 of the OBC.



LEGEND:

329.45	- EXISTING ELEVATION	(329.45)	- PROPOSED ELEVATION	[Pattern]	- AREA OF SAND
[Symbol]	- SLOPE	[Symbol]	- DIRECTION OF FLOW	[Pattern]	- AREA OF STONE
[Symbol]	- PERFORATED PIPE	[Symbol]	- TEST PIT	[Symbol]	- SUMP PUMP
[Symbol]	- WELL				

ZONING: URBAN RESIDENTIAL (UR)

MINIMUM LOT AREA	= 0.4 m
MINIMUM FRONT YARD	= 3.0 m
MINIMUM INTERIOR SIDE YARD	= 2.0 m
MINIMUM EXTERIOR SIDE YARD	= 3.0 m
MINIMUM REAR YARD	= 2.0 m
MAXIMUM LOT COVERAGE	= 45%

PROPOSED ACCESSORY DWELLING:

TOP OF FOUNDATION	= (327.75)
UNDERSIDE OF FOOTING	= (324.91)
BASEMENT FLOOR	= (325.14)
FINISHED FLOOR	= (328.05)

NOTES:
 1. BUILDING ELEVATIONS BASED ON AN 8' 10" FOUNDATION WALLS, 3" BASEMENT SLAB AND 6" FOOTINGS.

SURVEY INFORMATION:

BENCHMARK REFERENCE:

ELEVATIONS ARE BASED ON GPS OBSERVATIONS TO PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM AND HAVE BEEN CORRECTED TO ORTHOMETRIC ELEVATIONS ON THE CGVD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTV2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.

SITE BENCHMARK #1:
 ELEVATION OF 324.99 METRES.

SITE BENCHMARK #2:
 ELEVATION OF 325.73 METRES.

SEWAGE SYSTEM DESIGN NOTES:

(Refer to Van Harten Surveying Inc. design report for material, construction, inspection and other details)

Q = 4,200 L/Day
 T = 20 min/cm
 Septic Tank Size = 8,400 L (Effluent filter and risers required)
 Pump Chamber Size = 1,800 L
 Leaching Bed Area = 265 m²
 ATL Conduits = 14 Runs of 4 Conduits = 56 Conduits

LOT DEVELOPMENT PLAN AND SEWAGE SYSTEM DESIGN FOR:

PROPOSED ACCESSORY DWELLING
10 TELFER GLEN
LOT 1, REGISTERED PLAN 802
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

NO.	REVISION	BY	DATE

DRAWING REVISION SCHEDULE

PREPARED FOR: DOUG SAVIN

PROJECT No. 32914-23

DRAWING SCALE 1 : 250

CAUTION:
 - THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
 - IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THE PROPOSED FOOTING ELEVATION AND PLUMBING ALLOWS GRAVITY CONNECTION TO THE SEWAGE SYSTEM.
 - SOIL BEARING CAPACITY SHOULD BE VERIFIED AT THE TIME OF CONSTRUCTION.
 - THE BUILDER MUST ENSURE A MINIMUM OF 1.22m OF EARTH COVER OVER THE FOOTINGS FOR FROST PROTECTION.
 - THIS SKETCH IS PROTECTED BY COPYRIGHT.

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
DRAWN BY: NCH/K.A.M.	DESIGNED BY: JMD	CHECKED BY: JMD

Feb 21, 2024 8:23:38 AM
 G:\PUSLINCH\802\42AD\DP & SSD LOT1 [32914-23 SAVIN]-ATL - SEALED.dwg



APPENDIX B
BACKGROUND INFORMATION



CMT Engineering Inc.
1011 Industrial Crescent, Unit 1
St. Clements, Ontario N0B 2M0
Tel: 519-699-5775
Fax: 519-699-4664
www.cmtinc.net

August 15, 2023

21-314.R39

Weber Septic Service (Weber Environmental)
3828 Chilligo Road
Breslau, Ontario
N0B 1M0

**Re: Laboratory Test Results
Grain Size Analysis and T-Time Determination
Doug Savin
10 Telfer Glen, Morriston, Ontario**

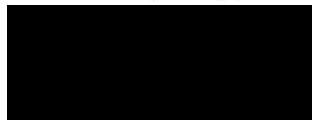
As requested, CMT Engineering Inc. (CMT Inc.) has performed a gradation analysis on a sample obtained from the above-referenced site and submitted to the CMT Inc. laboratory in St. Clements, Ontario on August 8, 2023.

The sample can be classified as ML using the Unified Soil Classification System. The corresponding soil percolation rate, as referenced to Section 6 of the Supplementary Guidelines to the Ontario Building Code 2012 (amended in 2019), would be $T = 20$ min/cm. The grain size analysis is attached (Figure 1).

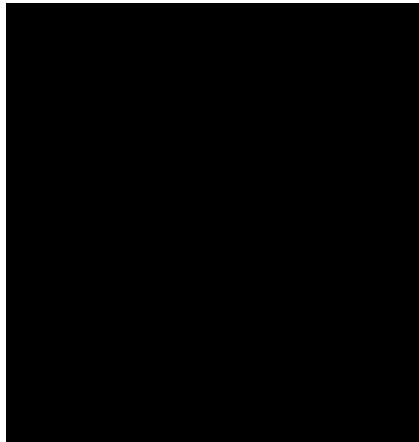
It should be noted that these test results are based on a single sample delivered to our laboratory and do not constitute as a guarantee for the entire site. Additional test samples should be obtained and tested if there is a variation observed at any time.

We trust this information meets with your present requirements. Should you have any questions, please do not hesitate to contact our office.

Yours very truly,



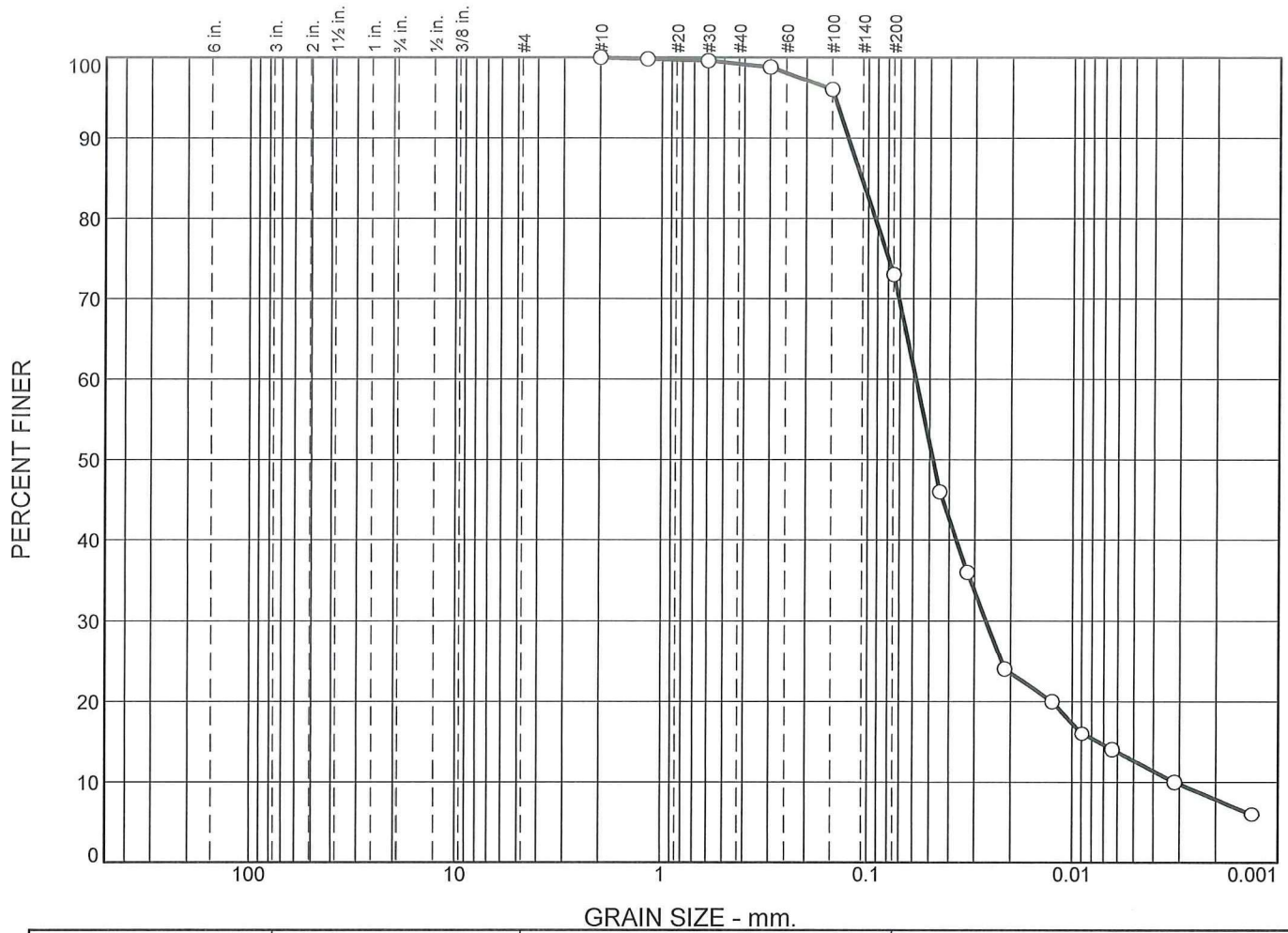
Tony Smith, C. Tech.
Laboratory Manager



Nathan Chortos, P. Eng.

Encl. Grain Size Analysis

Particle Size Distribution Report



	% Cobbles	% Gravel		% Sand			% Fines	
		Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
○	0.0	0.0	0.0	0.0	0.8	26.2	60.4	12.6

SOIL DATA					
SYMBOL	SOURCE	SAMPLE NO.	DEPTH (ft.)	Material Description	USCS
○	Client	1		Doug Savin - 10 Telfer Glen, Morriston, Ontario	ML
				sandy silt, some clay	
				Estimated Percolation Rate; T = 20 min/cm	
				Sample received in Lab August 8, 2023	
				Tested by JM of CMT Engineering Inc. August 9, 2023	

<p style="font-size: 1.2em; margin: 0;">CMT Engineering Inc.</p> <p style="margin: 0;">St. Clements, ON</p>	<p>Client: Weber Septic Service</p> <p>Project: Miscellaneous Laboratory Testing</p> <p>Project No.: 21-314</p> <p style="text-align: right;">Figure 1</p>
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APPENDIX C
BMEC AUTHORIZATION 23-08-410 (INFILTRATOR ATL SYSTEM)

777 Bay Street, 12th Floor
Toronto, Ontario, M5G 2E5

T: 416 585 4234
W: ontario.ca/buildingcode/

777, rue Bay, 12^e étage
Toronto, Ontario, M5G 2E5

T: 416 585 4234
W: ontario.ca/buildingcode/



**Building Materials Evaluation
Commission**

**Commission d'évaluation des
matériaux de construction**

BMEC AUTHORIZATION: 23-08-410 Infiltrator ATL System

Date of Authorization: October 25, 2023
Date of Expiry¹: October 25, 2028

1. Applicant

Infiltrator Water Technologies
4 Business Park Rd
PO Box 768
Old Saybrook, CT
USA 06475

Tel: (800) 221-4436
Web: www.infiltratorwater.com

2. Manufacturing Facility

Infiltrator Water Technologies
1030 Corporate Center Dr
Salisbury, NC
USA 28146

Tel: (800) 221-4436
Web: www.infiltratorwater.com

3. Authorization

The Infiltrator ATL System is a combined treatment and dispersal system. The Infiltrator ATL (Advanced Treatment Leachfield) System primarily consists of a septic tank, an effluent filter, the Infiltrator ATL conduits and a layer of Specified System Sand. The Infiltrator ATL System can be installed in-ground, partially raised, or fully raised.

This authorization is not an approval for the use of the Infiltrator ATL System as a treatment unit, where treatment units are permitted for use with Class 4 sewage systems.

The 300 mm Infiltrator ATL conduits consist of a 100 mm diameter perforated pipe, large diameter synthetic aggregate, coarse geotextile, and small synthetic aggregate all wrapped in a fine geotextile. The Infiltrator ATL conduits are positioned within a layer of Specified System Sand covering a total dispersal area based on characteristics of the native soil. Effluent is filtered and treated by the components of the Infiltrator ATL

¹ This Authorization expires on the date shown. It is the responsibility of Authorization holders to make a complete application considering the time for review and complexity of the new application.

System through a combination of biological, physical, and chemical processes. The Infiltrator ATL System operates as a media network to support bacteria that colonize in the media and decompose organic waste.

Additional descriptive information is provided in documents supplied by the Applicant which are listed in Appendix A.

Reports and assessments provided by the Applicant demonstrate that if the Infiltrator ATL System is manufactured, designed, constructed, installed, tested, and maintained in accordance with the manufacturer's instructions and limitations, and the specific terms and conditions stated in this authorization, the use of the Infiltrator ATL System shall be deemed to not be a contravention of Sections 8.6. "Class 4 Sewage System" and 8.7. "Leaching Beds" of Division B of the Building Code.

All other requirements pertaining to the manufacture, design, construction, testing, and installation are subject to the requirements of the Building Code, and subject to the following terms and conditions contained below.

4. Specific Terms and Conditions

4.1. General

4.1.1. This Authorization is valid only for Infiltrator Water Technologies' Infiltrator ATL System;

4.2. Definitions

- 4.2.1. Raised or Partially Raised means a sewage system in which any part of the system is above the natural ground elevation;
- 4.2.2. Vertical Separation means the depth of unsaturated soil below the system, as measured from the bottom of the ASTM C33 Specified System Sand, to a limiting layer such as a high groundwater table, bedrock, or native soil with a percolation time (T) less than 1 min/cm or greater than 50 min/cm; and
- 4.2.3. Infiltrator Water Technologies' Infiltrator ATL System "Specified System Sand" is defined in Section 4.4.6 of this Authorization.

4.3. Installation Requirements

- 4.3.1. Infiltrator ATL System shall be installed as per the manufacturer's installation instructions as found in the "Design and Installation Manual for the Infiltrator ATL System in Ontario", dated August 2023;
- 4.3.2. The Infiltrator Water Technologies' installation manual "Design and Installation Manual for the Infiltrator ATL System in Ontario" dated August 2023 and this Authorization, shall be placed, and remain on site during the installation of the Infiltrator ATL System.

- 4.3.3. Information required by the Chief Building Official/ Principal Authority as per Sentence 1.3.5.4.(1) of Division C of the Building Code shall be provided prior to the start of construction;
- 4.3.4. No person shall operate the Infiltrator ATL System unless the person has entered into an agreement whereby the servicing and maintenance of the Infiltrator ATL System and its related components will be carried out by either the manufacturer, an authorized representative, or a duly trained service provider to service and maintain the Infiltrator ATL System according to Section 4.6; and who shall:

Inspection

- 4.3.4.1. Conduct and record at least once during every twelve (12) month period, an inspection and servicing, as specified by the Applicant, Infiltrator Water Technologies, "Infiltrator ATL System 3-Year Service Agreement – ONTARIO", and

Testing

- 4.3.4.2. Test in accordance with the requirements set out in Article 8.9.2.4. "Sampling of Treatment Units" of Division B of the Building Code.
- 4.3.5. No reduction in the size of the Infiltrator ATL System shall be permitted with the use of a treatment unit beyond that of a septic tank.

4.4. System Requirements

- 4.4.1. There are six (6) main components to the Infiltrator ATL System:
1. Primary/Septic tank;
 2. Effluent filter;
 3. Distribution Devices;
 4. Infiltrator ATL conduits;
 5. ASTM C33 Specified System Sand; and
 6. Sampling Device (Lysimeter);
- 4.4.2. All raw sewage will enter into a septic tank sized in accordance with Article 8.2.2.3. "Septic Tanks" of Division B of the Building Code;
- 4.4.3. The effluent filter shall meet the requirements of Article 8.6.2.1. "Septic Tank Systems" of Division B of the Building Code and shall be connected to the outlet of the septic tank;
- 4.4.4. The distribution devices may include a distribution box, distribution valve, an equalizer, a header or a low-pressure distribution system;
- 4.4.5. The Infiltrator ATL conduits:

- 4.4.5.1. consists of a 100 mm diameter perforated pipe, large diameter synthetic aggregate, coarse geotextile, and small synthetic aggregate all wrapped in a fine geotextile to form a 3.05 m long x 300 mm diameter cylindrical bundle;
- 4.4.5.2. shall be placed level, end to end, with the white stripe at the 12 o'clock position and form rows;
 - 4.4.5.2.1. Internal pipe couplings are used to connect individual Infiltrator ATL conduits;
 - 4.4.5.2.2. Only full Infiltrator ATL conduits shall be used; conduits shall not be cut;
- 4.4.6. Infiltrator ATL System's Specified System Sand
 - 4.4.6.1. All Infiltrator ATL System configurations require Infiltrator ATL Specified System Sand under and between the Infiltrator ATL conduits;
 - 4.4.6.2. Following the installation of the required Specified System Sand around each Infiltrator ATL Conduit, imported sand or Specified System Sand must be used to fill the area between the ATL conduit rows to cover the complete dispersal surface/contact area. The thickness of imported sand/Specified System Sand between the ATL conduit rows shall be a minimum 530 mm;
 - 4.4.6.3. The Specified System Sand shall:
 - 4.4.6.3.1. meet the sand requirements set out in ASTM C33 "Standard Specification for Concrete Aggregates", as set out in Table 4.4.6.3.1 below:

Table 4.4.6.3.1

Infiltrator ATL Specified Sand Requirements		
<i>Excerpt from ASTM C33 "Standard Specification for Concrete Aggregates"</i>		
Sieve Size	Sieve Square Opening	Specification % Passing
0.375"	9.5 mm	100.0
#4	4.75 mm	95.0 – 100.0
#8	2.36 mm	80.0 – 100.0
#16	1.18 mm	50.0 – 85.0
#30	600 µm	25.0 – 60.0
#50	300 µm	5.0 – 30.0
#100	150 µm	0.0 – 10.0
#200	75 µm	0.0 – 5.0
<i>Request a sieve analysis from the material supplier to confirm that the system sand meets the specifications requirements listed above</i>		

- 4.4.6.3.2. be a minimum depth of 230 mm under the Infiltrator ATL conduit rows;
- 4.4.6.3.3. extend a minimum of 300 mm on both ends of the Infiltrator ATL conduit rows;

- 4.4.6.3.4. extend a minimum of 300 mm horizontally beyond the outer Infiltrator ATL conduit rows;
- 4.4.6.3.5. be a minimum of 300 mm between each Infiltrator ATL conduit row; and
- 4.4.6.3.6. be installed to the top of each Infiltrator ATL conduit rows;
- 4.4.6.4. The imported sand must have a percolation time of 6 to 10 min/cm and not have more than 5% fines passing through a 0.074 mm (No. 200) sieve.

4.5. Design Requirements

4.5.1. Vertical Separation

- 4.5.1.1. The percolation time (T) of the native soil shall determine the minimum vertical distance from the bottom of the Specified System Sand to the high ground water table, bedrock, or soil with a percolation time (T) less than 1 min/cm or greater than 50 min/cm:
 - 4.5.1.1.1. If (T) is less than or equal to 6 min/cm, or greater than 50 min/cm, then the vertical separation distance shall be at least 600 mm, or
 - 4.5.1.1.2. If (T) is greater than 6 min/cm, or less than or equal to 50 min/cm, then the vertical separation shall be at least 450 mm;
 - 4.5.1.1.3. Where the native soil cannot provide for the entire vertical separation, Specified System Sand or imported sand may be provided to achieve the required vertical separation;

4.5.2. Number of Infiltrator ATL Conduits Required

- 4.5.2.1. Each Infiltrator ATL Conduit has the capacity to treat 81L per day;
- 4.5.2.2. The formula to determine the number of Infiltrator ATL Conduits required is $Q/81$. Where Q is the total daily design sanitary sewage flow in litres;
- 4.5.2.3. The number of Infiltrator ATL Conduits must be rounded up at all times;

4.5.3. Conduit spacing requirements

- 4.5.3.1. The Infiltrator ATL Conduits shall be spaced using the following criteria:

- 4.5.3.1.1. The rows shall be spaced a minimum of 300 mm apart, measured side to side;
- 4.5.3.1.2. Each row shall start and stop to provide a minimum of 300 mm inside the perimeter defined by the Specified System Sand;
- 4.5.3.1.3. Where conduits are installed on sites with a slope between 10:1 and 4:1, the 230 mm deep Specified System Sand layer shall extend a minimum of 900 mm horizontally on the downslope side, beyond the conduits;
- 4.5.3.1.4. When multiple rows are used, each row of the Infiltrator ATL conduits shall be evenly spaced over the entire area of the Specified System Sand (QT/400), subject to adjustment to ensure:
 - (a) Minimum clearances are provided in accordance with Article 8.2.1.6. of the Building Code, and
 - (b) Minimum separation distances are provided in accordance with 4.5.3 above;

4.5.4. Dispersal Surface (A) – In-ground, partially raised, or above ground

- 4.5.4.1. The area to be covered by the Specified System Sand used in the Infiltrator ATL System shall be equal to or larger than the area determined by the formula:

$$A = QT/400$$

Where:

- A is the area of contact in m²
- T is the percolation time of the underlying native soil in min/cm to a maximum of 50, and
- Q is the total daily design sanitary sewage flow in litres.

- 4.5.4.2. All Infiltrator ATL System designs shall meet the minimum spacing requirements of Section 4.5.3. above;
- 4.5.4.3. The dispersal surface shall have the long dimension perpendicular to the direction in which effluent entering the soil will move horizontally; and
- 4.5.4.4. When the native soil has a (T) of 50 min/cm or greater, the Infiltrator ATL System shall be raised;

4.5.5. Additional design requirements

- 4.5.5.1. The Infiltrator ATL System shall be designed, installed, and constructed using these criteria:

- 4.5.5.1.1. Infiltrator ATL System shall not be installed in an area where the original ground has a slope in excess of 4 horizontal to 1 vertical;
- 4.5.5.1.2. A minimum total length of 39.6 m of Infiltrator ATL conduit is required for any Infiltrator ATL System;
- 4.5.5.1.3. Each row can reach a maximum length of 30.5 m;
- 4.5.5.1.4. The Infiltrator ATL System shall have a sampling device (Lysimeter), for the purpose of sampling effluent, and it shall be installed as described in the “Design and Installation Manual for the Infiltrator ATL System in Ontario” dated August 2023;
- 4.5.5.1.5. The site shall be protected from erosion by proper grading, mulching, seeding, and runoff control; and
- 4.5.5.1.6. The Infiltrator ATL System, measured from the centre of the conduits, shall meet the setback requirements outlined in Article 8.2.1.4. “Clearances” and Table 8.2.1.6.B. “Minimum Clearances for Distribution Piping and Leaching Chambers” of Division B of the Building Code.

4.6. Servicing, Operation and Maintenance Requirements

- 4.6.1. The Infiltrator ATL System shall be operated and maintained as per the manufacturer’s “Ontario Infiltrator ATL System Operation and Maintenance Guidelines” dated August 2023;
- 4.6.2. Conduct and record at least once during every twelve (12) month period, an inspection and servicing as specified by the Applicant and Infiltrator Water Technologies;
- 4.6.3. Effluent sampling shall be performed in accordance with the requirements of Sentence 8.9.2.4.(1) of Division B of the Ontario Building Code, as follows:
 - (a) initially, once during the first 12 months after the sewage system was put into use, and
 - (b) thereafter, once during every 12 month period, at least 10 months and not more than 18 months after the previous sampling has been completed;
- 4.6.4. The concentration of CBOD₅ and suspended solids in the grab sample described in Section 4.6.3. is deemed to comply with the Building Code requirements when neither exceed 20 mg/L;
- 4.6.5. If the results of a sample do not comply with Section 4.6.4, then the person operating the system shall promptly submit the results to the Chief Building Official/ Principal Authority and inform Infiltrator Water Technologies or an authorized agent, and the course of action to remedy the problem shall be identified. The system shall be resampled within six (6) months of a non-

compliant sample and the results are to be submitted to the Chief Building Official/ Principal Authority; and

- 4.6.6. Infiltrator Water Technologies or their agent shall retain records of the sampling test results for each Infiltrator ATL System received pursuant to the terms and conditions set out in Sections 4.6.1. to 4.6.5. above, for a period of ten (10) years and shall promptly forward copies of those records to the Chief Building Official/ Principal Authority when requested.

5. General Conditions

- 5.1. The use of the Infiltrator ATL System as described in Section 3. and the Specific Terms and Conditions set out in Section 4. must comply with:

- (a) the *Building Code Act, 1992*, (the "Act") as amended or re-enacted,
- (b) except as specifically authorized herein, the Building Code as amended or remade, and
- (c) all other applicable legislation.

- 5.2. A copy of this Authorization shall accompany each application for a building permit and shall be maintained on the site of the construction with the building permit.

- 5.3. The Applicant specified in Section 1. shall promptly notify the BMEC of:

- (a) the failure of the Applicant to comply with any of the Specific Terms and Conditions set out in Section 4.,
- (b) the failure of the material, system or building design that is the subject matter of this Authorization to
 - i. comply with any of the Specific Terms and Conditions set out in Section 4., or
 - ii. provide a satisfactory level of performance in situ, or
- (c) the occurrence of any of the events described in General Conditions 5.4.(a), (b), or (e).

- 5.4. The BMEC may amend or revoke this Authorization at any time on its own initiative, or at the request of the Applicant specified in Section 1. Without restricting the foregoing, the BMEC may amend or revoke this Authorization where it determines that:

- (a) any change has been made to:
 - (i) the name of the Applicant specified in Section 1.,
 - (ii) the address or other contact name information of the Applicant specified in Section 1.,
 - (iii) the ownership of the Applicant specified in Section 2.,
 - (iv) the manufacturing facilities specified in Section 2,
 - (v) the material, system, or building design that is the subject matter of this Authorization, or
 - (vi) a test method relevant to this Authorization,

- (b) the Applicant has failed to comply with any of the terms and conditions set out in this Authorization,

- (c) in the opinion of the BMEC, the use of the material, system or building design authorized herein provides an unsatisfactory level of performance in situ,
- (d) in the opinion of the BMEC, amendment or revocation of the Authorization is appropriate on the basis of potential danger to public health and safety,
- (e) the *Act* or Building Code has been amended, re-enacted or remade in a manner relevant to this Authorization,
- (f) this Authorization was issued on mistaken, false or incorrect information, or
- (g) a revision of an editorial nature is appropriate.

Dated at Toronto this October 25, 2023

BUILDING MATERIALS EVALUATION COMMISSION



CHAIR, BUILDING MATERIALS EVALUATION COMMISSION

attached – “Appendix A – Supporting Information”

Appendix A – Supporting Information

The following is a list of the documents that were submitted and reviewed, but were not limited to:

1. Application, Infiltrator Water Technologies, “APPLICATION FOR EVALUATION TO THE BMEC” as amended;
2. Approval, Alabama Department of Public Health, “State-Issued Product Permit”, dated June 2, 2020;
3. Approval, Commonwealth of Virginia, dated June 17, 2015;
4. Approval, Department of Environmental Protection, “Standard Conditions for Alternative Soil Absorption Systems with General Use Certification and/or Approved for Remedial Use”, dated March 5, 2018;
5. Approval, Department of Health and Human Services Maine Center for Disease Control and Prevention, “Updated Product Registration, Infiltrator ATL System”, dated June 4, 2015;
6. Approval, Illinois Department of Public Health, dated January 27, 2017;
7. Approval, Indiana State Department of Health, “Approval renewal of the Design and Installation Manual for the Infiltrator ATL™ System in Indiana, March 2015, for use in residential and commercial on-site sewage systems”, dated April 13, 2020;
8. Approval, New York Department of Health, “Presby Environmental, Inc (PEI) Advanced Treatment Leachfield and Advanced Enviro-Septic Wastewater System NYSDOH Compliance Determination”, dated April 15, 2021;
9. Approval, North Carolina Department of Health and Human services, dated July 29, 2021;
10. Approval, OHIO Department of Health, dated February 12, 2016;
11. Approval, State of Idaho Department Of Environmental Quality, “Updated Proprietary Wastewater Treatment Product Approval – Infiltrator ATL” dated September 3, 2020;
12. Approval, State of Michigan, “Delta Treatment Systems and Presby Environmental Advanced Enviro-Septic Product Technology” dated April 15, 2021;
13. Approval, Wisconsin Department of Safety, “Powts Component Manual”, dated July 22, 2019;
14. Approvals, Infiltrator Technologies, “Infiltrator ATL (Advanced Treatment Leachfield) System Canadian Provincial Approvals”;
15. Brochure, Infiltrator Water Technologies, “Advanced Treatment Leachfield”, version ATL01ON 0523;
16. Data Table, Infiltrator Water Technologies, “Infiltrator ATL System - Ontario Laboratory Field Test Data Table”, dated May 2023;
17. Design and Installation Manual, Infiltrator Technologies, “Design and Installation Manual for the Infiltrator ATL System in Ontario, as amended”;
18. Engineer’s report, Gunnel Engineering Ltd., “Application for Infiltrator ATL (Advanced Treatment Leachfield) System Certification and Analysis Report”, as amended;
19. Letter, Infiltrator Water Technologies “ON ATL BMEC Response to Comments Round 2” dated August 8, 2023;
20. Letter, Infiltrator Water Technologies, “Answers to BMEC questions” dated July 13, 2023;

21. Operation and Maintenance Guidelines, Infiltrator Water Technologies, "Ontario Infiltrator ATL System Operation and Maintenance Guidelines", dated August 2023;
22. Test report, Massachusetts Alternative Septic System Test Center, "Onsite Wastewater Technology Testing Report", dated February 2017; and
23. Test report, NSF International, "NSF/ANSI Standard 40 – Infiltrator ATL-450- Additional Testing report", dated May 8, 2017.

Mehul Safiwala

From: Monika Farncombe
Sent: Friday, April 12, 2024 2:53 PM
To: Lynne Banks
Subject: FW: Minor Variance Application - 10 Telfer Glen - Savin

FYI 😊



Monika Farncombe
Legislative Assistant
Township of Puslinch
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 207 Fax: 519-763-5846 www.puslinch.ca

My hours may not match your working hours. If you received this email outside of regular business hours, I do not expect an immediate response.

From: Andrew Hartholt <ahartholt@puslinch.ca>
Sent: Friday, April 12, 2024 2:51 PM
To: Monika Farncombe <mfarncombe@puslinch.ca>
Subject: RE: Minor Variance Application - 10 Telfer Glen - Savin

Hey Monika,

The Building Department has no concerns from building code perspective with the proposed minor variance increasing the floor area from 130m² to 138.47m² or the increase in building height from 5.0m to 5.4m.

Please note:

Building permits are required for both the new Accessory Dwelling Unit (ADU) and septic replacement/upgrade proposed. A fire separation between the ADU and the unfinished basement storage area will be required as part of the review. The Building Department will provide full technical comments upon receipt of the complete permit applications.

If you have any questions, please do not hesitate to contact me.



Andrew Hartholt
Chief Building Official
Township of Puslinch
7404 Wellington Rd 34, Puslinch ON N0B 2J0
519-763-1226 ext. 229 www.puslinch.ca

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

From: Monika Farncombe <mfarncombe@puslinch.ca>
Sent: Friday, April 12, 2024 1:03 PM
To: Planning <planning@puslinch.ca>
Cc: Jamie MacNeil <jmacneil@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Building

<building@puslinch.ca>; Mike Fowler <mfowler@puslinch.ca>; Heritage Committee <Heritage@puslinch.ca>; Lynne Banks <banks@puslinch.ca>

Subject: Minor Variance Application - 10 Telfer Glen - Savin

Good Afternoon,

Attached please find the Notice of Public Hearing with respect to the above matter, for your review and comment. Please provide any comments you might have by May 13, 2024 by 12:00pm.

Thanks –



Monika Farncombe
Legislative Assistant
Township of Puslinch
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 207 Fax: 519-763-5846 www.puslinch.ca

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Ministry of Transportation

West Operations
Corridor Management Section West

659 Exeter Road
London, Ontario N6E 1L3
Telephone: (226) 973-8580
Facsimile: (519) 873-4228

Ministère des Transports

Opérations ouest
Section de la gestion des couloirs routiers de l'Ouest

659, chemin Exeter
London (Ontario) N6E 1L3
Téléphone: (226) 973-8580
Télécopieur: (519) 873-4228



Date: April 17, 2024

To: Monika Farncombe, Township of Puslinch

Re: MTO Comments – Minor Variance Application - 10 Telfer Glen - Savin

The Ministry of Transportation (MTO) has reviewed the application (D13/SAV) for minor variance to allow an additional residential unit proposed on the subject property, 10 Telfer Glen, Morriston. The following outlines our comments:

Highway 6 in close proximity to the subject property is classified as a **Class 2B – Provincial Arterial** with a posted speed of 50 km/hr, and is designated as a **Controlled Access Highway** (CAH). As such, all requirements, guidelines and best practices in accordance with this classification and designation shall apply.

The owner should be aware that the property falls within MTO's Permit Control Area (PCA), and as such, MTO Permits are required before any demolition, grading, construction, or alteration to the site commences. In accordance with the Ontario Building Code, Municipal permits may not be issued until such time as all other applicable requirements (i.e.: MTO permits/approvals) are satisfied.

MTO has no objection with minor variance S001-24 proceeding, with the condition that the following MTO permit(s) may be required.

Permit Requirements:

- MTO Building and Land Use Permit(s) will be required for any future work on the subject lands to construct the additional residential unit.

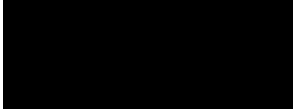
MTO would appreciate receiving the approval authority's decision on this file.

Permit Applications:

For reference, once municipal Site Plan Approvals are imminent the owner, or those working on their behalf, can proceed with submitting for MTO Permit(s). MTO accepts permit applications through our online portal. This application process will provide you the contact information of MTO staff assigned to your permit application and allow you to track the status of the application. In addition to the permit application, all pertinent supporting drawings and reports can be uploaded into the permit wizard. The link to our system is as follows: <https://www.hcms.mto.gov.on.ca/PermitWizard>

If any further clarification is required regarding the MTO site plan approval or permits process, or if any issues are encountered during the additional consultation or application phase, please feel free to contact Allan Hodgins at Allan.Hodgins@ontario.ca or (226) 973-8580 who will be more than happy to assist.

Regards,



Allan Hodgins
Corridor Management Planner

c. Desmond Grant, Corridor Management Officer, MTO

Mehul Safiwala

From: Source Water <sourcewater@centrewellington.ca>
Sent: Monday, April 15, 2024 8:36 AM
To: Monika Farncombe; Planning
Cc: Lynne Banks; Justine Brotherston; wellington+314715@lswims.ca
Subject: RE: Minor Variance Application - 10 Telfer Glen - Savin

Hi Monika,

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*.

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

Thanks,

Kim

From: Monika Farncombe <mfarncombe@puslinch.ca>
Sent: Friday, April 12, 2024 1:01 PM
To: Planning <planning@puslinch.ca>
Cc: Lynne Banks <lbanks@puslinch.ca>; Justine Brotherston <jbrotherston@puslinch.ca>
Subject: Minor Variance Application - 10 Telfer Glen - Savin

You don't often get email from mfarncombe@puslinch.ca. [Learn why this is important](#)

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

Good Afternoon,

Attached please find the Notice of Public Hearing with respect to the above matter, for your review and comment. Please provide any comments you might have by May 13, 2024 by 12:00pm.

Thanks –



Monika Farncombe
Legislative Assistant
Township of Puslinch
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 207 Fax: 519-763-5846 www.puslinch.ca

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COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
Aldo Salis, BES, M.Sc. MCIP, RPP., DIRECTOR
TEL: (519) 837-2600
FAX: (519) 823-1694
1-800-663-0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

April 30, 2024

BY E-MAIL

Lynne Banks, Secretary-Treasurer
Committee of Adjustment
Township of Puslinch
7404 Wellington Rd 34
Puslinch, ON N0B 2J0

Dear Ms. Banks:

**Re: Proposed Minor Variance – D13/SAV
Doug Savin
10 Telfer Glen Street
Township of Puslinch**

Thank you for circulating the above noted application to our office. These comments are offered without the benefit of a site visit. It is our understanding that the following relief is being requested from Zoning By-law No. 023-18:


- Section 4.2.a.i: To permit the total floor area of Additional Residential Unit to be a maximum of 138.47 m² as opposed to the permitted total floor area maximum of 130 m².
- Section 4.4.2 (Table 4.1): To permit an ancillary building to have a maximum height of 5.4 m as opposed to the maximum permitted height of 5 m.

The subject lands are designated Residential in the County Official Plan and is located within the Paris Galt Morain Policy Area. It is noted that the subject property is located within the Greenbelt Plan and is identified as Town/Village. Section 4.4.6.2 of the County Official Plan directs that an Additional Residential Unit may be permitted as a separate standalone ancillary building or as part of an ancillary building.

Planning staff note that the proposed variance is to facilitate construction of an Additional Residential Unit within an ancillary building. Overall, planning staff do not have any concerns with the proposed Minor Variance.

I trust that these comments will be of assistance to the Committee. We would appreciate a copy of the Committee's decision with respect to this application.

Yours truly,


Jamie Barnes
Junior Planner


Asavari Jadhav
Planner



REPORT D13-2024-006

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: May 14, 2024

SUBJECT: Minor Variance Application D13/FRE (Freure)
29 Eagle Lane, Puslinch

RECOMMENDATION

That Report D13-2024-006 entitled Minor Variance Application D13/FRE be received; and

Whereas the variance requested would provide relief from Section 4.17.1.a and Section 12.4, of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to permit construction of a deck for the legal non-confirming single detached dwelling within the Natural Environment Zone; and

Whereas the minor variance application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property;

Therefore, that planning staff consider the request minor and have no concerns with the application.

Purpose

Regulation	By-law Section	Required	Proposed	Relief Requested
<p>Comprehensive Zoning By-law # 23-2018, as amended</p>	<p>Legal Non-conformity and Legal Non-compliance Section 4.17.1.a.</p>	<p>A non-complying building or structure that does not comply with this By-law, but which was legally erected/alterd in accordance with a by-law that was in effect in accordance with Section 34 of the Planning Act at the time of construction and/or alteration may be enlarged, repaired, or renovated provided that the enlargement, repair, or renovation does not further reduce the existing yard(s), and all other provisions of this By-law are met.</p>	<p>Expansion to the legal non-confirming single detached dwelling</p>	<p>To permit construction of a deck for the legal non-confirming single detached dwelling</p>
	<p>Natural Environment Zone Requirement Section 12.4</p>	<p>No person shall, within any NE Zone, use any lot or erect, alter or use any building or structure.</p>	<p>Construction of a deck within the Natural Environment Zone</p>	<p>To allow for the enlargement of an existing legal non-confirming single detached dwelling within the Natural Environment zone</p>

Subject Property Key Map



Discussion

Four Tests	Discussion
<p>That the requested variance is minor in nature</p>	<ul style="list-style-type: none"> • The subject lands contain an existing legal non-confirming single detached dwelling. • The purpose of the application is to construct a 17 m² (183 ft²) deck to the existing single detached dwelling on the subject lands. • The Zoning By-law recognizes legal non-confirming uses and allows them to exist; however, reductions of the existing yards, such as the addition of a deck triggers the needs for relief from the By-law.
<p>That the intent and purpose of the Zoning By-law is maintained</p>	<ul style="list-style-type: none"> • The subject lands are zoned as Agricultural (A) and Natural Environmental (NE), and are within the Environmental Protection (EP) Zone Overlay. • The single detached dwelling is not a permitted use within the Natural Environmental (NE) Zone in accordance with section 12.2, Table 12.1., however, section 4.17.4 allows uses that were legally established prior to enactment of the Zoning By-law. • The intent of the subject application is to facilitate construction of a deck for a legal non-confirming single detached dwelling within Natural Environment (NE) Zone., Whereas Section 4.17.1.a states that A non-complying building or structure that does not comply with this By-law, but which was legally erected/alterd in

	<p>accordance with a by-law that was in effect in accordance with Section 34 of the Planning Act at the time of construction and/or alteration may be enlarged, repaired, or renovated provided that the enlargement, repair, or renovation does not further reduce the existing yard(s), and all other provisions of this By-law are met. Further, the application is to allow development within the Natural Environment (NE) Zone, whereas Section 12.4 provide restrictions to development within the NE Zone.</p> <ul style="list-style-type: none"> • The Environmental Protection (EP) Overlay permits development subject to special provisions as outlined in the Township’s Zoning By-law. As this property is within the EP Overlay it requires written approval be obtained from the applicable Conversation Authority. Staff can confirm a permit has been obtained from the GRCA. • Based on the site plan submitted it appears that the proposed deck enlarges the footprint of the building into the existing yard(s).The deck will remain a considerable distance from the existing lot lines, however a formal review was not conducted at this time and the development will be subject to review during the building permit process.
<p>That the general intent and purpose of the Official Plan is maintained</p>	<ul style="list-style-type: none"> • The property is designated as Greenland System and Secondary Agricultural within the County Official Plan. • The existing uses are permitted in the Greenland designation. • The location of the proposed deck on the on the single detached dwelling is located within the Slope Valley in Greenland System features. It is noted that a permit from GRCA has been obtained. • The subject lands are identified as being within the Paris Galt Moraine Policy and Special Policy Area 9.8.2 for the Puslinch Lake Area. • Section 13.8.3 of the Official Plan allows for legal non-conforming uses to be extended or a similar use subject to the criteria of section 13.8.2, which includes the need for the extension use, compatibility, adequacy of services, landscaping, screening, buffering and setbacks; impacts of proposed use, traffic and parking; impacts on the natural environment, groundwater and surface water quality & quantity. • The Application meets the intent of the Official Plan.
<p>That the variance is desirable for the appropriate development and use</p>	<ul style="list-style-type: none"> • The subject property is surrounded by residential and agriculture uses. • The proposed addition would reduce the existing yard(s) but not change the use of the primary building.

of the land, building or structure	<ul style="list-style-type: none"> • Planning staff are satisfied that the minor variance is desirable, and appropriate for the development and use of the land.
------------------------------------	---

Conclusion

In conclusion, planning staff is of the opinion that the requested variance application **meets the four tests** of the *Planning Act*. Staff trust that this report will be of assistance to the Committee in their consideration of this matter.

Respectfully submitted,

Reviewed by:

Mehul Safiwala
Junior Planner

Justine Brotherston
Municipal Clerk

**Affidavit**

Township of Puslinch
7404 Wellington County Rd 34, Puslinch, ON N0B 2J0
(519) 763-1226

Cloudpermit application number
CA-3523001-P-2024-15

Applicant, Agent

Last name Luscombe	First name Mike	Corporation or partnership
Street address [REDACTED]	Unit number	Lot / Con.
Municipality [REDACTED]	Postal code [REDACTED]	Province [REDACTED]
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Property owner, Payer

Last name Freure	First name David	Corporation or partnership
Street address [REDACTED]	Unit number [REDACTED]	Lot / Con.
Municipality [REDACTED]	Postal code [REDACTED]	Province [REDACTED]
Other phone [REDACTED]	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Subject Land Information

Address	Legal description	Roll number
29 EAGLE LN (Primary)	PUSLINCH CON 1 PT LOT 6 PLAN;386 LOT 19 TO 26 PT LOTS 16;TO 18 AND PT PROSPECT DR AND;PT ALLEY DR AND RP 61R20901;PART 13	2301000003212000000

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, David Freure, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the Applicant is accurate and that the information contained in the documents that accompany this application is accurate, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Applicant (sign in the presence of a Commissioner for taking affidavits)

DocuSigned by:
[Redacted]

Signature of Commissioner for taking affidavits

DocuSigned by:
[Redacted]

Municipality

City of Waterloo, Regional Municipality of Waterloo

Day, month, year

04/12/2024

Place an imprint of your stamp below Name: Amanda Brennan - Miller Thomson LLP

SWORN BEFORE ME via video-conference with the Deponent in the City of Kitchener, Province of Ontario and the Commissioner in the City of Waterloo, Regional Municipality of Waterloo, Province of Ontario this 12th day of April, 2024

Note: This affidavit was commissioned via simultaneous video-conference in accordance with the Commissioners for taking Affidavits Act, R.S.O. 1990, CHAPTER C.17, and Ontario Regulation 431/20 Administering Oath or Declaration Remotely, under which (i) the identity of the deponent was confirmed from government issued identification, (ii) the commissioner administered the oath or affirmation, (iii) the deponent affixed their electronic signature to the affidavit, (iv) the deponent confirmed their electronic signature to the commissioner, (v) the commissioner affixed their electronic signature to the affidavit including exhibits


Affidavit and signatures**Applicant**

The Mike Luscombe, Applicant is required to agree to erect and maintain a sign on the subject lands and to permit Township employees/representatives to enter the lands for site visits. The sign will be provided to the applicant for posting on the property by Township planning staff along with instructions on how and where to post the sign. The sign must be posted at least 10 days prior to the Committee of Adjustment meeting date for the application and must remain on the property until the 20 day appeal period is expired.

Notice with respect to collection of personal information

Personal information on this form is collected under the authority of the Planning Act. The information is used for the purpose of processing this application and administering the legislation and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

 Digitally signed on April 12, 2024 at 12:04:19 p.m. EDT by Mike Luscombe.

Send correspondence to

Send correspondence to

 Owner(s) Agent Others

Who to send the Invoice to

 Owner Agent Other
Provide a description of the "entire" property

Concession

Lot

Registered Plan Number

29 eagle lane

2301000003212000000

Area in Hectares

Area in Acres

Depth in Meters

2.9177

7.21

200.52

Depth in Feet

Frontage in Meters

Frontage in Feet

Width of road allowance (if known)

657' 10½"

140.818

462

UNKNOWN

Reason for Application

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

 Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.)

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

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

relief from zoning bylaw 4.17.1.b and 12.4

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

Permit TOP-2021-254 can not be closed off until a deck is provide outside of a second story door, this minor variance is to allow the deck to be added.

What is the current Official Plan and zoning status?

Official Plan Designation

Zoning Designation

2301000003212000000

core reenlands and secondary agricultural

What is the access to the subject property?

If other please specify

 Provincial Highway

 Continually maintained municipal road

 Seasonally maintained municipal road

privately maintained road

 Other

 Continually maintained county road

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

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

EAGLE LN

Existing and Proposed Service

Indicate the applicable water supply and sewage disposal:

Private Well	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Water	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other Provincial Waste Water System	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
How is storm drainage provided? *		
<input type="checkbox"/> Storm Sewers <input type="checkbox"/> Ditches <input checked="" type="checkbox"/> Swales <input type="checkbox"/> Other means		

Existing Subject and Abutting Property Land Uses, Buildings and their Locations

What is the existing use of the subject property? SINGLE FAMILY RESIDENTIAL HOME	What is the existing use of the abutting properties? SINGLE FAMILY RESIDENTIAL HOME
---	--

Provide the following details for all existing buildings on the subject land

Main Building Height in Meters 9.4869	Main Building Height in Feet 31' 1½"	Percentage Lot Coverage in Meters .863%
Percentage Lot Coverage in Feet .863%	Number of Parking Spaces 6	Number of Loading Spaces
Number of Floors 2	Total Floor Area in Square Meters 330.549	Total Floor Area in Square Feet 3558
Ground Floor Area (Exclude Basement) in Square Meters 1651	Ground Floor Area (Exclude Basement) in Square Feet 153.3829	

Provide the following details for all buildings proposed for the subject land

Main Building Height in Meters 5.4864	Main Building Height in Feet 18'	Percentage Lot Coverage in Meters .057
Percentage Lot Coverage in Feet .057	Number of Parking Spaces 0	Number of Loading Spaces 0
Number of Floors 1	Total Floor Area in Square Meters 16.7225	Total Floor Area in Square Feet 180
Ground Floor Area (Exclude Basement) in Square Meters 0	Ground Floor Area (Exclude Basement) in Square Feet 0	

What is the location of all buildings existing and proposed for the subject property? (specify distances from front, rear and side lot lines)

Front Yard in Meters 29.464 to eagle lane	Front Yard in Feet 96' 8" to egale lane	Rear Yard in Meters 42.3672
Rear Yard in Feet 139	Side Yard (interior) in Meters 21.8185	Side Yard (interior) in Feet 71' 7"
Side Yard (Exterior) in Meters 46.5582	Side Yard (Exterior) in Feet 152' 9"	

What are the dates of acquisition and construction of subject property and building property

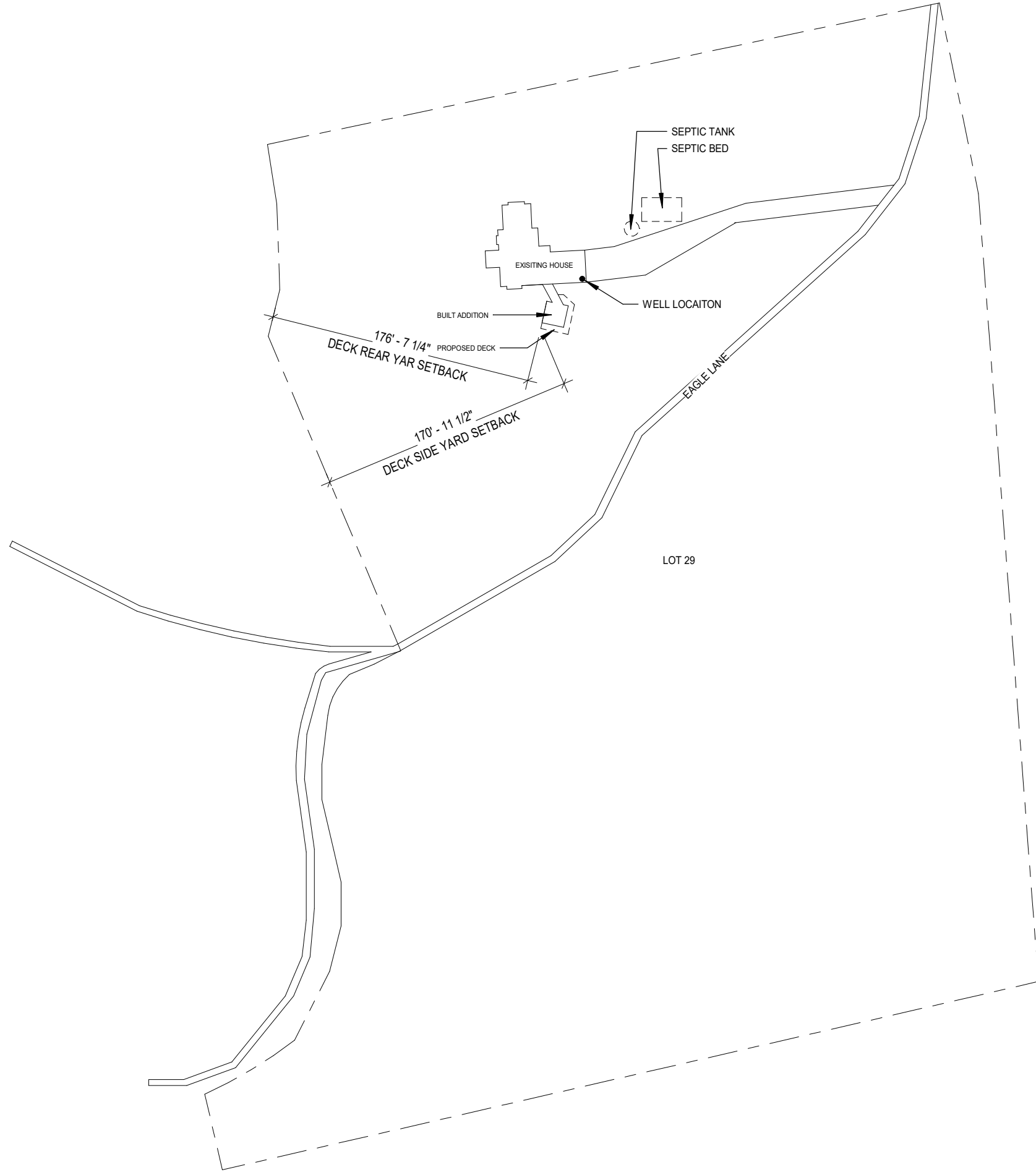
Date of acquisition of subject property 1978	Date of construction of buildings property 1982 original construction, 2023 addition	How long have the existing uses continued on the subject property? 42 years
Has the owner previously applied for relief in respect of the subject property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Please indicate the file number and describe briefly file number #d13/FRE to Permit the enlargement of an existing building adjacent to tan NE Zone with a 0 meter setback: whereas enlargements of existing building shall provide a minimum setback of 3 meters adjacent to the ne zone boundary

Other Related Planning Applications

Planning Application: Official Plan Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Zoning By-Law Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Plan of Subdivision <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Consent (Severance) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Site Plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Minor Variance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Minor Variance: File Number	Minor Variance: Approval Authority	Minor Variance: Subject Lands
Minor Variance: Purpose cantilevered exterior deck off already constructed addition to single family home.		Minor Variance: Status

Minor Variance Application must be commissioned

Please confirm the following <input checked="" type="checkbox"/> I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.
--



**FREURE
HOMES**

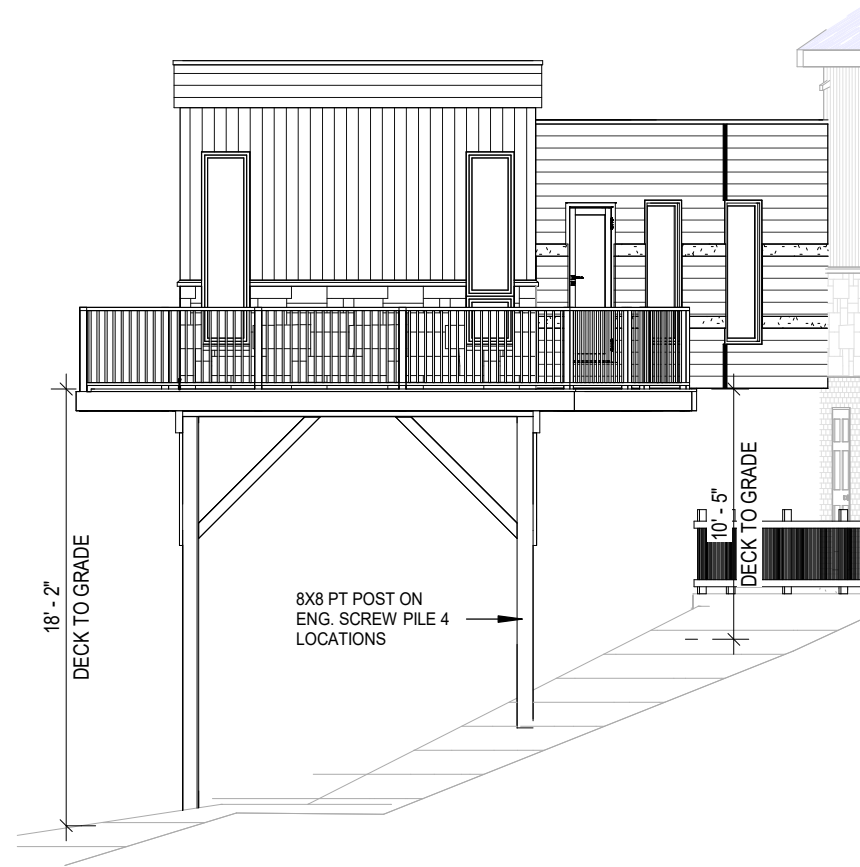
**BUILDING HOMES
SINCE 1954**

NO.	DATE:	ISSUE:	DB	CB
1	8/9/23	RESIZED TO 11X17 ADD POD SECTION	ML	
2	8/17/23	SIDING COLOUR LOCATIONS (DB R11)	ML	
3	8/21/23	ADD TOWEL WARMER IN POD	ML	
4	8/21/23	CHANGE SIDING ON CORRIDOR	ML	
5	9/13/23	ADD SPIRAL STAIRS	ML	
6	9/20/23	CHANGE STUDIO SIDING	ML	
7	11/13/23	UPDATE FAUX STONE LOCATIONS	ML	

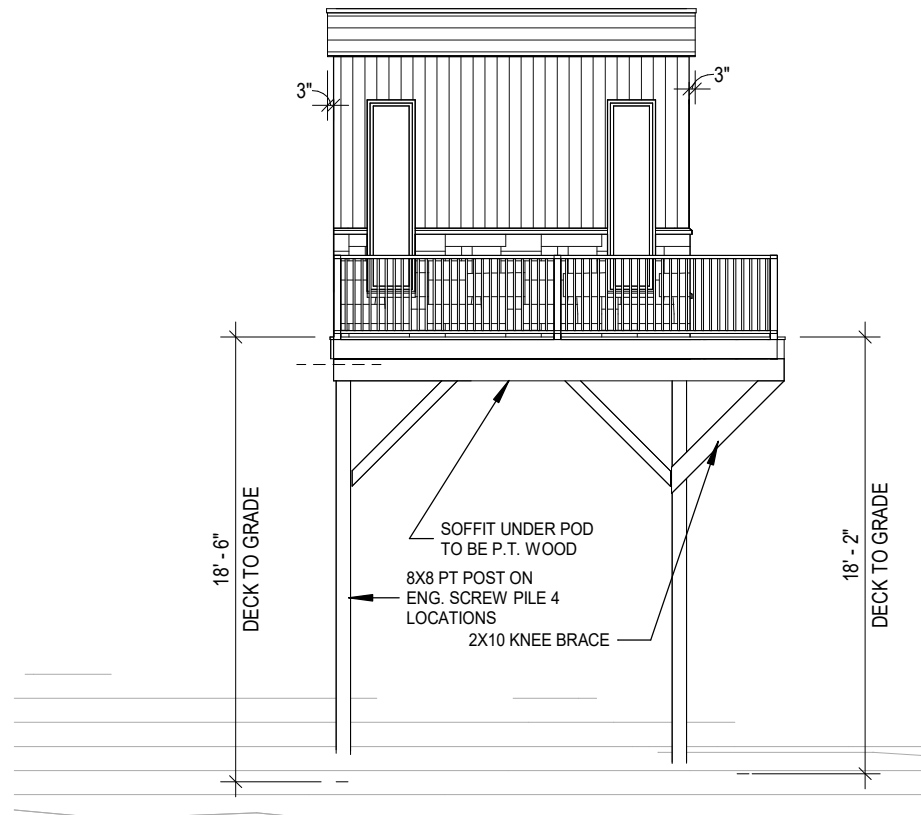
STATUS: CONSTRUCTION
 LOT NO: 000
 PROJECT NO: ---
 ELEVATION: A
 DESIGNED BY: Designer
 DRAWN BY: BR
 SCALE: 1" = 80'-0"
 DATE: MM/DD/YYYY

**29 EAGLE LANE
ADDITION
PROJECT
DRAWING
FREURE ADDITION
SITE PLAN**

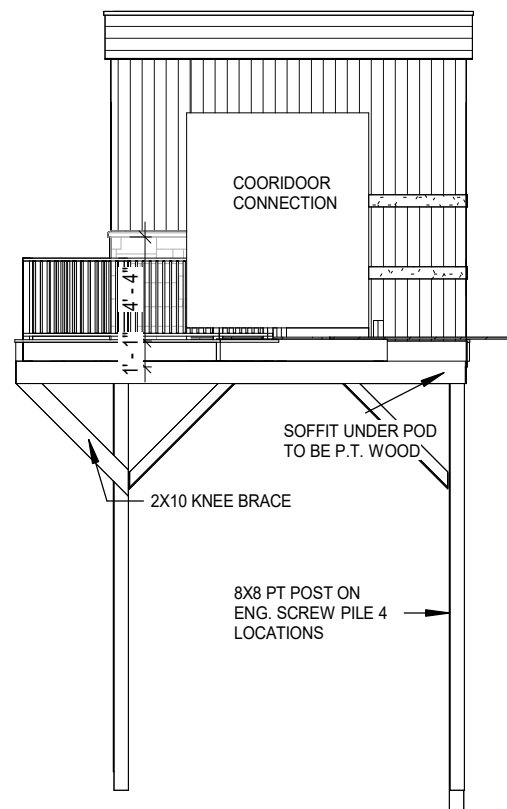
SHEET No.
S-1



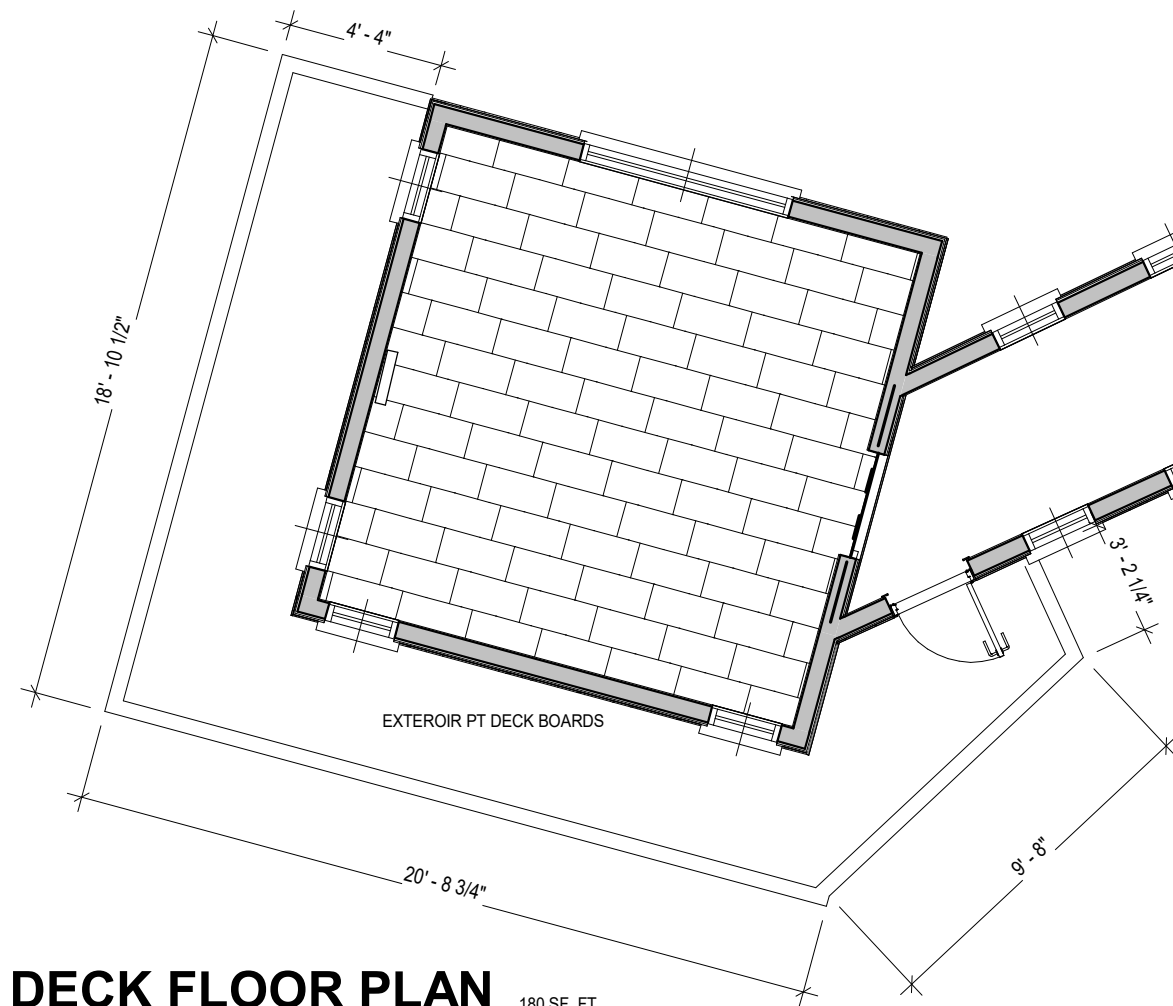
POD FRONT.



POD LEFT WITH DECK



POD RIGHT DECK



DECK FLOOR PLAN 180 SF. FT.



**FREURE
HOMES**

**BUILDING HOMES
SINCE 1954**

NO.	DATE:	ISSUE:
1	8/9/23	RESIZED TO 11X17 ADD POD SECTION
2	8/17/23	SIDING COLOUR LOCATIONS (DB R11)
3	8/21/23	ADD TOWEL WARMER IN POD
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7	11/13/23	UPDATE FAUX STONE LOCATIONS

STATUS:	CONSTRUCTION
LOT NO:	000
PROJECT NO:	---
ELEVATION:	A
DESIGNED BY:	Designer
DRAWN BY:	BR
SCALE:	As indicated
DATE:	MM/DD/YYYY

**29 EAGLE LANE
ADDITION
PROJECT
DRAWING
FREURE ADDITION
EXTERIOR DECK ELEVATIONS**

SHEET No.

PE-05

Mehul Safiwala

From: Brent Smith
Sent: Friday, May 3, 2024 8:56 AM
To: Lynne Banks
Subject: RE: Revised Notice of Public Hearing - 29 Eagle Lane

Sensitivity: Confidential

Hi Lynne,
Puslinch Fire and Rescue Services have no concerns with the above referenced submission.
Thanks
Brent

From: Lynne Banks <lbanks@puslinch.ca>
Sent: Thursday, May 2, 2024 3:02 PM
To: Lynne Banks <lbanks@puslinch.ca>
Subject: Revised Notice of Public Hearing - 29 Eagle Lane
Sensitivity: Confidential

Good Afternoon –

Attached please find a revised Notice of Public Hearing with respect to the above matter, for your review and comment. Please provide any comments you might have by May 7, 2024 to planning@puslinch.ca.

Thanks -



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

Mehul Safiwala

From: Andrew Herreman <aherreman@grandriver.ca>
Sent: Wednesday, May 1, 2024 1:12 PM
To: Lynne Banks
Subject: GRCA Comments - D13/FRE - 29 Eagle Lane

Hi Lynne,

GRCA provided comments on the 2022 minor variance application to permit the residential addition in the NE Zone. We also issued Permit 723-21 for the addition.

Further to the previous comments and GRCA permit, we recently reviewed the plans for the proposed cantilevered deck and determined that a GRCA permit would not be required for the proposed deck.

GRCA staff do not have any additional comments and we have no objection to the proposed minor variance application.

Sincerely,

Andrew Herreman, CPT
Resource Planning Technician
Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2228
Toll-free: 1-866-900-4722

Email: aherreman@grandriver.ca
www.grandriver.ca | [Connect with us on social media](#)

Mehul Safiwala

From: Source Water <sourcewater@centrewellington.ca>
Sent: Thursday, May 2, 2024 4:24 PM
To: Lynne Banks
Cc: wellington+313447@lswims.ca
Subject: RE: Revised Notice of Public Hearing - 29 Eagle Lane

Sensitivity: Confidential

Hi Lynne,

The revisions do not have any additional source protection impacts, as a result we do not have any comments for this application.

Thanks,

Kim

From: Lynne Banks <lbanks@puslinch.ca>
Sent: Thursday, May 2, 2024 3:02 PM
To: Lynne Banks <lbanks@puslinch.ca>
Subject: Revised Notice of Public Hearing - 29 Eagle Lane
Sensitivity: Confidential

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

Good Afternoon –

Attached please find a revised Notice of Public Hearing with respect to the above matter, for your review and comment. Please provide any comments you might have by May 7, 2024 to planning@puslinch.ca.

Thanks -



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



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
Aldo Salis, BES, M.Sc. MCIP, RPP., DIRECTOR
TEL: (519) 837-2600
FAX: (519) 823-1694
1-800-663-0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

April 30, 2024

BY E-MAIL

Lynne Banks, Secretary-Treasurer
Committee of Adjustment
Township of Puslinch
7404 Wellington Rd 34
Puslinch, ON N0B 2J0

Dear Ms. Banks:

**Re: Proposed Minor Variance – D13/FRE
David Freure
29 Eagle Lane
Township of Puslinch**

Thank you for circulating the above noted application to our office. These comments are offered without the benefit of a site visit. It is our understanding that the following relief is being requested from Zoning By-law No. 023-18, Section 4.17.1 & Section 12.4:

- To provide relief in order to facilitate addition of a deck to an existing single detached dwelling within NE Zone.

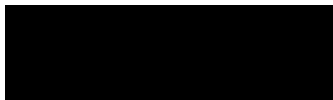
The subject lands are designated Secondary Agricultural, Core Greenlands, Greenlands and contain Special Policy Area 9.8.2 for the Puslinch Lake Area. The lands are also located within the Paris Galt Moraine Policy Area. Identifying features include Provincially Significant Wooded Areas and Wetlands as well as Grand River Conservation Authority Slope Valley, Slope Erosion Allowance, Wetlands, and Flood Plain.

Section 5.6 of the Official Plan directs that permitted uses within the Core Greenlands areas may include existing uses and activities provided criteria can be met including that there are no negative impacts on the significant feature and functions, as well as no negative impacts on other Greenland features or functions. Further, Section 13.8 of the Official Plan, recognizes that there may be circumstances in which it may be appropriate to consider relief to recognize, extend or enlarge non-conforming uses in a rational manner.

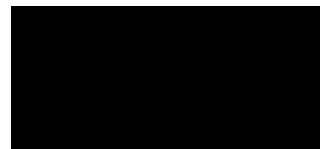
Overall, staff do not have any concerns with the proposed minor variance application provided if any concerns by the GRCA are addressed.

I trust that these comments will be of assistance to the Committee. We would appreciate a copy of the Committee's decision with respect to this application.

Yours truly,



Jamie Barnes
Junior Planner



Asavari Jadhav
Planner



REPORT CofA-2024-002

TO: Committee of Adjustment

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 14, 2024

SUBJECT: Finance and Budget Training

RECOMMENDATIONS

That staff report CofA-2024-002 entitled Finance and Budget Training be received for information.

Purpose

The purpose of this report is to provide the Committee of Adjustment (“Committee”) with information regarding financial items specific to the Committee.

Background

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

As part of the budget process, the Township’s Advisory Committees must submit their 2025 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee’s approved budget proposal will be provided to Council for consideration as part of 2025 budget deliberations.

2024 Approved Capital and Operating Budget

There were no 2024 approved capital budget items applicable to the Committee.

Attached as Schedule A to this Report is the 2024 approved operating budget applicable to the Committee.

2025 Proposed Capital and Operating Budget

Any new 2025 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

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

As of the date of publishing this report, no 2025 budget requests have been received. Below is a chart the Committee may use to facilitate 2025 budget requests during the June 11, 2024 Committee Meeting for the Committee’s approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2025 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council’s endorsement.

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

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

Summary of Budget Development and Control Policy

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

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2025 budget requests:

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

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

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

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

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

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

Financial Implications

Any new 2025 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2025 budget deliberations:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

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

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A - 2024 Approved Operating Budget

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

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

Department	Account Type	Ac	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
PDAC								
	Expenditures							
			Per Diems	\$4,362	\$4,240	\$4,337	\$4,923	\$5,120
			Office Supplies & Equipment	\$0	\$0	\$65	\$100	\$100
			Mileage	\$0	\$0	\$0	\$150	\$150
			Professional Development	\$0	\$0	\$400	\$500	\$500
			Meals	\$0	\$0	\$0	\$50	\$50
			Travel - Accomodations & Parking	\$0	\$0	\$0	\$500	\$200
	Expenditures Total			\$4,362	\$4,240	\$4,802	\$6,223	\$6,120
Grand Total				\$4,362	\$4,240	\$4,802	\$6,223	\$6,120



SOP: Advisory Committee Goals and Objectives

Last updated: October 1, 2021

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

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

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

Procedure:

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



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

COMMITTEE MEMO

TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

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

RECOMMENDATIONS

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

Purpose

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

Background

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

Comments

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

Financial Implications

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

Attachments

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

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

Name of Goal/Objective:

Description of Goal/Objective:

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

Yes

No

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

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

Yes

No

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

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

- Budget Request
- Grant
- Fundraising

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

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

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

- Expense each year
- One-time expense

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

Does this initiative require marketing or advertising?

- Yes
- No

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

Will this initiative require staff resources?

- Yes
- No

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

Will this initiative generate revenue?

Yes

No

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



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

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

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

Policy Statement:

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

Scope:

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

Purpose:

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

1. Compensation

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

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

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

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

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

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

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

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

3. Expenses

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

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

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

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

5. Mileage

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

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

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

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

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

6. Expenses Related to Conference/Seminar/Training Sessions

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

6.2. The reimbursable costs are outlined below:

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

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

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

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

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

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

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

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

6.7. Third party billing is not permitted.

7. Other Expenses

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

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

- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
- * A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

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

8. Expense Approval – General

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

8.2. The following expenses will not be reimbursed:

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

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

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

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

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

9. Accountability

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

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

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

Name of Claimant: Surname, First Name

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

 Claimant's Signature

 Date (DD/MM/YY)

Check if the above is not applicable

 Approval

 Date (DD/MM/YY)

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

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



Conference Approval Process

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

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

Approved Conferences for Advisory Committees

Heritage Advisory Committee

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

Recreation Advisory Committee

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

Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

Conference Registration, Accommodation and Travel Arrangements

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

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

Conference Travel

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



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

Other Conference Expenses

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

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

The following expenses will not be reimbursed:

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

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

Expense Approval

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



TOWNSHIP OF PUSLINCH

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

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

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