



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE TOWNSHIP MUNICIPAL OFFICE –  
7404 WELLINGTON ROAD 34, PUSLINCH  
JUNE 11, 2024  
7:00 p.m.

Register in advance:

<https://us02web.zoom.us/j/83252977619?pwd=ZGg5cW92MjA1M1lKM2oyUElkaE5pUT09>

Or join by phone

Dial by your location

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

Canada +1 587 328 1099

or +1 613 209 3054

or +1 647 374 4685

or +1 647 558 0588

or +1 778 907 2071

or +1 438 809 7799

Webinar ID: 832 5297 7619

Passcode: 045795

International numbers available: <https://us02web.zoom.us/j/83252977619?pwd=ZGg5cW92MjA1M1lKM2oyUElkaE5pUT09>

## **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 May 14, 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:



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE TOWNSHIP MUNICIPAL OFFICE –  
7404 WELLINGTON ROAD 34, PUSLINCH  
JUNE 11, 2024

7:00 p.m.

**7.1 Minor Variance Application D13-ONT –Puslinch Lake Golf Course– 6527 Ellis Rd, 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 an accessory building to have a height of 5.6m to the midpoint of the roof.

**8. Reports**

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

**8.2 Report CofA-2024-003 - Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy**

**9. New Business**

**10. Adjournment of Committee of Adjustment #**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD 34, PUSLINCH

**MINUTES**

**DATE:** May 14, 2024

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

The May 14, 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  
Jeffrey Born

**ABSENT:**

None

**STAFF IN ATTENDANCE:**

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

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2024-012:**

Moved by Committee Member Chris Pickard and



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD 34, PUSLINCH

Seconded by Committee Member Amanda Knight

**That the Committee approves the May 14, 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 March 12, 2024

**Resolution No. 2024-013:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeffrey Born

**That the Committee of Adjustment approves the Minutes, as amended, from the meeting held on March 12, 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-SAV – Doug Savin – 10 Telfer Glen Street, Township of Puslinch.**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from the following:

1. Section 4.2.a.i, Additional Residential Units, to permit the total floor area of the additional residential unit to be 138.47 m<sup>2</sup> instead of 130 m<sup>2</sup> as required.
2. Section 4.2.c.iv.1., Additional Residential Units, to permit an ancillary building to have a height of 5.4 meters instead of 5 meters as required.

- Doug Savin, applicant, provided an overview of the application.





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD 34, PUSLINCH

- There were no questions or comments from the public.
- Amanda Knight noted that the drawings for the accessory dwelling unit shows that the basement is unfinished and asked if it is going to remain unfinished since it wasn't included as part of the variance request.
- Doug Savin advised that it will remain unfinished.
- Chirs Pickard noted that the interior total square metres for the interior of the accessory dwelling unit is different than the exterior square meters and asked for clarification.
- Mehul Safiwala advised that only the interior total square meters are taken into consideration when reviewed due to the thickness of the walls of the dwelling, which is not included in the calculations.
- There were no further questions or comments from the Committee.

**Resolution No. 2024-014:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeffrey Born

**That the Minor Variance Decision as made by the Committee be approved with the following conditions:**

1. 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
2. MTO Building and Land Use Permit(s) will be required for any future work on the subject lands to construct the additional residential unit.

**CARRIED.**

**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, to facilitate the addition of a deck to an existing single detached dwelling.

- Mike Luscombe, agent for the applicant, provided an overview of the application.
- There were no questions or comments from the public.
- There were no further questions or comments from the Committee.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 14, 2024 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD 34, PUSLINCH

**Resolution No. 2024-015:**

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

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

**8. NEW BUSINESS**

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

The report will be brought forward at the next Committee of Adjustment meeting on June 11, 2024.

**9. ADJOURNMENT**

**Resolution No. 2024-017:**

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 D13-2024-007**

---

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: June 11, 2024

SUBJECT: Minor Variance Application D13/ONT (1000038718 ONTARIO LIMITED)  
6527 Ellis RD  
Concession 2 Part Lot 2

---

### **RECOMMENDATION**

**That Report D13-2024-007 entitled Minor Variance Application D13/ONT be received; and**

**Whereas the variance requested would provide relief from Table 4.1 of Section 4.4.2, of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission for an increased maximum height of 5.6 m (18.37 ft); 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	Accessory Buildings and Structures, Section 4.4.2, Table 4.1 – Height Restriction	The by-law permits a maximum accessory structure & building height of 5 meters for properties in Resort Commercial Zone	5.6 m	0.6 m

**Subject Property Key Map****Discussion**

Four Tests	Discussion
That the requested variance is <b>minor</b> in nature	<ul style="list-style-type: none"> <li>The subject property is approximately 32.8 ha (81.05 ac) in size, has two clubhouse lounge buildings (570m<sup>2</sup> and 139m<sup>2</sup>), pump house (19m<sup>2</sup>) and one golf cart storage building (195m<sup>2</sup>).</li> <li>The purpose of the application is to construct a new 929 m<sup>2</sup> (10,000 ft<sup>2</sup>) accessory building on the subject lands to replace existing golf cart storage building.</li> </ul>
That the intent and purpose of the <b>Zoning By-law</b> is maintained	<ul style="list-style-type: none"> <li>The subjected lands are zoned Resort Commercial (RC) with site-Specific No. 42.</li> </ul>

	<ul style="list-style-type: none"> <li>• An accessory building is permitted within 'RC' Zone, in accordance with section 4.4.1 of the Zoning By-law.</li> <li>• The intent of the subject application is to facilitate the construction of a new accessory building with an increased height of 5.6 m (18.37 ft), whereas Table 4.1 of Section 4.4.2 states that any accessory building or structure shall not exceed 5 m in height.</li> <li>• The proposed accessory building has the total lot coverage of 931m<sup>2</sup>. The total lot coverage of all accessory structures is 950m<sup>2</sup> and the permitted accessory lot coverage is 4680m<sup>2</sup>. Maximum lot coverage for accessory structures on properties Zone 'RC' that are greater than 4 ha is 1,400m<sup>2</sup> plus 1% of the lot area to be considered within the maximum lot coverage of 40%.</li> <li>• Based on the site plan submitted it appears the setbacks for the proposed accessory structure are met, however a formal review was not conducted at this time and the development will be subject to a formal review during the building permit process.</li> </ul>
That the general intent and purpose of the <b>Official Plan</b> is maintained	<ul style="list-style-type: none"> <li>• The property is designated as Recreational within County official Plan.</li> <li>• Golf courses including clubhouses and related commercial activities are allowed under the in areas designated Recreational.</li> </ul>
That the variance is <b>desirable</b> for the appropriate development and use of the land, building or structure	<ul style="list-style-type: none"> <li>• It is understood that the increased height is required for the proposed use of the building.</li> <li>• It is also noted that the subject land is currently in process of site plan amendment to for the proposed accessory structure.</li> <li>• Planning staff are satisfied that the minor variance is desirable, and appropriate for the development and use of the land.</li> </ul>

## 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.

## Engagement Opportunities

Township Active Planning Application Website;  
Public Notice of Hearing and Committee Decision (Statutory);  
Notice of Public Hearing Resident Guide.

**Attachments**

Schedule "A" Application

Schedule "B" Sketch

Schedule "C" Staff/Public/Agency Comments

**Respectfully submitted,**

**Reviewed by:**

---

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

---

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



April 30, 2024

Town of Puslinch  
c/o Lynne Banks  
7404 Wellington Road 34  
Puslinch, Ontario, N0B 2J0

Dear Ms. Banks:

**RE: Application for Minor Variance**  
**6527 Ellis Road, Puslinch - Puslinch Lake Golf Course**  
**OUR FILE: 23186A**

---

On behalf of our client, the Puslinch Lake Golf Course, we are pleased to submit a Minor Variance application for the lands municipally addressed as 6527 Ellis Road, in the Town of Puslinch (hereinafter referred to as the 'subject lands').

The subject lands are approximately 32.9 hectares in area with approximately 423 metres of frontage on Ellis Road. The subject lands are zoned as Resort Commercial (RC) with site specific provision 42 under the Town of Puslinch Zoning By-law. The subject lands are extensively landscaped by nature of the active 18-hole golf course existing on site. To facilitate the operation of the golf course, the site contains two clubhouse lounge buildings and one golf cart storage building that is also used for maintenance.

The purpose of this minor variance application is to allow for the replacement of the existing maintenance building with a new maintenance building, standing at a height of 5.6 meters. The proposed building would be approximately 60.9 metres (200 feet) long and 15.2 metres (50 feet) wide for a total of 929.0 square metres (10,000 square feet) and a lot coverage of 0.28%.

The new maintenance building requires relief from Section 4.4.2 of the Zoning By-law to allow for the building height of 5.6 meters rather than the requirement of 5 meters. The new maintenance building will be constructed in the same area as the existing building. The proposed building would be serviced by a private well and private septic system to accommodate the washrooms and lunchroom inside, similar to the existing building.

## **Four Tests of a Minor Variance**

In our opinion, the requested variance meets the four tests of a minor variance as outlined under Section 45(1) of the Planning Act:

### **1. Does the proposal maintain the general intent of the Official Plan?**

The County of Wellington Official Plan designates the subject lands 'Recreational'. This designation permits a range of uses including golf courses and including clubhouses and related commercial activities. Accessory structures are permitted in the Recreational designation.

Therefore, the variance maintains the intent and purpose of the Official Plan.

### **2. Does the proposal maintain the general intent and purpose of the Zoning By-law?**

The subject lands are zoned as Resort Commercial (RC) with special provision 42 in the Township of Puslinch Zoning By-law. The special provision permits the use of a golf course, restaurant, club house, and single dwelling unit, in addition to a [uses permitted in the RC zone], as permitted by the RC Zone. The proposed maintenance building is permitted on the subject lands as an accessory structure under Section 4.4 of the Zoning By-law.

The height of accessory buildings is regulated by Section 4.4.2, Table 4.1 of the Zoning By-law which establishes maximum permissible height of 5.0 metres. The proposed variance would allow for the construction of a maintenance building that is 5.6 metres tall and includes a large garage door which is 4.2 metres square. By nature of the maintenance building's use, this garage door is required to accommodate larger equipment's access to the building.

With the exception of Section 4.4.2, Table 4.1, the proposed height of 5.6 metres remains in accordance with the remainder of the Zoning By-law, including Section 4.10. Here, it is stated that no building or structure shall exceed 10 metres in height, unless otherwise restricted by another provision in the Zoning By-law.

Further, the increase in height proportionate to the use of the subject lands aligns with the intent of the Zoning Bylaw which generally allows for increased building heights proportionate to the use of the lands. For example, Agricultural uses are frequently required to operate large implements to facilitate the use of the lands. Agricultural uses are permitted to have a proportionate maximum accessory structure height of 7 metres. Industrial uses, which contain large equipment as well, are permitted to have a maximum height of 25 metres.



The proposal maintains the general intent and purpose of the Zoning By-law, as the use is permitted and the slight increase in height would allow the building to better serve the golf course. The slight increase in height would not compromise the current use of the subject lands nor the surrounding lands, and it exceeds the required setback from the property line, removing itself from any nearby neighbours.

Therefore, the variance maintains the general intent and purpose of the Zoning By-law.

### **3. Is the variance desirable for the appropriate development of the land, building, or structure?**

The area surrounding the subject lands is predominantly Agricultural use, with some Rural Residential uses to the east. Many surrounding structures are single detached dwellings and accessory structures which range in height. As the proposed maintenance building is replacing an existing accessory structure on the subject lands and is not introducing a new land use nor a new structure type into the area, the height of the building is appropriate for the subject lands.

Therefore, the variance is desirable for the appropriate development of the lands.

### **4. Is the variance minor?**

Whether a variance is minor in nature is evaluated in terms of the impact the proposed development is anticipated to have on the surrounding area. As the proposed development aligns with the intent of the Official Plan and Zoning By-laws in terms of use, form, and structure, it is not anticipated that this application, or the proposed development, will have an impact on the agricultural and rural character of the surrounding area. Given the size of the subject lands, the nature of the accessory building, and the proposed side yard setback, it is not likely that the proposed maintenance building would impact the ability of neighbours to use their property in accordance with the requirements of the Zoning By-law.

Therefore, the variance is minor.

### **Closing**

In support of our application, please find enclosed the following:

1. A digital copy of the fully executed minor variance application form;
2. A copy of the Building Elevations for the proposed maintenance shed; and
3. A copy of the Site Plan for 6527 Ellis Road.

It is our understanding that, with the new CloudPermit system, the Township of Puslinch no longer requires that cheques are provided with paper application submissions. As such, a cheque has not been included in this submission as it is anticipated that the owner will be billed through the CloudPermit system as stated by the Township. If there are any concerns with this approach, please reach out to the undersigned and we would be happy to facilitate the payment of the fee as soon as possible.

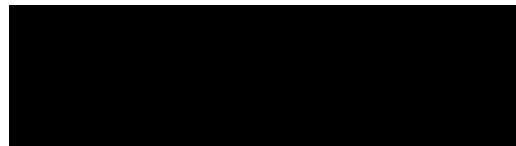
We thank you in advance for your attention to our application and respectfully request confirmation that our application will be taken to the next Committee of Adjustment meeting. Should you have any questions or require further information, please do not hesitate to contact the undersigned.

Yours truly,

**MHBC**



Pierre Chauvin, MA, MCIP, RPP  
Partner



Robyn McIntyre, BES  
Planner

*cc. Puslinch Lake Golf Course, c/o Geoff Haddaway & Sanjay Malaviya*



**Township of Puslinch**  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
T: (519) 763 – 1226  
F: (519) 763 – 5846  
[www.puslinch.ca](http://www.puslinch.ca)

## Minor Variance or Permission Application

### General Information:

#### 1. Applicant Information:

**Registered Owner's Name(s):** Puslinch Lake Golf Course (c/o: Geoff Haddaway)

**Address:**

**City:**

**Postal Code:**

**E-mail Address:**

**Telephone Number:**

**Fax:**

**Applicant (Agent) Name(s):** MHBC Planning Ltd. c/o Pierre Chauvin/Robyn McIntyre

**Address:**

**City:**

**Postal Code:**

**E-mail Address:**

**Telephone Number:**

**Fax:**

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

n/a

Send correspondence to: Owner: ☐ Agent ☒ Other: \_\_\_\_\_

**2. Provide a description of the "entire" property:**

Municipal address: 6527 Ellis Road, Breslau, ON

Concession: 2 Lot: Part Lot 2

Registered Plan Number: \_\_\_\_\_

Area: 32.8 ha Depth: \_\_\_\_\_ m Frontage: 418.1 m  
81.05 ac \_\_\_\_\_ ft 1371.72 ft

Width of road allowance (if known): \_\_\_\_\_

**Reason for Application:**

**3. Please indicate the Section of the Planning Act under which this application is being made. Select one:**

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

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

**4. What is the nature and extent of the relief that is being applied for? (please specifically indicate on sketch).**

Requesting relief from Section 4.4.2 of the Zoning By-law to allow a building height of 5.6 meters rather than the requirement of 5 meters.

**5. Why is it not possible to comply with the provisions of the by-law?  
(please specifically indicate on sketch).**

Please see attached covering letter and Building Height Plan.

**6. What is the current Official Plan and zoning status?**

Official Plan Designation: Schedule B7 - Land Use: Recreational

Zoning Designation: Resort Commercial - Site Specific Provision 42

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

Provincial Highway: ☐

Continually maintained municipal road: ☒

Seasonally maintained municipal road: ☐

Other: ☐ (please specify below)

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

Ellis Road

**9. 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.**

N/A

## Existing and Proposed Service:

10. Indicate the applicable water supply and sewage disposal:

Water Supply/Sewage Disposal:	Existing:	Proposed:
Municipal Water:	<input type="checkbox"/>	<input type="checkbox"/>
Communal Water:	<input type="checkbox"/>	<input type="checkbox"/>
Private Well:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Water Supply:	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Sewers:	<input type="checkbox"/>	<input type="checkbox"/>
Communal Sewers:	<input type="checkbox"/>	<input type="checkbox"/>
Private Septic:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Sewage Disposal:	<input type="checkbox"/>	<input type="checkbox"/>

11. How is storm drainage provided?

Storm Sewers: ☒

Ditches: ☐

Swales: ☐

Other means: ☐ (explain below)

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

**12. What is the existing use of:**

The subject property? Resort Commercial- Golf Course w/ accessory buildings

The abutting properties? Agricultural / Rural Residential

**13. Provide the following details for all buildings on or proposed for the subject land: (please use a separate page if necessary)**

Type of Building(s)/ structures				
Main Building height	m	ft.	m	ft.
*Percentage lot coverage	m	ft.	0.28%	m ft.
*Number of parking spaces			90 (side wide)	
*Number of loading spaces			n/a	
Number of floors			1	
Total floor area	m <sup>2</sup>	ft <sup>2</sup>	931	m <sup>2</sup> ft <sup>2</sup>
Ground floor area (exclude basement)	m <sup>2</sup>	ft <sup>2</sup>	931	m <sup>2</sup> ft <sup>2</sup>

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

	Existing Uses		Proposed Use	
Front Yard	~ 20 m	ft.	29.8 m	ft.
Rear Yard	> 400 m	ft.	> 400 m	ft.
Side Yards	> 50 m	ft.	5 & > 50 m	ft.

15. What are the dates of acquisition and construction of subject property and building property?

Date of acquisition of subject property: July 1, 2022

Date of construction of buildings property: Various.

16. How long have the existing uses continued on the subject property? Since 1960s.

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

Yes ☐ No ☒

If the answer is yes, please indicate the file number and describe briefly:

--

**Other Related Planning Applications:**

18. Has an application for any of the following on the subject lands?

Planning Application:	Yes:	No:	File Number:	Approval Authority:	Subject Lands	Purpose:	Status:
Official Plan Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Zoning By-Law Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Plan of Subdivision	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Consent (Severance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Township of Puslinch			Circulating
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>					



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

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

I (we) Puslinch Lake Golf Course (c/o Sanjay Malaviya) of the  
Township \_\_\_\_\_ of Centre Wellington County/Region of  
Wellington do hereby authorize

MHBC Planning to act as my agent in this application.



Signature of Owner(s)

23 - APR - 2024

Date

## Affidavit:

I (we) Robyn McIntyre of the  
City \_\_\_\_\_ of Cambridge County/Region of  
Waterloo solemnly declare that all the statements

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

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

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

before me at the City of Kitchener in the

County/Region of Waterloo this 30 day of

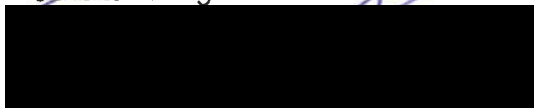
April, 2024.



Signature of Owner or authorized  
solicitor or agent

April 30, 2024.

Date



Signature of Commissioner

April 30 2024

Date

## Agreement to Post Sign and Permit Site Visits:

A form is included in the Zoning By-law Amendment application to agree to erect a sign on the subject lands and to permit Township employees/representatives to enter the lands for site visits.

The applicant is required to erect and maintain a sign on the proposed lands within one week of the application being deemed complete by staff and to remove the sign when the application has been given final approval. The sign shall be a minimum of 1.2 x 1.2 metres on posts 0.5 metres above grade and include the following wording to be approved by Township staff:

A PROPOSAL HAS BEEN MADE  
ON THIS SITE FOR: (50 mm text height)  
A ZONING BY-LAW AMENDMENT TO xxx (100 mm text height)  
FOR FURTHER INFORMATION  
PLEASE CONTACT THE TOWNSHIP OF PUSLINCH 7404 WELLINGTON ROAD 34  
(519) 763 - 1226 (30-50 mm text height)

## For Administrative Purposes Only:

Application fee of \$\_\_\_\_\_received by the municipality

Date Fee Received: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

File Number: \_\_\_\_\_

Application deemed complete:

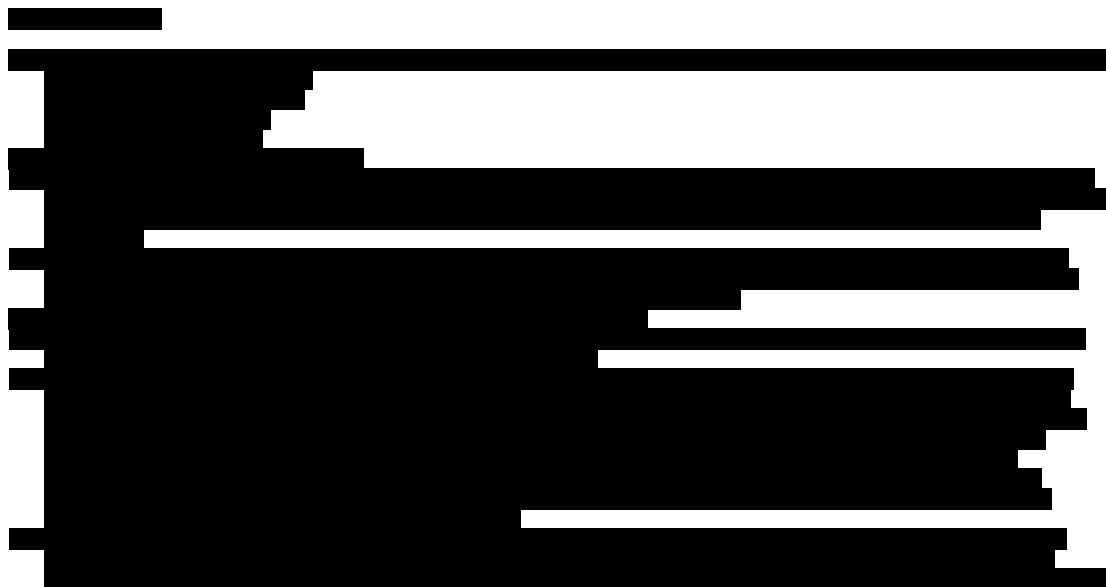
\_\_\_\_\_  
Signature of Municipal Employee

\_\_\_\_\_  
Date

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.





WORK  
9. ALL LIGHTING AND ELECTRICAL WORK IS TO COMPLY WITH OBC 9.34.  
10. SUBMIT SHOP DRAWINGS PRIOR TO FABRICATION FOR THE FOLLOWING (IF SPECIFIED ON THE DRAWINGS HEREIN):  
WOOD ROOF TRUSSES (CERT. BY P.ENG)

#### DESIGN LOADS

1. DESIGN LOADS UNFACTORED UNLESS NOTED OTHERWISE.

#### ROOF DESIGN LOADS

DEAD LOAD = 0.06 kPa (CEILING)  
4/12 PITCH (SUPPLY ROOF / SOLAR)  
SNOW LOAD = 1.60 kPa BALANCED  
= 1.90 kPa UNBALANCED

6/12 PITCH (SUPPLY ROOF / SOLAR)  
SNOW LOAD = 1.60 kPa BALANCED  
= 2.00 kPa UNBALANCED

9/12 PITCH (SUPPLY ROOF / SOLAR)  
SNOW LOAD = 1.46 kPa BALANCED  
= 1.72 kPa UNBALANCED

#### MEZZANINE LOADS

DEAD LOAD = 0.07 kPa  
LIVE LOAD = 4.5 kPa

GUARD LOADS: AS PER OBC 2012 4.1.5.14.  
HANDRAIL LOADS: AS PER OBC 2012 4.1.5.14.(7)

#### 8. ABOVE GRADE

LIVE LOAD = 6.0 kPa OR  
= 6.70 kPa WHEEL LOAD (OWNER TO CONFIRM)

#### CLIMATE DATA (CAMBRIDGE)

Sr = 1.60 kPa  
Sr = 0.40 kPa  
q(150) = 0.36 kPa

#### SEISMIC DATA SITE CLASS D (ASSUMED)

Sa(0.2) = 0.041  
Sa(0.5) = 0.084  
Sa(1.0) = 0.047  
Sa(2.0) = 0.024  
Sa(5.0) = 0.008  
Sa(10.0) = 0.0024

PGA = 0.08 (CONVENTIONAL CONSTRUCTION)  
PGV = 0.06 Ra = 2  
Rw = 1.5

#### FOUNDATIONS / EXCAVATION

- ALL BEARING PRESSURES HAVE BEEN ASSUMED AND MUST BE VERIFIED ON SITE BY A QUALIFIED GEO-TECHNICAL ENGINEER PRIOR TO CONSTRUCTION.
- FOUNDATIONS ARE TO BEAR DIRECTLY ON UNDISTURBED SOIL OR COMPACTED FILL WITH A MINIMUM BEARING CAPACITY OF 100 kPa (2,000psi) SLS AND 225 kPa (4,500psi) ULS.
- SLABS ON GRADE SHALL BEAR ON MATERIALS SUITABLE FOR 100 kPa (2,000psi) BEARING PRESSURES WITHOUT SETTLEMENT RELATIVE TO THE BUILDING FOUNDATIONS.
- SITE REVIEWS & CERTIFICATION OF FLOOR SLAB IS BY OTHERS, THE OWNER OR GENERAL CONTRACTOR IS RESPONSIBLE TO GET A THIRD PARTY GEOTECHNICAL ENGINEER TO REVIEW AND SIGN OFF ON THE FLOOR SLAB.
- SHOULD UNUSUALLY SOFT SOILS BE ENCOUNTERED DURING EXCAVATION, NOTIFY STAMPED ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION. CONTRACTOR MUST NOTIFY THE ENGINEER OF ANY CONCERNS INCLUDING, BUT NOT LIMITED TO, BEARING CAPACITY, SLOPE, STABILITY, GROUNDWATER AND DRAINAGE.
- SOFT AREAS UNCOVERED DURING EXCAVATION SHALL BE SUB-EXCAVATED TO SOUND MATERIAL AND FILLED WITH CLEAN, FREE DRAINING GRANULAR SOIL COMPACTED TO 100% STANDARD PROCTOR DRY DENSITY (SPDD), PLACED UNDER THE DIRECTION AND SUPERVISION OF A QUALIFIED GEO-TECHNICAL ENGINEER. COMPACTED FILL BENEATH FOOTINGS AND FLOOR SLABS SHALL BE COMPACTED IN MAXIMUM 150mm (6" LAYERS).
- SOIL BEARING CAPACITY, SITE CLASS, AND SOIL COEFFICIENTS SHOWN ON THE DRAWINGS (Ka, K<sub>o</sub>, DENSITY, ETC.) SPECIFIED MUST BE VERIFIED BY A GEOTECHNICAL ENGINEER PRIOR TO THE PLACING OF FOUNDATIONS, AND NON-COMFORMANCE WITH THE SPECIFIED MINIMUM CAPACITIES MUST BE IMMEDIATELY REPORTED TO THE STRUCTURAL ENGINEER.
- REMOVE ALL TOPSOIL AND DELETERIOUS MATERIAL FROM BELOW THE BUILDING.
- PLACE ALL FOOTINGS EXPOSED TO FREEZING WEATHER MINIMUM 1200mm (4' 0") BELOW GRADE UNLESS OTHERWISE PROTECTED. PROTECT SOIL BELOW AND ADJACENT TO ALL FOOTINGS FROM FREEZING DURING CONSTRUCTION.
- DO NOT EXCEED A RISE OF 7 AND A RUN OF 10 IN THE LINE OF SLOPE BETWEEN THE ADJACENT FOOTING EXCAVATIONS OR ALONG STEPPED FOOTINGS. USE STEPS NOT EXCEEDING 600mm (24") IN HEIGHT AND NOT LESS THAN 1200mm (48") IN LENGTH.
- MAINTAIN UNSUPPORTED SIDES OF EXCAVATION IN ACCORDANCE WITH THE SOIL ENGINEERS RECOMMENDATIONS IF REQUIRED. DIRECT, MAINTAIN, AND REMOVE A SUPPORTING SHORING SYSTEM ALONG THE SIDES OF THE EXCAVATION, DESIGNED BY A PROFESSIONAL ENGINEER, IN ACCORDANCE WITH THE SOILS REPORT AND OHS&A.
- NECESSARY PRECAUTIONS SHALL BE TAKEN TO ENSURE EXISTING FOOTINGS ARE NOT DISTURBED OR UNDERMINED DURING CONSTRUCTION.
- SHOULD ANY SOURCE OF WATER BE ENCOUNTERED DURING OR AFTER EXCAVATION, PROVIDE DEWATERING FACILITIES TO REMOVE, AND MAINTAIN WATER LEVELS BELOW THE FOOTING.
- SLOPE GRADE TO DRAIN AWAY FROM BUILDING AS INDICATED ON THE DRAWINGS.
- SLABS ON GRADE SHALL BEAR ON MIN. 6" GRANULAR FILL (COMPACTED TO 98% SPDD) ON ORIGINAL SUBGRADE (TYP. U.N.O., REFER TO GEO-TECHNICAL REPORT, IF AVAILABLE).
- BACKFILL SHALL BE FREE DRAINING CLEAN GRANULAR FILL. DO NOT USE FROZEN MATERIAL CONTAINING ICE OR SNOW. DO NOT PLACE CONCRETE ON FROZEN SUBGRADE OR ON SUBGRADE CONTAINING FROZEN MATERIAL.
- BACKFILL AGAINST FOUNDATION WALLS IN SUCH A MANNER THAT THE LEVEL OF BACKFILL ON ONE SIDE OF THE WALL IS NEVER MORE THAN 500mm (20") HIGHER THAN THE LEVEL ON THE LOWER SIDE OF THE WALL EXCEPT WHERE TEMPORARY SUPPORT FOR THE WALL IS PROVIDED OR THE WALLS ARE DESIGNED FOR SUCH UNEVEN PRESSURES.
- PROVIDE INSULATION AS PER CANADIAN FOUNDATION ENGINEERING MANUAL, (AS REQUIRED FOR ANY FOUNDATIONS WITHOUT FROST COVERAGE).
  - UNDER SLAB INSULATION: IF NOT INSTALLED, CLIENT / CONTRACTOR ACCEPTS THE POTENTIAL OF CRACKING / HEAVING OVER TIME (IF BUILDING IS NOT HEATED) OR HEAT LOSS (IF BUILDING IS HEATED).
  - PERIMETER INSULATION: IF NOT INSTALLED, CLIENT / CONTRACTOR ACCEPTS THE POTENTIAL OF CRACKING / HEAVING OVER TIME.

#### CONCRETE

- ALL REINFORCED CONCRETE ELEMENTS ARE DESIGNED USING THE LIMIT STATES DESIGN METHOD IN ACCORDANCE WITH CAN/CSA A23.3.
- CONCRETE WORK SHALL CONFORM TO CAN/CSA A23.1 & 3 FOR MATERIALS AND WORKMANSHIP.
- CLASSES OF CONCRETE SHALL BE PLACED IN THE LOCATIONS NOTED.

#### CLASS OF CONCRETE LOCATION

C-1 EXTERIOR STRUCTURALLY REINF. SLABS  
C-2 EXTERIOR UNREINF. SLABS ON GRADE, CURBS  
F-2 EXTERIOR WALLS, COLUMNS & PIERS  
N-1 INTERIOR FLOOR SLABS, INTERIOR PIERS  
AND FOUNDATIONS WALLS NOT EXPOSED TO FREEZE/THAW  
N-2 FOOTINGS

#### CLASSES OF CONCRETE SHALL HAVE THE FOLLOWING MIX REQUIREMENTS:

CLASS STRENGTH W/C RATIO AIR ENTRAINMENT CHLORIDE ION

C-1 35 MPa 0.40 5% TO 8% <1000 COULOMBS AT 56 DAYS

C-2 32 MPa 0.45 5% TO 8% <1000 COULOMBS AT 56 DAYS

F-2 25 MPa 0.55 5% TO 8% <1000 COULOMBS AT 56 DAYS

N-1 25 MPa 0.45 5% TO 8% <1000 COULOMBS AT 56 DAYS

N-2 20 MPa 0.45 5% TO 8% <1000 COULOMBS AT 56 DAYS

\*FOR ALL CONCRETE EXPECTED TO BE EXPOSED TO CHLORIDES (DE-ICING CHEMICALS), IT IS RECOMMENDED TO USE 32 MPa C-1 CONCRETE. COORDINATE DESIGN W/ CONCRETE DESIGNER & SUBMIT DESIGN MIX FOR REVIEW.

- CONCRETE DESIGN IS BASED ON THE ABOVE MIX REQUIREMENTS. PHYSICAL PROPERTIES (SLUMP, AGGREGATE SIZE, ETC.) TO SUIT INSTALLATION (BY OTHERS) AND SHALL NOT AFFECT REQUIREMENTS SPECIFIED.
- CALCIUM CHLORIDE OR ANY ADMIXTURE FORMULATION CONTAINING CHLORIDE SHALL NOT BE USED IN CONCRETE CONTAINING REINFORCEMENT OR IN CONCRETE CLASSIFICATIONS N-1, N-2 OR C-1, C-2, OR FOR PARKING STRUCTURES, FLOORS RECEIVING DRY-SHAKE METALLIC HARDENERS, OR CONCRETE CONTAINING EMBEDDED ALUMINUM. USE ONLY IN DOSAGES LESS THAN 2% BY WEIGHT OF CEMENT.
- FINISH EXPOSED CONCRETE WORK AS PER ARCHITECTURAL DRAWINGS OR PER OWNER.
- SLUMP OF CONCRETE TO BE 80mm (3 1/8") ± 20mm (± 3/4") PRIOR TO SUPER PLASTICIZERS BEING ADDED.
- USE HIGH FREQUENCY VIBRATION TO PLACE ALL CONCRETE. EXCEPT FOR CONCRETE SLABS 150mm (6") OR LESS.
- ALL CONCRETE FORMS ARE TO BE WET THOROUGHLY PRIOR TO PLACING CONCRETE.
- DO NOT ADD WATER TO CONCRETE ON SITE.
- ENSURE THAT FORMS, REINFORCING STEEL AND ADJACENT CONCRETE SURFACES ARE ENTIRELY FREE OF FROST, SNOW & ICE AND THE TEMPERATURE OF THESE MATERIALS ARE ABOVE 5°C (32°F) BEFORE PLACING CONCRETE.
- ALL CONCRETE SHALL BE KEPT MOIST DURING THE FIRST THREE DAYS OF CURING.
- TAKE ADEQUATE MEASURES TO PROTECT THE CONCRETE FROM EXPOSURE TO FREEZING TEMPERATURES FOR AT LEAST SEVEN DAYS AFTER CONCRETE PLACEMENT. COLD WEATHER PROTECTION IS REQUIRED FOR ALL CONCRETE PLACED WHERE IT IS FORECAST THAT THE TEMPERATURE WILL DROP BELOW 5°C (32°F) WITHIN 24 HOURS OF PLACEMENT. PROTECTION PROVIDED, INCLUDING INSULATED TRAPS, POLY COVERED STRAW, SUPPLEMENTAL HEAT AND/OR CHEMICAL ADMIXTURES IS TO BE SUFFICIENT TO MAINTAIN A MINIMUM CURING TEMPERATURE OF 10°C (44°F) FOR 3 DAYS.
- HORIZONTAL CONSTRUCTION JOINTS SHALL NOT OCCUR IN CONCRETE WALLS UNLESS APPROVED BY THE ENGINEER.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.

#### REINFORCING STEEL

- ALL REBAR SHALL BE DEFORMED BARS CONFORMING TO G30.18 WITH A MINIMUM YIELD STRENGTH OF 400 MPa.
- REINFORCING STEEL SHALL BE FABRICATED BY A SUPPLIER EXPERIENCED IN BAR BENDING. ALL BEND DIAMETERS SHALL CONFORM TO CAN/CSA A23.1.
- ALL REBAR SHALL BE DETAILED, FABRICATED AND PLACED IN ACCORDANCE WITH REINFORCING STEEL MANUAL OF STANDARD PRACTICE, BY A.S.I. 4TH EDITION (2004).
- ALL REINFORCING STEEL, DOWELS AND ANCHOR BOLTS ARE TO BE CLEAN AND FREE OF RUST, DIRT, FORM RELEASE AGENT, ETC. PRIOR TO POURING CONCRETE.
- MAINTAIN THE FOLLOWING CLEAR CONCRETE COVER TO REINFORCEMENT (TYP. U.N.O.):
  - 40mm (1 1/2") FOR CONCRETE PLACED IN FORMWORK FOR 15M OR SMALLER BARS.
  - 50mm (2") FOR CONCRETE PLACED IN FORMWORK FOR 20M OR LARGER BARS.
  - 65mm (2 1/2") FOR SLAB ON GRADE, TOP OF SLAB TO TOP LAYER OF STEEL.
  - 75mm (3") FOR CONCRETE PLACED AGAINST THE EARTH (BOTTOM OF FOOTINGS).
- REINFORCING STEEL, DOWELS AND ANCHOR BOLTS ARE TO BE SECURELY TIED PRIOR TO PLACING CONCRETE. REINFORCING STEEL CHAIRS AND SUPPORTS SHALL BE MADE OF CONCRETE BLOCKS, PLASTIC OR WIRE - USING WOOD, CLAY BRICK AND CONCRETE BLOCK IS NOT ACCEPTABLE.
- WHERE STEEL MESH IS TO BE USED IN SLAB ON GRADE FLOORS, PROVIDE IN FLAT SHEETS AND INSTALL WITH CHAIRS TO ELEVATE TO THE MIDDLE OF THE SLAB THICKNESS.
- MINIMUM BAR LAP LENGTH (25MPa: NORMAL DENSITY, NON COATED BARS) SHALL BE:
  - 225mm (9") FOR WELDED WIRE MESH (WWM).
  - 450mm (18") FOR 10M BARS.
  - 600mm (24") FOR 15M BARS.
  - 750mm (30") FOR 20M BARS.
  - 900mm (36") FOR 25M BARS.
  - 1400mm (56") FOR 30M BARS.
- LAP ALL HORIZONTAL WALLS AT CORNERS WITH BENT DOWELS MEETING THE MINIMUM LAP REQUIREMENTS IN BOTH DIRECTIONS.
- FOR UNREINFORCED BARS, PROVIDE (2) 15M BARS AROUND ALL WINDOWS AND DOOR OPENINGS EXTENDING 500mm (12") BEYOND THE CORNERS OF THE OPENINGS.

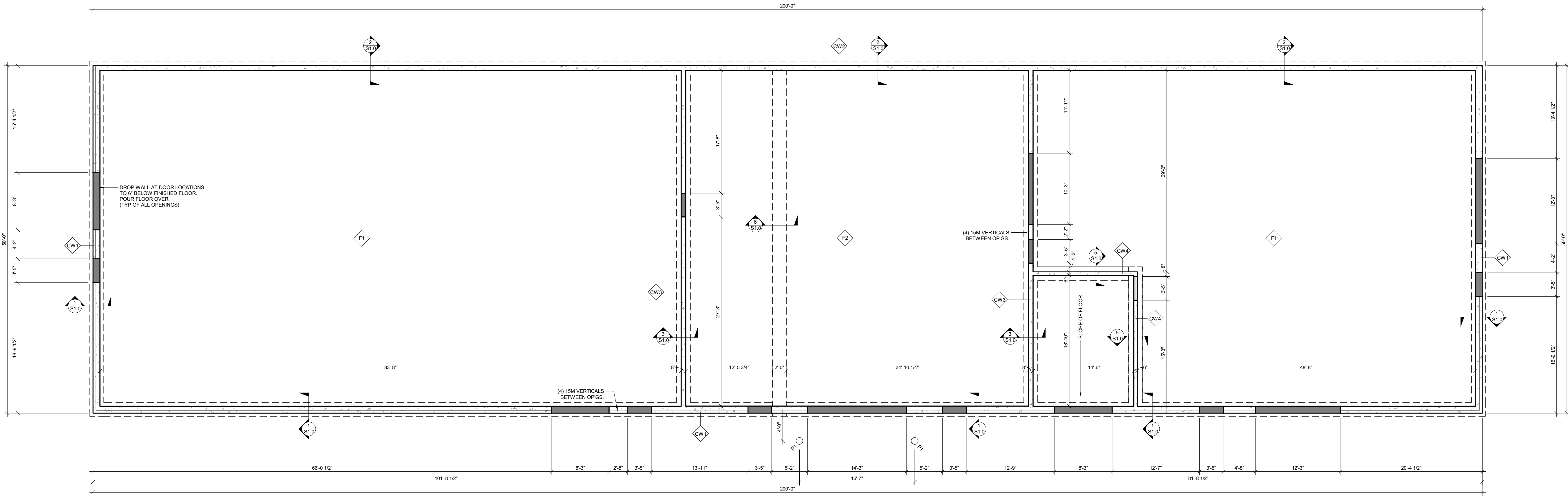
#### LUMBER / FRAMING

- WOOD FRAMING DESIGN AND CONSTRUCTION SHALL CONFORM TO THE LATEST VERSION OF CSA O86.
- SAW LUMBER SHALL CONFORM TO CSA STANDARD O141 AND BE SPF GRADE NO. 2 OR BETTER.
- PREFABRICATED WOOD TRUSSES SHALL CONFORM TO THE LATEST VERSION OF CSA O86 AND THE WOOD DESIGN MANUAL.
  - TRUSS PLATES SHALL CONFORM TO THE LATEST VERSION OF CSA S347.
  - LUMBER FOR WOOD TRUSSES IS TO BE SUN DRIED AND WELL SEASONED.
  - TRUSSES SHALL BEAR FLAT ON SUPPORT MEMBERS.
  - PROVIDE DROPPED GABLE TRUSSES TO ALLOW LADDER FRAMING FOR SOFFIT.
  - PROVIDE OVER-FRAMING TRUSSES AS REQUIRED FOR CORNERS AND ROOF INFILL AREAS OR PROVIDE ADEQUATE LOADING OF EACH TRUSS THAT WILL BE OVER-FRAMED FOR POINT LOADS OF STICK FRAMED ROOFS.
  - ALL TRUSS BRACING SHALL BE IN ACCORDANCE WITH THE APPROVED ENGINEERING DRAWINGS OR THE TRUSS MANUFACTURER'S DIAGRAM. BRACING MUST BE PROVIDED ON ALL MEMBERS THAT REQUIRE LATERAL BRACING.
  - LIFT CLIPS SHALL BE DESIGNED / PROVIDED BY TRUSS SUPPLIER.
  - TRUSS SHOP DRAWINGS SHALL BE CERTIFIED BY A PROFESSIONAL ENGINEER WHERE REQUIRED AND REVIEWED BY THE CONTRACTOR FOR DIMENSIONAL CORRELATION WITH THE DRAWINGS AND FIELD CONDITIONS.
- ALL WOOD SHALL BE NO. 2 SPF OR BETTER.
- ALL EXPOSED WOOD ABOVE GRADE TO BE MIN CSA UC4-1 RATED. ALL WOOD BURIED IN GROUND TO BE MIN CSA UC4-2 RATED.
- ALL FASTENERS INTO P.T. LUMBER TO BE STAINLESS OR HOT-DIPPED GALVANIZED.
- NAILS SHALL CONFORM TO STEEL WIRE NAILS / SPIKES AS DEFINED IN CSA B111 (TYP. U.N.O.).
- STUD WALLS SHALL BE ANCHORED TO FOUNDATION WITH 1/2" ANCHOR BOLTS @ 48" SPACING AND WITHIN 6" OF ENDS OR CORNERS.
- STUDS SHALL BE SECURED TO PLATES w/ (3) 3/4" NAILS (2x6) & (4) 3/4" NAILS (2x8) (TYP. U.N.O.).
- WIND BRACING SHALL BE PROVIDED @ 45° ANGLES ON ALL EXTERIOR WALL CORNERS AS PER ELEVATION DETAILS.
- WINDOW SUPPLIERS TO SUPPLY R.S.O. FOR ALL WINDOWS AND DOORS.

#### STRUCTURAL STEEL

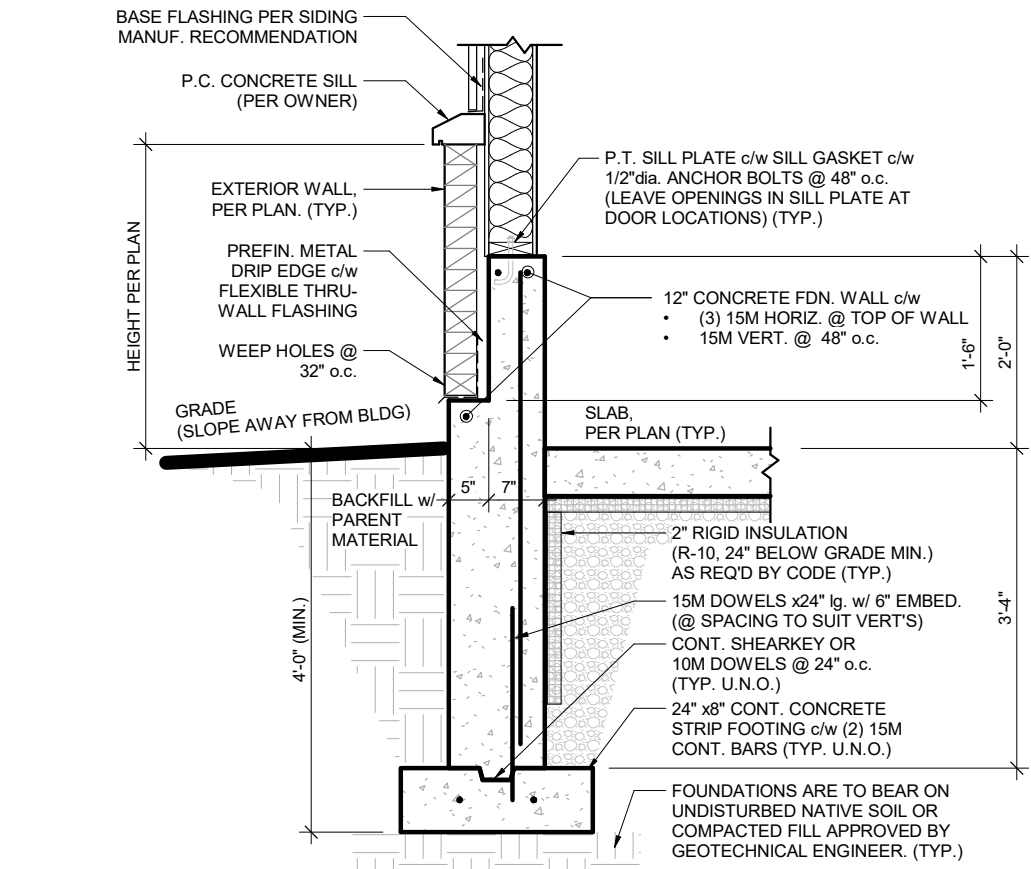
- ALL STEEL SHALL BE DESIGNED, FABRICATED AND ERRECTED IN CONFORMANCE TO CAN/CSA S16-19 AND THE LATEST VERSION OF THE ONTARIO BUILDING CODE.
- ALL STRUCTURAL STEEL TO BE OF NEW MATERIAL AND SHALL NOT BE SPICED WITHOUT THE APPROVAL OF THE ENGINEER.
- DO NOT CUT OR CORE OPENINGS IN ANY STRUCTURAL STEEL WITHOUT PRIOR WRITTEN APPROVAL FROM DESIGN ENGINEER.
- FIELD VERIFY ALL DIMENSIONS PRIOR TO MANUFACTURING/FABRICATING.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24 TIMES THE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. CUT 50% OF THE HORIZONTAL REINFORCEMENT AT CONTROL JOINT LOCATIONS.
- GC IS RESPONSIBLE TO COORDINATE ALL REQUIREMENTS FOR MECHANICAL BASES, PITS, Sumps, TRENCHES & SLOPE OF SLABS, NOT SHOWN ON STRUCTURAL DRAWINGS. GC/OWNER IS RESPONSIBLE TO ENSURE APPROPRIATE DRAINAGE FOR INTERIOR AND EXTERIOR FLOORS.
- LOCATE ALL PERS AND FOOTINGS CONCENTRIC UNDER COLUMNS AND WALLS (TYP. U.N.O.).
- SAW CUT SLAB TO A DEPTH OF 14 SLAB THICKNESS. EVENLY SPACE SAW CUTS @ 30 TIMES SLAB DEPTH & SAW CUT SLABS ALONG COLUMN LINES AND BETWEEN COLUMN LINES. (CUT WITHIN 2 HRS OF SLAB PLACEMENT)
- CAULK AT SAW CUTTING LINES WITH APPROVED FLEXIBLE CAULKING MATERIAL.
- SEAL ALL SAWCUT CONTROL JOINTS WITH VEHICLES TRAP-GRAD, JOINT SEALANT.
- PROVIDE V-NOTCH CONTROL JOINTS AT MAXIMUM SPACING OF 24





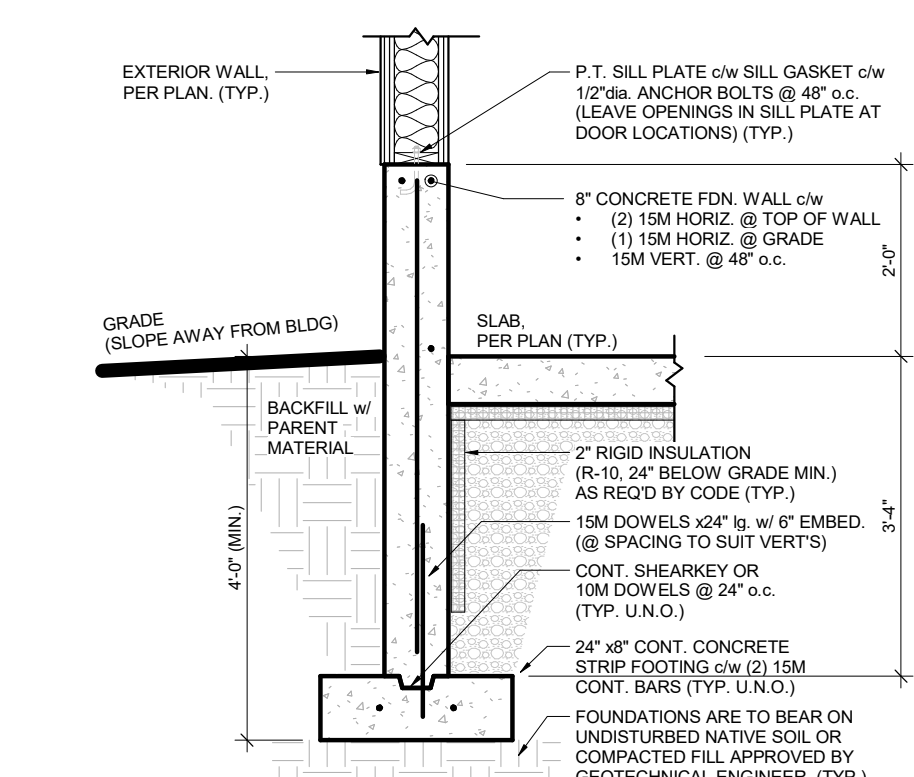
FOUNDATION PLAN

1/8" = 1'-0"



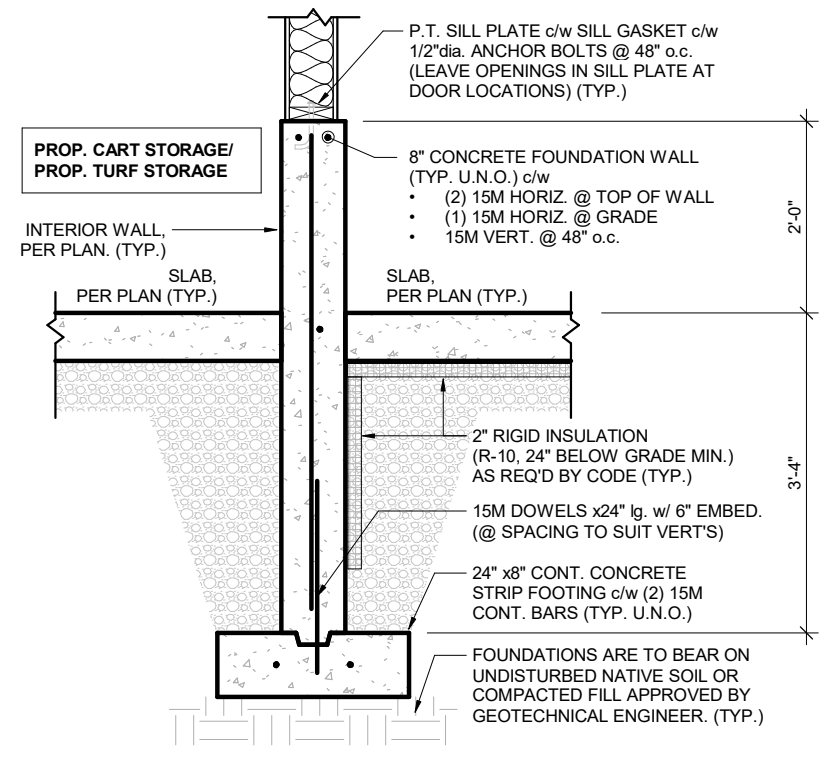
1 SECTION  
S1.0 FOUNDATION (BRICK w/ SIDING ABOVE) (CW1)

1/2" = 1'-0"



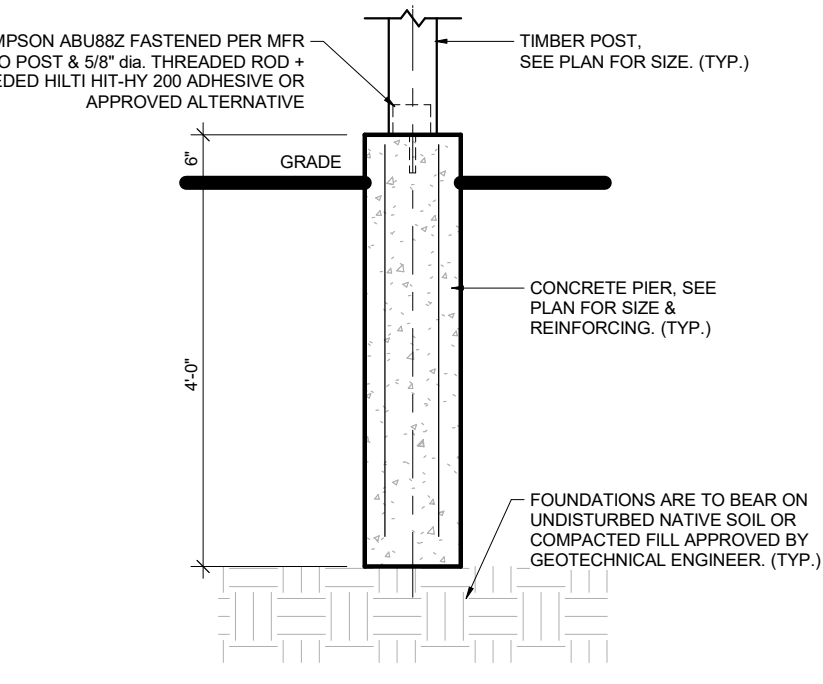
2 SECTION  
S1.0 TYPICAL FOUNDATION WALL (CW2)

1/2" = 1'-0"



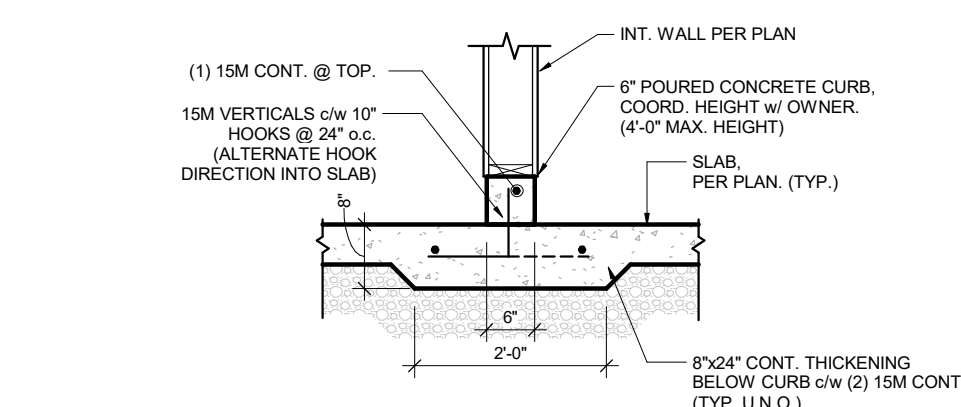
3 SECTION  
S1.0 INT. FOUNDATION WALL (CW3)

1/2" = 1'-0"



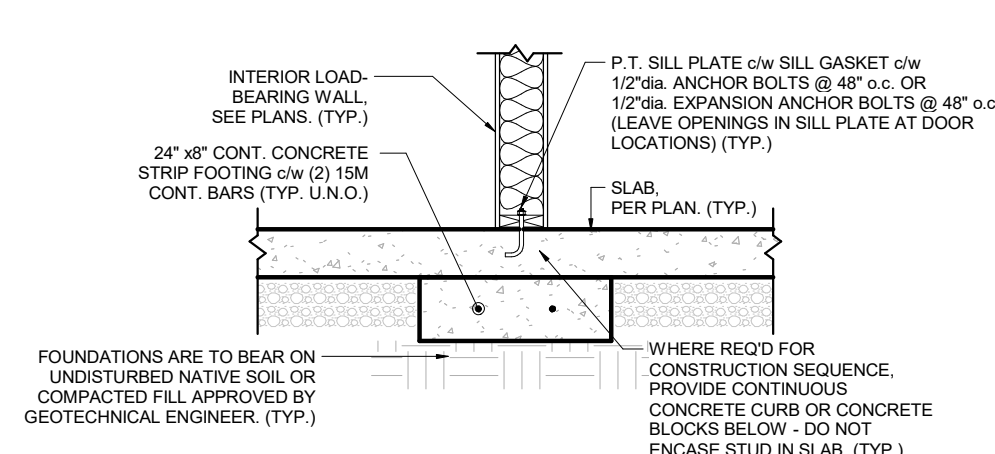
4 SECTION  
S1.0 SONOTUBE DETAIL

1/2" = 1'-0"



5 SECTION  
S1.0 CWS (TYPICAL CURB)

1/2" = 1'-0"



6 SECTION  
S1.0 TYPICAL STRIP FOOTING

1/2" = 1'-0"

PIER SCHEDULE		
MARK	SIZE	REINFORCING
P1	12" dia.	(2) 15M VERTICAL

FOUNDATION PLAN NOTES

- EXTERIOR DIMENSIONS TAKEN TO OUTSIDE FACE OF FOUNDATION / INSIDE FACE OF EXTR CLADDING (U.N.O.)
- 246 STUD WALLS - OUTSIDE OF STRAPPING IN LINE WITH OUTSIDE FACE OF FOUNDATION WALL BELOW.
- 246 STUD WALLS - OUTSIDE OF STUDS IN LINE WITH OUTSIDE FACE OF FOUNDATION WALL BELOW.
- CONTRACTOR SHALL REVIEW & CONFIRM ABOVE AND ENSURE DIMENSIONS COORDINATED w/ TRUSS SUPPLIER.
- SOLID HATCH DENOTES DOOR LOCATIONS. COORDINATE w/ FLOOR PLANS. DROP TOP OF FOUNDATION WALL 6" BELOW FINISHED FLOOR AND OVERPOUR SLAB. CONTINUE WALL REINFORCING BELOW DROP. (TYP. U.N.O.)
- S.F. DENOTES LOCATION OF STEP FOOTING. TOP OF FOOTING ELEVATIONS GIVEN ARE MINIMUM DEPTHS. CONTRACTOR TO ENSURE THAT FOOTINGS BEAR ON SOIL APPROVED BY QUALIFIED SOILS INSPECTOR.
- ALL STRIP FOOTINGS TO BE 24" x 8" c/w (2) 15M CONTINUOUS (U.N.O.)
- ALL FOOTINGS TO BE CENTERED ON COLUMNS / WALLS ABOVE (U.N.O.)

This drawing is an instrument of service and is the property of Waddell Engineering Ltd. and cannot be modified and/or reproduced without the permission of Waddell Engineering Ltd.			
REV	BY	DATE	DESCRIPTION
2	RS	2023-11-21	ISSUED FOR REVIEW
1	WR	2023-11-10	ISSUED FOR REVIEW
0	CB	2023-10-06	ISSUED FOR REVIEW

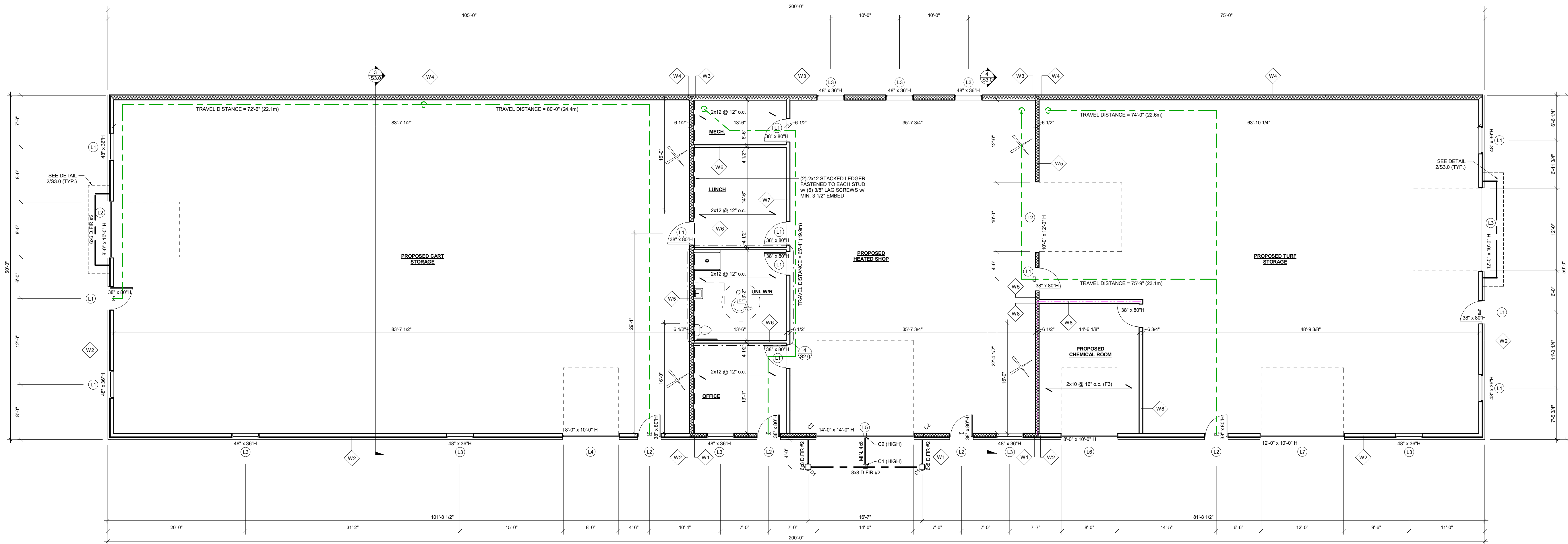
**WADDELL ENGINEERING LTD.**  
119 PINEBURGH RD. UNIT C  
CAMBRIDGE, ON Phone: 519-267-6769  
Fax: 1-866-388-9659  
www.waddelleng.com info@waddelleng.com

PROJECT:  
6527 ELLIS RD N3C 2/4  
CAMBRIDGE, ON  
CLIENT:  
PUSLINCH LAKE  
GOLF COURSE

DRAWING TITLE:  
FOUNDATION PLAN

DRAWN BY: CB DATE: 2023-11-21  
DESIGN BY: AGRES SHEET NO:  
SCALE: AS NOTED  
PROJECT NO: 23-06-207  
**S1.0**





GROUND FLOOR PLAN

1/8" = 1'-0"

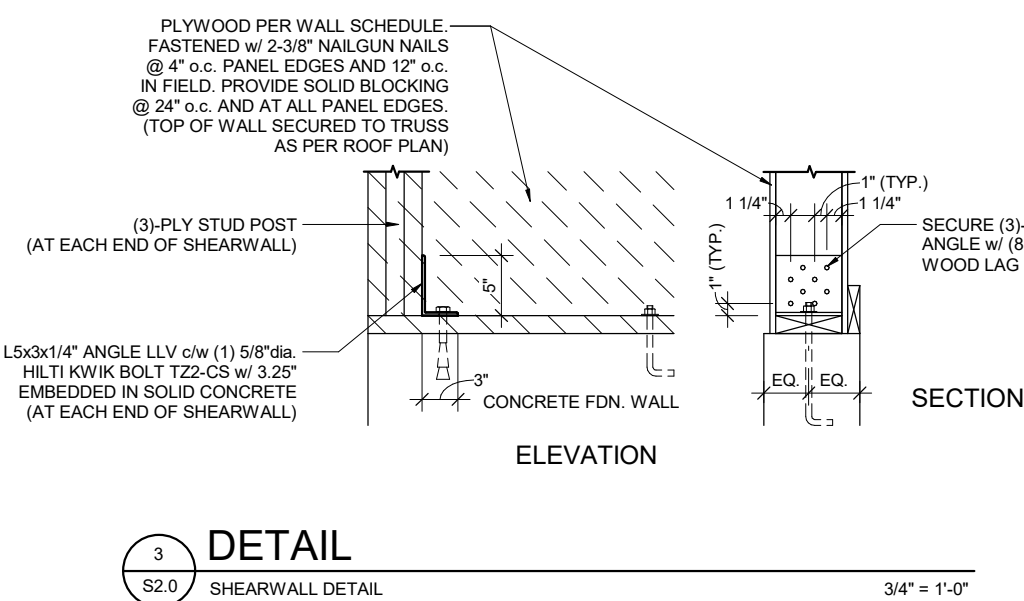
LINTEL SCHEDULE		
MARK	SIZE	BEARING
L1	(2)-2#6	(1) JACK + (1) KING
L2	(2)-2#10	(1) JACK + (1) KING
L3	(3)-2#10	(2) JACK + (1) KING
L4	(2)-1.75" x 9.25' 2 DE LVL 3100lb	(2) JACK + (2) KING
L5	(3)-1.75" x 16' LVL 2.0E 3100 lb	(3) JACK + (3) KING
L6	(2)-1.75" x 11.25' 2 DE LVL 3100lb	(2) JACK + (2) KING
L7	(3)-1.75"x14' LVL 2.0E 3100lb	(2) JACK + (2) KING

COLUMN SCHEDULE		
MARK	SIZE	BASEPLATE / ANCHORS
C1	8x8 D FRL No 2 OR BETTER	SIMPSON AUBUR FASTENED PER MFR TO POST & 3/8" dia. THREADED ROD + HLT. HIT-HY 200 ADHESIVE OR APPROVED ALTERNATIVE
C2	(3)-2x6 BUILT-UP COLUMN	APPROVED SIMPSON POST BASE

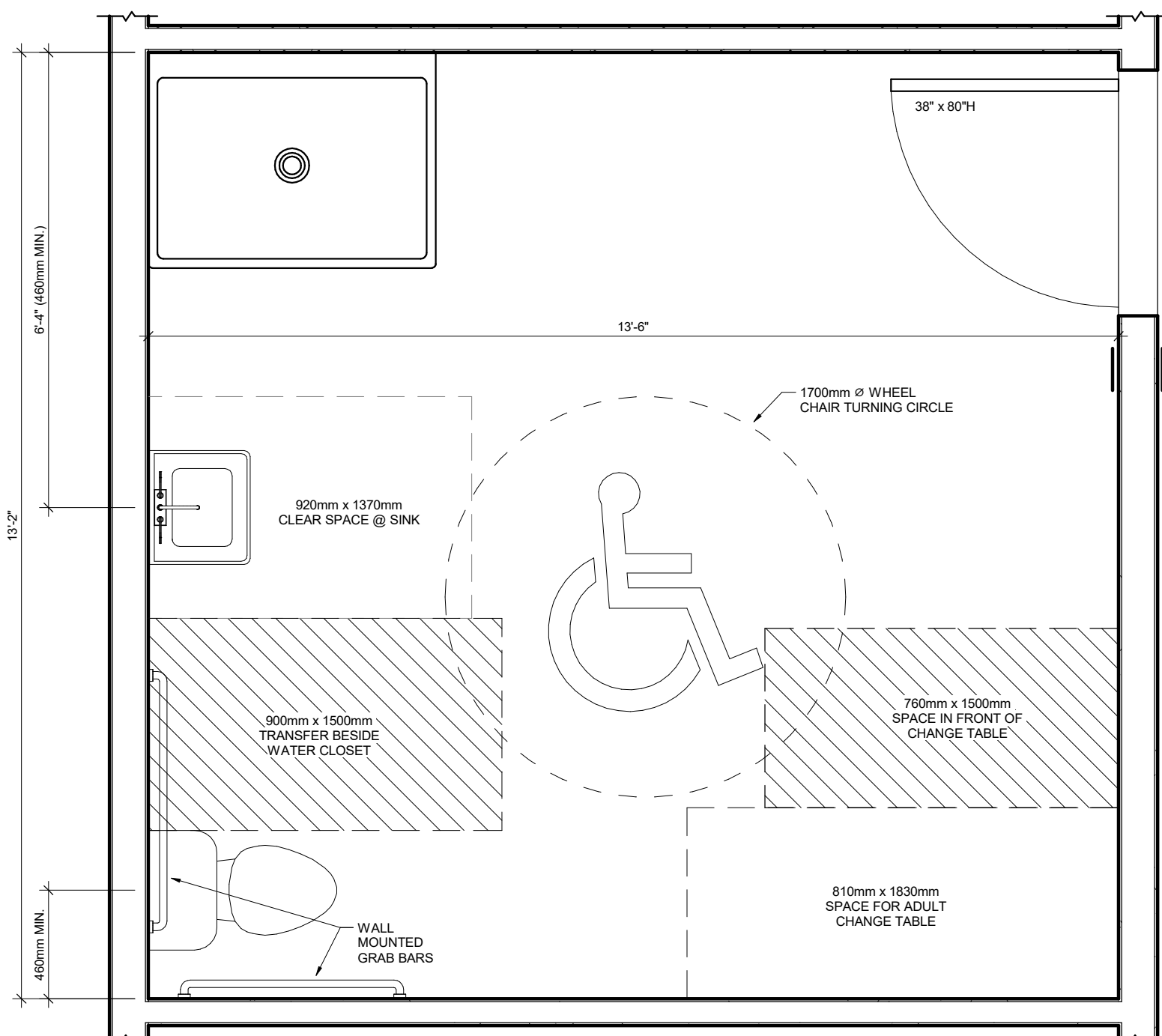
**P.T. RATING:**  
CSA UC1 - INDOOR WOOD NOT IN CONTACT W/ GROUND OR FOUNDATIONS  
CSA UC2 - INDOOR WOOD NOT IN CONTACT W/ GROUND OR FOUNDATIONS BUT EXPOSED TO DAMPNESS  
CSA UC3.1 - OUTDOOR WOOD NOT IN CONTACT TO THE GROUND BUT PROTECTED AGAINST EFFECTS OF WEATHER  
CSA UC3.2 - OUTDOOR WOOD NOT IN CONTACT W/ GROUND OR FRESHWATER BUT EXPOSED TO THE EFFECTS OF WEATHER  
CSA UC4.1 - WOOD IN CONTACT WITH THE GROUND OR FRESHWATER, SUBJECT TO SIGNIFICANT SALT WATER SPRAYS, OR USED IN ABOVE-GROUND CRITICAL SITUATIONS FAVOURABLE TO DETERIORATION

ASSEMBLY SCHEDULE		
<b>STACKED WALL (HEATED) UPPER PORTION OF WALL:</b> <ul style="list-style-type: none"><li>20 Ga. PREFIN. METAL CLADDING</li><li>1x4 STRAPPING @ 24" o.c.</li><li>TYPAR AIR BARRIER, JOINTS TAPED</li><li>1/2" EXTERIOR SHEATHING</li><li>2x6 WOOD STUDS @ 16" o.c.</li><li>w/ ROCKWOOL BATT INSULATION (R22 MIN.)</li><li>6mil POLY VAPOUR BARRIER</li><li>1/2" PLYWOOD (PER OWNER)</li></ul> <b>LOWER PORTION OF WALL (3'-3" HIGH):</b> <ul style="list-style-type: none"><li>1/2" BRICK VENEER OR STONE CLADDING (PER OWNER)</li><li>1" AIRSPACE</li><li>TYPAR AIR BARRIER, JOINTS TAPED</li><li>1/2" EXTERIOR SHEATHING</li><li>2x6 WOOD STUDS @ 16" o.c.</li><li>w/ ROCKWOOL BATT INSULATION (R22 MIN.)</li><li>6mil POLY VAPOUR BARRIER</li><li>1/2" PLYWOOD (PER OWNER)</li></ul>	<b>2 HR FRR EXTERIOR WALL U308 (UNHEATED):</b> <ul style="list-style-type: none"><li>26 Ga. PREFIN. METAL CLADDING</li><li>TYPAR AIR BARRIER, JOINTS TAPED</li><li>(2)-5/8" EXTERIOR GFRG TYPE 'X' (JOINTS STAGGERED AND EXT. LAYER TAPED AND MUDDED.)</li><li>2x6 WOOD STUDS @ 16" o.c.</li><li>w/ ROCKWOOL BATT INSULATION (R22 MIN.)</li><li>(2)-5/8" TYPE 'X' GYPSUM BOARD</li></ul> <b>INTERIOR SEPARATION WALL:</b> <ul style="list-style-type: none"><li>INTERIOR LINER PANEL (PER OWNER)</li><li>TYPAR AIR BARRIER, JOINTS TAPED</li><li>1/2" EXTERIOR SHEATHING</li><li>2x6 WOOD STUDS @ 16" o.c.</li><li>w/ ROCKWOOL BATT INSULATION (R22 MIN.)</li><li>6mil POLY VAPOUR BARRIER</li><li>1/2" PLYWOOD SHEATHING</li></ul> <b>INTERIOR 2x4 PARTITION:</b> <ul style="list-style-type: none"><li>2x4 STUDS @ 16" o.c.</li><li>1/2" GYPSUM BOARD</li></ul> <b>INTERIOR 1x6 PARTITION:</b> <ul style="list-style-type: none"><li>2x4 STUDS @ 16" o.c.</li><li>1/2" GYPSUM BOARD</li></ul> <b>INTERIOR FIRE SEP. 1HR FRR UL-C U134:</b> <ul style="list-style-type: none"><li>5/8" TYPE 'X' GYPSUM BOARD</li><li>2x4 STUDS @ 24" o.c.</li><li>c/w OPTIONAL ROCKWOOL BATT INSULATION (R22 MIN.)</li><li>6mil POLY VAPOUR BARRIER (IF INSUL.)</li><li>5/8" TYPE 'X' GYPSUM BOARD</li></ul> <b>ROOF CONSTRUCTION (UNHEATED):</b> <ul style="list-style-type: none"><li>26 Ga. STEEL ROOFING</li><li>ZIP SYSTEM SHEATHING (PER MANF.)</li><li>ROOF FRAMING AS PER PLANS</li></ul> <b>ROOF CONSTRUCTION (HEATED):</b> <ul style="list-style-type: none"><li>26 Ga. STEEL ROOFING</li><li>ZIP SYSTEM SHEATHING (PER MANF.)</li><li>ROOF FRAMING AS PER PLANS w/ BLOWN-IN-PLACE INSULATION (R60, COORD. w/ OWNER)</li><li>INTERIOR LINER PANEL (PER OWNER)</li></ul>	<b>SLAB ON GRADE CONSTRUCTION (UNHEATED):</b> <ul style="list-style-type: none"><li>FLOOR FINISH (PER OWNER)</li><li>6" CONCRETE FLOOR SLAB</li><li>6" COMPACTED GRANULAR 'A' FILL</li></ul> <b>SLAB ON GRADE CONSTRUCTION (HEATED):</b> <ul style="list-style-type: none"><li>FLOOR FINISH (BY OWNER)</li><li>6" CONCRETE FLOOR SLAB</li><li>6 mil POLY VAPOUR BARRIER</li><li>2" EXTRUDED POLYSTYRENE INSULATION (R10 MIN.)</li><li>6" COMPACTED GRANULAR 'A' FILL</li></ul> <b>1HR FRR SBL-2 FIRE RATED CEILING 2.3.4.B:</b> <ul style="list-style-type: none"><li>FLOOR FRAMING PER PLAN</li><li>RESILIENT METAL CHANNELS @ 24" o.c.</li><li>(2)-5/8" TYPE 'X' GYPSUM BOARD (60 MIN.)</li></ul> <b>1/2" PLYWOOD ON ONE SIDE FASTENED w/ 2-3/8" NAILGUN NAILS @ 4" o.c. PANEL EDGES &amp; 12" o.c. IN FIELD. PROVIDE BLOCKING AT 24" o.c. AND ALL PANEL EDGES. PROVIDE (3)-PLY STUD POST EACH END OF SHEARWALL (TYP. U.N.O.) SEE TYPICAL DETAIL.</b>

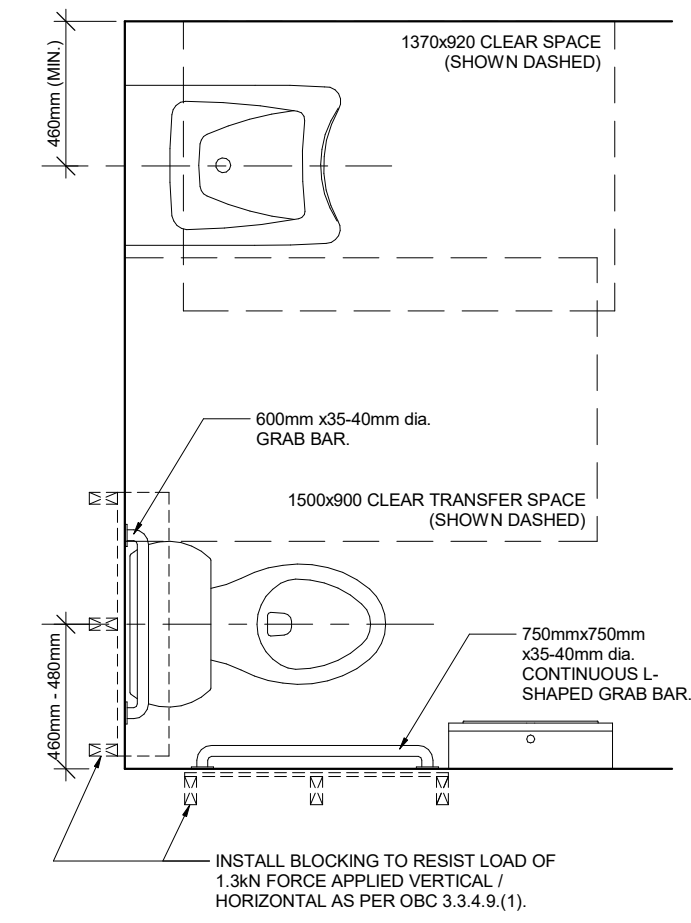
NOTE: PROVIDE SOLID BLOCKING @ 48" o.c. IN ALL WALLS TALLER THAN 9'-6".



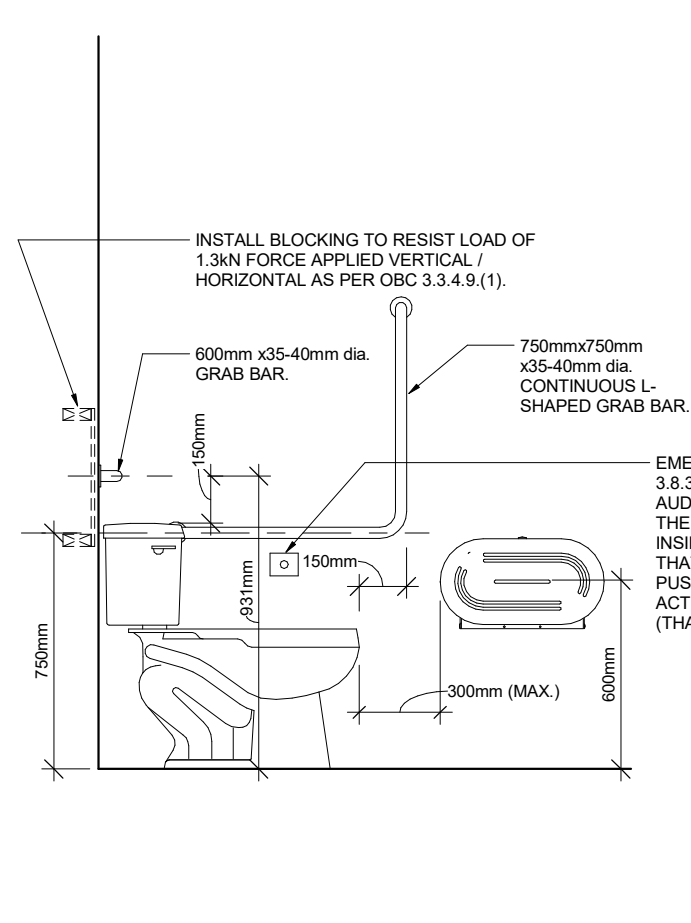
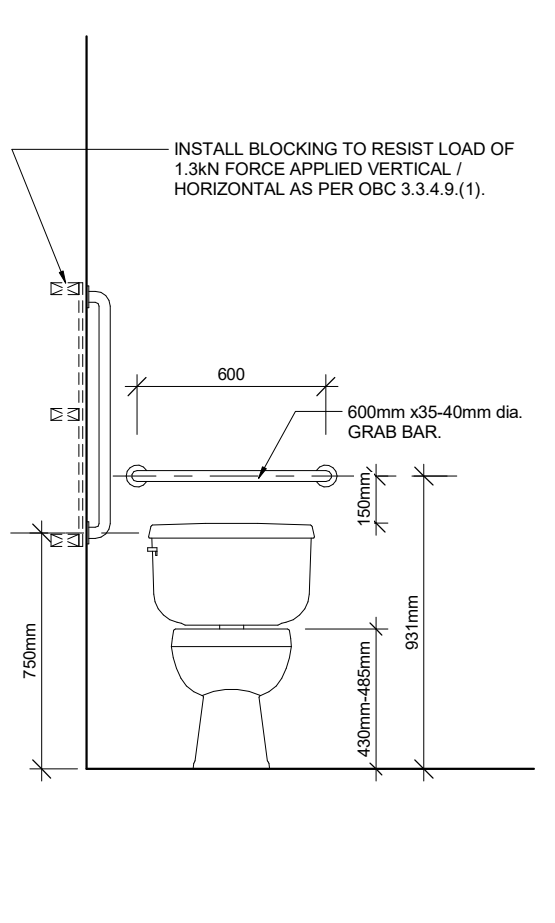
3 DETAIL  
3/4" = 1'-0"



4 PLAN DETAIL  
1/2" = 1'-0"

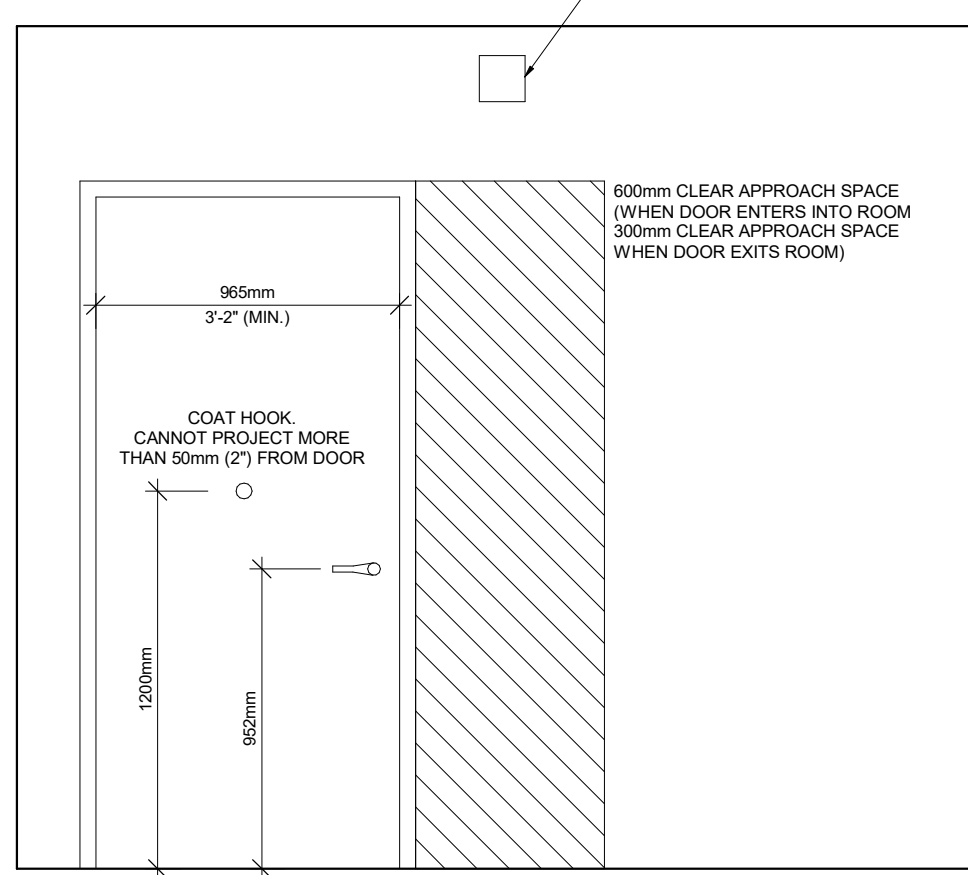


1 SECTION  
1/2" = 1'-0"



EMERGENCY PUSH BUTTON:  
3.8.3.12 (2)(a) AN EMERGENCY CALL SYSTEM THAT CONSISTS OF AUDIBLE AND VISUAL SIGNAL DEVICES INSIDE AND OUTSIDE OF THE WASHROOM THAT ARE ACTIVATED BY A CONTROL DEVICE INSIDE THE WASHROOM. AND 3.8.3.12 (2)(b) AN EMERGENCY SIGN THAT CONTAINS THE WORDS "IN THE EVENT OF AN EMERGENCY PUSH EMERGENCY BUTTON AND AUDIBLE AND VISUAL SIGN WILL ACTIVATE IN LETTERS AT LEAST 25mm HIGH WITH A 5mm STROKE (THAT IS POSTED ABOVE THE EMERGENCY BUTTON).

VISUAL AUDIBLE DEVICE CONNECTED TO EMERGENCY PUSH BUTTON. LOCATE IDENTICAL DEVICE IMMEDIATELY OUTSIDE WASHROOM IN SIMILAR LOCATION.



This drawing is an instrument of service and is the property of Waddell Engineering Ltd. and cannot be modified and/or reproduced without the permission of Waddell Engineering Ltd.

DATE	ISSUED FOR REVIEW	ISSUED FOR REVIEW	ISSUED FOR REVIEW	DATE	DESCRIPTION
2023-11-21	2	2023-11-21	1	2023-11-21	ISSUED FOR REVIEW
2023-11-21	1	2023-11-21	0	2023-11-21	ISSUED FOR REVIEW
2023-11-21	0	2023-11-21	0	2023-11-21	ISSUED FOR REVIEW
2023-11-21	0	2023-11-21	0	2023-11-21	ISSUED FOR REVIEW

2023-11-21

2023-11-21

2023-11-21

2023-11-21

2023-11-21

2023-11-21

2023-11-21

2023-11-21

2023-11-21

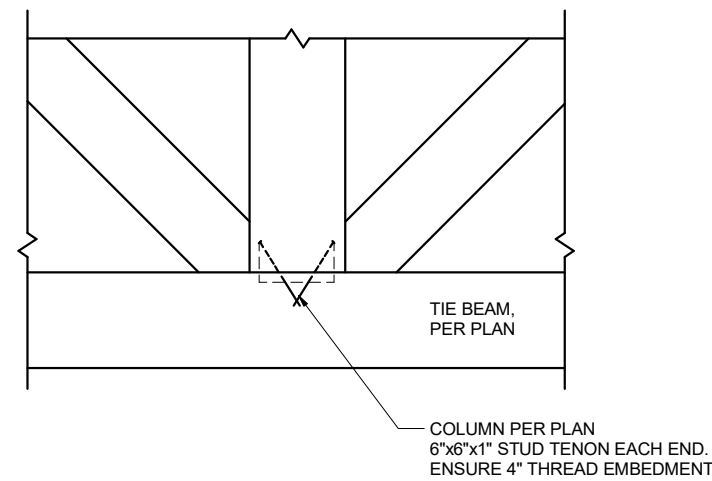
2023-11-21

2023-11-21

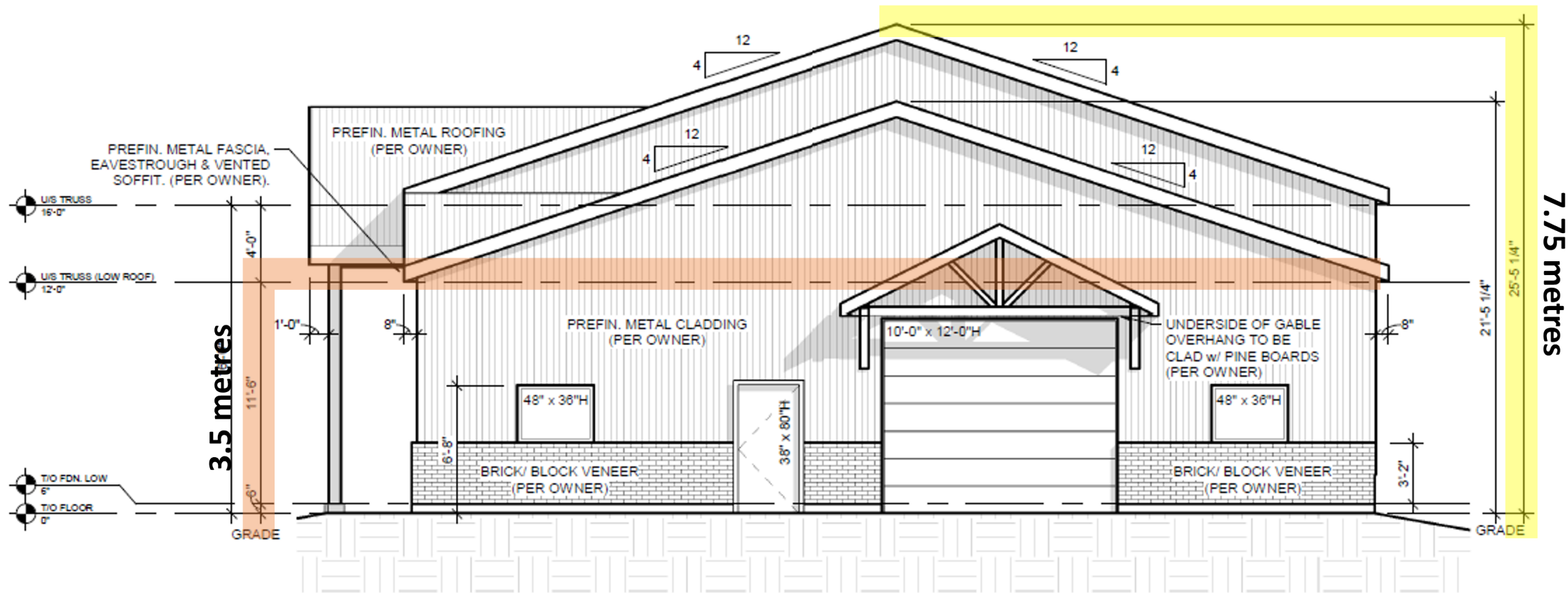
2023-11-21







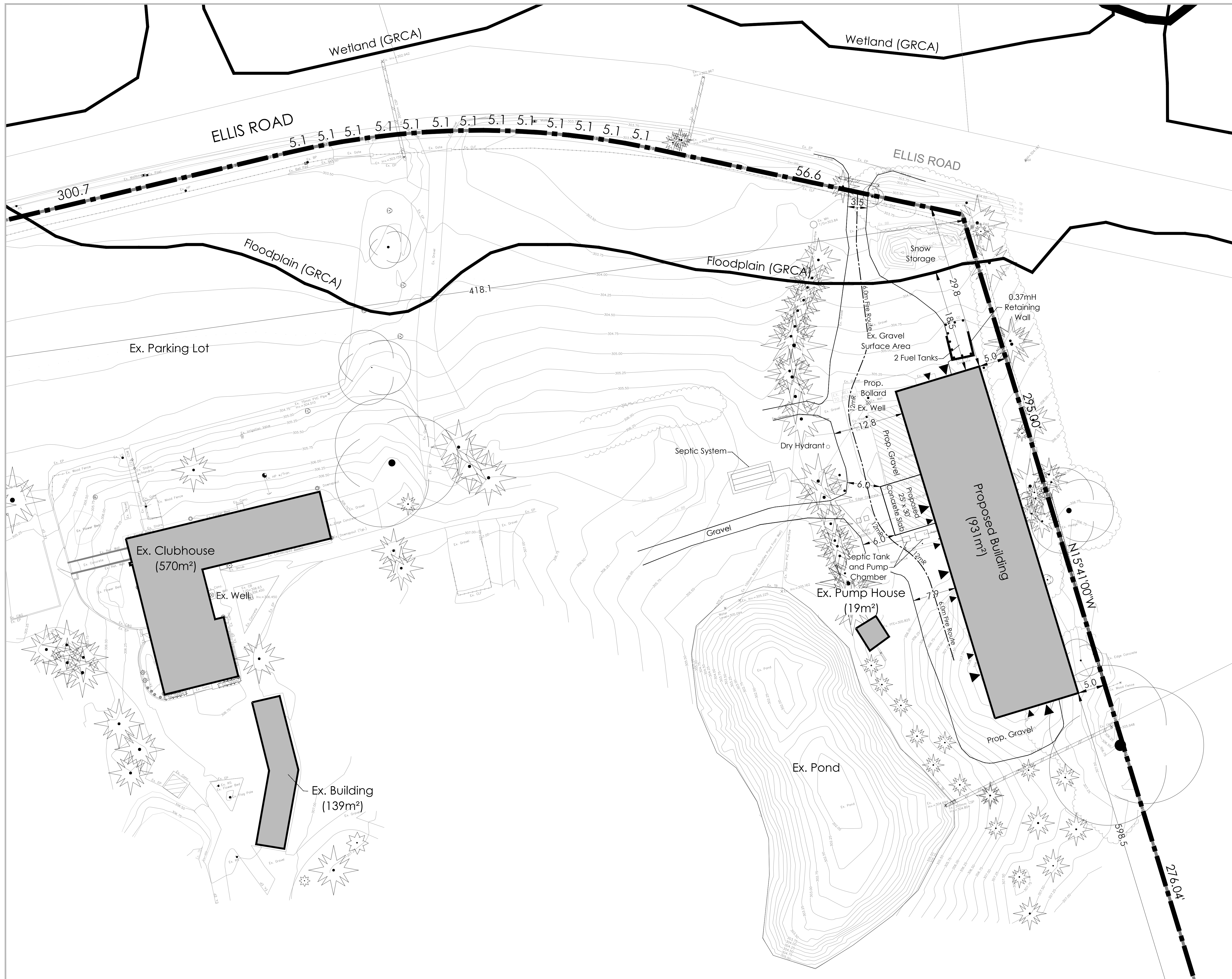




EAST ELEVATION

$$\text{Building Height} = \frac{(7.75\text{m} + 3.5\text{m})}{2} = 5.625 \text{ m}$$

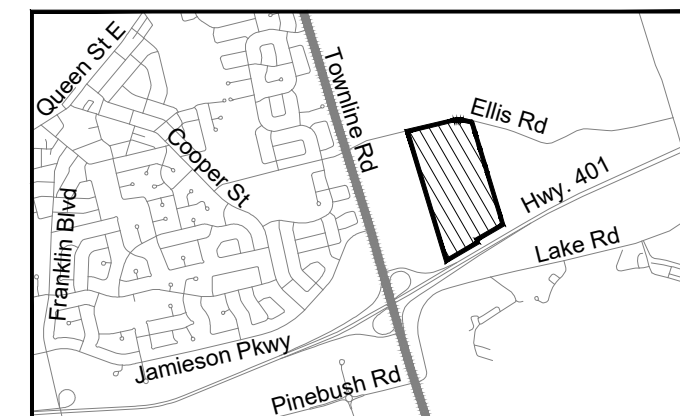




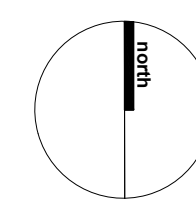
### Legal Description

PART LOT 2, CONCESSION 2  
TOWNSHIP OF PUSLINCH,  
COUNTY OF WELLINGTON

### Key Plan



 Subject Site



SCALE NTS

## SITE STATISTICS

Zone Provisions (RC) <b>Golf Course</b> (SP-42) Township of Puslinch Zoning By-law 023-18		
	Required (min)	Provided
Lot Area	0.4ha	±32.8ha
Lot Frontage	30.0m	□ 418.1m
Front Yard	10.0m	29.8m
Int. Side Yard	3.0m (7.5m from adjacent Residential Zone)	5.0m
Ext. Side Yard	3.0m	-
Rear Yard	3.0m (7.5m from adjacent Residential Zone)	598.5m
Lot Coverage (max.)	35%	0.46% (1,501m²)
Accessory Structure Lot Coverage (max.)		0.05% (158m²)
Landscaped Area	15%	97.6% (320,283m²)
Building Height		5.6m
Proposed Building - 931m²		

\* All building floor areas are gross calculations

NOTES:

- All dimensions are in metres unless otherwise noted
- Architectural drawings provided by Waddell Engineering Ltd. (Dec. 30, 2022)
- Aerial: County of Wellington (2020)
- Topographic survey provided by MTE Consultants Inc.

Revision No.	Date	Issued / Revision	By
--------------	------	-------------------	----



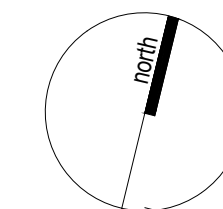
PLANNING  
URBAN DESIGN  
& LANDSCAPE  
ARCHITECTURE

200-540 BINGEMAN'S CENTRE DR, KITCHENER, ON, N2B 3X9 | P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

Stamp	Date	April 24, 2024
	Drawn By	CAC/LC
	Plan Scale	1:300
	File No.	23186A
	Checked By	PC

Project

**Puslinch Lake Golf Course**  
6527 Ellis Rd



File Name **SITE PLAN**

Dwg No. 1 of 2

**Scale Bar**

0 9 18 Meters

K:\23186A-PUSLINCH GOLF COURSE\SP\SITEPLAN\_24APRIL2024.DWG



Cloudpermit application number  
CA-3523001-P-2024-18**Applicant, Agent**

Last name McIntyre	First name Robyn	Corporation or partnership MHBC Planning Ltd.
Street address [REDACTED]	Unit number 200	Lot / Con.
Municipality [REDACTED]	Postal code [REDACTED]	Province Ontario
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

**Property owner, Payer**

Last name Haddaway	First name Geoff	Corporation or partnership Puslinch Lake Golf Course
Street address [REDACTED]	Unit number	Lot / Con.
Municipality [REDACTED]	Postal code [REDACTED]	Province Ontario
Other phone [REDACTED]	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

**Subject Land Information**

Address	Legal description	Roll number
6527 ELLIS RD (Primary)	CON 2 FRONT PT LOT 2	2301000002027000000

## Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, MHBC Planning Ltd. (Robyn McIntyre), 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)

[Redacted Signature]

Signature of Commissioner for taking

[Redacted Signature]

Municipality

City of Kitchener,  
Region of Waterloo.

Day, month, year

30 / April / 2024.

Place an imprint of your stamp below

## Affidavit and signatures

### Applicant

The Robyn McIntyre, 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 30, 2024 at 1:01:41 p.m. EDT by Robyn McIntyre.

**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

2

Lot

PT LOT 2

Registered Plan Number

Area in Hectares

32.8

Area in Acres

81.05

Depth in Meters

864

Depth in Feet

2,834.65

Frontage in Meters

418.1

Frontage in Feet

1,371.7

Width of road allowance (if known)

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?

Requesting relief from Section 4.4.2 of the Zoning Bylaw to allow a building height of 5.6 metres rather than the requirement of 5 metres. Please see attached building measurement plans and covering letter for additional information.

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

The nature of the existing golf course use requires implements of all sizes to maintain the grounds, the height of the building is necessary to accommodate these implements.

**What is the current Official Plan and zoning status?**

Official Plan Designation

Schedule B7 - Land Use: Recreational

Zoning Designation

Resort Commercial, Site Specific Provision 42

What is the access to the subject property?

☐ Provincial Highway☒ Continually maintained municipal road☐ Seasonally maintained municipal road☐ Other☐ Continually maintained county road

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

Ellis Road

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.

n/a

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 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 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? Resort Commercial - golf course with accessory buildings.	What is the existing use of the abutting properties? Agricultural to the west, Rural Residential to the east.

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters Unknown / variable (no change)	Main Building Height in Feet Unknown / variable (no change)	Percentage Lot Coverage in Meters 0.17%
Percentage Lot Coverage in Feet 0.17%	Number of Parking Spaces No change.	Number of Loading Spaces 0
Number of Floors 1.5-2	Total Floor Area in Square Meters Unknown (no change)	Total Floor Area in Square Feet Unknown (no change).
Ground Floor Area (Exclude Basement) in Square Meters 570	Ground Floor Area (Exclude Basement) in Square Feet 6,135.4	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 5.6	Main Building Height in Feet 18.4	Percentage Lot Coverage in Meters 0.46%, 931 square metres.
Percentage Lot Coverage in Feet 0.46%, 10,021.2 square feet.	Number of Parking Spaces No change.	Number of Loading Spaces 0, no change.
Number of Floors 1, same as existing.	Total Floor Area in Square Meters 931 square metres.	Total Floor Area in Square Feet 10,021.2 square feet
Ground Floor Area (Exclude Basement) in Square Meters 931 square metres	Ground Floor Area (Exclude Basement) in Square Feet 10,021.2 square feet	

**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 Proposed - 29.8 metres	Front Yard in Feet Proposed - 97.8 feet	Rear Yard in Meters Proposed - 598.5 metres
Rear Yard in Feet Proposed - 1,963.6 feet	Side Yard (interior) in Meters Proposed - 5 metres	Side Yard (interior) in Feet Proposed - 16.4 feet
Side Yard (Exterior) in Meters Proposed - > 200 metres	Side Yard (Exterior) in Feet Proposed - >656.2 feet	

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

Date of acquisition of subject property July 1, 2022	Date of construction of buildings property Various. Additions over time.	How long have the existing uses continued on the subject property? Since the 1960s.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Planning Application: Minor Variance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Site Plan: File Number Not assigned.	Site Plan: Approval Authority Township of Puslinch	Site Plan: Subject Lands 6527 Ellis Road, Puslinch (same lands)	
Site Plan: Purpose Reconstruct maintenance shed.		Site Plan: Status Applicant preparing third resubmission during formal consultation.	

**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.	

**From:** [Andrew Hartholt](#)  
**To:** [Lynne Banks](#)  
**Cc:** [Mehul Safiwala](#)  
**Subject:** RE: Minor Variance -6527 Ellis Rd  
**Date:** Monday, June 3, 2024 4:18:04 PM  
**Sensitivity:** Confidential

---

Lynne,

I have no objections to the increased height proposed for the accessory building. Technical details for the building will be addressed through site plan control and the building permit process, which is currently under review.

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

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

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** Monday, June 3, 2024 9:46 AM  
**To:** Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>  
**Subject:** Minor Variance -6527 Ellis Rd  
**Sensitivity:** Confidential

Attached is a Notice of Public Hearing for a minor variance for the above property. Please review and provide comments by June 4<sup>th</sup>.

Thanks - Lynne

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

## Mehul Safiwala

---

**From:** Brent Smith  
**Sent:** Friday, May 24, 2024 5:12 PM  
**To:** Lynne Banks  
**Subject:** RE: Minor Variance Application - D13-ONT - 6527 Ellis Rd

**Sensitivity:** Confidential

Puslinch Fire and Rescue Services have no concerns with this application.

Thanks

Brent Smith

CFPO

Puslinch Fire and Rescue Services

---

**From:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Thursday, May 23, 2024 1:54 PM  
**To:** Lynne Banks <lbanks@puslinch.ca>  
**Cc:** Justine Brotherston <jbrotherston@puslinch.ca>  
**Subject:** Minor Variance Application - D13-ONT - 6527 Ellis Rd  
**Sensitivity:** Confidential

Good Afternoon –

Please disregard the previous email for the above property, the wrong Notice was attached. I have attached the right notice and ask that you please review and provide any comments by June 6, 2024.

Thanks –

Lynne



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



**From:** [Jacob Normore](#)  
**To:** [Mehul Safiwala](#)  
**Subject:** FW: Minor Variance -6527 Ellis Rd  
**Date:** Monday, June 3, 2024 4:30:53 PM  
**Sensitivity:** Confidential

---

FYI.

---

**From:** Jacob Normore  
**Sent:** Monday, June 3, 2024 4:30 PM  
**To:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>; Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>  
**Subject:** RE: Minor Variance -6527 Ellis Rd  
**Sensitivity:** Confidential

Hi Lynne,

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

Sincerely,

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

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** Monday, June 3, 2024 9:46 AM  
**To:** Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>  
**Subject:** Minor Variance -6527 Ellis Rd  
**Sensitivity:** Confidential

Attached is a Notice of Public Hearing for a minor variance for the above property. Please review and provide comments by June 4<sup>th</sup>.

Thanks - Lynne

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



## **REPORT 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								
	<b>Expenditures</b>							
			<b>Per Diems</b>	\$4,362	\$4,240	\$4,337	\$4,923	\$5,120
			<b>Office Supplies &amp; Equipment</b>	\$0	\$0	\$65	\$100	\$100
			<b>Mileage</b>	\$0	\$0	\$0	\$150	\$150
			<b>Professional Development</b>	\$0	\$0	\$400	\$500	\$500
			Meals	\$0	\$0	\$0	\$50	\$50
			<b>Travel - Accomodations &amp; Parking</b>	\$0	\$0	\$0	\$500	\$200
	<b>Expenditures Total</b>			<b>\$4,362</b>	<b>\$4,240</b>	<b>\$4,802</b>	<b>\$6,223</b>	<b>\$6,120</b>
<b>Grand Total</b>				<b>\$4,362</b>	<b>\$4,240</b>	<b>\$4,802</b>	<b>\$6,223</b>	<b>\$6,120</b>



**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.**





## **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



## **REPORT CofA-2024-003**

---

TO: Committee of Adjustment and Planning & Development Advisory  
Committee Members

PREPARED BY: Lynne Banks, Secretary/Treasurer Committee of Adjustment

MEETING DATE: June 11, 2024

SUBJECT: Revised Alternate Chair Schedule in the event of the Chair's absence or  
vacancy

---

### **RECOMMENDATION**

**That this Report regarding the Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy be received; and**

**That the Committee adopts the Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy as outlined in this report.**

### **Purpose**

It is expedient for the Committee to pass a resolution that defines when Committee members shall act in the place of the Chair during an absence or vacancy for the duration of the 2022-2026 term of the Committee.

Members of the Committee are appointed on a monthly basis in alphabetical order starting April, 2023 to act in the place and instead of the Chair during an absence or vacancy. Due to a Committee member vacating their term on the Committee and a new member appointed by Council to replace the vacated member, the Alternate Chair Schedule has been revised to recognize the new replacement Committee member.

<b>Member</b>	<b>Term</b>
Jeffrey Born	April 2023
Dennis O'Connor	May 2023
Chris Pickard	June 2023
Paul Sadhra	July 2023
Jeffrey Born	August 2023
Dennis O'Connor	September 2023
Chris Pickard	October 2023

Paul Sadhra	November 2023
Jeffrey Born	December 2023
Vacant	January 2024
Chris Pickard	February 2024
Paul Sadhra	March 2024
Jeffrey Born	April 2024
Vacant	May 2024
Chris Pickard	June 2024
Paul Sadhra	July 2024
Jeffrey Born	August 2024
Amanda Knight	September 2024
Chris Pickard	October 2024
Paul Sadhra	November 2024
Jeffrey Born	December 2024
Amanda Knight	January 2025
Chris Pickard	February 2025
Paul Sadhra	March 2025
Jeffrey Born	April 2025
Amanda Knight	May 2025
Chris Pickard	June 2025
Paul Sadhra	July 2025
Jeffrey Born	August 2025
Amanda Knight	September 2025
Chris Pickard	October 2025
Paul Sadhra	November 2025
Jeffrey Born	December 2025
Amanda Knight	January 2026
Chris Pickard	February 2026
Paul Sadhra	March 2026
Jeffrey Born	April 2026
Amanda Knight	May 2026
Chris Pickard	June 2026
Paul Sadhra	July 2026
Jeffrey Born	August 2026
Amanda Knight	September 2026
Chris Pickard	October 2026
Paul Sadhra	November 2026

### **Background**

The Township's Terms of Reference, section 6(b)(ii) states that "When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The

Acting Chair will be identified based on a scheduled prepared for the full 4 (four) year term.” Under those guidelines, the Alternate Chair will be for each month during the 2022-2026 term will be as set out in the schedule above.