



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 14, 2025, PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

Register in advance for this webinar:

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## **AGENDA**

**DATE:** January 14, 2025

**MEETING:** 7:00 PM

**≠ Denotes resolution prepared**

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of the Agenda ≠**
- 5. Disclosure of Conflict of Interest**
- 6. Consent Agenda ≠**
  - 6.1. December 10, 2024 Planning and Development Advisory Committee Minutes**
- 7. Delegations**



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**7.1. Specific Interest (Items Listed on the Meeting Agenda)**

**7.1.1.** None

**7.2. General Interest (Items Not Listed on the Meeting Agenda)**

**7.2.1.** None

**8. Notice of Public Meetings/Hearings**

**8.1.** None

**9. Reports**

**9.1. Land Division (Consents)**

**9.1.1. Severance Application B105-24– Ritter, Cheryl - 7726 Maltby Road East Part of Lot 15, Concession 10**

***Recommendation:***

*That Report D10-2025-001 entitled Consent Application D10/RIT be received; and*

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

*Whereas the request for consent to convey includes a proposed severed parcel of 0.09 ha to be added to adjacent parcel created through consent application B77-22, resulting in a merged parcel with a total area of 0.49 ha; and the retained parcel being 1.389 ha with 70 m of frontage, with an existing single detached dwelling and detached garage;*

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

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



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*1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (included but not limited to Taxes paid in full and Consent Review/Condition Clearance Fee and Safe Access Clearance Fee) which the Township of Puslinch may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject land; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.*

*2. That the Owner obtain zoning compliance for the proposed merged parcel and zoning compliance for the proposed retained parcel be demonstrated to the satisfaction of the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.*

*3. That any fees incurred by the Township of Puslinch for the review of this application will be the responsibility of the applicant; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.*

## **9.2 Staff Reports**

### **9.2.1 REPORT PDAC-2025-001: Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy**

#### ***Recommendation:***

*That Report PDAC\_2025-001 entitled Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy be received for information; 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.*

## **10. Correspondence**

**10.1.** None

## **11. New Business**

## **12. Adjournment ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
DECEMBER 10, 2024 PLANNING AND DEVELOPMENT  
ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** December 10, 2024

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

The December 10, 2024 Planning and Development Advisory Committee 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  
Amanda Knight  
Chris Pickard  
Paul Sadhra  
Kim McCarthy

**ABSENT:**

None

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Mehul Safiwala, Jr. Planner

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2024-053:**

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



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**That the Committee approves the December 10, 2024 PDAC Agenda as circulated.**

**CARRIED**

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

None

**6. DELEGATIONS**

None

**7. CONSENT AGENDA**

**7.1 Approval of the Minutes  
November 12, 2024**

**Resolution No. 2024-054:**

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

**That the Planning and Development Advisory Committee approves the Minutes from the meeting held November 12, 2024.**

**CARRIED**

**7.2 Other Consent Items**

None

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

None

**9. REPORTS**

**9.1. LAND DIVISION (CONSENTS)**

None

**9.2 ZONING BY-LAW AMENDMENT APPLICATIONS**

**.2.1 D14-BRU – Brunsveld – 4120 Wellington Rd 35**

The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 to change a portion of the zoning from Agricultural Zone (A) to Site Specific Agricultural (A-xx) to prohibit a



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ADVISORY COMMITTEE MEETING  
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residential dwelling. The application is required to fulfill conditions of Consent Application B7-24.

**Resolution No. 2024-055:**

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

**That the Committee provides the following comments to Council with respect to the Zoning By-law Amendment Application:**

The Committee supports the zoning by-law application and have the following comments:

- That no animal storage is to be permitted in the equipment shop.
- That MDS will be required for any future barns on the retained parcel.

**CARRIED**

**9.3 Staff Reports**

None

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

None

**12. ADJOURNMENT**

**Resolution No. 2024-056**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Kim McCarthy

**That the Planning and Development Advisory Committee hereby adjourns at 7:10 p.m.**

**CARRIED.**



## **REPORT D10-2025-001**

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

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: January 14<sup>th</sup>, 2025

SUBJECT: Consent Application D10/RIT (Ritter)  
7726 Maltby Road East  
Part of Lot 15, Concession 10  
County File No. B105-24

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### **RECOMMENDATION**

**That Report D10-2025-001 entitled Consent Application D10/RIT be received; and**

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

**Whereas the request for consent to convey includes a proposed severed parcel of 0.09 ha to be added to adjacent parcel created through consent application B77-22, resulting in a merged parcel with a total area of 0.49 ha; and the retained parcel being 1.389 ha with 70 m of frontage, with an existing single detached dwelling and detached garage;**

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

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

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (included but not limited to Taxes paid in full and Consent Review/Condition Clearance Fee and Safe Access Clearance Fee) which the Township of Puslinch may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject land; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

2. That the Owner obtain zoning compliance for the proposed merged parcel and zoning compliance for the proposed retained parcel be demonstrated to the satisfaction of the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

3. That any fees incurred by the Township of Puslinch for the review of this application will be the responsibility of the applicant; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

### Subject Property Map





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

1. Township Planning comments:

Regulation & By-law Section	Lot Area	Lot Frontage	Existing use (E)/Proposed use (P)
Required ( <b>retained</b> parcel)	0.4 ha	25 m	Single Detached Dwelling (E)
Proposed ( <b>retained</b> parcel)	1.389 ha	70 m	Single Detached Dwelling (E)
Adjustment ( <b>severed</b> parcel)	0.09 ha	N/A	Vacant (E)
Proposed ( <b>merged</b> parcel)	0.49 h	45.12 m	Single Detached Dwelling (P)



Figure 1 Conceptual Map based on submitted Sketch

2. Conservation Authority: Grand River Conservation Authority has no objection to this boundary adjustment.
3. County of Wellington Preliminary Planning comments: The Township did not received comments by the report publication deadline.

4. Safe Access: No new entrance been proposed. Therefore, no entrance permit application is required.
5. Source Water comments: No concerns.
6. Building comments: No concerns.
7. By-law Enforcement comments: No comments or concerns at this time.
8. Fire Prevention comments: No concerns.
9. Public comments: No comments received by the report publication deadline.

### **Conclusion**

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

### **Engagement Opportunities**

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

### **Resources**

Township Zoning By-law - [Puslinch.ca/government/by-laws/Zoning](https://puslinch.ca/government/by-laws/Zoning)  
Wellington Official Plan - [Wellington.ca/planning-development/official-plan-land-use](https://wellington.ca/planning-development/official-plan-land-use)  
Interactive Mapping - [Wellington.ca/business-development/maps-guides](https://wellington.ca/business-development/maps-guides)  
- [Grandriver.ca/planning-development/map-your-property](https://grandriver.ca/planning-development/map-your-property)

### **Attachments**

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

Respectfully submitted,

Reviewed by:

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**Mehul Safiwala**  
Junior Planner

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**Justine Brotherston**  
Interim Municipal Clerk

December 6, 2024

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

*APPLICATION SUBMITTED ON: November 27, 2024*

**FILE NO. B105-24**

**APPLICANT**

Cheryl Ritter  
7726 Maltby Road E  
Puslinch N0B 2J0

**LOCATION OF SUBJECT LANDS**

Township of Puslinch  
Part Lot 15  
Concession 10

Proposed lot line adjustment is 901 square metres with 7.62m frontage (Part 3 on sketch), vacant land to be added to abutting rural residential parcel – Cheryl Ritter (Part 1 on sketch)

Retained parcel is 1.3893 square metres with 70.03m frontage, existing and proposed rural residential use with existing dwelling & garage (Part 2 on sketch)

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

**January 22, 2025**

Comments can be provided by mail at address above or by email [landdivisioninfo@wellington.ca](mailto:landdivisioninfo@wellington.ca)

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

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

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

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

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

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

**RECIPIENTS:**

Local Municipality – Puslinch

County Planning

Conservation Authority - GRCA

Source Water Protection

Bell Canada (email)

County Clerk

Roads/Solid Waste

Civic Addressing

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

**APPLICATION FOR CONSENT**

Ontario Planning Act

**1. Approval Authority:**

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

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

**SECTION B**

Required Fee: \$ 5160  
Fee Received: Nov 27/24

File No. B105-24

Accepted as Complete on: Nov 27/24

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

**SECTION B: Parcel from which land is being transferred**

2(a) Name of Registered Owner(s) or Purchaser Cheryl Louise Ritter

Address 7726 Maltby Road, RR # 1, Puslinch, Ontario N0B 2J0

Phone No. [REDACTED] Email: [REDACTED]

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

(b) Name and Address of Applicant (as authorized by Owner) \_\_\_\_\_

\_\_\_\_\_

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

(c) Name and Address of Owner's/Purchasers Authorized Agent: J.D. Barnes Limited

101-257 Woodlawn Toad West, Guelph, Ontario N1H 8J1

Phone No. [REDACTED] Email: [REDACTED]

(d) All Communication to be directed to:

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

(e) Notice Cards Posted by:

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

(f) Number of Certificates Requested 1

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

Conveyance to effect an addition to a lot

Other (Specify – e.g. mortgage, lease, easement, Right-of-way, correction of title): NOTE: if proposal has an EASEMENT or RIGHT OF WAY intended to be included, a solicitor is to be contacted ahead of submission to confirm if a separate application for Consent is required.

(b) Provide legal description of the lands to which the parcel will be added: Part 1, Plan 61R-22348

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

Local Municipality: Township of Puslinch  
Concession 10 Lot No. 15  
Registered Plan No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Reference Plan No. 61R-22348 Part No. Part 2  
Civic Address 7726 Maltby Road

(b) When was property acquired: September 7, 2000 Registered Instrument No. LT38142

5. Description of Land intended to be **SEVERED**: PART 3 Metric [] Imperial [ ]  
Frontage/Width 7.62 m AREA 901 sq. m.  
Depth 107.36 m Existing Use(s) vacant land - part of rural residential property  
Existing Buildings or structures: None  
Proposed Uses (s): To be added to an approved rural residential lot

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

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

[ ] Municipally owned and operated piped water system  
[] Well [] individual [ ] communal  
[ ] Lake  
[ ] Other (specify): \_\_\_\_\_

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

[ ] Municipally owned and operated sanitary sewers  
[] Septic Tank [] individual [ ] communal  
[ ] Pit Privy  
[ ] Other (specify): \_\_\_\_\_

6. Description of Land intended to be **RETAINED**: PART 2 Metric [] Imperial [ ]  
Frontage/Width 70.03 m AREA 1.3893 sq.m.  
Depth 142.27 m Existing Use(s) Rural Residential Lot  
Existing Buildings or structures: Single Detached Dwelling, Detached Garage, Well & Septic  
Proposed Uses (s): Same as existing use

<b>Type of access</b> (Check appropriate space)	<b>Existing</b> [X]	<b>Proposed</b> [ ]
[ ] Provincial Highway	[ ] Right-of-way	
[ ] County Road	[ ] Private road	
[X] Municipal road, maintained year round	[ ] Crown access road	
[ ] Municipal road, seasonally maintained	[ ] Water access	
[ ] Easement	[ ] Other (specify) _____	

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

[ ] Municipally owned and operated piped water system  
[X] Well [x] individual [ ] communal  
[ ] Lake  
[ ] Other (specify): \_\_\_\_\_

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

[ ] Municipally owned and operated sanitary sewers  
[X] Septic Tank [x] individual [ ] communal  
[ ] Pit Privy  
[ ] Other (specify): \_\_\_\_\_

7. Is there an agricultural operation, (either a barn, manure storage, abattoir, livestock area or stockyard) within 500 metres of the Subject lands (severed and retained parcels)? **YES** [X] **NO** [ ]  
\*If yes, see sketch requirements and the application must be accompanied by a:  
**MINIMUM DISTANCE SEPARATION FORM.**
8. Is there a landfill within 500 metres [1640 feet]? **YES** [ ] **NO** [X]
9. Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? **YES** [ ] **NO** [X]
10. Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the lands to be retained or to be severed or within 120 metres [394 feet]? **YES** [X] **NO** [ ]
11. Is there any portion of the land to be severed or to be retained located within a floodplain? **YES** [ ] **NO** [X]
12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? **YES** [ ] **NO** [X]
13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? **YES** [ ] **NO** [X]
14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? **YES** [ ] **NO** [X]
15. Is there a noxious industrial use within 500 meters [1640']? **YES** [ ] **NO** [X]
16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? **YES** [ ] **NO** [X]  
Name of Rail Line Company: \_\_\_\_\_
17. Is there an airport or aircraft landing strip nearby? **YES** [ ] **NO** [X]
18. Is there a propane retail outlet, propane filling tank, cardlock/keylock or private propane outlet/container refill centre within 750 metres of the proposed subject lands? **YES** [ ] **NO** [X]

**19. PREVIOUS USE INFORMATION:**

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

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

\_\_\_\_\_

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

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

c) Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping?)

YES [ ] NO [x] UNKNOWN [ ]

d) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time, or railway siding?

YES [ ] NO [x] UNKNOWN [ ]

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

20. Is this a **resubmission** of a previous application?

YES [ ] NO [x]

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

21. a) Has any severance activity occurred on the land from the holding which existed as of March 1, 2005 and as registered in the Land Registry/Land Titles Office?

YES [x] NO [ ]

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

Cheryl Louise Ritter, January 27, 2023 Rural Residential lot currently vacant

22. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision or other Consent or approval under the Planning Act or its predecessors?

YES [ ] NO [x] UNKNOWN [ ]

23. Under a separate application, is the Owner, applicant, or agent applying for additional consents on this holding simultaneously with this application?

YES [ ] NO [x]

24. Provide explanation of how the application is consistent with the Provincial Policy Statement.

Rural Residential is permitted in Rural areas. The PPS does not specifically address Lot Line Adjustments. No new lot is being created with this application.

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

The Provincial Growth Plan has been replaced by the 2024 PPS

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

The County Official Plan designated these lands as Secondary Agricultural. Rural residential uses are permitted within this designation. No new lot is being created.

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

Township of Puslinch relies on the County of Wellington Official Plan.

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

Amendment Number(s): \_\_\_\_\_ File Number(s): \_\_\_\_\_



27. What is the **zoning** of the subject lands? (A) Agricultural

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

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

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

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

If the answer is YES, please provide a copy of the relevant instrument.  
 For mortgages, provide complete name and address of Mortgagee WC134119

The Bank of Nova Scotia, 44 Village Centre Place, Mississauga, Ontario L4Z 1V9

**Questions 30 – 33 must be answered for Applications for severance in the Rural/Agricultural Area -- Otherwise, if this is not applicable to your application, please state "not Applicable"**

30. **Type of Farm Operation** conducted on these subject lands: None

Type: Dairy  Beef Cattle  Swine  Poultry  Other

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

<u>Severed</u>	Width _____	Length _____	Area _____	Use _____
	Width _____	Length _____	Area _____	Use _____
<u>Retained</u>	Width _____	Length _____	Area _____	Use _____
	Width _____	Length _____	Area _____	Use _____

32. **Manure Storage Facilities** on these lands:

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

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

Type	Drain Name & Area	Outlet Location
Municipal Drain <input type="checkbox"/>		Owner's Lands <input type="checkbox"/>
Field Drain <input type="checkbox"/>		Neighbours Lands <input type="checkbox"/>
		River/Stream <input type="checkbox"/>

34. **Source Water Protection Plan**

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of a **Source** Protection Plan in effect? ([www.wellingtonwater.ca](http://www.wellingtonwater.ca)) **YES**  **NO**

If YES, please complete the Source Water Protection Form and submit with your application.

November 26, 2024

Project: 24-14-115-01

Ms. Deborah Turchet  
Secretary-Treasurer  
Land Division Committee  
Wellington County Administration Centre  
74 Woolwich Street  
GUELPH, Ontario N1H 3T9

Dear Ms. Turchet:

**Re: Proposed Lot Line Adjustment  
7726 Maltby Road  
Part Lot 15, Concession 4  
Township of Puslinch**

Please find enclosed a completed "Application for Consent" for the above-noted property. Also enclosed is a cheque in the amount of \$5,160.00 payable to the County of Wellington to cover the County's application fees and a cheque in the amount of \$465.00 to the Grand River Conservation Authority to cover their processing fees. I have attached copies of the deeds for the properties affected by this application. (WC695210 and LT38142).

In 2022, the owner of the subject lands received approval for a severance. The consent was finalized in 2023 and the owner decided to keep the new parcel and construct a retirement home for herself. In designing her new home, she realized she requires a bit wider lot and is therefore requesting a lot line adjustment to allow the severed parcel to accommodate her new dwelling.

Included with this application are MDS calculations and Farm Data sheets for barns located at 4630 Watson Road South and 7704 Maltby Road East, as well as the Drinking Water Source Protection Screening Form.

At the time of the 2022 application, there was a barn identified as 4616 Watson Road South; however, this is a log house and there are no livestock buildings on this property.

No additional lot is being created as part of the proposed lot line adjustment.

I have asked the Township to prepare the list of property owners within 60 metres of the application.

Should you have any questions, please do not hesitate to call me.

Yours very truly

**J.D. BARNES LIMITED**  
(formerly Black, Shoemaker, Robinson & Donaldson Limited)



**Nancy Shoemaker, B.A.A., R.P.P.**

Attachments

Copy: Cheryl Louise Ritter

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

YES [ ] NO [ ]

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

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**NOTES:**

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

**OWNER'S/PURCHASER'S AUTHORIZATION:**

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

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

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

I, (we), Cheryl Louise Ritter the Registered Owners/Purchasers of  
Parts 1 and 2, Plan 61R-22348 Of the Township of Puslinch in the  
County/~~Region~~ of Wellington severally and jointly, solemnly declare that  
J.D. Barnes Limited

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



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

**APPLICANT'S DECLARATION**

**This must be completed by the Applicant for the proposed consent**

I, (we) Nancy Shoemakerr (J.D. Barnes Limited) of the  
City of Guelph In the County/Region of  
Wellington Solemnly declare that all

the statements contained in this application for consent for (property description) 7726 Maltby Road East

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

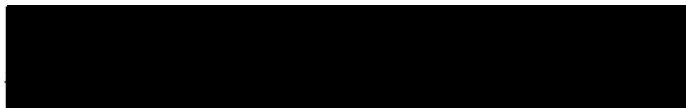
DECLARED before me at the



City of

(Owner/Purchaser or Applicant)

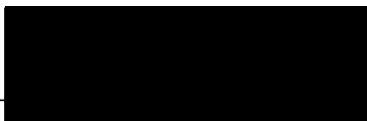
Guelph In the



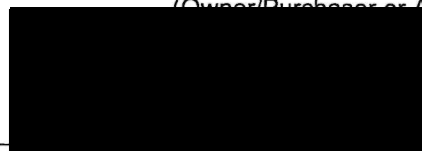
County/~~Region~~ of Wellington

This 26th day of November 2024

(Owner/Purchaser or Applicant)



Commissioner of Oaths



Printed Commissioner's, etc. Name

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION):**

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

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

November 26, 2024  
\_\_\_\_\_  
Date

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:**


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

Phone (519) 837-2600 Ext. 2170

MDS I


General information

Application date Nov 26, 2024	Municipal file number	Proposed application Lot creation for a maximum of three non-agricultural use lots
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Applicant contact information Nancy Shoemaker 101-257 Woodlawn Road West Guelph, ON N1H 8J1 	Location of subject lands County of Wellington Township of Puslinch PUSLINCH Concession 9, Lot 14 Roll number: 2301000008072500000
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Calculations

4630 Watson Road South, Puslin

Farm contact information Tom Smeh 4630 Watson Road South Puslinch, ON N0B 2J0 	Location of existing livestock facility or anaerobic digester County of Wellington Township of Puslinch PUSLINCH Concession 9, Lot 14 Roll number: 2301000008072500000	Total lot size 10 ac
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Liquid	Chickens, Layer hens (for eating eggs; after transfer from pullet barn), Cages	50	0.3 NU	NA

Setback summary

Existing manure storage	M1. Liquid, outside, no cover, straight-walled storage		
Design capacity	0.3 NU		
Potential design capacity	0.3 NU		
Factor A (odour potential)	1	Factor B (design capacity)	150
Factor D (manure type)	0.8	Factor E (encroaching land use)	1.1
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)	132 m (433 ft)		
Actual distance from livestock barn	415 m (1361 ft)		
Storage base distance 'S' (minimum distance from manure storage)	219 m (718 ft)		
Actual distance from manure storage	415 m (1361 ft)		

Preparer signoff & disclaimer

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Preparer contact information

Nancy Shoemaker  
J.D. Barnes Limited  
101-257 Woodlawn Road West  
Guelph, ON  
N1H 8J1

Signature of preparer



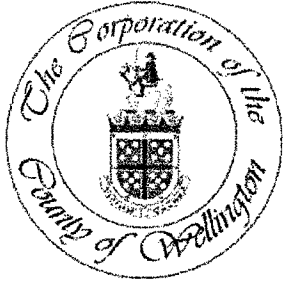
Nancy Shoemaker, Planner

November 26, 2024

Date (mmm-dd-yyyy)

Note to the user

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



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

**NOTE TO FARM OWNER(S)**

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

Owner(s) of Livestock Facility TOM SMEH

**Contact Information**

Email \_\_\_\_\_ Telephone \_\_\_\_\_  
 Civic Address 4630 WATSON RD Municipality PUSLICH  
 Lot \_\_\_\_\_ Concession \_\_\_\_\_ Division \_\_\_\_\_  
 Lot Size (where livestock facility is located) \_\_\_\_\_ hectares 10 acres

Signature of Livestock Facility Owner \_\_\_\_\_ Date Nov 21 '24

**BARN(S) SIZE** Please provide the size of the barns located on the property. This information is used to verify maximum livestock capacity. 1200 ft<sup>2</sup>/m<sup>2</sup> \_\_\_\_\_ ft<sup>2</sup>/m<sup>2</sup>

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

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



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

County of Wellington

Animal Type of Material	Description	Housing Capacity (maximum)	Manure Storage Type (select from list)
Swine	Sows with litter, dry sows or boars		
	Breeder gilts (entire barn designed specifically for this purpose)		
	Weaners (7 – 27 kg)		
	Feeders (27 – 136 kg)		
Sheep	Ewes & rams (for meat lambs; includes unweaned offspring & replacements)		
	Ewes & rams (dairy operation; includes unweaned offspring & replacements)		
	Lambs (dairy or feeder lambs)		
Goats	Does & bucks (for meat kids; includes unweaned offspring and replacements)		
	Does & bucks (for dairy; includes unweaned offspring & replacements)		
	Kids (dairy or feeder kids)		
Chickens	Layer hens (for eating eggs; after transfer from pullet barn)	50	V3
	Layer pullets (day-olds until transferred into layer barn)		
	Broiler breeder growers (males/females transferred out to layer barn)		
	Broiler breeder layers (males/females transferred in from grower barn)		
	Broilers on any length of cycle		
Turkeys	Turkey poults (day-old until transferred to grow out turkey barn)		
	Turkey breeder layers (males/females transferred in from grower barn)		
	Breeder toms		
	Broilers (day-olds to 6.2 kg)		
	Hens (day-olds up to 6.2 to 10.8 kg; 7.5 kg is typical)		
	Toms (day-olds to over 10.8 to 20 kg; 14.5 kg is typical)		
	Turkeys at any other weights, or if unknown (by floor area)		
Veal	Milk-fed		
	Grain-fed		
Other	Please refer to Factor Table 1 of The Minimum Distance Separation (MDS) Document for complete list of animal types		
Imported manure	Use the volume of the manure storages		
Unoccupied livestock barns	A livestock barn that does not currently house any livestock, but that housed livestock in the past and continues to be structurally sound and reasonably capable of housing livestock.*		

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

**QUESTIONS?**  
**PLEASE CONTACT**

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

P 519.837.2600 x2170  
 F 519.923.1694

MDS I

General information

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**Application date**  
Nov 26, 2024

**Municipal file number**

**Proposed application**  
Lot creation for a maximum of three non-agricultural use lots

**Applicant contact information**  
Nancy Shoemaker  
J.D. Barnes Limited  
101-257 Woodlawn Road West  
Guelph, ON  
N1H 8J1

**Location of subject lands**  
County of Wellington  
Township of Puslinch  
PUSLINCH  
Concession 9 , Lot 15  
Roll number: 2301000008071500000



## Calculations

### New farm

#### Farm contact information

Linda Fitzgibbons  
7704 Maltby Road East  
Puslinch, ON  
N0B 2J0

#### Location of existing livestock facility or anaerobic digester

County of Wellington  
Township of Puslinch  
PUSLINCH  
Concession 9, Lot 15  
Roll number: 2301000008071500000

#### Total lot size

22 ac

### Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Unoccupied Livestock Barn	6000 ft <sup>2</sup>	27.9 NU	6000 ft <sup>2</sup>

#### Unoccupied Barn or Unused Storage (New farm)

The calculated setback is based on assumptions for an unoccupied barn or unused storage that may not reflect the actual design capacity.

### Setback summary

Existing manure storage - Not Specified -

Design capacity 27.9 NU

Potential design capacity 55.7 NU

Factor A (odour potential) 1  
Factor D (manure type) 0.7

Factor B (design capacity) 271.48  
Factor E (encroaching land use) 1.1

Building base distance 'F' (A x B x D x E)  
(minimum distance from livestock barn)

210 m (689 ft)

Actual distance from livestock barn

265 m (869 ft)

Storage base distance 'S'  
(minimum distance from manure storage)

No existing manure storage

Actual distance from manure storage

NA

### Preparer signoff & disclaimer

#### Preparer contact information

Nancy Shoemaker  
J.D. Barnes Limited  
101-257 Woodlawn Road West  
Guelph, ON  
N1H 8J1

Signature of preparer



Nancy Shoemaker, Planner

November 26, 2024

Date (mmm-dd-yyyy)

**Note to the user**

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



# FARM DATA SHEET

## Minimum Distance Separation I (MDSI)

County of Wellington

### NOTE TO FARM OWNER(S)

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

Owner(s) of Livestock Facility LINDA FITZGIBBONS

### Contact Information

Email [REDACTED] Telephone [REDACTED]  
 Civic Address 7704 MALTBAY RD E. Municipality PUSLINCH TWP  
 Lot 15 Concession 9 Division \_\_\_\_\_  
 Lot Size (where livestock facility is located) \_\_\_\_\_ hectares 22 acres

Signature of Livestock Facility Owner [REDACTED] Date Nov 18, 2024

**BARN(S) SIZE** Please provide the size of the barns located on the property. This information is used to verify maximum livestock capacity. 100 x 601 ft<sup>2</sup>/m<sup>2</sup> \_\_\_\_\_ ft<sup>2</sup>/m<sup>2</sup>

**Manure Storage Types** Solid manure: 18% dry matter, or more      Liquid manure: <18% dry matter

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

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

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

County of Wellington

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

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

**QUESTIONS?  
PLEASE CONTACT**

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

P 519.837.2600 x2170  
F 519.923.1694

**APPLICATION FOR CONSENT**

Ontario Planning Act

**1. Approval Authority:**

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

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

**SECTION A**

Fee Received: Nov 27/24

File No. B105-24

Accepted as Complete on: Nov 27/24

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

SECTION A: Parcel to which land is being added. **PART 1**

2. (a) Name of Registered Owner(s) or Purchaser Cheryl Louise Ritter

Address 7726 Maltby Road, RR # 1, Puslinch, Ontario, N0B 2J0

Phone No. [REDACTED]

Email: [REDACTED]

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

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

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

(c) Name and Address of Owner's Authorized Agent: J.D. Barnes Limited

101-257 Woodlawn Road West, Guelph, Ontario N1H 8J1

Phone No. [REDACTED]

Email: [REDACTED]

(d) All Communication to be directed to:

REGISTERED OWNER/PURCHASER [ ]

APPLICANT [x]

AGENT [x]

(e) Notice Cards Posted by:

REGISTERED OWNER/PURCHASER [ ]

APPLICANT [ ]

AGENT [x]

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

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

Local Municipality: Township of Puslinch

Concession 10

Lot No. Part Lot 15

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

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

Reference Plan No. 61R-22348

Part No. 1

Civic Address Not assigned - immediately south of 4615 Watson Road South

(b) When was property acquired: January 27, 2023 Registered Instrument No. WC695210

**Jana Poechman**

---

**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** Wednesday, November 27, 2024 3:43 PM  
**To:** Jana Poechman  
**Cc:** wellington+313471@lswims.ca; Source Water  
**Subject:** RE: B105-24 - SW Screening Form

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

Hi Jana,

Thank you for providing the above referenced application for review. Since this property is located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activity(ies), as indicated, would not create a significant drinking water threat, the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*. Please note that we may provide comments on any future applications subject to this property, given the vulnerable areas.

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

Thanks,

Kim

---

**From:** Jana Poechman <janap@wellington.ca>  
**Sent:** November 27, 2024 11:01 AM  
**To:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** B105-24 - SW Screening Form

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

Good Morning.

Please see B105-24 for your review.

We hope to circulate December 5<sup>th</sup>.

Thanks.

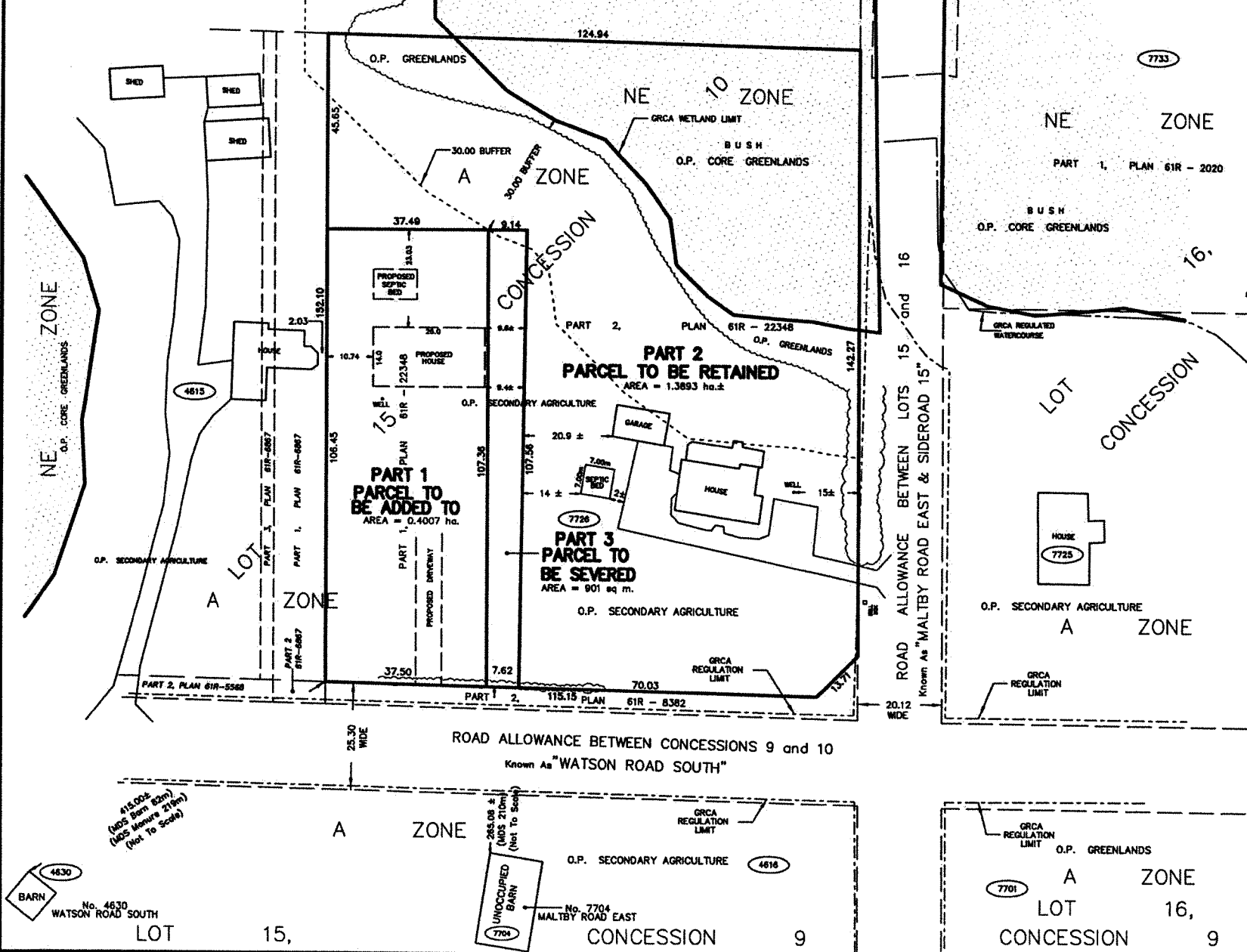
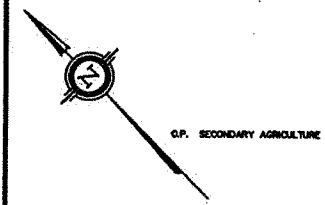
Jana

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

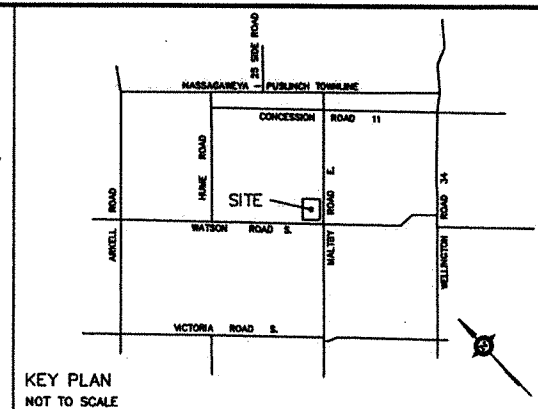
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Township of Puslinch



- LEGEND:**
- DENOTES MUNICIPAL ADDRESS
  - DENOTES WETLANDS (FROM GRCA MAPPING)
  - DENOTES APPROXIMATE EDGE OF TREE CANOPY
  - DENOTES GRCA REGULATED WATERCOURSE



**PLAN**  
PREPARED FOR CONSENT APPLICATION  
**TOWNSHIP OF PUSLINCH**  
COUNTY OF WELLINGTON

SCALE 1 : 1000

**METRIC:** DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**CAUTION:** THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

- NOTES:**
- BOUNDARY INFORMATION AND AREAS SHOWN ON THIS PLAN HAVE BEEN COMPILED FROM A COMBINATION OF REGISTRY OFFICE RECORDS AND OLD SURVEYS AND IS SUBJECT TO VERIFICATION BY A COMPLETE UP-TO-DATE FIELD SURVEY.
  - TOTAL AREA OF SEVERED PARCEL AND PARCEL TO BE ADDED TO = 4908 sq m. (0.4908 ha.)

**WELLINGTON COUNTY OFFICIAL PLAN DESIGNATION:**

RETAINED PARCEL: SECONDARY AGRICULTURAL, CORE GREENLANDS & GREENLANDS  
 SEVERED PARCEL: SECONDARY AGRICULTURAL  
 THIS PROPERTY IS SITUATED WITHIN THE PARIS GALT MORaine POLICY AREA  
 THIS PROPERTY IS NOT SITUATED WITHIN A WELLHEAD PROTECTION AREA  
 THIS PROPERTY IS SITUATED WITHIN THE GRAND RIVER SOURCE PROTECTION AREA

**TOWNSHIP ZONING DESIGNATION:**

SEVERED PARCEL: AGRICULTURAL (A)  
 RETAINED PARCEL: AGRICULTURAL (A) & NATURAL ENVIRONMENT (NE)

THIS PLAN WAS PREPARED FOR  
 CHERYL RITTER  
 AND THE UNDERSIGNED ACCEPTS NO  
 RESPONSIBILITY FOR USE BY OTHER PARTIES.

RAYMOND J. SIDOROP  
 ONTARIO LAND SURVEYOR

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**J.D. BARNES**  
 LIMITED  
 SURVEYING  
 MAPPING  
 GIS

LAND INFORMATION SPECIALISTS  
 257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8J1  
 T: (519) 822-4031 F: (519) 822-1220 www.jobarnes.com

DATE: November 27, 2024      RA      PROJECT 24-14-115-00-Con

*Handwritten signature/initials*



January 2, 2025

via email

GRCA File: B105-24 – 7726 Maltby Road East

Deborah Turchet, Secretary-Treasurer  
County of Wellington Planning and Land Division Committee  
74 Woolwich Street  
Guelph, ON N1H 3T9

Dear Ms. Turchet,

**Re: Application for Consent B105-24**  
7726 Maltby Road East, Township of Puslinch  
Cheryl Ritter

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted consent application for a proposed lot line adjustment.

**Recommendation**

The GRCA has no objection to the proposed consent application.

**GRCA Comments**

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available at this office indicates that the retained parcel contains the provincially significant Arkell Bog Wetland Complex and the regulated allowance adjacent to the wetland. A portion of the land to be severed and merged is within the regulated allowance adjacent to the wetland. A copy of GRCA's resource mapping is attached.

A portion of the retained parcel is designated as part of the Greenlands System in the County of Wellington Official Plan (2024).

Due to the presence of the features noted above, portions of the subject lands are regulated by the GRCA under Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits Regulation. Any future development or other alteration within the regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

The consent application proposes to sever a parcel of land from 7726 Maltby Road East and merge the parcel with the adjacent lands as a lot line adjustment. Impacts to the

adjacent wetland are not anticipated as a result of the proposed lot line adjustment. As such, GRCA staff have no objection to the approval of the consent application.

We wish to acknowledge receipt of the applicable plan review fee in the amount of \$465.00 for GRCA's review of this application.

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

Sincerely,

A black rectangular redaction box covering the signature of Andrew Herreman.

Andrew Herreman, CPT  
Resource Planning Technician  
Grand River Conservation Authority

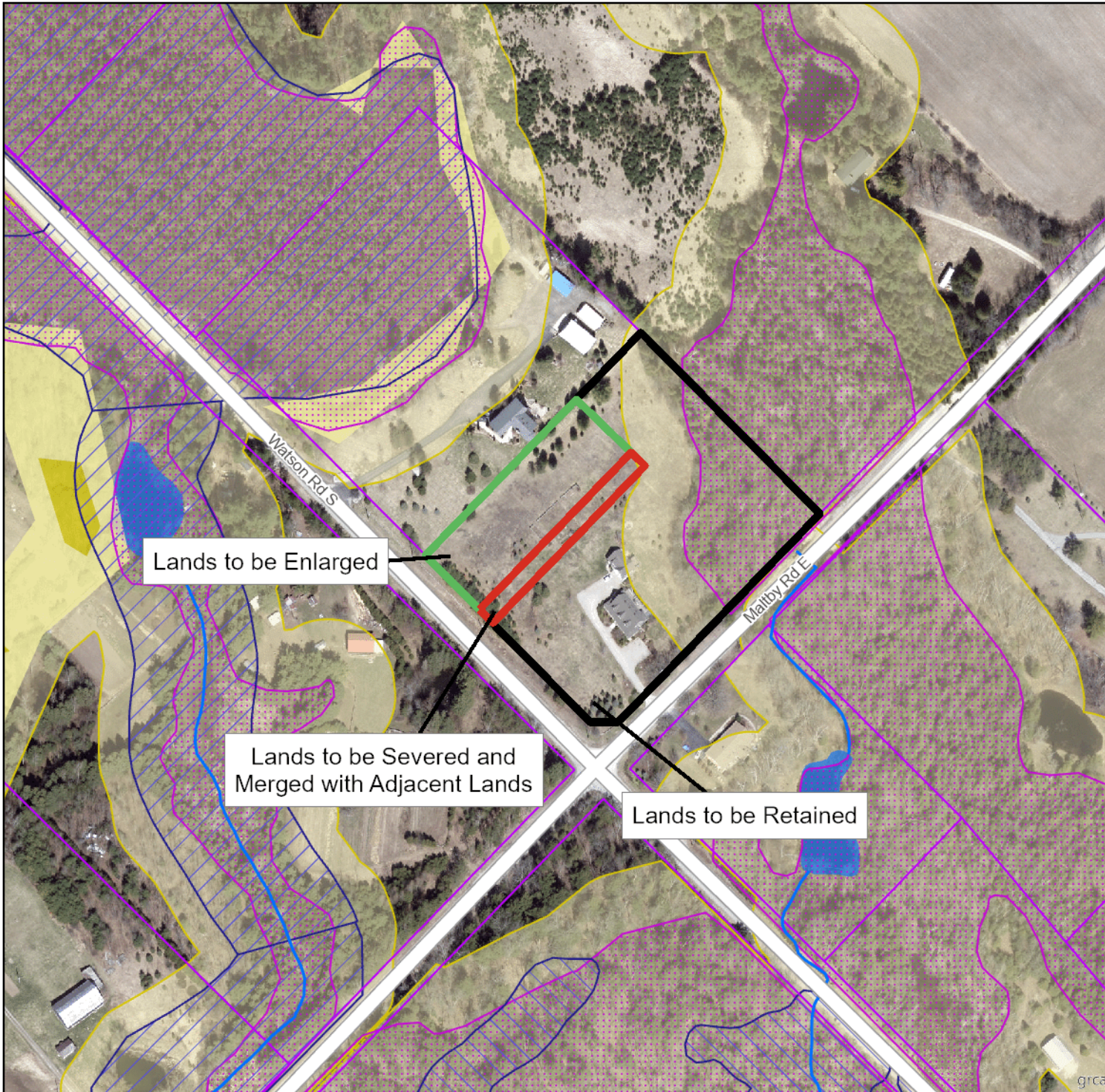
Enclosed: GRCA Mapping

Copy: Cheryl Ritter (via email)  
Nancy Shoemaker, J.D. Barnes Ltd. (via email)  
Township of Puslinch (via email)



Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)**
  - Engineered
  - Estimated
  - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)**
  - Steep
  - Oversteep
  - Toe
- Slope Valley (GRCA)**
  - Steep
  - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel (Wellington)
- Conservation Area Boundary (GRCA)



Lands to be Enlarged

Lands to be Severed and Merged with Adjacent Lands

Lands to be Retained

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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user. The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.



**From:** [Andrew Hartholt](#)  
**To:** [Lynne Banks](#)  
**Cc:** [Justine Brotherston](#); [Mehul Safiwala](#)  
**Subject:** RE: Consent Application B105-24 - Ritter  
**Date:** Tuesday, December 10, 2024 12:48:57 PM  
**Attachments:** [image003.jpg](#)  
[image005.jpg](#)  
[image001.jpg](#)  
[image002.jpg](#)  
**Sensitivity:** Confidential

---

Hey Lynne,

I have no concerns from a building code perspective for the proposed lot line adjustment.

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:** Thursday, December 5, 2024 2:30 PM  
**To:** Mike Fowler <[mfowler@puslinch.ca](mailto:mfowler@puslinch.ca)>; Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>; Brent Smith <[bsmith@puslinch.ca](mailto:bsmith@puslinch.ca)>; Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>  
**Cc:** Justine Brotherston <[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)>; Mehul Safiwala <[msafiwala@puslinch.ca](mailto:msafiwala@puslinch.ca)>  
**Subject:** Consent Application B105-24 - Ritter  
**Sensitivity:** Confidential

Attached please find a consent application with respect to the above for your review and comment. Please provide comments by December 17, 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:** [Lynne Banks](#)  
**Cc:** [Mehul Safiwala](#)  
**Subject:** RE: Consent Application B105-24 - Ritter  
**Date:** Monday, January 6, 2025 3:01:00 PM  
**Attachments:** [image003.jpg](#)  
[image004.jpg](#)  
[image001.jpg](#)  
**Sensitivity:** Confidential

---

Hi Lynne,

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

Sincerely,



**From:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Thursday, December 5, 2024 2:30 PM  
**To:** Mike Fowler <mfowler@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>  
**Cc:** Justine Brotherston <jbrotherston@puslinch.ca>; Mehul Safiwala <msafiwala@puslinch.ca>  
**Subject:** Consent Application B105-24 - Ritter  
**Sensitivity:** Confidential

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Thanks –

Lynne

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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:** [Brent Smith](#)  
**To:** [Lynne Banks](#)  
**Subject:** Re: Consent Application B105-24 - Ritter  
**Date:** Friday, December 6, 2024 9:20:11 AM  
**Attachments:** [image002.jpg](#)  
**Sensitivity:** Confidential

---

Hi Lynne,

Puslinch Fire and Rescue Services reviewed the above referenced application on December 6, 2024. The Department has no concerns with the application.

Thanks

Brent Smith

CFPO

Puslinch Fire and Rescue Services

---

**From:** Lynne Banks <lbanks@puslinch.ca>  
**Sent:** Thursday, December 5, 2024 2:29 PM  
**To:** Mike Fowler <mfwolder@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>  
**Cc:** Justine Brotherston <jbrotherston@puslinch.ca>; Mehul Safiwala <msafiwala@puslinch.ca>  
**Subject:** Consent Application B105-24 - Ritter

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Thanks –

Lynne



Lynne Banks  
Development and Legislative Coordinator  
Township of Puslinch  
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519-763-1226 ext. 226 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)



## **REPORT PDAC-2025-001**

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

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

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

MEETING DATE: January 14, 2025

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

---

### **RECOMMENDATION**

**That Report PDAC\_2025-001 entitled Revised Alternate Chair Schedule in the event of the Chair's absence or vacancy be received for information; 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



<b>Member</b>	<b>Term</b>
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
Vacant	August 2024
Amanda Knight	September 2024
Chris Pickard	October 2024
Paul Sadhra	November 2024
Kim McCarthy	December 2024
Amanda Knight	January 2025
Chris Pickard	February 2025
Paul Sadhra	March 2025
Kim McCarthy	April 2025
Amanda Knight	May 2025
Chris Pickard	June 2025
Paul Sadhra	July 2025
Kim McCarthy	August 2025
Amanda Knight	September 2025
Chris Pickard	October 2025
Paul Sadhra	November 2025
Kim McCarthy	December 2025
Amanda Knight	January 2026
Chris Pickard	February 2026
Paul Sadhra	March 2026
Kim McCarthy	April 2026
Amanda Knight	May 2026
Chris Pickard	June 2026
Paul Sadhra	July 2026
Kim McCarthy	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 schedule 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.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

None