



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 13, 2025
COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH
7:00 p.m.

Register in advance for webinar:
<https://us02web.zoom.us/j/82709754685?pwd=aXGF0VtowsTypgOMsY2Ryd82dn6wVF.1>

Meeting ID: 827 0975 4685
Passcode: 141873

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AGENDA

DATE: May 13, 2025

MEETING: 7:00 PM

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. Consent Agenda ≠**
- 6.1 April 8, 2025, Committee of Adjustment Meeting Minutes**



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7. Application for Minor Variance or Permission under section 45 of the Planning Act to be heard by the Committee this date:

7.1 D13-GIL – 101 Heritage Lake Rd

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.2, c. ii. Additional Residential Units to allow a reduced interior side yard setback of 2.05 meters instead of the 5 meters as required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.2, c. ii. Additional Residential Units to allow a reduced rear yard setback of 2.05 metres instead of 7.5 meters, as required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 14, Site Specific Special Provision No. 31 to permit total lot coverage of 26.64% instead of 25%, as required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 12.4 to allow an additional residential unit to be partially constructed in the Natural Environment (NE) Zone.

RECOMMENDATION:

Whereas the variance requested would provide relief from Section 4.2.c.ii), of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a reduced interior side yard setback of 2.05 m for the proposed detached Additional Residential Unit instead of 5 meters interior side yard setback as required; and

Whereas the variance requested would provide relief from Section 4.2.c.ii), of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a reduced rear yard setback of 2.05 m for the proposed detached Additional Residential Unit instead of 7.5 meters rear yard setback as required; and

Whereas the variance requested would provide relief from Section 12.4, of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow an additional residential unit to be partially constructed in the Natural Environment (NE) Zone; and

Whereas the variance requested would provide relief from Section 14, Site Specific Special Provision No. 31, of Township Comprehensive Zoning By-law 2018-023, as



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amended (Zoning By-law), requesting permission to permit total lot coverage of 26.64% instead of 25%, as required; 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; and

Therefore, that planning staff consider the request to be minor and recommend approval of the application with following condition.

- 1. That the owner apply for, and received approval of GRCA permit for the proposed Additional Residential Unit*

7.2 D13-CAM – 4424 Victoria Rd S

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.4.2, Table 4.1 to allow a maximum lot coverage for accessory buildings and structures to permit a proposed detached garage of 684 m² instead of 500 m² as required.

RECOMMENDATION:

Whereas the variance requested would provide relief from Section 4.4.2, Table 4.1 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a maximum lot coverage for accessory buildings and structures of 684 m² instead of 500 m² as required; 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; and

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

8. New Business

8.1 Report CoA 2025-002 – Finance and Budget Training

9. Adjournment of Committee of Adjustment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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AT 7404 WELLINGTON RD. 34

MINUTES

DATE: April 8, 2025

MEETING: 7:00 p.m.

The April 8, 2025 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:

Councilor John Sepulis, Chair
Amanda Knight
Chris Pickard
Paul Sadhra
Kim McCarthy

ABSENT:

None

STAFF IN ATTENDANCE:

Lynne Banks, Secretary/Treasurer
Mehul Safiwala, Jr. Planner
Jesse Auspitz, NPG Planning Consultant

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-008:

Moved by Committee Member Chris Pickard and
Seconded by Committee Member Kim McCarthy



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1. That the Committee approves the April 8, 2025 Agenda as circulated; and
2. That the Committee approves the addition to the agenda as follows:
Consent Item 6.2 Questions received from the Committee Members seeking additional information and the corresponding responses provided by staff regarding the April 8, 2025 Committee of Adjustment agenda; and
3. That item 7.3, Minor Variance Application for D13-WIM (Wimalasekara), be moved to 7.1 due to the recommendation for deferral of the application until a survey of the property is provided confirming the final location of the shed.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. CONSENT AGENDA

6.1 Approval of the Minutes

6.1. February 11, 2025 Committee of Adjustment Meeting Minutes.

Resolution No. 2025-009:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Kim McCarthy

That the Committee of Adjustment approves the Minutes from the meeting held on February 11, 2025.

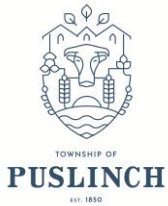
CARRIED.

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-BAR – Scott Bardwell – 6759 Laird Rd. W., Township of Puslinch. ≠

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

1. The use of storage of trailers, recreational vehicles and boats, which is prohibited in the Agricultural Zone.



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2. The storage of trailer, recreational vehicles and boats on a vacant lot which is prohibited in all zones.

Resolution No. 2025-010:

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

That Report D13-2025-005 entitled Minor Variance Application D13/BAR be received; and,

Whereas the variances requested would provide relief from Section 11.2, Table 11.1 and Section 4.29. a. xv. of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting to permit use of continued storage of trailers, recreational vehicles and boats where such use is prohibited; and

Whereas, the minor variance application may be desirable and appropriate for the development of the subject lands and may maintain the general intent and purpose of the Official Plan, the proposed minor variance would not maintain the general intent and purpose of the Zoning By-law, and is not minor in nature; and

Therefore, the Committee does not consider the requests minor and denies the application.

CARRIED.

7.2 Minor Variance Application D13-COX – Troy Cox – 4523 Victoria Rd. S., Township of Puslinch. ≠

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, to permit relief to permit a reduced interior side yard setback of 0.76 meters for an existing shed instead of 2 meters as required.

Resolution No. 2025-011:

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

That Report D13-2025-006 entitled Minor Variance Application D13/COX be received; and;

Whereas the variance requested would provide relief from Section 4.4.2, Table 4.1 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law),



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requesting permission to allow a 0.76 metre setback of interior side yard for the existing shed instead of a 2 metre interior side year setback as required; and

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

Therefore, that the Committee approves the application with the following conditions:

1. That owner apply and receive an approved building permit for the shed; and
2. That the shed has no openings along the property line to the satisfaction of the Township.

CARRIED.

7.3 Minor Variance Application D13-WIM – Eric Wimalasekera – 68 Jasper Heights, Township of Puslinch. ≠

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, to permit a reduced front yard setback of 1.6 meters for an existing shed instead of 2 meters, as required.

Resolution No. 2025-012:

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

CARRIED.

*That Report D13-2025-007 entitled Minor Variance Application D13/WIM be received;
and*

That the Committee defer the application until the following item is provided:

1. That owner provides an appropriate site plan confirming the final location of the shed and existing buildings and structures, showing each dimension to the property line.

CARRIED.

8. NEW BUSINESS

8.1 OCOA Conference



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Resolution No. 2025-013:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Kim McCarthy

That the Committee of Adjustment receive item 8.1 for information.

CARRIED.

9. ADJOURNMENT

Resolution No. 2025-014:

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

That the Committee of Adjustment hereby adjourns at 8:00 p.m.

CARRIED.



REPORT D13-2025-008

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: May 13th, 2025

SUBJECT: Minor Variance Application D13/GIL (Manny Gill)
101 Heritage Lake Drive
WVLCP 172 LEVEL 1 UNIT 73

RECOMMENDATION

That Report D13-2025-008 entitled Minor Variance Application D13/GIL be received; and

Whereas the variance requested would provide relief from Section 4.2.c.ii), of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a reduced interior side yard setback of 2.05 m for the proposed detached Additional Residential Unit (ARU) instead of a 5 m interior side yard setback as required; and

Whereas the variance requested would provide relief from Section 4.2.c.ii), of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a reduced rear yard setback of 2.05 m for the proposed detached ARU instead of 7.5 m rear yard setback as required; and

Whereas the variance requested would provide relief from Section 12.4, of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow an additional residential unit to be partially constructed in the Natural Environment (NE) Zone; and

Whereas the variance requested would provide relief from Section 14, Site Specific Special Provision No. 31, of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to permit total lot coverage of 26.64% instead of 25%, as required; 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; and

Therefore, that planning staff consider the request to be minor and recommend approval of the application with following condition.

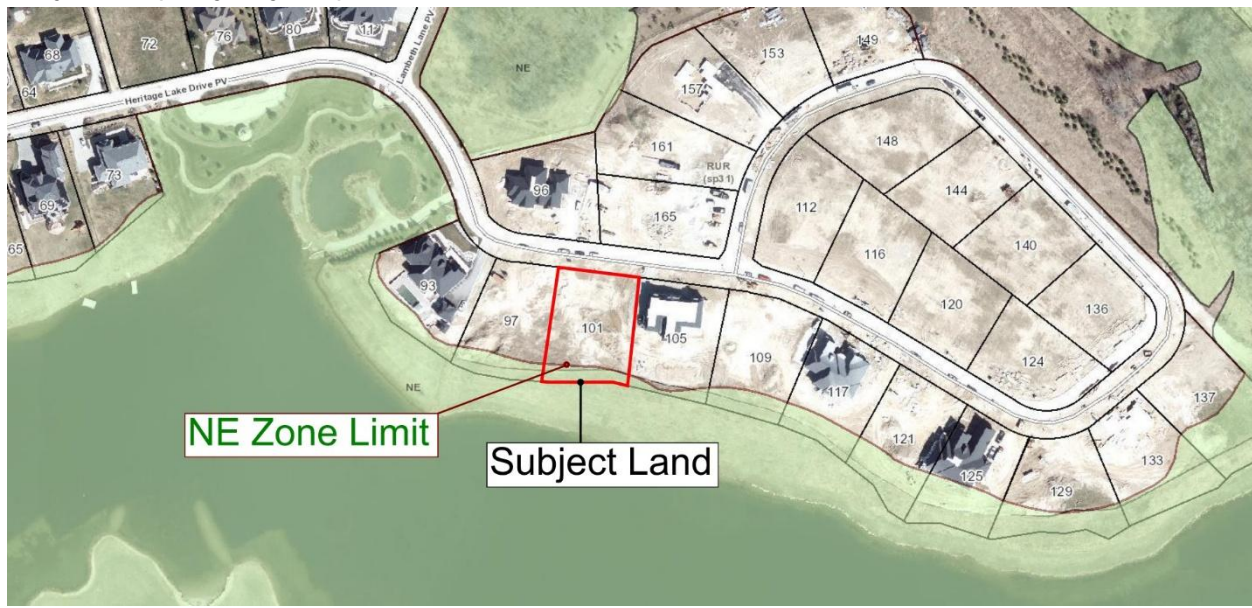
1. That the owner apply for, and receive an approved GRCA permit for the proposed ARU.

Purpose

Regulation	By-law Section	Required	Proposed	Relief Requested
Comprehensive Zoning By-law # 23-2018, as amended	Section 4.2.c.ii., Additional Residential Units	Shall comply with the minimum required yard standards in which the unit is situated. This property is zoned Rural Residential Site-Specific Special Provision No. 31, which requires an interior side yard setback of 5 m.	2.05 m	2.95 m
Comprehensive Zoning By-law # 23-2018, as amended	Section 4.2.c.ii., Additional Residential Units	Shall comply with the minimum required yard standards in which the unit is situated. This property is zoned Rural Residential Site-Specific Special Provision No. 31, which requires a rear yard setback of 7.5 m.	2.05 m	5.45 m
Comprehensive Zoning By-law # 23-2018, as amended	Section 12.4, Natural Environment (NE) Zone Requirements	No person shall, within any Natural environment (NE) Zone, use any lot or erect, alter or use any building or structure.	The construction of an ARU partially in the Natural Environment (NE) Zone.	Permitting the construction of an ARU partially in the Natural Environment (NE) Zone.
Comprehensive Zoning By-law #	Section 14, Site-Specific Special	The maximum permitted lot coverage	26.64%	1.64%

23-2018, as amended	Provisions No. 31	for units 52; 53; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 65; 67; 69; 71; 73; and 74 is 25% of the lot.		
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Subject Property Key Map



Discussion

Four Tests	Discussion
That the requested variance is minor in nature	<ul style="list-style-type: none"> The subject lands contain an existing single detached dwelling. The purpose of the application is to construct detached Additional Residential Unit (ARU) which would be partially constructed in the Natural Environment Zone (NE) with reduced interior side yard and rear yard setback, and increase in the total lot coverage. The ARU is proposed in rear yard and occupies the whole building. The rear of the property is buffered by a pond which properties within the subdivision have exclusive use of. Staff consider the variance to be minor in terms of impact and context within the surrounding neighbourhood.
That the intent and purpose of the Zoning By-law is maintained	<ul style="list-style-type: none"> The subject lands are within the Rural Residential (RUR) Zone Site-Specific Special Provision No. 31 and Natural Environment (NE) Zone with environment protection overlay (EP).

	<ul style="list-style-type: none"> • A single detached dwelling and ARU are permitted uses within the Rural Residential Zone Site-Specific Special Provision No. 31, in accordance with Sections 6.2 and 4.4.1 of the Zoning By-law. • Section 14, Site-Specific Special Provision No. 31 states that no additional setback will be required from the boundary of Natural Environment (NE) Zone. • The intent of the application is to allow a reduced setback of 2.05 for interior side yard and rear yard, whereas section 4.2.c.ii) of the Zoning By-law states that the ARU shall comply with the minimum required yard standards in which the unit is situated. The property is zoned Rural Residential Site-Specific Special Provision No. 31, which requires an interior side yard setback of 5 metres and a rear yard setback of 7.5 metres. Further the application seeks to permit a total lot coverage of 26.64%, whereas Section 14 Site-Specific Provision No. 31 of the Zoning By-law states that the maximum permitted lot coverage for unit 73 (Subject land) is 25% of the lot. Additionally, the application seeks to permit the ARU be partially constructed in NE Zone, whereas section 12.4 of the Zoning By-law states that no person shall, within any Natural environment (NE) Zone, use any lot or erect, alter or use any building or structure. • The Environmental Protection (EP) Overlay permits development subject to special provisions as outlined in the Township's Zoning By-law. As this property is within the EP Overlay it requires written approval be obtained from the applicable Conversation Authority. • The proposed ARU is serviced by a proposed upgrade to the septic system. Servicing capacity requirements will be reviewed as part of the building permit. • The proposed detached accessory building (ARU) is 124m² in size and appears to meet other requirement of Section 4.2 in the Zoning by-law, 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.
That the general intent and purpose of the Official Plan is maintained	<ul style="list-style-type: none"> • The subject lands are designated as Secondary Agriculture and Core Greenland within County Official Plan. • A single dwelling unit and an ARU are permitted uses within the Secondary Agriculture Designation. • The location of ARU is partially within Core Greenland system which is identified as a flood plain area regulated by Grand River Conservation Authority. • The subject lands are identified as being in Special Policy Area PA7-3 Reid's Heritage Lake which allows for residential uses and

	<p>other accessory uses devoted exclusively to the residential development.</p> <ul style="list-style-type: none"> • The application meets the intent of Official Plan.
That the variance is desirable for the appropriate development and use of the land, building or structure	<ul style="list-style-type: none"> • The subject property is abutted by a pond at the rear of the property and surrounded by a residential use. • The proposed variance would facilitate construction of an accessory building to provide a secondary residential unit. • The driveway access to both the principal dwelling unit and secondary dwelling unit is shared and limited to one, therefore no new entrance from the road is proposed. • The proposed reduced setback maintains adequate space for sidewalks, landscaping, utilities and sufficient setback for access for the maintenance of the property. • The proposed accessory building is located behind the main dwelling and within 40-metre cluster. • Planning staff are satisfied that the minor variance is desirable, and appropriate for the development and use of the land.

Conclusion

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

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,
Interim Municipal Clerk

Cloudpermit application number
CA-3523001-P-2025-20

Applicant, Agent, Designer

Last name Haslam	First name Meredith	Corporation or partnership Timberworx Custom Homes
Street address [REDACTED]	Unit number	Lot / Con.
Municipality [REDACTED]	Province Ontario	Postal code [REDACTED]
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Property owner

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

Property owner, Payer

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

Builder		
Last name Haslam	First name Meredith	Corporation or partnership Timberworx Custom Homes
Street address [REDACTED]	Unit number	Lot / Con.
Municipality [REDACTED]	Province Ontario	Postal code [REDACTED]
Other phone		Mobile phone [REDACTED]
Fax		Email [REDACTED]

Subject Land Information		
Address	Legal description	Roll number
101 HERITAGE LAKE DRIVE PV (Primary)	WVLCP 172 LEVEL 1 UNIT 73	2301000002096480000

Sworn Declaration of Applicant		
<p>Complete in the presence of a Commissioner for taking affidavits</p> <p>I, Timberworx Custom Homes (Meredith Haslam), 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.</p>		
<p>Signature of Applicant (sign in the presence of a Commissioner for taking affidavits)</p>		
Signature of Commissioner for taking affidavits	Municipality	Day, month, year
<p>Place an imprint of your stamp below</p>		

Affidavit and signatures

Applicant

The Meredith Haslam, 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 2025-04-11, 10:04:56 a.m. EDT by Meredith Haslam.

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

Provide a description of the "entire" property			
Concession		Lot 73	Registered Plan Number PLAN No. 172
Area in Hectares		Area in Acres 0.5164527183	Depth in Meters 54.738
Depth in Feet 179.586614	Frontage in Meters 39.700	Frontage in Feet 130.2493	Width of road allowance (if known)

Reason for Application	
Please indicate the Section of the Planning Act under which this application is being made <input checked="" type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input type="checkbox"/> Section 45(2) relates to a change to or expansion of an existing legal non- conforming use	
What is the nature and extent of the relief that is being applied for? We would like to build an Additional Dwelling Unit in the rear yard that increases the distance from the principal dwelling. To achieve this, we would like the unit positioned with smaller setbacks. I would like to add relief from total lot coverage of 25% to the proposed 27.7%. Also the zoning overlay shows the property in the NE zone	Why is it not possible to comply with the provisions of the by-law? To achieve a greater distance from the principal dwelling, we require the setbacks to be adjusted. The principal dwelling consumes a large portion of the Lot coverage

What is the current Official Plan and zoning status?	
Official Plan Designation Vacant Land Condo	Zoning Designation RUR
What is the access to the subject property? <input type="checkbox"/> Provincial Highway <input checked="" type="checkbox"/> Continually maintained municipal road <input type="checkbox"/> Seasonally maintained municipal road <input type="checkbox"/> Other <input type="checkbox"/> Continually maintained county road	
What is the name of the road or street that provides access to the subject property? Heritage Lake Drive	If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land to the nearest public road.

Existing and Proposed Service		
Indicate the applicable water supply and sewage disposal:		
Private Well	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Water	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other Provincial Waste Water System	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
How is storm drainage provided? *		
<input checked="" type="checkbox"/> Storm Sewers <input type="checkbox"/> Ditches <input checked="" type="checkbox"/> Swales <input type="checkbox"/> Other means		

Existing Subject and Abutting Property Land Uses, Buildings and their Locations	
What is the existing use of the subject property? Single Family Dwelling	What is the existing use of the abutting properties? Single Family Dwelling

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters 6.7	Main Building Height in Feet 22	Percentage Lot Coverage in Meters 19.75
Percentage Lot Coverage in Feet 64.79	Number of Parking Spaces 4	Number of Loading Spaces N/A
Number of Floors 1	Total Floor Area in Square Meters 575.6	Total Floor Area in Square Feet 6196
Ground Floor Area (Exclude Basement) in Square Meters 287.8	Ground Floor Area (Exclude Basement) in Square Feet 3098	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 4.87	Main Building Height in Feet 16	Percentage Lot Coverage in Meters 9.92
Percentage Lot Coverage in Feet 32.53	Number of Parking Spaces 1	Number of Loading Spaces N/A
Number of Floors 1	Total Floor Area in Square Meters 98.3	Total Floor Area in Square Feet 1058
Ground Floor Area (Exclude Basement) in Square Meters 98.3	Ground Floor Area (Exclude Basement) in Square Feet 1058	

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 N/A	Front Yard in Feet N/A	Rear Yard in Meters N/A
Rear Yard in Feet N/A	Side Yard (interior) in Meters N/A	Side Yard (interior) in Feet N/A
Side Yard (Exterior) in Meters N/A	Side Yard (Exterior) in Feet N/A	

What are the dates of acquisition and construction of subject property and building property		
Date of acquisition of subject property March 8, 2022	Date of construction of buildings property 2021	How long have the existing uses continued on the subject property? 3 Years
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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

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

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, Timberworx Custom Homes (Meredith Haslam), 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)

Signature of Commissioner for taking affidavits

Municipality

Township of
Puslinch

Day, month, year

09/04/2025

Place an imprint of your stamp below

Laura Elizabeth Emery, a Commissioner, etc.,
Province of Ontario, for the Corporation of the
Township of Puslinch.
Expires August 31, 2026.

Affidavit and signatures

Applicant

The Meredith Haslam, 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.

Signature

Date: APRIL 9, 2025

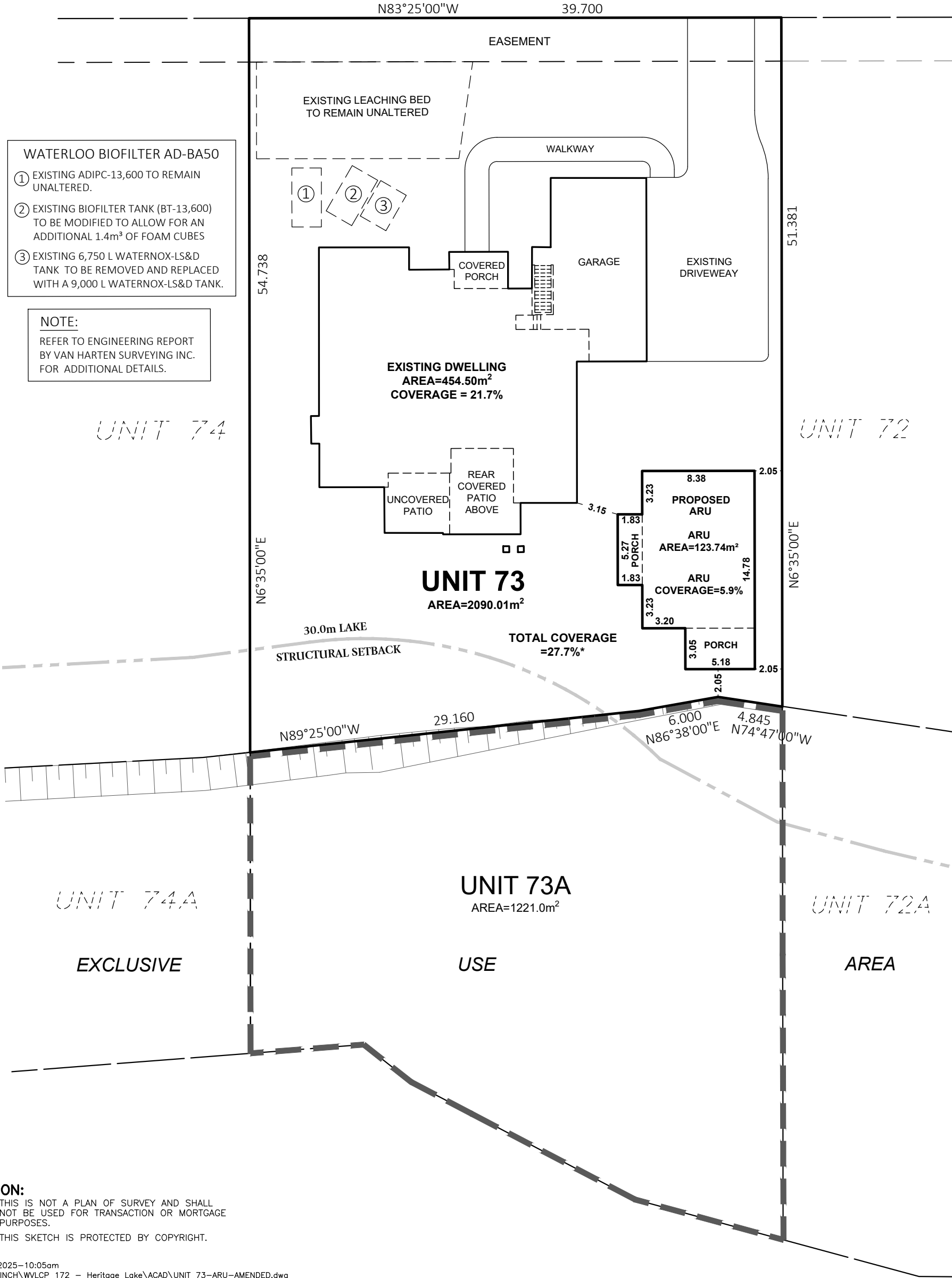
SKETCH FOR MINOR VARIANCE
UNIT 73,
WELLINGTON VACANT LAND CONDOMINIUM PLAN No. 172
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON
SCALE 1 : 300



HERITAGE LAKE DRIVE

- WATERLOO BIOFILTER AD-BA50
- ① EXISTING ADIPC-13,600 TO REMAIN UNALTERED.
 - ② EXISTING BIOFILTER TANK (BT-13,600) TO BE MODIFIED TO ALLOW FOR AN ADDITIONAL 1.4m³ OF FOAM CUBES
 - ③ EXISTING 6,750 L WATERNOX-LS&D TANK TO BE REMOVED AND REPLACED WITH A 9,000 L WATERNOX-LS&D TANK.

NOTE:
REFER TO ENGINEERING REPORT
BY VAN HARTEN SURVEYING INC.
FOR ADDITIONAL DETAILS.



CAUTION:
- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
© - THIS SKETCH IS PROTECTED BY COPYRIGHT.

Apr 11,2025-10:05am
G:\PUSLINCH\WVLP 172 - Heritage Lake\ACAD\UNIT 73-ARU-AMENDED.dwg



Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS
KITCHENER/WATERLOO GUELPH ORANGEVILLE
519-742-8371 519-821-2763 519-940-4110
www.vanharten.com info@vanharten.com

FOR: TIMBERWORX CUSTOM HOMES
PROJECT NO. 22105-14
DATE: APRIL 4, 2025
AMENDED: APRIL 10, 2025
AMENDED: APRIL 10, 2025
AMENDED: APRIL 11, 2025
TML/NCH

ZONING: RUR (31)
FRONT YARD - 7.50 MIN.
SIDE YARD - 5.00 MIN.*
REAR YARD - 7.50 MIN.*
COVERAGE - 25% MAX.
1.00m FROM THE PRINCIPAL BUILDING
* - MINOR VARIANCE REQUIRED

I MEREDITH HASLAM HAVE REVIEWED AND TAKE RESPONSIBILITY FOR THE DESIGN WORK AND AM QUALIFIED IN THE APPROPRIATE CATEGORY AS AN "OTHER DESIGNER" UNDER DIV. 'C', PART 3, SUBSECTION 3.2.5 OF THE ONTARIO BUILDING CODE. THESE DESIGNS RELATE TO THE CONSTRUCTION UNDER THE ONTARIO NEW HOME WARRANTIES PLAN ACT.

BCIN #:24188

DATE:

SIGNED:

TIMBERWORK
CUSTOM HOMES

376 MALTBY ROAD EAST
N1L 1G4
GUELPH, ONTARIO
TEL. 226 780 0234

STATUS BUILDING-PERMIT

SCALE 3/16"=1'-0"

DWN BY MH

REV. BY MH

DATE FEBRUARY.2025

REVISED

TRIPLE SILL PLATES

PLUMBING TO COMPLY
WITH O.B.C PART #7

NOTE: INSTALL BUILT-UP
POST FULL WIDTH OF
SUPPORTED MEMBER @
ALL BEAM & GIRDER
LOCATIONS

TITLE
MAIN FLOOR
PLAN- ARU

LOCATION
LOT 73
HERITAGE LAKE
PUSLINCH, ONT.

SHEET No.

3 OF 8

*ITEMS DESIGNED BY
TACOMA ENGINEERS:

FOR THE FOLLOWING DESIGN LOADS:

SNOW: 1.45 kPa (PART 9)

SNOW: 1.92 kPa (PART 4)

ROOF DEAD = 0.75 kPa

FLOOR DEAD = 1.0 kPa

FLOOR LIVE = 1.9 kPa

PROJECT NUMBER: TE-37420-21

ASSUMED SOIL CAPACITY BELOW

FOOTINGS=150kPa (3000psf) SLS

TYPICAL FOR ALL CERTIFIED SHEETS

CARBON MONOXIDE NOTE:

A CARBON MONOXIDE DETECTOR SHALL BE
LOCATED ADJACENT TO SLEEPING AREAS

SMOKE ALARM NOTE:

A SMOKE ALARM SHALL BE INSTALLED ON
EACH FLOOR LEVEL AND WITHIN EACH
SLEEPING ROOM. ALL SMOKE ALARMS SHALL
BE INTERCONNECTED. EACH DEVICE SHALL
HAVE A VISUAL SIGNALING COMPONENT IN
ADDITION TO THE TEMPORAL PATTERN IN
CONFORMANCE WITH 18.5.3 OF NFPA 72.

FRAMING NOTE:

MAIN BATHROOM TO HAVE STUD
BLOCKING FOR FUTURE INSTALLATION
GRAB BARS ADJACENT TO TUB/SHOWER
AND TOILET

FRAMING NOTE:

ALL DOOR OPENINGS TO
ALLOW FOR 4" TRIM SURROUND

FRAMING NOTE:

ALL POSTS TO EXTEND DOWN TO
FOUNDATION OR BEAM BELOW WITH
SOLID BLOCKING IN JOIST SPACE

NOTE:

HANDRAIL AND GUARD @ 36"
A.F.F PER OBC 9.8 AND SB-7

NOTE:

EEDS COMPLIANCE STANDARD
ENERGUIDE 84

NOTE:

CODE REFERENCES REFER
TO O.B.C 2012 DIVISION B

NOTE:

ALL INTERIOR WALLS ARE
2X6 WOOD CONSTRUCTION
UNLESS OTHERWISE NOTED

NOTE:

REFER TO TRUSS LAYOUT BY WATFORD
ROOF TRUSS LTD. DATED JANUARY 27,
2022 FOR TRUSS SPANS AND EXACT
GIRDER LOCATIONS

NOTE 1:

BEAMS ARE DESIGNED TO SUPPORT
THIN ADHERED TYPE STONE VENEER.
IF 4" STONE IS USED, INSTALL STEEL
LINTELS AS PER O.B.C

NOTE:

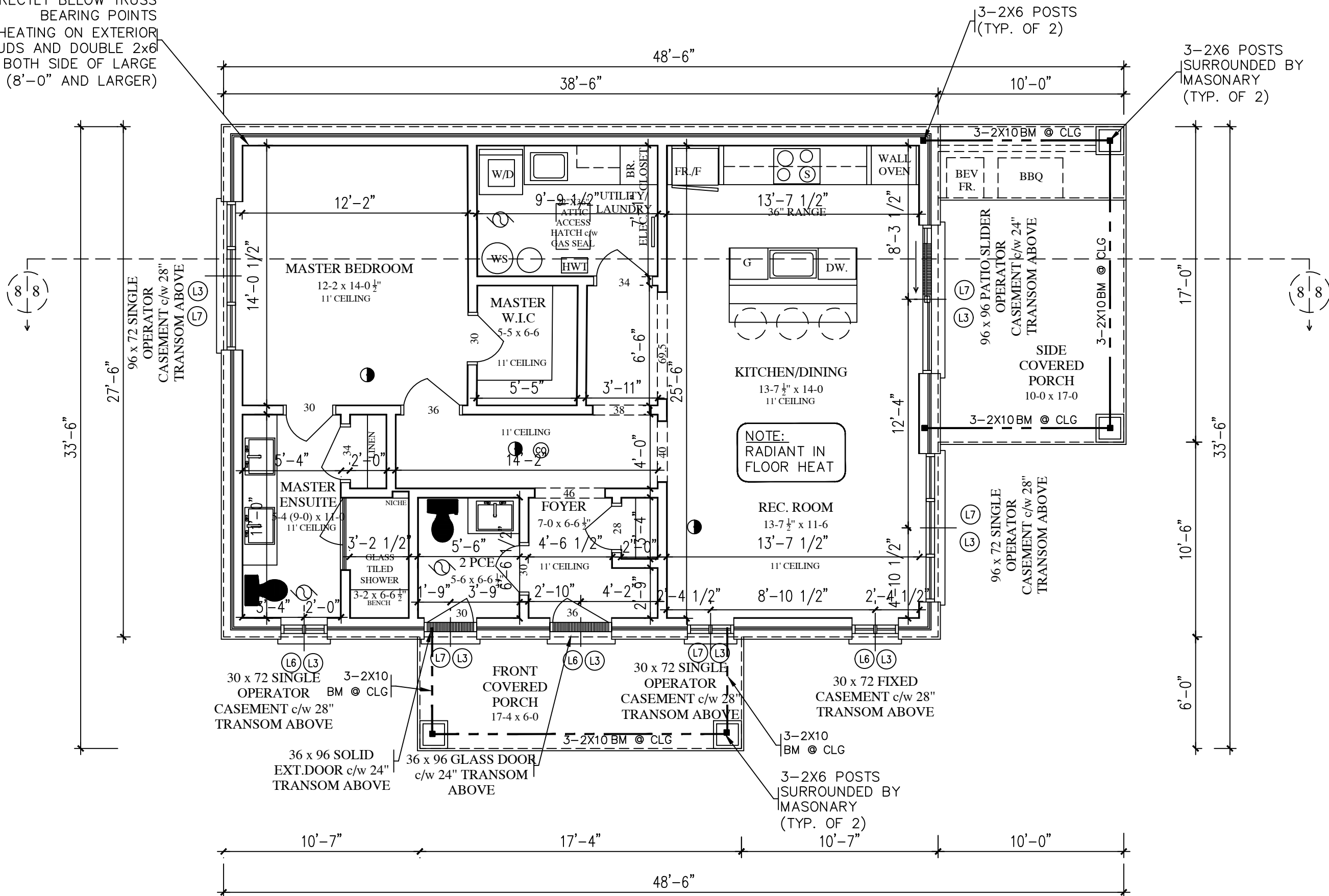
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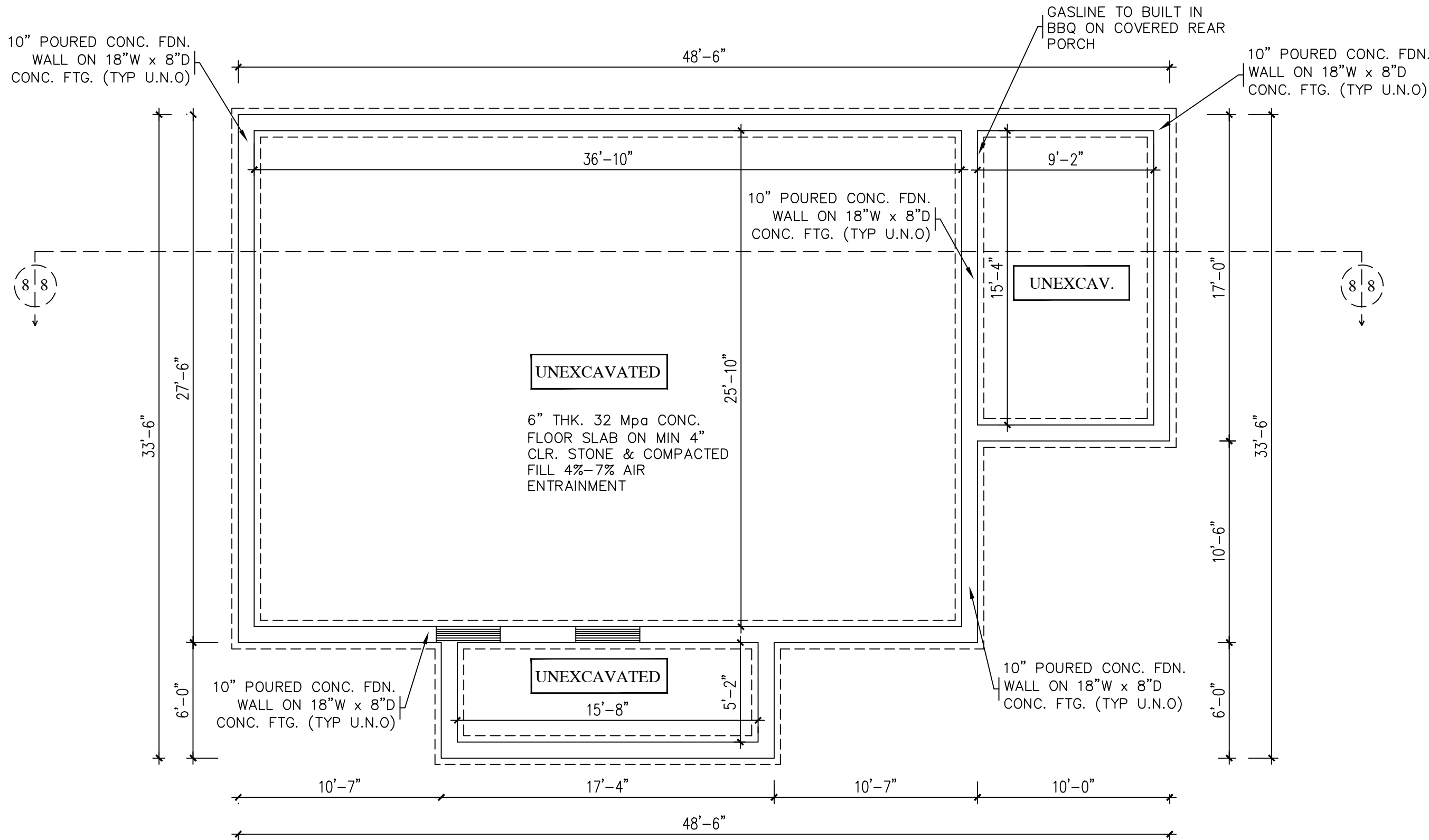
LEGEND:

- (L1) 3-2x8 WOOD LINTEL
C/W 1 JACK AND 1 KING
(L2) 2-2x8 WOOD LINTEL (L3) 2-2x10 WOOD LINTEL (L4) 3-2x10 WOOD LINTEL
(L5) 2-2x12 WOOD LINTEL (L6) L 3 1/2" x 3 1/2" x 1/4" STEEL LINTEL
(L7) L 5" x 3 1/2" x 5/8" STEEL LINTEL (L8) L 3 1/2" x 3 1/2" x 5/8" STEEL LINTEL
(L9) L 6" x 3 1/2" x 3/8" STEEL LINTEL (L10) 8" x 4" x 1/2" STEEL LINTEL
(L11) 2-1 3/4" x 11 7/8" LVL,2.OE
(L12) 2-1 3/4" x 9 1/2" LVL, 2.OE (L13) 1- 1 3/4" x 11 7/8" LVL,

NOTE:
ALL DOORS ARE 8'
IN HEIGHT

11'-0" WALL FRAMING (HOUSE):
-2x6 @ 24" O.C
-INSTALL STUD DIRECTLY BELOW TRUSS
BEARING POINTS
-7/16" WOOD SHEATING ON EXTERIOR
-SINGLE 2x6 JACK STUDS AND DOUBLE 2x6
KING STUDS AT BOTH SIDE OF LARGE
OPENINGS (8'-0" AND LARGER)





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TACOMA ENGINEERS:
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SNOW: 1.45 kPa (PART 9)
SNOW: 1.92 kPa (PART 4)
ROOF DEAD = 0.75 kPa
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 - (L4) 3-2x10 WOOD LINTEL
 - (L5) 2-2x12 WOOD LINTEL
 - (L6) L 3 1/2" x 3 1/2" x 1/4" STEEL LINTEL
 - (L7) L 5" x 3 1/2" x 5/16" STEEL LINTEL
 - (L8) L 3 1/2" x 3 1/2" x 5/16" STEEL LINTEL
 - (L9) L 6" x 3 1/2" x 3/8" STEEL LINTEL
 - (L10) 8" x 4" x 1/2" STEEL LINTEL
 - (L11) 2-1 3/4" x 11 7/8" LVL, 2.0E
 - (L12) 2-1 3/4" x 9 1/2" LVL, 2.0E
 - (L13) 1- 1 3/4" x 11 7/8" LVL,

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BCIN #:24188

DATE:

SIGNED:

TIMBERWORX CUSTOM HOMES

376 MALTBY ROAD EAST
N1L 1G4
GUELPH, ONTARIO
TEL. 226 780 0234

STATUS BUILDING-PERMIT

SCALE 3/16"=1'-0"

DWN BY MH

REV. BY MH

DATE FEBRUARY.2025

REVISED

TRIPLE SILL PLATES

PLUMBING TO COMPLY
WITH O.B.C PART #7

NOTE: INSTALL BUILT-UP
POST FULL WIDTH OF
SUPPORTED MEMBER @
ALL BEAM & GIRDER
LOCATIONS

TITLE
FOUNDATION
PLAN- ARU

LOCATION
LOT 73
HERITAGE LAKE
PUSLINCH, ONT.

SHEET No.

2 OF 8

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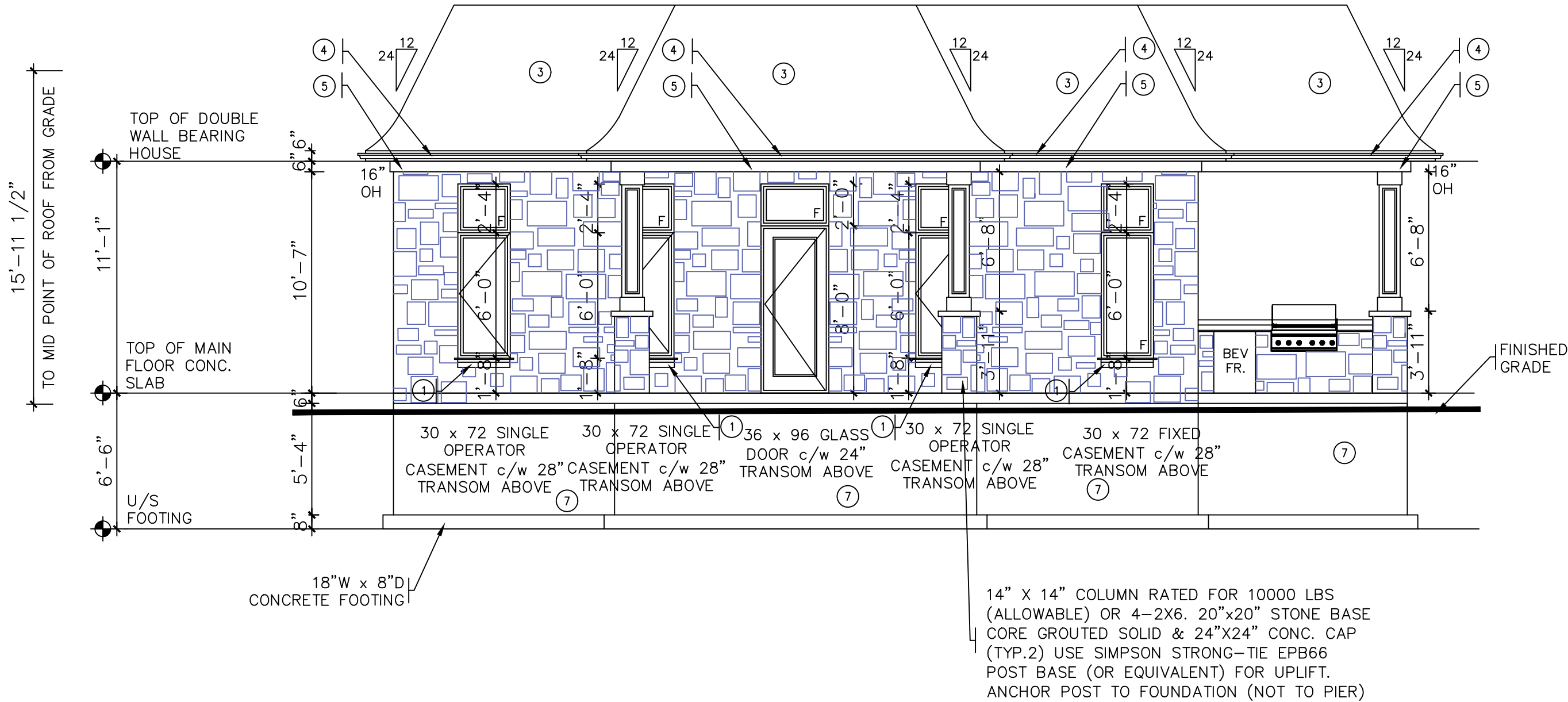
TITLE
FRONT
ELEVATION-ARU

LOCATION
LOT 73
HERITAGE LAKE

PUSLINCH, ONT.

SHEET No.

1 OF 8



NOTE:
CODE REFERENCES REFER TO O.B.C 2012 DIVISION B

NOTE:
EEDS COMPLIANCE STANDARD ENERGUIDE 84

NOTE:
WINDOW SIZES SHOWN ARE APPROXIMATE. EXACT ROUGH OPENINGS TO BE DETERMINED BY WINDOW MANUFACTURERS SPECIFICATIONS.

NOTE:
FOR WALK-OUT & PART WALK-OUT LOTS STEP CONC. FOUNDATION AS REQ'D FOR PROPOSED GRADES ENSURING A MAX. OF 4'-0" OF Laterally UNSUPPORTED WALL

NOTE:
PROVIDE GUARDS (SB-7 TYPE GUARDS FOR HOUSING AND SMALL BUILDINGS) AT PORCH WHERE DISTANCE FROM PORCH TO GRADE IS 2'-0" OR GREATER.

NOTE:
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SNOW: 1.45 kPa (PART 9)
SNOW: 1.92 kPa (PART 4)
ROOF DEAD = 0.75 kPa
FLOOR DEAD = 1.0 kPa
FLOOR LIVE = 1.9 kPa
PROJECT NUMBER: TW-00488-22
ASSUMED SOIL CAPACITY BELOW
FOOTINGS=150kPa (3000psf) SLS
TYPICAL FOR ALL CERTIFIED SHEETS

LEGEND:

- | | |
|--|--|
| ① 5" PRECAST CROWN CONC. SILL PROFILE, SIMPLE | ⑤ 6" WIDE FRIEZE TRIM |
| ② 4" PRECAST DOOR SILL c/w 2" PROJECTION | ⑥ 6" STEPPED ALUM. FASCIA c/w 1" TOP-EDGE REVEAL, 6" PRE-FIN. WOOD FRIEZE TRIM |
| ③ ASPHALT SHINGLES | ⑦ 10" POURED CONC. FOUNDATION |
| ④ PREFIN. ALUM. GUTTER ON 6" PREF. ALUM. FASCIA (TYP.) | |

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STATUS BUILDING-PERMIT

SCALE 3/16"=1'-0"

DWN BY MH

REV. BY MH

DATE FEBRUARY.2025

REVISED

TRIPLE SILL PLATES

PLUMBING TO COMPLY WITH O.B.C PART #7

NOTE: INSTALL BUILT-UP POST FULL WIDTH OF SUPPORTED MEMBER @ ALL BEAM & GIRDER LOCATIONS

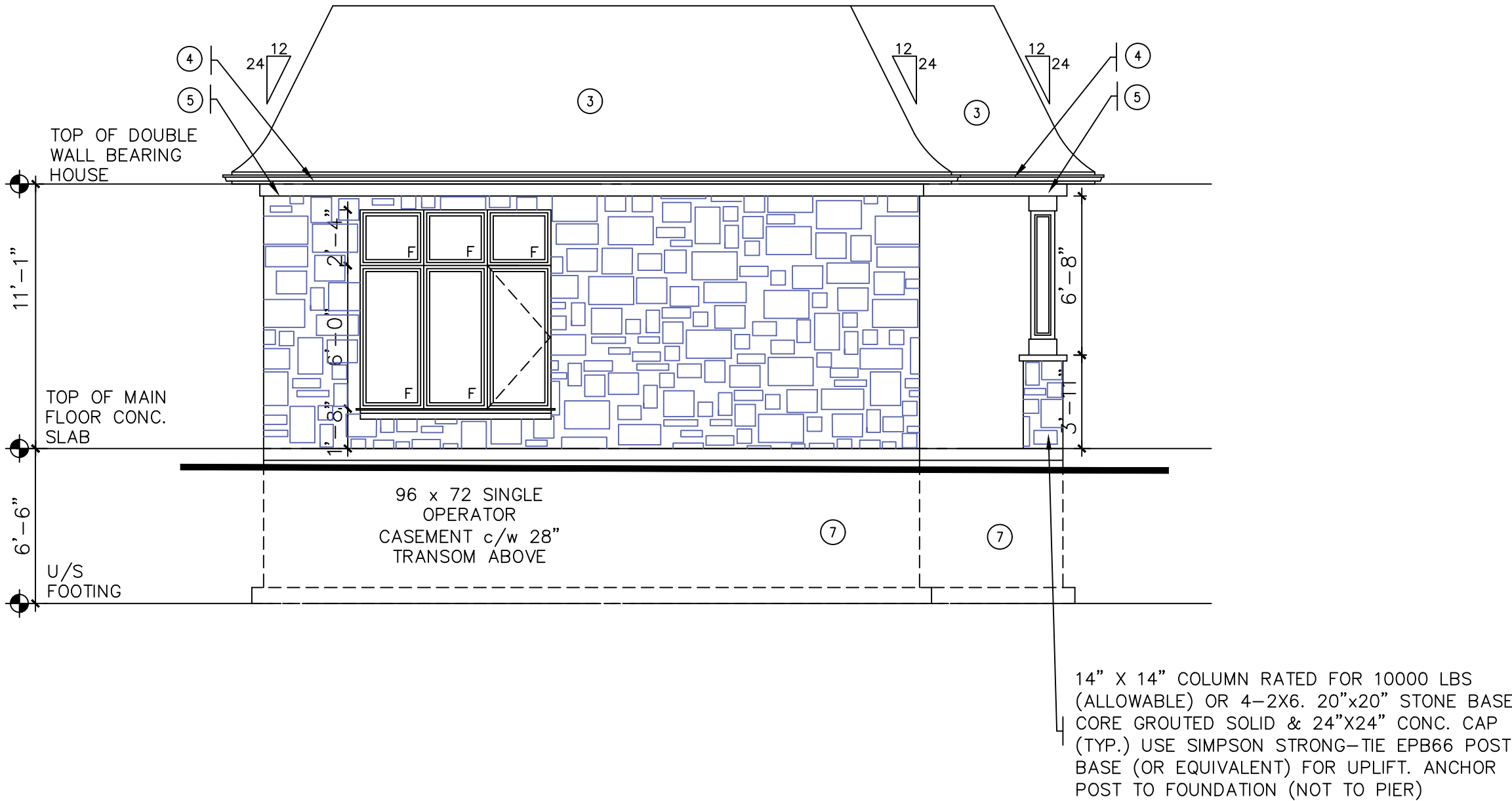
TITLE
LEFT
ELEVATION-ARU

LOCATION
LOT 73
HERITAGE LAKE

PUSLINCH, ONT.

SHEET No.

7 OF 8



NOTE:
CODE REFERENCES REFER TO O.B.C 2012 DIVISION B

NOTE:
EEDS COMPLIANCE STANDARD ENERGUIDE 84

NOTE:
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NOTE:
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PROJECT NUMBER: TW-00488-22
ASSUMED SOIL CAPACITY BELOW
FOOTINGS=150kPa (3000psf) SLS
TYPICAL FOR ALL CERTIFIED SHEETS

LEGEND:

- | | |
|--|--|
| 1 5" PRECAST CROWN CONC. SILL PROFILE, SIMPLE | 5 6" WIDE FRIEZE TRIM |
| 2 4" PRECAST DOOR SILL c/w 2" PROJECTION | 6 6" STEPPED ALUM. FASCIA c/w 1" TOP-EDGE REVEAL, 6" PRE-FIN. WOOD FRIEZE TRIM |
| 3 ASPHALT SHINGLES | 7 10" POURED CONC. FOUNDATION |
| 4 PREFIN. ALUM. GUTTER ON 6" PREF. ALUM. FASCIA (TYP.) | |

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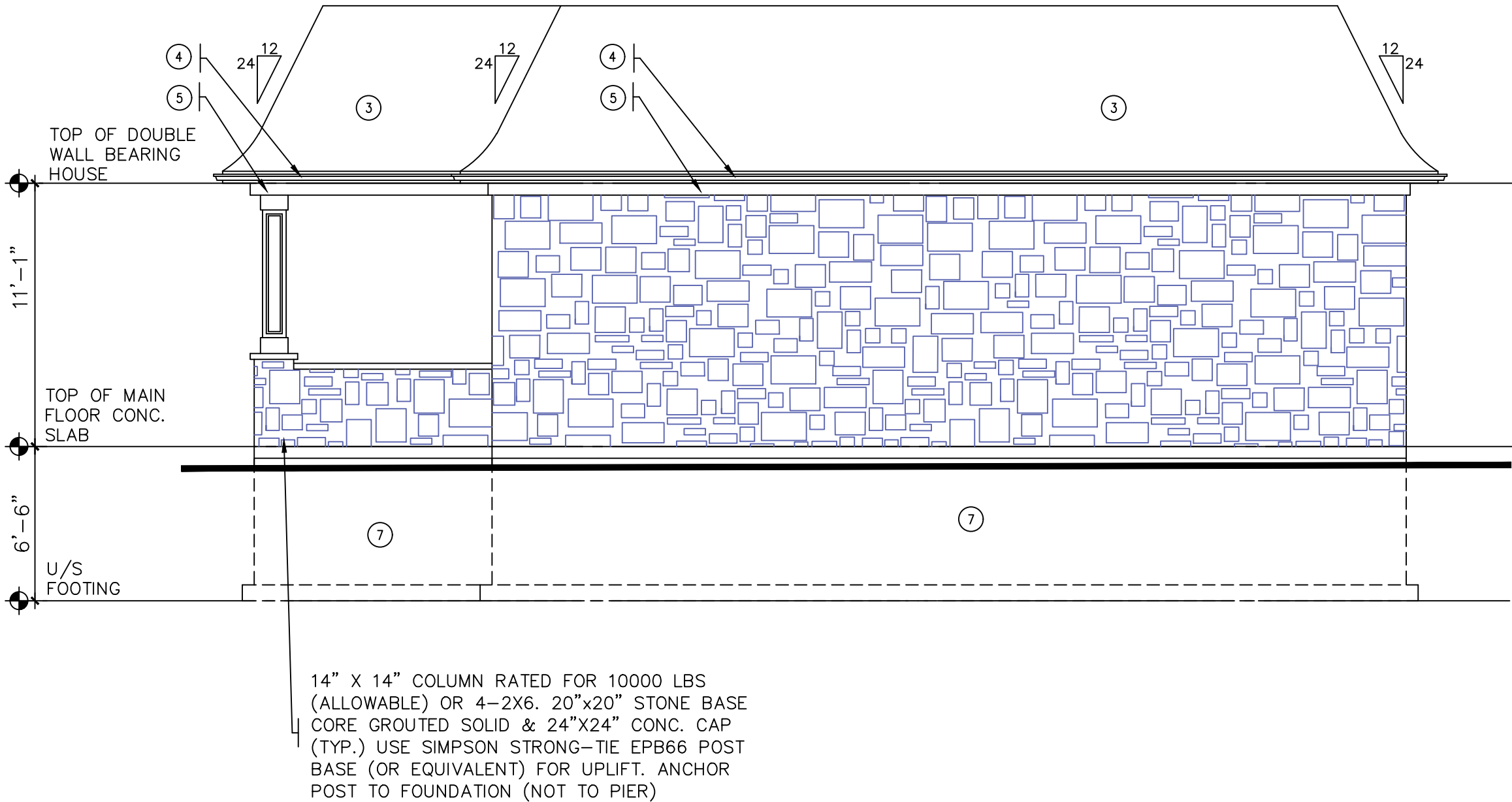
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TITLE
REAR
ELEVATION-ARU

LOCATION
LOT 73
HERITAGE LAKE

PUSLINCH, ONT.

SHEET No.
6 OF 8



NOTE:
CODE REFERENCES REFER
TO O.B.C 2012 DIVISION B

NOTE:
EEDS COMPLIANCE STANDARD
ENERGUIDE 84

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TYPICAL FOR ALL CERTIFIED SHEETS

LEGEND:

- 1

5" PRECAST CROWN
CONC. SILL PROFILE,
SIMPLE
- 2

4" PRECAST DOOR SILL
c/w 2" PROJECTION
- 3

ASPHALT SHINGLES
- 4

PREFIN. ALUM. GUTTER ON 6"
PREF. ALUM. FASCIA (TYP.)

5

6" WIDE FRIEZE TRIM

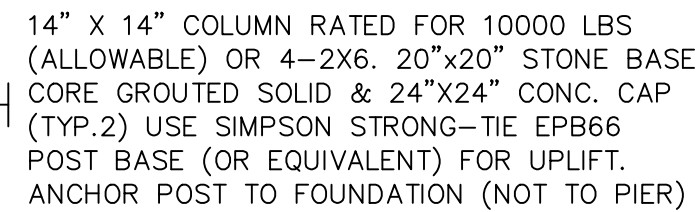
6

6" STEPPED ALUM. FASCIA
c/w 1" TOP-EDGE REVEAL, 6"
PRE-FIN. WOOD FRIEZE TRIM

7

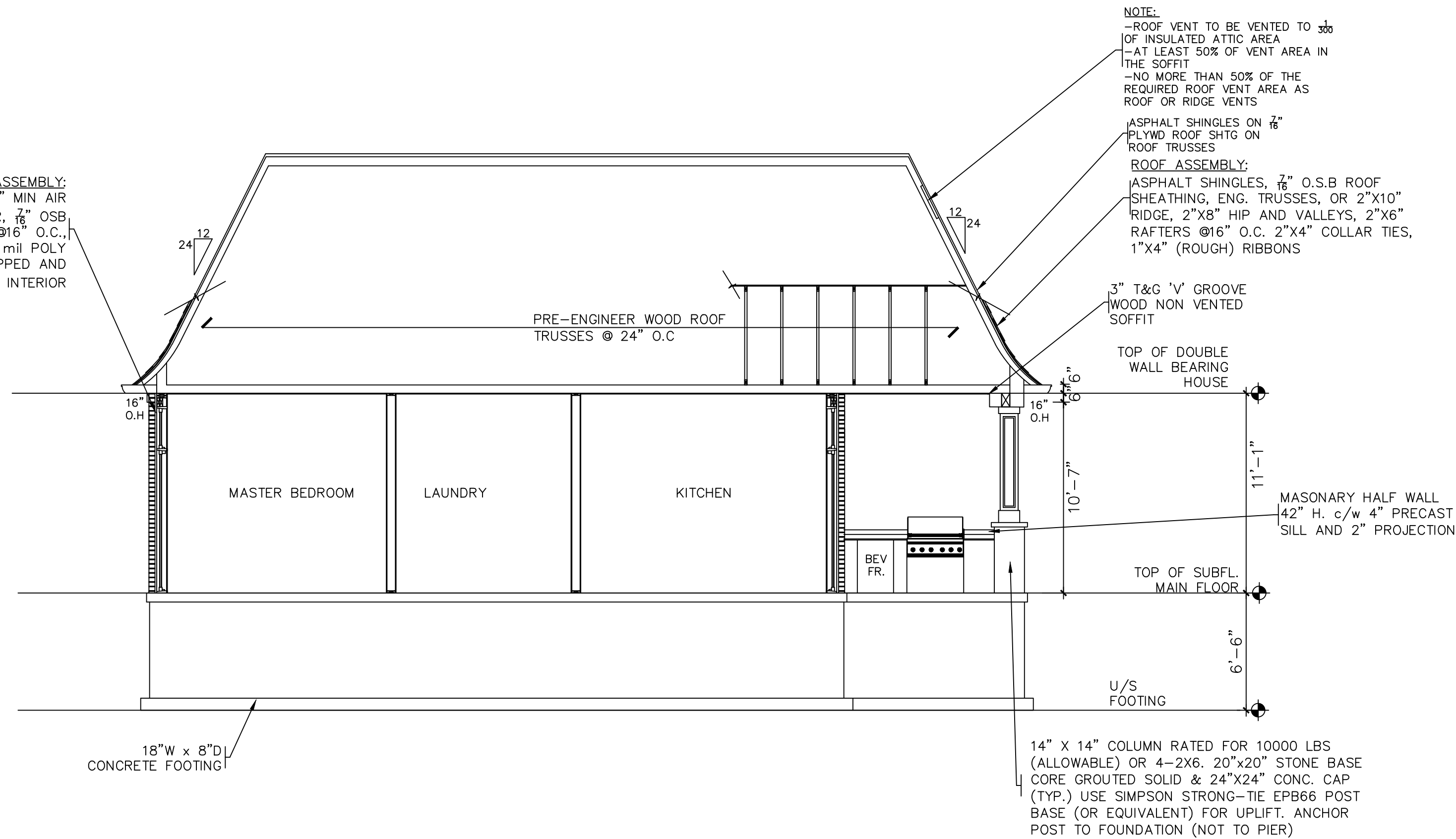
10" POURED CONC.
FOUNDATION

5 OF 8



⑦ 10" POURED CONC.
FOUNDATION

TYPICAL WALL ASSEMBLY:
MASONRY c/w BRICK TIES, 1" MIN AIR
SPACE, 15 LB BUILDNG PAPER, 7/16" OSB
SHEATHING, 2X6 WOOD STUDS @16" O.C.,
R22 BATT INSULATION, R5 ci, 6 mil POLY
VAPOUR/AIR BARRIER OVERLAPPED AND
SEALED, 1/2" GYPSUM ON INTERIOR



NOTE:
CODE REFERENCES REFER
TO O.B.C 2012 DIVISION B

NOTE:
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- | | |
|---|--|
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PREF. ALUM. FASCIA (TYP.) | |

I MEREDITH HASLAM HAVE REVIEWED AND
TAKE RESPONSIBILITY FOR THE DESIGN
WORK AND AM QUALIFIED IN THE
APPROPRIATE CATEGORY AS AN "OTHER
DESIGNER" UNDER DIV. 'C', PART 3,
SUBSECTION 3.2.5 OF THE ONTARIO
BUILDING CODE. THESE DESIGNS RELATE
TO THE CONSTRUCTION UNDER THE
ONTARIO NEW HOME WARRANTIES PLAN
ACT.

BCIN #:24188

DATE:

SIGNED:

TIMBERWORX
CUSTOM HOMES

376 MALTBY ROAD EAST
N1L 1G4
GUELPH, ONTARIO
TEL. 226 780 0234

STATUS BUILDING-PERMIT

SCALE 3/16"=1'-0"

DWN BY MH

REV. BY MH

DATE FEBRUARY.2025

REVISED

TRIPLE SILL PLATES

PLUMBING TO COMPLY
WITH O.B.C PART #7

NOTE: INSTALL BUILT-UP
POST FULL WIDTH OF
SUPPORTED MEMBER @
ALL BEAM & GIRDER
LOCATIONS

TITLE
HOUSE
SECTION-ARU

LOCATION
LOT 73
HERITAGE LAKE

PUSLINCH, ONT.

SHEET No.

8 OF 8

*ITEMS DESIGNED BY
TACOMA ENGINEERS:
FOR THE FOLLOWING DESIGN LOADS:
SNOW: 1.45 kPa (PART 9)
SNOW: 1.92 kPa (PART 4)
ROOF DEAD = 0.75 kPa
FLOOR DEAD = 1.0 kPa
FLOOR LIVE = 1.9 kPa
PROJECT NUMBER: TE-37812-21
ASSUMED SOIL CAPACITY BELOW
FOOTINGS=150kPa (3000psf) SLS
TYPICAL FOR ALL CERTIFIED SHEETS

NOTE:
CODE REFERENCES REFER
TO O.B.C 2012 DIVISION B

NOTES:
PROVIDE FIRE SEPARATION IN
ATTIC SPACE. NO SPACE
CAN BE LARGER THAN 3230.
SQFT.

VENT NOTE:
ROOF TO BE VENTED TO $\frac{1}{300}$ OF
INSULATED ATTIC AREA- AT
LEAST 50% OF VENT AREA IN
THE SOFFIT- NO MORE THAN
50% OF THE REQUIRED ROOF
VENT AREA AS ROOF OR RIDGE
VENTS

NOTE:
REFER TO TRUSS LAYOUT BY
WATFORD ROOF TRUSS LTD. DATED
MARCH 19, 2021 FOR TRUSS SPANS
AND EXACT GIRDER LOCATIONS

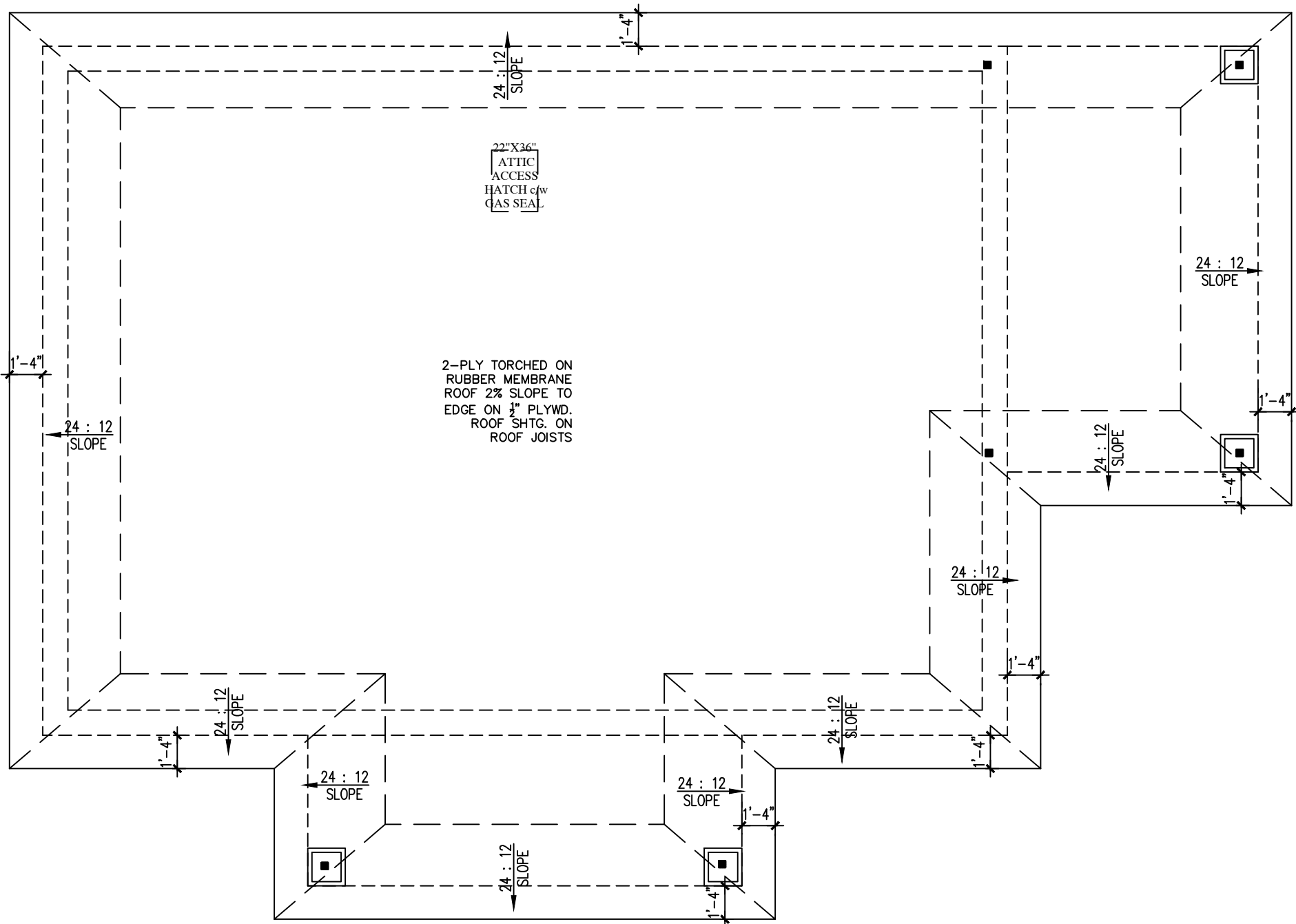
POSTS SUPPORTING GIRDER
TRUSSES:
PLIES OF 2X6 POST TO EQUAL
OF GIRDER TRUSS PLIES
(TYPICAL)

NOTE:
PLEASE REFER TO TRUSS LAYOUT
AND PACKAGE DETAILS FOR TRUSS
DETAILS, HEEL HEIGHTS AND NOTES

NOTE:
ALL CONSTRUCTION SHALL CONFORM TO
THE ONTARIO BUILDING CODE (O.B.C.)
AND OTHER APPLICABLE CODES AND
AUTHORITIES HAVING JURISDICTION.
UNLESS NOTED OTHERWISE, THE CODE
REFERENCE ARE FROM 2012 O.B.C, REG
332/12 , DIVISION B, PART 9.

LEGEND:

- (L1) 3-2x8 WOOD LINTEL
C/W 1 JACK AND 1 KING
(L2) 2-2x8 WOOD LINTEL (L3) 2-2x10 WOOD LINTEL (L4) 3-2x10 WOOD LINTEL
(L5) 2-2x12 WOOD LINTEL (L6) L 3 $\frac{1}{2}$ " x 3 $\frac{1}{2}$ " x $\frac{1}{4}$ " STEEL LINTEL
(L7) L 5" x 3 $\frac{1}{2}$ " x $\frac{5}{16}$ " STEEL LINTEL (L8) L 3 $\frac{1}{2}$ " x 3 $\frac{1}{2}$ " x $\frac{5}{16}$ " STEEL LINTEL
(L9) L 6" x 3 $\frac{1}{2}$ " x $\frac{3}{8}$ " STEEL LINTEL (L10) 8" x 4" x $\frac{1}{2}$ " STEEL LINTEL
(L11) 2-1 $\frac{3}{4}$ " x 11 $\frac{7}{8}$ " LVL, 2.0E
(L12) 2-1 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " LVL, 2.0E (L13) 1- 1 $\frac{3}{4}$ " x 11 $\frac{7}{8}$ " LVL,



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NOTE: INSTALL BUILT-UP
POST FULL WIDTH OF
SUPPORTED MEMBER @
ALL BEAM & GIRDER
LOCATIONS

TITLE
ROOF
PLAN- ARU

LOCATION
LOT 73
HERITAGE LAKE
PUSLINCH, ONT.

SHEET No.

4 OF 8



April 25, 2025

via email

GRCA File: D13-GIL – 101 Heritage Lake Drive

Lynne Banks
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Dear Ms. Banks,

Re: Application for Minor Variance D13/GIL
101 Heritage Lake Drive, Township of Puslinch
Manny Gill and Reena Bawa

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted minor variance application.

Recommendation

The GRCA has no objection to the proposed minor variance 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 subject property is adjacent to the floodplain and contains the regulated allowance adjacent to the floodplain. A copy of GRCA's resource mapping is attached.

Due to the presence of the features noted above, a portion of the property is 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.

It is understood that the minor variance application requests a reduced interior side yard and rear yard setback, an increased lot coverage, and permission to locate an additional residential unit partially within the Natural Environment (NE) Zone. The requested variances are required to facilitate construction of an additional residential unit. Information circulated with this application confirms that the proposed development is outside of the floodplain immediately south of the subject property. As such, the GRCA has no objection to the approval of this application.

The applicant is advised that the proposed additional residential unit will require a GRCA permit under Ontario Regulation 41/24.

Consistent with GRCA's approved fee schedule, this application is considered a 'minor' minor variance and the applicant will be invoiced in the amount of \$300.00 for the GRCA's review of this application.

Should you have any questions, please contact me at 519-621-2763 ext. 2228 or aherreman@grandriver.ca.

Sincerely,



Andrew Herreman, CPT
Resource Planning Technician
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Manny Gill and Reena Bawa (via email)
Meredith Haslam, Timberworx Custom Homes (via email)



D13/GIL - 101 Heritage Lake Drive

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)

101 Heritage Lake Drive



Copyright Grand River Conservation Authority, 2025.

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.



Comments received to date – 101 Heritage Lake Dr PV

MTO – no comments

Fire/By-law/PW – no comments

Sourcewater - 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.

Building - No concerns from a building code perspective.

Please note that building permits will be required for the new ARU and revised septic system. As part of the building permit application an updated grading plan will be required. The site plan should also demonstrate how proposed sewer from the new ARU is connecting to the existing septic system. All of the above can be addressed during the building permit application process.

County of Wellington Roads Department – No comments

Township of Puslinch
7404 Wellington Rd. 34
Puslinch, ON N0B 2J0

Sent via email: planning@puslinch.ca

May 6, 2025

Subject: Objection to Minor Variance Application #D13/GIL – 101 Heritage Lake Dr. PV

To the Committee of Adjustment,

Our names are Mila Banerjee & Jonathan Howard, and we reside at 161 Heritage Lake Drive, Puslinch, ON N0B 2J0. I am writing to formally oppose Minor Variance Application #D13/GIL submitted by Manny Gill for the property at 101 Heritage Lake Dr. PV.

I object to the requested variances for the following reasons:

1. **Setback Reductions:** The proposed reductions from 5 metres to 2.05 metres (interior side yard) and from 7.5 metres to 2.05 metres (rear yard) are significant deviations from the zoning by-law. These changes could materially impact the privacy, spacing, and long-term character of adjacent properties.
2. **Increased Lot Coverage:** Permitting 26.64% lot coverage, when the legal maximum is 25%, erodes the balance of built form and green space that was fundamental to the design of our residential community.
3. **Encroachment into the Natural Environment (NE) Zone:** The proposed construction intrudes into a designated environmental zone. This raises serious concerns about precedent, ecological disruption, and disregard for both zoning and environmental planning standards.

Furthermore, this property is part of **Wellington Vacant Land Condominium Corporation No. 172 (WVLCC 172)**, a private condominium community governed by a registered Declaration. The Declaration imposes binding obligations that are incompatible with the variances requested:

- **Section 4.4(b)** prohibits exterior alterations without prior approval.
- **Section 9.3(a)** prohibits building or structural placement unless plans are approved by the Corporation.

- **Section 9.3(b)** forbids any disturbance within Natural Areas without written consent.
- **Section 9.4** obliges the Corporation to enforce these provisions against Unit Owners.

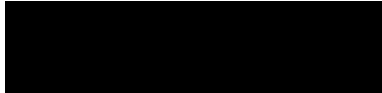
The requested variances contravene these governing documents which our entire community abides by. Approval by the Township may result in legal or enforcement conflict with the HOA, diminish community cohesion, and set a troubling precedent.

We urge the Committee to deny this application and uphold the Township's zoning by-laws in alignment with both the letter and spirit of our community's design and governance.

Sincerely,

A large black rectangular redaction box covering the signature area.

Mila Banerjee & Jonathan Howard
161 Heritage Lake Drive
Puslinch, ON N0B 2J0

A black rectangular redaction box covering the contact information.



REPORT D13-2025-009

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: May 13th, 2025

SUBJECT: Minor Variance Application D13/CAM (Seymore Cailey Campbell)
4424 Victoria Road South
Part lot 23 Concession 8

RECOMMENDATION

That Report D13-2025-009 entitled Minor Variance Application D13/CAM be received; and

Whereas the variance requested would provide relief from Section 4.4.2, Table 4.1 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a maximum lot coverage for accessory buildings and structures of 684 m² to permit the construction of a detached garage instead of 500 m² as required; 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; and

Therefore, that planning staff consider the request to be 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	Section 4.4.2, Table 4.1, Accessory Building and	The maximum permitted lot coverage for accessory buildings and structures on a lot	684 m ²	184 m ²

	Structures	with an area between 1 and 4 hecter is 500 m2.		
--	------------	--	--	--

Subject Property Key Map



Discussion

Four Tests	Discussion
That the requested variance is minor in nature	<ul style="list-style-type: none"> The subject lands contain an existing single detached dwelling, an accessory building for boarding kennel, an accessory building with carport for kennel and a barn. The purpose of the application is to construct new detached garage related to the residential use with an increase to the total accessory lot coverage. The new detached garage is proposed in front yard, setback 19.57 from the front lot line. The applicant has indicated that proposed garage is for the principal building use. Staff consider the variance to be minor in terms of impact and context within the surrounding neighbourhood.
That the intent and purpose of the Zoning By-law is maintained	<ul style="list-style-type: none"> The subject lands are zoned Agricultural (A) with Site-Specific Special Provision No. 19. A single detached dwelling and accessory buildings are a permitted uses within the Agricultural Zone with Site-Specific

	<p>Special Provision No. 19, in accordance with sections 11.2 and 4.4.1 of the Zoning By-law.</p> <ul style="list-style-type: none"> • The subject land contains 66.15 m² (712 ft²) existing garage kennel, 69.68 m² (750 ft²) boarding kennel and 408.77 m² (4400 ft²) barn. • Section 14, Site-Specific Special Provision No. 19 permits an accessory kennel use. • The lot is 3.61 ha in size. • The purpose of subject application is to facilitate construction of new accessory building (garage) 139.36 m² (1500 ft²) in size, which results in total accessory lot coverage of 684 m², however Section 4.4.2 Table 4.1 of the Zoning By-law permits an accessory lot coverage to be a maximum of 500 m² on lots between 1 and 4 ha, which exceed the permission by 184 m². • It is noted that the total lot coverage of the subject property is 1.62% and the maximum permitted lot coverage is 30%. The proposed accessory structure (garage) would result in a total lot coverage of 2.16%. • The intent of providing a maximum lot coverage is to ensure that the property is landscaped for proper grading and drainage, that the size and massing of the buildings/structures on the property are compatible with the neighbourhood, and to ensure there is adequate space to accommodate servicing on a portion of the property. • The proposed detached accessory building (garage) is 139 m² in size and appears to meet other requirement of Section 4.2 in the Zoning by-law, 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.
That the general intent and purpose of the Official Plan is maintained	<ul style="list-style-type: none"> • The subject lands are designated as Secondary Agriculture and identified within Paris Galt Moraine Policy Area in the County Official Plan. • A single detached dwelling, and associated accessory uses, are permitted in the Secondary Agriculture Designation. • The application meets the general intent of the Official plan.
That the variance is desirable for the appropriate development and use of the land, building or structure	<ul style="list-style-type: none"> • The subject property is surrounded by rural residential and agricultural uses. • The proposed variance would facilitate construction of an accessory building to provide an additional storage space for the owner.

	<ul style="list-style-type: none"> • The proposed accessory building meets the required setbacks and the height requirement of 7 meter for a lot between 1 and 4 ha. • Planning staff are satisfied that the minor variance is desirable, and appropriate for the development and use of the land.
--	--

Conclusion

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

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,
Interim Municipal Clerk

Cloudpermit application number
CA-3523001-P-2025-21

Applicant, Property owner, Payer

Last name Waugh	First name Kevin	Corporation or partnership Fine line structures
Street address [REDACTED]	Unit number	Lot / Con.
Municipality [REDACTED]	Province Ontario	Postal code [REDACTED]
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Subject Land Information

Address	Legal description	Roll number
4424 VICTORIA RD S (Primary)	CON 8 N PT LOT 23 RP;61R10326 PART 2	2301000006018000000

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, Fine line structures (Kevin Waugh), 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 of Commissioner for taking affidavits

[REDACTED]

Municipality

Township of
Puslinch

Day, month, year

02/APR/2025

Place an imprint of your stamp below

Monika Alyse Farncombe, a Commissioner, etc.,
Province of Ontario, for the Corporation of the
Township of Puslinch.
Expires February 14, 2027.

Affidavit and signatures

Applicant

The Kevin Waugh, 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.

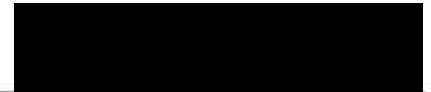
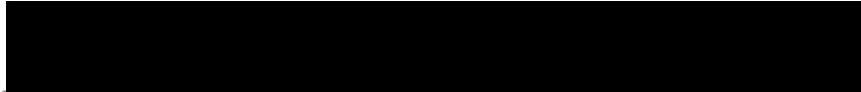
Notice with respect to collection of personal information

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.

Signature

Date



Kevin Waugh

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

8 N PT

Lot

22

Registered Plan Number

Area in Hectares

3.73

Area in Acres

Depth in Meters

300m

Depth in Feet

Frontage in Meters

92m

Frontage in Feet

Width of road allowance (if known)

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?

Looking for relief from maximum accessory structure coverage of 500sqm. Seeking sqm (total) to provide a new 50'x30' garage.

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

Additional storage is required on site for the owner and so an additional building is required.

What is the current Official Plan and zoning status?

Official Plan Designation

Build 1500 Sqft garage for main property use

Zoning Designation

Agricultural

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?

Victoria Road South

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

Existing and Proposed Service		
Indicate the applicable water supply and sewage disposal:		
Private Well	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Water	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other Provincial Waste Water System	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
How is storm drainage provided? *		
<input type="checkbox"/> Storm Sewers <input 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? Agricultural	What is the existing use of the abutting properties? Agricultural

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters 1.6725	Main Building Height in Feet 18	Percentage Lot Coverage in Meters 1.20
Percentage Lot Coverage in Feet 1.20	Number of Parking Spaces 6	Number of Loading Spaces 0
Number of Floors 1	Total Floor Area in Square Meters 447.6	Total Floor Area in Square Feet 4818
Ground Floor Area (Exclude Basement) in Square Meters 447.60	Ground Floor Area (Exclude Basement) in Square Feet 4818	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 5.8	Main Building Height in Feet 19	Percentage Lot Coverage in Meters 0.4
Percentage Lot Coverage in Feet 0.4	Number of Parking Spaces 0	Number of Loading Spaces 0
Number of Floors 1	Total Floor Area in Square Meters 139.4	Total Floor Area in Square Feet 1500
Ground Floor Area (Exclude Basement) in Square Meters 139.4	Ground Floor Area (Exclude Basement) in Square Feet 150	

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 19.5	Front Yard in Feet 64	Rear Yard in Meters 260
Rear Yard in Feet 853	Side Yard (interior) in Meters 40	Side Yard (interior) in Feet 132
Side Yard (Exterior) in Meters 40	Side Yard (Exterior) in Feet 132	

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

Date of acquisition of subject property 2022	Date of construction of buildings property 2012	How long have the existing uses continued on the subject property? 3 years
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Other Related Planning Applications

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

Minor Variance Application must be commissioned

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

GENERAL

1. DESIGN & CONSTRUCTION OF ALL WORK ON THIS PROJECT SHALL CONFORM TO THE LATEST EDITION OF THE FOLLOWING:
 - NATIONAL BUILDING CODE
 - ONTARIO BUILDING CODE
 - LOCAL REGULATIONS
 - OHSA REGULATIONS
2. THE STRUCTURAL ENGINEERING REVIEW BY WADDELL ENGINEERING LTD (WEL) IS FOR THE STRUCTURAL ITEMS NOTED ON THE STAMPED DRAWINGS FOR WHICH THERE ARE NO ONTARIO BUILDING CODE (OBC) PART 9 PROVISIONS.
3. THE SEALED DRAWINGS ARE ONLY FOR USE BY THE PARTY WITH WHOM WEL HAS ENTERED INTO A CONTRACT (THE CLIENT) AND ARE NOT TO BE USED BY OTHERS.
4. WEL'S REVIEW IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT AT THE TIME OF OUR REVIEW. WEL IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS FROM THIS INFORMATION. IT IS THE CLIENT'S RESPONSIBILITY TO INFORM US OF ANY CHANGES, ADDITIONS OR CORRECTIONS REQUIRED ON OUR DRAWINGS.
5. THIS SPECIFICATION SHEET IS TO SUPPLEMENT THE STAMPED DRAWINGS AND OBC PART 9 REQUIREMENTS. PLEASE CONTACT THE LOCAL BUILDING DEPARTMENT OR WEL, IF FURTHER CLARIFICATION IS REQUIRED.
6. WEL ASSUMES THAT ALL REQUIRED INSPECTIONS WILL BE DONE BY THE LOCAL BUILDING DEPARTMENT. IF WEL IS REQUIRED TO PERFORM AN INSPECTION, CALL (519) 267-6789. ALLOW 48 HOURS NOTICE FOR ALL INSPECTIONS.
7. NO CHANGES SHALL BE MADE WITHOUT THE ENGINEER'S APPROVAL.
8. THE CLIENT (CONTRACTOR / OWNER) SHALL CHECK AND VERIFY ALL SITE CONDITIONS AND MEASUREMENTS, AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ENGINEER, WHICH MAY ADVERSELY AFFECT THE PROPER COMPLETION OF THE JOB BEFORE PROCEEDING WITH THE WORK.
9. THE CLIENT (CONTRACTOR / OWNER) IS RESPONSIBLE FOR COORDINATING AND VERIFYING ALL DIMENSIONS SHOWN ON ALL WEL DRAWINGS WITH ALL OTHER RELEVANT DOCUMENTS AND/OR DRAWINGS (DIMENSIONS SHOWN HEREIN ARE FOR REFERENCE ONLY AND REQUIRE VERIFICATION).

DESIGN LOADS

1. DESIGN LOADS UNFACTORED UNLESS NOTED OTHERWISE.

ROOF DESIGN LOADS

DEAD LOAD = 0.29 kPa (6 psf) (ROOF RAFTERS / JOISTS OR TRUSS TOP CHORDS)
SNOW LOAD = Cb x Ss + 0.4 kPa; NOT LESS THAN 1 kPa (20.9 psf), AS PER OBC 9.4.2.2.
Cb = 0.55 kPa FOR ROOF WIDTH > 4.3m
Cb = 0.45 kPa FOR ROOF WIDTH <= 4.3m
Ss = 1-IN-50 GROUND SNOW LOAD in kPa

CEILING DESIGN LOADS

ATTIC OR ROOF SPACE WITH LIMITED ACCESSIBILITY
(CEILING JOISTS/TRUSS BOTTOM CHORDS), AS PER OBC 9.4.2.4.(1)
TOTAL SPECIFIED LOAD = 0.35 kPa (7.3 psf)

ACCESSIBLE ATTIC = SEE FLOOR LOADING BELOW.

FLOOR DESIGN LOADS

DEAD LOAD = 0.57 kPa (12 psf)
LIVE LOAD = 1.92 kPa (40 psf) (TYP. U.N.O.)

ACCESSIBLE EXTERIOR PLATFORMS, AS PER OBC 9.4.2.3.:
LIVE LOAD = GREATER OF 1.92 kPa (40 psf) OR SNOW LOAD

GUARD LOADS: AS PER OBC 2012 4.1.5.14.(1).

MATERIALS

1. MATERIALS SHALL CONFORM TO THE FOLLOWING REQUIREMENTS U.N.O. ON THE STAMPED DRAWINGS:

CONCRETE

REINFORCING STEEL

LUMBER & WOOD PRODUCTS

STEEL BEAMS

STEEL COLUMNS

ANCHOR BOLTS, STEEL PLATES & ROLLED SECTIONS

STEEL HSS & W-BEAMS

ALL OTHER STEEL

STRUCTURAL BOLTS

- OBC 9.3.1.

- CSA G30

- OBC 9.23.

- OBC 9.23.4.3.

- OBC 9.17.

- CAN/CSA-G40.21

- CAN/CSA-G40.21M-350W

- CAN/CSA-G40.21M-300W

- ASTM A325



KEYPLAN

N.T.S.

FOOTINGS AND FOUNDATIONS

1. ALL FOOTINGS AND FOUNDATIONS SHALL CONFORM TO OBC 9.15. UNLESS NOTED OTHERWISE (U.N.O.) ON THE STAMPED DRAWINGS.
2. FOOTINGS TO BEAR ON SOUND SUB-GRADE SUITABLE FOR 75 kPa (1,500 psf) ALLOWABLE SOIL BEARING CAPACITY. THE CLIENT IS TO INFORM WEL IF THE REQUIRED BEARING CAPACITY CANNOT BE ACHIEVED.
3. FOUNDATION WALLS SUPPORTING DRAINED EARTH HAVE BEEN DESIGNED FOR THE LOADS PROVIDED IN 9.4.4.6.(1)(a). ENSURE PROVISIONS ARE MADE FOR APPROPRIATE DRAINAGE OF GROUNDWATER.
4. ENSURE ALL FOUNDATION WALLS ARE Laterally supported prior to backfilling.
5. ALL REINFORCING STEEL SHALL CONFORM TO THE REQUIREMENTS OF CAN/CSA-G30. REINFORCING BARS SHALL BE DEFORMED HI-BOND HARD GRADE WITH MINIMUM YIELD STRENGTH OF $F_y = 400\text{MPa}$.
6. FOR ALL CONCRETE EXPECTED TO BE EXPOSED TO CHLORIDES (DE-ICING CHEMICALS), IT IS RECOMMENDED TO USE MINIMUM 32 MPa C-1 CONCRETE. COORDINATE DESIGN w/ CONCRETE DESIGNER & SUBMIT DESIGN MIX FOR REVIEW.

WOOD-FRAME CONSTRUCTION

1. ALL WOOD-FRAME CONSTRUCTION SHALL CONFORM TO OBC 9.23. U.N.O. ON THE STAMPED DRAWINGS.
2. ALL STRUCTURAL COMPOSITE LUMBER (SCL) SHALL BE 2.0E WITH $F_b=2950$ OR BETTER. FASTEN MULTI-PLY SCL BEAMS AS PER MANUFACTURER'S SPECIFICATIONS. PROVIDE 3" MIN. BEARING LENGTH AT ENDS, U.N.O..
3. ALL PRE-ENGINEERED SYSTEMS (I.E. ROOF TRUSSES, FLOOR JOISTS, ETC.) ARE TO BE DESIGNED AND SEALED BY A PROFESSIONAL ENGINEER OF ONTARIO. PROVIDE LAYOUTS AND STAMPED DRAWINGS TO WEL AND THE LOCAL BUILDING DIVISION.
4. ENSURE THE EXTERIOR WALLS ARE BRACED AS PER OBC 9.23.10.2. TO PROVIDE LATERAL SUPPORT FOR THE BUILDING.
5. PROVIDE SUFFICIENT LATERAL SUPPORT FOR THE TOP OF ALL DROPPED BEAMS AND LINTELS TO PREVENT LATERAL TORSIONAL BUCKLING
 - AN EXAMPLE OF SUFFICIENT LATERAL SUPPORT IS (2) 3 1/4" NAILS PER JOIST FOR LEDGER STRIP TO WOOD BEAM CONNECTION (AS PER OBC TABLE 9.23.3.4.).
6. ALL WOOD COLUMNS SHALL CONFORM TO OBC 9.17. U.N.O. PROVIDE A BUILT-UP WOOD STUD COLUMN EQUAL TO THE WIDTH OF BEAM/GIRDER TRUSS UNDER ALL BEAM/GIRDER TRUSSES MIN. U.N.O. CONTINUE ALL COLUMNS DOWN TO FOUNDATION OR FULL BEARING ON BEAMS, BLOCK SOLID IN JOIST SPACES, TYPICAL (TYP.).
7. ALL LINTELS TO HAVE 1 JACK STUD, 1 KING STUD AT ENDS U.N.O.
8. ALL WOOD SHALL BE NO. 2 SPRUCE OR BETTER.
9. ALL GUARDS SHALL CONFORM TO OBC 9.8.8. AND SUPPLEMENTARY STANDARD SB-7 U.N.O.

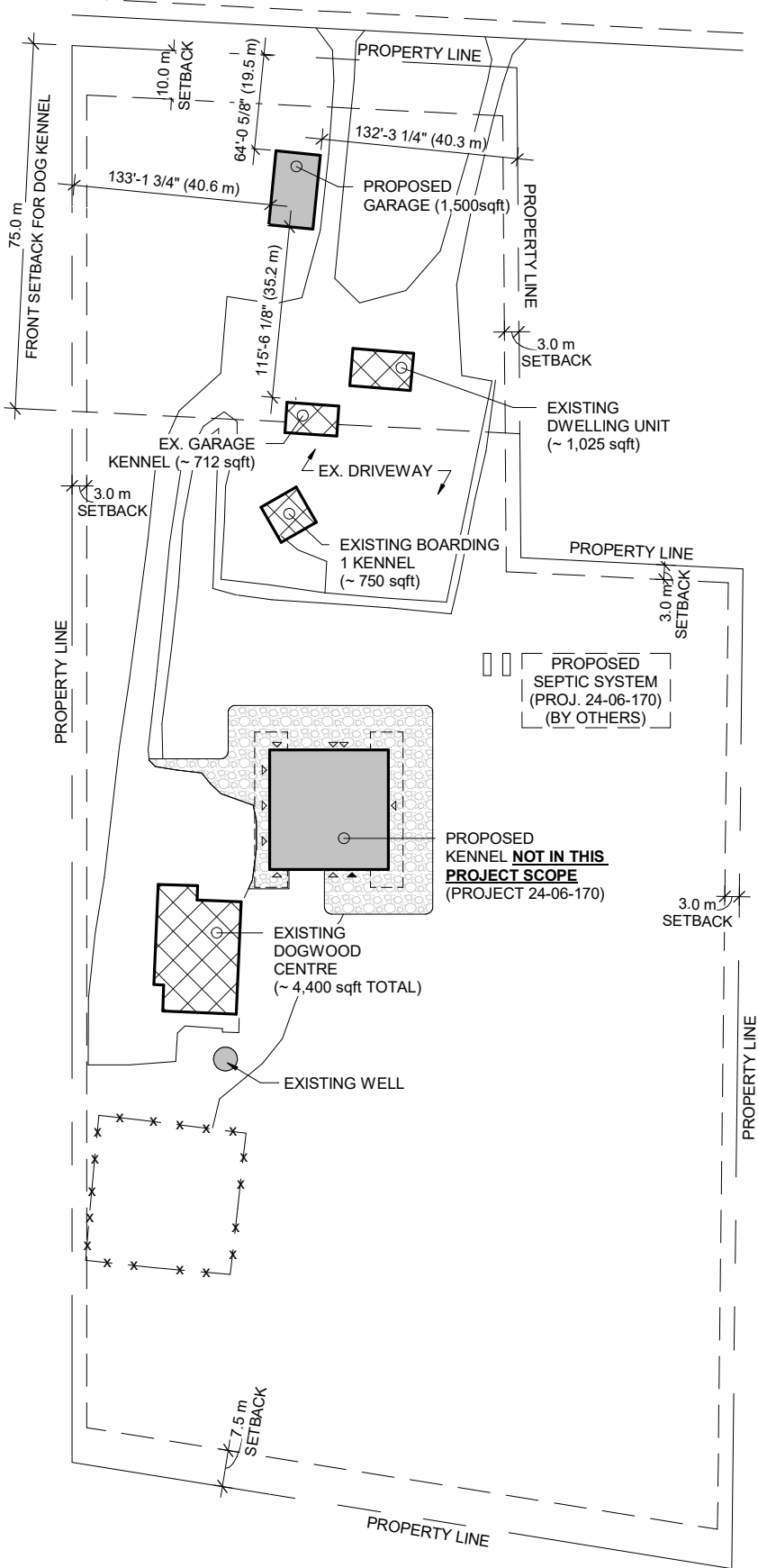
ROOF AND CEILING FRAMING

1. ALL ROOF AND CEILING FRAMING SHALL CONFORM TO OBC 9.23.13. U.N.O. ON THE STAMPED DRAWINGS.
2. ALL ROOF RAFTERS/JOISTS AND CEILING JOISTS SHALL CONFORM TO THE SPANS SHOWN IN OBC PART 9 TABLES A-3 TO A-7.
3. WHERE REQUIRED, PROVIDE INTERMEDIATE SUPPORT FOR ROOF RAFTERS/JOISTS AS PER OBC 9.23.13.7.
 - WEL ASSUMES THAT COLLAR TIES WILL BE USED TO PROVIDE INTERMEDIATE SUPPORT INSTEAD OF STRUTS OR DWARF WALLS U.N.O. (I.E. ALL ROOF RAFTERS/JOISTS BEAR ON EXTERIOR WALLS ONLY AND INTERIOR WALLS SUPPORT CEILING JOISTS ONLY U.N.O.).
4. WHERE THE RIDGE IS UNSUPPORTED, ROOF RAFTERS/JOISTS ARE TO BE TIED TO THE CEILING JOISTS (OR SOLID BLOCKING AT 3'-11" o.c. MAX.) AT THEIR BASE AND NAILED AS PER OBC TABLE 9.23.13.8. TO PREVENT OUTWARD MOVEMENT.
5. OVER-FRAMED AREAS ARE TO BE SUPPORTED ON LOWER ROOF RAFTERS/JOISTS BY 2x4 STRUTS @ 24" EACH WAY MIN., TYPICAL U.N.O..
6. WOOD ROOF TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH OBC 9.23.13.11., OR PART 4 IF THEIR SPAN EXCEEDS 40'-0" (AS PER OBC 9.23.1.1).
 - IF THE TRUSSES ARE DESIGNED IN ACCORDANCE WITH OBC PART 4, THE DESIGN OF UPLIFT ANCHORS SHALL BE PROVIDED BY THE TRUSS SUPPLIER ALONG WITH LAYOUTS AND STAMPED DRAWINGS.

STRUCTURAL STEEL

1. ALL WELDING SHALL BE PERFORMED BY A CANADIAN WELDING BUREAU CERTIFIED WELDER AND CONFORM TO CSA STANDARD W59.
2. PROVIDE SUFFICIENT LATERAL SUPPORT FOR STEEL BEAMS TO PREVENT LATERAL TORSIONAL BUCKLING. SUFFICIENT LATERAL SUPPORT EXAMPLES:
 - DROPPED STEEL BEAM - AS PROVIDED IN OBC 9.23.4.3.(3) **OR** 2x6 TOP PLATE w/ 13mm (1/2") dia. THRU BOLTS c/w NUTS & WASHERS OR HILTI X-U FASTENERS @ 600mm (24") o.c., STAGGERED INTO THE TOP FLANGE & (2) 3-1/4" TOE-NAILS FROM EACH FRAMING MEMBER INTO THE TOP PLATE.
 - FLUSH STEEL BEAM - SOLID BLOCKING (2x LUMBER AND PLYWOOD) BOLTED TO THE BEAM WEB WITH 13mm (1/2") dia. THRU BOLTS @ 600mm (24") o.c. (MAX, MATCH JOIST SPACING), STAGGERED TOP AND BOTTOM AND APPROVED FACE MOUNT HANGERS FOR THE FRAMING MEMBER TO BLOCKING CONNECTION.
3. WHERE A STEEL BEAM SUPPORTS MASONRY, WELD 1/2" STEEL PLATE (WIDTH TO MATCH MASONRY) TO THE TOP OR BOTTOM FLANGE OF THE BEAM WITH (2) ROWS OF 50mm (2") LONG FILLET WELDS @ 300mm (12") o.c. MIN., STAGGERED.
4. ALL STEEL BEAMS AND LINTELS SHALL HAVE MINIMUM 200mm (8") END BEARING ON MASONRY (TYPICAL U.N.O.). WELD BEAMS AND LINTELS TO BEARING PLATES, WHERE PROVIDED, WITH MINIMUM 4.8mm x 50mm (3/16" x 2") FILLET WELD EACH SIDE.
5. ALL STEEL COLUMNS ARE TO BE Laterally supported TOP & BOTTOM [I.E. BY CONCRETE SLAB ON GRADE, (2) 13mm (1/2") dia. BOLTS OR 50mm (2") OF 6.4mm (1/4") FILLET WELD MINIMUM]. CONTINUE ALL COLUMNS DOWN TO FOUNDATION OR FULL BEARING ON BEAMS, BLOCK SOLID IN JOIST SPACES. (TYP. U.N.O.).
6. ALL STRUCTURAL STEEL TO BE FINISHED AS APPROVED BY GENERAL CONTRACTOR.

VICTORIA RD S



SITE PLAN

1 : 1400

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					1	0	
					WR	WR	DATE
							REV BY

STAMP:





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Phone: 519-267-6789
Fax: 1-866-388-9659
info@waddelleng.com

PROJECT:

4424 VICTORIA RD S
30'x50' GARAGE

NOB2JO
4424 VICTORIA RD S PUSLINCH, ON.

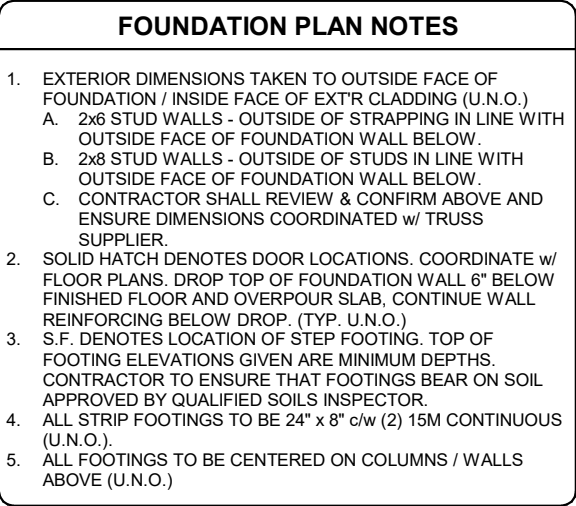
CLIENT:

FINE LINE
STRUCTURES

DRAWING TITLE:

GENERAL NOTES

DRAWN BY: WR	DATE: 2025/02/12
DESIGN BY: AGRES	SHEET NO:
SCALE: AS NOTED	
PROJECT NO:	
25-02-051	S0.0



REV	RY	DATE	ISSUED FOR PERMIT DESCRIPTION
0	WR	2025-03-19	

100

$$3/16'' = 1'-0''$$

6 x 6 x 6/6 WWM OR 16" x 16" 10M GRID OR FIBRE MESH

(4) 15M REBAR (SEE NOTES FOR COVER)

SILL PLATE c/w 1/2" Ø ANCHOR BOLTS @ 48" o.c. (LEAVE OPENINGS IN SILL PLATE @ DOOR LOCATIONS)

SLOPE GRADE AWAY 2%, & INSULATION (IF PRESENT)

6"

1'-6"

2"

RIGID INSULATION WING OPTIONAL

4'-0"

2"

1'-0"

1

2

COMPACTED GRANULAR 'A'

6mil POLY VAPOUR BARRIER


MIN. 2" (R10) OF EXTRUDED POLYSTYRENE MIN. COMPRESSIVE STRENGTH OF 30 psi

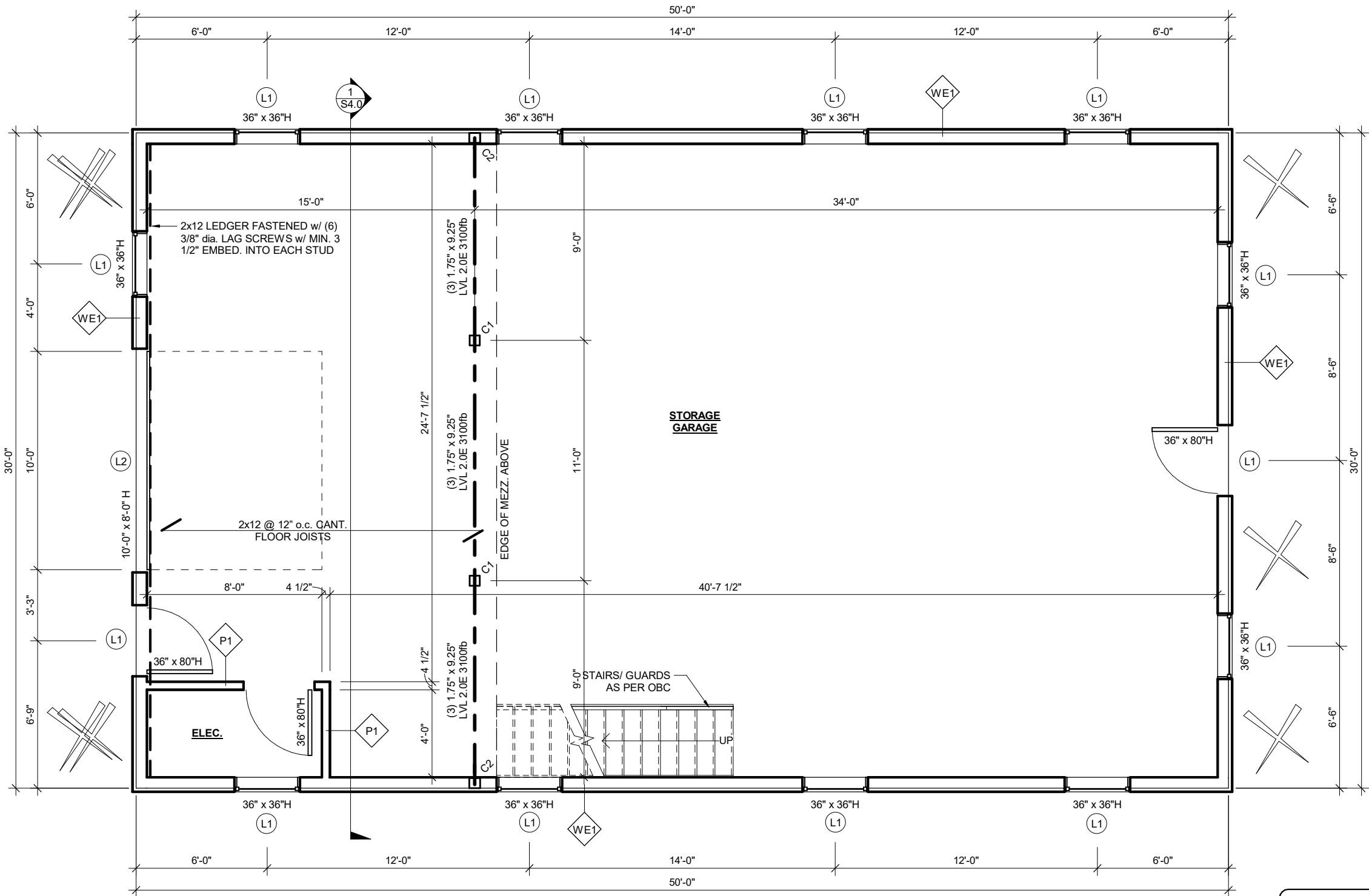
6" MIN.

1 SECTION

S1.0 FLOATING SLAB

3/4" = 1'-0"

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Phone: 519-267-6788 Fax: 1-866-388-9655 info@waddelleng.com	
PROJECT:	
4424 VICTORIA RD S 30'x50' GARAGE N0B2 4424 VICTORIA RD S PUSLINCH, O	
CLIENT:	
FINE LINE STRUCTURES	
DRAWING TITLE:	
FOUNDATION PLAN	
DRAWN BY: WR	DATE: 2025/02/1
DESIGN BY: AGRES	SHEET NO:
SCALE: AS NOTED	<div style="font-size: 48pt; font-weight: bold;">S1.0</div>
PROJECT NO:	
25-02-051	



GROUND FLOOR PLAN

3/16" = 1'-0"

ASSEMBLY SCHEDULE

- R1 TYPICAL ROOF CONSTRUCTION:**

 - 29 Ga. STEEL ROOFING
 - 2x4 STRAPPING @ 24" o.c.
 - ROOF FRAMING AS PER PLANS
- F1 TYPICAL SLAB ON GRADE CONSTRUCTION:**

 - FLOOR FINISH (PER OWNER)
 - 6" CONCRETE FLOOR SLAB
 - 6" COMPACTED GRANULAR 'A' FILL
- F2 WOOD FRAMED FLOOR CONSTRUCTION:**

 - FLOOR FINISH (PER OWNER)
 - 3/4" T&G PLYWOOD SHEATHING, GLUED & SCREWED
 - FLOOR FRAMING AS PER PLANS c/w SOLID BLOCKING @ 6'-0" o.c. (MAX.) & AT ALL LAPPED JOISTS BEARING
- WE1 EXTERIOR WALL CONSTRUCTION (TYP. U.N.O.):**

 - 29 Ga. PREFIN. METAL CLADDING
 - TYPAR AIR BARRIER, JOINTS TAPED
 - 2x4 STRAPPING @ 24" o.c.
 - 2x6 WOOD STUDS @ 16" o.c.
 - 1/2" PLYWOOD
- P1 INTERIOR PARTITION:**

 - 1/2" PLYWOOD
 - 2x4 STUDS @ 16" o.c.
 - 1/2" PLYWOOD

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

SHEARWALL (AS INDICATED):

- 1/2" PLYWOOD ON ONE SIDE FASTENED w/ 2-3/8" NAIL-GUN NAILS @ 4" o.c. PANEL EDGES & 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.

DOUBLE SHEARWALL (AS INDICATED):

- 1/2" PLYWOOD ON BOTH SIDES FASTENED w/ 2-3/8" NAIL-GUN NAILS @ 4" o.c. PANEL EDGES & 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.



LINTEL SCHEDULE

MARK	SIZE	BEARING
L1	(2)-2x6	(1) JACK + (1) KING
L2	(3)-2x12	(3) JACK + (2) KING

COLUMN SCHEDULE

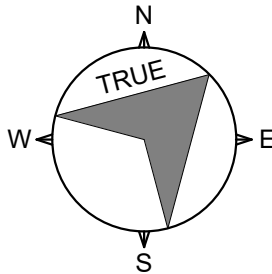
MARK	SIZE	BASEPLATE / ANCHORS
C1	6x6 (P.T.) SPF. #2 OR BETTER	ABA66Z ANCHORED w/ 5/8" dia. x6" STB2-62600MG OR APPROVED EQUIVALENT
C2	(4)-2x6 BUILT-UP COLUMN	

NOTES:
POSTS EXPOSED TO WEATHER MUST BE RATED FOR UC4.1
POSTS BURIED IN GROUND MUST BE RATED FOR UC4.2

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PROJECT: 4424 VICTORIA RD S
30'x50' GARAGE
NOB2J0
4424 VICTORIA RD S PUSLINCH, ON.

CLIENT: FINE LINE STRUCTURES

DRAWING TITLE: GROUND FLOOR PLAN

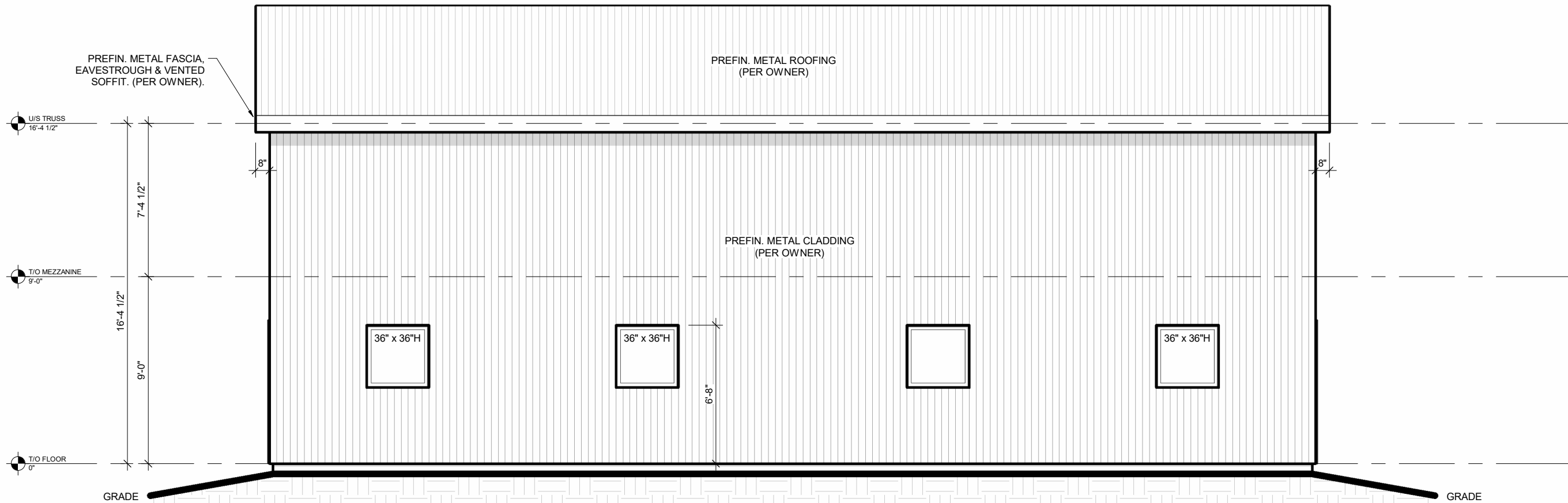
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DESIGN BY: AGRES
SCALE: AS NOTED
PROJECT NO: 25-02-051
DATE: 2025/02/12
SHEET NO: S2.0



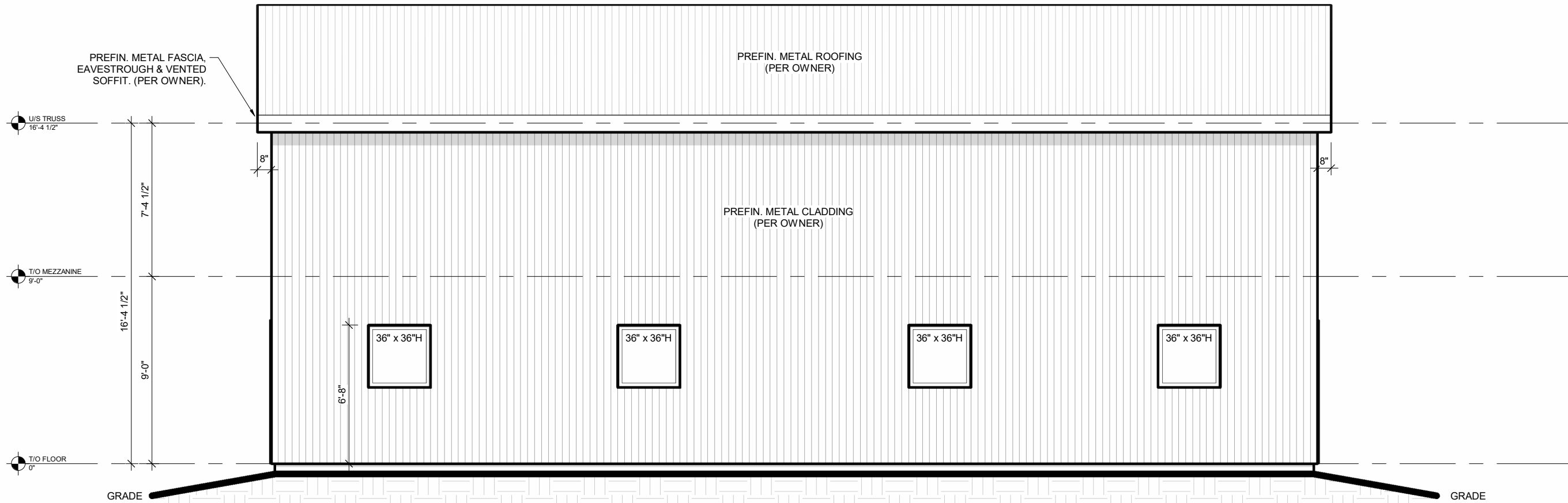
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SCALE: AS NOTED	S2.2
PROJECT NO: 25-02-051	

S2.2

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NORTH ELEVATION

$$3/16'' = 1'-0''$$


SOUTH ELEVATION

$$3/16'' = 1'-0''$$
[illegible]

STAMP:



PROJECT:

4424 VICTORIA RD S
30'x50' GARAGE
N0B2J0
4424 VICTORIA RD S PUSLINCH, ON.

CLIENT: FINE LINE
STRUCTURES

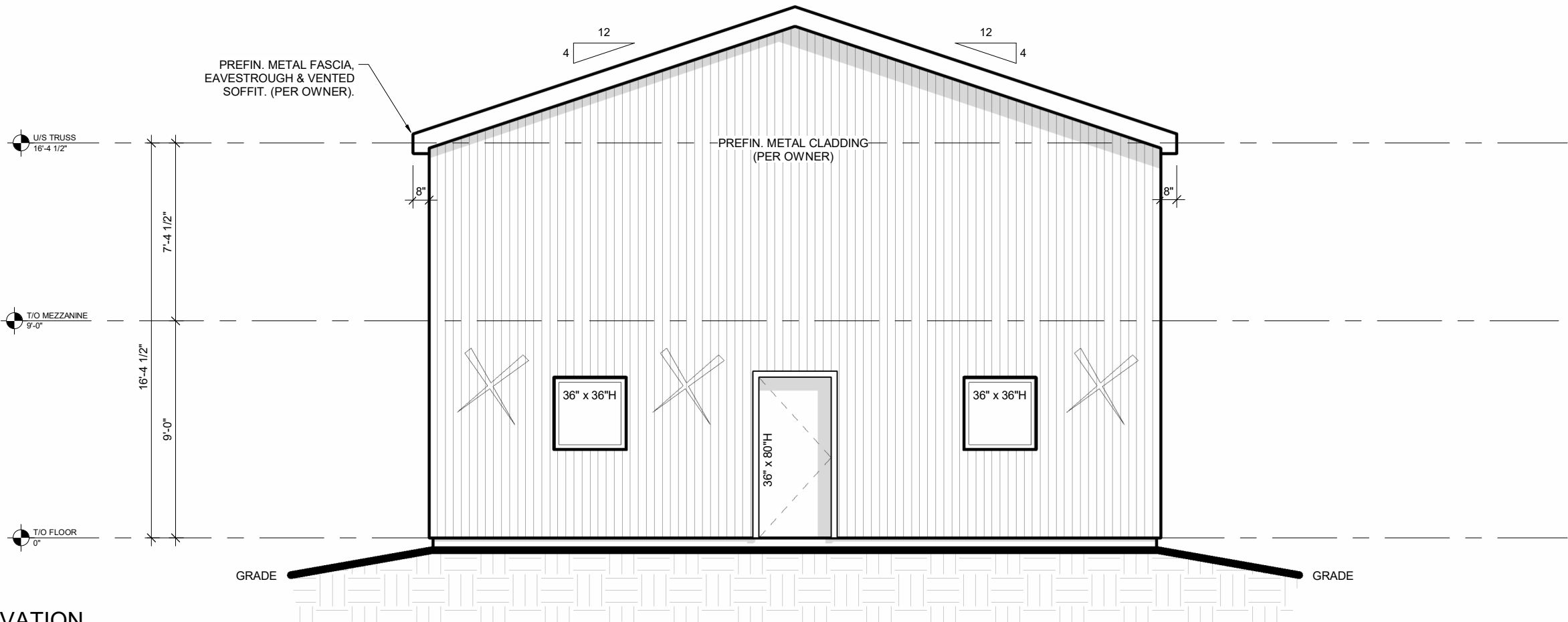
DRAWING TITLE:

BUILDING ELEVATIONS

DRAWN BY: WR	DATE: 2025/02/12
DESIGN BY: AGRES	SHEET NO:
SCALE: AS NOTED	S3.0
PROJECT NO: 25-02-051	

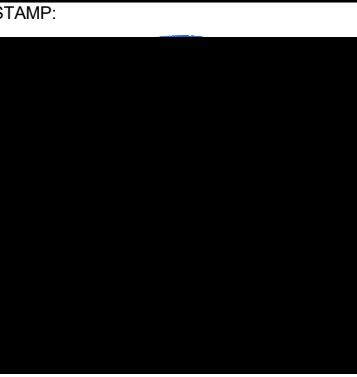
EAST ELEVATION

WEST ELEVATION



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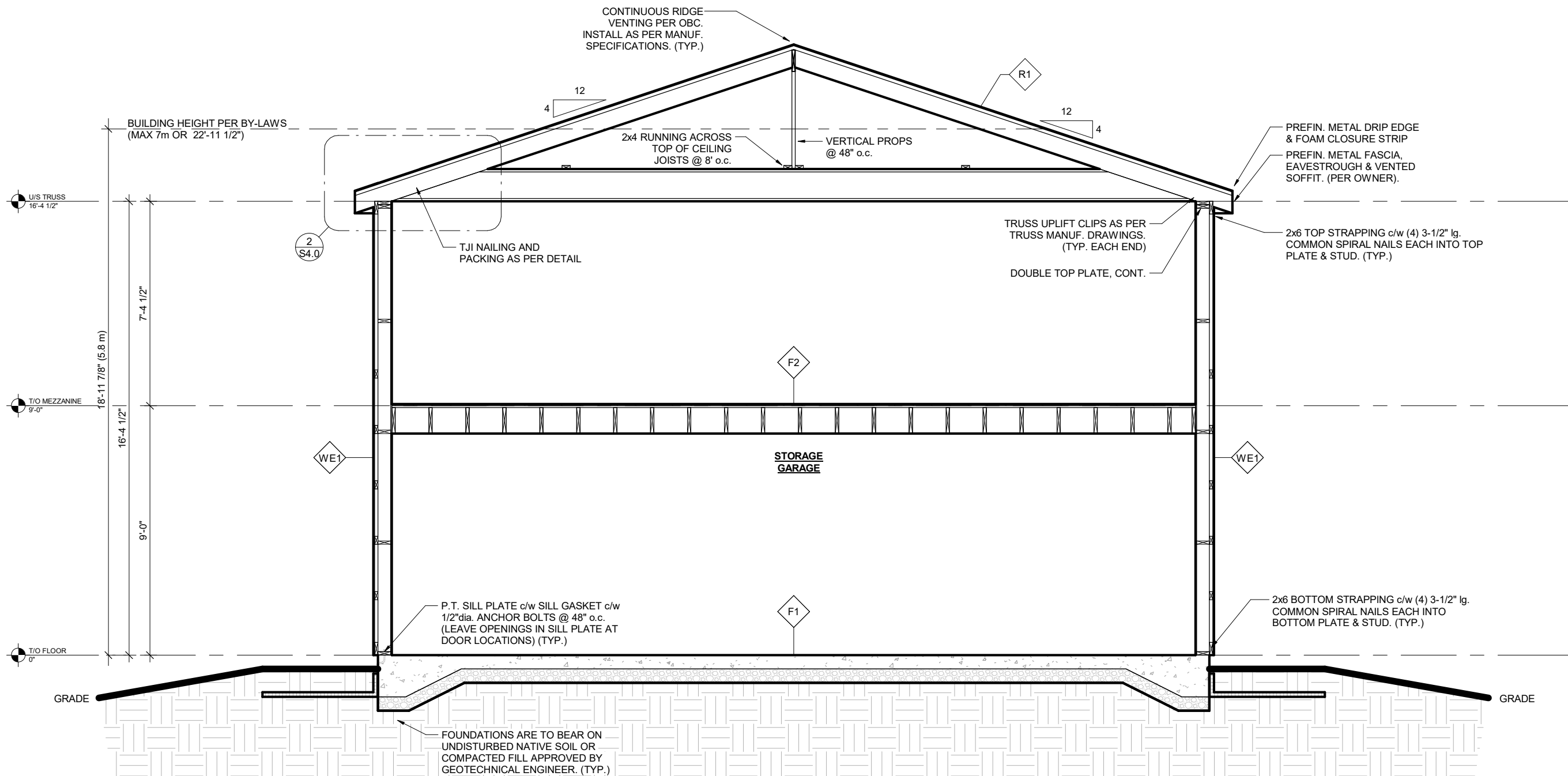
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PROJECT:
4424 VICTORIA RD S
30'x50' GARAGE
4424 VICTORIA RD S PUSLINCH, ON. NOB2J0
CLIENT: **FINE LINE**
STRUCTURES

DRAWING TITLE:
BUILDING ELEVATIONS

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SCALE: AS NOTED	
PROJECT NO: 25-02-051	S3.1

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SECTION

BUILDING SECTION

$$1/4'' = 1'-0''$$

ASSEMBLY SCHEDULE

TYPICAL ROOF CONSTRUCTION:

- 29 Ga. STEEL ROOFING
- 2x4 STRAPPING @ 24" o.c.
- ROOF FRAMING AS PER PLANS

TYPICAL SLAB ON GRADE CONSTRUCTION:

- FLOOR FINISH (PER OWNER)
- 6" CONCRETE FLOOR SLAB
- 6" COMPACTED GRANULAR 'A' FILL

- **WOOD FRAMED FLOOR CONSTRUCTION:**
- FLOOR FINISH (PER OWNER)
- 3/4" T&G PLYWOOD SHEATHING, GLUED & SCREWED
- FLOOR FRAMING AS PER PLANS c/w SOLID BLOCKING @ 6'-0" o.c. (MAX.) & AT ALL LAPPED JOISTS BEARING

WE1

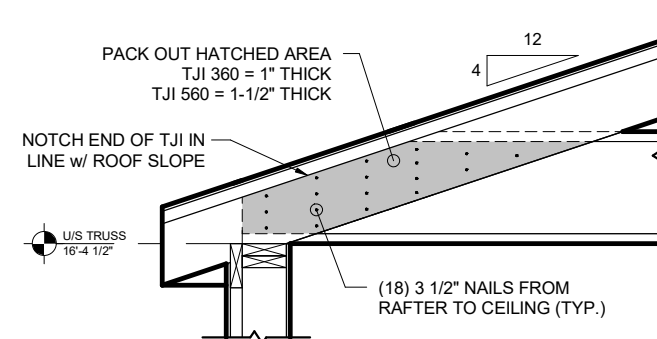
EXTERIOR WALL CONSTRUCTION
(TYP. U.N.O.):

- 29 Ga. PREFIN. METAL CLADDING
- TYPAR AIR BARRIER, JOINTS TAPED
- 2x4 STRAPPING @ 24" o.c.
- 2x6 WOOD STUDS @ 16" o.c.
- 1/2" PLYWOOD

INTERIOR PARTITION:


- 1/2" PLYWOOD
- 2x4 STUDS @ 16" o.c.
- 1/2" PLYWOOD

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



SECTION

TJI NAILING DETAIL

$$1/2'' = 1'-0''$$


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PROJECT:

4424 VICTORIA RD S
30'x50' GARAGE

4424 VICTORIA RD S
CLIENT: FINE LINE
STRUCTURES

DRAWING TITLE:

BUILDING SECTIONS &
DETAILS

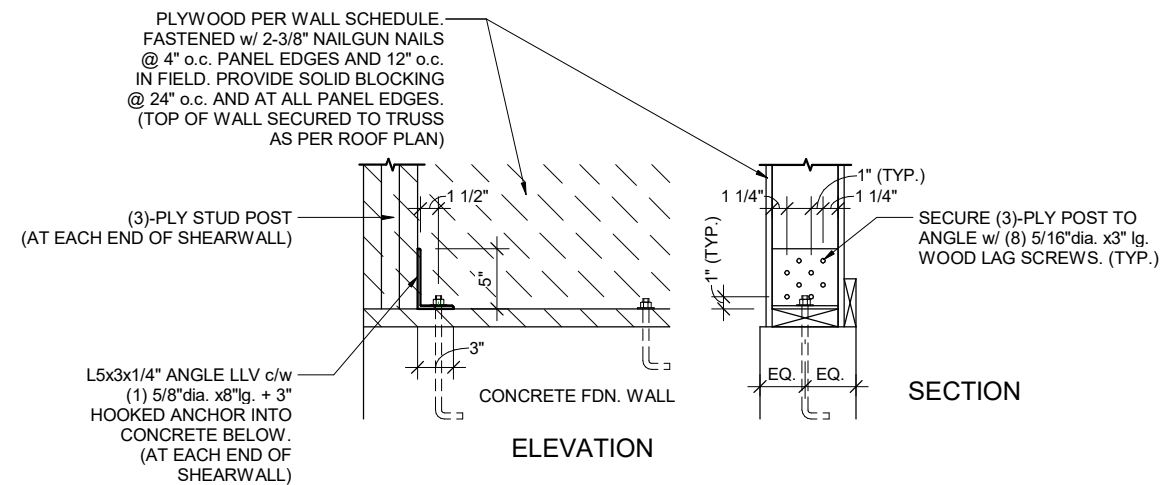
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SCALE: AS NOTED

PROJECT NO:
25-02-051

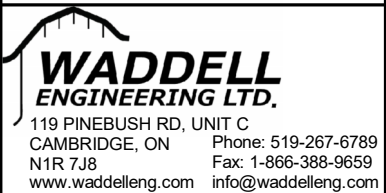
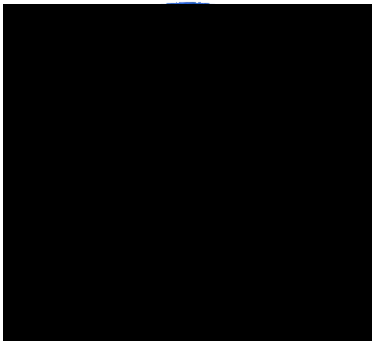
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SECTION
S4.1 SHEARWALL DETAIL

$$3/4" = 1'-0"$$
[illegible]

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PROJECT:

4424 VICTORIA RD S
30'x50' GARAGE

4424 VICTORIA RD S N0B2J0
PUSLINCH, ON.

CLIENT: FINE LINE
STRUCTURES

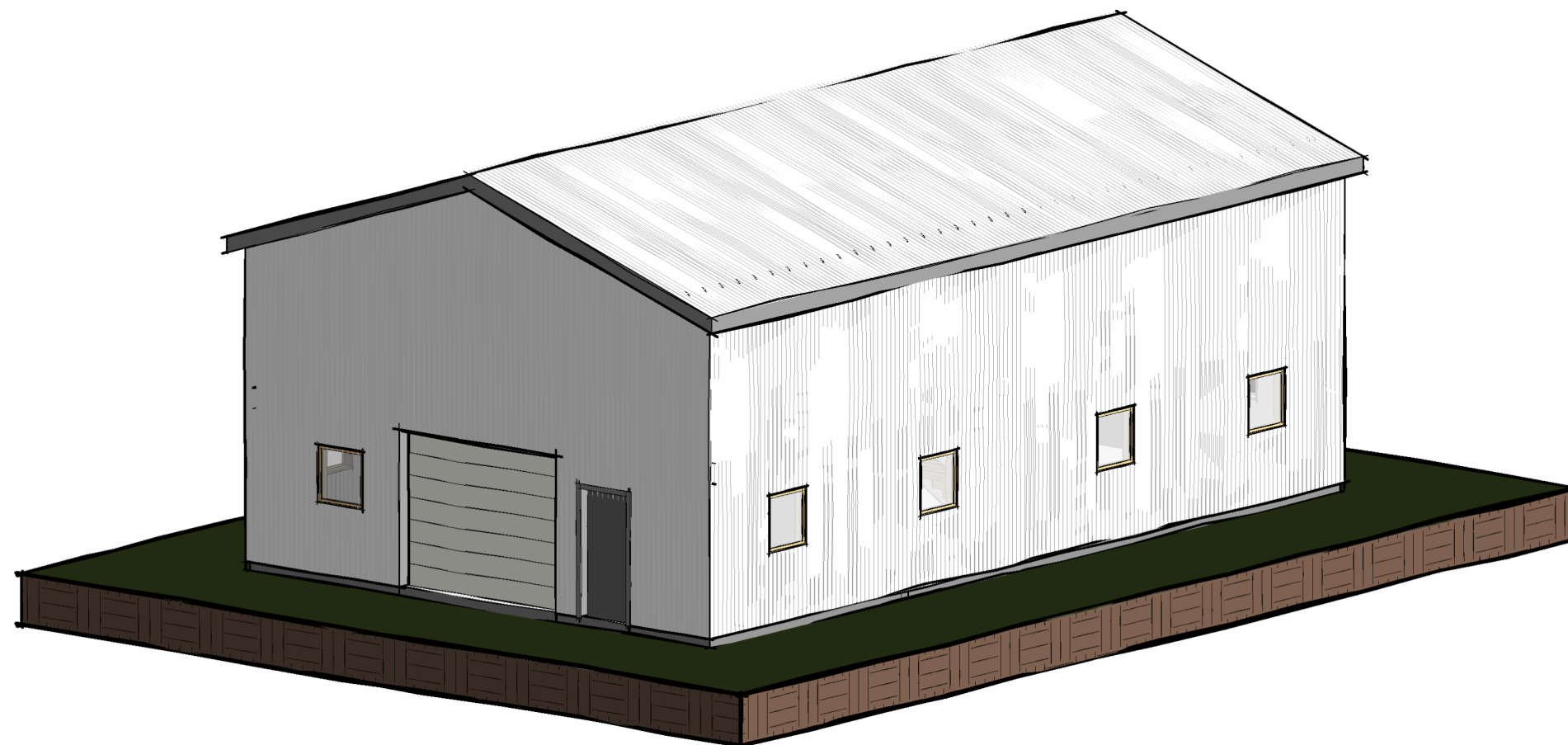
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DETAILS

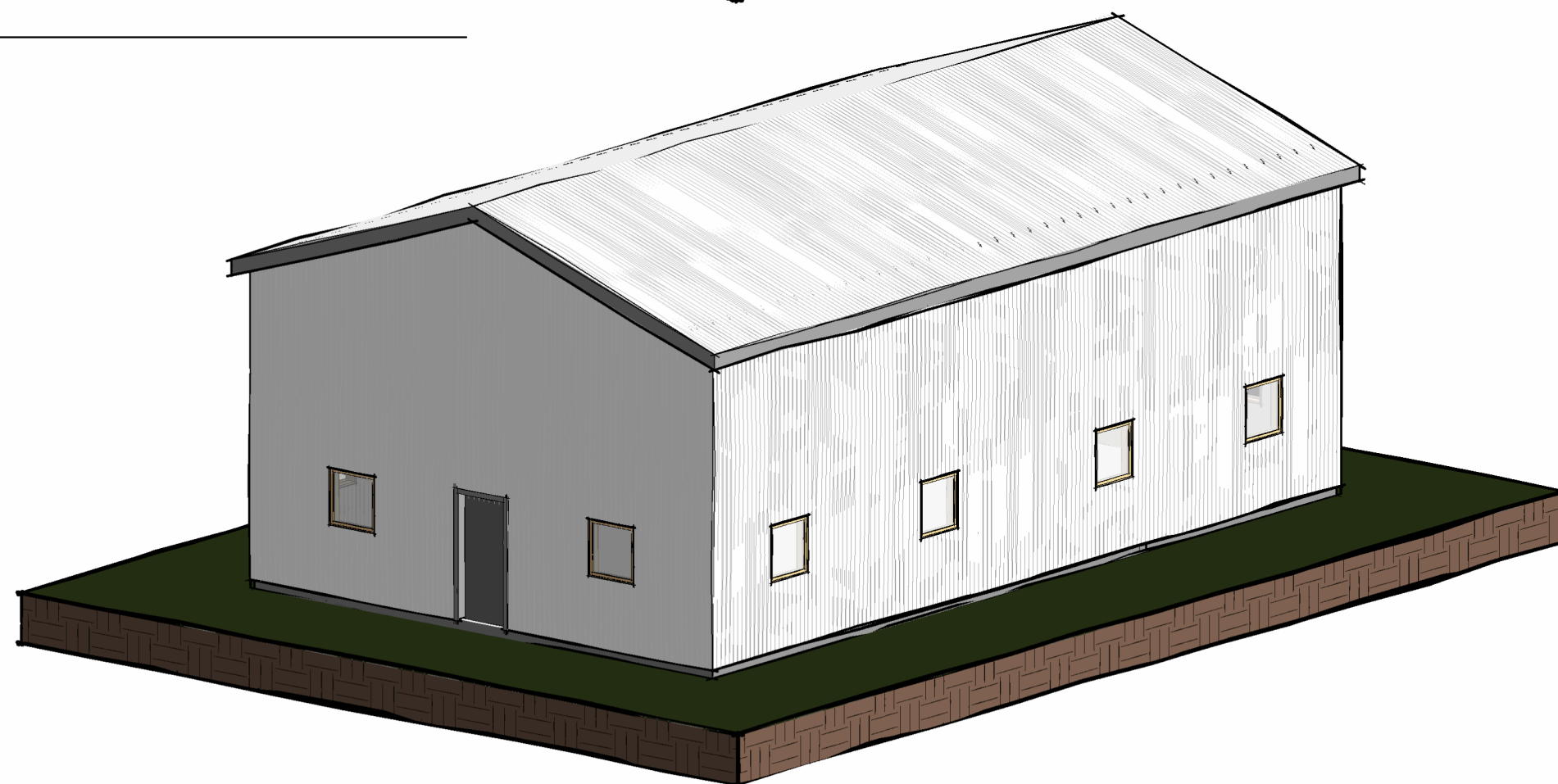
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DESIGN BY: AGRES	SHEET NO:
SCALE: AS NOTED	S4.1
PROJECT NO: 25-02-051	

S4.1

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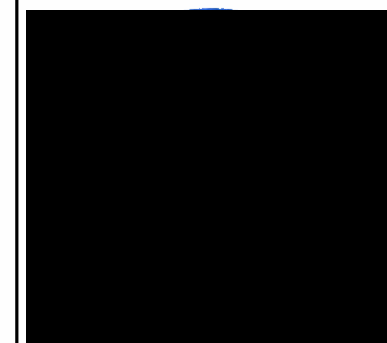
ISO FRONT



ISO REAR

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STAMP:



PROJECT:

4424 VICTORIA RD S
30'x50' GARAGE

4424 VICTORIA RD S
PUSLINCH, ON. N0B2J0

CLIENT: FINE LINE
STRUCTURES

DRAWING TITLE:

ISOMETRICS

DRAWN BY: WR	DATE: 2025/02/12
DESIGN BY: AGRES	SHEET NO:
SCALE: AS NOTED	S5.0
PROJECT NO: 25-02-051	

4424 Victoria Rd S. Comments to date

PW/BL/Building/GRCA – no comments

Sourcewater - 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.



REPORT CofA-2025-002

TO: Committee of Adjustment

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 13, 2025

SUBJECT: Finance and Budget Training

RECOMMENDATIONS

That staff report CofA-2025-002 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 2026 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 2026 budget deliberations.

2025 Approved Capital and Operating Budget

There were no 2025 approved capital budget items applicable to the Committee. However, Council approved the following projects pertaining to development in the Township:

- Development Charges Study Amendment – development charges (DC) funded; and
- Regionally Significant Economic Development Study Area Phase 2 (Residential) – grant funded, DC funded, and discretionary reserve funded; and
- Development Standards Guidelines - DC funded and discretionary reserve funded; and
- External review of the Township's proposed amendments to the Township's Zoning By-law's Home Industry Provisions, Short-term Accommodations, and Extractive Zone Permissions.

Attached as Schedule A to this Report is the 2025 approved operating budget applicable to the Committee.

2026 Proposed Capital and Operating Budget

Any new 2026 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 2026 budget requests have been received. Below is a chart the Committee may use to facilitate 2026 budget requests during an upcoming 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 2026 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. In accordance with the Committee's Terms of Reference, Committee's may only have two active goals/objectives unless authorized by Council due a time sensitive initiative.

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

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 2026 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.

Donation Policy

The Township adopted a Donation Policy on February 20, 2025 to serve as a guideline for Donations that support Township projects, programs or services for purposes that are consistent with the Township's values, principles, and objectives.

Fundraising Campaigns may be established to raise funds to be donated to the Township to support a particular Township project, program, or service. All Fundraising Campaigns require the approval by Council in order to be established. The Township is currently accepting donations for:

- Puslinch Community Centre Digital Sign Replacement
- Construction of the Killeen School Bell Structure

These initiatives will be unveiled as part of the Township's 175th anniversary at the 2025 Puslinch Community Showcase, Saturday October 4, 2025. Learn more at [Puslinch.ca/175](https://puslinch.ca/175).

The Donation Policy and other relevant details regarding donations is located on the Township's website at Puslinch.ca/donate.

Financial Implications

Any new 2026 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 2026 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 - 2025 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	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
PDAC								
	Expenditures							
		01-0060-4001	Per Diems	\$4,240	\$4,337	\$4,677	\$5,120	\$5,274
		01-0060-4200	Office Supplies & Equipment	\$0	\$65	\$40	\$100	\$100
		01-0060-4308	Mileage	\$0	\$0	\$0	\$150	\$50
		01-0060-4309	Professional Development	\$0	\$400	\$285	\$500	\$1,000
		01-0060-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0060-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$200	\$200
	Expenditures Total			\$4,240	\$4,802	\$5,002	\$6,120	\$6,674



SOP: Advisory Committee Goals and Objectives

Last updated: April 10, 2025

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
- The two different ways Committee goals or objectives are added to a Committee workplan
- Limiting the number of Committee goals or objectives at any given times

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 of 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, Puslinch Community Showcase, 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. There are two different ways goals and objectives can be added to a Committee's workplan:
- Sub-committee writing a detailed goals and objectives proposal form for Council to consider
 - Council referring an item directly to the Committee
3. 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.
4. Committees are limited to a maximum of two goals or objectives at any given time:
- Goals and objectives referred by Council will be prioritized
 - There is the ability to request special consideration from Council to permit more than 2 active goals and objectives if there is a time sensitive matter the Committee would like to work through

COMMITTEE MEMO

TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

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

RECOMMENDATIONS

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

Purpose

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

Background

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

Comments

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

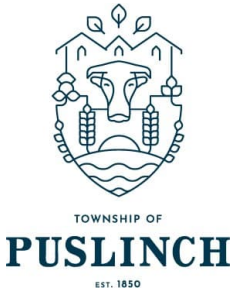
Financial Implications

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

Attachments

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

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



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Name of Goal/Objective:

Description of Goal/Objective:

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

☐ Yes

☐ No

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

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

☐ Yes

☐ No

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



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

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

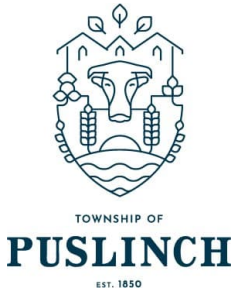
- ☐ Budget Request
- ☐ Grant
- ☐ Fundraising

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

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

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

- ☐ Expense each year
- ☐ One-time expense



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

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

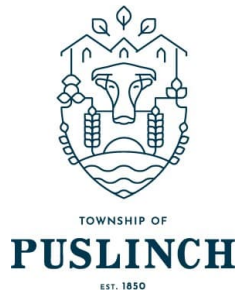
If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in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



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

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.

Will this goal and objective need special consideration from Council? Advisory Committees are permitted to have two active goals and objectives at any given time. At the request of the Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two ongoing goals/objectives.

☐ Yes

☐ No

If yes, provide details for the reasoning why more than two active goals and objectives are necessary.



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

Date: December 18, 2024 through By-law No. 072-2024

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 adjustment approved through the budget process for staff for each year:

- Per meeting compensation of \$125.46 provided to Committee Chairs or Acting Chair (excluding Members of Council) effective January 1, 2025.
- Per meeting compensation of \$109.87 provided to Committee Members (excluding Members of Council) effective January 1, 2025.
- Per call compensation of \$121.57 provided to Other Appointments effective January 1, 2025.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2025 and shall be adjusted annually by the cost of living adjustment approved through the budget process for staff for each year:

- Annual compensation of \$42,155.84 provided to the Mayor
- Annual compensation of \$22,112.04 provided to each Councillor

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

2.1. Township Councillors and the Mayor 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, Out of Province Coverage, and Employee Assistance Program. 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 may opt to receive coverage from the County of Wellington's benefit program.

2.3. When a Member of Council 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 Director of Finance/Treasurer or designate is provided the delegated authority to apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.

- 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, Fire and Rescue Services Hosted Event (ie. Beef on a Bun event), and Public Works, Parks and Facilities Hosted Event (ie. 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
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.



Township of Puslinch Out of Pocket Expense Report

Claimant Signature: _____

Date of Signature: _____
(mm/dd/yyyy)

From (mm/dd/yyyy)	
To (mm/dd/yyyy)	

CLAIMANT INFORMATION:

Name: _____

Position: _____

Department:

Manager:

[illegible]

APPROVAL SIGNATURE: _____

DATE OF SIGNATURE: _____
(mm/dd/yyyy)

INSTRUCTIONS:

NOTES: _____



Conference Expense Guide Township Advisory Committees

Conference Approval Process

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

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

Approved Conferences for Advisory Committees

Heritage Advisory Committee

1. Ontario Heritage Conference (1-2 Members)
2. National Trust Conference (1-2 Members)

Recreation and Community Wellness Advisory Committee

1. 1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (1-2 Members)

Planning and Development Advisory Committee

1. Ontario Association of Committees of Adjustment & Consent Authorities Conference (1-2 Members)

Youth Advisory Committee

1. Youth Leadership Conference (4-5 Members)

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-



Conference Expense Guide Township Advisory Committees

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.

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



Conference Expense Guide Township Advisory Committees

Expense Approval

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

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.

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