



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 13, 2025  
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

Register in advance for webinar:

<https://us02web.zoom.us/j/82709754685?pwd=aXGF0VtowsTypgOMsY2Ryd82dn6wVF.1>

Meeting ID: 827 0975 4685

Passcode: 141873

Dial by your location

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## **A G E N D A**

**DATE:** May 13, 2025

**MEETING:** 7:00 PM

**≠ Denotes resolution prepared**

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of the Agenda ≠**
- 5. Disclosure of Conflict of Interest**
- 6. Consent Agenda ≠**
  - 6.1 April 8, 2025 Planning and Development Committee Meeting Minutes**
- 7. Delegations**
  - 7.1. Specific Interest (Items Listed on the Meeting Agenda)**



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7.1.1. None

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

7.2.1. None

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

8.1. None

**9. Reports**

**9.1. Land Division (Consents)**

9.1.1. B11-25 (KUR) – Kuruvilla, Jacob – 4059 Sideroad 20 S, Township of Puslinch ≠

Proposed severance is 56m fr x 150m = 0.84 hectares, existing agricultural use for proposed rural residential use.

Retained parcel is 29.4 hectares with 468m frontage, existing and proposed agricultural use with existing dwelling and barn.

**RECOMMENDATION:**

*That Report D10-2025-002 entitled Consent Application D10/KUR be received;  
and*

*Whereas the Township has reviewed the proposal to create new rural residential lot along Sideroad 20 South for the purpose of providing its comments to the approval authority, the County of Wellington Land Division Committee; and*

*Whereas the request for consent to convey includes a proposed severed vacant land of 0.84 ha, 56 m of frontage, depth of 150 m; and the retained parcel being 29.4 ha, 290 m of frontage on Concession 1 Road, with an unoccupied barn, manure storage, dwelling and 2 sheds; and*

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

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



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1. *That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (included but not limited to Taxes paid in full and Consent Review/Condition Clearance Fee and Safe Access Clearance Fee) which the Township of Puslinch may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject land; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.*
2. *That the Owner obtain zoning compliance for the proposed severed parcel and proposed retained parcel including and not limited to item 2.1 to be demonstrated to the satisfaction of the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.*
  - a. *That the Owner demonstrates MDS I compliance for barn located at property municipally known as 4048 Sideroad 20 South; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.*
3. *That any fees incurred by the Township of Puslinch for the review of this application will be the responsibility of the applicant; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.*
4. *That the Owner provides a predevelopment site plan to the satisfaction of the Township of Puslinch, denoting the existing (if applicable) and proposed driveway, buildings, well and on-site septic field locations to ensure the site will accommodate development of a single dwelling residence. Provide dimensions to illustrate compliance with setback requirements.*

## **9.2. Zoning By-law Amendment Applications**

### **9.2.1 None**

## **9.3. Staff Reports**

### **9.3.1. PDAC-2025-001 – Minor Variance Questionnaire**

### **9.3.2. PDAC-2025-003 – Finance and Budget Training**



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**10. Correspondence**

**10.1. None**

**11. New Business**

**12. Adjournment ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
APRIL 8, 2025  
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** April 8, 2025  
**MEETING:** Following Committee of Adjustment

The April 8, 2025 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 8:00 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  
Kim McCarthy  
Amanda Knight  
Chris Pickard  
Paul Sadhra

**ABSENT:**

None

**STAFF IN ATTENDANCE:**

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

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2025-010:**

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
APRIL 8, 2025  
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING  
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That the Committee approves the April 8, 2025 PDAC Agenda as circulated.

**CARRIED**

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

None

**6. DELEGATIONS**

None

**7. CONSENT AGENDA**

**7.1 Approval of the Minutes  
February 11, 2025**

**Resolution No. 2025-011:**

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

**That the Planning and Development Advisory Committee approves the Minutes from the meeting held February 11, 2025.**

**CARRIED**

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

None

**9. REPORTS**

None

**9.1. LAND DIVISION (Consents)**

None

**9.2 ZONING BY-LAW AMENDMENT APPLICATIONS**

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
APRIL 8, 2025  
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**9.3. Staff Reports**

**9.3.1 PDAC-2025-002 - 2022-2026 Committee Goals and Objectives**

**Resolution No. 2025-012**

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

**That Report PDAC-2025-002 – 2022-2026 Committee Goals and Objectives be received for information; and**

**That Committee Member Kim McCarthy be appointed to the Planning and Development Advisory Committee Sub-Committee – Housekeeping Recommendations.**

**CARRIED.**

**10. CORRESPONDENCE**

None

**11. NEW BUSINESS**

None

**12. ADJOURNMENT**

**Resolution No. 2025-013**

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

**That the Planning and Development Advisory Committee hereby adjourned at 8:08 p.m.**

**CARRIED.**



## REPORT D10-2025-003

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

PREPARED BY: Mehul Safiwala, Junior Planner

PRESENTED BY: Mehul Safiwala, Junior Planner

MEETING DATE: May 13<sup>th</sup>, 2025

SUBJECT: Consent Application D10/KUR (Kuruvilla)  
4059 Sideroad 20 South  
Part of Lot 20, Concession Gore  
County File No. B11-25

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### RECOMMENDATION

That Report D10-2025-002 entitled Consent Application D10/KUR be received; and

Whereas the Township has reviewed the proposal to create new rural residential lot along Sideroad 20 South for the purpose of providing its comments to the approval authority, the County of Wellington Land Division Committee; and

Whereas the request for consent to convey includes a proposed severed vacant land of 0.84 ha, 56 m of frontage, depth of 150 m; and the retained parcel being 29.4 ha, 290 m of frontage on Concession 1 Road, with an unoccupied barn, manure storage, dwelling and 2 sheds; and

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

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



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

2. That the Owner obtain zoning compliance for the proposed severed parcel and proposed retained parcel including and not limited to item 2.1 to be demonstrated to the satisfaction of the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

2.1 That the Owner demonstrates MDS I compliance for barn located at property municipally known as 4048 Sideroad 20 South; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.

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

4. That the Owner provides a predevelopment site plan to the satisfaction of the Township of Puslinch, denoting the existing (if applicable) and proposed driveway, buildings, well and on-site septic field locations to ensure the site will accommodate development of a single dwelling residence. Provide dimensions to illustrate compliance with setback requirements.

## Subject Property Map



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

#### 1. Township Planning comments:

Regulation & By-law Section	Required ( <b>retained</b> parcel)	Proposed ( <b>retained</b> parcel)	Required ( <b>severed</b> parcel)	Proposed ( <b>severed</b> parcel)
Minimum Lot Area	4 ha	29.4 ha	0.4 ha	0.84 ha
Minimum Lot Frontage	120 m	290 m	25 m	56 m
Minimum Distance Separation (MDS I)	N/A	N/A	Not provided by applicant	410 m
Zoning Compliance – Permitted Uses	Existing - Single family dwelling, Livestock facility	No change	Permitted – Single family dwelling	Single Detached Dwelling





2. Conservation Authority: The Township did not received comments by the report publication deadline.
3. County of Wellington Preliminary Planning comments: The Township did not received comments by the report publication deadline.

4. Safe Access: The Director of Public Works, Parks and Facilities has determined safe access can be achieved for the property.
5. Source Water comments: No concerns.
6. Building comments: No concerns.
7. By-law Enforcement comments: No comments or concerns at this time.
8. Fire Prevention comments: No concerns.
9. Public comments: No comments received by the report publication deadline.

## Conclusion

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

## Engagement Opportunities

Planning and Development Advisory Committee Meeting

Public Comment Period

Township Active Planning Map

## Resources

Township Zoning By-law - [Puslinch.ca/government/by-laws/Zoning](https://puslinch.ca/government/by-laws/Zoning)

Wellington Official Plan - [Wellington.ca/planning-development/official-plan-land-use](https://Wellington.ca/planning-development/official-plan-land-use)

Interactive Mapping - [Wellington.ca/business-development/maps-guides](https://Wellington.ca/business-development/maps-guides)

- [Grandriver.ca/planning-development/map-your-property](https://Grandriver.ca/planning-development/map-your-property)

- [Conservationhamilton.ca/regulated-areas-map-tool](https://Conservationhamilton.ca/regulated-areas-map-tool)

## Attachments

Schedule "A" Application

Schedule "B" Sketch

Schedule "C" Staff/Public/Agency Comments

Respectfully submitted,

Reviewed by:

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Mehul Safiwala  
Junior Planner

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Justine Brotherston  
Interim Municipal Clerk

April 11, 2025

NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

APPLICATION SUBMITTED ON: April 03, 2025

FILE NO. B11-25

**APPLICANT**  
Jacob & Miriam Kuruvilla  


**LOCATION OF SUBJECT LANDS**  
Township of Puslinch  
Part Lot 21  
Gore Concession

Proposed severance is 56m fr x 150m = 0.84 hectares, existing agricultural use for proposed rural residential use.  
Retained parcel is 29.4 hectares with 468m frontage, existing and proposed agricultural use with existing dwelling and barn.

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

**May 21, 2025**

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

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

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

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

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

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

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

RECIPIENTS:

- Local Municipality – Puslinch
- County Planning
- Conservation Authority – Hamilton Conservation
- Bell Canada (email)
- County Clerk
- Roads/Solid Waste
- Civic Addressing
- Neighbour - as per list verified by local municipality and filed by applicant with this application



## APPLICATION FOR CONSENT

Ontario Planning Act

## 1. Approval Authority:

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

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

Required Fee: \$ 5370  
Fee Received: Apr 3/25File No. B11-25Accepted as Complete on: Apr 3/25

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

2. (a) Name of Registered Owner(s) or Purchaser Kuruvilla Jacob and Miriam Kuruvilla

Address [REDACTED]

Phone No. [REDACTED]

Email: [REDACTED]

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

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

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

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

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

Jeff Buisman of Van Harten Surveying Inc.2106 Gordon Street, Guelph, ON, N1L 1G6Phone No. 519-821-2763 x225Email: Jeff.Buisman@vanharten.com(d) All Communication to be directed to:

REGISTERED OWNER/PURCHASER [ ]

APPLICANT [ ]

AGENT [X]

## (e) Notice Cards Posted by:

REGISTERED OWNER/PURCHASER [ ]

APPLICANT [ ]

AGENT [X]

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

## 3. Type and Purpose of Proposed Transaction: (Check off appropriate box &amp; provide short explanation)

RURAL RESIDENTIAL[X] AGRICULTURAL[ ] URBAN RESIDENTIAL[ ] COMMERCIAL/INDUSTRIAL[ ]

To create a new lot for rural residential purposesOR

EASEMENT [ ] RIGHT OF WAY [ ] CORRECTION OF TITLE [ ] LEASE [ ] CANCELLATION [ ]

**(a) If proposed parcel has an EASEMENT or RIGHT OF WAY intended to be included, a solicitor is to be contacted ahead of submission to confirm if a separate application for Consent is required.****(b) known, the name of person to whom the land or an interest in the land is to be transferred, charged or leased.**Future owner unknown

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

Local Municipality: Township of Puslinch

Concession GORE

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

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

Lot No. 21

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

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

Civic Address 4059 Sideroad 20 South

(b) When was property acquired: July 2017

Registered Instrument No. WC511992

5. Description of Land intended to be SEVERED:

Metric ☒ Imperial ☐

Frontage/Width 56 ±

AREA 0.84 ha ±

Depth 150 ±

Existing Use(s) Agricultural

Existing Buildings or structures: None

Proposed Uses (s): Rural Residential

Type of access (Check appropriate space)

Existing ☐

Proposed ☒

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

- ☐ Right-of-way
- ☐ Private road
- ☐ Crown access road
- ☐ Water access
- ☐ Other

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

- ☐ Municipally owned and operated piped water system
- ☒ Well ☒ individual ☐ communal
- ☐ Lake
- ☐ Other

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

- ☐ Municipally owned and operated sanitary sewers
- ☒ Septic Tank (specify whether individual or communal): Individual
- ☐ Pit Privy
- ☐ Other (Specify): \_\_\_\_\_



6. Description of Land intended to be RETAINED:

Metric ☒Imperial ☐

Frontage/Width290 ±AREA29.4 ha ±

Depth841 ±Existing Use(s)Agricultural

Existing Buildings or structures: Dwelling & Barn (unoccupied)

Proposed Uses (s): Agricultural – No Change

Type of access (Check appropriate space)

Existing ☒Proposed ☐

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

☐ Right-of-way  
☐ Private road  
☐ Crown access road  
☐ Water access  
☐ Other

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

☐ Municipally owned and operated piped water system  
☒ Well ☒ individual ☐ communal  
☐ Lake  
☐ Other

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

☐ Municipally owned and operated sanitary sewers  
☒ Septic Tank (specify whether individual or communal):  
☐ Pit Privy  
☐ Other (Specify):

7. Is there an agricultural operation, (either a barn, manure storage, abattoir, livestock area or stockyard) within 500 metres of the Subject lands (severed and retained parcels)?

YES ☒NO ☐

\*If yes, see sketch requirements and the application must be accompanied by a MINIMUM DISTANCE SEPARATION FORM.

8. Is there a landfill within 500 metres [1640 feet]?

YES ☐NO ☒

9. a) Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? 

YES ☐NO ☒

10. Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the lands to be retained or to be severed or within 120 metres [394 feet]? 

YES ☒NO ☐

11. Is there any portion of the land to be severed or to be retained located within a floodplain? 

YES ☐NO ☒

12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? 

YES ☐NO ☒

13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? 

YES ☐NO ☒

14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? 

YES ☐NO ☒

15. Is there a noxious industrial use within 500 meteres [1640']? 

YES ☐NO ☒

16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? 

YES ☒NO ☐

Name of Rail Line Company: Active Railway

17. Is there an airport or aircraft landing strip nearby? YES [ ] NO [X]

18. Is there a propane retail outlet, propane filling tank, cardlock/keylock or private propane outlet/container refill centre within 750 metres of the proposed subject lands? YES [ ] NO [X]

19. PREVIOUS USE INFORMATION:

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

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

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

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

c) Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping?) YES [ ] NO [X] UNKNOWN [ ]

d) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time, or railway siding? YES [ ] NO [X] UNKNOWN [ ]

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

20. Is this a resubmission of a previous application? YES [ ] NO [X]

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

21. a) Has any severance activity occurred on the land from the holding which existed as of March 1, 2005 and as registered in the Land Registry/Land Titles Office? YES [ ] NO [X]

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

22. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision or other Consent or approval under the Planning Act or its predecessors? YES [ ] NO [X] UNKNOWN [ ]

23. Under a separate application, is the Owner, applicant, or agent applying for additional consents on this holding simultaneously with this application? YES [ ] NO [X]

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

This application is consistent with the PPS as per Section 2.3.3.3 where it states that new land uses, including the creation of lots shall comply with the minimum distance separation formula.

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

There are areas of Natural Heritage System features located on the property, however they are outside of the severance and not a concern for this application.

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

The subject property is designated as Secondary Agricultural, Core Greenlands and Greenlands in the Official Plan. Section 10.4.4 of the Official Plan that states that lot creation for residential uses is permitted in lands designated as Secondary Agricultural provided the criteria is met.

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

N/A

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

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

27. Is the subject land a proposed surplus farm dwelling?\* YES [ ] NO [X]

\*If yes, an application to sever a surplus farm dwelling must be accompanied by a FARM INFORMATION FORM.

28. What is the zoning of the subject lands? Agricultural, Natural Environment and Environmental Protection Overlay

29. Does the proposal for the subject lands conform to the existing zoning? YES [X] NO [ ]

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

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

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

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

N/A

Questions 31 – 34 must be answered for Applications for severance in the Rural/Agricultural Area -- Otherwise, if this is not applicable to your application, please state "not Applicable"

31. Type of Farm Operation conducted on these subject lands: N/A

Type: Dairy [ ] Beef Cattle [ ] Swine [ ] Poultry [ ] Other [X]  
\_\_\_\_\_

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

<u>Severed</u>	Width _____	Length _____	Area _____	Use _____
<u>Retained</u>	Width <u>12±m</u>	Length <u>16±m</u>	Area <u>192±m²</u>	Use <u>Barn (unoccupied)</u>



April 2, 2025

33750-24

Jeff.Buisman@vanharten.com

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

Attention: Deborah Turchet

Dear Ms. Turchet:

**Re: Severance Application & Sketch  
4059 Sideroad 20 South  
Part of Lot 21, Gore Concession  
PIN 71203-0111  
Township of Puslinch**

**RECEIVED**

**APR 02 2025**

**SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE**

Please find enclosed an application for a severance on the above-mentioned property. Included with this submission are copies of the severance sketch, completed application form, PIN Report and Map, the required deeds, MDS Farm Data Sheets, a cheque to the Hamilton Conservation Authority for \$1,233.96 and a cheque to the Wellington County \$5,370.00.

Please note that the subject property is within both the GRCA and the Hamilton Conservation Authority areas. However, the severed parcel is within the Hamilton Conservation boundary, and we have included a cheque for their review of this application.

**Proposal:**

The proposal is to create a new rural residential parcel along Sideroad 20 South with a frontage of 56±m, depth of 150±m for an area of 0.84±ha. The Severed Parcel was configured to be along the south property line, situated beside the two adjacent rural residential parcels. The parcel was set in this location to be well clear of natural features. The severance is an efficient use of open space and the Zoning requirements are met for this parcel.

The Retained Parcel (#4059 Sideroad 20 South) is a corner lot with a frontage of 290±m along Concession Road 1 and frontage of 468±m along Sideroad 20 South, for an area of 29.4±ha. The existing dwelling and barn will remain with access from Sideroad 20 South. The barn is unoccupied and used for storage. The distance from the barn to the severed parcel is over 500m and therefore, not a concern for MDS.

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

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

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

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

The subject property is zoned Agricultural, Natural Environment and Environmental Protection Overlay. The zoning requirements are met for the Severed and Retained Parcels when reviewing the regulations of the Agricultural zoning. The lot frontage, area and setbacks are easily met for both parcels.

#### **MDS Review:**

We reviewed the Minimum Distance Separation (MDSI) guidelines and evaluated a few barns in the area. The barn on Retained Parcel is relatively old and is currently used for storage -- not being used for livestock. However, this barn is over 500m from the severed parcel and not applicable to the MDS regulations.

The second barn we evaluated is at #3972 Sideroad 20. The MDS form has been signed by the property owner, and using Type B MDS calculation, the required distance is 329m whereas the actual distance is 395±m, therefore MDS is met. We have also determined that there are four rural residential parcels located closer to this barn than the severed parcel and according to MDS Guideline #12, a reduced MDS setback may be permitted as long as it is located no closer to the livestock facility than the furthest of the fourth non-agricultural / residential use. (The fourth closest house is #3989 which is about 370m from the barn at #3972).

We are in the midst of requesting the MDS Form be filled in by the property owner at #4048 Sideroad 20 South. In the meantime, we completed a preliminary MDS calculation using an unoccupied livestock barn with an area of 315m<sup>2</sup>. The required MDS distance, using Type B, is 343m and the actual distance is 410±m. Therefore, we are quite confident that MDS can be met for this barn as well.

#### **Policy Review:**

The subject property is within the Secondary Agricultural, Core Greenlands and Greenlands designation of the County of Wellington Official Plan. The subject property is also within the Greenbelt Official Plan designation of Natural Heritage System. The severance has been configured to be outside of the Core Greenlands and Greenlands designation and is located within the Secondary Agricultural designation. The proposed lot is beside two other rural residential parcels to the south and the severance will not have negative impacts to any natural features on the retained parcel.

The parcel has a designation of Secondary Agricultural in the County of Wellington Official Plan which allows for a severance, provided that the criteria listed in Section 10.4.4 are met. We reviewed this section, and we provide the opinion that the relevant criteria are met including the following:

- Ownership is longer than 5 years.
- No severance since March 2005.
- Safe entrance is available – sight lines have been evaluated.
- Adequate space for new dwelling and septic.
- No impacts on environmentally sensitive lands, woodlot or floodplain. The impact on the ANSI is negligible.
- Zoning requirements are met.
- MDS requirements are met.





In summary this severance is practical and follows the relevant criteria for a severance.

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

Very truly yours,  
Van Harten Surveying Inc.



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

cc Kuruvilla Jacob via email: 

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

DRY	SEMI-SOLID	LIQUID
Open Pile [ ]	Open Pile [ ]	Covered Tank [ ]
Covered Pile [ ]	Storage with Buck Walls [ ]	Aboveground Uncovered Tank [ ]
		Belowground Uncovered Tank [ ]
		Open Earth-sided Pit [ ]

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

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

35. **Source Water Protection Plan**

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

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

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

YES [ ] NO [X]

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

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

Please see covering letter for more details.

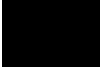
**NOTES:**

- 1. One original completed application and two original sketches must be filed with the County of Wellington Planning and Land Division office. Please provide sketch no larger than 11" x 17".
- 2. The location of the lands (severed & retained) which are the subject of the application must also be shown on the Surveyor's sketch or on an attached "Key Map" and included with the application.
- 3. Since the filing fee for applications for consent change from time to time, please contact the Planning and Land Division office for current fee information. This fee may be paid in cash or by cheque payable to the County of Wellington.
- 4. Additional information about the process, about any particular application or obtaining application forms may be obtained by attending at the County of Wellington Administration Centre, 74 Woolwich Street, Guelph Ontario N1H 3T9, by telephone at 519-837-2600, ext. 2170; or by facsimile (fax) at 519-837-3875.

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

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

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

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



I, (we), Kuruvilla Jacob  
Jacob Kuruvilla and Miriam Kuruvilla the Registered Owners/Purchasers of

Part of Lot 21, Concession Gore, as in ROS176966 Of the Township of Puslinch in the

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

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

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

X  X 

**Signature(s) of Registered Owner(s)/Purchasers or Corporation's Officer**

**APPLICANT'S DECLARATION**

This must be completed by the Applicant for the proposed consent

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

City of Guelph In the County/Region of

Wellington Solemnly declare that all

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

Part of Lot 21, Concession Gore, as in ROS176966 Of the Township of Puslinch

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

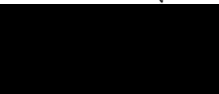
DECLARED before me at the

City Of

Guelph In the

County/Region of Wellington

This 2 day of April 2025



Commissioner of Oaths

James Michael Laws,  
a Commissioner, etc.,  
Province of Ontario,  
for Van Harten Surveying Inc.  
Expires May 21, 2027.

County of Wellington

LAND DIVISION FORM – SEVERANCE

(Owner/Purchaser or Applicant)



(Owner/Purchaser or Applicant)

Printed Commissioner's, etc. Name



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

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

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

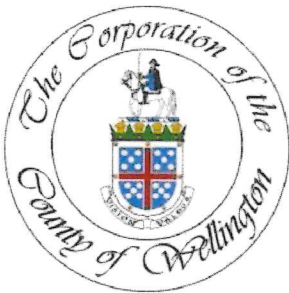
Date

*April 2, 2025*

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

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

Phone (519) 837-2600 Ext. 2170



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

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

Owner(s) of Livestock Facility Ginger + Les Dorgo

Contact Information [Redacted]

Email [Redacted] Phone [Redacted]

Civic Address 3972 Sidbrook RD Municipality [Redacted]

Lot [Redacted] Concession [Redacted] Division [Redacted]

Lot Size (where livestock facility is located) 12.8 hectares 12.8 ha [Redacted] acres

Signature of Livestock Facility Owner [Redacted] Date Dec 18, 2024

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

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

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

Animal Type of Material	Description	Housing Capacity (maximum)	Manure Storage Type (select from list)
Swine	Sows with litter, dry sows or boars		
	Breeder gilts (entire barn designed specifically for this purpose)		
	Weaners (7 – 27 kg)	} <del>400</del> 200 Total	V3
	Feeders (27 – 136 kg)		
Sheep	Ewes & rams (for meat lambs; includes unweaned offspring & replacements)		
	Ewes & rams (dairy operation; includes unweaned offspring & replacements)		
	Lambs (dairy or feeder lambs)	30	V3
Goats	Does & bucks (for meat kids; includes unweaned offspring and replacements)	} 30 Total	V3
	Does & bucks (for dairy; includes unweaned offspring & replacements)		
	Kids (dairy or feeder kids)		
Chickens	✓ Layer hens (for eating eggs; after transfer from pullet barn)	30	V3
	✓ Layer pullets (day-olds until transferred into layer barn)		
	✓ Broiler breeder growers (males/females transferred out to layer barn)	300	V3
	Broiler breeder layers (males/females transferred in from grower barn)		
	Broilers on any length of cycle		
Turkeys	Turkey poults (day-old until transferred to grow out turkey barn)		
	Turkey breeder layers (males/females transferred in from grower barn)		
	Breeder toms		
	Broilers (day-olds to 6.2 kg)		
	Hens (day-olds up to 6.2 to 10.8 kg; 7.5 kg is typical)		
	Toms (day-olds to over 10.8 to 20 kg; 14.5 kg is typical)		
	Turkeys at any other weights, or if unknown (by floor area)		
Veal	Milk-fed		
	Grain-fed		
Other	Please refer to Factor Table 1 of The Minimum Distance Separation (MDS) Document for complete list of animal types		
Imported manure	Use the volume of the manure storages		
Unoccupied livestock barns	A livestock barn that does not currently house any livestock, but that housed livestock in the past and continues to be structurally sound and reasonably capable of housing livestock.*		

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

QUESTIONS?

PLEASE CONTACT

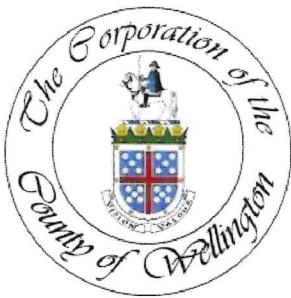
County of Wellington  
Planning and Development Department  
74 Woolwich Street, Guelph  
ON N1H 3T9  
F 519.923.1694

Linda Redmond, Senior Planner

E lindar@wellington.ca  
T 519.837.2600 x2380  
1.800.663.0750 x2380

Sarah Wilhelm, Senior Planner

E sarahw@wellington.ca  
T 519.837.2600 x2130  
1.800.663.0750 x2130



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

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

Owner(s) of Livestock Facility Kurunilla Jacob

**Contact Information** [Redacted] Telephone [Redacted]

Email [Redacted]

Civic Address 4059 Sideroad 20S. Municipality PUSlinch

Lot 21 Concession Gore Division \_\_\_\_\_

Lot Size (where livestock facility is located) 29.4ha hectares \_\_\_\_\_ acres

Signature of Livestock Facility Owner [Redacted] Date 24-March-2025

**BARN(S) SIZE** Please provide the size of the barns located on the property. This information is used to verify maximum livestock capacity. 192m<sup>2</sup> - Approx. ft<sup>2</sup>/m<sup>2</sup> \_\_\_\_\_ ft<sup>2</sup>/m<sup>2</sup>

- Manure Storage Types**    Solid manure: 18% dry matter, or more    Liquid manure: <18% dry matter
- |    |   |    |  |
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	Feeders (27 – 136 kg)		
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	Ewes & rams (dairy operation; includes unweaned offspring & replacements)		
	Lambs (dairy or feeder lambs)		
Goats	Does & bucks (for meat kids; includes unweaned offspring and replacements)		
	Does & bucks (for dairy; includes unweaned offspring & replacements)		
	Kids (dairy or feeder kids)		
Chickens	Layer hens (for eating eggs; after transfer from pulletbarn)		
	Layer pullets (day-olds until transferred into layer barn)		
	Broiler breeder growers (males/females transferred out to layerbarn)		
	Broiler breeder layers (males/females transferred in from grower barn)		
	Broilers on any length of cycle		
Turkeys	Turkey poults (day-old until transferred to grow out turkeybarn)		
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Veal	Milk-fed		
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Other	Please refer to Factor Table 1 of The Minimum Distance Separation (MDS) Document for complete list of animal types		
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\*NOTE: This should only be used where obtaining information from the farm operator(s) and/or owner(s) was not possible (see Implementation Guideline 20 for more information).

QUESTIONS?

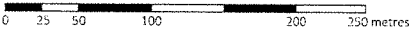
PLEASE CONTACT

County of Wellington  
Planning and Development Department  
74 Woolwich Street, Guelph  
ON N1H 3T9  
F 519.923.1694

Linda Redmond, Senior Planner  
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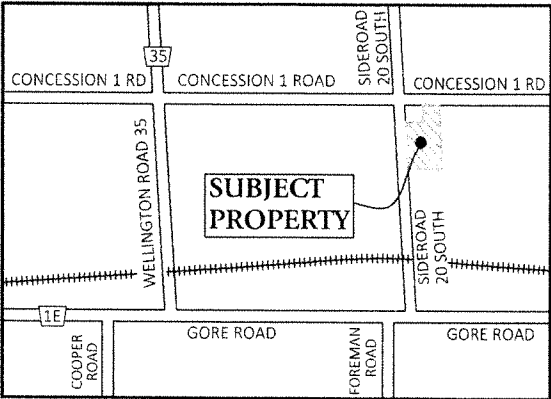
Sarah Wilhelm, Senior Planner  
E sarahw@wellington.ca  
T 519.837.2600 x2130  
1.800.663.0750 x2130

SEVERANCE SKETCH  
PART OF LOT 21, GORE  
CONCESSION  
TOWNSHIP OF PUSLINCH  
COUNTY OF WELLINGTON  
SCALE 1 : 4000



VAN HARTEN SURVEYING INC.

KEYMAP:



SURVEYOR'S CERTIFICATE:  
THIS SKETCH WAS PREP  
ON THE 2nd DAY OF APRIL

JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR



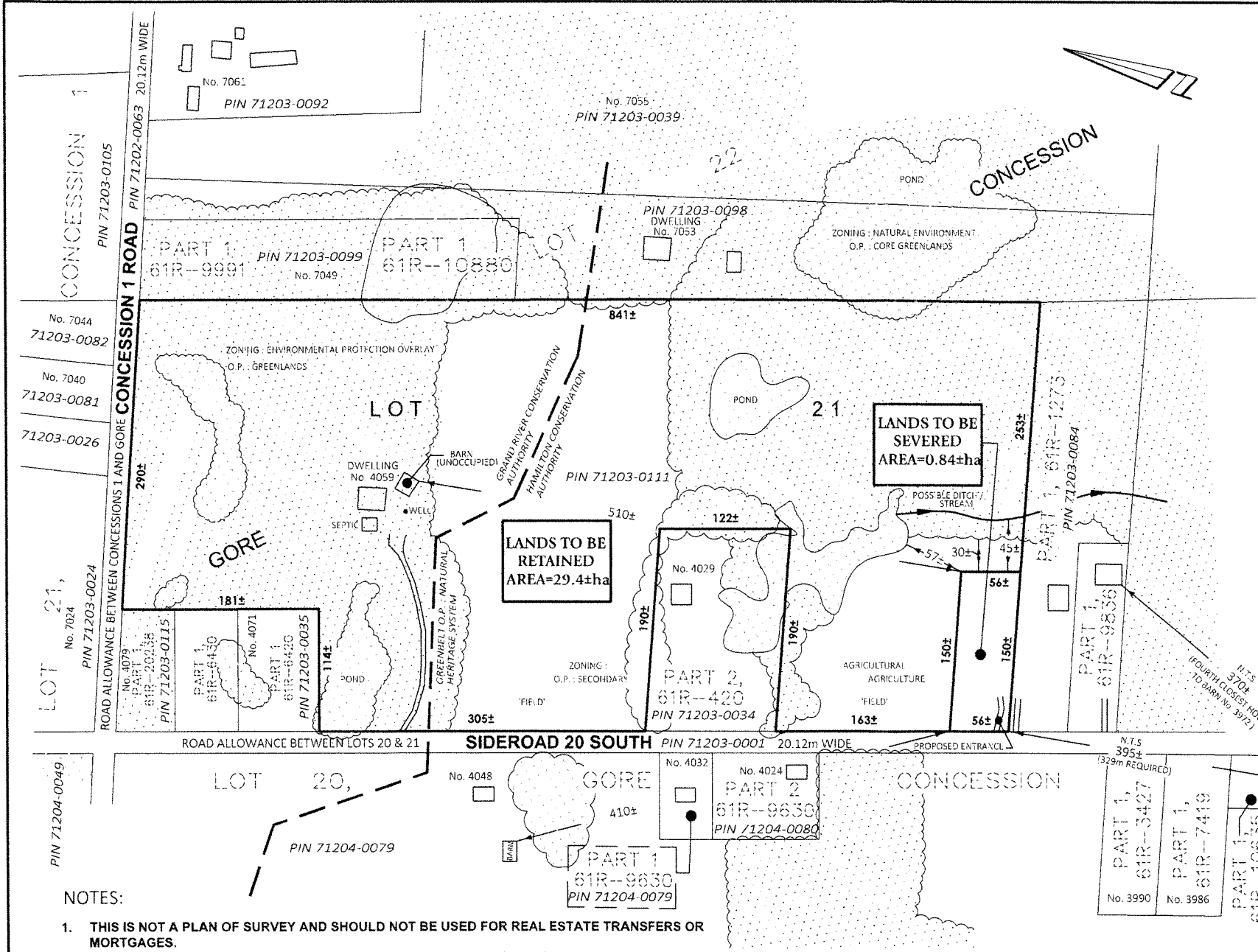
Kitchener/Waterloo Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: SJ CHECKED BY: JB PROJECT No. 33750-24

Apr 2, 2025-12:56:16 PM  
G:\PUSLINCH\ConGore\ACAD\SEV LOT 21 (33/50-24 Jacob) UTM 2010.dwg

© 2025 THIS SKETCH IS PROTECTED BY COPYRIGHT



NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL, ENVIRONMENTAL PROTECTION OVERLAY AND NATURAL ENVIRONMENT.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF SECONDARY AGRICULTURAL, GREENLANDS AND CORE GREENLANDS.
4. SUBJECT LANDS HAVE A GREENBELT DESIGNATION OF NATURAL HERLTAGE SYSTEM.
5. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
6. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
7. N.T.S. DENOTES NOT TO SCALE.

CONSERVATION AUTHORITY BORDER  
AND GREENBELT O.P. BORDER

O.P. : GREENLANDS  
ZONING: ENVIRONMENTAL  
PROTECTION OVERLAY

O.P. : CORE GREENLANDS  
ZONING: NATURAL ENVIRONMENT

B11-25

**From:** [Andrew Hartholt](#)  
**Sent on:** April 17, 2025 3:31:51 PM  
**To:** [Lynne Banks](#)  
**Subject:** RE: Consent application B11-25 - Kuruvilla

Lynne,

Given the size of the lot, the building department has no concerns. Please add the standard condition for the pre-development plan.



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

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

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** April 17, 2025 1:28 PM  
**To:** Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>; Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Jamie MacNeil <[jmacneil@puslinch.ca](mailto:jmacneil@puslinch.ca)>; Mike Fowler <[mfowler@puslinch.ca](mailto:mfowler@puslinch.ca)>  
**Subject:** Consent application B11-25 - Kuruvilla

Hi Everyone –

I thought I sent this out, but just in case, attached is a consent application and supporting documents for your review and comment. Please provide comments by April 30<sup>th</sup>.

Thanks –

Lynne



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

**From:** [Jacob Normore](#)  
**Sent on:** April 17, 2025 1:36:18 PM  
**To:** [Lynne Banks](#); [Andrew Hartholt](#); [Jamie MacNeil](#); [Mike Fowler](#)  
**Subject:** RE: Consent application B11-25 - Kuruvilla

Hi Lynne,

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

Sincerely,



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

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

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** April 17, 2025 1:28 PM  
**To:** Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>; Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Jamie MacNeil <[jmacneil@puslinch.ca](mailto:jmacneil@puslinch.ca)>; Mike Fowler <[mfowler@puslinch.ca](mailto:mfowler@puslinch.ca)>  
**Subject:** Consent application B11-25 - Kuruvilla

Hi Everyone –

I thought I sent this out, but just in case, attached is a consent application and supporting documents for your review and comment. Please provide comments by April 30<sup>th</sup>.

Thanks –

Lynne




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



**From:** [Jamie MacNeil](#)  
**Sent on:** April 18, 2025 12:48:59 PM  
**To:** [Lynne Banks](#)  
**Subject:** Re: Consent application B11-25 - Kuruvilla

No issues from fire

 Jamie MacNeil  
Fire Chief  
Alt : CEMC  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 Ext 301 [www.puslinch.ca](http://www.puslinch.ca)



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

**\*\* Attention: There is zero tolerance for the harassment of Township staff. Any form of harassment of staff will not be tolerated. Harassment of staff will result in service being terminated immediately.**

---

**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** Thursday, April 17, 2025 1:28 PM  
**To:** Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>; Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Jamie MacNeil <[jmacneil@puslinch.ca](mailto:jmacneil@puslinch.ca)>; Mike Fowler <[mfowler@puslinch.ca](mailto:mfowler@puslinch.ca)>  
**Subject:** Consent application B11-25 - Kuruvilla

Hi Everyone –

I thought I sent this out, but just in case, attached is a consent application and supporting documents for your review and comment. Please provide comments by April 30<sup>th</sup>.

Thanks –

Lynne  
[Lynne Banks](#)  
Development and Legislative Coordinator



Township of Puslinch

7404 Wellington Rd 34, Puslinch ON N0B 2J0

519-763-1226 ext. 226 Fax 519-736-5846 [www.puslinch.ca](http://www.puslinch.ca)

TOWNSHIP OF  
**PUSLINCH**  
est. 1880

**From:** [Jeff Buisman](#)  
**Sent on:** April 17, 2025 11:35:34 AM  
**To:** [Lynne Banks](#)  
**CC:** [Meagan Ferris](#); [Thomas Freeman](#); [Mehul Safiwala](#); [Hailey Keast](#)  
**Subject:** RE: Consent Application B11-25 - Kuruvilla  
**Attachments:** SEV LOT 21 (33750-24 Jacob) UTM 2010.pdf (883.48 KB)

This sender is trusted.

Lynne, good questions. Thanks for letting us comment early in the process.

The tree line at the back is obvious. We are proposing to set the rear limit 30m in front of the tree line when we survey it. I should have probably added the note "rear limit to be set 30m from tree drip line". So the suggested distance of 150m deep for the severance is based on air photos and considered to be approximate. We generally find that we are within 5m accuracy. Whether it is 145m deep or 150m deep is not very relevant.

As for the depth, the client would like a deeper lot, but more importantly, we feel that it blends in better with the lots in the area. As shown on the sketch, No. 3989 is a bit deeper (about 180m) and No. 4029 is 190m deep. So it matches the configuration of lots in the area better.

**Jeff Buisman, OLS**



2106 Gordon Street; Guelph, ON; N1L 1G6

**Office:** 519-821-2763 X 225

[jeff.buisman@vanharten.com](mailto:jeff.buisman@vanharten.com)

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

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**From:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>  
**Sent:** Thursday, April 17, 2025 11:11 AM  
**To:** Jeff Buisman <[Jeff.Buisman@vanharten.com](mailto:Jeff.Buisman@vanharten.com)>  
**Cc:** Meagan Ferris <[meaganf@wellington.ca](mailto:meaganf@wellington.ca)>; Thomas Freeman <[thomasf@wellington.ca](mailto:thomasf@wellington.ca)>; Mehul Safiwala <[msafiwala@puslinch.ca](mailto:msafiwala@puslinch.ca)>; Hailey Keast <[Hailey.Keast@vanharten.com](mailto:Hailey.Keast@vanharten.com)>  
**Subject:** Consent Application B11-25 - Kuruvilla

Hi Jeff –

We were doing a review of the above consent application and the question came up with respect to the size you are proposing for the severed parcel. In the past the Committee has questioned larger sized proposed severed lot and I would expect the question will come up. Also, can you confirm what the exact setback is for the severed lot from the NE zone? The sketch is showing +/-30m.

Thanks –

Lynne



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

## **COMMITTEE MEMO PDAC 2025-001**

---

TO: Committee of Adjustment Members

FROM: Amanda Knight and Chris Pickard  
Members, Committee of Adjustment

MEETING DATE: May 13, 2025

SUBJECT: Minor Variance Questionnaire

---

### **RECOMMENDATIONS**

**That Committee Memo PDAC 2025-001 Minor Variance Questionnaire be received for information; and,**

**That the Planning and Development Advisory Committee recommend that Council direct staff to include the following projects to be completed as part of the 2025/2026 Corporate Work Plan:**

- 1. Review and update of the Minor Variance Application Form in accordance with the recommendations outlined in the report;**
- 2. Review and update of the Minor Variance Application Process Guide in accordance with the recommendations outlined in the report;**
- 3. Review and update of the Building and Renovation Page in accordance with the recommendations outlined in the report.**

### **Purpose**

The purpose of this memo is to provide the Committee with feedback received regarding a questionnaire that was sent to applicants of previous Minor Variance applications for the purpose of improving processes and procedures related to the applications.

### **Background**

On June 13, 2023 the Committee of Adjustment passed the following resolution,

*Sub-committee to draft a questionnaire for circulation to agents and/or property owners to be reviewed by staff and the Committee. Staff to provide a report regarding feedback received in December of each year.*

51 questionnaires were sent out, encompassing a two year period of Minor Variance applications with 9 responses received by end of December, 2024.

The intent was that the sub-Committee and staff would analyze and summarize the results of this questionnaire and present those results to the Committee of Adjustment at the beginning of each calendar year, or at such other time as the Committee requests. For various reasons, this first such effort by the Committee was delayed. The recommendations are to address how the process could potentially be approved, based solely on the feedback and its reasonableness. The Committee will then make any appropriate recommendations to Council, and where Council approves the recommendations, the Committee and staff can implement the appropriate measures.

### Objective

In an effort to ensure that the Township is conducting an effective and efficient Minor Variance application process, the Committee of Adjustment sub-committee members recommended that a questionnaire be created to obtain feedback from the public on their Minor Variance application experience.

The Committee was also interested in gathering more information about the Minor Variance initiation process and the main catalysts for applications. The Committee self-identified the following categories:

1. Complaint/enforcement related applications
2. Proactive applications

### Targeted Audience

The core audience that was suggested were agents and/or property owners who have been involved, in some capacity, in the Minor Variance application process, with the purpose of identifying participants with whom staff had been in most frequent contact with and would have the most first-hand experience. It was suggested that those who inquired about and/or started the process but did not see it through to completion be included within this audience, however, unless a minor variance application is submitted, this would be difficult to track.

A secondary suggested audience was contractors and/or tradespersons involved in the planning, engineering and/or construction of the related project. Their insight into the Minor Variance Application process would be valuable to evaluate the reasonableness and practicality of requested supporting documentation. It should be noted that some of the agents acting for the homeowner were contractors or tradespersons and were included in the questionnaire circulation.

The questionnaire is attached to this memo as Attachment "A". A summary of the responses is attached to this memo as Attachment "B"

### Analysis of Responses

#### *Need for Minor Variance*

Four of the nine (4/9) responses indicated that the need for a minor variance was 'reactive'; that is, the applicant or the applicant's agent did not identify the need for a minor variance themselves, but that Township staff identified the need. There is a small contradiction to the results of the third question, where respondents indicated that six of the nine (6/9) respondents relied on Township staff to identify the need for a Minor Variance. Regardless, the conclusion that can be drawn is that staff are diligently identifying needs for Minor Variances but that applicants may not fully understand that a Building Permit or other similar approval may require a Minor Variance. There is insufficient response information to the second question to offer a recommendation as to why applicants require retroactive relief.

One respondent was unaware that the Zoning By-law would apply in this matter and complained regarding the level of fees involved for a matter they considered very minor; similarly, they were not aware of the natural environment characterization of their site. It may be useful to more intentionally remind Township residents that the Zoning By-law applies to their properties, and includes matters such as how close sheds, propane tanks, swimming pool equipment, etc. can be to property lines.

Recommendation: The sub-Committee recommends that:

1. the Building Department add more information to their parts of the Township website to encourage applicants to review the Zoning By-law and self-determine their project's compliance or non-compliance with the Zoning By-law prior to submitting an application, or to call for advice. Links to the interactive zoning map on the County website may be helpful
2. the Township more intentionally advertise the applicability of the Zoning By-law to residents, to contractors, and to real estate agents.

#### *Ease of Application*

Four respondents found it easy to submit, four found it difficult to submit and one was neutral. In general, it seems that the professional planners found the process easy and individual property owners found the process more difficult. There was one comment that complimented the Township on the quality of communications during the process, and the sub-Committee recommends that this support continue.

In reviewing the responses, there may have been misunderstandings in the ratings for 'ease of submission'. The rating number does not always correspond to the text comments. For the purposes of this memorandum the numeric ratings are taken into account, but the next survey may want to assess the rating mechanism to support clearer responses.

The survey contemplated the use of both paper and CloudPermit submissions, and as the Township has standardized on CloudPermit as the submission process, there are no comments or suggestions to make in this regard. We make comments below regarding format and simplicity of the application.

Seven of the nine (7/9) respondents found the deadlines easy to understand, while two of the nine (2/9) did not. As the vast majority of respondents were satisfied, there are no recommendations to make in regard to changing that information.

Six of nine (6/9) respondents felt that more information from the Township would be helpful, and most respondents use the Township website to get that information.

Respondents included comments on the costs and the requirement for a Commissioner of Oaths. The requirement for the application to be witnessed by a Commissioner of Oaths is a legislative requirement and the sub-Committee has no comment on either that requirement or the level of fees.

Two respondents suggested having a 'minor' minor variance process for the simplest requests, and one of the respondents suggested this could be at a reduced (or no) fee. The sub-Committee suggests that having a separate process is not viable, but that a revised form could offer a solution to the simplest requests.

**Recommendation:** The sub-Committee recommends three areas for potential improvement, based on responses from respondents:

1. Consider reformatting the Minor Variance application form so that only the most basic and necessary information is requested for simple applications. For example, consider making the MDS information a secondary form or appendix, with a statement in the main form as to whether or not it applies. This may make it simpler for the non-professional applicant to understand and complete the form, and reduce the time demands on Township staff.
2. Township staff should continue to refine the 'Minor Variance Guide' that staff have already produced, and which was most recently updated in January 2025; it is on the Township's Planning and Development pages. Consider adding a checklist to the Guide, such as a list of required documents...surveys, drawings, fees so that applicants have advance knowledge (to the extent possible) of the documentation needed; the sub-



Committee acknowledges that some document requirements may only be determined after Township staff review the initial application. Alternatively, add the checklist to the application. Consider removing the imperial measurements component from the application and standardizing on metric to be consistent with the Zoning By-law.

The availability of Township staff for consultation, guidance and support in preparing the Minor Variance applications be emphasized in the Township publications.

**Financial Implications**

None

**Attachments**

Attachment "A" – Questionnaire sent to Applicants/Agents

Attachment "B" – Summary of Questionnaire Responses

**Attachment "A"**

Proposed Questionnaire

1. In the last 2 years you were involved in a minor variance application to the Township of Puslinch. Was this due to:
  - a. Proactive planning such as knowing your initiative needed such planning approvals before you started construction.
  - b. A Zoning By-law non-conformance was observed after the fact, and you needed to ask for retroactive relief?
2. If the answer to Question 1.b. was yes, why did this non-conformance occur?
  - a. Because you did not know the Zoning By-law applied to the matter?
  - b. Because you relied on your contractor to know the Zoning By-law applied to your situation and you relied on them to follow the law?
  - c. Because the non-conformance existed when you bought the property and you did not know at the time that there was a non-conformance?
  - d. Other (please explain)
3. How was the need for a minor variance identified?
  - a. During the project planning process, such as by your designer or builder?
  - b. During the Building Department's review of the plans for a building permit?
  - c. During an inspection of your property for other reasons, such as during construction?
4. How easy was it to submit the minor variance application? Explain your answer.  
*(insert sliding scale, 1 – 10: extremely difficult to extremely easy)*
5. Timelines: Did you understand the process and the timelines involved? Please briefly explain your answer.
6. If you were also involved in a severance application that required a subsequent minor variance, did you understand the multistep process required for that to happen?
7. Do you think the Township should provide more communication regarding the Zoning By-law and when a Minor Variance is required?  
*(insert sliding scale, 1 – 10: extremely difficult to extremely easy)*
8. How do you typically search for Township information/what do you think is the most effective?

- a. Social media (facebook, Instagram, twitter)
  - b. Website
  - c. Newspaper
9. Are there any additional resources that would have assisted you through the process, such as:
- a. Minor Variance Checklist
  - b. Minor Variance Guide
  - c. Other: please offer your suggestions

## Attachment "B"

### Summary of Questionnaire Responses

#### Minor Variance questionnaire results

In the last two years you were involved in a minor variance application with the Township of Puslinch. Was this due to:

- Proactive application (e.g. Variance requirement identified prior to building permit submission) - 5
- Reactive application (e.g. Variance requirement identified through Planning Act Application or Building Permit Application review) - 4

How was the need of the minor variance identified?

- By the agent or planner prior to application submission - 3
- By Township staff during application review - 6
- By Township staff during a site/building inspection

How was your application submitted?

- Form on Township Website - 2
- Paper Form - 1
- CloudPermit - 6

Note: As of March 2024 all Minor Variance Applications were required to submit applications through CloudPermit

On a scale of 1-10, how easy was it to submit the minor variance application? (1 being extremely easy and 10 being extremely difficult). 4 easy, 4 difficult, 1 middle

What aspects of the application process made it easier or more difficult?

If more detailed information was requested by Township, application could have been expedited

Ensuring data was correct. Some issues regarding knowledge of process

Too many questions in application for a simple structure replacement, questions were unrelated and fee was too high

Had to attend at office to swear affidavit

Great communication during process

Provide as much info as possible

## Question & answer information table

Communication was easy, overall process was easy

Easy to understand and follow

Were the submission deadlines easy to understand? Yes - 7 no - 2

Do you think additional information would be beneficial from the Township regarding the Minor Variance process?

- Yes - 6
- No - 3

How do you typically search for Township information?

- Social media (Facebook, Instagram, X)
- Township Website 8
- Print Newspaper 1
- Digital Newspaper
- Township Newsletter (Sent bi-annually with property tax bill)

What do you think is the most effective form of communication?

- Social media (Facebook, Instagram, X)
- Township Website - 8
- Print Newspaper
- Digital Newspaper
- Township Newsletter (Sent bi-annually with property tax bill) - 1

Are there any additional resources that would have assisted you through the process, such as:

- Minor Variance Checklist - 4
- Minor Variance Guide - 5

Other – Minor variance category for small changes to avoid high cost and bureaucracy

Were the submission deadlines easy to understand

Yes – 8

No - 1



## **REPORT PDAC-2025-003**

---

TO: Planning and Development Advisory Committee

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 PDAC-2025-003 entitled Finance and Budget Training be received for information.

### Purpose

The purpose of this report is to provide the Planning and Development Advisory Committee ("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](http://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

## Schedule A to Report PDAC-2025-003

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

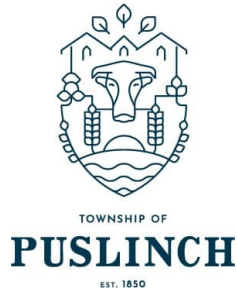
Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)

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

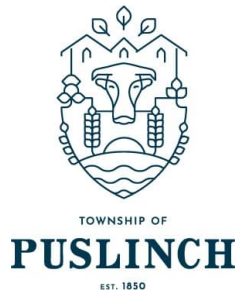
If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in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

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**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