



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 10, 2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

Register in advance:

[https://us02web.zoom.us/webinar/register/WN\\_ehL3P2fxTA-1zQWcCZt19Q](https://us02web.zoom.us/webinar/register/WN_ehL3P2fxTA-1zQWcCZt19Q)

Passcode:687426

Join via audio:

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 613 209 3054 Canada

Webinar ID: 835 1956 5957

Passcode: 687426

International numbers available: <https://us02web.zoom.us/j/83519565957>

## **AGENDA**

**DATE:** March 10, 2026

**MEETING:** 7:00 PM

≠ Denotes resolution prepared

1. **Call the Meeting to Order (Opening Remarks)**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of Agenda ≠**
5. **Disclosure of Conflict of Interest**
6. **Consent Agenda ≠**
  - 6.1 **January 13, 2026 Committee of Adjustment Committee Meeting Minutes**
  - 6.2 **Acknowledgement of 2026 OACA Conference Package Information**
7. **Application for Minor Variance or Permission** under section 45 of the Planning Act to be heard by the Committee this date:



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 10, 2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

**7.1 D13-WAN– Wang, Min - 7405 Wellington Rd 34, Township of Puslinch**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 4.2(a)(i) to permit an attached additional residential unit that is 49% (121.46m<sup>2</sup>) of the total floor area of the principal dwelling unit instead of 45% (111.56m<sup>2</sup>) as required in the Zoning By-law

**RECOMMENDATION**

***That Report D13-2026-005 entitled Minor Variance Application D13-WAN be received for information; and***

***Whereas the Owner is requesting relief to permit the establishment of an additional residential unit within the existing single detached dwelling on the subject lands; and***

***Whereas the variance requested would provide relief from Section 4.2(a) (General Provisions for Additional Residential Units) of the Township of Puslinch Comprehensive Zoning By-law 2018-023 (Zoning By-law), to permit an additional residential unit that exceeds the maximum 45 percent of the total floor area of the principal dwelling unit, up to a maximum of 130 m<sup>2</sup>; and***

***Whereas the total floor area of the principal dwelling unit is 248 m<sup>2</sup>, and the total floor area of the additional dwelling unit is 121.5 m<sup>2</sup> which equates to 49% of the total floor area; and***

***Whereas the subject lands are zoned Future Development 2 (FD2) per the Zoning By-law, and additional residential units are permitted within this zone, the dwelling is existing and no exterior building additions are proposed; and***

***Whereas the finished floor elevation of the additional residential unit is above the Regulatory Floodplain Elevation (RFE) of 315.18 m and are not within hazardous lands as identified and regulated by the Grand River Conservation Authority; and***

***Whereas the proposed development maintains the residential character of the property and surrounding area; and***

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 10, 2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

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

**7.2 D13-WIT- Witney, Matthew – 2 Hemlock Cres, Township of Puslinch**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 14.0, Site Specific 86 to permit a maximum lot coverage of 38%, instead of 35% as required in the Zoning By-law.

**RECOMMENDATION**

***That Report D13-2026-006 entitled Minor Variance Application D13-WIT be received for information; and***

***Whereas the Applicant is proposing to construct a deck, above 0.6 metres in height which will connect the two existing decks accessory to the single detached dwelling on the subject lands; and***

***Whereas the variance requested would provide relief from Section 14, Table 14.1, Site Specific Special Provisions No. 86 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow an increased lot coverage of 38% instead of 35%; and***

***Whereas the proposed deck is accessory in nature, represents a minor addition to the existing built form, and is not anticipated to negatively impact adjacent properties or the surrounding residential character of the Mini Lakes community; and***

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

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

**8. New Business**

**8.1 None**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 10, 2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON RD 34, PUSLINCH

**9. Staff Report**  
**9.1 None**

**10. Adjournment of Committee of Adjustment ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13, 2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

**MINUTES**

**DATE:** January 13, 2026

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

The October 14, 2025 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Councilor John Sepulis, Chair  
Kim McCarthy  
Chris Pickard  
Kiro Attia

**ABSENT:**

Paul Sadhra

**STAFF IN ATTENDANCE:**

Monika Farncombe, Planning & Corporate Services Coordinator  
Justine Brotherston, Director of Corporate Services & Municipal Clerk

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2026-001:**

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

**That the Committee approves the January 13, 2026 Agenda and addendum as circulated; and**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13 ,2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

That the Committee approves the addition to the agenda as follows:

- **Consent Item 6.2 Question received from the Committee seeking additional information and the corresponding responses provided by Staff regarding the January 13, 2026 Committee of Adjustment agenda.**

**CARRIED.**

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

None

**6. CONSENT AGENDA**

**6.1 Approval of the Minutes**

6.1. October 14, 2025 Committee of Adjustment Meeting Minutes.

**6.2 Committee Questions and Corresponding responses from staff**

**Resolution No. 2026-002:**

Moved by Committee Member Kiro Attia and  
Seconded by Committee Member Kim McCarthy

**That the Consent Agenda Items listed for the January 13, 2026 Committee meeting be received for information.**

**CARRIED.**

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

**7.1 Minor Variance Application D13-MAS – Mast, Deborah & Richard – 4225 Sideroad 25 S, Township of Puslinch**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 11.4, Table 11.3 to allow a reduced lot frontage of 20 meters for a Reduced Agricultural Lot, instead of 25 meters as required.

**Resolution No. 2026-003:**

Moved by Committee Member Kiro Attia and  
Seconded by Committee Member Kim McCarthy



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13 ,2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

**That Report D13-2026-002 entitled Minor Variance Application D13-MAS be received for information; and**

**Whereas the Applicant is proposing to permit a reduced lot frontage for the retained parcel as a result of an approved severance (B30-25); and**

**Whereas this application is required as a condition of consent application B30-25 that was approved in October 2025 at the County of Wellington (Land Division Committee) Meeting; the consent application would sever 0.78 hectares of land with an existing dwelling; resulting in a frontage of the retained vacant parcel being 20 metres and a lot area of 2.45 hectares; and**

**Whereas the variance requested would provide relief from Section 11.4 (Reduced Agricultural lot requirements) of the Township of Puslinch Zoning By-law 2018-023 (Zoning By-law), to permit a minimum lot frontage of 20.0 metres whereas 25.0 metres is required under table 11.3 of Zoning By-law; and**

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

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

**CARRIED.**

**7.2 Minor Variance Application D13-SYE- Syed, Nasar- 6551 Ellis Rd, Township of Puslinch**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13 ,2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.10(a) to permit a building height of 14.4 metres for a single family dwelling whereas a maximum height of 10 metres is required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.10 To permit a non-habitable rooftop structure with a total height of 16.34 metres, whereas 16.0 metres is permitted.

**Resolution No. 2026-004:**

Moved by Committee Member Chris Pickard and  
Seconded by Committee Member Kiro Attia

**That Report D13-2026-001 entitled Minor Variance Application D13-SYE be received for information; and**

**Whereas the Owner is proposing a development which includes a building exceeding the maximum permitted height for a building and a non-habitable rooftop structure; and**

**Whereas variances requested would provide relief from Section 4.10 (Height Restrictions) of the Township of Puslinch Comprehensive Zoning By-law 2018-023 (Zoning By-law), to permit a building height of 14.1 metres where a maximum of 10.0 metres is permitted and to permit a non-habitable rooftop structure (mechanical penthouse) resulting in total height of 16.34 metres where a maximum of 16 metres is permitted.**

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13 ,2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

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

**CARRIED.**

**7.3 Minor Variance Application D13-HEJ – He, Jing Wen – 7123 Smith Rd, Township of Puslinch**

Requesting relief of New Comprehensive Zoning By-law # 23- 2018, as amended, from Section 4.4.2, Table 4.1 to permit a maximum lot coverage for accessory buildings and structures of 287.5m<sup>2</sup> instead of 200 m<sup>2</sup> as required.

**Resolution No. 2026-005:**

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

**That Report D13-2026-003 entitled Minor Variance Application D13-HEJ be received for information; and**

**Whereas, the Applicant is proposing to increase accessory building coverage to accommodate a proposed storage shed and covered area accessory to the existing dwelling; and**

**Whereas the variance requested would provide relief from Section 4.4 (Accessory Uses, Building and Structures) Table 4.1 of the Township of Puslinch Comprehensive Zoning By-law 2018-023, as amended, to permit a total accessory building lot coverage of approximately 288 square metres, whereas a maximum of 200 square metres is permitted; and**

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13 ,2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

**Therefore, that planning staff recommends approval of the application with the following conditions:**

- 1. That the owner demonstrate zoning compliance for the property to the satisfaction of the Township.**

**CARRIED.**

**7.4 Minor Variance Application D13-PHI– Philp, David – 6 Pavillion PVT, Township of Puslinch**

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 14.0 Site-Specific Special Provisions, Table 14.1 Site Specific Special Provisions, No. 86 to permit a total lot coverage of 43% instead of the maximum 35% as required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 14.0 Site-Specific Special Provisions, Table 14.1 Site Specific Special Provisions, No. 86 to allow for a front yard setback of 2.1 metres instead of the 3 metres as required.

**Resolution No. 2026-006:**

Moved by Committee Member Chirs Pickard and  
Seconded by Committee Member Kiro Attia

**That Report D13-2026-004 entitled Minor Variance Application D13-PHI be received for information; and**

**Whereas the Applicant is proposing to construct new awnings which would be connected to the existing roof structure on the principal dwelling; and**

**Whereas, the variance requested would provide relief from Section 14, Table 14.1, Site-Specific Special Provisions No. 86 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a reduced**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 13 ,2026 COMMITTEE OF ADJUSTMENT MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON  
AT 7404 WELLINGTON RD. 34

**front yard setback of 2.1 metres for a single detached dwelling instead of 3.0 metres and a lot coverage of 43% instead of 35%; and**

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

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

**CARRIED.**

**8. NEW BUSINESS**

None

**9. Staff Reports**

None

**9. ADJOURNMENT**

**Resolution No. 2026-007:**

Moved by Committee Member Kiro Attia and  
Seconded by Committee Member Chris Pickard

**That the Committee of Adjustment hereby adjourns at 8:20 p.m.**

**CARRIED.**

# 2026 OACA CONFERENCE & AGM

CONFERENCE INFORMATION PACKAGE

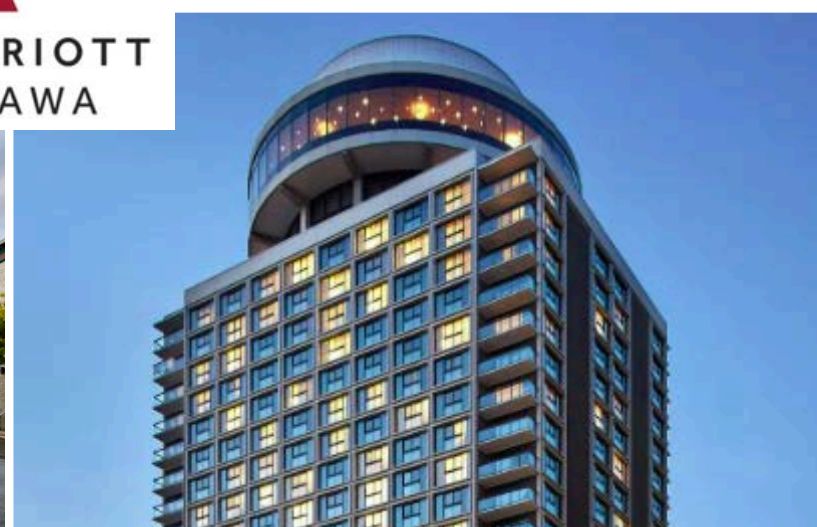
Last Revised: February 24, 2026



*Capital Connections:  
Bridging Ideas, Building Futures*



MARRIOTT  
OTTAWA



**MAY 10 - 13, 2026**

Marriott Ottawa

# PRESIDENT'S WELCOME

I am thrilled to invite you to join us May 10-13, 2026 at the Ottawa Marriott for the 2026 Ontario Association of Committees of Adjustment & Consent Authorities (OACA) Conference and Annual General Meeting. Our theme, "Capital Connections: Bridging Ideas, Building Futures", is all about sharing knowledge, strengthening collaboration, and celebrating the work that keeps our Committees of Adjustment and Consent Authorities moving forward.

Whether it's your first OACA conference or you're a returning delegate, get ready for four days of learning, networking, and a lot of fun. We kick things off Sunday night with our welcome reception in the Summit Room on the 29<sup>th</sup> floor, which is the perfect place to meet new faces, reconnect with colleagues, and enjoy unbeatable views of our nation's capital.

This year's conference program features 21 workshops on topics such as navigating decision writing, mastering committee training, dealing with difficult situations, and much more! Delegates can look forward to a fabulous keynote speaker to start your Monday with some humour and energy. Don't forget to check out the conference app to help you navigate sessions with ease. And of course, we've got some great evening events planned, including the Monday night Capital City Mixer and our Tuesday Night Banquet.

We want your voice in the mix! If you have questions you would like answered during our "Ask an Expert" workshops, please send them to [contactus@oaca.info](mailto:contactus@oaca.info) by April 24.

Looking beyond conference, we're excited to continue offering learning opportunities through the year, including the return of our popular virtual lunch and learn educational workshops this fall.

A special welcome to all first-time attendees, we are so glad you're joining the OACA community!

If you're interested in volunteering with OACA, whether on committees, at events, or behind the scenes, we'd love to have you. Connect with any board member during the conference or email us to get involved.

I look forward to seeing you in Ottawa this May!

Sincerely,

*Trista Di Lullo*

Trista Di Lullo  
2025-2026 OACA President



## DON'T FORGET

- Registration ends **April 24**
- Discounted hotel rate (see pages 12-13) ends **April 17**
- We need your questions for the Ask the Expert workshops! Send to [contactus@oaca.info](mailto:contactus@oaca.info) by **April 24**

## Social Events

★ **Sunday, May 10 (afternoon) - Guided Parliament/ Senate Tour**

★ **Sunday, May 10 - Welcome Reception**  
7:00-10:00pm, Summit Room, 29<sup>th</sup> Floor, Ottawa Marriott

★ **Monday, May 11 - Capital City Mixer**  
7:30-10:30pm, OCCO Kitchen, 160 Bay Street

★ **Tuesday, May 12 - Banquet**  
6:00pm cash bar, 7:00pm dinner in Victoria Ballroom  
DJ and grand prize giveaway to follow!

# 2025-2026 OACA BOARD OF DIRECTORS



Left to right: Ian Clendening (Secretary), Sean Kenney, Ann Hamilton, Mark Hacon (Treasurer), Tonia Bennett (Vice President), Trista Di Lullo (President), Alexandra Rawlings, Denise Rundle, and Christine Vigneault

## PARTNERS & SPONSORS

*Thank You*

### Promotional Partner



### Premier Partner



### Supporters



# WHY ATTEND?

**There are a number of reasons to attend this year's OACA conference and AGM! This year's conference highlights include:**

- a meet and greet session on the 29th floor of the Ottawa Marriott to kick-off conference and reconnect with others
- join over 200 delegates for four days of learning and professional development, including 21 workshops to choose from
- connect with fellow attendees while exploring one of Canada's most iconic institutions on a free optional guided tour just steps from the conference venue
- a fabulous keynote speaker to start the first day of workshops
- chance to win a variety of fantastic door prizes throughout the conference
- valuable networking opportunities, including the Capital City Mixer on Monday night
- opportunity to have your voice heard at the 2026 OACA Annual General Meeting (AGM)
- easily access conference information from your device and connect with other delegates through our conference mobile app
- time to explore downtown Ottawa for dining options on Monday night
- Tuesday night banquet and entertainment with a chance to win the grand prize draw of a two-night weekend stay at the Ottawa Marriott **NEW!**

**Check out the feedback we've received from previous year's conference participants:**

Of all the conferences I have attended, OACA was the most relevant and had great topics. Best conference I have been to!

The app was great! Very easy to use and helpful having all the information readily available.

I like the fact that the structure of the day is simple. It's always a challenge to choose which workshops to attend when there are such varied and interesting choices.

Keynote speaker was engaging, lively and funny... a great kickoff to the conference!



# INFORMATION

## Registration

To take advantage of reduced member rates, please login to the OACA website prior to completing your registration. Please use the link below or scan the QR code to go directly to the registration page.

Registration closes on **April 24, 2026** (this date is subject to change based on availability). No late registrations or waitlists will be available.



SCAN ME

[REGISTER  
ONLINE](#)

## Conference Registration Fees

	Member Rate	Non-Member Rate
<b>Full Conference Package BEST VALUE!</b> includes welcome reception, workshops, breakfasts, breaks, lunches, and Monday night Capital City Mixer and Tuesday Night Banquet	\$895 + HST	\$1095 + HST
<b>One Day Conference Pass</b> includes workshops, breakfast, breaks, and lunch for one day only (Monday or Tuesday)	\$550 + HST	\$550 + HST
<b>Tuesday Night Banquet</b> Allows individuals purchasing a One Day Conference Pass to attend the Tuesday Night Banquet	\$130 + HST	\$130 + HST

## Refunds

Electronic refunds requested on or before April 24, 2026 will be processed subject to an administrative fee of \$30.00. Refunds are not available after April 24, 2026.

**REGISTRATION INQUIRIES:**  
CONTACTUS@OACA.INFO

# INFORMATION

## Companion Meal Program

**NEW!** Separate companion registration form this year so you can easily register your companion:

**COMPANION  
REGISTRATION**

- **Companion Daytime Meals:** \$230+HST (includes Monday and Tuesday breakfast and lunch, and Wednesday breakfast)
- **Companion Tuesday Night Banquet:** \$130+HST

## Digital Workshop Materials

All registered delegates will receive an email with a link to workshop materials before the conference. Materials will also be available through the conference app.

## Annual General Meeting (AGM) - Monday, May 11: 12:30-1:30pm (Victoria Ballroom)

OACA members will receive an update from the OACA Board, including an introduction to the 2026-2027 Board of Directors, approval of the 2025 AGM Minutes and the 2025-2026 Annual Report, and a question and answer session.

## 2025-2026 Annual Report

This report will be available in April 2026. This report provides a year-in-review summary of Board activities and accomplishments, including updates on administration, education, communications, conference and educational opportunities, legislation, finance, governance and more.

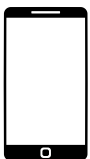
## Door Prizes and Volunteers

Door prizes are appreciated and add to some lunch time fun! Please drop off them off at the registration desk. Interested in helping with the conference? Email [contactus@oaca.info](mailto:contactus@oaca.info).



Door Prize Draws at the 2025 OACA Conference

## Conference App



OACA is going mobile again! The Whova conference app will be available for registered delegates to have convenient access to the conference schedule, maps, download presentations, access speaker information, connect with delegates, and much more! Access instructions will be shared with registered delegates.

# LOCAL ATTRACTIONS

We encourage attendees and their companions to explore Ottawa's many sights and attractions!

- [Ottawa Tourism - What to see and do](#)
- [Downtown Ottawa Map](#)

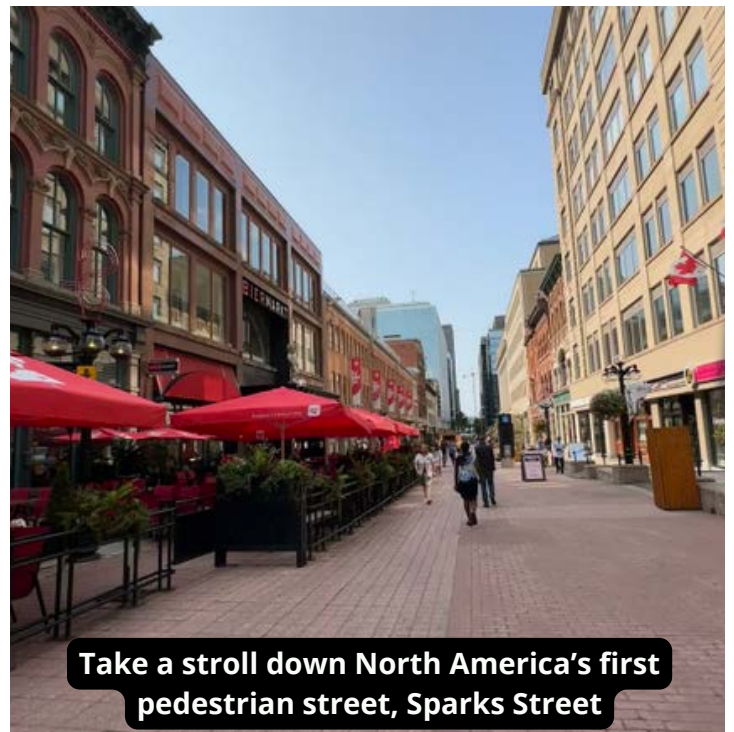
## THINGS TO DO IN OTTAWA



Join us on Sunday afternoon (May 10) for a guided tour of the Parliament Building or Senate. See next page for details.



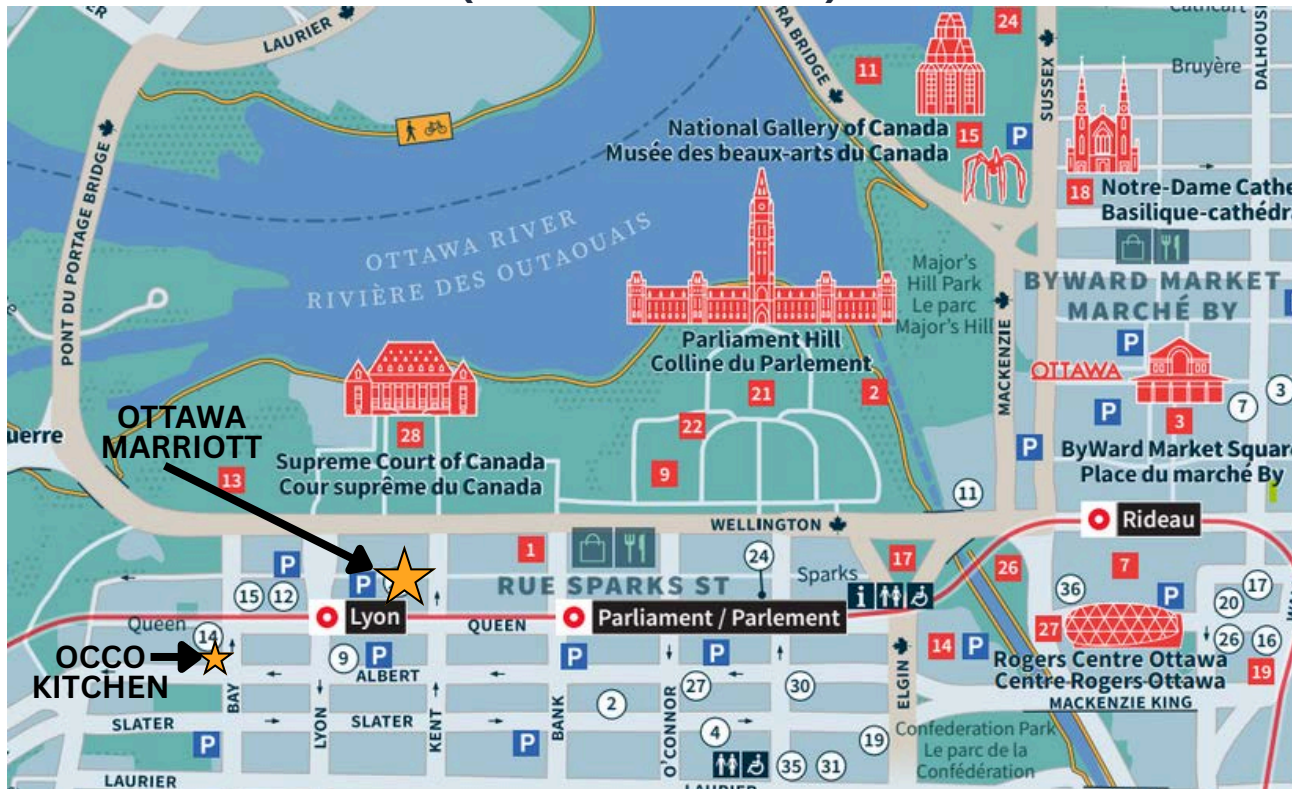
The Canadian Tulip Festival is being held in Ottawa from May 8 to 18, 2026



Take a stroll down North America's first pedestrian street, Sparks Street

# INFORMATION

## Downtown Map (click to zoom in)



### Complimentary Parliament/Senate Tour

Enjoy a free guided tour on Sunday afternoon with fellow attendees and companions. The tour will involve a short walk from the conference venue to the tour location. As space is limited, please indicate your interest on the registration form. Final details will be shared with those who indicated interest.

### Capital City Mixer

Unwind after the first day of workshops by joining fellow conference delegates on Monday, May 11 from 7:30-10:30pm at OCCO Kitchen (160 Bay Street) for complimentary beverages and casual social time. OCCO Kitchen is a 6 minute walk from the Ottawa Marriott.

### Tuesday Night Banquet Tickets **NEW!**

Banquet tickets will be provided at the registration desk based on the selection made on your registration form. This ticket system helps us provide an accurate attendance count to the venue. Don't miss the grand prize draw during dinner: a two-night weekend stay at the Ottawa Marriott!



2025 OACA Conference Tuesday Night Banquet

# TRAVEL

## Parking

We encourage delegates to carpool where possible. Parking at the Ottawa Marriott is managed by [Impark](#) and not the hotel, and rates are effective March 1, 2026 and prices are subject to change without notice:

Self Parking (Pay in Garage)	Self Parking (Charge to Room)	Valet Parking (Underground)
<ul style="list-style-type: none"><li>• \$23 per 24 hours with <u>no</u> in-and-out privileges</li><li>• \$5 flat rate for evenings from 6pm to 6am</li></ul>	<ul style="list-style-type: none"><li>• \$35 + tax per night with unlimited in-and-out privileges</li></ul>	<ul style="list-style-type: none"><li>• \$49 + tax per vehicle</li><li>• No valet service or parking spots available for vehicles taller than 6 feet.</li></ul>

- Access parking from both Kent Street and Queen Street (Place De Ville Public Parking)
- Maximum vehicle height permitted is 6 feet, oversized parking is not available.
- EV charging fee is \$1.50 per hour.
- Best to park in the green area to have easier access to the Ottawa Marriott.
- Parking on Level 1 is exclusively reserved for hotel guests, visitors and meeting attendees are welcome to park on Levels 2, 3, and 4 (green section).
- Off-site parking is also available nearby at [272 Queen Street \(Impark Lot 160\)](#).

## Alternative Transportation Options

- [Ottawa VIA rail station](#) (200 Tremblay Rd): approx. 6 km or 15 minute drive to the Ottawa Marriott
- [Ottawa International Airport \(YOW\)](#): approx. 13 km or 25 minute drive to the Ottawa Marriott

VIA Rail is offering OACA conference delegates 10% off the best available fare in Economy, Economy Plus, Business, Business Plus, or Sleeper class. Enter corporate code **15944** when booking on [viarail.ca](#) to receive the discount for travel between May 7, 2026 and May 16, 2026 from all stations throughout the VIA system to Ottawa and return. Fare applies to a maximum of two passengers per booking, and does not apply to Escape fares and Prestige class.



**NEW!** Air Canada is offering OACA conference delegates 5% off on standard fares, 10% discount on flex fares and higher, and 12% discount on Business Class fares (exception: 5% discount on the lowest Business Class). Enter promotional code **PFQHRF61** when booking on [aircanada.com](#) to receive the discount for travel to/from Ottawa International Airport (YOW) between May 3, 2026 and May 20, 2026.



# TRAVEL

## O-Train (underground light rail)

The Ottawa Marriott is a 2 minute walk from Lyon station. Lyon station is on Line 1 of the O-Train.

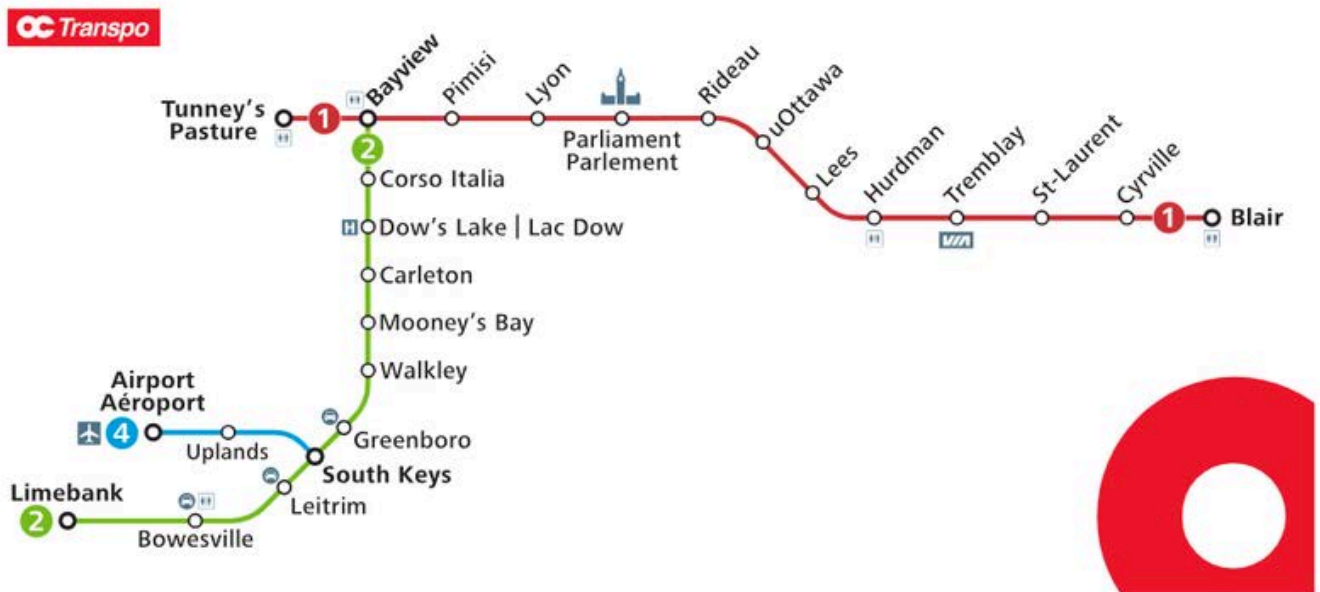
✈️ From Ottawa International Airport (YOW):

- Proceed to the Airport O-Train Station on Level 3 at the north end of the terminal.
- Take O-Train Line 4 to South Keys Station.
- Transfer to O-Train Line 2 and travel to Bayview Station.
- Transfer to O-Train Line 1 and continue to Lyon Station.

🚆 From VIA Rail Ottawa Station:

- Walk less than 5 minutes to Tremblay O-Train Station (just south of Tremblay Road, west of the VIA Rail station).
- Board O-Train Line 1 westbound toward Tunney's Pasture.
- Exit at Lyon Station.

## O-Train network



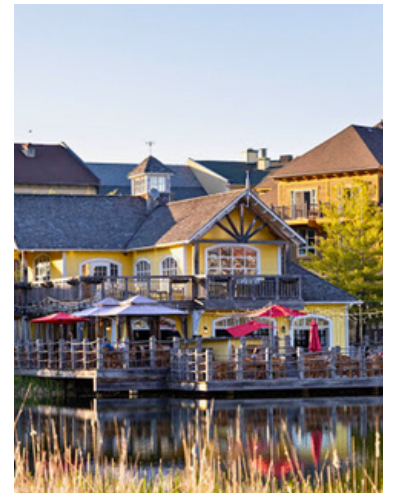
# PHOTOS

We enjoy seeing our members learn and have fun during the conference!  
Share your photos in the mobile app or tag your posts and photos  
on social media using the hashtag

**#OACA2026**

 **Facebook**

 **LinkedIn**



**2025 OACA Conference & AGM  
May 2025 in Blue Mountains**



# VENUE

## Ottawa Marriott

100 Kent Street, Ottawa, Ontario  
Phone: 1-833-583-2583

Located in the heart of downtown Ottawa, the Marriott is just steps from Lyon Station and within proximity to key landmarks such as Parliament Hill, the Rideau Canal, and Byward Market. There is a health club with an indoor pool, as well as a family-friendly Kids Club and Games Room, and an onsite Starbucks.

 **Check-in Time: 3:00 p.m.**  
**Check-out Time: 12:00 p.m.**

### Rates

- Traditional King - \$249.00
- Traditional 2 Double - \$249.00

13% HST and 6% municipal accommodation tax applies to all reservations.

Rates are per night and will also apply to pre and post event dates and are based on availability.



# BOOK YOUR STAY



**Don't wait to make your reservations, book our OACA group rate by April 17, 2026 for exclusive hotel room pricing.**

[\*\*BOOK YOUR ROOM ONLINE\*\*](#)

To ensure you receive the best rate, please avoid booking using third-party sites and book directly with the hotel using the contact information listed below to get the reduced OACA rate (subject to availability).



If booking by phone, please call toll-free 1-888-236-2427 and advise you are with OACA or mention group code OCSOCSA at the time of booking to receive the group rate.

**Please note:** All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Ensure you see the group name before confirming your rate, once your reservations are confirmed, rates will not be changed. All accommodations are subject to applicable taxes and fees (13% HST and a 6% municipal accommodation tax) and are based on occupancy. Pre and post event dates may be available based on availability, please phone the resort directly to inquire.

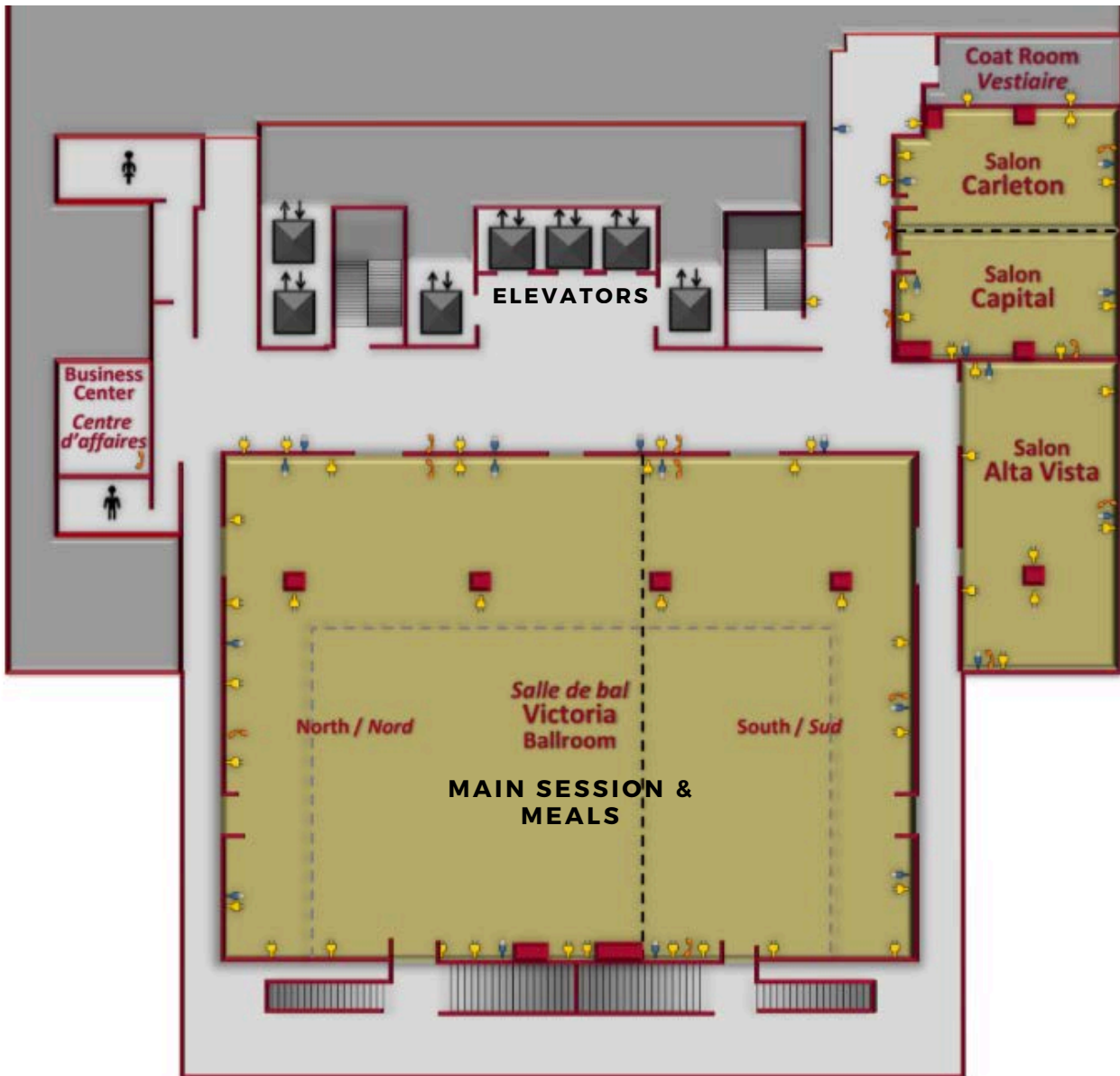


**Cancellation & Changes Policy:** Any cancellations or changes must be made **48 hours** prior to the scheduled date of arrival, otherwise the individual booking the room will be responsible to assume charges and applicable taxes and fees for one night's stay.

Any changes to the departure date must be made at least 48 hours before scheduled departure, otherwise an early departure fee equal to one night's stay plus applicable taxes and fees will apply.

# MAPS

## Victoria Ballroom (Main Session and Meals)



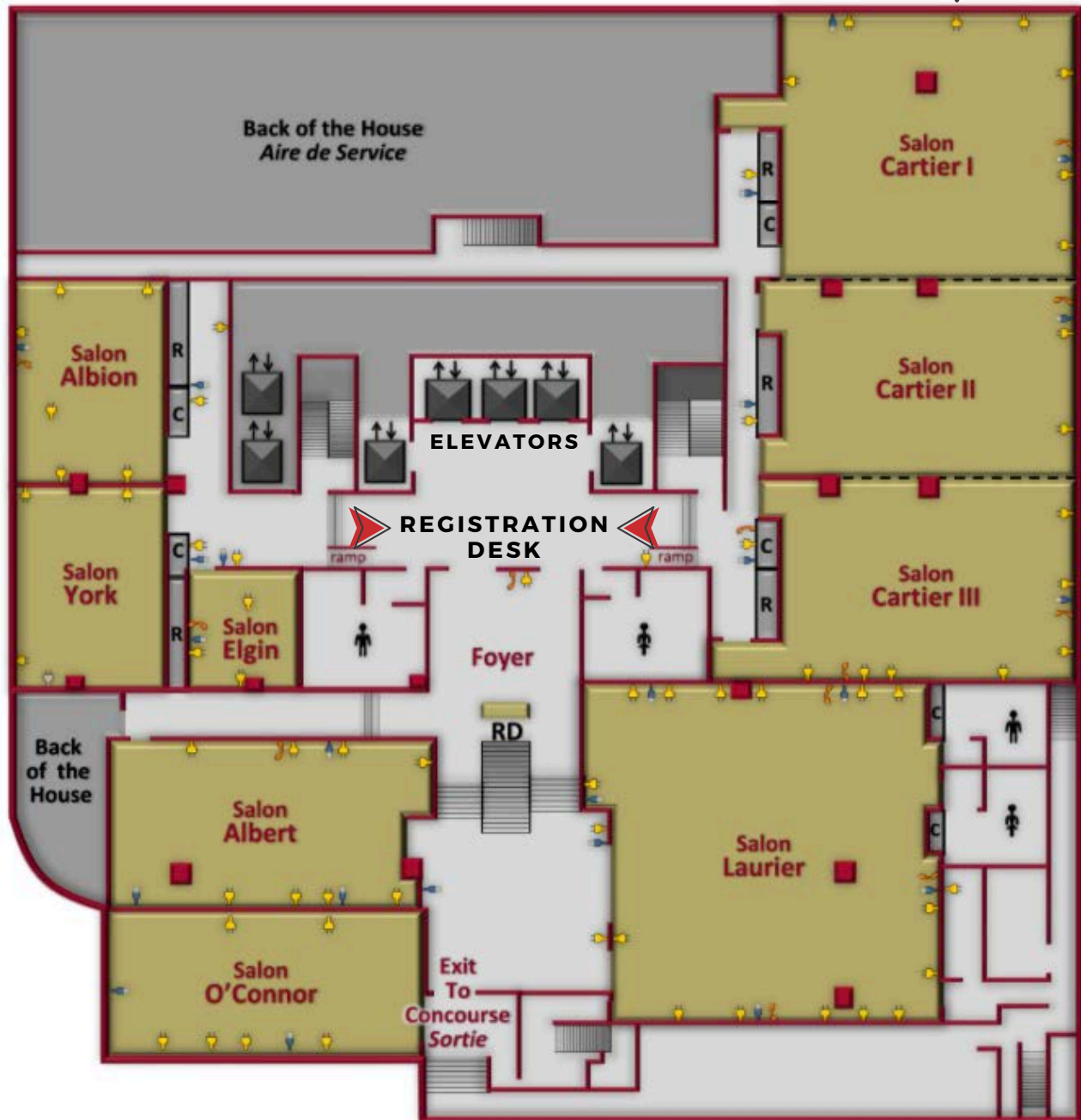
# MAPS

## Cartier Rooms and Laurier Salon (Workshop Rooms)



LOWER LEVEL

WORKSHOP ROOMS



# KEYNOTE SPEAKER

Special  
Feature



## Jen Grant

Award Winning Comedian,  
Humourist and Keynote Speaker

Jen Grant is an entertaining keynote speaker, a comedian and a self help book junkie.

Named one of 25 most influential people in the capital by Ottawa Life Magazine, Jen is a dynamic speaker with an infectious energy and a “sky is the limit” attitude that uplifts and inspires those around her.

As a child Jen discovered that laughter has the power to reframe even the most stressful situations. She has turned this “humour coping mechanism” into a successful career by sharing with audiences how laughter can enrich lives both professionally and personally.

After watching Jen speak, you will be equipped with tools to reduce stress, add levity and to “find the funny” even in the most challenging times. Oh, and you will laugh!



### **Don't miss out!**

The keynote will be held on Monday, May 11 at 9am  
in the Victoria Ballroom

# WORKSHOPS



**BLG**

## **Minor Variance Conditions: Limits and Best Practices**

Lee English, Lawyer, Borden Ladner Gervais LLP

This session will explore the powers of a Committee of Adjustment to impose conditions on minor variance approvals.

We will explore:

- The legal limits on imposing conditions under the Planning Act
- Practical guidance for Committees of Adjustment on drafting conditions that withstand scrutiny
- Lessons from recent case law and strategies to avoid common pitfalls
- How these decisions impact local planning and development approvals



**WeirFoulds**<sup>LLP</sup>

## **Judicial Review of Committee of Adjustment Decisions: What This Is, and Why It Matters**

Nikolas Koschany, Lawyer & Associate at WeirFoulds LLP

Following Bill 23's limits on third-party appeals of Committee of Adjustment decisions to the Ontario Land Tribunal, many assumed the review of minor variances and consent applications were objects of the past.

These assumptions were not entirely correct.

Recent decisions from the Ontario Divisional Court show that judicial review remains a viable, if complicated, pathway for some appellants. This presentation explores why neighbouring owners may still have standing before the courts, how courts are evaluating the adequacy of Committee reasons, and what conflicting case law means for municipalities, applicants, and affected residents.

# WORKSHOPS



## Privacy and Committee of Adjustment Information

David Goodis, Partner, INQ Law

In this session we will explain whether and how the privacy rules under MFIPPA apply to information held by municipal committees of adjustment in Ontario.

Do the rules even apply? If they do, what does the case law from Ontario's Information and Privacy Commissioner say about what can and cannot be disclosed? We will also describe some best practices for how committees should handle personal information of the public.



## Ask an Expert: Lawyer Edition

Laura Dean, Partner, Aird & Berlis LLP

Laura Dean is ready to answer your hot municipal law questions, focusing on Committee of Adjustment and Land Division Committee questions. This workshop will be moderated by an OACA Board Member and will attempt to cover all of the questions delegates submit prior to the conference. Please submit your questions by April 24, 2026 to [contactus@oaca.info](mailto:contactus@oaca.info). Questions from the floor will be taken during the remaining time.



## Legal Non-Conforming Uses

Eric Davis, Partner, SV Law

This session will delve into the exciting area of legal non-conforming uses, including what is a legal non-conforming use, key statutory provisions, powers of a Committee of Adjustment in relation to legal non-conforming uses, key questions in relation to legal non-conforming uses, a review of some general common law principles and a review of the relevant case law. This session will review subsection 45(2) of the Planning Act in detail.

# WORKSHOPS

## The Changing Landscape of Species at Risk in Ontario



Jessica Wright, Senior Environmental Scientist, Consor Canada

With the passing of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 Ontario's species at risk framework is undergoing significant change, creating new considerations for municipal decision makers.



This session explores recent amendments to the Endangered Species Act and the imminent transition toward a Species Conservation Act, with a focus on how this evolving landscape affects minor variances, consents, and supporting environmental studies.

Using practical examples relevant to Committees of Adjustment, participants will gain insight into managing uncertainty and making decisions during a period of legislative transition.



## What Happens After the Decision: Development Agreements for Severances and Minor Variances



Jenna Morley, City Solicitor, City of Kingston

Committees of Adjustment rarely see what happens once a consent or minor variance is approved. This session pulls back the curtain on how Committee-imposed conditions are carried forward into development agreements.



This session explains the legal authority for development agreements under the Planning Act, when they are appropriately used for severances and minor variances, and how registration makes them binding on future owners. The session also explores the limits of that authority, common areas of overreach, and how clear, restrained conditions at the Committee stage support enforceable agreements and timely implementation.

# WORKSHOPS



## **Mastering Committee Training: A Workshop for Secretary-Treasurers**

Christine Vigneault, Manager of Development Services and Secretary-Treasurer, City of Vaughan and Board Director, Ontario Association of Committees of Adjustment & Consent Authorities (OACA)

and



Trista Di Lullo, Secretary-Treasurer and Council and Committee Coordinator, City of Guelph and Board Director and President, Ontario Association of Committees of Adjustment & Consent Authorities (OACA)



This workshop is tailored to assist Secretary-Treasurers, aiming to provide them with the essential skills required to train newly appointed Committee Members. The session will include a detailed presentation that outlines the hearing process, defines roles and responsibilities, reviews relevant legislation, and offers advice to ensure the integrity of a fair hearing process.



---

## **To Prepare for the Future We Need to Understand the Past**



Glenn Miller, Senior Associate, Canadian Urban Institute

"Each generation is entitled to the interest on the natural capital, but the principal should be handed on unimpaired..." This bold statement by Canada's Commission of Conservation in 1915 is still relevant today, as our communities face unprecedented threats to quality of life.



Whether it's dealing with demographic change, threats to our economy, the impacts of climate change or housing affordability, how we explore options for a more sustainable future must be different from how we did so in the past. But to get different results, we need to better understand that past.

# WORKSHOPS



## **Source Water Protection and Source Protection Plans: Key Considerations for Committees**

Angela Coleman, Chief Administrative Officer, Conservation Ontario

This workshop provides a primer on Conservation Authorities in their role as Source Protection Authorities and how this work contributes to planning decisions at the Committee of Adjustment.



The Clean Water Act requires decisions under the Planning Act to conform with significant threat policies and have regard to other policies of the source protection plan. Get updates on the most recent amendments to legislation and regulations and learn through practical examples and case studies about key considerations. Come prepared with your specific questions to get the most out of this session.



## **From Assessment to Action: How EIS Recommendations Protect Natural Systems**

Casey Little, Senior Terrestrial Ecologist, WSP

Environmental Impact Statements play a critical role in supporting responsible development by identifying potential impacts on natural features—such as wildlife, vegetation, and watercourses—before a project proceeds. The EIS process ensures that proposed developments are assessed for their potential effects on the Natural Heritage System, guiding planners and applicants to avoid, minimize, or mitigate environmental harm.



Through measures such as maintaining buffer zones, protecting species-at-risk habitat, or modifying site design, EIS-driven recommendations can significantly reduce or eliminate negative impacts, ensuring development proceeds in a way that balances growth with long-term ecological integrity.

# WORKSHOPS



## **Certificates of Official 101**

Spencer Putnam, Associate Lawyer, Cunningham Swan LLP

and

David Munday, Lawyer & Managing Partner, Cunningham Swan LLP

Back by popular demand from last Fall's Lunch and Learn Webinar Series!



Join us for an engaging session that demystifies Certificates of Official: when and how to use them, and what they mean in the broader context of conveyancing.



We'll also explore practical strategies for navigating the Planning Act and consent process, with ample time for discussion and questions and answers.



## **How to Address Public Concerns: What Is and Isn't Relevant?**

Denitza Koev, Partner, Thomson Rogers LLP

This workshop will review the relevance of various issues and concerns raised by objectors during the hearing of minor variance applications. We will look at cases where public concerns have been determinative of applications and cases where certain concerns have been deemed irrelevant.



Member participation will be encouraged during a group discussion format.

# WORKSHOPS



## **Ask an Expert: Secretary-Treasurer Edition**

Jennifer Stong, Planner/Assistant Secretary Treasurer,  
Township of Ramara

and

Christine Vigneault, Manager of Development Services and  
Secretary-Treasurer, City of Vaughan and Board Director, Ontario  
Association of Committees of Adjustment & Consent Authorities  
(OACA)



Get ready to unleash your inner planning nerd! This workshop brings together seasoned Secretary-Treasurers to answer the questions you've always wanted to ask—yes, even the ultra-specific procedural ones. Our duo will tackle them live and, if time allows, dive into ad-hoc questions that pop up faster than a last-minute appeal.

Whether you're new to the Committee of Adjustment world or a long-time minor variance aficionado, this session promises clarity, insights, and plenty of planning geekery. Please submit your questions by April 24, 2026 to [contactus@oaca.info](mailto:contactus@oaca.info).



## **Forecasting the Future: Data-Driven Insights on Neighborhood Intensification in Toronto**

Kara Naklicki, Senior Planner, City of Toronto

Canadian cities are facing a housing crisis. Employing new tools and research methodologies, Toronto's Neighbourhood Intensification analysis estimates how much housing can and will likely be built in low-rise neighbourhoods as a result of expanded 'missing middle' housing permissions, and models the location of future change.



# WORKSHOPS



## **A New Zoning By-law for the City of Ottawa: Managing Significant Policy and Regulatory Change to Implementation**

Carol Ruddy, Program Manager, Zoning Unit, City of Ottawa

and

Robert Sandercott, Planner, City of Ottawa



This workshop will examine the Ottawa approach to managing significant regulatory change focusing on the new Zoning By-law.

The project process, form-based zoning in the context of Bill 23, as well as impacts on applications to the Committee of Adjustment and delegated authority for minor zoning by-law amendment will also be discussed.



---

## **Making Sense of Stratified Severances**

Andrew Shelp, President/CEO, Annis O'Sullivan Vollebek Ltd.

In this world of affordability and densification, understanding stratified ownership and rights are becoming vital albeit confusing.

This workshop will look at a couple of stratified ownership examples: one very simple, and the other much more complicated. We will dissect the reference plans required to create various interests in land and their implications and ramifications.



# WORKSHOPS



## **Ontario's Archaeological Assessment Process: An Overview, Key Requirements, and Best Practices**

Mike Teal, Archaeology Practice Leader, Consor Canada

and

Lafe Meicenheimer, Senior Archaeologist, Consor Canada



Understanding Ontario's archaeological assessment process, and its implications for municipal projects, can feel overwhelming. This presentation is designed to bring clarity by providing an overview of the four stages of the assessment process, what often triggers the need for an archaeological assessment, key requirements to be aware of, and what are some best practices to consider for municipalities and project teams.



We will also discuss how engagement with Indigenous communities is incorporated into the archaeological assessment process, how these approaches have adapted over time, and why meaningful engagement matters.



## **When Do Municipalities Owe Developers a Duty of Care?**

Anne Tardif, Partner, Gowling WLG (Canada) LLP



What happens when a person suffers a financial loss or hardship because of a municipal development application? There is no general right that protects from the negligent infliction of pure economic loss. A person can only recover such losses if they can establish that the municipality owes them a private law duty of care.



In general, municipalities exercise statutory authority in the public interest, which is inconsistent with owing individuals a private duty of care. This workshop will explore when such private duties of care may arise and help municipalities identify and better appreciate risk.

# WORKSHOPS



AIRD BERLIS

## Committee of Adjustment Decision-Writing in Ontario

Laura Dean, Partner, Aird & Berlis LLP

This workshop will explore why Committees of Adjustment must move beyond boilerplate decision writing and provide clear, application specific reasons. With increasing scrutiny and the revocation of most third party appeal rights, well written reasons are essential for transparency, fairness, and defending applications for judicial review.

The session will provide a review of important legal cases concerning Committee of Adjustment decisions including the 2025 Ontario Divisional Court's decision in NOVA Chemicals Corp. v. Dow Chemical Canada ULC.

Attendees will hear practical advice for crafting concise, meaningful and legally sound reasons.



## Difficult Customers & Situations in the Public Sector

Jamie Boyle, Public Sector Trainer, Public Sector Ready

Participants will learn to navigate challenging customer types that public sector staff face. Through real-world examples and de-escalation techniques, attendees will practice handling difficult situations with confidence and professionalism. The program covers psychological drivers of customer frustration and teaches how to turn negativity into collaborative problem-solving.

Key focus areas include self-awareness, resilience, and emotional intelligence as essential tools for managing public tensions. Participants will gain strategies for staying calm under pressure, setting healthy boundaries, and maintaining control of interactions while ensuring service quality. Every challenging moment will be viewed as an opportunity to strengthen public confidence and demonstrate leadership.

# DELEGATE AGENDA

Agenda subject to change

## Sunday, May 10, 2026

**REGISTRATION** 3:00pm - 7:00pm  
Lower Level Foyer

**WELCOME RECEPTION** 7:00pm - 10:00pm  
Summit Room (29<sup>th</sup> floor)

**OPTIONAL GUIDED PARLIAMENT/SENATE TOUR** Sunday Afternoon  
Details to follow



**Space is limited—please sign up for the tour on the registration form**

## Monday, May 11, 2026

**BREAKFAST** 7:00am - 8:30am  
Victoria Ballroom  
2<sup>nd</sup> Floor

**REGISTRATION** 7:00am - 9:30am  
Lower Level Foyer

**CONFERENCE OPENING** 8:30am - 8:45am  
Victoria Ballroom

**KEYNOTE SPEAKER** 9:00am - 10:15am  
Victoria Ballroom



**COMFORT BREAK** 10:15am - 10:30am

**WORKSHOPS** 10:30am - 11:45am  
Lower Level

**LUNCH** Noon - 1:00pm  
Victoria Ballroom



12:30pm - 1:30pm  
Victoria Ballroom

**WORKSHOPS** 1:45pm - 3:00pm  
Lower Level

**COMFORT BREAK** 3:00pm - 3:15pm

**WORKSHOPS** 3:15pm - 4:30pm  
Lower Level

**Delegates can explore Ottawa to enjoy the many restaurants and amenities.**

**CAPITAL CITY MIXER** 7:30pm - 10:30pm  
OCCO Restaurant

# DELEGATE AGENDA

Agenda subject to change

Tuesday, May 12, 2026

**BREAKFAST** 7:00am - 8:30am  
Victoria Ballroom

**REGISTRATION** 7:00am - 9:30am  
Lower Level Foyer

**WORKSHOPS** 9:00am - 10:15am  
Lower Level

**COMFORT BREAK** 10:15am - 10:30am

**WORKSHOPS** 10:30am - 11:45am  
Lower Level

**LUNCH** Noon - 1:00 pm  
Victoria Ballroom

**WORKSHOPS** 1:15pm - 2:30pm  
Lower Level

**COMFORT BREAK** 2:30pm - 2:45pm

**WORKSHOPS** 2:45pm - 4:00pm  
Lower Level

**BANQUET** 6:00pm - Cash Bar  
Victoria Ballroom Foyer  
7:00pm - Dinner with  
dancing to follow (DJ)  
Victoria Ballroom



**Remember to bring your  
banquet ticket with you!**

Wednesday, May 13, 2026

**BREAKFAST** 7:00am - 8:30am  
Victoria Ballroom

**CLOSING CEREMONIES** 8:30am  
Victoria Ballroom

**Thank you for attending! Have a safe trip home, and hope to see you at the  
2027 Conference at the Marriott on the Falls in Niagara Falls!**

# FREQUENTLY ASKED QUESTIONS (FAQS)

## **Q: How do I register?**

Registration can be completed online only via our [website](#). Only payment via credit card is accepted (no cheques).

## **Q: I'm not able to attend the entire conference, can I attend for one day only?**

Yes, there is a one day conference pass available for Monday or Tuesday. If you are an OACA member, please note that there is no member discount for the one day conference pass. As delegates cannot purchase a one day conference pass for multiple days, the full conference package provides you with the best value!

## **Q: Does the one day conference pass include any evening events?**

No, the one day conference pass does not include any admission to the Monday and Tuesday evening events. If you're interested in the one day conference pass and you'd also like to attend the Tuesday Gala Banquet Dinner, you can purchase a ticket on the registration form.

## **Q: Do I need to register for workshops in advance?**

No pre-registration is necessary! Workshops sessions are held on a first come, first serve basis, subject to room capacity. We recommend you head to the room early to secure your spot.

## **Q: Are workshop sessions held concurrently?**

Yes, there are blocks of 3 workshop sessions being held concurrently during Monday and Tuesday. During those days delegates can pick up to 4 workshop sessions.

## **Q: Are workshop sessions being recorded? Is there an option to attend virtually?**

Workshop sessions are not being recorded and the conference is being held in-person only.

## **Q: When is the next OACA event?**

Future events are listed on our [Upcoming Events page](#). We will be offering some virtual lunch and learn opportunities in Fall 2026. The 2027 Conference will be held May 9-12, 2027 at the Marriott on the Falls in Niagara Falls.

## **Q: How do I access the conference app?**

Registered delegates will be provided with details on how to download the free app. Stay tuned for more information!

## **Q: How do I get a ticket for the Tuesday Night Banquet? **NEW!****

Tuesday Night Banquet tickets will be distributed at the registration desk based on your registration form selection. No additional tickets will be available on-site, and no refunds will be available. If you've changed your mind or don't have a ticket, you will need to obtain one from another attendee. If you no longer need your ticket, please post a message in the conference app so others can claim it.

# 2026 OACA CONFERENCE WORKSHOP SCHEDULE

Last revised: February 23, 2026  
Schedule subject to change

## MONDAY, MAY 11, 2026

Time	Workshop Name	Presenter
9:00 – 10:15am	Keynote Speaker	Jen Grant
10:30 – 11:45am	Minor Variance Conditions: Limits and Best Practices	Lee English
10:30 – 11:45am	Judicial Review of Committee of Adjustment Decisions: What This Is, and Why It Matters	Nikolas Koschany
10:30 – 11:45am	The Changing Landscape of Species at Risk in Ontario	Jessica Wright
1:45 – 3:00pm	What Happens After the Decision: Development Agreements for Severances and Minor Variances	Jenna Morley
1:45 – 3:00pm	Mastering Committee Training: A Workshop for Secretary-Treasurers	Christine Vigneault & Trista Di Lullo
1:45 – 3:00pm	Source Water Protection and Source Protection Plans: Key Considerations for Committees	Angela Coleman
3:15 – 4:30pm	Certificates of Official 101	Spencer Putnam & David Munday
3:15 – 4:30pm	How to Address Public Concerns: What Is and Isn't Relevant?	Denitza Koev
3:15 – 4:30pm	Forecasting the Future: Data-Driven Insights on Neighborhood Intensification in Toronto	Kara Naklicki

# 2026 OACA CONFERENCE WORKSHOP SCHEDULE

Last revised: February 23, 2026  
Schedule subject to change

## TUESDAY, MAY 12, 2026

Time	Workshop Name	Presenter
9:00 – 10:15am	Committee of Adjustment Decision-Writing in Ontario	Laura Dean
9:00 – 10:15am	A New Zoning By-law for the City of Ottawa: Managing Significant Policy and Regulatory Change to Implementation	Carol Ruddy & Robert Sandercott
9:00 – 10:15am	To Prepare for the Future We Need to Understand the Past	Glenn Miller
10:30 – 11:45am	Ask an Expert: Lawyer Edition	Laura Dean
10:30 – 11:45am	Privacy and Committee of Adjustment Information	David Goodis
10:30 – 11:45am	Making Sense of Stratified Severances	Andrew Shelp
1:15 – 2:30pm	Ask an Expert: Secretary-Treasurer Edition	Christine Vigneault & Jennifer Stong
1:15 – 2:30pm	When Do Municipalities Owe Developers a Duty of Care?	Anne Tardif
1:15 – 2:30pm	Difficult Customers & Situations in the Public Sector	Jamie Boyle
2:45 – 4:00pm	Legal Non-Conforming Uses	Eric Davis
2:45 – 4:00pm	From Assessment to Action: How EIS Recommendations Protect Natural Systems	Casey Little
2:45 – 4:00pm	Ontario's Archaeological Assessment Process: An Overview, Key Requirements, and Best Practices	Mike Teal & Lafe Meicenheimer



## REPORT D13-2026-005



---

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Max Fedchyshak, MCIP, RPP, Senior Planner

PRESENTED BY: Monika Farncombe, Planning and Corporate Services Coordinator

MEETING DATE: March 10, 2026

SUBJECT: Minor Variance Application File: D13-WAN  
7405 Wellington Rd 34, Township of Puslinch

APPLICANT: Min Wang, Property Owner

---

### **RECOMMENDATION**

**That Report D13-2026-005 entitled Minor Variance Application D13-WAN be received for information; and**

**Whereas the Owner is requesting relief to permit the establishment of an additional residential unit within the existing single detached dwelling on the subject lands; and**

**Whereas the variance requested would provide relief from Section 4.2(a) (General Provisions for Additional Residential Units) of the Township of Puslinch Comprehensive Zoning By-law 2018-023 (Zoning By-law), to permit an additional residential unit that exceeds the maximum 45 percent of the total floor area of the principal dwelling unit, up to a maximum of 130 m<sup>2</sup>; and**

**Whereas the total floor area of the principal dwelling unit is 248 m<sup>2</sup>, and the total floor area of the additional dwelling unit is 121.5 m<sup>2</sup> which equates to 49% of the total floor area; and**

**Whereas the subject lands are zoned Future Development 2 (FD2) per the Zoning By-law, and additional residential units are permitted within this zone, the dwelling is existing and no exterior building additions are proposed; and**

Whereas the finished floor elevation of the additional residential unit is above the Regulatory Floodplain Elevation (RFE) of 315.18 m and are not within hazardous lands as identified and regulated by the Grand River Conservation Authority; and

Whereas the proposed development maintains the residential character of the property and surrounding area; and

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

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

**Requested Relief**

The Minor Variance application, under Section 45(1) of the *Planning Act*, requests the following variances:

Regulation	By-law Section	Requirement	Proposed	Extent of Relief
The maximum total floor area of an additional residential unit shall not exceed 45 percent of the total floor area of the principal dwelling unit up to a maximum of 130 m <sup>2</sup> .	Section 4.2	45%	49%	4%

**Subject Property Key Map:****Background:**

The subject property is municipally known as 7405 Wellington Road 34 and is located within the Community of Aberfoyle within the Township of Puslinch. The property has an area of approximately 0.4 hectares with approximately 39.5 metres of frontage on Wellington Road 34. The lands are designated Residential and Core Greenlands in the Wellington County Official Plan and zoned FD2 and Natural Environment (NE) per the Zoning By-law, as amended.

The property is currently developed with an existing single detached dwelling and is serviced by a private well and private septic system. Surrounding land uses consist primarily of single detached dwellings and agricultural lands. The Township Municipal Offices are located immediately north of the subject lands.

The applicant is proposing to permit an additional dwelling unit within the existing dwelling. An additional dwelling unit has existed on the subject lands for some time. Based on a review of available aerial imagery, there is an indication that an additional dwelling unit may have been present prior to 2020, as one of the images shows a vehicle parked in proximity to the rear entrance, however the exact date of the construction cannot be confirmed.

The Owner is proposing to bring the existing additional residential unit into conformity with the Township’s Zoning By-law. The unit currently exceeds the maximum total floor area for an additional residential unit, and therefore a Minor Variance is required to permit an increase to the maximum total floor area for an additional residential unit.

**Discussion of Four Tests of Minor Variance:**

<b>Four Tests</b>	<b>Discussion</b>
<p><b>Does the proposed relief maintain the general intent and purpose of the Official Plan?</b></p>	<p>The Wellington County Official Plan permits additional residential units within the applicable designation and supports the provision of additional residential units where appropriate and where servicing and environmental constraints can be addressed.</p> <p>The proposed additional residential unit is existing and contained within the existing dwelling and does not alter the exterior form or character of the dwelling. The use remains residential in nature and is compatible with the surrounding area. As such, the proposal maintains the general intent and purpose of the Official Plan.</p>

Four Tests	Discussion
<p><b>Does the proposed relief maintain the general intent and purpose of the Zoning By-law?</b></p>	<p>The intent of the Zoning By-law provision limiting the size of a basement dwelling unit is to ensure that the secondary unit remains subordinate to the principal dwelling and does not change the character of the building.</p> <p>In this case, the basement unit is located entirely within the existing dwelling and no exterior changes are proposed. The building will continue to function as a single detached dwelling with an additional residential unit. The proposal does not introduce additional massing, lot coverage, or height and therefore maintains the general intent and purpose of the Zoning By-law.</p>
<p><b>Is the proposed relief desirable for the development and use of the land, building or structure?</b></p>	<p>The proposal represents an effective form of intensification with no known land use computability conflicts. It is therefore considered desirable for the appropriate development of the subject lands.</p>
<p><b>Is the proposed relief considered minor in nature?</b></p>	<p>The requested relief represents a minor increase of 4% of the total floor area for an additional residential unit which has been established on the subject lands. Further, the additional residential unit remains under the maximum permitted area of 130 m<sup>2</sup>. As such the relief can be considered minor in nature.</p>

**Conclusion:**

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

**Engagement Opportunities:**

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

**Attachments:**

- Schedule "A" Application
- Schedule "B" Sketch/Elevations/Floor Plans
- Schedule "C" Topographic Survey
- Schedule "D" Staff/Public/Agency Comments

**Report prepared by:**

---

**Max Fedchyshak, MCIP, RPP  
Senior Planner  
NPG Planning Solutions Inc.**

**Report reviewed by:**

---

**Justine Brotherson  
Director of Corporate Services/  
Municipal Clerk**

Cloudpermit application number  
CA-3523001-P-2025-120

**Applicant**

Last name Wang	First name Min	Corporation or partnership
Street address 7405 Wellington Country Rd 34	Unit number	Lot / Con.
Municipality Aberfoyle	Province ON	Postal code N0B 2J0
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

**Subject Land Information**

Address	Legal description	Roll number
7405 WELLINGTON RD 34 (Primary)	CON 7 REAR PT LOT 21 RP;61R6915 PART 2	2301000006144250000

**Sworn Declaration of Applicant**

Complete in the presence of a Commissioner for taking affidavits

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

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

[REDACTED]

Signature of Commissioner for taking affidavits

[REDACTED]

Municipality

Township of  
Puslinch

Day, month, year

17/November/2025

Place an imprint of your stamp below

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

**Affidavit and signatures**

**Applicant**

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

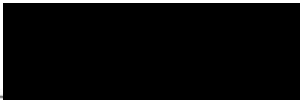
**Notice with respect to collection of personal information**

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

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

Signature

Date



Nov 17 / 2025

Min Wang

**Send correspondence to**

Send correspondence to

 Owner(s)       Agent       Others

Who to send the Invoice to

 Owner       Agent       Other**Provide a description of the "entire" property**Concession  
Con 7 Rear PTLot  
21Registered Plan Number  
Con 7 Rear PT lot 21 RP 61R6915 Part 2Area in Hectares  
0.00408Area in Acres  
129.59 x 338.89 Acres

Depth in Meters

Depth in Feet

Frontage in Meters

Frontage in Feet  
129.59Width of road allowance (if known)  
338.89**Reason for Application**

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

- Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.)
- Section 45(2) relates to a change to or expansion of an existing legal non-conforming use

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

minor variance to permit for basement dwelling unit size

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

The basement unit is already finished. Section 4.2.A.1 - 45 % of the Givarea.

**What is the current Official Plan and zoning status?**Official Plan Designation  
FD2Zoning Designation  
FD2

What is the access to the subject property?

- Provincial Highway       Continually maintained municipal road       Seasonally maintained municipal road
- Other       Continually maintained county road

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

WELLINGTON ROAD 34

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

**Existing and Proposed Service**

Indicate the applicable water supply and sewage disposal:

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

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

 What is the existing use of the abutting properties?  
 Single Dwelling with additional residential unit
**Provide the following details for all existing buildings on the subject land**

Main Building Height in Meters 6.096	Main Building Height in Feet 20	Percentage Lot Coverage in Meters 5.579
Percentage Lot Coverage in Feet 5.579	Number of Parking Spaces 12	Number of Loading Spaces
Number of Floors 2	Total Floor Area in Square Meters 412.84	Total Floor Area in Square Feet 4442.35
Ground Floor Area (Exclude Basement) in Square Meters 227.74	Ground Floor Area (Exclude Basement) in Square Feet 2450.57	

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

Main Building Height in Meters 6.096	Main Building Height in Feet 20	Percentage Lot Coverage in Meters 5.579
Percentage Lot Coverage in Feet 5.579	Number of Parking Spaces 12	Number of Loading Spaces 0
Number of Floors 2	Total Floor Area in Square Meters 412.84	Total Floor Area in Square Feet 4442.35
Ground Floor Area (Exclude Basement) in Square Meters 227.74	Ground Floor Area (Exclude Basement) in Square Feet 2450.57	

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

Front Yard in Meters 33.99	Front Yard in Feet 111.7	Rear Yard in Meters 52.4
Rear Yard in Feet 172	Side Yard (interior) in Meters 6.32	Side Yard (interior) in Feet 20.9
Side Yard (Exterior) in Meters 19.25	Side Yard (Exterior) in Feet 63.2	

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

Date of acquisition of subject property 16-30 year	Date of construction of buildings property 16-30 year	How long have the existing uses continued on the subject property? 16-30 year
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Other Related Planning Applications**

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

**Minor Variance Application must be commissioned**

Please confirm the following

- I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.

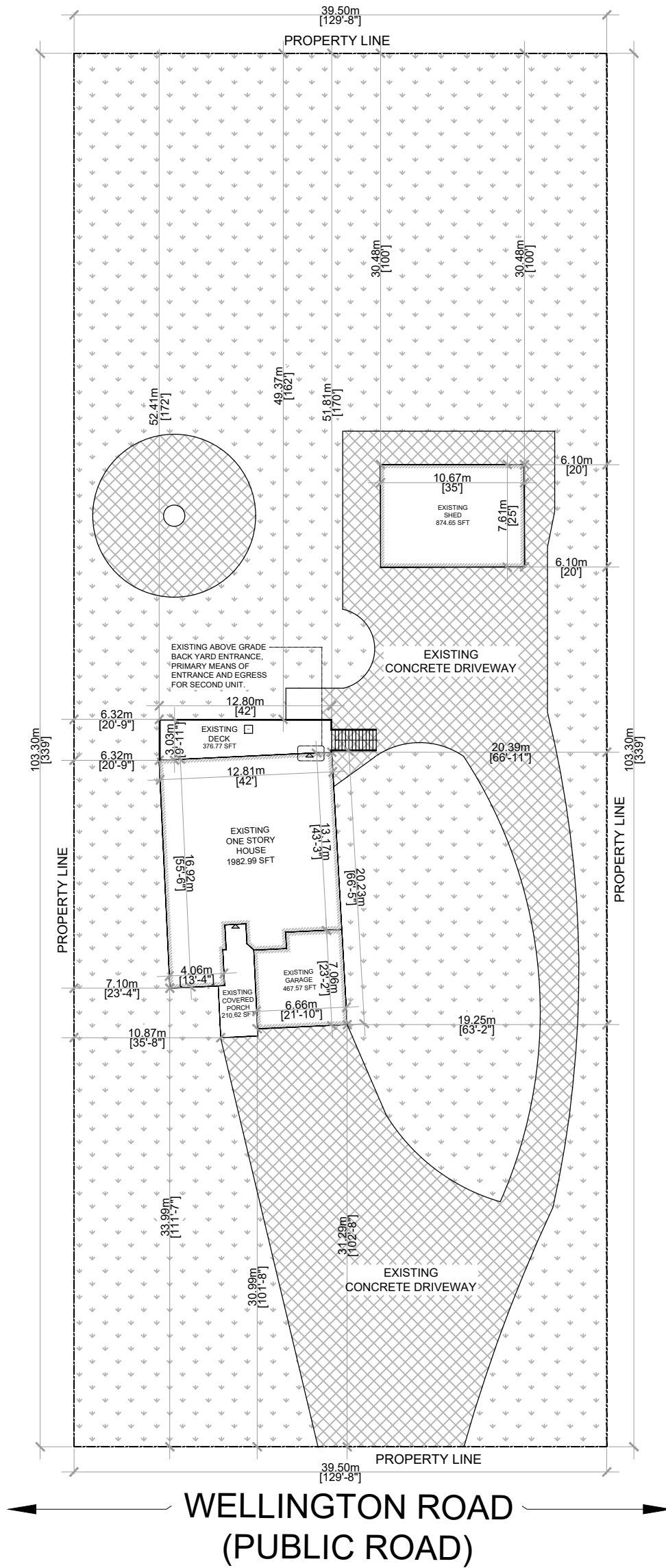
**SITE ALTERATION APPROVED TIME**

Site Alteration activities shall not occur under the following conditions:

1. Between the hours of 5:00 p.m. and 8:30 a.m. Monday to Friday.
2. Anytime on a Saturday, Sunday, or Statutory Holiday;
3. During any period in which a wind warning has been issued by Environment Canada;
4. During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g., heavy rain, etc.); and
5. During any situation where Site Alteration activities can unduly impact adjacent landowners (e.g., brush fires, floods, unsuitable road conditions, etc.).

I have read the above and understand that site alteration activities will not take place outside of the hours stated above.

I confirm



**LEGEND**

- PROPERTY LINE
- ENTRANCE & EGRESS

**PARKING SPACES PROVIDED**

FOUR PARKING SPACES PROVIDED

**AREA STATISTICS**

<b>GROSS FLOOR AREA CALCULATIONS</b>	
A - EXISTING PRINCIPAL RESIDENCE	
EXISTING MAIN FLOOR AREA	= 1982.99 SFT / 184.29 SM
GARAGE AREA	= 467.57 SFT / 43.45 SM
EXISTING SECOND FLOOR AREA	= 00.0 SFT / 00.0 SM
TOTAL ABOVE GRADE GFA	= <b>2450.57 SFT / 227.74 SM</b>
B - EXISTING BASEMENT	
BASEMENT AREA PART OF PRICIPAL RESIDENCE	= 684.79 SFT / 63.64 SM
NEW BASEMENT APARTMENT GFA	= 1306.99 SFT / 121.46 SM
SHARED AREA	= 00.0 SFT / 00.0 S
FURNACE AREA	= 00.0 SFT / 00.0 SM
TOTAL BASEMENT GFA	= <b>1991.78 SFT / 185.10 SM</b>
BASEMENT APARTMENT GFA IS	
41.68 % OF PRINCIPAL RESIDENCE GFA	
TOTAL LOT AREA : 43920.55 SFT / 4081.83 SM	

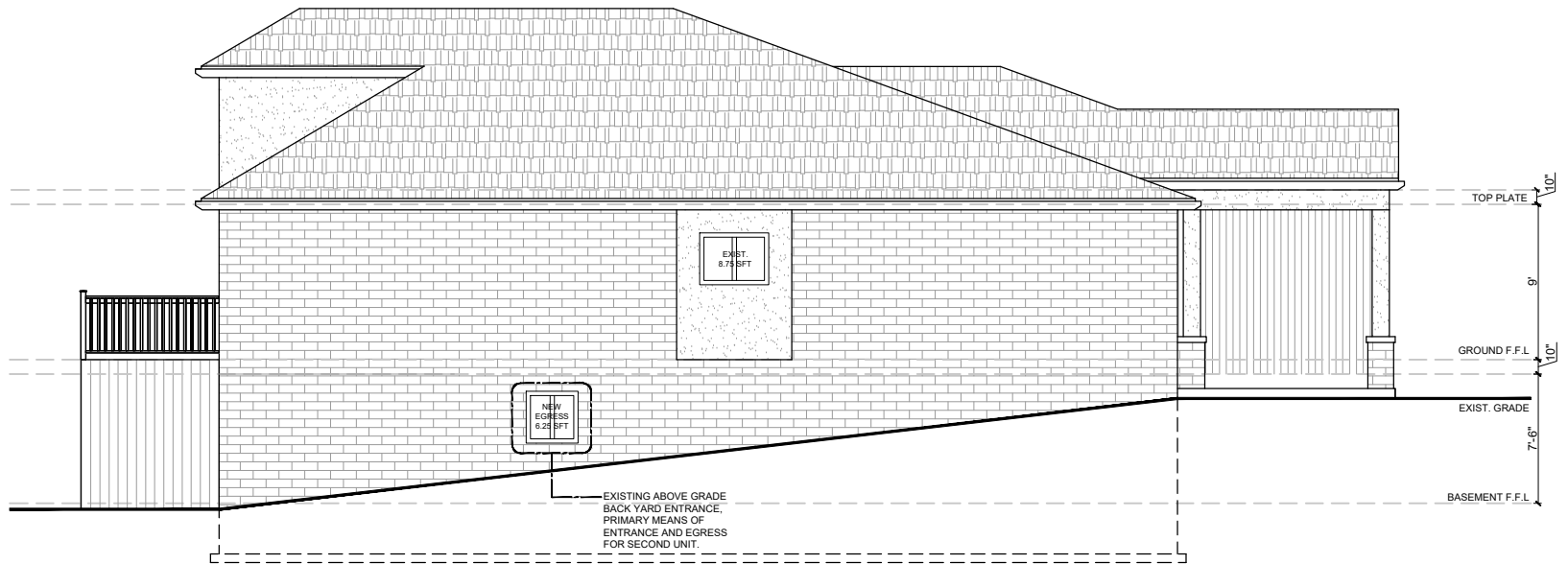
**SCOPE OF WORK**

- ① BASEMENT APARTMENT
- ② EXISTING ABOVE GRADE SIDE BACK ENTRANCE. PRIMARY MEANS OF ENTRANCE AND EGRESS FOR SECOND UNIT.

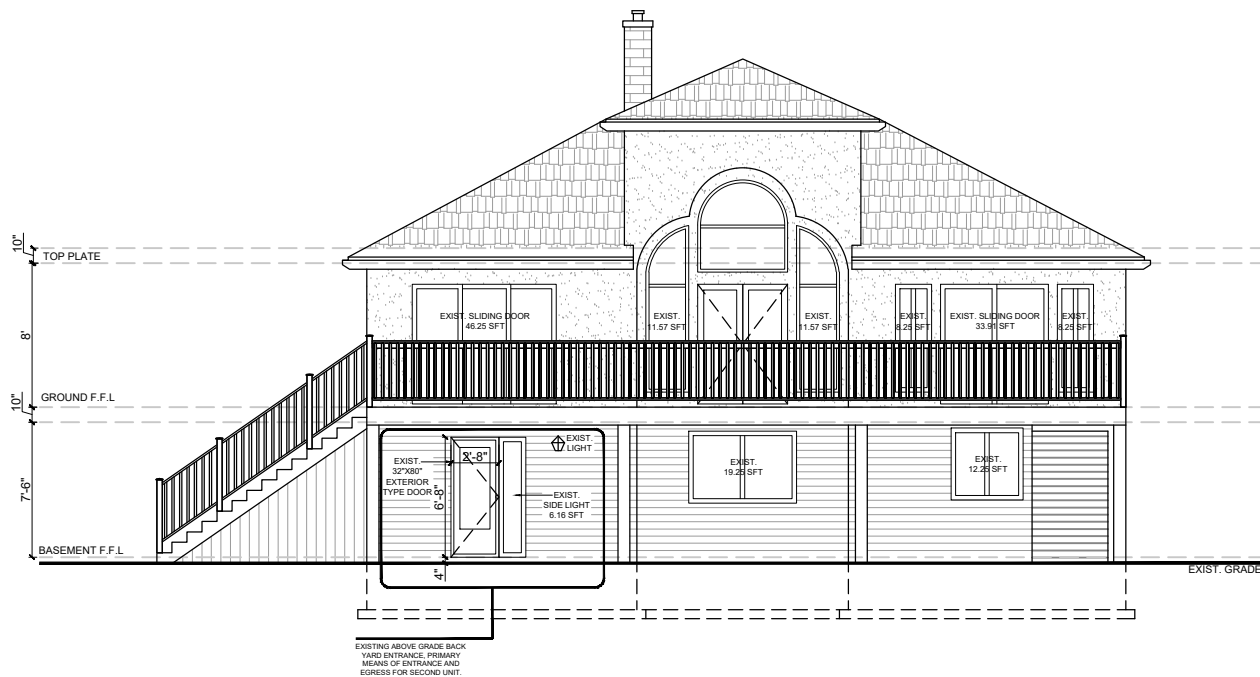
NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	<b>SITE PLAN</b>	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		<b>A-1</b>
2	PERMIT APPLICATION	07.07.2025				
3						
4						
5						
6						
						DATE: 07.07.2025
						SCALE: 3/32" = 1'

**GLAZED OPENINGS:**

WALL AREA: = 783.92 SFT / 72.85  
 LIMITING DISTANCE: 6.32 M  
 WINDOW AREA PROVIDED: 15.0 SFT / 1.39 M<sup>2</sup> (1.91%)  
 WINDOW AREA ALLOWED: 57%



LEFT ELEVATION



REAR ELEVATION

NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	<b>ELEVATIONS</b>	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		<b>A-5</b>
2	PERMIT APPLICATION	07.07.2025				
3						
4						DATE: 07.07.2025
5						SCALE: 3/32" = 1'
6						

# SCOPE OF WORK : BASEMENT APARTMENT (TWO UNIT DWELLING)

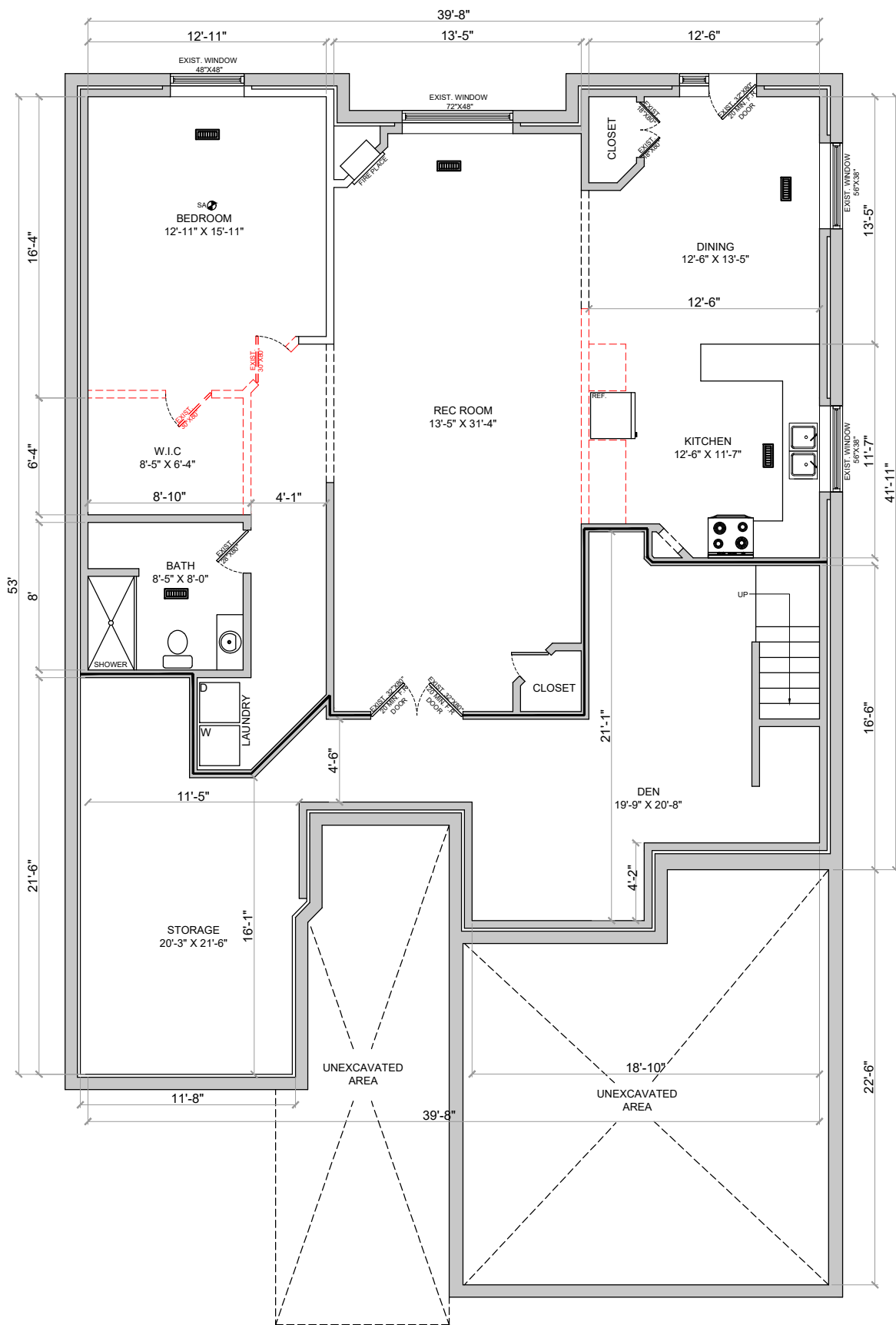
ISSUED FOR: BASEMENT APARTMENT PERMIT APPLICATION

## DRAWINGS LIST




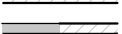




DRAWING NUMBER	DRAWING NAME
A-0	COVER PAGE
A-1	SITE PLAN
A-2	EXISTING BASEMENT PLAN
A-3	PROPOSED BASEMENT PLAN
A-4	EXISTING MAIN FLOOR PLAN
A-5	ELEVATIONS
A-6	CEILING & WALL & TYPICAL DETAILS
A-7	EGRESS WINDOW DETAIL



NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	COVER PAGE	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		A-0
2	PERMIT APPLICATION	07.07.2025				
3						
4						DATE: 07.07.2025
5						SCALE: NTS
6						



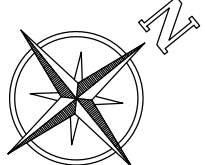
**LEGEND :**

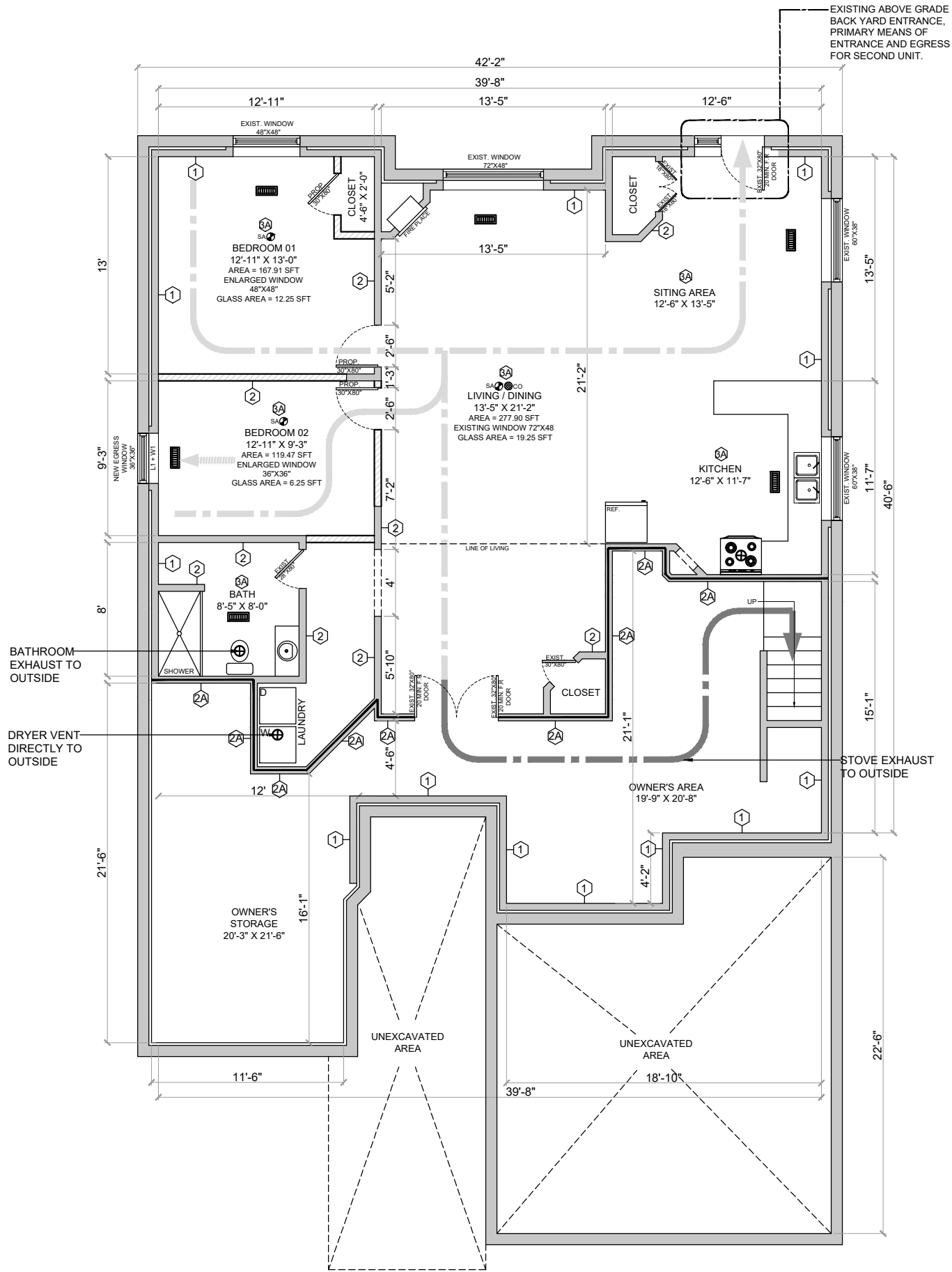
-  EXHAUST FAN
-  EXISTING WALLS
-  NEW WALLS
-  FIRE RATED WALLS
-  EXISTING TO BE REMOVED
-  EXISTING STEEL & WOODEN POSTS
-  HARD WIRED SMOKE DETECTOR (INTERCONNECTED)
-  CARBON MONOXIDE ALARM

**BASEMENT - EXISTING LAYOUT**

BASEMENT AREA = 1991.78 SFT / 185.10 SM

CEILING HEIGHT = 7'-6"

NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	<b>EXISTING BASEMENT PLAN</b>	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		<b>A-2</b>
2	PERMIT APPLICATION	07.07.2025				
3						
4						
5						
6						
						DATE: 07.07.2025
						SCALE: 1/8" = 1'



**LINTEL SCHEDULE AS PER OBC 9.23.12.3**

NO.	LINTEL SIZE (WOOD)	LINTEL SIZE (STEEL)
L1	2-2"x8"	3½"x3½"x¼"
L2	2-2"x10"	3½"x3½"x¼"
L3	2-2"x12"	3½"x3½"x¼"

INTERIOR WALL WOOD LINTEL ONLY AND BSMT. AND CONC. WALL STEEL LINTEL + WOOD LINTEL

**LEGEND :**

- EXHAUST FAN
- EXISTING WALLS
- NEW WALLS
- FIRE RATED WALLS
- EXISTING TO BE REMOVED
- EXISTING STEEL & WOODEN POSTS
- HARD WIRED SMOKE DETECTOR (INTERCONNECTED)
- CARBON MONOXIDE ALARM

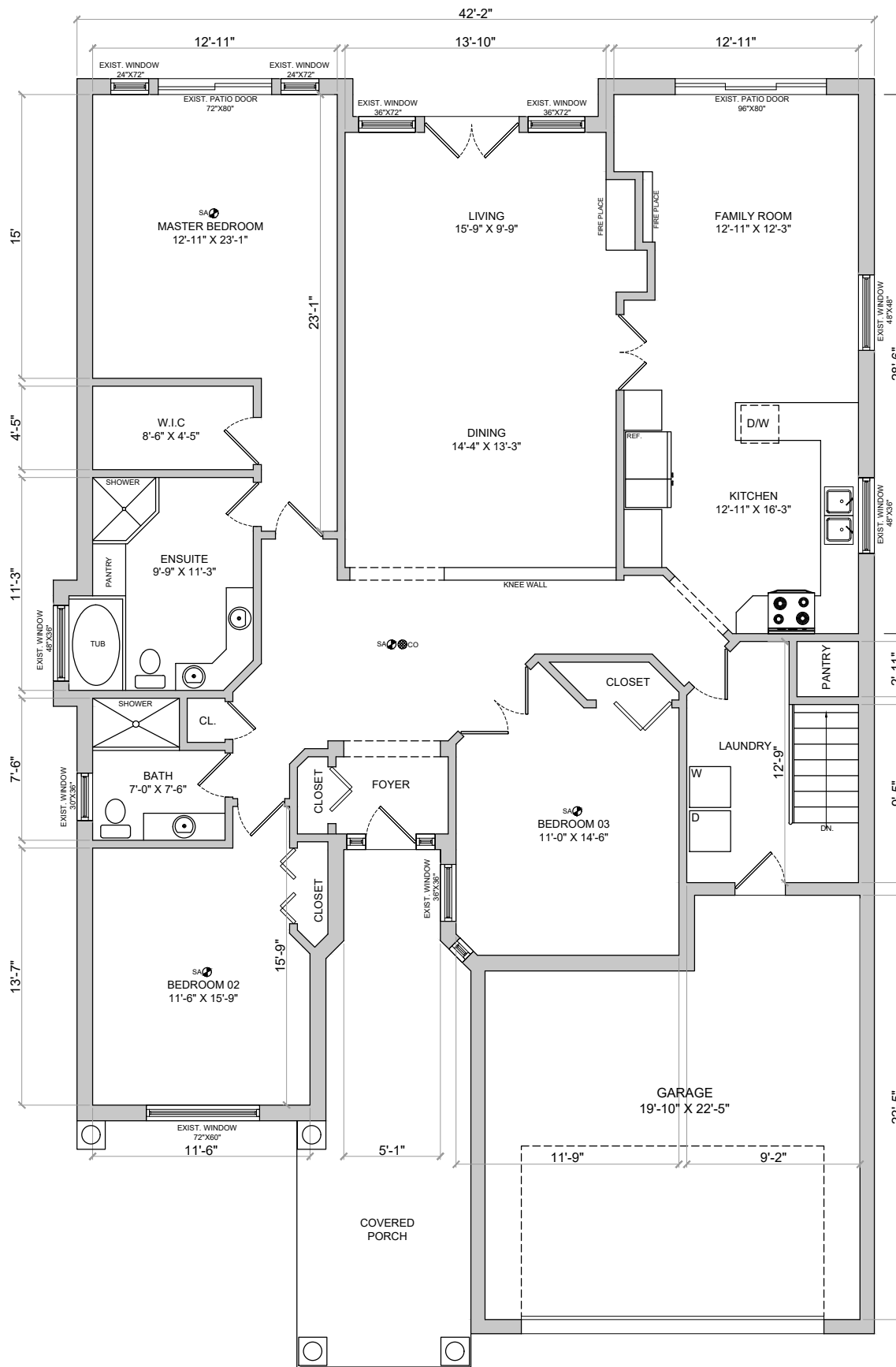
**BASEMENT - PROPOSED LAYOUT**

BASEMENT AREA PART OF PRINCIPAL RESIDENCE = 684.79 SFT / 63.64 SM  
 NEW BASEMENT APARTMENT GFA = 1306.99 SFT / 121.46 SM  
 FURNACE AREA = 00.0 SFT / 00.0 SM  
 TOTAL BASEMENT GFA = 1991.78 SFT / 185.10 SM  
 CEILING HEIGHT = 7'-6"









**EGRESS PATHS:**

- EGRESS OPTION A1:**  
 MAIN EGRESS BY MEANS OF ABOVE GRADE ENTRANCE
- PATH TO MAIN ACCESS TO EXIT
  - POSSIBLE LOCATIONS OF EGRESS WINDOW (ONE REQUIRED ON THE FLOOR LEVEL)
  - OPTIONAL PATH TO SECOND EXIT

NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	<b>PROPOSED BASEMENT PLAN</b>	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		<b>A-3</b>
2	PERMIT APPLICATION	07.07.2025				
3						
4						
5						
6						
						DATE: 07.07.2025
						SCALE: 1/8" = 1'




**LEGEND :**

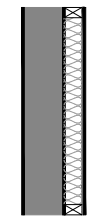
-  EXHAUST FAN
-  EXISTING WALLS
-  NEW WALLS
-  FIRE RATED WALLS
-  EXISTING TO BE REMOVED
-  EXISTING STEEL & WOODEN POSTS
-  HARD WIRED SMOKE DETECTOR (INTERCONNECTED)
-  CARBON MONOXIDE ALARM

**MAIN FLOOR - EXISTING LAYOUT**

MAIN FLOOR AREA = 1982.99 SFT / 184.29 SM  
 GARAGE AREA = 467.57 SFT / 43.45 SM  
 TOTAL MAIN FLOOR AREA = 2450.57 SFT / 227.74 SM  
 CEILING HEIGHT = 8'-0"

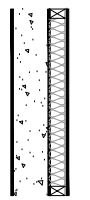
NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	<b>EXISTING MAIN FLOOR PLAN</b>	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		<b>A-4</b>
2	PERMIT APPLICATION	07.07.2025				DATE: 07.07.2025
3						SCALE: 1/8" = 1'
4						
5						
6						

1 TYPICAL EXTERIOR WALL ASSEMBLY - 1



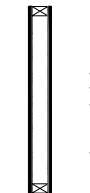
- EXISTING FOUNDATION WALL
- 2X4 WOOD STUD @ 16" o.c.
- MIN. R12 BATT INSULATION
- 6 MIL. POLY VAPOUR BARRIER
- 1/2" GYPSUM BOARD

2 FOUNDATION WALL INSULATION 1A



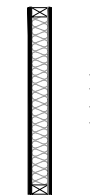
- EXISTING FOUNDATION WALL,
- MOISTURE BARRIER, 2 BY6 STUDS
- WOODEN OR STEEL @ 16" O.C OR 24" O.C R22 INSULATION, 6 MIL POLYETHYLENE FOR WOOD STUDS
- VAPOUR BARRIER, 1/2" OR 5/8" GYPSUM DRYWALL JOINTS TAPED AND SEALED AND PAINTED

3 TYPICAL INTERIOR WALL ASSEMBLY - 2



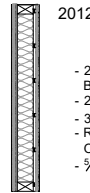
- 1/2" GYPSUM BOARD
- 2X4 WOOD STUD @ 16" o.c.
- 3 1/2" THICK ABSORPTIVE MATERIAL (OPTIONAL SOUND INSULATION)
- 1/2" GYPSUM BOARD

4 TYPICAL INTERIOR FIRE RATED WALL ASSEMBLY - 3A



- 1/2" GYPSUM BOARD
- 2X4 WOOD STUD @ 16" o.c.
- 3 1/2" THICK ABSORPTIVE MATERIAL
- 1/2" GYPSUM BOARD / WOOD PANELING

5 TYPICAL INTERIOR FIRE RATED WALL ASSEMBLY - 2B



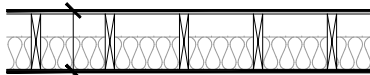
- 2 LAYERS OF 5/8" TYPE 'X' GYPSUM BOARD
- 2X4 WOOD STUD @ 16" o.c.
- 3 1/2" THICK ABSORPTIVE MATERIAL
- RESILIENT METAL CHANNEL @24" O.C.
- 5/8" TYPE 'X' GYPSUM BOARD

6 CEILING ASSEMBLY - 3



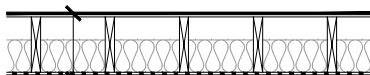
- 1/2" DRY WALL CEILING ATTACHED TO BOTTOM OF JOIST OF FLOOR ASSEMBLY ABOVE SHALL SATISFY THE HORIZONTAL FIRE SEPARATION REQUIREMENT AS PER COMPLIANCE ALTERNATIVE C-152b. SB-3: F3C

7 CEILING ASSEMBLY - 3A



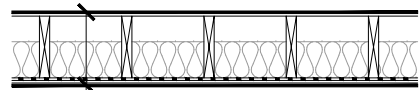
- 15.5mm PLYWOOD, OSB, OR WAFERBOARD SUBFLOOR
- EXIST. WOOD JOISTS SPACED @ 406mm o.c.
- ROXUL SAFE 'n' SOUND INSULATION IN THE CAVITY
- 1 LAYER OF 15.9mm TYPE 'X' GYPSUM BOARD

8 CEILING ASSEMBLY - 3B



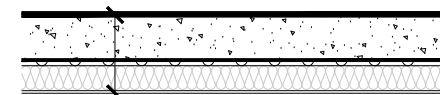
- 15.5mm PLYWOOD, OSB, OR WAFERBOARD SUBFLOOR
- WOOD JOISTS SPACED @ 406mm o.c.
- TWO LAYERS OF ROXUL SAFE 'n' SOUND INSULATION IN THE CAVITY
- RESILIENT CHANNELS @ 610mm o.c.
- 2 LAYERS OF 12.7mm TYPE 'X' GYPSUM BOARD

9 CEILING ASSEMBLY - 3C



- 5/8" TYPE 'X' DRY WALL CEILING ATTACHED TO RESILIENT CHANNELS AND ABSORPTIVE MATERIAL IN CAVITY, TO BOTTOM OF JOISTS OF FLOOR ASSEMBLY ABOVE. SB-3: F9c. FIRE RESISTANCE : 1 HOUR, STC : 52.

10 CEILING ASSEMBLY - 3D



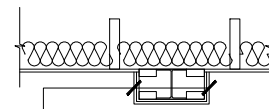
- DRY WALL CEILING ATTACHED TO BOTTOM OF JOISTS OF FLOOR ASSEMBLY ABOVE. 1/2" REGULAR GYPSUM BOARD WITH ABSORPTIVE MATERIAL IN CAVITY AND R31 INSULATION.

11 STEEL COLUMN SEPARATION FIRE SEPARATION PROVIDED : 45 MIN



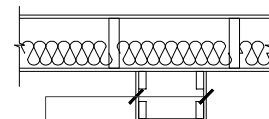
- 3.5" DIA STRUCTURAL S
- 2"X4" WOOD STUDS
- 2 LAYER 1/2" TYPE 'X' GYPSUM BOARD
- RATING PER BUILDING

12 (FIRE SEPARATION PROVIDED : 45 MIN) STEEL BEAM SEPARATION



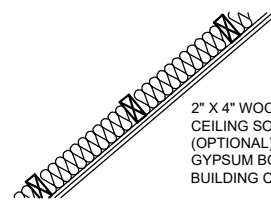
- 2"X4" WOOD FRAMING
- 2 LAYER 1/2" (12.7MM) TYPE 'X' GYPSUM BOARD
- RATING AS PER CEILING CONDITION

13 BULKHEAD BELOW FIRE SEPARATION



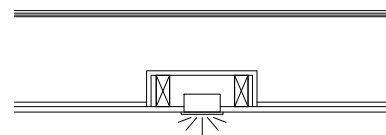
- FIRE SEPARATION CEILING ABOVE
- 2"X4" WOOD STUDS
- 2 LAYER 1/2" (12.7MM) TYPE 'X' GYPSUM BOARD

14 UNDERSIDE OF STAIR FIRE SEPARATION



- 2" X 4" WOOD STUDS TO SUPPORT CEILING SOUND INSULATION (OPTIONAL) 2 LAYERS TYPE 'X' GYPSUM BOARD RATING PER BUILDING CONDITION

15 POT LIGHT FIRE SEPARATION



- FIRE SEPARATION CEILING ABOVE
- 2" X 4" WOOD STUDS
- 1/2" GYPSUM BOARD

NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	CEILING & WALL DETAILS	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		A-6
2	PERMIT APPLICATION	07.07.2025				
3						
4						
5						
6						
						DATE: 07.07.2025
						SCALE: NTS

**GENERAL NOTES**

- ALL WORK ACCORDING TO ONTARIO BUILDING CODE 2012 AND CITY OF MILTON BY-LAWS
- ALL WORKING ACCORDING TO GOOD CONSTRUCTION PRACTICES
- ALL FOOTINGS SHALL REST ON NATURAL UNDISTURBED SOIL OR COMPACTED GRANULAR FILL WITH A MINIMUM BEARING CAPACITY OF 75 KPA
- WHERE THE FOUNDATIONS OF A BUILDING ARE TO BE CONSTRUCTED BELOW THE LEVEL OF THE FOOTINGS OF AN ADJACENT BUILDING AND WITHIN THE ANGLE OF REPOSE OF THE SOIL, OR THE UNDERPINNING EXCEEDS 1200MM OF Laterally UNSUPPORTED HEIGHT OR THE SOIL IS CLAY OR SILT, THE UNDERPINNING & RELATED CONSTRUCTION SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER.
- EXCAVATION SHALL BE UNDERTAKEN IN A MANNER SO AS TO PREVENT MOVEMENT WHICH WOULD CAUSE DAMAGE TO ADJACENT PROPERTIES, STRUCTURES, UTILITIES, ROADS & SIDEWALKS. CONTACT YOUR LOCAL UTILITIES PRIOR TO COMMENCING EXCAVATION.
- SHORE & BRACE WHERE NECESSARY TO ENSURE THE SAFETY & STABILITY OF THE EXISTING STRUCTURE DURING UNDERPINNING.

**CONCRETE**

1. MINIMUM COMPRESSIVE STRENGTH OF CONCRETE 32MPA @ 28 DAYS W/5% TO 8% AIR ENTRAINMENT.
2. MINIMUM YIELD STRENGTH OF STEEL 60 KSI.

**1. EXTERIOR DOOR**

EXTERIOR TYPE DOOR (42MM INSULATED STEEL DOOR) SIZE 2'-8"x6'-8", W/ DEADBOLT AS PER OBC 9.6.5 & 9.6.8 TO RESIST FORCED ENTRY. PROVIDE LINTEL AS FOLLOWS:  
 SL1: STEEL LINTEL 3 1/2" X 3 1/2" X 3/8"  
 WL1: WOOD LINTEL 2 - 2 X 8 SPF NO.1 OR 2

MIN. CLEAR OPENING AREA OF 035 SM (3.8 SFT)

RIGIDLY FASTEN WINDOW

NO DIMENSION LESS THAN 380MM (15") CEILING

MIN. 550MM (22") CLEAR

MIN. CLEAR OPENING AREA OF 0.35 SM (3.8 SFT)

WINDOW IN OPEN POSITION

NO DIMENSION LESS THAN 380MM (15")

NO LIMIT

FLOOR

FIN. GRADE

WINDOW WELL DRAIN TO WEEPING TILE

MIN. 48"

1  
A-7  
**EGRESS WINDOW DETAIL**  
SCALE : 3/8" = 1'-0"

NO.	Description	DATE	DRAWINGS TITLE:	ADDRESS:	NORTH SIGN:	SHEET NO.
1	SCHEMATIC LAYOUT	04.07.2025	<b>EGRESS WINDOW DETAIL</b>	7405 WELLINGTON ROAD 34 PUSLINCH ON N0B 2J0		<b>A-7</b>
2	PERMIT APPLICATION	07.07.2025				
3						
4						DATE: 07.07.2025
5						SCALE: NTS
6						

## **Comment Summary – 7405 Wellington Rd 34**

**GRCA:** see attached letter

**Bylaw:** If the Application is not successful, I would like to flag to the Applicant that the Additional Residential Unit is not permitted under the Zoning By-law, and the property would be required to be brought into compliance, which may include removal of the Additional Residential Unit.

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

**Building:** The building department has no concerns.

Building permits applications have been received for both the basement apartment and the septic system serving the house. Full technical comments will be made under those permit applications.

Condition:

1. A GRCA permit will be required for the change of use to add a basement apartment.

**PW/Fire:** No comments

**County Planning:** see attached letter



February 6, 2026

Ms. Min Wang [wangmin\\_ca2005@hotmail.com](mailto:wangmin_ca2005@hotmail.com)

35176-26

**Re: Existing Elevations Sketch  
7405 Wellington County Rd 34  
Puslinch, Ontario**

Ms. Wang,

On February 2<sup>nd</sup>, 2026 Van Harten Surveying attended the above mentioned property.

Our field crew recorded elevations on your property including the top of foundation at the back wall of the dwelling, some of the surrounding features and topography along with the exterior basement door sill as depicted on the accompanying sketch titled "Existing Elevations".

Elevations were recorded by GPS observations using the CGVD28 Datum. The measured elevation of the basement door sill is 315.29m. This is above the Regulatory Floodplain Elevation (RFE) of 315.18m (RFE figure given in the letter from the GRCA to the Township of Puslinch, dated December 17, 2025).

We did not have access to the interior of the dwelling and recorded the door sill elevation on the outside of the dwelling. As per the pictures you have now supplied us (see page 2), the basement floor elevation inside the door is visually similar to the exterior door sill elevation.

Please submit this letter and the "Existing Elevations" sketch to the GRCA. We trust that this information will allow the GRCA to complete their review.

We thank you for this opportunity to investigate this matter on your behalf. Please feel free to contact me if you have any questions, comments, or concerns.

Van Harten Surveying Inc.



**Payton Chase**  
**Ontario Land Surveyor**

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

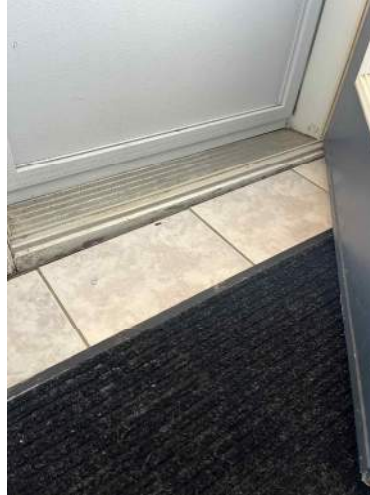
2106 Gordon Street  
Guelph, ON, N1L 1G6  
519-821-2763

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

Basement Door – Outside



Basement Door – Inside



Pictures above supplied by Min Wang February 4, 2026

Rear of Dwelling (illustrating the basement door location):



Picture above by Van Harten Surveying, February 2, 2026





February 27, 2026

via email

GRCA File: D13-WAN – 7405 Wellington Road 34

Monika Farncombe  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

Dear Monika Farncombe,

**Re: Application for Minor Variance D13/WAN**  
7405 Wellington Road 34, Township of Puslinch  
Min Wang

Grand River Conservation Authority (GRCA) staff have reviewed the above-noted minor variance application requesting an increased additional residential unit (ARU) floor area.

### **Recommendation**

The GRCA has no objection to the proposed minor variance application. These comments replace GRCA's previous comments dated December 17, 2025.

### **Documents Reviewed by Staff**

Staff have reviewed the following documents submitted with this application:

- Cover Letter (prepared by Van Harten Surveying Inc., dated February 6, 2026)
- Sketch Illustrating Existing Grades (prepared by Van Harten Surveying Inc., dated February 6, 2026)

### **GRCA Comments**

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

Information currently available at this office indicates that the subject property contains one-zone floodplain associated with Mill Creek and the regulated allowance adjacent to the floodplain. A copy of GRCA's resource mapping is attached. However, please note that the attached mapping is for illustrative purposes only and it is not a substitute for a site survey.

Due to the presence of the features noted above, a portion of the subject property is regulated by the GRCA under Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits Regulation. Any future development or other alteration within

the regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

It is understood that the minor variance application requests relief from the maximum ARU size provisions of the Zoning By-law. The circulated plans indicate that the ARU is existing with minor renovations proposed.


The applicant has submitted topographic information from an Ontario Land Surveyor to certify that the finished floor elevation of the existing basement is located at 315.29 metres CGVD28. This information confirms that the existing ARU is above the Regulatory Floodplain Elevation (RFE) of 315.18 metres CGVD28. The sketch also confirms that safe access to the ARU is available during times of flooding. As such, the GRCA has no objection to the proposed minor variance application.

It is our understanding that the existing septic system needs to be upgraded to accommodate the ARU. The applicant is advised that a GRCA permit will be required to recognize the ARU and allow the septic system upgrades. Additional pre-consultation with GRCA staff is recommended to determine submission requirements for a complete permit application.

We wish to acknowledge receipt of the applicable plan review fee in the amount of \$300.00 for GRCA's review of this application.

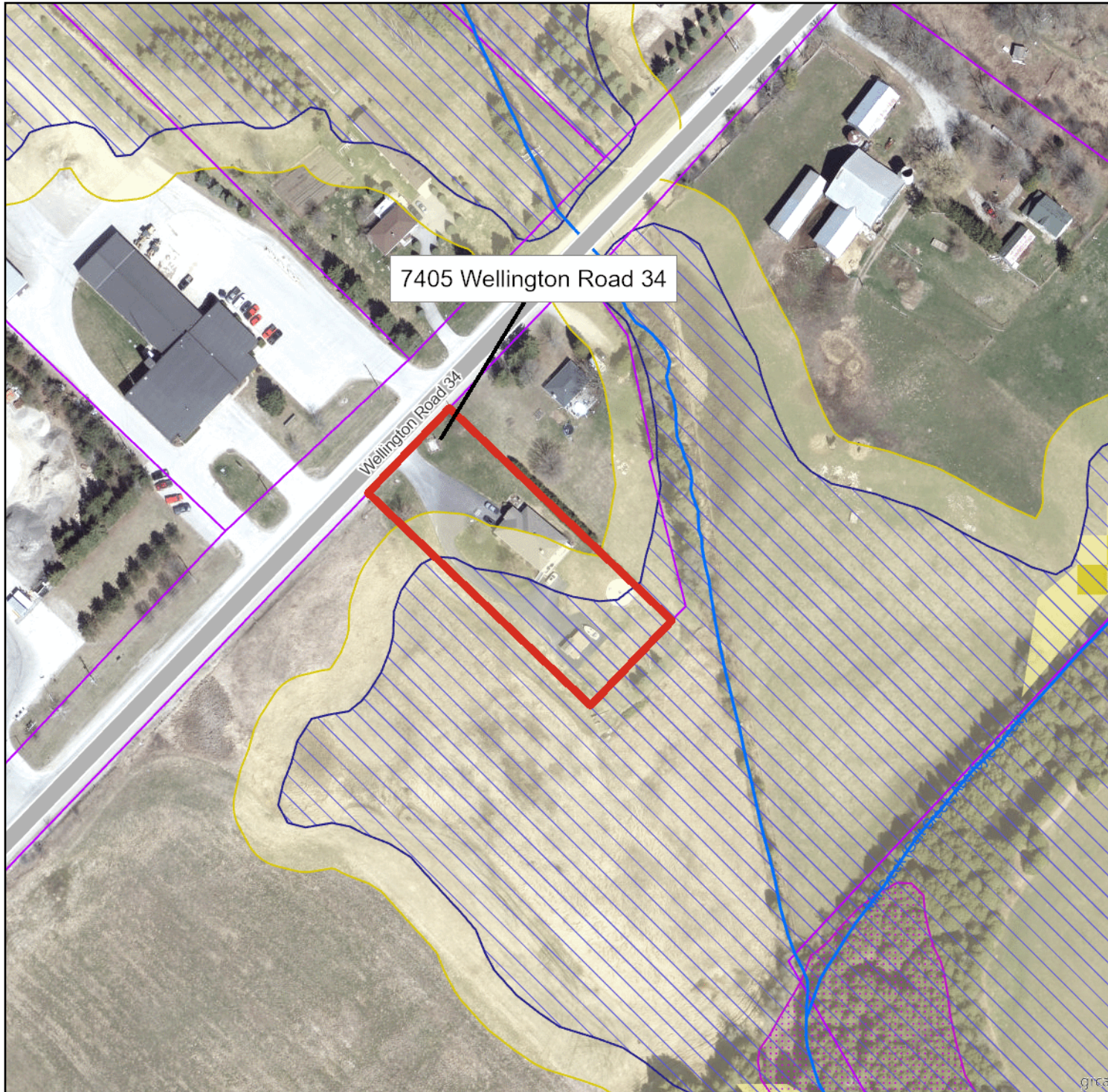
Should you have any questions, please contact the undersigned at 519-621-2763 ext. 2228 or [aherreman@grandriver.ca](mailto:aherreman@grandriver.ca).

Sincerely,




















  
Andrew Herreman, CPT  
Resource Planning Technician  
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Min Wang (via email)



Legend

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

Copyright Grand River Conservation Authority, 2025.

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





## COUNTY OF WELLINGTON

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

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

December 22, 2025

BY E-MAIL

Monika Farncombe, Planning and Corporate Services Coordinator  
Committee of Adjustment  
Township of Puslinch  
7404 Wellington Rd 34  
Puslinch, ON N0B 2J0

Dear Ms. Farncombe:

**Re: Proposed Minor Variance – D13-WAN  
Min Wang  
7405 Wellington Rd. 34  
Township of Puslinch**

---

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

- Section 4.2.(a).(i): To permit an attached Additional Residential Unit that is 49% (121.46 m<sup>2</sup>) of the total floor area of the principal dwelling unit whereas the by-law permits the total floor area to be 45% (111.56 m<sup>2</sup>).


The subject property is designated Residential and Core Greenlands in the County Official Plan. Identifying features on the property include Grand River Conservation Authority (GRCA) flood plain. The property is located within the Urban System Designated Greenfield Area.

Within the Residential designation, accessory residential units are permitted subject to Section 4.4.6. The County Official Plan provides the policy direction that these dwellings are to be subordinate in scale and function to the main residence. The Township will need to be satisfied that the proposal maintains the intent of the County Official Plan and the unit is secondary and subordinate to the primary residence.

Overall, staff do not have any concerns with the proposed minor variance application. I trust that these comments will be of assistance to the Committee. We would appreciate a copy of the Committee's decision with respect to this application.

Yours truly,

  
Allie Gorman, MSc  
Junior Planner

  
Thomas Freeman, RPP, MCIP  
Planner



## REPORT D13-2026-006



---

TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Max Fedchyshak, MCIP, RPP, Senior Planner

PRESENTED BY: Monika Farncombe, Planning and Corporate Services Coordinator

MEETING DATE: March 10, 2026

SUBJECT: Minor Variance Application File: D13-WHI  
2 Hemlock Cres PV, Township of Puslinch

APPLICANT: Matthew Witney, Property Owner

---

### **RECOMMENDATION**

**That Report D13-2026-006 entitled Minor Variance Application D13-WIT be received for information; and**

**Whereas the Applicant is proposing to construct a deck, above 0.6 metres in height which will connect the two existing decks accessory to the single detached dwelling on the subject lands; and**

**Whereas the variance requested would provide relief from Section 14, Table 14.1, Site Specific Special Provisions No. 86 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow an increased lot coverage of 38% instead of 35%; and**

**Whereas the proposed deck is accessory in nature, represents a minor addition to the existing built form, and is not anticipated to negatively impact adjacent properties or the surrounding residential character of the Mini Lakes community; and**

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

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

**Requested Relief**

The Minor Variance application, under Section 45(1) of the *Planning Act*, requests the following variances:

Regulation	By-law Section	Requirement	Proposed	Extent of Relief
Lot Coverage	Section 14.0 Table 14.1 RUR-86	35%	38%	3%

**Subject Property Key Map:**



**Background:**

The subject lands are located on the southside of Hemlock Crescent (private road) and are located within the Mini Lakes Condominium Community which is accessed via Wellington Road 34. The subject lands are designated PA7-6 in the Wellington County

Official Plan (Official Plan) and zoned RUR-86 in the Zoning By-law. The lands contain an existing single detached dwelling with accessory structures which are permitted within the RUR-86 zone.

The applicant is proposing to construct an approximately 9 square metre deck to connect two existing decks accessory to the dwelling. The total deck area would be approximately 25.8 square metres. As the deck height exceeds 0.6 metres, it is included within lot coverage calculations. As a result, the total lot coverage on the property would increase to approximately 38 percent, where a maximum lot coverage of 35 percent is permitted in the RUR(SP86) zone. As a result, a Minor Variance is required to permit the increased lot coverage on the subject lands.

**Discussion of Four Tests of Minor Variance:**

<b>Four Tests</b>	<b>Discussion</b>
<b>Does the proposed relief maintain the general intent and purpose of the Official Plan?</b>	The PA7-6 designation of the Official Plan establishes Mini Lakes as an adult lifestyle community which may be occupied year round. The proposal supports the continued residential use of the property and represents a minor improvement that is compatible with the surrounding community. It does not introduce new land uses or intensification that would conflict with the policy framework.
<b>Does the proposed relief maintain the general intent and purpose of the Zoning By-law?</b>	The intent of the RUR-86 zone is to establish provisions for the safe use of dwellings within the Mini Lakes community. The proposed variances support the continued residential use of the property, providing improved connectivity between the existing decks attached to the dwelling and additional amenity area. As such, the variances maintain the intent of the Zoning By-law.
<b>Is the proposed relief desirable for the</b>	The variance facilitates improved outdoor amenity space and enhances the usability of the existing decks without expanding

Four Tests	Discussion
<b>development and use of the land, building or structure?</b>	the building footprint of the dwelling. The proposal represents appropriate and desirable development for the subject property.
<b>Is the proposed relief considered minor in nature?</b>	The requested relief represents only a 3 percent increase in permitted lot coverage and is not anticipated to result in negative impacts on adjacent lands as the deck is located to the rear of the dwelling, adjacent to a waterbody. The variance is considered minor both in scale and effect.

**Conclusion:**

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

**Engagement Opportunities:**

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

**Attachments:**

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

**Report prepared by:**

**Report reviewed by:**

\_\_\_\_\_  
**Max Fedchyshak, MCIP, RPP**  
**Senior Planner**  
**NPG Planning Solutions Inc.**

\_\_\_\_\_  
**Justine Brotherson**  
**Director of Corporate Services/**  
**Municipal Clerk**

Cloudpermit application number CA-3523001-P-2026-11
--

Applicant, Property owner, Payer		
Last name Witney	First name Matthew	Corporation or partnership
Street address 2 Hemlock Cres	Unit number	Lot / Con.
Municipality Puslinch	Province On	Postal code N0B2J0
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Subject Land Information		
Address	Legal description	Roll number
2 HEMLOCK CRESCENT PV (Primary)	PLAN 61M203 LOT 53	2301000006165730000

**Sworn Declaration of Applicant**

Complete in the presence of a Commissioner for taking affidavits

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

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

[REDACTED]

Signature of Commissioner for taking affidavits [REDACTED]	Municipality Township of Puslinch	Day, month, year 29/01/2026
---	--------------------------------------	--------------------------------

Place an imprint of your stamp below

Laura Elizabeth Emery, Deputy Clerk,  
a Commissioner, etc., Province of Ontario,  
for the Corporation of the Township of Puslinch.

## Affidavit and signatures


### Applicant

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

### Notice with respect to collection of personal information

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

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

 Digitally signed on 2026-02-06, 2:10:29 p.m. EST by Matthew Witney.

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

Provide a description of the "entire" property			
Concession		Lot	Registered Plan Number
Area in Hectares		Area in Acres	Depth in Meters 20
Depth in Feet 68	Frontage in Meters 33	Frontage in Feet 109	Width of road allowance (if known)

Reason for Application	
Please indicate the Section of the Planning Act under which this application is being made <input type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input checked="" type="checkbox"/> Section 45(2) relates to a change to or expansion of an existing legal non- conforming use	
What is the nature and extent of the relief that is being applied for? 80 square feet of deck, enough to join the existing 2 decks	Why is it not possible to comply with the provisions of the by-law? Total lot coverage would be over 35%, by 2%

What is the current Official Plan and zoning status?	
Official Plan Designation PA7-6	Zoning Designation RUR SP86
What is the access to the subject property? <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Continually maintained municipal road <input type="checkbox"/> Seasonally maintained municipal road <input checked="" type="checkbox"/> Other <input type="checkbox"/> Continually maintained county road	If other please specify Access is provided via Hemlock Cres which is a private road
What is the name of the road or street that provides access to the subject property?	If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land to the nearest public road.

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

Existing Subject and Abutting Property Land Uses, Buildings and their Locations	
What is the existing use of the subject property? Residential	What is the existing use of the abutting properties? residential and waterbody

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters 2	Main Building Height in Feet 6.5	Percentage Total Lot Coverage 30
Percentage Accessory Lot Coverage 5	Number of Parking Spaces 3	Number of Loading Spaces 3
Number of Floors 1	Total Floor Area in Square Meters 18.5	Total Floor Area in Square Feet 1135
Ground Floor Area (Exclude Basement) in Square Meters 102	Ground Floor Area (Exclude Basement) in Square Feet 1135	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 2	Main Building Height in Feet 6.5	Percentage Total Lot Coverage 37
Percentage Accessory Lot Coverage 12	Number of Parking Spaces 3	Number of Loading Spaces 3
Number of Floors 1	Total Floor Area in Square Meters 18.5	Total Floor Area in Square Feet 1360
Ground Floor Area (Exclude Basement) in Square Meters 127	Ground Floor Area (Exclude Basement) in Square Feet 1360	

What is the location of all buildings existing and proposed for the subject property? (specify distances from front, rear and side lot lines)		
Front Yard in Meters 33.3	Front Yard in Feet 109	Rear Yard in Meters 13
Rear Yard in Feet 40	Side Yard (interior) in Meters 2	Side Yard (interior) in Feet 6
Side Yard (Exterior) in Meters 2	Side Yard (Exterior) in Feet 6	

What are the dates of acquisition and construction of subject property and building property		
Date of acquisition of subject property Sept 14 2025	Date of construction of buildings property April 2026	How long have the existing uses continued on the subject property? 1 deck 5 year the other deck 20 years
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Other Related Planning Applications		
Planning Application: Official Plan Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Zoning By-Law Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Plan of Subdivision <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Consent (Severance) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Site Plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Minor Variance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any easements on the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Minor Variance: File Number	Minor Variance: Approval Authority	Minor Variance: Subject Lands
Minor Variance: Purpose		Minor Variance: Status

**Minor Variance Application must be commissioned**

I understand that the required sketch must include the following information:

The boundaries and dimensions of the subject land.



The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.

The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

The current uses on land that is adjacent to the subject land.



The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.



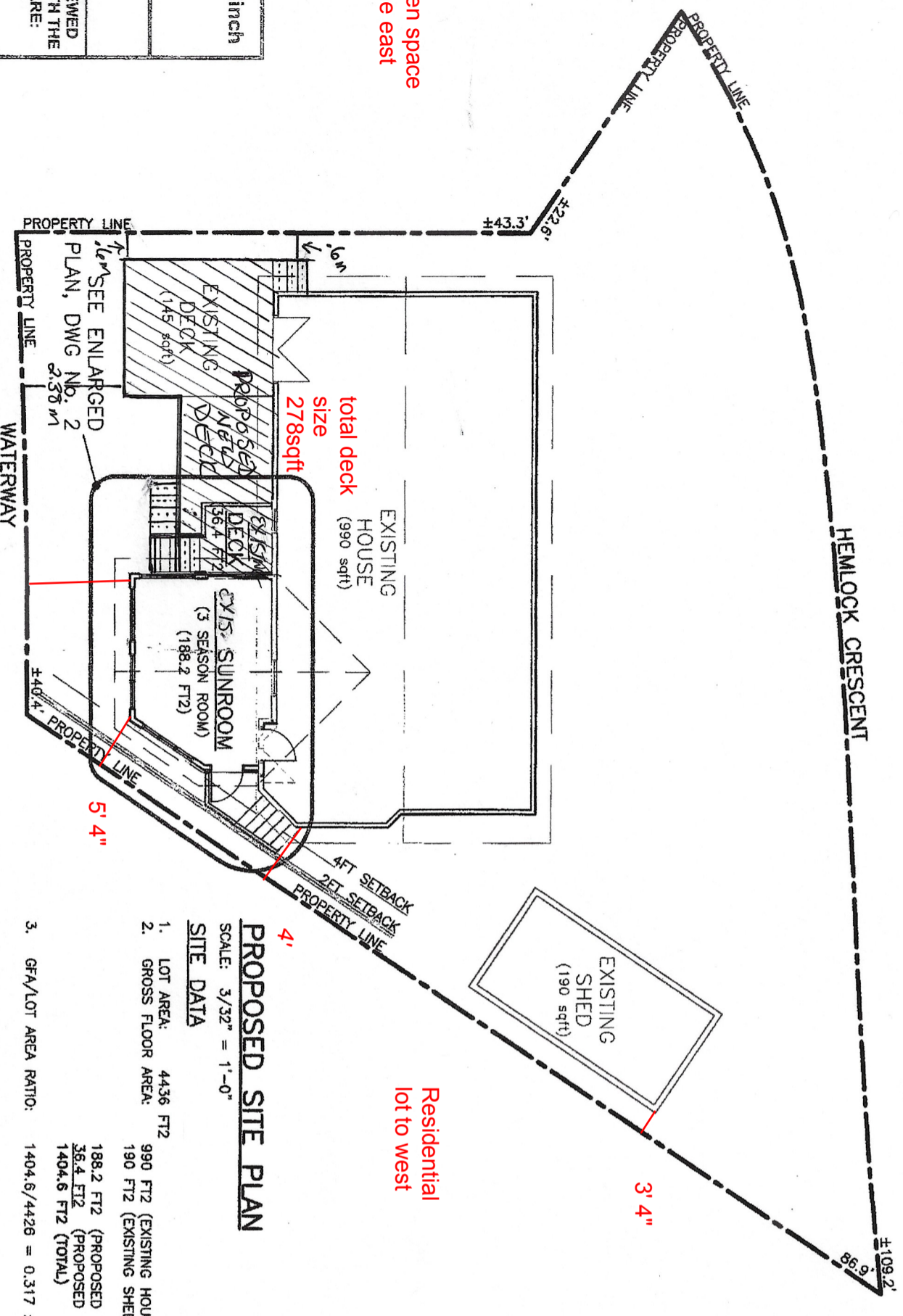
If access to the subject land is by water only, the location of the parking and docking facilities to be used.

The location and nature of any easement affecting the subject land.

Please confirm the following

I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.

Green space  
to the east



Residential  
lot to west

**PROPOSED SITE PLAN**

SCALE: 3/32" = 1'-0"

**SITE DATA**

1. LOT AREA: 4436 FT<sup>2</sup>
  2. GROSS FLOOR AREA: 990 FT<sup>2</sup> (EXISTING HOUSE)  
190 FT<sup>2</sup> (EXISTING SHED)
  3. GFA/LOT AREA RATIO: 1404.6/4426 = 0.317 x 100 = 31.1%
- 188.2 FT<sup>2</sup> (PROPOSED SUNROOM)  
36.4 FT<sup>2</sup> (PROPOSED DECK)  
1404.6 FT<sup>2</sup> (TOTAL)

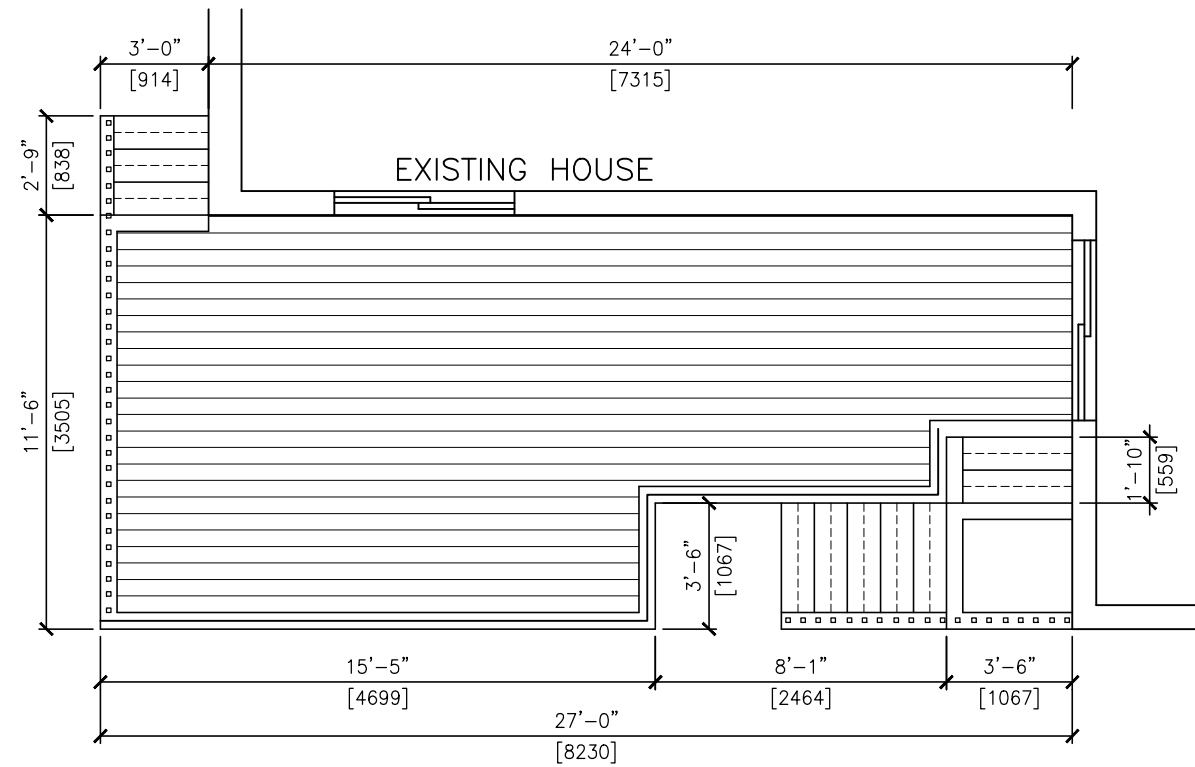
of Puslinch  
ent

VIEW  
EEN REVIEWED  
ANCE WITH THE  
ODE AND ARE:

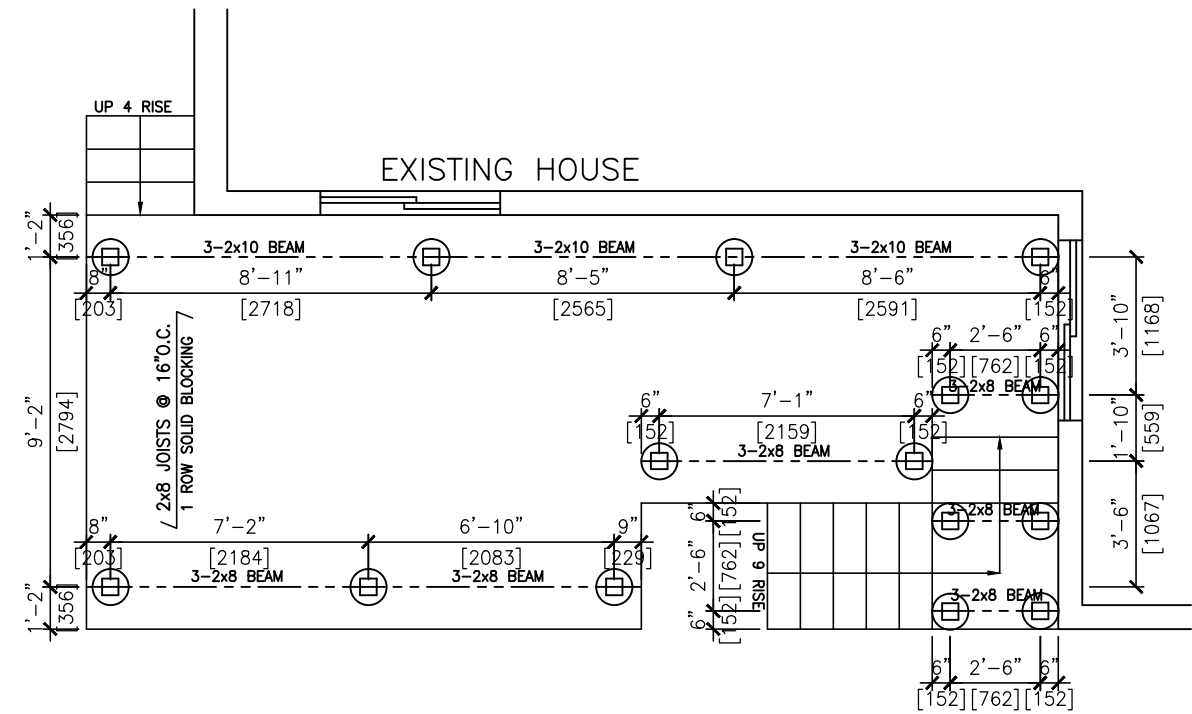
NOTED

OPY OF THESE  
ATIONS SHALL  
T ALL TIMES.

11/11



LAYOUT  
3/16"=1'-0"



FRAMING  
3/16"=1'-0"

GENERAL NOTES

1. LUMBER SPECIFIED IS MINIMUM NO. 2 SPF OR BETTER USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS
2. DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER
3. CANTILEVERED JOISTS AND BEAMS ARE LIMITED TO 1/6 THE MEMBERS LENGTH
4. CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL. THE BEARING CAPACITY SHALL BE DETERMINED PRIOR TO CONSTRUCTION.
5. BEAMS WITH MORE THAN 2 MEMBERS SHALL BE SUPPORTED BY 6X6 POSTS.
7. JOISTS SPANNING MORE THAN 7' ARE TO HAVE SOLID BLOCKING AT 7' O.C. MINIMUM.

**JUST DECKS**  
7728 WELLINGTON RD 34  
PUSLINCH, ON NOB 2J0  
(905) 632-0477  
WWW.JUSTDECKS.NET

PROJECT:  
25-352

**R H**



**ROKE HOMES**

3055 OLD NORWOOD RD, KEENE ON K9J 0G6  
(519) 761-3377 RKELLY@ROKEHOMES.COM

- CUSTOM HOUSES
- WORKING DRAWINGS
- ACCESSORY BUILDINGS
- ADDITIONS
- DECKS

I, ROBERT KELLY, declare that I have reviewed and take responsibility for the design work on behalf of a firm registered under DIV C. subsection 3.2.5. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.

Individual BCIN: 31941  
Firm BCIN: 123462

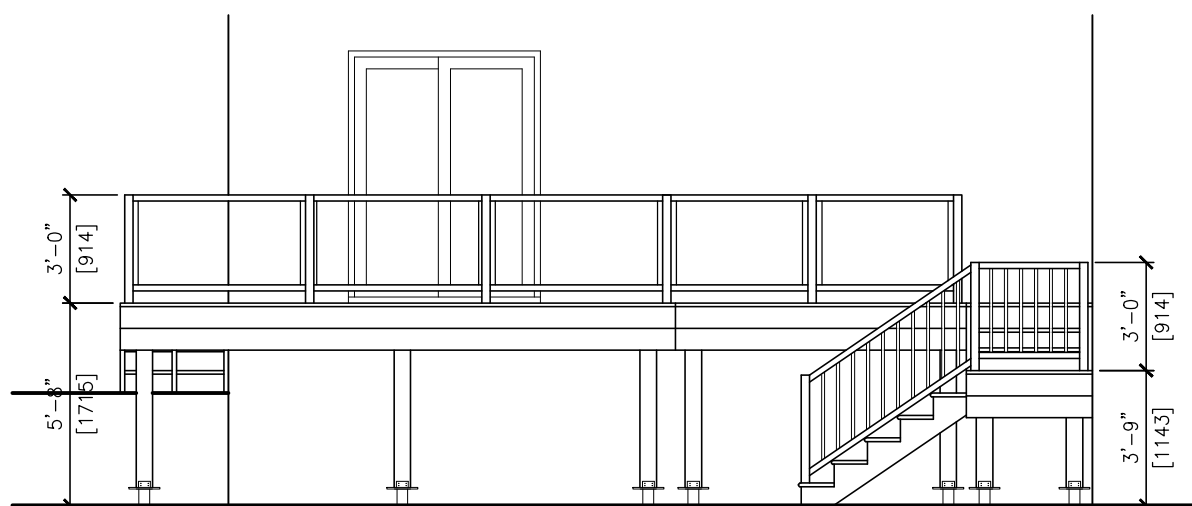
PROJECT: NEW DECK  
PUSLINCH, ONTARIO  
2 HEMLOCK CRES  
WITNEY

TITLE: DECK LAYOUT

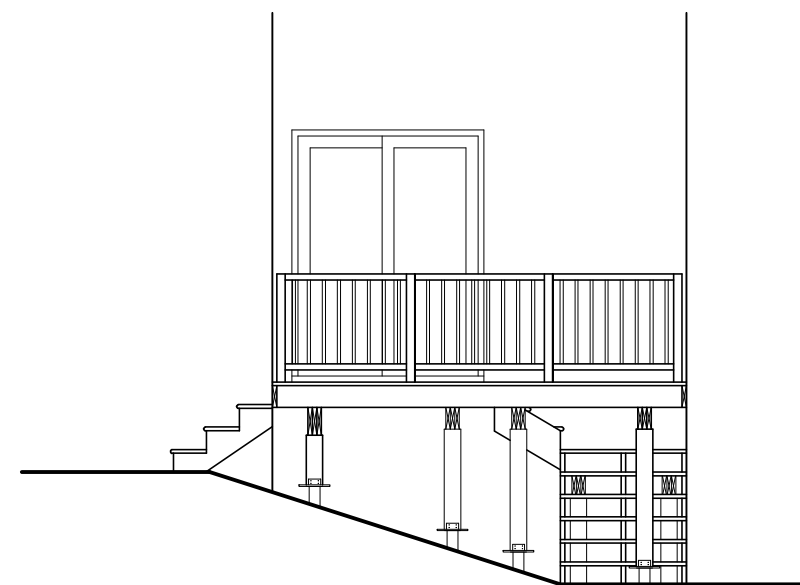
1

DRAWN BY: R. K.

DATE: DEC 2025



REAR ELEVATION  
3/16"=1'-0"



SIDE ELEVATION  
3/16"=1'-0"

GENERAL NOTES

1. LUMBER SPECIFIED IS MINIMUM NO. 2 SPF OR BETTER USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS
2. DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER
3. CANTILEVERED JOISTS AND BEAMS ARE LIMITED TO 1/6 THE MEMBERS LENGTH
4. CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL. THE BEARING CAPACITY SHALL BE DETERMINED PRIOR TO CONSTRUCTION.
5. BEAMS WITH MORE THAN 2 MEMBERS SHALL BE SUPPORTED BY 6X6 POSTS.
7. JOISTS SPANNING MORE THAN 7' ARE TO HAVE SOLID BLOCKING AT 7' O.C. MINIMUM.

**JUST DECKS**  
 7728 WELLINGTON RD 34  
 PUSLINCH, ON NOB 2J0  
 (905) 632-0477  
 WWW.JUSTDECKS.NET

PROJECT: 25-352

**R H**

**ROKE HOMES**

- CUSTOM HOUSES
- WORKING DRAWINGS
- ACCESSORY BUILDINGS
- ADDITIONS
- DECKS

I, ROBERT KELLY, declare that I have reviewed and take responsibility for the design work on behalf of a firm registered under DIV C. subsection 3.2.5. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.

Individual BCIN: 31941  
 Firm BCIN: 123462

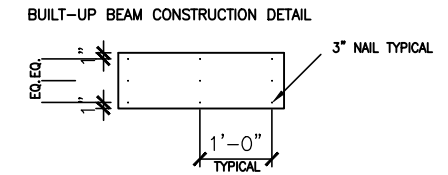
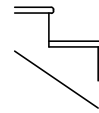
PROJECT: NEW DECK  
 PUSLINCH, ONTARIO  
 2 HEMLOCK CRES  
 WITNEY

TITLE: ELEVATIONS

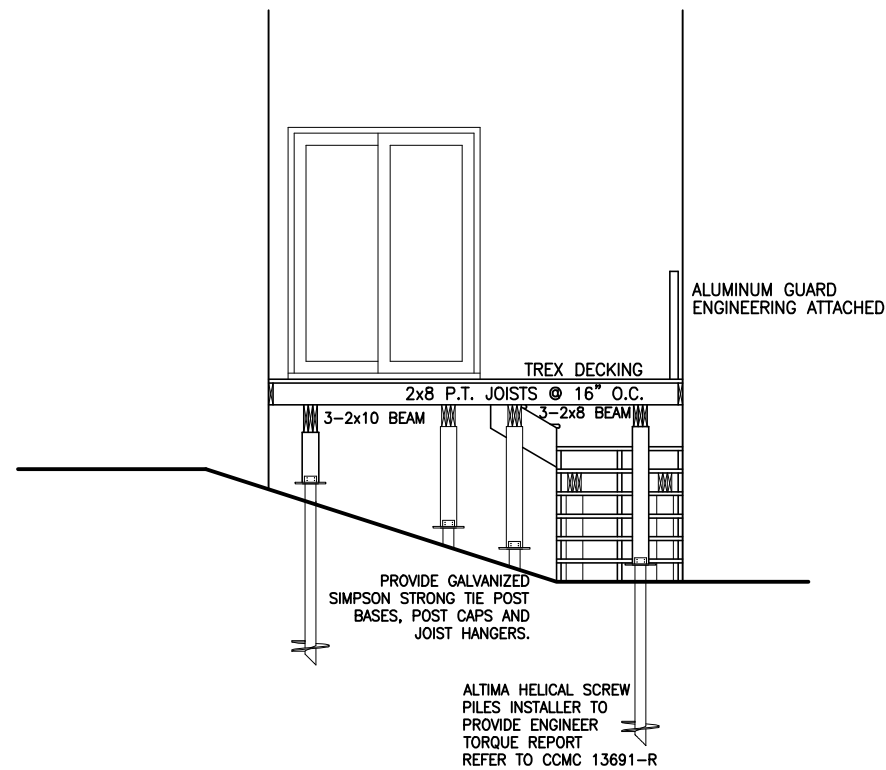
2

DRAWN BY: R. K.  
 DATE: DEC 2025

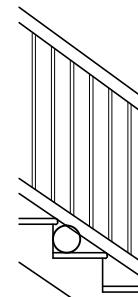
NOSING'S ON STAIRS MUST BE BEVELLED BETWEEN 6MM (1/4") AND 14 MM (5/16") FROM THE LEADING EDGE.



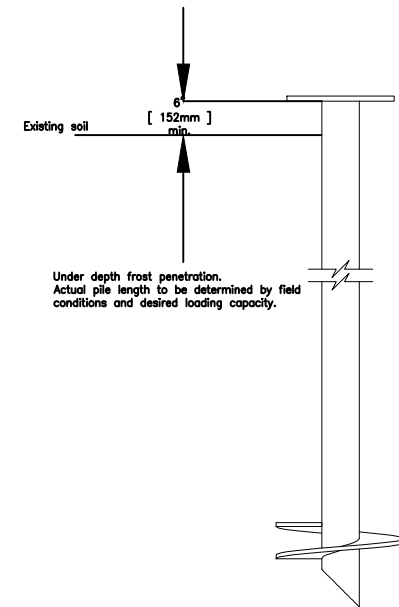
BUILT UP BEAM DETAIL



SECTION  
3/16"=1'-0"



MAXIMUM 150 MM (6") SPHERE CAN PASS AT TRIANGULAR OPENING WITHIN THE STAIR STRINGER AND THE GUARD.



ALTIMA HELICAL POST DETAILS  
N.T.S. CCMC 13691-R  
MINISTERS RULING 16-05-335

GENERAL NOTES

1. LUMBER SPECIFIED IS MINIMUM NO. 2 SPF OR BETTER USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS
2. DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER
3. CANTILEVERED JOISTS AND BEAMS ARE LIMITED TO 1/6 THE MEMBERS LENGTH
4. CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL. THE BEARING CAPACITY SHALL BE DETERMINED PRIOR TO CONSTRUCTION.
5. BEAMS WITH MORE THAN 2 MEMBERS SHALL BE SUPPORTED BY 6X6 POSTS.
7. JOISTS SPANNING MORE THAN 7' ARE TO HAVE SOLID BLOCKING AT 7' O.C. MINIMUM.

<p><b>JUST DECKS</b> 7728 WELLINGTON RD 34 PUSLINCH, ON NOB 2J0 (905) 632-0477 WWW.JUSTDECKS.NET</p>	<p><b>R H</b></p>	<p><b>ROKE HOMES</b></p> <ul style="list-style-type: none"> <li>- CUSTOM HOUSES</li> <li>- WORKING DRAWINGS</li> <li>- ACCESSORY BUILDINGS</li> <li>- ADDITIONS</li> <li>- DECKS</li> </ul>	<p>I, <u>ROBERT KELLY</u>, declare that I have reviewed and take responsibility for the design work on behalf of a firm registered under DIV C. subsection 3.2.5. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.</p> <p>Individual BCIN: <u>31941</u> Firm BCIN: <u>123462</u></p>	<p>PROJECT: <b>NEW DECK PUSLINCH, ONTARIO 2 HEMLOCK CRES WITNEY</b></p>
<p>PROJECT: <b>25-352</b></p>				<p>TITLE: <b>SECTION &amp; ELEVATION</b></p> <p>4</p> <p>DRAWN BY: <b>R. K.</b> DATE: <b>DEC 2025</b></p>

## **2 Hemlock Crescent PV Comment Summary**

**Bylaw/Fire/PW/Building:** no concerns

**GRCA:** see attached letter

**County of Wellington Planning:** see attached letter

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



February 26, 2026

via email

GRCA File: D13-WIT – 2 Hemlock Crescent

Monika Farncombe  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

Dear Monika Farncombe,

**Re: Application for Minor Variance D13/WIT**  
2 Hemlock Crescent, Township of Puslinch  
Matthew Witney

Grand River Conservation Authority (GRCA) staff have reviewed the above-noted minor variance application requesting an increased lot coverage.

**Recommendation**

The GRCA has no objection to the proposed minor variance application.

**GRCA Comments**

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

Information currently available at this office indicates that the subject property is within the regulated allowance adjacent to a watercourse and waterbody. A copy of GRCA's resource mapping is attached.

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

It is understood that the minor variance application requests an increased lot coverage to facilitate the construction of a new unenclosed deck. The proposed development is minor and GRCA staff do not anticipate any impacts on the natural hazard features as a result of the proposed deck. As such, the GRCA has no objection to the approval of this application.

The proposed deck in the circulated plans will not require a GRCA permit under Ontario Regulation 41/24.

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

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

Sincerely,



Andrew Herreman, CPT  
Resource Planning Technician  
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Matthew Witney (via email)



D13-WIT - 2 Hemlock Crescent



Legend

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

Copyright Grand River Conservation Authority, 2026.

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





February 27, 2026

BY E-MAIL

Monika Farncombe, Planning and Corporate Services Coordinator  
Committee of Adjustment  
Township of Puslinch  
7404 Wellington Rd 34  
Puslinch, ON N0B 2J0

Dear Ms. Farncombe:

**Re: Proposed Minor Variance – D13-WIT  
Matthew Witney  
2 Hemlock Cres.  
Township of Puslinch**

---

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

- Section 14.0 Site-Specific Provision, Table 14.1 – Number 86, to permit a total lot coverage of 38%, whereas the By-law permits a maximum of 35% lot coverage.

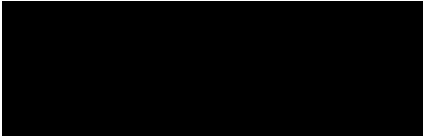
The subject property is designated Special Policy Area PA7-6 Mini Lakes and Greenlands in the County of Wellington Official Plan. The property is also located within the Aberfoyle Woods Environmentally Sensitive Area (ESA).

Section 5.5.5 of the Official Plan directs that ESAs will be protected from development or site alterations that would negatively impact them or their ecological functions. The comments of the Grand River Conservation Authority (GRCA) should be considered. Provided Township staff are satisfied that the requirements of section 5.5.5 are met, and any concerns of the GRCA are addressed, planning staff have no objection to the proposal.

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

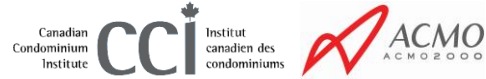
Yours truly,

  
Allie Gorman  
Junior Planner

  
Thomas Freeman, RPP, MCIP  
Planner



An **Associa**® Company



Township of Puslinch  
Planning Department  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

March 2<sup>nd</sup> , 2026

Re: Objection to Minor Variance Application –#D13/WIT

To Whom It May Concern,

On behalf of the Wellington Common Element Condominium Corporation 214 we are submitting this letter to formally object to the above-noted minor variance application.

Our objection is based on the proposed lot coverage exceeding 35%, which is consistent with the threshold at which we have objected to other applications in the past. To maintain fairness and consistency in our review process, we must apply the same standard in this case.

Beyond consistency, we wish to express broader concerns regarding the increasing number of variance applications being approved that seek expanded lot coverage. Each approval incrementally alters the intended density and stormwater capacity of the area. As more properties exceed the established coverage limits, the cumulative impact on drainage, runoff, and neighbouring lands becomes increasingly significant. The condominium has also recently undertaken extensive repairs to address drainage issues directly linked to an owner altering their lot coverage without Township permission, further demonstrating the real and costly consequences of these deviations.

We are particularly concerned that continued approvals of increased lot coverage may contribute to future drainage issues within the community. Should severe drainage problems arise, it is important that our concerns are clearly documented, including our objection to this specific application.

For these reasons, we respectfully request that the Township carefully consider the long-term implications of this and similar variance requests and uphold the established lot coverage limits.

Thank you for your attention to this matter.

Sincerely,



Leánn Clarke, OLCM for WCECC214