



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 15, 2026 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_63-pjGa_Tu6xeE1mp_VGtw

After registering, you will receive a confirmation email containing information about joining the webinar.

Or join by phone:

+1 613 209 3054 Canada

+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

Webinar ID: 871 4995 4326

Passcode: 918026

International numbers available: <https://us02web.zoom.us/j/87149954326>

AGENDA

DATE: Wednesday April 15, 2026

PUBLIC INFORMATION MEETING: 7:00 P.M.

Order of Business:

1. **Call the Meeting to Order**
2. **Disclosure of Pecuniary Interest & the General Nature Thereof**
3. **Purpose of Public Meeting**
4. **Reports/Applications**
 - 4.1. **Zoning By-law Application D14-BAR (Bardwell) – property location known as 6759 Laird Road W, Township of Puslinch**
 - 4.1.1. Application and Submissions – [Puslinch.ca/ActiveZoning](https://puslinch.ca/ActiveZoning)
 - 4.1.2. Staff Public Meeting Report
 - 4.1.3. Agency Comments – None
 - 4.1.4. Written Public Comments – None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 15, 2026 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

4.2. Puslinch Community Improvement Plan Update

- 4.2.1 Presentation
(Circulated under separate cover)
- 4.2.2 Draft Report
(Circulated under separate cover)

5. Adjournment



REPORT COR-2026-015

TO: Mayor and Members of Council

PREPARED BY: Monika Farncombe, Planning & Corporate Services Coordinator

PRESENTED BY: Monika Farncombe, Planning & Corporate Services Coordinator

MEETING DATE: April 15, 2026

SUBJECT: Zoning By-law Amendment Application
6759 Laird Rd W
Public Information Meeting Report
File: D14/BAR

Purpose

The purpose of this report is to advise Council of steps taken to date with respect to the Zoning By-law Amendment Application for the property municipally known as 6759 Laird Rd W, and to provide Council with the Township's Planning Consultants Report outlining the purpose of the proposed Zoning By-law Amendment.

Background

Council at its meeting on February 11, 2026 at the recommendation of staff, deemed the Zoning By-law Amendment Application for the property municipally known as 6759 Laird Rd W to be complete and directed staff to complete the notice in accordance with Section 3 and Section 5 O. Reg 545/06 of the *Planning Act, 1990*, as amended.

The following steps have been completed to date:

- Circulate the statutory notice to properties within a 120 metre buffer, in addition to all required agencies on February 20, 2026. An amended notice was mailed out on March 12, 2026.
- Statutory notice circulated in Wellington Advertiser on February 26, 2026. An amended notice was circulated in Wellington Advertiser on March 19, 2026.
- Application presented to Planning and Development Advisory Committee for comments March 10, 2026.
- Public Information Meeting – April 15, 2026

The next step in the process is to provide Council with a Planning Recommendation report at a future Council meeting. Staff do not have an anticipated date for this report at this time.

Financial Implications

As outlined throughout the report.

Applicable Legislation and Requirements

County of Wellington Official Plan

Township of Puslinch Zoning By-law 2018-023

Planning Act, R.S.O. 1990, as amended

Attachments

Schedule "A" – NPG Planning Solutions D14-BAR Public Information Meeting Report

Respectfully submitted,

Reviewed by:

**Monika Farncombe
Planning & Corporate Services
Coordinator**

**Justine Brotherston,
Director of Corporate
Services/Municipal Clerk**



Planning Report for the Township of Puslinch
Prepared by NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO
Township of Puslinch

From: Jeremy Tran,
Manager, Urban Design and Development Planning
NPG Planning Solutions Inc.

Subject: Public Meeting – Bardwell
Zoning By-law Amendment Application D14-BAR
PT LT 11 CON 5 PUSLINCH, PT 1; 61R11421
6759 Laird Road West, Puslinch

Meeting Date: April 15, 2026

Attachments: 1 - Aerial Map of Subject Lands
2 - Conceptual Sketch provided by Applicant – 1st Submission
3 - Draft Zoning By-law provided by Applicant – 1st Submission
4 - Conceptual Sketch provided by Applicant – 2nd Submission
5 - Draft Zoning By-law provided by Applicant – 2nd Submission

SUMMARY

The Township of Puslinch received a Zoning By-law Amendment Application (the “Application”) for lands municipally known as 6759 Laird Road West (the “Subject Lands”). The purpose of the Application for Zoning By-law Amendment is to rezone the Subject Lands to permit a recreational vehicle outdoor storage area and a single detached dwelling.

A Public Meeting is scheduled for April 15, 2026. This report provides a preliminary overview of the proposal, highlights some of the applicable planning policies to be considered, comments received to date and explains the next steps in the planning review process.

It is recommended that this Public Meeting Report regarding the proposed Zoning By-law Amendment Application D14-BAR be received for information.

INTRODUCTION

The Subject Lands have frontages on both Laird Road West and Sideroad 10 North, encompassing approximately 3.77 hectares, and are generally rectangular in shape. The Lands are legally described as Part of Lot 11 Concession 5, Part 1; 61R11421, Township of Puslinch, County of Wellington.

There are provincially significant wetlands and woodlands on the site, and the eastern portion of the Subject Lands lies within the Grand River Conservation Authority's (GRCA) regulation limit.

The Subject Lands are presently used as an outdoor storage area for recreational vehicles, recreational trailers, and boats, and contain no buildings or structures. The existing outdoor storage area is accessed from Sideroad 10 North via a gravel driveway and appears to lie outside the GRCA's regulation limit. There are existing trees along Sideroad 10 North and Laird Road West, screening the outdoor storage area.

Surrounding land uses consist of agricultural, rural residential, open space, commercial and extractive uses. Directly north of the Subject Lands is a Christmas Tree Farm and the Speed River. There are agricultural and rural residential uses to the west, and rural residential uses to the east. Lastly, there is a cemetery and aggregate operations to the south of the Subject Lands. An aerial of the property is included as **Attachment 1**.

PURPOSE

The purpose of the Application for Zoning By-law Amendment ("the Application") is to amend the Township of Puslinch Comprehensive Zoning By-law No. 023-18 (the "Puslinch Zoning By-law") to permit the existing outdoor storage area of approximately 0.6 hectares in size.

In the first submission, the Applicant proposed to rezone the 2.34 hectares of lands in the western half of the Subject Lands from Agricultural Zone (A) to a Resort Commercial Site-Specific Zone (RC(spXX)) to permit the outdoor storage use and a single detached

dwelling. For clarity, a single detached dwelling is permitted under the current Agricultural Zone (A) but not permitted under the Resort Commercial Zone (RC). As such, the Applicant had proposed to maintain this permitted use as an additional use for the RC Zone. **Attachment 2** illustrates the extent of lands proposed to be rezoned in the 1st submission. The draft Zoning By-law Amendment proposed by the Applicant in the 1st submission is included as **Attachment 3**.

Since the application was deemed complete, the Applicant has scaled back the extent of lands to be rezoned to address technical comments. In the latest submission, the proposed Zoning By-law Amendment application would rezone approximately 1.25 hectares of lands in the southwestern corner of the Subject Lands from Agricultural Zone (A) to a Resort Commercial Site-Specific Zone (RC(spXX)) to permit the outdoor storage use. **Attachment 4** illustrates the extent of lands proposed to be rezoned in the 2nd submission. The draft Zoning By-law Amendment proposed by the Applicant in the 2nd submission is included as **Attachment 5**.

REPORTS AND STUDIES SUBMITTED

In support of the Application, the following items were submitted:

- Planning Justification Report prepared by VanHarten Surveying Inc., dated December 9, 2025;
- PIN Map and Parcel Registers;
- Land Transfer Documents;
- Zone Change Sketch prepared by VanHarten Surveying Inc., dated December 9, 2025;
- Updated Draft Zoning By-law prepared by VanHarten Surveying Inc., dated March 23, 2026;
- PJR Addendum Letter prepared by VanHarten Surveying Inc., dated March 26, 2026; and
- Revised Zone Change Sketch prepared by VanHarten Surveying Inc., dated March 24, 2026.

POLICY AND LEGISLATIVE FRAMEWORK

Planning Act, R.S.O. 1990, c. P.13

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the *Planning Act*. Subsection 3(5) of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning By-laws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

Provincial and County Policies

The Subject Lands are within a Rural Area and more specifically, Rural Lands as per the Provincial Planning Statement, 2024 (the “PPS”). The Subject Lands are designated Recreational, Secondary Agricultural and Core Greenlands as per Schedule B7: Puslinch (Land Use) of the Wellington County Official Plan (County OP).

The following policies apply:

Provincial Planning Statement (2024)

2.5 Rural Areas in Municipalities

1. *Healthy, integrated and viable rural areas should be supported by:*

- a) building upon rural character, and leveraging rural amenities and assets;*
- e) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*
- f) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;*

2.6 Rural Lands in Municipalities

1. *On rural lands located in municipalities, permitted uses are:*

- b) resource based recreational uses (including recreational dwellings not intended as permanent residences);*

- c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*
- g) other rural land uses.*

2. Development that can be sustained by rural service levels should be promoted.

3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

4.1 Natural Heritage

8. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

County of Wellington Official Plan (Last Updated July 2024)

4.9 Water Resources

4.9.4 Policy Direction

Wellington County commits to pursuing the following directions relating to water resources:

- b) protect surface and groundwater quality and quantity through the use of regulatory and voluntary means of prohibiting, restricting or influencing land uses and activities within vulnerable areas, communal well policy areas, and underlying vulnerable aquifers;*
- c) ensure that development meets provincial water quality objectives;*

d) ensure levels of wastewater treatment that are appropriate for the size, location and scale of development anticipated;

5.6 Development Control

5.6.2 Development Impacts

Where development is proposed in the Greenland system or on adjacent lands, the County or local municipality shall require the developer to:

- a) identify the nature of the features potentially impacted by the development;*
- b) prepare when required, an environmental impact assessment to ensure that the requirements of this Plan will be met, and consider enhancement of the natural area where appropriate and reasonable.*
- c) Address any other relevant requirements set out in Section 4.6.3 Environmental Impact Assessment.*

No development will be approved unless the County is satisfied that the Greenland and Environmental Impact Assessment policies are met.

5.6.3 Adjacent Lands

For the purposes of this section of the Plan, adjacent lands are considered to be:

- a) lands within 120 metres of provincially significant wetlands, provincially significant Life Science Areas of Natural and Scientific Interest, significant habitat of endangered and threatened species, fish habitat, significant wildlife habitat, significant valley lands, and significant woodlands.*
- b) Lands within 50 metres of provincially significant Earth Science Areas of Natural and Scientific Interest;*
- c) Lands within 30 metres of all other Core Greenlands and Greenland areas.*

6.5 Secondary Agricultural Areas

6.5.3 Permitted Uses

Permitted uses and activities in Secondary Agricultural Areas may include:

- a) all uses allowed in the Prime Agricultural Area*
- b) small scale commercial, industrial and institutional uses;*
- c) public service facilities*

6.5.7 Minimum Distance Formula

The provincial minimum distance formula will be applied to new land uses, lot creation and new or expanding livestock facilities.

6.7 Recreational Areas

6.7.1 Defined

Recreational areas are normally land associated with lakes, reservoirs, ponds, rivers or other scenic resources which have potential for the development of recreational or seasonal residential uses relying on recreational activities. New Recreational Areas will be established by amendments to this Plan. Where new Recreational Areas are proposed in Prime Agricultural Areas, the policies of Section 4.3.3 c) shall be met.

6.7.2 Permitted Uses

Permitted uses and activities in Recreational Areas may include:

- a) seasonal recreational uses;*
- b) active and passive recreational activities including golf courses;*
- c) commercial activities related to and serving recreational activities;*
- d) publicly-accessible built and natural setting for recreation, including parklands, open space areas, trails and, where practical and appropriate, water-based resources.*

6.7.9 Recreational Commercial Uses

Commercial facilities which serve recreational areas including trailer and boat sales and service, boat storage areas, restaurants and convenience stores may

be located in recreational areas provided that all other policies on this Plan are met.

11.2.6 Rural System Servicing

The following water and sewage policies apply in the rural system outside of secondary urban centres and hamlets:

- a) development in the rural system is anticipated to be on individual on-site systems where soil conditions are suitable over the long term;*

13.3 Zoning By-laws

Where a land use designation in this Plan authorizes a range of uses which may be allowed, the local zoning by-law may allow all or some of those uses based on local needs and circumstances. The by-law also may establish appropriate regulations related to those uses.

Zoning By-law 023-18

According to Schedule 'A' of the Puslinch Zoning By-law, the Subject Lands are zoned Agricultural (A) and Natural Environment Zone (NE) with an Environmental Protection (EP) Overlay. The existing outdoor storage use of recreational vehicles, recreational trailers, and boats is not permitted under the Agricultural (A) Zone where the outdoor storage area is located.

Furthermore, section 4.22 of the Township Zoning By-law provides the following relevant provisions regarding outdoor storage uses and areas:

- a. Where an outdoor storage uses and areas are permitted by this By-law, the following provisions shall apply:*
 - i. The outdoor storage area shall only be permitted in a rear or interior side yard and shall not be located any closer than 20 metres to any lot line abutting a street; and*
 - ii. No outdoor storage area shall be located closer than two (2) metres to any lot line;*
 - iii. The outdoor storage area shall not exceed the lesser of 25 percent of the total lot area or the total ground floor area of the principal building on the lot;*

- iv. *The outdoor storage area shall be screened by opaque fencing, a masonry wall, landscaping, or berms, to the satisfaction of the Township*
- viii. *Any outdoor storage area shall be maintained as landscaped open space or provided and maintained with a stable surface, treated so as to prevent the raising of dust or loose particles and drained;*

In both the 1st and 2nd submissions, the Applicant sought to rezone a portion of the Subject Lands from the existing Agricultural Zone (A) to a Resort Commercial Site-Specific Zone (RC(spXX)) to permit the storage of recreational vehicles, recreational trailers, and boats. The list of permitted uses, the extent of the lands to be rezoned and the site-specific zone standards for the RC(spXX) Zones are different between the 1st and the 2nd submissions. The proposed Zoning By-law Amendment for the 1st submission and the 2nd submission are included as **Attachment 3** and **Attachment 5**, of this report respectively.

The following table provides comparison of the requested Zoning By-law amendments between the 1st and the 2nd submission:

Table 1: Proposed Resort Commercial Site-Specific (RC(sp(xx)) in the 1st and 2nd submissions

Category	1 st Submission	2 nd Submission
Extent of lands to be rezoned	2.34 hectares, including the 0.6-hectare of outdoor storage area Western portion of the Subject Lands	1.25 hectares, including the 0.6-hectare of outdoor storage area Southwestern portion of the Subject Lands
Permitted Uses	Recreational Vehicle Storage Use (RVSU) Dwelling, Single detached	Recreational Vehicle Storage Use (RVSU)
New definition	Recreational Vehicle Storage Use (RVSU): outdoor area used for the parking / storage of recreational vehicles, recreational trailers, and	Recreational Vehicle Storage Use (RVSU): outdoor area used for the parking / storage of recreational vehicles, recreational trailers, and boats

Category	1 st Submission	2 nd Submission
	boats on a temporary or seasonal basis. Parking / storage may occur throughout the year, but customer access to the RVSU shall only be permitted from May 1 to November 1 of any year	on a temporary or seasonal basis, which does not include any overnight accommodation. Parking / storage may occur throughout the year, but customer access to the RVSU shall only be permitted from May 1 to November 1 of any year
Zone Standards	<p>Site-Specific Provisions Applicable to Recreational Vehicle Storage Use (RVSU)</p> <ul style="list-style-type: none"> • Minimum Lot Area: 2.3 hectares • Maximum Lot Area: 2.3 hectares • Minimum Lot Frontage: 109 metres • Minimum required Front Yard: 30 metres • Minimum Interior Side Yard: 33 m • Minimum Exterior Side Yard: 30 m • Minimum required Rear Yard: 30 m • Maximum parking/storage area: 0.6 hectares • Minimum visual buffer comprised of natural or planted vegetation 	<ul style="list-style-type: none"> • Minimum Lot Area: 1 hectare • Minimum Frontage Along Sideroad 10: 60 metres • Minimum Front Yard Setback (from Sideroad 10): 25 metres • Minimum Setback from adjacent Agricultural Zone: 0 metres • Minimum Setback from Laird Road: 25 metres • No RV Storage within 30 metres of any Natural Environment Zone: 32 metres • Maximum RV Storage Area: 0.56 ha • Minimum visual buffer

Category	1 st Submission	2 nd Submission
	<p>between street or road: 25 metres</p> <ul style="list-style-type: none"> • A Site Plan illustrating compliance with zoning regulations, layout, and operational attributes is to be approved by the Township of Puslinch. <p>Site-Specific Provisions Applicable to a single detached dwelling</p> <ul style="list-style-type: none"> • Minimum required Lot Area: 0.4 hectares • Minimum required Lot Frontage: 25 metres • Minimum required Front Yard: 25 metres • Minimum Interior Side Yard: 3.0 metres • Minimum required Exterior Side Yard: 25 m • Minimum required Rear Yard: 30 m • Maximum permitted Lot Coverage: 30 % 	<p>width along Laird Road (comprised of natural or planted vegetation): 26 metres</p> <ul style="list-style-type: none"> • Minimum visual buffer width along Sideroad 10 (comprised of natural or planted vegetation): 25 metres

For information, in the 1st submission, the Applicant also sought to permit a single detached dwelling and to provide site-specific relief for this use in the RC(spXX) Zone. This has since been removed from the latest draft Zoning By-law. A single detached

dwelling would continue to be a permitted use for the northwestern portion of the Subject Lands which are zoned Agricultural (A).

REVIEW COMMENTS

As technical comments for the second submission are not available until after this report is prepared, below are the technical comments after the circulation of the 1st submission. A summary of technical comments for the second submission will be included in a future report to Council.

Township Comments:

- Planning (NPG Planning Solutions) – There are outstanding technical comments related to the extent of lands proposed to be rezoned to Resort Commercial and conformity with the County Official Plan policies; as well as comments related to the draft Zoning By-law proposed by the applicant; revisions to the submitted zone sketch; and compliance with Minimum Distance Separation I (MDS). NPG noted that if the application is recommended for approval, a Site Plan Control application may be recommended as a holding provision.
- Planning and Development Advisory Committee (PDAC) – PDAC provided the following draft comments at the March 10 meeting:
 - The Committee is requesting consideration for a Site Plan Agreement.
 - Consider including the number of recreational vehicles permitted or the designated area specifically permitted to have recreational vehicles.
 - Confirm the MDS Requirements
 - Maintain or enhance the tree screen
 - No severance permitted to be captured through maintaining existing area of property.
- Wellington Source Water Protection - No outstanding concerns.
- Engineering (GEI Consultants) – No outstanding concerns.
- Ecology (Natural Resource Solutions Inc.) – No outstanding concerns.
- Hydrogeology (Harden Environmental) – No outstanding concerns.

- Building – No comments.
- Fire and Rescue Services – No comments.
- Public Works, Parks and Facilities – No comments.
- By-law enforcement – No comments.

County Comments:

- Planning – The Township will need to be satisfied that the proposal conforms with the applicable policies of the County Of Wellington Official Plan, and that the proposal is consistent with the Provincial Planning Statement (2024). In addition, the Township will need to be satisfied that MDS I is addressed.

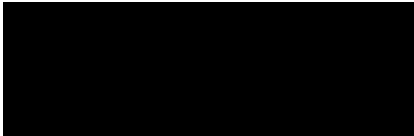
Agency Comments:

- GRCA – No outstanding concerns.

NEXT STEPS

- Our Recommendation Report is anticipated to be prepared for a future Council Meeting.

Respectfully Submitted,

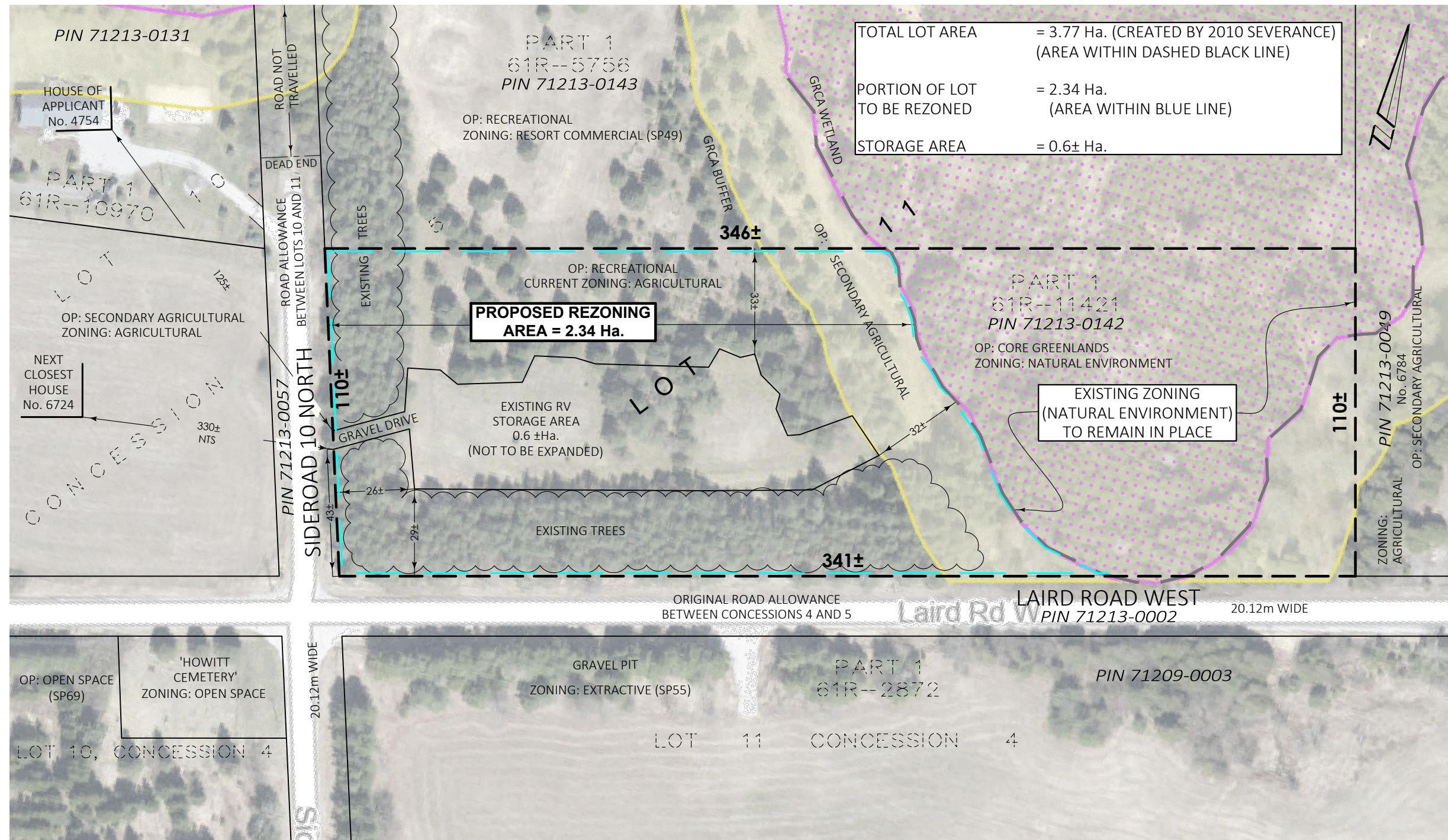


Jeremy Tran, RPP, MCIP

Manager, Urban Design & Development Planning, Toronto
NPG Planning Solutions Inc.

Attachment 1 - Aerial Map of the Subject Lands





TOTAL LOT AREA = 3.77 Ha. (CREATED BY 2010 SEVERANCE)
(AREA WITHIN DASHED BLACK LINE)

PORTION OF LOT TO BE REZONED = 2.34 Ha.
(AREA WITHIN BLUE LINE)

STORAGE AREA = 0.6± Ha.

PROPOSED REZONING AREA = 2.34 Ha.

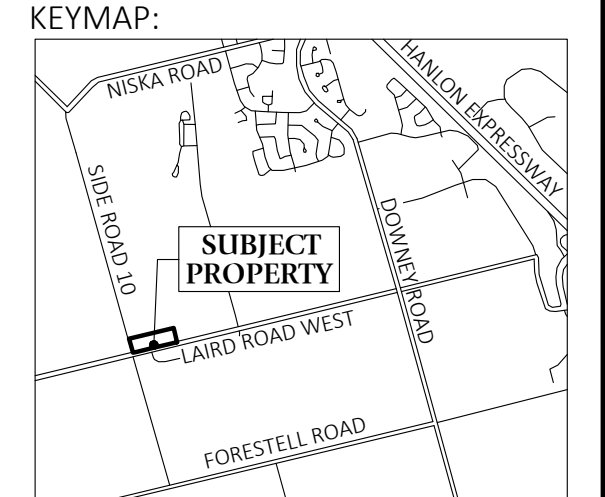
EXISTING ZONING (NATURAL ENVIRONMENT) TO REMAIN IN PLACE

ILLUSTRATIVE SKETCH FOR ZONE CHANGE
PART OF LOT 11, CONCESSION 5
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

SCALE 1 : 1500

0 15 30 60 90 metres

VAN HARTEN SURVEYING INC.



OP: CORE GREENLANDS ZONING: NATURAL ENVIRONMENT
GRCA WETLAND

- NOTES:
1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
 2. FOR THE PURPOSE OF THIS APPLICATION, THE SUBJECT LANDS ARE ZONED AGRICULTURAL AND HAVE AN OFFICIAL PLAN DESIGNATION OF RECREATIONAL AREAS.
 3. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
 4. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
 5. N.T.S. DENOTES NOT TO SCALE

- NOTES:
- STORAGE - TRAVEL TRAILERS, RV'S, CARGO TRAILERS, UTILITY TRAILERS & BOATS
 - FIRE ACCESS- FENCED SITE / LOCKED WITH A PADLOCK. PADLOCK CAN BE CUT EASILY WITH BOLT CUTTERS BY PFD. GATE IS ACCESSIBLE FROM SR10 WITH AMPLE ROOM FOR STAGING FIRE TRUCKS OFF THE MAIN ROAD (LAIRD ROAD). ENTRANCE HAS WIDTH WITH TREES TRIMMED UP TO 6 METERS FOR FIRE TRUCK ACCESS AND CLEARANCE. LANEWAY INTO THE SITE AND OPEN AREA IS LESS THAN 30 METERS IN LENGTH AND STRAIGHT.

- EMERGENCY RESPONSE PLAN
- RV'S SCREENED FOR LEAKS/ISSUES BEFORE THEY ARE ALLOWED ENTRY
 - NO REPAIRS PERMITTED ON SITE
 - RV'S REQUIRED TO EMPTY TANKS OFF SITE BEFORE STORAGE
 - NO DUMP FACILITIES OR GARBAGE ON SITE
 - CURRENT PUSLINCH FIREFIGHTER / TRAINED WITH SPILL CONTAINMENT.
 - HAZMAT LEVEL 1 & 2 TRAINING THOUGH PUSLINCH FIRE AND RESCUE
 - FIRE PLAN INCLUDING EXITS AND TWO PALLETS OF WATER STORED ON SITE
 - TRACTOR AND OTHER EQUIPMENT ON HAND (OWNER RESIDES NEXT DOOR)
 - SITE IS FULLY FENCED, LOCKED AND SECURE.
 - MULTIPLE MOTION LIGHTS & CAMERAS ARE INSTALLED THROUGHOUT THE SITE.

- WINTER MAINTENANCE PLAN
- LARGE TRACTOR WITH HYDRAULIC SNOWBLOWER AVAILABLE
 - ACCESS LANE AND STORAGE AREA PERIMETER ARE CLEARED OF SNOW
 - SITE IS CLOSED FROM NOV 1- APRIL 30 (NO ACCESS)
 - MOST RV'S ARE LEFT FOR THE OFF SEASON ON SITE WITH NO ACCESS.
 - STORAGE AREA WELL REMOVED FROM GCRA RESTRICTED AREAS
 - SITE HAS OPERATED WITHOUT ISSUE FOR OVER 5 YEARS
 - NO ADDITIONAL CLEARING OR ON SITE WORKS REQUIRED

SURVEYOR'S CERTIFICATE:
THIS SKETCH WAS PREPARED
ON THE 24th DAY OF NOVEMBER, 2025

Jeff Buisman
JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR



Kitchener/Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: TJH	CHECKED BY: JB	PROJECT No. 33816-24
Dec 9, 2025-3:32:36 PM G:\PUSLINCH\Con5\ACAD\SK ZC LOT11 BARDWELL (33816-24) UTM 2010.dwg		
© 2025 THIS SKETCH IS PROTECTED BY COPYRIGHT		

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

By-law Number (2026) _____

A by-law to amend By-law Number 023-18, as amended, known as the Zoning By-law for the Township of Puslinch as it affects property known municipally as 6759 Laird Road, and legally described Part of Lot 11, Con. 5 – Part 1, 61R-11421, Township of Puslinch, County of Wellington.

WHEREAS Section 34(1) of the Planning Act, R.S.O. 1990, c.P.13 authorizes the Council of a Municipality to enact Zoning By-laws;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. Notwithstanding any provision of By-law Number 023-18 to the contrary, By-law Number 023-18, as amended, is hereby further amended by changing the applicable zone on the lands denoted on Schedule “A” attached, from Agricultural (A) Zone to Recreational Commercial (RC) Zone – xxxx, subject to the following:

Permitted uses

- i) Recreational Vehicle Storage Use (RVSU)
- ii) A single detached dwelling

Regulations

Applicable to a Recreational Vehicle Storage Use (RVSU)

- | | | |
|-------|---|------------|
| i) | Minimum lot area | 2.3 ha |
| ii) | Maximum lot area | 2.3 ha |
| iii) | Minimum frontage | 109 metres |
| iv) | Minimum required Front Yard | 30 m |
| v) | Minimum required Interior Side Yard | 33 m |
| vi) | Minimum required Exterior Side Yard | 30 m |
| vii) | Minimum required Rear Yard | 30 m |
| viii) | Maximum parking / storage area | 0.6 ha |
| ix) | Minimum visual buffer comprised of natural or planted vegetation between street or road | 25 metres |
| x) | A site plan illustrating compliance with zoning regulations, layout, and operational attributes is to be approved by The Township of Puslinch | |

Applicable to a Single Detached House:

- i) Minimum required Lot Area 0.4 ha

ii)	Minimum required Lot Frontage	25 m
iii)	Minimum required Front Yard	25 m
iv)	Minimum required Interior Side Yard	3.0 m
v)	Minimum required Exterior Side Yard	25 m
vi)	Minimum required Rear Yard	30 m
vii)	Maximum permitted Lot Coverage	30%

Definition

Recreational Vehicle Storage Use (RVSU): outdoor area used for the parking / storage of recreational vehicles, recreational trailers, and boats on a temporary or seasonal basis. Parking / storage may occur throughout the year, but customer access to the RVSU shall only be permitted from May 1 to November 1 of any year.

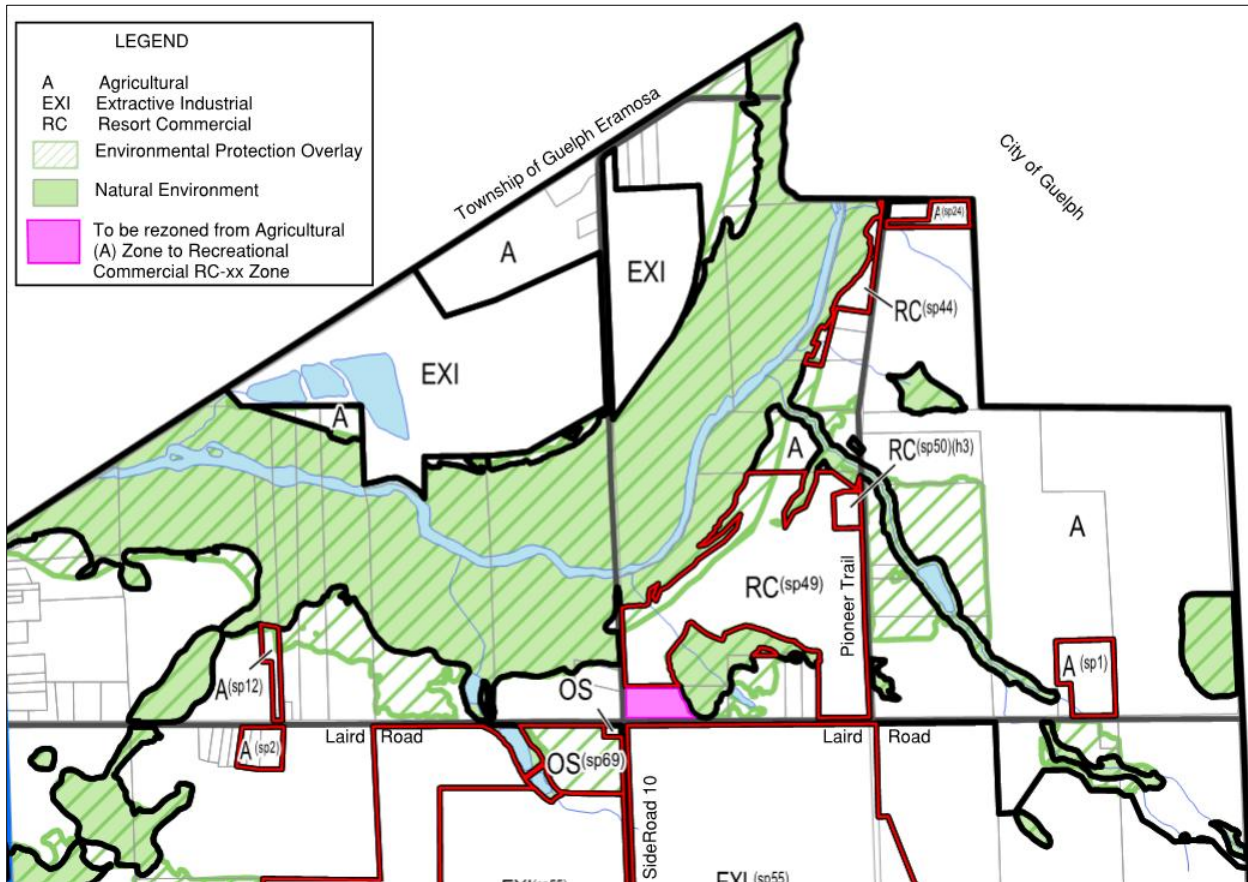
This by-law shall come into force and effect on the date of its final passing, subject to the provisions of the Planning Act, 1990 and amendments thereto.

PASSED this ____ day of _____, 2026.

MAYOR

CLERK

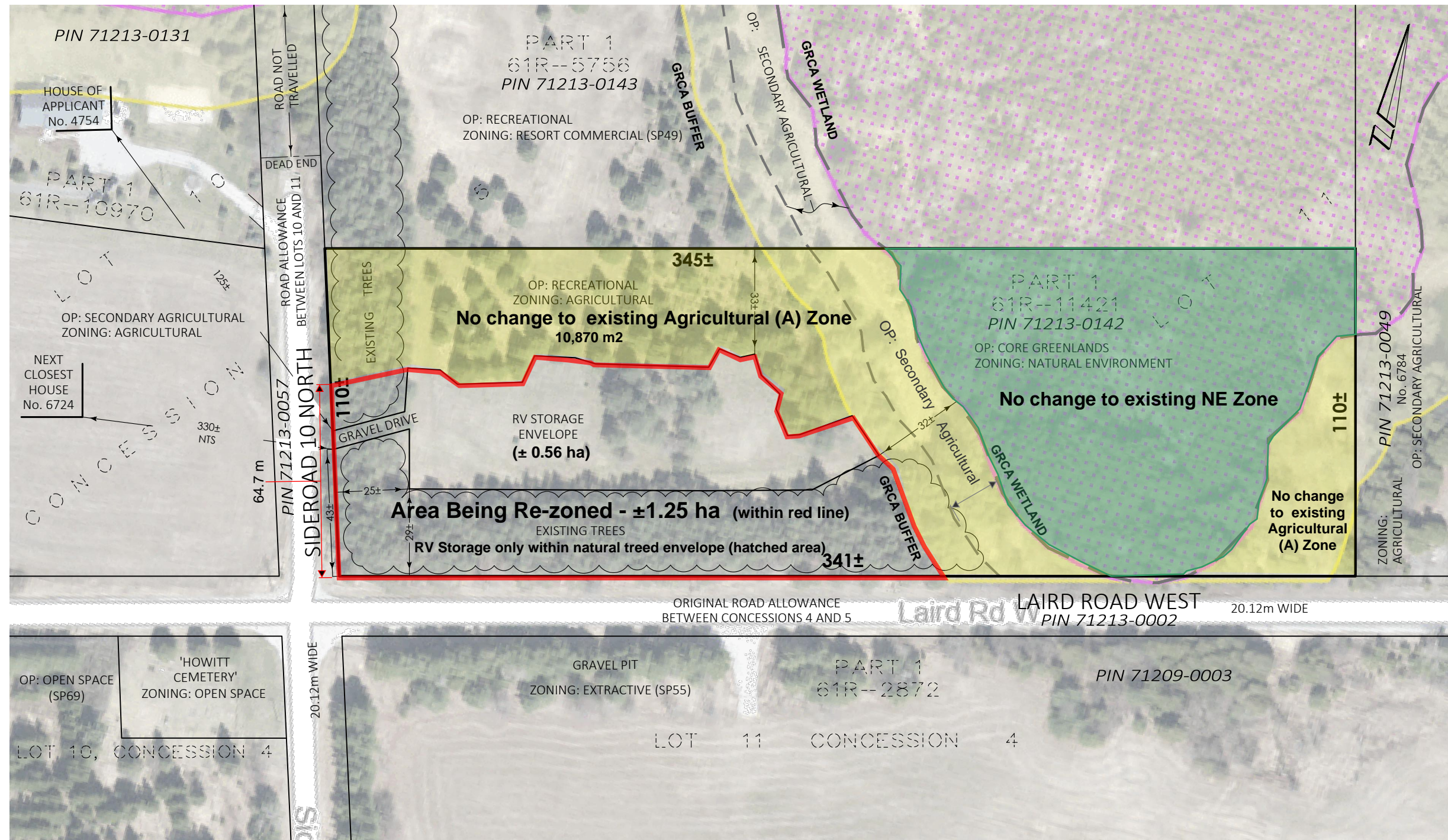
SCHEDULE "A"



PASSED this ____ day of _____, 2026.

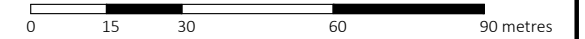
MAYOR

CLERK



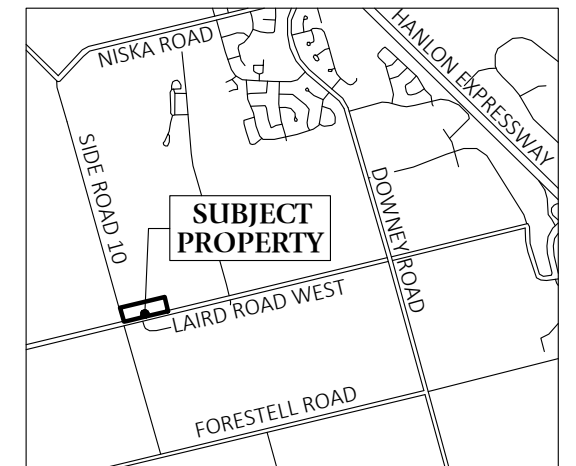
**ILLUSTRATIVE SKETCH
FOR ZONE CHANGE
PART OF LOT 11, CONCESSION 5
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON**

SCALE 1 : 1500



VAN HARTEN SURVEYING INC.

KEYMAP:



NOTES:

1. **THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.**
2. FOR THE PURPOSE OF THIS APPLICATION, THE SUBJECT LANDS ARE ZONED AGRICULTURAL AND HAVE AN OFFICIAL PLAN DESIGNATION OF RECREATIONAL AREAS.
3. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
4. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
5. N.T.S. DENOTES NOT TO SCALE

NOTES:

STORAGE - TRAVEL TRAILERS, RV'S, CARGO TRAILERS, UTILITY TRAILERS & BOATS

FIRE ACCESS- FENCED SITE / LOCKED WITH A PADLOCK. PADLOCK CAN BE CUT EASILY WITH BOLT CUTTERS BY PFD. GATE IS ACCESSIBLE FROM SR10 WITH AMPLE ROOM FOR STAGING FIRE TRUCKS OFF THE MAIN ROAD (LAIRD ROAD). ENTRANCE HAS WIDTH WITH TREES TRIMMED UP TO 6 METERS FOR FIRE TRUCK ACCESS AND CLEARANCE. LANEWAY INTO THE SITE AND OPEN AREA IS LESS THAN 30 METERS IN LENGTH AND STRAIGHT.

EMERGENCY RESPONSE PLAN

- RV'S SCREENED FOR LEAKS/ISSUES BEFORE THEY ARE ALLOWED ENTRY
- NO REPAIRS PERMITTED ON SITE
- RV'S REQUIRED TO EMPTY TANKS OFF SITE BEFORE STORAGE
- NO DUMP FACILITIES OR GARBAGE ON SITE
- CURRENT PUSLINCH FIREFIGHTER / TRAINED WITH SPILL CONTAINMENT.
- HAZMAT LEVEL 1 & 2 TRAINING THROUGH PUSLINCH FIRE AND RESCUE
- FIRE PLAN INCLUDING EXITS AND TWO PALLETS OF WATER STORED ON SITE
- TRACTOR AND OTHER EQUIPMENT ON HAND (OWNER RESIDES NEXT DOOR)
- SITE IS FULLY FENCED, LOCKED AND SECURE.
- MULTIPLE MOTION LIGHTS & CAMERAS ARE INSTALLED THROUGHOUT THE SITE.

WINTER MAINTENANCE PLAN

- LARGE TRACTOR WITH HYDRAULIC SNOWBLOWER AVAILABLE
- ACCESS LANE AND STORAGE AREA PERIMETER ARE CLEARED OF SNOW
- SITE IS CLOSED FROM NOV 1- APRIL 30 (NO ACCESS)
- MOST RV'S ARE LEFT FOR THE OFF SEASON ON SITE WITH NO ACCESS.
- STORAGE AREA WELL REMOVED FROM GCRA RESTRICTED AREAS
- SITE HAS OPERATED WITHOUT ISSUE FOR OVER 5 YEARS
- NO ADDITIONAL CLEARING OR ON SITE WORKS REQUIRED

SURVEYOR'S CERTIFICATE:

THIS SKETCH WAS PREPARED ON THE 23rd DAY OF MARCH, 2026

Jeff Buisman
JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR



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

www.vanharten.com info@vanharten.com

DRAWN BY: TJH CHECKED BY: JB PROJECT No. 33816-24

Mar 24, 2026-3:07:29 PM
G:\PUSLINCH\Con5\ACAD\SK ZC LOT11 BARDWELL (33816-24) UTM 2010.dwg

© 2025 THIS SKETCH IS PROTECTED BY COPYRIGHT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

By-law Number (2026) _____

A by-law to amend By-law Number 023-18, as amended, known as the Zoning By-law for the Township of Puslinch as it affects property known municipally as 6759 Laird Road, and legally described Part of Lot 11, Con. 5 – Part 1, 61R-11421, Township of Puslinch, County of Wellington.

WHEREAS Section 34(1) of the Planning Act, R.S.O. 1990, c.P.13 authorizes the Council of a Municipality to enact Zoning By-laws;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. Notwithstanding any provision of By-law Number 023-18 to the contrary, By-law Number 023-18, as amended, is hereby further amended by changing the applicable zone on the lands denoted on Schedule “A” attached, from Agricultural (A) Zone to Recreational Commercial (RC) Zone – xxxx, subject to the following:

Permitted uses

- i) Recreational Vehicle Storage Use (RVSU)

Regulations

- | | | |
|-------|---|---------|
| i) | Minimum lot area | 1 ha |
| ii) | Minimum frontage along SR10 | 60 m |
| iii) | Minimum Front Yard Setback (from SR10) | 25 m |
| iv) | Minimum Setback from Adjacent Agricultural Zone | 0 m |
| v) | Minimum Setback from Laird Road | 25 m |
| vi) | No RV Storage within 30 m of any Natural Environment Zone | 32 m |
| vii) | Maximum RV storage area | 0.56 ha |
| viii) | Minimum visual buffer width along Laird Road (comprised of natural or planted vegetation) | 26 m |
| ix) | Minimum visual buffer width along SR10 Road (comprised of natural or planted vegetation) | 25 m |

Definition

Recreational Vehicle Storage Use (RVSU): outdoor area used for the parking / storage of recreational vehicles, recreational trailers, and boats on a temporary or seasonal basis, which does not include any overnight accommodation. Parking / storage may occur throughout the year, but customer access to the RVSU shall only be permitted from May 1 to November 1 of any year.

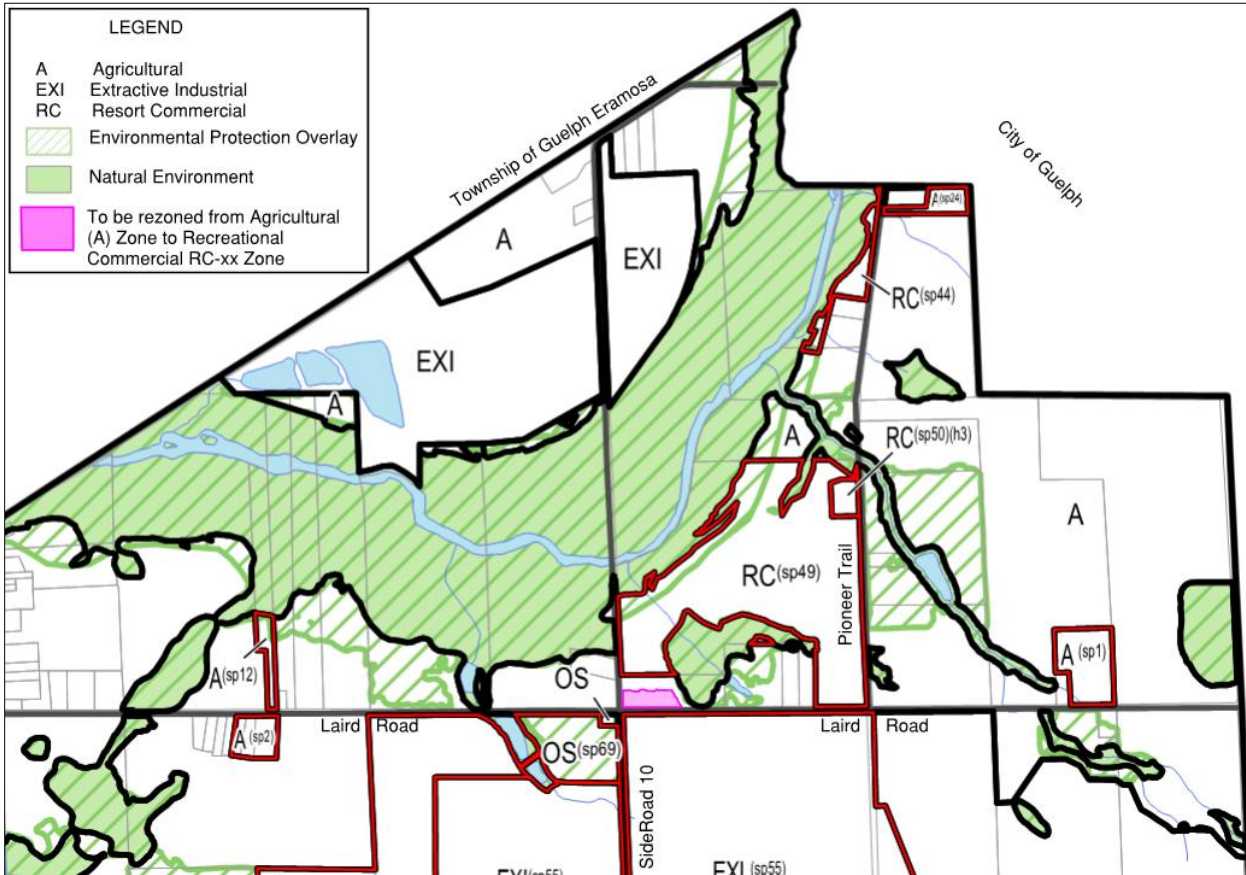
This by-law shall come into force and effect on the date of its final passing, subject to the provisions of the Planning Act, 1990 and amendments thereto.

PASSED this ____ day of _____, 2026.

MAYOR

CLERK

SCHEDULE "A"



PASSED this ____ day of _____, 2026.

MAYOR

CLERK



TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch

Community Improvement Plan

Public Information Meeting – Statutory

April 15th, 2026



pl.ural

Project Team

The Township of Puslinch

Mary Hasan

Director of Finance/Treasurer

Justine Brotherston

Director of Corporate Services/Municipal Clerk

Laura Emery

Manager of Corporate Services/Deputy Clerk

Planning, Design and Landscape Architecture

Sean Kelly

Kelsey Moore

David DeBono

Tori Collicutt

Bethany Nelson

Consultant Team

To Discuss

1. Understanding a CIP
2. CIP Process Generalized
3. 2026 CIP Overview
4. Township CIP Goals
5. Key CIP Changes
6. What We Heard
7. A New Community Improvement Project Area
8. Existing Financial Incentive Programs
9. New Financial Incentive Programs
10. Implementation Strategy



Public Meeting Notice

The CIP update will provide a framework to encourage the maintenance and rehabilitation of existing commercial buildings and structures, and redevelopment of vacant and underutilized properties and buildings. The CIP update allows for financial incentive programs to registered owners and tenants of land and buildings within the Community Improvement Project Area to assist with costs related to development, redevelopment, facade signage and landscape improvement, planning application and permit fees, licensed childcare, environmental impact reduction, building accessibility improvements, commercial conversion and interior leasehold, and farm gate improvement.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the CIP update.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Township of Puslinch before the CIP update is adopted, the person or public body is not entitled to appeal the decision of the Council of the Township to the Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Township before the CIP update is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the adoption of the CIP update, you must make a written request to Justine Brotherston, the Director of Corporate Services/Municipal Clerk for the Township of Puslinch at admin@puslinch.ca, and such request must include the name and address to which such notice should be sent.

ADDITIONAL INFORMATION relating to the CIP update is available for inspection, during office hours 9:00 a.m. to 4:30 p.m. at the Township of Puslinch, 7404 Wellington Rd 34, Puslinch ON N0B 2J0. Telephone 519-763-1226



Understanding a CIP

A Community Improvement Plan (CIP) is:

- an Economic Development tool
- required to provide financial incentives in the form of grants and loans to businesses and landowners



“ is a plan or framework to encourage the maintenance and rehabilitation of existing commercial, industrial, institutional and heritage buildings and structures, improvement of commercial signage, and redevelopment of vacant and underutilized properties and buildings. And updates do occur periodically.”

Legislated under the Planning Act



CIP Process Generalized



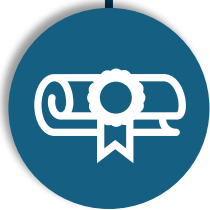
Putting it Together

- Meet with the Township's project leads including the Director of Finance/Treasurer and the Director of Corporate Services/Municipal Clerk
- Review, research and analyze
- Put it together — draft the CIP
- Organize and facilitate 2 Open Houses



Getting Approval

- Notice of Statutory Public Meeting
- Public Meeting on Draft CIP — offer 20-day appeal period



Finalize & Next Steps

- Bring Draft Final to Council for Adoption
- Consultant to provide a copy to the Ministry of Municipal Affairs and Housing (MMAH)



2026 CIP Overview

Satisfying the Township's Needs

Building on the previous CIP, this 2026 CIP has been made to reflect the current planning context, including:

- Working towards the Township's evolving needs
- Aligning with an updated Wellington County Financial Incentives Programme (2023)
- Enhancing clarity regarding plan purpose (i.e., goals and objectives), administration, and management
- Reworking financial incentive programs, removing underutilized programs, consolidating, renaming, and adding new — and refining program parameters to ensure consistency

The Document

- 45+ pages
- 6 sections specific to the Township

The Content

- Community and stakeholder consultation
- Legislative requirements
- CIP area (CIPA) delineation
- 7 financial incentive programs (4 new for 2026)
- Eligibility guidelines, application requirements, examples, and definitions



Township CIP Goals



Goal 1

Increase geographic boundary area to implement a **Township-wide CIPA** – building on the previous CIP’s “Our Corridor” boundary.



Goal 2

Enhance the **visibility and accessibility** of businesses in the Township.



Goal 3

Address countryside matters such as farming and/or agricultural/rural community economic problems.



Goal 4

Address eligible projects that involve the **redevelopment of vacant/underutilized lands**.



Key CIP Changes

Informed by Open House participant input, Township Staff input, comparative analysis of similar municipalities, and general experience the following key changes for the Township CIP include:

Expanding the CIPA to encompass the full Township boundary.

Reworking of existing financial incentive grant programs.
Removing underutilized programs, consolidating/renaming programs, and simplifying language to reduce confusion/barriers to participation.

Adding four (4) new financial incentive grant programs.

Reorganizing all financial incentive grant programs to ensure pertinent information (e.g., purpose, value, eligibility criteria, and eligible costs) can be easily identified.

Update language to make Township Financial Incentive Grants better aligned with Wellington County Grants and eligibility criteria.



What We Heard

It is felt the Township is seeking **fewer programs**, a **broader application scope** in order to ease the implementation, and **improvement of the understandability of the various programs by Applicants**



1st Consultation

(approx. 20 participants)

Our Team hosted an Open House in November 2025:

- Purpose was to collect information from participating community members and business owners/tenants on local issues and needs to be addressed through a CIP.
- In addition to preferences of a “menu” of incentive programs (x18) typically found in CIPs.

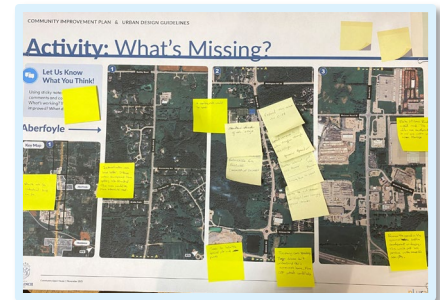


2nd Consultation

(approx. 25 participants)

Our Team hosted a second Open House in March 2026:

- Purpose was to obtain input primarily on initial Urban Design thoughts and a draft refinement of possible Financial Incentive Programs that could be included in the CIP.



Participants Identified...

Grant interest ranging from highest to lowest including:

Highest



Building Improvement Grant

Building Conversion and Expansion Grant

Vacant Building Conversion/Expansion Grant

Modest



Planning and Building Fee Grant

Façade, Signage and Landscape Improvement Grant

Tax Increment Equivalent Grant (TIEG)

Farm Gate Improvement Grant

Commercial Conversion Start-Up Grant

Marketing, Product & Experience Development Grant

Lowest



Design and Study Grant

Building and Accessibility Improvement Grant

Sustainable Development Grant

Green Infrastructure Grant

Industrial Property Grant (TIEG and Development Charge Rebate)

Motor Vehicle and Bicycle Parking Grant

Parking and Landscaping Improvements Grant



Township CIP Memo

Additional to the Open Houses:



A CIP Memo was distributed to Township Staff (*Feb. 2026*) which discussed:

- The Township's existing financial incentive programs (x6)
- The Wellington County's Community Improvement Funding
- Current Grant opportunities by category
 - licensed home child-care
 - environmental impact reduction
 - building accessibility
 - commercial conversion/leasehold improvements
 - and other consideration related to legibility



Suggested Directions



Adjusting overall CIP formatting to improve legibility and accessibility.



Reorganizing financial incentive programs to ensure pertinent information (e.g., purpose, value, eligibility criteria, and eligible costs) can be easily identified.



Identifying programs which could support sustainable initiatives.



Consolidating programs and simplifying language to reduce confusion/barriers to participation



Add/update language to make Township CIP Grants better aligned with Wellington County Grant eligibility criteria to improve legibility and accessibility.



A New Community Improvement Project Area

The area subject to the Township proposed CIP **includes all lands within the municipal boundaries of the Township.**





These lands are eligible for financial incentive programs under the Township CIP, as well as those offered through Wellington County's financial incentives programme.



Financial Incentive Programs



New for 2026!

- 1 Planning and Building Fees Grant
- 2 Façade, Signage, and Landscape Improvement Grant
- 3 Building Improvements Grant
- 4 Building Conversion, Expansion and Accessibility Improvement Grant 
- 5 Licensed Home Child Care Grant 
- 6 Green Energy, Infrastructure, and Sustainable Development Grant 
- 7 Commercial Conversion Start-Up Grant 

Note: not all programs will be available in a given year of implementation. Township Staff and Council will determine which programs will be available, based on Township goals, priorities and available funding.



Existing Programs

1

Planning and Building Fees Grant

- Intended to support covering the fees required by the Township in relation to the proposed improvement project.

2

Façade, Signage, and Landscape Improvement Grant

- Intended to assist with the financing of improvements to an existing building's façade or signage, or to assist with other eligible improvements to private property (i.e., parking and landscaping) and agriculture-related uses (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity.

3

Building Improvements Grant

- Intended to support improvements to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility improvements.



New for 2026!



Building Conversion, Expansion and Accessibility Improvement Grant

Purpose and Anticipated Benefits

- Intended to assist in the conversion of existing unused or underused space into new eligible uses
- Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township

Value of the Grant

- Up to \$10 per square foot of the eligible costs, before tax; maximum of \$3,000

Examples of Eligible Costs

- Conversion of vacant or underused non-commercial/non-industrial building space into new eligible uses
- Expansion of existing eligible uses to increase the gross floor area



New for 2026!



5

Licensed Home Child Care Grant

Purpose and Anticipated Benefits

- Intended to support improvements to private property to meet the requirements of Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education
- The Licensed Home Child Care Grant may be available to eligible applicants to assist with improvements to existing buildings that may otherwise be considered cost prohibitive

Value of the Grant

- Up to 50% of the eligible costs, before tax; maximum of \$2,000

Examples of Eligible Costs

- Repair/replacement/installation of fire protection systems
- Repair/replacement/installation of indoor play space, outdoor play space, sleeping/resting area, eating area, and diapering/toileting area



New for 2026!



Green Energy, Infrastructure, and Sustainable Development Grant

Purpose and Anticipated Benefits

- Intended to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage storm-water, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience

Value of the Grant

- Up to 50% of the eligible costs, before tax; maximum of \$3,000

Examples of Eligible Costs

- Installation or purchase of materials for rain gardens
- Installation of permeable pavement
- Installation and/or purchase of materials for rain harvesting systems



New for 2026!



Commercial Conversion Start-Up Grant

Purpose and Anticipated Benefits

- Intended to assist with the small-scale conversion of existing vacant or underutilized space into new commercial, mixed-use, and other eligible uses
- intended to support new small business start-ups to renovate or improve leased space destined for commercial uses

Value of the Grant

- Up to 50% of the eligible costs, before tax; maximum of \$7,500 per property

Examples of Eligible Costs

- Conversion of existing ground-floor commercial space to better suit a new commercial use (e.g., retail to restaurant)
- The Grant will also apply to the adaptive reuse of derelict structures

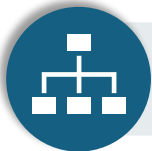


Implementation Strategy



Authority

- This CIP will be implemented through the provisions of Section 28 of the Planning Act, Section 365.1 of the Municipal Act 2001, and conforms to Wellington County's Official Plan.



Delegation

- The overall implementation of the grant programs shall be the responsibility of the Director of Finance/Treasurer of the Township.



Administration

- **The grant programs in this CIP will be administered through:**
 - Puslinch Council, through the established CIP Implementation Committee.
 - A first come, first served basis to the limit of the available funding in accordance with any administrative rules governing this and other grant programs.
- The Township's CIP will be monitored by the Director of Finance/Treasurer annually.



Thank you!

If you would like more information, please contact:

Mary Hasan

Director of Finance/Treasurer

mhasan@puslinch.ca

Justine Brotherston

Director of Corporate Services/Municipal Clerk

jbrotherston@puslinch.ca



TOWNSHIP OF

PUSLINCH

EST. 1850

This project is funded in part by Wellington County and the Ontario Ministry of Agriculture, Food and Agribusiness. Any views expressed therein are views of the Township of Puslinch and do not necessarily reflect those of the Province or Wellington County.





Community Improvement Plan

Draft Report

Last Revised: April 10th, 2026

Township of Puslinch Community Improvement Plan

Prepared for:



TOWNSHIP OF

PUSLINCH

The Township of Puslinch

Mary Hasan

Director of Finance/Treasurer

Justine Brotherston

Director of Corporate Services/Municipal Clerk

pl.ural

pl.ural

Sean Kelly

Tori Collicutt

David DeBono

Bethany Nelson

Kelsey Moore

This project is funded in part by Wellington County and the Ontario Ministry of Agriculture, Food and Agribusiness. Any views expressed therein are views of the Township of Puslinch and do not necessarily reflect those of the Province or Wellington County.

Table of Contents

1.0	Introduction	1
1.1	About.....	1
1.2	What is a Community Improvement Plan?	2
1.3	Legislative Authority	3
1.4	Enabling Official Plan Policies.....	4
1.5	Community Improvement Project Area.....	6
1.6	Goals & Objectives.....	7
2.0	Township Initiatives	10
2.1	Overview	10
2.2	Zoning review	11
2.3	Township Urban Design Guidelines Update.....	12
2.4	Parking & Active Transportation Improvements	13
3.0	Financial Incentive Programs	14
3.1	Overview	14
3.2	Summary of Financial Incentive Programs.....	15
3.3	General Eligibility Criteria	17
3.4	Planning and Building Fees Grant	19
3.5	Facade, Signage & Landscape Improvement Grant.....	21
3.6	Building Improvements Grant	24
3.7	Building Conversion, Expansion and Accessibility Improvement Grant.....	25
3.8	Licensed Home Child Care Grant	27
3.9	Green Energy, Infrastructure, and Sustainable Development Grant.....	29
3.10	Commercial Conversion Start-Up Grant.....	32

4.0	Wellington County Participation In Financial Incentive Programs	34
4.1	About the Programme	34
5.0	Implementation	35
5.1	Administration	35
5.2	Financial Management	38
5.3	Applying for Financial Incentives	40
6.0	Interpretation	43
6.1	Definitons	43

Figures

Figure 1: Summary of Financial Incentive Programs 15

1.0 Introduction

1.1 About

The Township of Puslinch (Township) Community Improvement Plan (**CIP**) is a Township-wide, strategic planning tool.

The first **CIP** was adopted in 2016 by the Township to support revitalization, beautification, renewal, and economic activity in the Township's **key urban corridor**. This area was named 'Our Corridor' for the purposes of the first **CIP**. The 2016 **CIP** was intended to serve as a long-term framework to be implemented over the next 15 years.

In 2018, Wellington County implemented the Invest Well Community Improvement Programme, setting out the priorities, goals and parameters for participation, such as grant programs, funding levels, review/approval of applications, and agreement execution. Following the implementation of the Wellington County program, the Township **CIP** was amended in 2019 to allow Wellington County participation in local community **improvement** initiatives.

Building on the 2019 publication, this 2026 update has been made to reflect the current planning context, including an updated Wellington County Invest Well Programme (2023), and to satisfy the Township's evolving needs. Content has been reviewed and revised to enhance clarity in regard to plan purpose (i.e., goals and objectives), administration, and management. Additionally, financial incentive programs have been reworked — removing underutilized programs, consolidating, renaming, adding new and including additional program parameters, to ensure consistency.

1.2 What is a Community Improvement Plan?

A Community Improvement Plan (**CIP**) is a municipal planning tool, enabled by the *Planning Act*, that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a municipality. Many municipalities across Ontario have prepared **CIPs** to achieve important community goals, such as:

- Facilitating and coordinating the transition of neighbourhoods and areas;
- Stimulating economic growth and development;
- Assisting property owners with repair, **rehabilitation**, and **redevelopment** projects; and
- Raising awareness of local needs and priorities.

Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a **CIP** in place allows municipalities to provide financial assistance to private properties. Therefore, this **CIP** will allow the Township to stimulate local investment through the financial incentive programs identified in Section 3.0 Financial Incentive Programs.



Aberfoyle Antique Market in Aberfoyle, ON

1.3 Legislative Authority

The *Planning Act* is the primary piece of legislation that provides for the preparation of **CIPs**. Specifically, Section 28 of the *Planning Act* sets out:

- Types of projects/activities/works that are considered ‘community **improvement**’, which can include the **redevelopment, rehabilitation**, or other **improvements** to **commercial, mixed-use, industrial**, and public buildings, structures, or facilities;
- A community **improvement** planning process whereby a municipality must first identify and adopt through by-law a designated ‘community improvement project area’ (**CIPA**), after which a ‘**CIP**’ may be prepared and adopted by a municipal council. However, this may only be done where there are enabling policies in the municipality’s **official plan** (which is the case in the Township, as discussed in Section 1.4 Enabling **Official Plan** Policies);
- Tools that can be implemented once a municipal council adopts a ‘**CIP**’, which includes grants or loans to owners or tenants (with written consent of the owner) of land and buildings within the **CIPA**; and
- **Eligible costs** that a municipality can cover with grants or loans may include expenses related to development, **redevelopment**, construction, and/or reconstruction projects aimed at **rehabilitation** or providing energy-efficient **improvements**.

In addition to the *Planning Act*, several other legislative documents provide the authority for municipalities to implement tools to assist with community **improvement**, including the *Municipal Act*. For additional information on any of the provisions for community **improvement** planning, the legislation identified above should be referred to.

1.4 Enabling Official Plan Policies

The 2025 *Wellington County Official Plan* sets out land use policies and provides direction for community **improvement** planning in the Township. The following is a review of policies from the **Official Plan** that enable the Township to prepare a **CIP**.

Official Plan Section “Community Improvement - Objectives” identifies the following objectives for community **improvement**:

- Promote the long-term stability and viability of identified **CIPA**'s by reducing land use conflicts and upgrading municipal services.
- Encourage coordinated municipal expenditures, planning and development activities within identified **CIPAs**.
- Stimulate the maintenance and renewal of private property.
- Enhance the visual quality of the community; and
- Foster local economic growth.

Official Plan Section “Community Improvement - Identifying Areas” identifies the following criteria for the designation of a **CIPA**:

- A significant portion of the housing stock and other buildings require maintenance, **rehabilitation** or **redevelopment**;
- Municipal services, including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities, are inadequate and in need of repair;
- The supply of public open space or recreation facilities is deficient;
- There are conflicting land uses in the area;
- Within **commercial** areas, deterioration in the appearance of building façades, inadequate parking facilities or inadequate pedestrian access;
- A significant portion of the buildings are considered heritage resources;
- There is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- There are other environmental, social or community development reasons that have been

identified by Council.

To support implementation, **Official Plan** Section “Community improvement - Implementation” states that a local Council may:

- Prepare, adopt, and implement a **CIP(s)** within a designated **CIPA(s)**, pursuant to the *Planning Act* and the community **improvement** policies set out in this Plan;
- Provide public funds such as grants, loans and other financial instruments;
- Take advantage of federal and provincial funding programs, which would benefit the community;
- Prepare and adopt property standards by-laws;
- Co-operate with groups and organizations whose objectives include community **improvement**;
- Undertake other municipal actions, programs, or investments for the purpose of achieving the community **improvement** objective identified in **Official Plan** Section Community **Improvement** - Objectives.

Finally, there are policies that enable Wellington County to participate in the Township **CIP**. **Official Plan** Section “Community improvement - County Participation” states that Wellington County Council may participate in a municipality’s **CIP** and make grants and loans to the Council of a lower-tier municipality for the purposes of carrying out a **CIP** that has come into effect, on such terms as to security and otherwise as Wellington County Council considers appropriate.

1.5 Community Improvement Project Area

Project areas range from specific properties to streets, neighbourhoods, entire communities, and/or the full municipality, while program coverage can span a wide spectrum of municipal goals and objectives.

Of particular interest, this **CIPA** update now includes an expansion of the previous “Our Corridor” **CIPA** to encompass the Township’s full boundary. Formally the settlement areas of Aberfoyle and Morriston were typically seen as the focus core areas and constitute the previous **CIPA**. All geographic extents of the municipality will have access to the Township’s **CIP** Financial Incentive Programs, as well as those offered through Wellington County’s Invest Well programme.

The Township shall designate the expanded **CIPA** by By-law. The programs authorized in this **CIP** may be carried out within the **CIPA**. Refer to the Wellington County **Official Plan** for maps and plans outlining the geographic boundary of the Township and settlement areas.



Aerial View of Morriston, ON

1.6 Goals & Objectives

To be eligible for financial incentives offered through the Township **CIP**, an **improvement** project must contribute to achieving one or more of the goals and objectives set out below.

1.6.1 Goal #1: Increase geographic boundary area to implement a Township-wide CIP – building on the previous CIP’s “Our Corridor” boundary.

This **CIP** will support the Township in strengthening its long-term growth strategy by expanding the geographic **CIPA** boundary to enable implementation of a Township-wide **CIP**. This approach will create a cohesive framework for coordinated development, infrastructure investment, and economic opportunity across the municipality.

Objectives include:

- a. Expanding the **CIP** boundary to align with projected growth areas;
- b. Encouraging investment in underutilized and transition lands;
- c. Supporting comprehensive land use planning and infrastructure readiness;
- d. Promoting balanced **residential** and employment growth; and
- e. Ensuring equitable access to incentives and revitalization tools throughout the Township.



Aberfoyle Antique Market in Aberfoyle, ON

1.6.2 Goal #2: Enhance the visibility and accessibility of businesses in the Township

This **CIP** will support the Township in strengthening local economic vitality by enhancing the visibility and accessibility of businesses throughout the Township. By improving how businesses are promoted, connected, and accessed, the Township can foster greater community engagement and attract new customers, visitors, and investment.

Objectives include:

- a. Improving wayfinding, signage, and streetscape elements to better showcase local businesses;
- b. Supporting façade and property **improvements** that increase curb appeal;
- c. Strengthening transportation connections and parking access;
- d. Encouraging collaboration among business owners and community partners; and
- e. Promoting local shopping, tourism, and agri-business experiences to drive sustainable economic growth.

1.6.3 Goal #3: Address countryside matters such as farming and/or agricultural/rural community economic problems

This **CIP** will support the long-term sustainability of the rural and agricultural economy by addressing countryside matters, including farming viability and broader economic challenges facing rural communities within the Township. By recognizing agriculture as both an economic driver and a defining feature of the Township's identity, the plan will promote resilience, diversification, and investment in rural areas.

Objectives include:

- a. Supporting value-added agricultural and on-farm diversified uses;
- b. Encouraging agri-tourism and local food initiatives;
- c. Improving infrastructure that supports farm operations and rural businesses;
- d. Addressing barriers to rural entrepreneurship and home-based businesses;
- e. Promoting policies that protect agricultural lands while strengthening economic opportunities for the rural community.

1.6.4 Goal #4: Address eligible projects that involve the redevelopment of vacant/underutilized lands

This **CIP** will prioritize eligible projects that support the **redevelopment** of vacant and underutilized lands throughout the Township, encouraging efficient land use and sustainable growth. By directing investment toward sites with **redevelopment** potential, the Township can revitalize key areas, reduce development pressure on greenfield lands, and strengthen the local tax base.

Objectives include:

- a. Addressing brownfields.
- b. Supporting adaptive reuse of vacant or obsolete buildings;
- c. Encouraging **mixed-use** and employment-generating development on underutilized properties;
- d. Promoting compact, serviced development within settlement areas;
- e. Enhancing site design, landscaping, and public realm **improvements**;
- f. Reducing long-term vacancy rates; and
- g. Leveraging private investment to transform strategic properties into productive community assets.

2.0 Township Initiatives

2.1 Overview

This section identifies several Township initiatives through which the Township can provide proactive and visible leadership in achieving the goals of the Township **CIP**. By setting out a framework for Township-led **improvement** projects, this **CIP** helps coordinate and guide the expenditure of Township funds.

The following Township initiatives have been identified as a means for the Township to participate in community **improvement** and to encourage private sector investment in the **CIPA**. The Township may engage in any of the initiatives outlined as a part of the implementation of this **CIP**, subject to the availability of Township funds and other resources. An indication of anticipated timing is provided as a target; however, by identifying the initiatives and anticipated timing, the Township is in no way committed to implementing them during the life cycle of this **CIP**.



Flow State Bike Shop in Puslinch, ON

2.2 Zoning review

The Township may undertake a review of zones and zoning provisions that currently apply to the defined **CIPA's** to ensure that the regulatory regime:

- Conforms to the overall policy direction of Wellington County's **Official Plan**;
- Is consistent with Township development objectives;
- Is supportive of revitalization, renewal and the Township's overall Vision.
- Facilitates the development of a particular use or form that is believed to be most beneficial for the community;
- Provides certainty to developers; and
- Implements contemporary zoning tools, such as form-based zoning, zoning with conditions, and holding by-laws.

The completion of a Zoning Review is a high priority. It is to be completed in 2028 following the adoption of this **CIP**.



Leek Farm in Morriston, ON

2.3 Township Urban Design Guidelines Update

The Township is undertaking Urban Design Guidelines Update to strengthen the visual character, functionality, and long-term livability of key areas within the Township. This initiative would establish clear, contemporary design standards to guide public and private realm **improvements**, enhance pedestrian safety and accessibility, and support cohesive development within settlement areas. Updated guidelines address landscaping, lighting, street furniture, parking design, gateway features, and sustainable design practices to ensure high-quality, context-sensitive development. The program supports placemaking initiatives that reflect the Township's rural identity while accommodating growth and reinvestment.

This initiative is active and concurrent to the **CIP** preparation. It will be finalized at the adoption/activation of the Townships **CIP** report.



Milburn's Auto Sales & Service in Puslinch, ON

2.4 Parking & Active Transportation Improvements

Several recommended **improvements** and enhancements have been identified by both the Township and Wellington County for parking, streetscape, and active transportation infrastructure. The Township may develop a coordinated strategy for the implementation of **improvements** identified, as well as other **improvements** deemed necessary.

The Township may undertake a Parking Needs Study, examining the needs and options for additional parking, including municipal-owned parking lots, on-street parking, and private parking spaces. The study should focus on attracting visitors to the Township, inventory existing parking supply, determine current demand, project future demand, and propose a recommended strategy.

The completion of the parking needs study is being incorporated in the scope of work for the Transportation Master Plan, that is to be completed by the Township



Puslinch Community Centre and Optimist Recreation Centre in Aberfoyle, ON

3.0 Financial Incentive Programs

3.1 Overview

Through the updated Township **CIP**, a set of financial incentive programs are available to eligible owners/tenants in the **CIPA**. The programs allow the Township to provide financial assistance and are intended to stimulate private sector investment in land and buildings and help achieve the Vision and Goals of the **CIP**.

The Township **CIP** identifies seven (7) financial incentive programs that may be available to **applicants**:

1. Planning and Building Fees Grant;
2. Facade, Signage, and Landscape **Improvement** Grant;
3. Building **Improvements** Grant;
4. Building Conversion, Expansion and Accessibility **Improvement** Grant (New)
5. Licenced Home Child Care Grant (New)
6. Green Energy, Infrastructure, and Sustainable Development Grant (New)
7. **Commercial** Conversion Start-Up Grant (New)

The Township may provide funding for any of the above incentive programs during the term of the **CIP**, subject to the availability of resources and budget.

3.1.1 Additional Support

In addition to providing financial assistance through the financial incentive programs outlined above, as per Section 28(6) of the *Planning Act*, for the purpose of carrying out a **CIP** that has come into effect, the Township may,

- a. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in the **CIPA** in conformity with the **CIP**, and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto;
- b. Sell, lease or otherwise dispose of any land acquired or held by it in the **CIPA** to any person or governmental authority for use in conformity with the **CIP**.

3.2 Summary of Financial Incentive Programs

Program	Description	Value
<p>1: Planning and Building Fees Grant</p>	<p>Intended to support covering the fees required by the Township in relation to the proposed improvement project.</p>	<p>Up to 50% of the eligible costs from the Township; maximum of \$7,500.</p>
<p>2: Facade, Signage, and Landscape Improvement Grant</p>	<p>Intended to assist with the financing of improvements to an existing building’s façade or signage, or to assist with other eligible improvements to private property (i.e., parking and landscaping) and agriculture-related uses (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity.</p> <p>This grant is intended to promote aesthetic, accessibility, and functional improvements to buildings and properties, which otherwise may not occur due to cost premiums associated with these improvements.</p>	<p>Up to 50% of the eligible costs, before tax; maximum of \$4,500.</p>
<p>3: Building Improvements Grant</p>	<p>Intended to support improvements to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility improvements.</p>	<p>Up to 50% of the eligible costs, before tax; maximum of \$5,000.</p>

Figure 1: Summary of Financial Incentive Programs

Program	Description	Value
<p>4: Building Conversion, Expansion and Accessibility Improvement Grant</p> 	<p>Intended to assist in the conversion of existing unused or underused space into new eligible uses. Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township. This includes agriculture-related uses (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity.</p> <p>This program is intended to support improvements to private property to meet the Ontario's accessibility laws and standards.</p>	<p>Up to \$10 per square foot of the eligible costs, before tax; maximum of \$3,000.</p>
<p>5: Licensed Home Child Care Grant</p> 	<p>Intended to support improvements to private property to meet the requirements of Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education, the Licensed Home Child Care Grant may be available to applicants to assist with improvements to existing buildings that may otherwise be considered cost prohibitive.</p>	<p>Up to 50% of the eligible costs, before tax; maximum of \$2,000.</p>
<p>6: Green Energy, Infrastructure, and Sustainable Development Grant</p> 	<p>Intended to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage storm-water, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience. This will encourage the implementation of natural elements and systems (i.e. green roofs, solar panels, rain barrels, etc.) to enhance the overall sustainability of a building.</p>	<p>Up to 50% of the eligible costs, before tax; maximum of \$3,000.</p>
<p>7: Commercial Conversion Start-Up Grant</p> 	<p>Intended to assist with the small-scale conversion of existing vacant or underutilized space into new commercial, mixed-use, and other eligible uses and is intended to support new small business start-ups to renovate or improve leased space destined for commercial uses.</p>	<p>Up to 50% of the eligible costs, before tax; maximum of \$7,500 per property.</p>

Summary of Financial Incentive Programs (Continued)

3.3 General Eligibility Criteria

In order to be eligible for any of the financial incentive programs that may be offered under this **CIP**, the following general eligibility criteria must be met:

- a. The lands and buildings subject to an application must be a business located within the **CIPA**, designated by by-law for the purpose of the **CIP**. For more information on the **CIPA**, **applicants** should refer to Section 1.5 **CIPA**.
- b. All projects must contribute to achieving one or more community **improvement** goals and objectives (as identified in Section 1.6 Goals & Objectives).
- c. All proposed projects must result in some level of **improvement** or **rehabilitation** over the existing conditions and will not simply represent a life cycle replacement.
- d. The **registered owner(s)** of the subject property shall complete the Township's written application and file appropriate support documentation to be considered for any program or incentive, and shall confirm to have no arrears of property taxes, local **improvement** charges, or any other municipal accounts receivable on the same lands.
- e. **Applicants** will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives may be reduced.
- f. **Registered owner(s)** shall be required to sign a Financial Assistance Agreement with the Township outlining the work approved for which an incentive is granted, requirements to be met before payment is received, and on-going obligations of an **applicant** with respect to incentives received after completion of approved work.
- g. A business owner or tenant of a building may apply for a program under this **CIP** with written authorization from the **registered owner(s)**, but any Financial Assistance Agreement shall be signed by the **applicant**, business owner and/or tenant and the **registered owner(s)**.
- h. All applications for a program or incentive shall be consistent with the latest addition of the following:
 - i. Provincial Planning Statement for the Greater Golden Horseshoe, Wellington County **Official Plan** and any other applicable policy, plan or procedure;
 - ii. To work in compliance with Township By-laws.
 - iii. Township's Strategic Plan, Puslinch By Design, Recreation Parks Master Plan, Municipal

Development Standards or any other approved Township policy, plan or procedure; and

- iv. Puslinch Urban Design Guidelines.
- i. Work to be completed for any program under this plan must comply with all applicable by-laws, codes and guidelines including satisfying outstanding work orders (building, fire, zoning, etc.) prior to funding approval.
- j. The total value of all funds provided to an owner/tenant shall not exceed the total value of **eligible costs** associated with the community **improvement** project works.
- k. An **applicant** may be eligible for multiple grants during the term of this **CIP** if the total combined value of grants provided by the Township in any 12-month period shall not exceed \$7,500 per property (or the total value of **eligible costs**, whichever is less).
- l. Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this **CIP** will not be considered eligible.
- m. It is important to note that these financial incentive programs are only eligible for local business and cannot be applied to **residential** properties.

In addition to these general eligibility criteria, a set of program-specific eligibility criteria must also be met, which are outlined in the description of financial incentives (below).

3.4 Planning and Building Fees Grant

3.4.1 Purpose and Anticipated Benefits

- a. Planning and building approvals may be required in relation to a proposed community **improvement** project, such as a use conversion.
- b. In such cases, the Planning and Building Fee Grant may be available to eligible property owners and tenants (with consent from the owner) to offset the fees required by the Township in relation to the proposed **improvement** project.

3.4.2 Value

- a. Where all eligibility requirements are fulfilled, a Planning and Building Fees Grant may be provided to cover 50% of the eligible fees required by the Township in relation to a proposed project to a maximum of \$7,500 (or the total value of **eligible costs** related to the project, whichever is less).

3.4.3 Eligibility Criteria

- a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.
- b. In addition, only projects that are subject to another financial incentive application offered through this **CIP** will be eligible.

3.4.4 Eligible Costs

Eligible costs are limited to and include the following:

- a. Township planning application fees limited to minor variances, site plans and zoning by-law amendments.
- b. Township building permit or demolition permit fees.

Please note: where the Township incurs costs related to assessing a planning or building application through third-party consultant planning reports, legal consultation, etc., these fees will not be

included as **eligible costs**.

3.4.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.5 Façade, Signage & Landscape Improvement Grant

3.5.1 Purpose and Anticipated Benefits

- a. The Façade, Signage, and Landscape **Improvement** Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with the financing of **improvements** to a building's façade, signage, or landscaping on private property.
- b. This grant is intended to promote aesthetic, accessibility, and functional **improvements** to buildings and properties, which otherwise may not occur due to cost premiums associated with these **improvements**.

3.5.2 Value

- a. Where a proposed project satisfies the eligibility requirements, a Façade, Signage, and Landscape **Improvement** Grant may be provided for 50% of the **eligible cost** of the façade, signage, and/or landscape **improvements** to a maximum of \$4,500 (or the total value of **eligible costs** related to the project, whichever is less).

3.5.3 Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply. In addition, the following criteria apply:

- a. Façade and signage **improvements** must be made to the main façade of a building.
- b. Where a side and/or rear wall is visible from a public street or public space, or fronts onto a laneway or parking lot, façade and signage **improvements** to these walls may also be eligible;
- c. Landscape **improvements** must be made to the front yard or side yard of properties.

3.5.4 Eligible Costs

The Façade, Signage, and Landscape **Improvement** Grant may be provided for the following:

- a. For façade **improvements**, **eligible costs** include:
 - i. Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding and architectural detailing;
 - ii. Restoration or replacement of cornices, eaves, and parapets;

- iii. Restoration or replacement of windows, doors and awnings;
 - iv. Restoration or replacement of exterior lighting;
 - v. Chemical or other façade cleaning and exterior painting, or installation of murals or similar wall art;
 - vi. Redesign of storefront or entrance modifications, including **improvements** to accessibility for people with disabilities; and
 - vii. Such other similar **improvements** and repairs that may be necessary to improve the appearance of a building façade exterior.
- b. For signage **improvements, eligible costs** include replacement, repair, **improvement** or installation of signage, including signage lighting.
- c. For landscape **improvements, eligible costs** include:
- i. Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
 - ii. Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
 - iii. Addition of walkways; and
 - iv. Such other similar **improvements** and repairs that may be necessary to improve the landscaping.
- d. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will also be considered **eligible costs**; however, the maximum amount of a grant for such services shall not exceed 15%.

3.5.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.6 Building Improvements Grant

3.6.1 Purpose and Anticipated Benefits

- a. The Building **Improvements** Grant may be available to eligible property owners and tenants (with the consent of the owner) to assist with **improvements** to existing buildings that may otherwise be considered cost-prohibitive, and that materially extend the useful life of a building and/or increase the value of a building.
- b. The Building **Improvements** Grant is intended to support **improvements** to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility **improvements** such as the removal of barriers to increase accessibility for people with disabilities.

3.6.2 Value

- a. Where a proposed project satisfies the eligibility requirements, the Building **Improvements** Grant may be provided for 50% of the total **eligible costs** to a maximum of \$5,000 (or the total value of **eligible costs** related to the project, whichever is less).

3.6.3 Eligibility Criteria

- a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.

3.6.4 Eligible Costs

- a. The Building **Improvements** Grant may be provided for **eligible costs** related to:
 - i. Structural repairs to walls, ceilings, floors, and foundations;
 - ii. Repair/replacement of building infrastructure, such as roofing, windows, and doors;
 - iii. Repair/replacement of plumbing, electrical, HVAC, and fire protection systems;
 - iv. Weather and flood proofing;
 - v. **Improvements** to accessibility for people with disabilities;
 - vi. Any other **improvements** that may bring a building up to code, or address health, safety, or risk management issues;
 - vii. Interior restoration and design;
 - viii. Installation of ramps, elevators, lifts, and/or automatic door openers.

- b. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.6.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.7 Building Conversion, Expansion and Accessibility Improvement Grant

3.7.1 Purpose and Anticipated Benefits

- a. The Building Conversion, Expansion and Accessibility **Improvement** Grant may be available to eligible property owners and tenants (with consent of the owner) to assist in the conversion of existing unused or underused space into new eligible uses. Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township. This will include **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity.

3.7.2 Value

- a. Where a proposed project satisfies the eligibility requirements, a Building Conversion, Expansion and Accessibility **Improvement** Grant may be provided on approved applications based on \$10 per square foot of converted, expanded and/or increasing accessibility of floor space, to a maximum of \$3,000, (or the total value of **eligible costs** related to the project, whichever is less).

3.7.3 Eligibility Criteria

- a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.

3.7.4 Eligible Costs

- a. The Building Conversion, Expansion and Accessibility **Improvement** Grant may be provided for **eligible costs** related to the following types of projects on eligible properties and uses:
 - i. Conversion of vacant or underused non-**commercial**/non-**industrial** building space into new eligible uses; and
 - ii. Expansion of existing eligible uses to increase the gross floor area.
 - iii. Increasing accessibility of the eligible uses.
- b. The services of a professional engineer, architect, surveyor, or planner to design and

implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.7.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.



Township of Puslinch Municipal Offices in Aberfoyle, ON

3.8 Licenced Home Child Care Grant

3.8.1 Purpose and Anticipated Benefits

- a. The Licensed Home Child Care Grant may be available to eligible property owners and tenants (with consent from the owner) to assist with **improvements** to existing buildings that may otherwise be considered cost-prohibitive.
- b. This program is intended to support **improvements** to private property to meet the requirements of a Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education.

3.8.2 Value

- a. Where all eligibility requirements are fulfilled, a Licensed Home Child Care Grant may be provided for 50% of the total **eligible costs** to a maximum of \$2,000 (or the total value of **eligible costs** related to the project, whichever is less).

3.8.3 Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 3.3 of this **CIP** apply. In addition, the following criteria apply:

- a. **Improvement(s)** must be in support of an application to become a Licensed Home Child Care Provider through Wellington County Home Child Care (licensed by the Ministry of Education).

3.8.4 Eligible Costs

- a. **Eligible costs** for the Licensed Home Child Care Grant include the following:
 - i. Repair/replacement/installation of fire protection systems;
 - ii. Repair/replacement/installation of indoor play space, outdoor play space, sleeping/resting area, eating area, and diapering/toileting area;
 - iii. Any other **improvements** that may bring a building to meet the minimum legal requirements of a Licensed Home Child Care Provider, as regulated by the Ministry of Education.
- b. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.8.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project and receipt of proof of licensing to become a Licensed Home Child Care Provider through Wellington County Home Child Care. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred (or the maximum value of the grant, whichever is less).

3.9 Green Energy, Infrastructure, and Sustainable Development Grant

3.9.1 Purpose and Anticipated Benefits

- a. The Green Energy, Infrastructure, and Sustainable Development Grant may be eligible to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage stormwater, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience
- b. This grant will encourage the implementation of natural elements and systems (i.e. green roofs, solar panels, rain barrels, etc.) to enhance the overall sustainability of a building
- c. The grant may be eligible to support new development projects that implement natural systems, sustainable infrastructure and building practices to manage stormwater, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience.

3.9.2 Value

- a. Where all eligibility requirements are fulfilled, the Green Energy, Infrastructure, and Sustainable Development Grant may be provided for 50% of the total **eligible costs** to a maximum of \$3,000 (or the total value of **eligible costs** related to the project, whichever is less).
- b. The Township may increase the maximum value of the grant per property when one or more of the following criteria are met (subject to eligible funds); maximum value to be determined by the **CIP** Implementation Committee:
 - i. An eligible site is a new **commercial, industrial, or mixed-use**.

3.9.3 Eligibility Criteria

- a. Properties will be eligible for the Green Energy, Infrastructure, and Sustainable Development Grant if the proposed potential use being investigated is in accordance with Purpose and Anticipated Benefits.
- b. All general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** must be met
- c. Implementation or **improvements** must meet one or more of the following objectives ,as

demonstrated through supportive written rationale and literature:

- i. Improved stormwater management
- ii. Reduced heat island effect
- iii. Reduced energy consumption
- iv. Air quality **improvement**
- v. Climate change resilience
- vi. Biodiversity conservation
- vii. Improved social and community well-being

3.9.4 Eligible Costs

- a. For a Green Energy, Infrastructure and Sustainable Development project, **improvements** or repairs to an existing **industrial, commercial** or **mixed-use** building that meets one or more of the listed objectives are eligible
- b. Eligible costs** include, but are not limited to:
 - i. Installation or purchase of materials for rain gardens
 - ii. Installation of permeable pavement
 - iii. Installation and/or purchase of materials for rain harvesting systems
 - iv. Installation and/or preparation for green roofs and living walls
 - v. Installation and/or purchase of materials for bioswales and bioretention areas
 - vi. Installation of infiltration trenches or other infiltration systems
 - vii. Installation or purchase of materials for pollinator gardens or community gardens
 - viii. Installation of stormwater bump-outs/curb extensions
 - ix. Installation of native trees
 - x. Installation and/or purchase of LED lighting
 - xi. Installation of smart thermostat systems
 - xii. Improved insulation
 - xiii. Window and door replacement
 - xiv. Installation and/or purchase of solar panels
 - xv. Installation of energy-efficient HVAC systems
 - xvi. Installation and/or purchase of reflective roofing materials
 - xvii. Any other **improvements**/installations/repairs deemed environmentally friendly by the Township

3.9.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, (or the maximum value of the grant, whichever is less).

3.10 Commercial Conversion Start-Up Grant

3.10.1 Purpose and Anticipated Benefits

- a. The **Commercial** Conversion Start-Up Grant may be available to eligible property owners and tenants (with the owner's consent) to assist with the small-scale conversion of existing vacant or underutilized space into new **commercial, mixed-use**, and other eligible uses.
- b. This grant is intended to support new small business start-ups to renovate or improve leased **commercial** space
- c. Financing of permanent interior leasehold **improvements** or accessibility **improvements** for **commercial** space to increase the marketability of property and rental units

3.10.2 Value

- a. Where all eligibility requirements are fulfilled, a **Commercial** Conversion Start-Up Grant may be provided for \$20 per square foot of converted, expanded and/or increasing accessibility of floor space, to a maximum of \$7,500, (or the total value of **eligible costs** related to the project, whichever is less).

3.10.3 Eligibility Criteria

- a. Properties will be eligible for the **Commercial** Conversion Start-Up Grant if the proposed potential use being investigated is in accordance with Purpose and Anticipated Benefits
- b. All general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** must be met.

3.10.4 Eligible Costs

- a. The **Commercial** Conversion Start-Up Grant may be provided for the construction and renovation costs related to the following types of projects:
 - i. Conversion of non-**commercial** or vacant building space into new **commercial, mixed-use**, secondary uses, and other eligible uses;
 - ii. Conversion of existing ground-floor **commercial** space to better suit a new **commercial** use (e.g., retail to restaurant); and
 - iii. Expansion of existing eligible uses to increase the gross floor area.
 - iv. The added installation, change, repair and/or restoration of rooms, plumbing, heating,

- HVAC, electrical, flooring, ceiling, walls, other structurally permanent elements, etc.
 - v. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%
 - vi. Implementation of accessibility **improvements** (AODA compliant)
 - vii. Demolition or removal of fixtures, structural, and non-conforming or hazardous materials
- b. The Grant will also apply to the adaptive reuse of derelict structures.

3.10.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

4.0 Wellington County Participation In Financial Incentive Programs

4.1 About the Programme

- a. The Wellington County Financial Incentive Program is a strategic planning and economic development framework that directly supports Wellington County’s longer-term planning and economic development goals and priorities by supporting the incentive programs contained in Local Municipal **CIPs**. The updated Financial Incentive Program adopted by Wellington County in early 2023 sets out the goals, priorities, and incentive programs framework for Wellington County’s participation in Local Municipal **CIPs**.
- b. If Local Municipalities in Wellington County wish to receive funding from Wellington County to support incentive program applications approved under their **CIPs**, they must apply to Wellington County for funding. Wellington County retains the right to determine on an application by application basis, whether or not to provide a grant or loan to the local municipality under its Financial Incentive Program, and furthermore, the terms and conditions in relation to such a grant or loan.
- c. The full program is available on Wellington County’s website and should be reviewed for full details regarding Wellington County’s participation in the Township’s **CIP** programs. Wellington County’s Financial Incentive Programs may be revised from time to time by Wellington County.
- d. It should be noted that any funding amount approved by Wellington County to support an incentive program application approved by the Township is in addition to the applicable maximum grant/loan amount approved and available from the Township.



Tully's Way Farm in Morriston, ON

5.0 Implementation

5.1 Administration

5.1.1 Implementation Period

It is anticipated that the **CIP** will be implemented over a 15-year period, at which time a review should occur. Council may extend or reduce the implementation period, as deemed appropriate or necessary, subject to an amendment of the **CIP**.

5.1.2 Roles & Responsibilities

Township Council will:

- a. Delegate its responsibility for approving or refusing applications for financial incentive programs to the **CIP** Implementation Committee.
- b. Contribute to the overall administration of the **CIP** (subject to the Township's priorities and the availability of resources/funding) as follows:
 - i. Determining which of the **CIP** financial incentive programs will be put into effect in any given year during the implementation period, if any; and
 - ii. Identifying (as part of the annual budgeting process) a community **improvement** budget for financial incentives that have been put into effect for that year, if any, in accordance with Section 5.2 Financial Management of this **CIP**.

The **CIP** Implementation Committee will:

- a. Consist of Township staff representatives from the following Township departments:
 - i. Building
 - ii. Corporate Services
 - iii. Finance
- b. A staff person with expertise on site-specific matter may also be consulted to assist with the review and evaluation of application. The Committee shall also be authorized to retain other qualified professionals as required.
- c. Be responsible for:

Implementation

- i. Reviewing and evaluating applications for financial incentives;
- ii. Approving or refusing applications for financial incentive programs;
- iii. Marketing the **CIP**;
- iv. Monitoring the **CIP**, and providing annual reports to Council with respect to the costs and benefits of the **CIP**; and
- v. Making recommendations to Council with respect to:
 - i. Financial Incentive Programs to be put into effect in any given year; and
 - ii. Identifying an annual community **improvement** budget for financial incentives.

5.1.3 Administration of Financial Incentives

- a. The Township may put into effect any number of the financial incentives identified in this **CIP** during the implementation period, subject to the availability of Township funds and other resources.
- b. Annually, the **CIP** Implementation Committee may make recommendations to Council with respect to the administration of financial incentives.
- c. Except where otherwise identified in this **CIP**, applications for financial incentives will be received on a first-come, first-served basis to the limit of the available funding approved for that year.
- d. Applications will be evaluated promptly, in accordance with:
 - i. General eligibility requirements, as outlined in 3.3 General Eligibility Criteria;
 - ii. Program eligibility requirements, as outlined in each of the grant program details (3.0 Financial Incentive Programs);
 - iii. Application requirements, as outlined in 5.3 Applying for Financial Incentives; and
 - iv. A Council-approved budget.
- e. The Township will prioritize applications under this **CIP** based on the completeness and quality of the applications received, overall community benefit based on the goals and objectives in this **CIP**, and available budget for the **CIP**.
- f. In cases where the **CIP** Implementation Committee refuses an application for financial incentives, all **applicants** will have the right to appeal the decision to the Township Council. If a decision is appealed, a staff report will be prepared for Council detailing the Committee's decision. The property owner may appear at the Council Meeting to detail their appeal.

5.1.4 Plan Amendments

As a result of the monitoring and evaluation, amendments to the **CIP** may be required. The following

Implementation

summarizes when **CIP** amendments are, and are not, required:

- a. An amendment to the **CIP** will not be required to:
 - i. Reduce funding levels for the financial incentive programs; or
 - ii. Discontinue or cancel any of the financial incentive programs identified.

- b. An amendment will be required to the **CIP** or implementing by-laws to:
 - i. Extend the implementation period of the **CIP**;
 - ii. Add any new financial incentive programs;
 - iii. Modify the eligibility criteria related to financial incentive programs offered; and
 - iv. Modify the geographic area (i.e., the **CIPAs**) to which financial incentive programs apply.

Amendments to this **CIP** will be passed by Township Council under the *Planning Act*. The Township may also be required to pre-consult with the Ministry of Municipal Affairs and Housing on any amendments to this **CIP**.

5.2 Financial Management

5.2.1 Management and Availability

The Township's original **CIPA** has been broadened to the extents of the full Township boundary. The purpose of this is to respond to unique needs, issues, and opportunities in certain areas of the full Township. By identifying this, the Township has created a flexible approach to community **improvement**, that will allow the Township to focus on multiple key economic areas during the implementation period. However, given the large geographic area of the Township, and the number of businesses and property owners within the **CIPA**, that may wish to access financial incentive programs, not all applications will be eligible for the various suites of financial incentive programs in each year of implementation. As outlined, on an annual basis, Council will approve an implementation plan, which sets out:

- a. Financial incentive programs that will be available within the **CIPA** for that year, if any; and
- b. A community **improvement** budget for financial incentives that have been put into effect for that year, if any.

5.2.2 Funding Sources

The Township funds the financial incentive programs described in the **CIP**. Township funds are identified annually in the municipal budget.

Additional funding may be available through Wellington County's Financial Incentives.

5.2.3 Payments

No payment or grant shall be made under this **CIP** without authorization by the Director of Finance/ Treasurer of the Township (or designate) and the Chief Administrative Officer of the Township (or designate).

Payments under the Wellington County programme shall be made in accordance with practices and procedures approved by both Wellington County and the Township.



Aberfoyle Antique Market in Aberfoyle, ON

5.3 Applying for Financial Incentives

5.3.1 Application Process

The following provides a summary of the process for the submission, evaluation, and approval of Financial Incentive Program applications and is not intended to be exhaustive:

- a. Applications must be submitted in accordance with the requirements outlined.
- b. The **CIP** Implementation Committee will evaluate all applications and supporting materials. **Applicants** will be notified if their submission is incomplete.
- c. Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.
- d. For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- e. Any financial incentive program commitments may be cancelled if work does not commence within six (6) months of approval of an application, reach completion within twelve (12) months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.
- f. When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued, and the financial assistance will be initiated.
- g. Upon completion of a community **improvement** project, the Township reserves the right to inspect any properties/buildings or to audit final costs at the owner's expense.
- h. Funding approval will lapse if a notice of completion is not issued within eight (8) months of the date of execution of the Financial Assistance Agreement.
- i. The **CIP** Implementation Committee may grant an extension of up to four (4) months for community **improvement** works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.
- j. Should the **applicant** fall into default of any of the requirements of the financial incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. **Applicants** may be required to repay funds to the Township.

5.3.2 Application Requirements

Applications for financial incentives offered through the **CIP** must include:

- a. One (1) copy of a completed and signed application form.
- b. One (1) copy of all supporting documentation, as determined by the **CIP** Implementation Committee, which may include (but is not limited to):
 - i. Good quality photographs of the existing condition of the buildings and property;
 - ii. Past/historical photographs and/or drawings (where available);
 - iii. Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed **improvements**;
 - iv. Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
 - v. A statement with respect to how the proposed project meets the overall goals and objectives of the **CIP**; and
 - vi. Any additional requirements as determined by the **CIP** Implementation Committee.
- c. The Township is not responsible for any of the costs associated with the preparation of a **CIP** financial incentive application.

5.3.3 Additional Terms & Conditions

- a. No approval issued by the Township for an incentive under any financial incentive program shall eliminate the need for **registered owner(s)** or duly authorized tenants or business owners or their contractors to obtain a building permit or any other Township required approval or authorization for the work to be done, comply with all other applicable municipal by-laws and codes, obtain approvals from other local, provincial or federal agencies, Conservation Authority, or comply with all applicable health and safety standards;
- b. The **applicant** also agrees to maintain any **improvement** approved under this **CIP**. In the event any **improvement** to a building or lands for which an incentive has been provided is destroyed or not properly maintained by an **applicant**, the Township may at its sole discretion rescind the approval provided within 5 years and seek to collect any payment under this financial incentive program from an **applicant** in a like manner to taxes.

Implementation

- c. The Township will promote the financial incentive programs and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

6.0 Interpretation

6.1 Definitions

Agriculture-related use Refers to small scale **commercial** and **industrial** uses, directly related to a farm operation and located in proximity to said operation (e.g., roadside farm stand).

Applicant Means **registered owners**, assessed owners and tenants of lands and buildings within the **CIPA**, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan.

Commercial Means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

Community Improvement Plan (CIP) Means a plan for the community **improvement** of a **CIPA**.

Community Improvement Project Area (CIPA) Means a municipality or an area within a municipality, the community **improvement** of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Incentives under this **CIP** are limited to the **CIPA**.

Eligible costs Means costs related to environmental site assessment, environmental remediation, development, **redevelopment**, construction, and reconstruction of lands and buildings, including **rehabilitation** and energy efficiency **improvements**, as specified in this CIP and its associated financial incentive programs.

Improvement Means any reconstruction, rehabilitation, addition, alteration, or enhancement of a structure, including but not limited to façade or signage **improvements**, and includes any works eligible under this CIP and its associated financial incentive programs.

Industrial Means, without limiting the generality thereof, the manufacturing, assembling, making, producing, preparing, inspecting, grading, ornamenting, finishing, treating, cleaning, washing, altering, repairing, restoring, processing, polishing, refinishing, packing, adapting for sale, warehousing, storing, breaking up or demolishing of goods, substances, articles or things or any part or parts thereof; or the production or storage of building or construction equipment or materials, but does not include any use prohibited by the Township Zoning By-law.

Interpretation

Key urban corridor Is defined as the Urban Centres of Aberfoyle and Morrison, as well as the Brock Road **industrial** area.

Mixed-use Means any combination of permitted **commercial** uses and **residential** uses, but shall not include **residential** uses in the first story.

Official Plan Means a comprehensive long-range plan for land use which guides growth and land use change in a municipality.

Redevelopment Means either the demolition of existing buildings unfit for occupancy or their replacement with new buildings, or the restoration of buildings or properties.

Registered Owner Is the owner listed on the legal title of the property (through the land registry system).

Rehabilitation Means any efforts that result in the productive reuse of lands and/or buildings within the **CIPA**.

Residential Means a building or portion thereof designed, intended, occupied or capable of being occupied as one or more **residential** dwelling unit(s) but does not include a hotel, motel, or bed and breakfast establishment as defined in the Township Zoning By-law.



TOWNSHIP OF

PUSLINCH