

WORKSPACE INFORMATION

**Application ID**

CA-3523001-P-2025-45

**Category**

Pre- Consultation

**Workspace state**

In progress

**Workspace created**

2025-06-10, 7:59:31 a.m. EDT

**Application submitted**

**Assignee**

Lynne Banks

**Package generation date**

2025-06-19, 10:15:20 a.m. EDT

LOCATION INFORMATION

**Address**

6683 ELLIS RD, Puslinch

**Property information**

2301000002007020000, PUSLINCH CON 2 PT  
LOT 8 RP;61R11142 PART 2

PARTIES

| NAME AND COMPANY                                  | CONTACT DETAILS  | ROLES                 |
|---|--|-----------------------|
| Hailey Keast<br>Van Harten Surveying Inc.         | 2106 Gordon Street Guelph<br>hailey.keast@vanharten.com<br>+1 519-821-2763       | Applicant             |
| Jeff Buisman<br>Van Harten Surveying Inc.         | 2106 Gordon Street Guelph<br>jeff.buisman@vanharten.com<br>+1 519-821-2763       | Agent                 |
| Drew Fletcher<br>Collaborative Structures Limited | 6683 Ellis Road Cambridge<br>dfletcher@collaborativestructures.com<br>[REDACTED] | Payer, Property owner |

**Type of Proposed Application**

Please select from the Following

Minor Variance     Site Plan Control     Zoning By-Law Amendment     Subdivisions

|   |  |
|---|--|
| <p>Description of proposed development/use</p> <p>A lot line adjustment application (B61-24) was approved where a small portion of rear yard (0.33ha) from #6681 Ellis Road is to be severed and merged with the adjacent parcel at #6683 Ellis Road. The reconfiguration of the property is to reflect existing site conditions in that Collaborative Structures Limited has been using this area for storage for a number of years. The severance application was approved subject to conditions including an Amendment to the existing Site Plan Agreement and Zoning Compliance. This comprehensive consultation review is being requested for Staff to review and provide guidance on the Site Plan Amendment and Zone Change Applications that are required to ensure we have a full understanding on the zoning request and Township support and to discuss the next steps to complete the amendments. We have received some preliminary feedback through the initial pre-consultation review and are taking the next steps to continue with these applications and review prior to formal submission. Please see our covering letter with more details.</p> | <p>Are there any additional questions, concerns, or comments to make staff aware of?</p> <p>The Pre-consultation report from NPG indicates that we should supply a Site Plan, Planning Justification Brief and Draft By-law as part of the zone change application. We would like to have the comprehensive pre-consultation meeting with (CSL, VH Staff and Township Planning consultant) to discuss expectations and direction so that an appropriate application can be submitted. The key components to discuss include: number and location of seacans, location of new building, buffer distances and buffers along the property line.</p> |
|---|--|

Please upload Planning Justification Report under the Attachment Section on the Workspace

Please Upload Draft Zoning By-law Amendment under the Attachment Section on the Workspace

**Terms and Conditions**

- I understand that:
- 1) The applicant is responsible for all third party review fees regarding the pre-consultation application in accordance with the Township's User Fees and Charges By-law;
  - 2) Where a Pre-Consultation file has been closed and a Planning Act application has not been submitted within one (1) year of file closure date, the applicant shall be required to submit a new Pre-Consultation request to the satisfaction of the Township;
  - 3) The Clerk or designate is hereby delegated authority to close a Pre-Consultation file following a period of inactivity of one (1) year. Inactivity shall mean no additional submission material has been provided in respect to the Pre-Consultation by the applicant;
  - 4) If the applicant wishes to change the proposed use from original pre-consultation application submission, a new pre-consultation application will be required.

By checking both boxes below, you agree to the following:

|   |  |
|---|--|
| <p><input checked="" type="checkbox"/> I have read, understood and agree to the Terms and Conditions.</p> | <p><input checked="" type="checkbox"/> I understand that unpaid third party costs resulting from review of the pre-consultation request by the Township's consultants will be treated in the same manner as unpaid taxes in accordance with the provisions of the Municipal Act.</p> |
|---|--|

PRE-CONSULTATION

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**Application id**  
CA-3523001-P-2025-45

**Category**  
Pre- Consultation

**Workspace status**  
In progress

**Requested date and time**  
2025-06-17, 2:54:23 p.m. EDT

**Zoning**  
-

**Pre-consultation status**  
In progress

**PARTIES**

| NAME AND COMPANY                                  | CONTACT DETAILS  | ROLES                 |
|---|--|-----------------------|
| Hailey Keast                                      | 2106 Gordon Street Guelph<br>hailey.keast@vanharten.com<br>+1 519-821-2763       | Applicant             |
| Jeff Buisman<br>Van Harten Surveying Inc.         | 2106 Gordon Street Guelph<br>jeff.buisman@vanharten.com<br>+1 5198212763         | Agent                 |
| Drew Fletcher<br>Collaborative Structures Limited | 6683 Ellis Road Cambridge<br>dfletcher@collaborativestructures.com<br>[REDACTED] | Payer, Property owner |

PAID BILL, CREATED ON 2025-06-17, 2:54:23 P.M. EDT

|   |  |                                   |
|---|--|-----------------------------------|
| <b>Bill type</b><br>Pre-consultation bill | <b>Fee schedule</b><br>Copy of User Fees and Charges By-law 067-<br>2024-Planning Applications - Jan 2 2025<br>(Update 2025-06-10 - Addition of Site Alt Fees) | <b>Total amount</b><br>\$5,000.00 |
|---|--|-----------------------------------|

**FEES**

| STATUS | TITLE  | DESCRIPTION | QUANTITY | AMOUNT     |
|--------|--|-------------|----------|------------|
| Paid   | Pre-consultation Process Request - Comprehensive |             | 1.0      | \$5,000.00 |

**PAYMENTS**

| STATUS | PAID ON                      | PAYMENT METHOD   | PAYMENT DETAIL | ADDITIONAL INFORMATION | AMOUNT     |
|--------|------------------------------|------------------|----------------|------------------------|------------|
| Paid   | 2025-06-18, 1:33:24 p.m. EDT | Over-the-counter | Cheque         |                        | \$5,000.00 |

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
BY-LAW #2025-**

A By-law to amend By-law #023/18 as amended, being the Zoning By-law of the Township of Puslinch.

**Whereas** the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-law Number 023/18 pursuant to the Planning Act, R.S.O. 1990, c.P.13 as amended;

**Now Therefore** the Council of the Corporation of the Township of Puslinch enacts as follows:

1. THAT Schedule "A" of By-law #023/18 is hereby amended by rezoning Part of Lot 8, Concession 2, Township of Puslinch, County of Wellington from: **Agriculture (A) Zone** to a **Site Specific Agriculture (A-77) Zone** as shown on Schedule "A" of this By-law;
2. THAT Section 14 and Table 14.1, No 77 of By-law #023/18 (By-law 20/09) are hereby amended by adding the following site-specific provisions to the Severed Parcel:
  - a) To permit a building contractor's office which may include administration offices, workshop and storage buildings, Buildings, structures and uses accessory to the above uses, including outdoor storage area, designated as Secondary Agricultural uses: Small Scale Commercial Industrial Institutional.
  - b) Notwithstanding any other provision of By-law #020/09 to the contrary, on land zoned Agricultural (A-77) Zone on Schedule 'A':
    - i) Minimum Lot Area: 1.0ha
    - ii) Minimum Lot Frontage: 65m
    - iii) Minimum Side Yard (each side): Equal to ½ building height but not less than 4.5m
    - iv) Minimum Rear Yard: As existing
    - v) Maximum Lot Coverage: 10%
    - vi) Minimum Landscaped Open Space: 25%
    - vii) Landscaped Buffer: A landscaped buffer minimum 3m wide shall be provided in the following locations:
      - Abutting the western limit of this zone commencing at a point a maximum of 25m setback from the street line for a minimum length of 110m
      - Abutting the eastern limit of this zone commencing at a point of maximum of 50m setback from the street line
    - viii) Outdoor Storage Areas: All outdoor storage area used for the storage of equipment or material shall be setback a minimum of 100m from a street line
    - ix) Outdoor Storage Areas shall be fully screened so they are not visible from any street or adjacent lot by means of a planting strip
3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law #023/18, as amended
4. That this By-law shall come into effect from the date of passing by Council and come into force in accordance with the requirements of the Planning Act, R.S.O., 1990, as amended.

By-law read a First, Second, and Third Time this \_\_\_\_ of \_\_\_\_\_, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025- xx

SCHEDULE "A"



By-law read a First, Second, and Third Time this \_\_\_\_ of \_\_\_\_\_, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**Purpose of By-law # 2025-xx**

By-law Number 2025-xx amends the Township of Puslinch Zoning By-law #023/18 by rezoning Part of Lot 8, Concession 2, Township of Puslinch, County of Wellington from Agriculture (A) Zone to a Site Specific Agricultural (A-77) Zone.



**Purpose and Effect of By-law # 2025-xx**

The effect of the proposed amendment is to rezone a portion of the subject lands from Agricultural (A) Zone to Site Specific Agricultural (A-77) Zone to match the zoning on the parcel it is being merged with (#6683 Ellis Road). This rezoning is a condition of severance application B61-24, that was granted provisional approval by the Wellington County Land Division Committee. The consent severed a 0.34 ha parcel and merged it with the adjacent parcel (6683 Ellis Road) for a boundary adjustment. The Retained Parcel of 0.81ha will remain with the existing dwelling.



March 3, 2025

33381-24

Jeff.Buisman@vanharten.com

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

Attention: Lynne Banks

Dear Ms. Banks:

**Re: Pre-Consultation – Site Plan Amendment & Zoning for Severance B61-24  
6681 & 6683 Ellis Road  
Part of Lot 8, Concession 2  
Parts 1 & 2, 61R-11142  
PIN 71208-0150 & 71208-0149  
Township of Puslinch**

Please find enclosed a pre-consultation application form to discuss the Site Plan Amendment and Zone Change Amendment for 6683 and 6681 Ellis Road. Included with this submission are copies of the Preliminary Site Plan and a Preliminary Zone Change Sketch, PIN Reports and Map, the Required Deeds and the Site-Specific A-77 Zoning.

**Proposal:**

A lot line adjustment application (B61-24) was recently approved where a small portion of rear yard (0.33ha) from #6681 Ellis Road is to be severed and merged with the adjacent parcel at #6683 Ellis Road. The reconfiguration of the property is to reflect existing site conditions in that Collaborative Structures Limited has been using this area for storage for a number of years.

The severance application was approved subject to conditions including an Amendment to the existing Site Plan Agreement and Zoning Compliance.

This pre-consultation is being requested for Staff to review the Preliminary Site Plan and Zone Change Sketch to ensure zoning is met and to discuss the next steps to complete the amendments. We have received some preliminary feedback that the Zone Compliance component could be addressed with a simple map amendment rather than a full Zone Change Application.

The subject property at #6683 Ellis Road has a Site Specific Agricultural (A-77) Zone which permits a building contractor's office with various site-specific provisions. The existing business and uses will remain and no new development is proposed.

The intention is to add the Severed Parcel to the Site Plan Agreement and update the Zoning Map for the Site Specific (A-77) to include the rear portion (severed parcel) as it is being merged with #6683 Ellis Road. We reviewed the A-77 zoning for the Merged Parcel and included a zoning matrix on the Site Plan. The Zoning Matrix demonstrates zoning compliance. Figure 1 below shows a proposed update to the A-77 zoning map.



**Figure 1 – Proposed A-77 Zoning Map.**

The Retained Parcel at #6681 Ellis Road contains an existing dwelling and shed which will remain. The zoning was reviewed based on the Reduced Agricultural Lot Requirements in Table 11.3 of the Zoning By-law, and the zoning requirements are met.

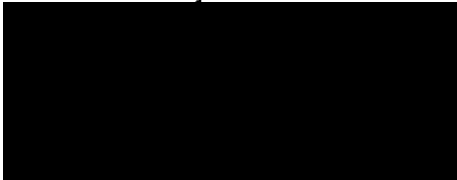
The proposed amendments are administrative in nature and intended to ensure that the Site Plan and Zone Map are in conformance with the new property configuration.

We look forward to the review of this application so that we can proceed with the appropriate application.




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

Very truly yours,  
Van Harten Surveying Inc.



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

cc Drew Fletcher of Collaborative Structures via email: [dfletcher@collaborativestructures.com](mailto:dfletcher@collaborativestructures.com)  
cc Justin Bender of Collaborative Structures via email: Justin Bender  
[JBender@collaborativestructures.com](mailto:JBender@collaborativestructures.com)  
cc Philip and Sheila Fletcher via email: 

RE: Expedited Severance - Fletcher / Collaborative Structures B61-24- VH 33381-24

 Jeff Buisman  
To  Drew Fletcher;  Hailey Keast;  Bill Zister;  Justin Bender;  Rob Sutherland;  Phil Fletcher - Contract Employee (philfletcher2@gmail.com);  sheilaefletcher;  Lynne Banks;  Jesse Auspitz

Wed 6/4/2025 12:03 PM

-  Pre-consultation - NPG Letter 6683 Ellis Rd\_FINAL.pdf .pdf File
-  ZONE PTLT 8 (33381-24 CSL) UTM 2010 11x17 - SHEET SET.pdf .pdf File
-  SITE PT LOT 8 (CSL 33381-24) UTM-2010 24x36.pdf .pdf File

After some discussion with the staff at Collaborative Structures (CSL) and the Township Planning Consultant, we would like to move forward with the Comprehensive Development Consultation process. The Fee schedule shows that the fee is \$5,000 and that this amount will be credited towards the zone change application fee of \$17,625. We would like this pre-consultation to address the Site Plan Amendment required for this severance as well. (The fee chart shows the amendment fee to be \$6,106).

Based on the Pre-consultation Review by NPG and the site characteristics, the primary issues seem to be the usage of numerous Seacans and required buffering.

The staff at CSL have informed me that the Seacans are used at the job site and then brought back to this property until the next job. The seacans provide security and order.

The "storage area" with the seacans is generally well buffered with tree rows and board fences. Only along the rear, abutting the vacant part of the Highway 401 "rest area", is there only a post & wire fence.

CSL has been, over the past month, cleaning out some of the seacans due to the comments from the preconsultation feedback.

However, CSL would like to keep at least 6 to 8 seacans. Once the severance is finished, CSL wants to construct a new building to store some of the equipment and supplies that have been some of the seacans. They don't know the size of the new building at this point in time, but it will be in this "storage area".

The Pre-consultation report from NPG indicates that we should supply a Site Plan, Planning Justification Brief and Draft By-law as part of the zone change application. We would like to have the formal preconsultation meeting with (CSL, VH Staff and Township Planning consultant) to discuss expectations and direction so that an appropriate application can be submitted. The key components to discuss include: number and location of seacans, location of new building, buffer distances and buffers along the property line.

The attached drawings (zone change sketch and Site Plan) show existing conditions. We will update the Site Plan after the formal pre-consultation meeting.

We will start completing the formal preconsultation form and ask CSL to arrange payment of the \$5,000 fee.

Thanks for your assistance.

**Jeff Buisman, OLS**



PROPERTY DESCRIPTION: PART LOT 8, CON 2, PUSLINCH, PT 2 61R11142; PUSLINCH

PROPERTY REMARKS: PLANNING ACT CONSENT IN DOCUMENT WC261548.

ESTATE/QUALIFIER:  
FEE SIMPLE  
LT CONVERSION QUALIFIED

RECENTLY:  
DIVISION FROM 71208-0136

PIN CREATION DATE:  
2009/11/26

OWNERS' NAMES  
COLLABORATIVE STRUCTURES CAPITAL HOLDINGS LIMITED

CAPACITY SHARE

| REG. NUM.   | DATE       | INSTRUMENT TYPE   | AMOUNT      | PARTIES FROM                                      | PARTIES TO  | CERT/CHKD |
|---|------------|-------------------|-------------|---|---|-----------|
| ** PRINTOUT INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **                                 |            |                   |             |   |   |           |
| **SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:   |            |                   |             |   |   |           |
| ** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES * |            |                   |             |   |   |           |
| ** AND ESCHEATS OR FORFEITURE TO THE CROWN.   |            |                   |             |   |   |           |
| ** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF    |            |                   |             |   |   |           |
| ** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY             |            |                   |             |   |   |           |
| ** CONVENTION.  |            |                   |             |   |   |           |
| ** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.                                       |            |                   |             |   |   |           |
| **DATE OF CONVERSION TO LAND TITLES: 1998/09/28 **  |            |                   |             |   |   |           |
| 61R9299   | 2003/01/06 | PLAN REFERENCE    |             |   |   | C         |
| 61R11142  | 2009/06/16 | PLAN REFERENCE    |             |   |   | C         |
| WC327633  | 2011/11/04 | CHARGE            | \$800,000   | COLLINGWOOD CAMBRIDGE HOLDINGS INC.               | BUSINESS DEVELOPMENT BANK OF CANADA               | C         |
| WC455411  | 2015/12/11 | NOTICE            | \$2         | COLLINGWOOD CAMBRIDGE HOLDINGS INC.               | BUSINESS DEVELOPMENT BANK OF CANADA               | C         |
| REMARKS: AMENDING WC327633  |            |                   |             |   |   |           |
| WC455412  | 2015/12/11 | NO ASSGN RENT GEN |             | COLLINGWOOD CAMBRIDGE HOLDINGS INC.               | BUSINESS DEVELOPMENT BANK OF CANADA               | C         |
| REMARKS: WC327633.  |            |                   |             |   |   |           |
| WC527263  | 2017/12/22 | NOTICE            | \$2         | COLLINGWOOD CAMBRIDGE HOLDINGS INC.               | BUSINESS DEVELOPMENT BANK OF CANADA               | C         |
| REMARKS: WC327633   |            |                   |             |   |   |           |
| WC614375  | 2020/10/29 | TRANSFER          | \$2,200,000 | COLLINGWOOD CAMBRIDGE HOLDINGS INC.               | COLLABORATIVE STRUCTURES CAPITAL HOLDINGS LIMITED | C         |
| WC636941  | 2021/06/14 | CHARGE            | \$2,600,000 | COLLABORATIVE STRUCTURES CAPITAL HOLDINGS LIMITED | BUSINESS DEVELOPMENT BANK OF CANADA               | C         |

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.  
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

LAND  
REGISTRY  
OFFICE #61

71208-0149 (LT)

PAGE 2 OF 2  
PREPARED FOR Kaitlyn1  
ON 2024/06/19 AT 10:48:14

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

| REG. NUM. | DATE              | INSTRUMENT TYPE   | AMOUNT | PARTIES FROM                                      | PARTIES TO                          | CERT/<br>CHKD |
|-----------|-------------------|-------------------|--------|---|-------------------------------------|---------------|
| WC636942  | 2021/06/14        | NO ASSGN RENT GEN |        | COLLABORATIVE STRUCTURES CAPITAL HOLDINGS LIMITED | BUSINESS DEVELOPMENT BANK OF CANADA | C             |
|           | REMARKS: WC636941 |                   |        |   |                                     |               |

PROPERTY DESCRIPTION: PART LOT 8, CON 2, PUSLINCH, PT 1 61R11142; PUSLINCH

PROPERTY REMARKS:

ESTATE/QUALIFIER:

FEE SIMPLE  
LT CONVERSION QUALIFIED

RECENTLY:

DIVISION FROM 71208-0136

PIN CREATION DATE:

2009/11/26

OWNERS' NAMES

FLETCHER, PHILIP J.  
FLETCHER, SHEILA E.

CAPACITY SHARE

JTEN  
JTEN

| REG. NUM.   | DATE       | INSTRUMENT TYPE  | AMOUNT    | PARTIES FROM                                | PARTIES TO                                 | CERT/CHKD |
|---|------------|------------------|-----------|---|--|-----------|
| ** PRINTOUT INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **                                 |            |                  |           |   |  |           |
| **SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:   |            |                  |           |   |  |           |
| ** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES * |            |                  |           |   |  |           |
| ** AND ESCHEATS OR FORFEITURE TO THE CROWN.   |            |                  |           |   |  |           |
| ** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF    |            |                  |           |   |  |           |
| ** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY             |            |                  |           |   |  |           |
| ** CONVENTION.  |            |                  |           |   |  |           |
| ** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.                                       |            |                  |           |   |  |           |
| **DATE OF CONVERSION TO LAND TITLES: 1998/09/28 **  |            |                  |           |   |  |           |
| MS124476  | 1973/01/25 | TRANSFER         | \$26,500  |   | FLETCHER, PHILIP J.<br>FLETCHER, SHEILA E. | C         |
| LT10510   | 1998/12/17 | NOTICE OF LEASE  |           | FLETCHER, PHILIP J.<br>FLETCHER, SHEILA E.  | CLEARNET PCS INC.                          | C         |
| 61R9299   | 2003/01/06 | PLAN REFERENCE   |           |   |  | C         |
| WC102682  | 2005/06/17 | APL CH NAME INST |           | CLEARNET PCS INC.                           | TELUS COMMUNICATIONS INC.                  | C         |
| REMARKS: LT10510  |            |                  |           |   |  |           |
| 61R11142  | 2009/06/16 | PLAN REFERENCE   |           |   |  | C         |
| WC260299  | 2009/10/22 | CHARGE           | \$580,000 | FLETCHER, PHILIP J.<br>FLETCHER, SHEILA E.  | ROYAL BANK OF CANADA                       | C         |
| WC525596  | 2017/12/07 | NOTICE           | \$2       | THE CORPORATION OF THE TOWNSHIP OF PUSLINCH |  | C         |
| REMARKS: SITE PLAN AGREEMENT  |            |                  |           |   |  |           |

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.

NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

LAND  
REGISTRY  
OFFICE #61

71208-0150 (LT)

PAGE 2 OF 2  
PREPARED FOR Kaitlyn1  
ON 2024/06/19 AT 10:49:51

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

| REG. NUM. | DATE       | INSTRUMENT TYPE | AMOUNT | PARTIES FROM                               | PARTIES TO                 | CERT/<br>CHKD |
|-----------|------------|-----------------|--------|--|----------------------------|---------------|
| WC554704  | 2018/11/19 | NOTICE OF LEASE | \$1    | FLETCHER, PHILIP J.<br>FLETCHER, SHEILA E. | ROGERS COMMUNICATIONS INC. | C             |



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March 15, 2025  
Lynne Banks  
7404 Wellington Road 34,  
Puslinch, Ontario

Dear Lynne Banks,

RE: **NPG Comments**  
**6681 Ellis Road & 6683 Ellis Road**  
**RE: Pre-consultation for Site Plan Amendment Application and Zoning By-law**  
**Amendment Application**

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NPG Planning Solutions Inc. (NPG) has been retained to provide comments regarding a pre-consultation pertaining to a Site Plan Amendment Application and a Zoning By-law Amendment Application for 6681 Ellis Road and 6683 Ellis Road. These Applications are required to fulfill the conditions of consent application (B61-24) that was provisionally approved for the Subject Lands on December 9, 2024. The conditions relevant to these Applications are provided below:

- That Owner apply for, and receive approval of, a Zoning By-law amendment application for the proposed severed parcel to a site-specific zoning A (SP77) to the satisfaction of the Township of Puslinch; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.
- That the Owner apply for, and receive approval of, a site plan agreement amendment to include the storage structure(s) on the proposed severed parcel as part of the site plan agreement for the property located at 6683 Ellis Road, to the satisfaction of the Township; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

The consent application proposed to sever 0.33 hectares from the rear portion of 6681 Ellis Road, which would then be merged with 6683 Ellis Road for continued use as an outdoor storage area. The severed parcel is zoned Agricultural Zone A. Section 4.22 of the Township Zoning By-law only permits an outdoor storage area where permitted in the Township Zoning By-law. As outdoor storage area is not listed as a permitted use for the severed parcel, a Zoning By-law Amendment is required. Through the review, it appears that there are zoning compliance matters that need to be addressed in relation to Sections 4.22 and 4.24 of the Township Zoning By-law for both 6681 Ellis Road and 6683 Ellis Road as part of the Applications.



NPG Planning Solutions  
4999 Victoria Ave | Niagara Falls, ON L2E 4C9  
[npgsolutions.ca](http://npgsolutions.ca)

(905) 321 6743  
[info@npgsolutions.ca](mailto:info@npgsolutions.ca)

There is an existing site plan agreement applicable to the Subject Lands. The site plan agreement will need to be amended to include the severed lands.

### Overview of the Lands

**6681 Ellis Road:** These lands are Agricultural Zoned A and have frontage of 70 metres and a lot area of 1.14 hectares (including the part to be severed). The retained parcel being 0.81 hectares is used for residential purposes and includes a single-detached dwelling, shed and septic bed. The severed parcel at the rear has an area of 0.33 hectares and includes an outdoor storage area for Collaborative Structures Limited, being the company that owns/operates 6683 Ellis Road. The outdoor storage area includes two (2) sheds, sea cans, and cell tower as shown on aerial photos and the submitted site plan drawing prepared by Van Harten.

**6683 Ellis Road:** These lands are zoned site-specific zoning A (SP77) and have a frontage of 67.6 metres and a lot area of approximately 1.0 hectares. The zoning and use of these lands include a contractor's office and accessory uses and includes site-specific provisions. Collaborative Structures Limited (CSL), owner/operator of these lands, provides construction management, general contracting, and design-build services. Located on these lands are a building (contractor's office), two (2) storage buildings and outdoor storage area with sea cans.

The surrounding uses include agricultural and rural residential uses to the east, west and north. In addition, there are highway commercial uses abutting the southern property line of both of the properties.

This is the first submission for a pre-consultation meeting for a Site Plan Amendment Application and a Zoning By-law Amendment Application. As part of this submission, NPG has reviewed the following documents:

- Cover Letter prepared by VanHarten dated March 3, 2025;
- Site Plan drawing prepared by VanHarten dated February 19, 2025;
- Zone Change Sketch Drawing prepared by VanHarten dated February 19, 2025; and
- Agricultural Site Specific 77 By-law.
- Information regarding the Site Plan Application/Agreement with drawings dated September 5, 2017
- Information regarding Consent Application B61-24.

The cover letter provided by the applicant noted that the PIN Reports and Maps were enclosed in this submission. However, NPG did not receive these items as part of this submission.

### Provincial and County Policy

The Subject Lands are Rural Lands as per Provincial policies. The Subject Lands are designated Secondary Agricultural as per Schedule B7 and are within an area of sand and gravel resources of Primary and Secondary Significance as per Schedule D of the County of Wellington Official Plan. The severance was approved as a lot line adjustment in accordance with Section 10.4.6 of the County of Wellington Official Plan.

Section 6.5.3 of the County of Wellington Official Plan permits small scale commercial, industrial and institutional uses subject to criteria identified in Section 6.5.5.

A Planning Justification Brief will be required as part of the Zoning By-law Amendment Application with particular focus on section 6.5.5 of the County of Wellington Official Plan.

### Zoning By-law

Following a preliminary zoning review of the Subject Lands we have the following comments/questions:

1. The Applications should clarify the types of items being stored in the outdoor storage area, in addition to sea cans.
2. Section 4.22 of the Zoning By-law includes provisions related to Outdoor Storage Uses and Areas. Information needs to be provided addressing all requirements under Section 4.22 of the Township Zoning By-law as part of a zone change sketch and site plan drawing for both 6681 Ellis Road and 6683 Ellis Road. Any relief to these requirements needs to be identified and addressed as part of the Application.
3. Section 4.24 of the Zoning By-law includes provisions related to shipping containers. The Zoning By-law Amendment Application will need to address compliance matters pertaining to both the severed portion of 6681 Ellis Road and 6683 Ellis Road, examples include:

*4.24 b. A maximum of one shipping container shall be permitted per 0.4 hectares of lot area to a maximum floor area of 255 m<sup>2</sup> of all shipping containers on any one lot (there are 18 sea cans on the premises as per the site plan)*

*4.24 f. Shipping containers shall not be permitted any closer than 10 metres to a lot containing residential uses or zoned for residential use. (shipping containers appear to be closer than 10 metres to the retained residential parcel)*

*4.24 h. The maximum size of a shipping container permitted shall be 51 m<sup>2</sup>. (this needs to be demonstrated)*

*4.24 i. Shipping containers shall be subject to the maximum lot coverage requirements for accessory buildings, as per Table 4.1 of this By-law.*

The zone sketch and site plan need to be revised to ensure that all applicable provisions are addressed.

4. Parking Calculations and the dimensions of parking spaces should be included in the Site Plan.
5. It is our opinion that the parcel that is to be severed and merged cannot simply be rezoned to Agricultural Site Specific 77 to extend the site-specific zone, because certain site-specific provisions would no longer make sense with the new boundaries of the property. For example, Landscaped buffer: a landscaped buffer min. 3 m wide shall be provided in

the following locations: i) abutting the western limit of this zone commencing at a point a max. of 25 m setback from the street line for a min. length of 110 m. Since the western limit would no longer be straight, the wording of this provision may need to be revised.

6. In addition, the site-specific provisions also state that outdoor storage areas shall be fully screened so they are not visible from any street or adjacent lot by means of a planting strip. The Site Plan needs to include appropriate landscaping to ensure that this requirement is met.

### Required Plans and Studies

The following plans and studies are required with an Applications for Site Plan Approval/Zoning By-law Amendment:

- Site plan with landscaping and matters addressed above
- Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments)
- Zone Change Sketch (with matters identified above addressed)
- Planning Justification Brief
- Draft Zoning By-law

Of note, requirements for a Site Plan drawing are listed on the Township's website: [https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing\\_Guidelines.pdf](https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf)

Sincerely,



**Jesse Auspitz, MCIP, RPP**  
Principal Planner  
**[NPG Planning Solutions Inc.](https://www.npgsolutions.ca)**  
**[jauspitz@npgsolutions.ca](mailto:jauspitz@npgsolutions.ca)**

- LEGEND:**
- SURVEY MONUMENT SET
  - SURVEY MONUMENT FOUND
  - SIB .025 x .025 x 1.20 STANDARD IRON BAR
  - IB .015 x .015 x 0.60 IRON BAR
  - SSIB .025 x .025 x 0.60 SHORT STANDARD IRON BAR
  - CC CUT CROSS
  - OU ORIGIN UNKNOWN
  - WIT WITNESS
  - 375 BLACK, SHOEMAKER et. al., O.L.S.'s
  - 1288 DEREK G. GRAHAM LIMITED
  - MTO MINISTRY OF TRANSPORTATION OF ONTARIO
  - VH VAN HARTEN SURVEYING INC., O.L.S.'s
  - N, E, S, W NORTH, EAST, SOUTH, WEST
  - P1 DEPOSITED PLAN 61R-11142 BY (VH)
  - P2 DEPOSITED PLAN 61R-9299 BY (VH)
  - P3 DEPOSITED PLAN 61R-9052 BY (VH)
  - P4 HIGHWAY LAND PLAN MS31732 BY (MTO), PROJECT No. P-3156-99
  - EXISTING ELEVATION x 206.55
  - PROPOSED ELEVATION x (206.55)
  - TOP OF FOUNDATION T/F=206.33
  - FINISHED FLOOR ELEVATION F/F=206.33
  - UTILITY POLE UP DECIDUOUS TREE
  - HYDRO POLE HP CONIFEROUS TREE
  - HP WITH LIGHT HPL
  - LIGHT STANDARD LS
  - HYDRO METER HM
  - GUY WIRE GW
  - FIRE HYDRANT FH
  - WATER VALVE WV
  - GATE
  - SIGN
  - DIRECTION OF FLOW
  - DITCH/SWALE
  - OVERHEAD HYDRO
  - OVERHEAD BELL
  - UNDERGROUND BELL
  - UNDERGROUND FIBRE
  - GAS LINE
  - WATER LINE
  - SANITARY SEWER
  - STORM SEWER
  - CENTRELINE OF ROAD
  - FENCELINE
  - TOP OF BANK
  - SILT FENCE
  - TREE PROTECTION FENCE
  - ASPHALT
  - BUILDING
  - GRAVEL
  - CONCRETE
  - WATER
  - FLOWERBED
  - PAVESTONE
  - DECK
  - BELL PEDESTAL BELL
  - TV PEDESTAL CATV
  - HANDWELL HW
  - GAS METER GM
  - MANHOLE MH
  - CATCHBASIN CB

**BEARING AND COORDINATE NOTE:**

- BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, IN THE NAD 83 (CSRS-2010) DATUM.
- DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.99960244.
- COORDINATES ON THIS PLAN ARE UTM, ZONE 17, IN THE NAD83 (CSRS-2010) DATUM AND BASED ON GNSS OBSERVATIONS FROM A NETWORK OF PERMANENT GNSS REFERENCE STATIONS.

**BEARING COMPARISONS:**

FOR THE PURPOSES OF BEARING COMPARISONS, PREVIOUS SURVEYS HAVE BEEN ROTATED TO UTM BEARINGS BY THE ANGLES SHOWN BELOW.

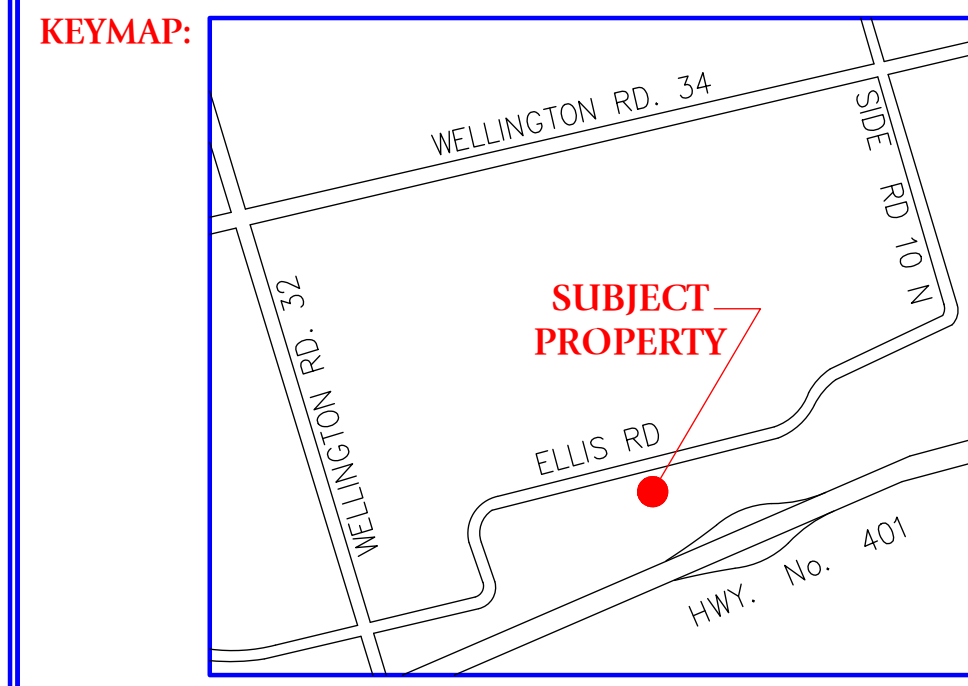
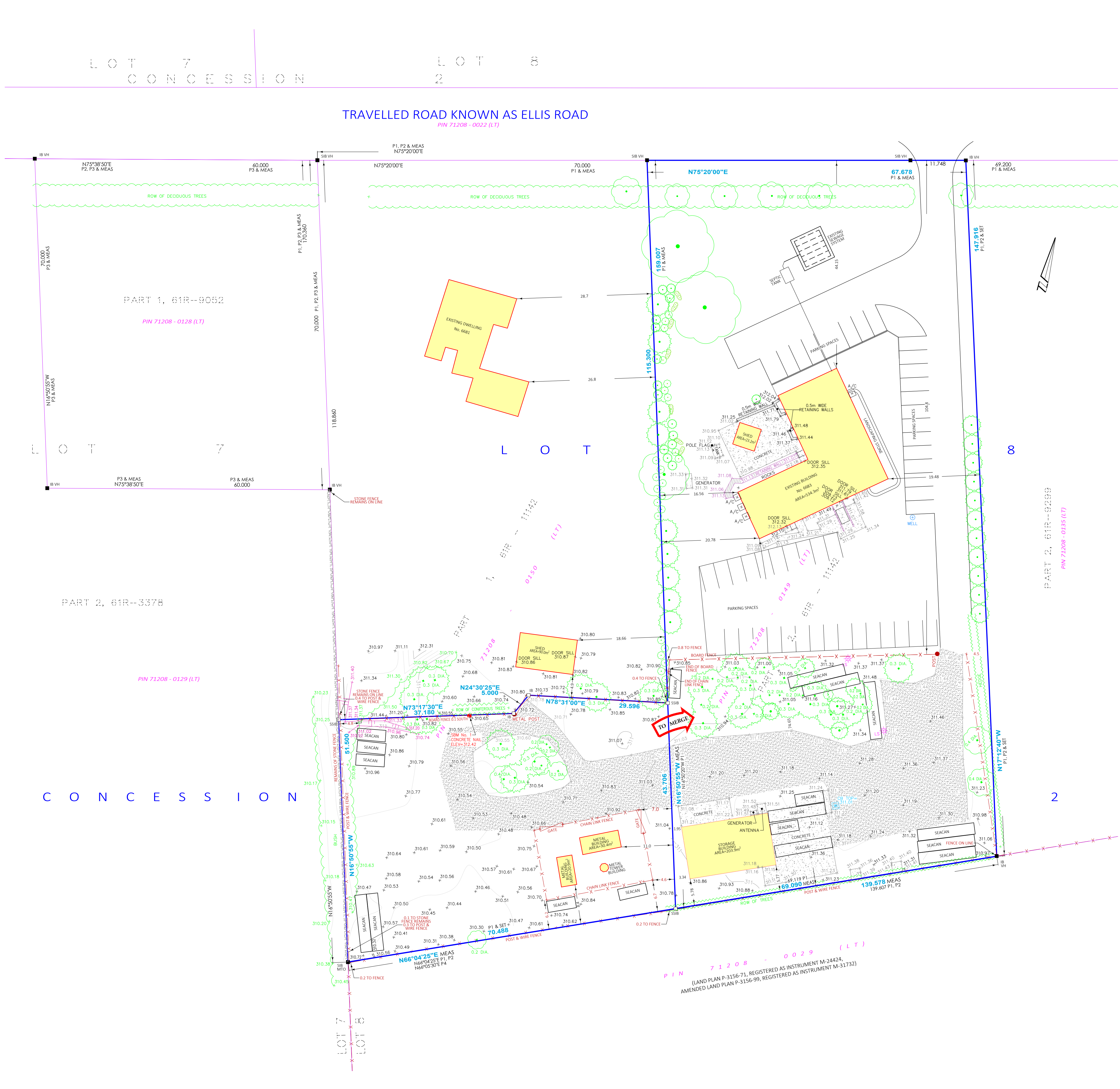
| PLANS           | ROTATION FOR NORTHEAST BEARINGS |
|-----------------|---------------------------------|
| P1, P2, P3 & P4 | -0°26'30"                       |

**UNDERGROUND SERVICES:**

- WATER:** BASED ON LOCATION OF FIRE HYDRANTS, WATER VALVES AND SERVICE DRAWING
- STORM:** BASED ON MEASURED INVERTS, LOCATION OF CATCH BASINS, MANHOLES, AND SERVICE DRAWING
- SANITARY:** BASED ON LOCATION OF MANHOLES, AND SERVICE DRAWING

**CALL BEFORE YOU DIG**

THE LOCATION OF SERVICES ON THIS DRAWING ARE ONLY APPROXIMATE AND BASED ON SURFACE FEATURES LOCATED AT THE TIME OF THE TOPOGRAPHIC SURVEY. PRIOR TO ANY CONSTRUCTION IT IS THE RESPONSIBILITY OF THE CONTRACTOR/BUILDER TO ENSURE THE EXACT LOCATION OF ALL UTILITIES.



**PROPERTY DESCRIPTION:**

- PIN 71208-0149 (LT)
- PART OF LOT 8, CONCESSION 2; BEING PART 2, 61R-11142
- TOWNSHIP OF PUSLINCH
- PART OF PIN 71208-0150 (LT)
- PART OF LOT 8, CONCESSION 2; BEING PART 1, 61R-11142
- TOWNSHIP OF PUSLINCH

**ZONING: SITE-SPECIFIC AGRICULTURAL (A-77) ZONE**

| ITEM - TABLE 14.1, No. 77, By-law #20/09  | REQUIRED   | MERGED PARCEL - #6683 ELLIS ROAD                |
|---|--|---|
| Additional Permitted Use: Contractor's Office   | A Building Contractor's Office which may include admin offices, workshop and storage buildings, buildings, structures, and uses accessory to the above use, including outdoor storage areas. Designated Secondary Ag uses: Small scale commercial industrial institutional | Existing Commercial Building to remain at #6683 |
| MINIMUM Lot Area  | 1.0ha  | 1.33ha  |
| MINIMUM Lot Frontage  | 65m  | 67.6m   |
| MINIMUM Side Yard (Each Side)   | Equal to 1/2 Building Height but not less than 4.5m  | 16.5m / 19.4m                                   |
| MINIMUM Rear Yard   | As Existing  | 74.6m   |
| MAXIMUM Lot Coverage  | 10%  | 6.1%  |
| MINIMUM Landscaped Open Space   | 25%  | 35%   |
| Landscaped Buffer - A minimum 3.0m wide shall be provided at a point a maximum of 25m setback from the street line for a minimum length of 150m | i) Abutting the Western Limit of this zone commencing at a point a maximum of 25m setback from the street line   | Complies - Landscaped Area                      |
| Landscaped Buffer - A minimum 3.0m wide shall be provided in the following locations:   | ii) Abutting the Eastern Limit of this zone commencing at a point a maximum of 50m setback from the street line  | Complies - Landscaped Area                      |
| Outdoor Storage Areas   | All outdoor storage areas used for the storage of equipment or materials shall be setback a minimum of 100m from a street line   | 104m - Complies                                 |
| Outdoor Storage Areas   | Outdoor storage areas shall be fully screened so they are not visible from any street or adjacent lot by means of a planting strip   | Complies - Landscaped Area                      |

**PROPOSED BUILDING:**

- TOP OF FOUNDATION = ( )
- UNDERSIDE OF FOOTING = ( )
- BASEMENT FLOOR = ( )
- FINISHED FLOOR = ( )
- GARAGE CUT = ( )

- NOTES:
- GARAGE SLAB SLOPE REQUIRED.
  - - - FOUNDATION WALLS.

**SURVEY INFORMATION:**

**BENCHMARK REFERENCE:**  
ELEVATIONS ARE BASED ON GNSS OBSERVATIONS FROM PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM, WITH HEIGHTS CONVERTED TO ORTHOMETRIC ELEVATIONS ON THE CGVD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTV2.D, AS SUPPLIED BY NATURAL RESOURCES CANADA.

**SITE BENCHMARK:**  
1. CONCRETE NAIL NORTH OF SOUTHWEST CORNER OF PIN 71208-0150 (LT) HAVING AN ELEVATION OF 312.42 METRES.

**TOPOGRAPHIC SURVEY DATE:**  
THIS TOPOGRAPHIC SURVEY WAS COMPLETED ON THE 17th DAY OF OCTOBER, 2025.

**CAUTION:** - THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.

- THIS SKETCH IS PROTECTED BY COPYRIGHT, © 2025

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

**SITE PLAN FOR:**  
**PART OF LOT 8, CONCESSION 2**  
**TOWNSHIP OF PUSLINCH**  
**COUNTY OF WELLINGTON**  
**DRAWING REVISION SCHEDULE**

| NO. | REVISION | DATE |
|-----|----------|------|
|     |          |      |

PREPARED FOR: COLLABORATIVE STRUCTURES LIMITED

PROJECT No. 33381-24

DRAWING SCALE 1 : 400

THE INTENDED PLOT SIZE OF THIS PLAN IS 915mm IN WIDTH BY 610mm IN HEIGHT. THE ORIGINAL VERSION OF THIS PLAN WAS CREATED IN COLOUR.



|  |                            |                                 |
|--|----------------------------|---------------------------------|
| Kitchener/Waterloo<br>Ph: 519-742-8371 | Guelph<br>Ph: 519-821-2763 | Orangeville<br>Ph: 519-940-4110 |
|--|----------------------------|---------------------------------|

www.vanharten.com info@vanharten.com

DRAWN BY: S.A.P. DESIGNED BY: W.V. CHECKED BY: P.C.

Feb 19, 2025 - 8:30am  
G:\PUSLINCH\Con2\Acad\SITE PT LOT 8 (CSL 33381-24) UTM-2010.dwg

**ZONE CHANGE SKETCH  
PART OF LOT 8, CONCESSION 2  
TOWNSHIP OF PUSLINCH  
COUNTY OF WELLINGTON**

SCALE 1 : 1500



VAN HARTEN SURVEYING INC.

**SHEET 1 OF 2**

KEYMAP:



NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL & SITE SPECIFIC AGRICULTURAL (A-77).
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF SECONDARY AGRICULTURAL.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. "CSL" = COLLABORATIVE STRUCTURES LIMITED.

SURVEYOR'S CERTIFICATE:

THIS SKETCH WAS PREPARED ON  
THE 3rd DAY OF FEBRUARY, 2025

**JEFFREY E. BUISMAN**  
ONTARIO LAND SURVEYOR



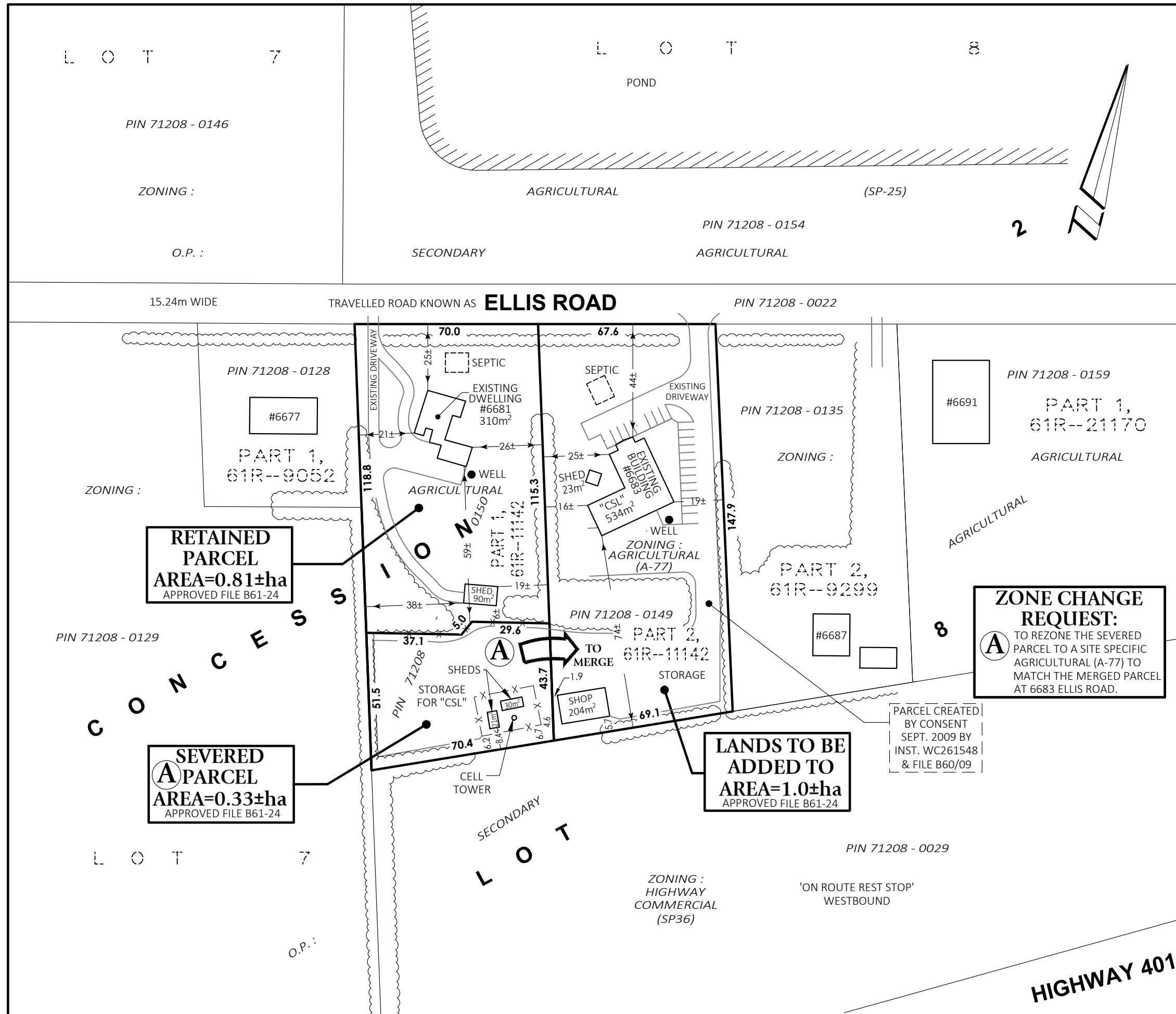
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|--|----------------------------|---------------------------------|
| Kitchener/Waterloo<br>Ph: 519-742-8371 | Guelph<br>Ph: 519-821-2763 | Orangeville<br>Ph: 519-940-4110 |
|--|----------------------------|---------------------------------|

www.vanharten.com info@vanharten.com

DRAWN BY: AN CHECKED BY: JB PROJECT No. 33381-24

Feb 19, 2025-8:38:20 AM  
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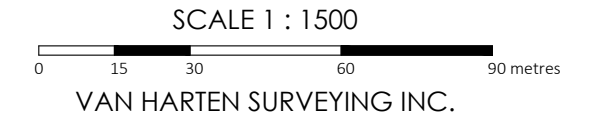
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| ZONING: SITE-SPECIFIC AGRICULTURAL (A-77) ZONE  |  |   |
|---|--|---|
| ITEM - TABLE 14.1, No. 77, By-law #20/09  | REQUIRED   | MERGED PARCEL - #6683 ELLIS ROAD                |
| Additional Permitted Use: Contractor's Office   | A Building Contractor's Office which may include admin offices, workshop and storage buildings, buildings, structures, and uses accessory to the above use, including outdoor storage areas. Designated Secondary Ag uses: Small scale commerical industrial institutional | Existing Commerical Building to remain at #6683 |
| MINIMUM Lot Area  | 1.0ha  | 1.33ha  |
| MINIMUM Lot Frontage  | 65m  | 67.6m   |
| MINIMUM Side Yard (Each Side)   | Equal to 1/2 Building Height but not less than 4.5m  | 16.5m / 19.4m                                   |
| MINIMUM Rear Yard   | As Existing  | 74.6m   |
| MAXIMUM Lot Coverage  | 10%  | 6.1%  |
| MINIMUM Landscaped Open Space   | 25%  | 35%   |
| Landscaped Buffer - A minimum 3.0m wide shall be provided in the following locations: | i) Abutting the Western Limit of this zone commencing at a point a maximum of 25m setback from the street line for a minimum length of 110m  | Complies - Landscaped Area                      |
| Landscaped Buffer - A minimum 3.0m wide shall be provided in the following locations: | ii) Abutting the Eastern Limit of this zone commencing at a point a maximum of 50m setback from the street line  | Complies - Landscaped Area                      |
| Outdoor Storage Areas   | All outdoor storage areas used for the storage of equipment or materials shall be setback a minimum of 100m from a street line   | 104m - Complies                                 |
| Outdoor Storage Areas   | Outdoor storage areas shall be fully screened so they are not visible from any street or adjacent lot by means of a planting strip   | Complies - Landscaped Area                      |

| ZONING: AGRICULTURAL - REDUCED LOT REQUIREMENTS |  |                                    |
|---|--|------------------------------------|
| ITEM - TABLE 11.3                               | REQUIRED                                   | RETAINED PARCEL - #6681 ELLIS ROAD |
| MINIMUM Lot Area                                | 0.4ha                                      | 0.81ha                             |
| MINIMUM Lot Frontage                            | 25m  | 70m                                |
| MINIMUM Front Yard                              | 7.5m                                       | 25m                                |
| MINIMUM Interior Side Yard                      | 3.0m                                       | 21m / 26m                          |
| MINIMUM Rear Yard                               | 7.5m                                       | 59m                                |
| MAXIMUM Lot Coverage                            | 30%  | 4.9% (dwelling and shed)           |
| ITEM - TABLE 4.1 - ACCESSORY BUILDINGS          | REQUIRED                                   | RETAINED PARCEL - #6681 ELLIS ROAD |
| Maximum Lot Coverage of Accessory Building      | Lot Area Less Than 1ha = 200m <sup>2</sup> | 90m <sup>2</sup>                   |
| MAXIMUM Permitted Height                        | 5.0m                                       | 3m                                 |
| MINIMUM Front Yard                              | 7.5m                                       | 100m                               |
| MINIMUM Interior Side Yard                      | 2.0m                                       | 38m / 19m                          |
| MINIMUM Rear Yard                               | 2.0m                                       | 6m                                 |

**ZONE CHANGE SKETCH  
PART OF LOT 8, CONCESSION 2  
TOWNSHIP OF PUSLINCH  
COUNTY OF WELLINGTON**



**SHEET 2 OF 2**

KEYMAP:



NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL & SITE SPECIFIC AGRICULTURAL (A-77).
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF SECONDARY AGRICULTURAL.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. "CSL" = COLLABORATIVE STRUCTURES LIMITED.

SURVEYOR'S CERTIFICATE:

THIS SKETCH WAS PREPARED ON  
THE 3rd DAY OF FEBRUARY, 2025

**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: AN      CHECKED BY: JB      PROJECT No. 33381-24

Feb 19, 2025-8:38:20 AM  
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## Comment Summary – 6683 Ellis Rd

### Preconsultation

|  |  |
|--|--|
| Jesse Auspitz – NPG Planning Consultants                     | See letter attached  |
| GEI – Township Engineers                                     | See letter attached  |
| County Planning  | See letter attached  |
| Hydrogeology   | See letter attached  |
| Ecology  | See letter attached  |
| Township of Puslinch Fire Department                         | No comments  |
| Township of Puslinch Building Department                     | No comments  |
| Township of Puslinch Property Standards & By-law Enforcement | No comments  |
| Township of Puslinch Public Works Department                 | No comments  |
| Sourcewater  | A Section 59 Notice is required prior to deeming the application complete. Notices are required for all future applications and a Risk Management Plan is required for this property. This must be negotiated and signed by the owner prior to Site Plan Approval, as it is our understanding that no building permits are anticipated at this time. See attached pre-con form for additional documentation requirements and see letter attached |
| County Transportation Department                             | No comments  |
| GRCA   | No comments  |
| MTO  | See letter attached  |



---

July 4, 2025

Lynne Banks  
7404 Wellington Road 34,  
Puslinch, Ontario

Dear Lynne Banks,

RE: **NPG Comments**  
**6681 Ellis Road & 6683 Ellis Road**  
**RE: Comprehensive Pre-consultation for Site Plan Amendment Application and**  
**Zoning By-law Amendment Application**

---

NPG Planning Solutions Inc. (NPG) has been retained to provide comments regarding a Site Plan Amendment Application and a Zoning By-law Amendment Application for 6681 Ellis Road and 6683 Ellis Road. These applications are required to fulfill the conditions of consent application (B61-24) that was provisionally approved for 6681 Ellis Road on December 9, 2024.

This is the submission for a Comprehensive Pre-consultation for a Site Plan Amendment Application and a Zoning By-law Amendment. As part of this submission, NPG has reviewed the following documents:

1. Draft Zoning By-law Amendment;
2. Letter by Jeffrey Buisman of Van Harten Land Surveyors-Engineers, dated March 3, 2025;
3. Site Plan by Van Harten Land Surveyors-Engineers, dated February 19, 2025;
4. Parcel Registers for 6681 Ellis Road and 6683 Ellis Road; and,
5. Zone Change Sketch by Van Harten Land Surveyors-Engineers, dated February 19, 2025.

**Technical Comments:**

1. The Site Plan should be revised to fulfill all the requirements outlined below:
  - a) All requirements under the Township's Site Plan and Drawing Requirements which are available at <https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and->



NPG Planning Solutions  
4999 Victoria Ave | Niagara Falls, ON L2E 4C9  
[npgsolutions.ca](https://npgsolutions.ca)

(905) 321 6743  
info@npgsolutions.ca

[Drawing Guidelines.pdf](#);

- b) Parking calculations and the dimensions of parking spaces;
  - c) Location of fire route(s);
  - d) The extent of the outdoor storage areas;
  - e) Garbage storage and handling areas, including enclosures for the storage of garbage and other waste material; and
  - f) Loading facilities (covered or uncovered), access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
2. We note that the Site Plan and the Zone Change Sketch and the zoning matrix tables contained therein contain conflicting information. The Applicant should review and ensure consistency across all plans. For instance, the rear yard setback of the shed on the retained lands are shown at 4.9 metres in the Site Plan and 6 metres in the Zone Change Sketch.
3. The zoning matrix tables need to be updated to:
- a) Provide analysis of the 6683 Ellis Road parcel against Section 4.4 of the Township Zoning By-law. For clarity, sea cans, the metal buildings, the shed and the storage building are considered accessory buildings or structures;
  - b) Provide analysis of the 6683 Ellis Road parcel against Section 4.22 of the Township Zoning By-law which applies to outdoor storage areas. Specifically, the Applicant should provide information related to subsection ii, iii, iv, v, vi and viii of this section;
  - c) Provide analysis of the 6683 Ellis Road parcel against Section 4.24.2 of the Township Zoning By-law which applies to shipping containers. Specifically, the Applicant should provide information related to subsection b, f, h and i of this section;
4. A Planning Justification Brief is required as part of the Zoning By-law Amendment Application with particular focus on section 6.5.5 of the County of Wellington Official Plan.
5. Landscaping information is required to assess both applications. A detailed Landscape Plan is required for the Site Plan Amendment application while adequate landscaping information show on the Site Plan may be acceptable for the Zoning By-law Amendment application. The following landscaping comments should be addressed:
- a) Plan should show existing and proposed screening around the outdoor storage areas so they are not visible from any street or adjacent lot, including Highway 401. Information related to screening such as landscaping and fence material and height are needed;

- b) Different types of fencing (board fence, stone fence, post & wire fence, chain link fence) should be differently illustrated;
  - c) Continuous and effective screening should be provided between the new lot line between the 6681 Ellis Road parcel and the 6683 Ellis Road parcel. No gate should be located along this new lot line;
  - d) Fences that demarcate and screen the operations on the 6683 Ellis Road parcel should be located within the new boundaries of this parcel. The Site Plan shows instances where existing fences encroach onto neighbouring parcels.
6. If outdoor lighting is contemplated, Section 4.15 of the Zoning By-law includes provisions related to lighting that should be considered at detailed design stage. A Photometric Plan will be required at the Site Plan Application stage if outdoor lighting is proposed.
7. We note that a draft Zoning By-law has been submitted, proposing to rezone the severed lands from Agricultural Zone (A) to Agricultural Site-Specific (A(sp77)) Zone. The regulations specific to the A(sp77) remain unchanged. We reiterate our opinion that the severed parcel cannot simply be rezoned to Agricultural Site Specific 77, because certain site-specific provisions would no longer make sense with the new boundaries of the property. The Applicant should consider requesting to rezone the entirety of the new 6683 Ellis Road parcel to a new Agricultural Site-Specific Zone to update any of the existing regulations under A(sp77) that no longer work with the new boundaries. This new site-specific zone is also able to incorporate new site-specific regulations needed.

### Required Plans and Studies:

Based on our understanding of the proposal, we require the following plans and studies for the Zoning By-law Amendment application:

- Site plan with landscaping information requested;
- Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments);
- Planning Justification Brief; and
- Draft Zoning By-law.

Based on our understanding of the proposal, we require the following plans and studies for the Site Plan Amendment application:

- Site plan in accordance with the Site Plan and Drawing Requirements available on the Township's website: [https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing\\_Guidelines.pdf](https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf);
- Landscape Plan and

- Lighting Plan (if applicable).

If the proposal changes, we may request for more plans and studies to be submitted.

Sincerely,



---

**Jeremy Tran, MCIP, RPP**  
Manager, Urban Design & Development Planning  
**NPG Planning Solutions Inc.**  
[jtran@npgsolutions.ca](mailto:jtran@npgsolutions.ca)

July 3, 2025

GEI Project No. 2501655 / 125006-008

VIA CLOUDPERMIT: Township of Puslinch

Lynne Banks  
Township of Puslinch  
4704 Wellington Road 34  
Puslinch, ON N0B 2J0

**Re: Comprehensive Pre-Consultation Request  
6683 Ellis Road  
Puslinch, ON**

Dear Ms. Banks:

Following our review of pre-consultation application documents received on June 18, 2025, we are providing comments related to a severance on the subject lands located at 6681 and 6683 Ellis Road in the Township of Puslinch.

It is our understanding that no new development is proposed at this time. A Site Plan Agreement Amendment and Zoning By-Law Amendment are required to satisfy the conditions of consent application B61-24, which involves severing the rear portion of 6681 Ellis Road and merging it with 6683 Ellis Road to reflect existing site conditions.

The following documents were received and reviewed:

- Cover Letter, prepared by VanHarten, dated March 3, 2025.
- Comments Letter, prepared by NPG, dated March 15, 2025.
- Site Plan, prepared by VanHarten, plotted February 19, 2025.
- Zone Change Sketch, prepared by VanHarten, plotted February 19, 2025.
- Email re: Expedited Severance, prepared by VanHarten, sent June 4, 2025.
- Parcel Register, dated June 19, 2024.
- Draft Zoning By-Law, n.d.

We have no concerns with the consent application or zoning bylaw amendment application from an engineering perspective. If no new development is proposed, we have no concerns with the site plan agreement amendment. Please note that the well for the existing dwelling is not shown on the submitted Site Plan and should be shown for future submissions.

If a new storage building is to be constructed in place of, or in addition to, existing sea containers, the following documents and drawings will be required for the site plan agreement amendment application:

- **Existing Conditions and Removals Plan**, generally showing existing (pre-development) aboveground and underground infrastructure, including but not limited to:
  - Buildings and storage areas
  - Parking areas, driveways, walkways and curbs
  - Lighting, signage and fencing
  - Potable water well(s) and septic system(s), fire protection infrastructure and stormwater infrastructure
  - Property lines and regulatory limits
  - Water features, wetlands, and wooded areas
- **Site Plan**, generally showing proposed (post-development) aboveground and underground infrastructure, including but not limited to:
  - Buildings, storage areas and garbage enclosures
  - Parking areas (both employee parking and trailer parking), loading areas, driveways, curbs, and walkways
  - Lighting, signage, and fencing
  - Potable water well and septic system
  - Fire routes and fire protection infrastructure
  - Stormwater infrastructure
  - Snow storage area
  - Required setbacks
- **Site Grading and Servicing Plan**, generally showing existing and proposed drainage patterns on the subject lands, confirming legal drainage outlet, and showing existing and proposed infrastructure and services including but not limited to:
  - Storm sewers
  - Sanitary sewers
  - Water lines
  - Stormwater management facilities
- **Stormwater Management Brief**, detailing:
  - The existing conditions of the site and the nature of the proposed development.
  - Anticipated impacts to stormwater quality, quantity, water balance and erosion control, etc. post-development and any required mitigation strategies.
  - Grading and drainage considerations with confirmation of legal drainage outlet.
- **Erosion and Sediment Control Plan**, providing provisions for the control of sediment and potential erosion during construction to limit impacts on surrounding areas and infrastructure.
- **Photometric Plan**, demonstrating how the site is illuminated in accordance with Township Standards.

- **Landscaping Plan**, designed to illustrate existing and proposed plantings onsite and required restoration works for the property.
- **Spills Management Plan**.
- **Itemized Construction Cost Estimate**, for site works including servicing and grading, which includes 15% for engineering and contingencies.

If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

GEI Consultants Canada Ltd.



Andrea Reed, P.Eng.  
Project Engineer



Parth Lad, E.I.T.  
Technical Specialist



## COUNTY OF WELLINGTON

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

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

June 25, 2025

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

Dear Ms. Lynne Banks:

### Re: Pre-consultation Request – 6683 Ellis Rd

---

Thank you for circulating the request for pre-consultation comments for the above-noted property. As part of the pre-consultation, we have reviewed the following submitted items:

- Site Plan drawing prepared by VanHarten dated February 19, 2025;
- Zone Change Sketch Drawing prepared by VanHarten dated February 19, 2025;
- Draft Zoning By-law Amendment

### Proposal

The subject property was previously subject to a consent application that would sever a 0.33-hectare portion from the rear of 6681 Ellis Road and merge it with the adjacent property at 6683 Ellis Road for continued use of an outdoor storage area at the rear of 6681 Ellis Road. The severed parcel is currently zoned Agricultural (Zone A). As outdoor storage is not a permitted use in the Agricultural Zone, a Zoning By-law amendment application is required. It is understood that the applicant wishes to extend the site-specific provisions for 6683 Ellis Road to the 0.33-hectare portion of 6681 Ellis Road.

### Planning Comments

- The subject property is designated as Secondary Agriculture.
- 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.
- Small scale commercial, industrial and institutional uses may be permitted provided that:
  - appropriate sewage and water systems can be established;
  - the proposed use is compatible with surrounding uses;
  - the use requires a non-urban location due to:
    - market requirements;



## COUNTY OF WELLINGTON

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PLANNING AND DEVELOPMENT DEPARTMENT

Aldo Salis, BES, M. Sc., MCIP, RPP, DIRECTOR

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ADMINISTRATION CENTRE

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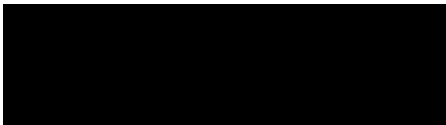
GUELPH, ONTARIO

N1H 3T9

- land requirements;
  - compatibility issues.
  - the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;
  - the use will be small scale and take place on one lot and large scale proposals or proposals involving more than one lot will require an official plan amendment.
- A Planning Justification Report, prepared by a qualified professional, will be required as part of the Zoning By-law Amendment Application with particular focus on section 6.5.5 of the County of Wellington Official Plan. The report will need to demonstrate conformity with the policies for small scale commercial uses in Secondary Agricultural areas.
- The site appears to be located within the Wellhead Protection Areas. Comments from Source Water Protection staff will need to be considered.

I trust these comments will be of assistance. If you have questions, please contact the County of Wellington Planning and Development Department.

Yours truly,



Thomas Freeman, RPP MCIP  
Planner

Project: 2501.06 (Township File: B61-24 - VH 33381-24))

July 3, 2025

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario N0B 2J0

**Attention:** Lynne Banks  
Development and Legislative Coordinator

**RE:** Hydrogeological Comments for Zoning By-Law Amendment Application -  
Preconsultation  
6681 & 6683 Ellis Road, Puslinch, Ontario

Wellington Hydrogeology Ltd. (WHL) is pleased to provide hydrogeological comments on the above-noted submission for 6681 & 6683 Ellis Road, Puslinch, Ontario (the site).

Based on the applicant's submission, we understand that:

- 6681 Ellis Road is a 1.14 ha parcel zoned Agricultural (A). The retained 0.81 ha parcel contains a single detached dwelling and septic bed, and is used for residential purposes. The severed 0.33 ha parcel includes an outdoor storage area that is used as part of the existing business at 6683 Ellis Road.
- 6683 Ellis Road is a 1.0 ha parcel with site-specific zoning A (SP77) to include a contractor's office, accessory uses and site-specific provisions. The property currently includes a contractor's office, cellular tower, two sheds, sea cans and an outdoor storage area.
- The proposed Zoning By-law Amendment (ZBA) application is to rezone the 0.33 ha severed parcel to site-specific agricultural (A-77) to match the merged parcel for 6683 Ellis Road.
- The site is bound by agricultural and rural residential lands to the east and west, agricultural lands (former gravel pit) to the north, and commercial land (Cambridge ONroute) to the south.

- Municipal servicing is not available in the area of the site on the east side of Townline Road. As such, the rural residential properties in the area are serviced by private water supply wells and septic systems. The urban residential properties on the west side of Townline Road are part of the City of Cambridge and receive municipal water and sewer servicing.
- An additional building is proposed and there are also several seacans used for storage on the site.

## Documents Reviewed

WHL reviewed the following documents in preparation of these hydrogeological comments:

1. Van Harten. 2025. Zone Change Sketch, Part of Lot 8, Concession 2, Township of Puslinch, County of Wellington. Project No. 33381-24, dated February 19, 2025.

## Support of Application

It is understood that no development or changes to the existing site are proposed as part of the ZBA application, and as such, we have no objection to the proposed ZBA.

The proponent noted in the application details that a new building was proposed. WHL assumes that a Site Plan Control application will follow for approvals related to the proposed development and new building. The hydrogeological comments provided herein will apply to the Site Plan Control application stage.

## Requirements to Consider Support of Application

We require the following to determine support for the application from a hydrogeological perspective:

1. Existing water supply information, including well construction details and daily water usage volume (existing and proposed).
2. Existing onsite sewage disposal details, including septic system construction details and daily sewage daily design volumes (existing and proposed).
3. An existing and proposed site plan detailing landscaped and impervious areas (asphalt/concrete, gravel), a grading plan, and a stormwater management plan.
4. A water balance assessment (existing and proposed).
5. Onsite salt use and chemical storage details (existing and proposed).
6. Existing and/or proposed use of imported fill material on the site.

Each of the above requirements is detailed in the technical review comments below.

WHL notes that the comments provided herein are preliminary and may be amended following the preconsultation meeting and as additional information is received from the proponent.

## Hydrogeological Technical Review Comments

**Wellington County Official Plan:** The site is located within the Paris Galt Moraine Policy Area under Schedule B7 of the County of Wellington Official Plan and Section 4.9.7 Policies and Objectives will apply. The development must also adhere to Sections 4.9.3 (Groundwater), 4.9.4 (Policy Direction) and 4.9.5 (Source Water Protection).

**Natural Features:** The site is relatively flat and is situated within the Ellis Creek – Speed River subwatershed. The site does not include any wetlands or surface water features. A surface water body from a former gravel pit/quarry is located approximately 50 m north, across Ellis Road. The nearest wetland feature is a mapped portion of the Puslinch Lake Irish Creek Wetland Complex, a Provincially Significant Wetland, located approximately 220 m west. Additionally, a mapped Earth Science Area of Natural and Scientific Interest (ANSI) of the Puslinch Tract (Paris Moraine) is located 230 m south of the site (see image below).



**Source Protection:** The site is located in the Grand River Source Protection Area, and is within a Wellhead Protection Area (WHPA)-D for water quality and a WHPA-Q1/Q2 for quantity. The site is also within a mapped Highly Vulnerable Aquifer (HVA), Significant Groundwater Recharge Area (SGRA), and Issue Contributing Area (ICA) for chloride. Source protection staff may have specific requirements based on the site's location within these features.

**Water and Wastewater:** It is understood that the site utilizes a private well and septic system and that no changes are proposed to the existing water usage or sewage daily volumes as part of the ZBA. The proponent should provide existing well and septic system details, as well as existing and proposed water usage and daily wastewater design volumes as part of the Site Plan Control application.

**Grading, Substrate Material, Surface Drainage and Water Balance:** The proponent should provide an existing and proposed site plan indicating which areas are impervious asphalt/concrete, gravel, native soil, and/or imported fill material, and whether any stormwater management or drainage features are currently in use (e.g. tile drainage, drainage swales/ditches, infiltration trenches, etc.) and where the drainage is directed to. With the understanding that a new building is proposed and the site may undergo additional grading, substrate changes and/or paving, a water balance assessment is required as part of Site Plan Approvals to demonstrate that infiltration can be maintained or enhanced in the post-development condition. The design should infiltrate as much clean runoff as possible on the site.

**Salt Use:** We ask that the proponent clarify how snow is managed and whether de-icing salt is currently used or will be used on the site, including application areas, quantities and storage locations.

**Chemical Storage:** We ask that the proponent clarify whether chemicals are stored on site. If chemicals are stored on site, the proponent should provide a list of chemicals, quantities and storage locations (including buildings and/or seacans), as well as a spills management and reporting plan.

**Excess Soil Management:** We ask that the proponent clarify whether imported fill material has been used on the site for grading and/or whether additional fill material is proposed to be added or removed from the site. Any import/export of fill/soil from the site must be conducted in accordance with O. Reg. 406/19: On-Site and Excess Soil Management, the Rules for Soil Management and Excess Soil Quality Standards (Soil Rules) and O. Reg. 153/04, as amended.

## Closure

The hydrogeological technical comments provided herein should be considered preliminary and may be updated as additional supporting materials are provided in subsequent submissions.

We appreciate the opportunity to provide these comments. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

### WELLINGTON HYDROGEOLOGY LTD.



Angela Mason, M.Sc., P.Geo., QP<sub>ESA</sub>

Senior Hydrogeologist and CEO

Cell: 519-831-9696

Email: [amason@wellingtonhydrogeology.com](mailto:amason@wellingtonhydrogeology.com)



Environmental Assessments & Approvals

July 4, 2025

AEC 21-130

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, Ontario N0B 2J0

Attention: Lynne Banks, Development and Legislative Coordinator

Re: **Natural Heritage Pre-Consultation Review for Site Plan Amendment Application and Zoning By-law Amendment Application – 6681 & 6683 Ellis Road, Township of Puslinch**

Lynne Banks:

Azimuth Environmental Consulting, Inc. (Azimuth) is pleased to provide the below natural heritage pre-consultation review for the Township of Puslinch (Township) pertaining to a proposed Site Plan Amendment and Zone Change Amendment for 6681 & 6683 Ellis Road. The proposal includes a Proposed Site Plan and Zone Change Sketch for the site. According to the pre-consultation application package and related documents, a lot line adjustment application (B61-24) was previously approved to sever the rear portion of 6681 Ellis Road and merge with the adjacent 6683 Ellis Road. The intent of this application is to add the severed parcel to the site plan agreement and update the Township's Zoning By-law to include the rear portion of 6681 Ellis Road within 6683 Ellis Road.

### **Background Information**

The properties are located at 6681 & 6683 Ellis Road and include lands mapped as Secondary Agricultural, according to Schedule B7 Land Use of the County of Wellington Official Plan ("Wellington OP", 2025). The Wellington OP does not illustrate any lands designated as Core Greenlands, Greenlands, or Earth Science Area of Natural and Scientific Interest (ANSI) proximal to the subject properties. There are no areas mapped as Waterbody or Watercourse proximal to the subject properties, per Schedule B7 of the Wellington OP.

Provincial mapping resources available from the Natural Heritage Information Centre (NHIC; Ministry of Natural Resources) does not illustrate Woodlands, Unevaluated Wetlands, Evaluated Wetlands, or Significant Wetlands within or immediately adjacent to the properties. An Earth Science ANSI (Puslinch Tract (Paris Moraine)) is mapped approximately 200m south of the site, on the opposite



side of Highway 401. Based on NHIC background resources regarding provincially-designated Species at Risk (SAR) listed under Ontario's *Endangered Species Act, 2007* (ESA) and provincially-rare species (S1-S3), records occur for the following tracked species within 1km of the property:

- Blanding's Turtle (Threatened)
- Bobolink (Threatened)
- Eastern Meadowlark (Threatened)
- Eastern Wood-pewee (Special Concern)
- Golden-winged Warbler (Special Concern)
- Wood Thrush (Special Concern)
- Eastern Ribbonsnake (Special Concern)
- Snapping Turtle (Special Concern)
- Double-striped Bluet (*Enallagma basidens*; S3)
- Slender Bluet (*Enallagma taviatum*; S2S3)

#### **Pre-Consultation Comments and Recommendations**

Based on received background documentation and accompanying review of available natural heritage resources, there are no designated natural features on the properties that would be afforded explicit protections under provincial or municipal planning policies. Azimuth did not attend the property as a component of this pre-consultation peer review, but recognizes that the property is subject to and surrounded by human-influenced land uses.

The application pertains to a Township re-zoning exercise, and it is understood that no physical change to the site is proposed at this time. A change in land use including amendments to a Zoning By-law is technically considered "development" in accordance with the definition outlined in the Provincial Planning Statement (2024), however it is Azimuth's opinion that field investigations toward an Environmental Impact Assessment (EIA) or related natural heritage review (*e.g.* SAR Assessment) should not be necessary at this time. Given no physical change to the property is proposed at this time, potential impacts to natural heritage features and functions as a result of the proposed lot zoning change are not expected to occur.

This recommendation does not pertain to future physical development or site alteration (*e.g.* structures, demolition, grading), therefore potential future physical alteration on the property would require consideration under separate cover. Despite the anthropogenic character of the properties, there may be potential for natural features to occur requiring onsite review by a qualified



professional ecologist, particularly with regard for SAR afforded protection under the provincial ESA such as Butternut trees (Endangered) or SAR bat species (Endangered).

**Closure**

We trust that this peer review is helpful regarding the pre-consultation application for the proposed undertaking. If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

AZIMUTH ENVIRONMENTAL CONSULTING, INC.

[Redacted signature]

Dan Stuart, M.Env.Sc.  
Ecology Lead/Partner

**Ministry of Transportation**

West Operations  
Corridor Management Section West

659 Exeter Road  
London, Ontario N6E 1L3  
Telephone: (226) 973-8580  
Facsimile: (519) 873-4228

**Ministère des Transports**

Opérations ouest  
Section de la gestion des couloirs routiers de l'Ouest

659, chemin Exeter  
London (Ontario) N6E 1L3  
Téléphone: (226) 973-8580  
Télécopieur: (519) 873-4228



**Date: June 20, 2025**

**To: Lynne Banks**

**Via: Cloud permit**

**Re: Pre-Consultation – Site Plan Amendment & Zoning for Severance B61-24  
6681 & 6683 Ellis Road**

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The Ministry of Transportation (MTO) has completed a review of the proposal for the Site Plan Amendment and Zone Change Amendment for 6683 and 6681 Ellis Road, Cambridge. The submission has been considered in accordance with the *Public Transportation and Highway Improvement Act* (PTHIA), MTO's Highway Corridor Management Manual (HCMM) and all related MTO guidelines and policies. The following outlines our comments:

Highway 401 along the subject property is a **Class 1A - Freeway** with a posted speed of 100 km/hr. and is designated as a **Controlled Access Highway** (CAH). As such, all requirements, guidelines, and best practices in accordance with this classification and designation shall apply.

MTO has no objections to Site Plan Amendment and the Zone By-law Amendment.

Regards,

O'Neil Nembhard  
Corridor Management Planner