



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

MINUTES

DATE: July 15, 2026

TIME: 7:00 P.M

The July 15, 2026 Public Information Meeting was held on the above date and called to order at 7:00p.m. via electronic participation and in-person at 7404 Wellington Rd 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

Mayor James Seeley – Chair
Councillor John Sepulis
Councillor Sara Bailey
Councillor Russel Hurst
Councillor Russel Hurst

STAFF IN ATTENDANCE:

Courtenay Hoytfox, CAO
Justine Brotherston, Director of Corporate Services/Municipal Clerk
Laura Emery, Manager of Corporate Services/Deputy Clerk
Monika Farncombe, Planning & Corporate Services Coordinator
Jeremy Tran, Township Planning Consultant, NPG Planning Consultant
Claire Riepma, Applicant Planning Consultant

PUBLIC ATTENDANCE:

Clare Riepma, Applicant Planning Consultant

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

Mayor James Seeley – Chair: stated the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the development proposal as well as updates to the Zoning By-law Application D14-MCC (McCrone) – property location known as 4539 Victoria Rd S, Township of Puslinch. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

The Township requests that you notify staff by email planning@puslinch.ca or by phone at 519-763-1226 ext. 4 if you wish to be on record and would like to be notified of future meetings and the decision of this meeting.

Please note the meeting is video and audio recorded, and all electronic meetings are uploaded to the municipality's YouTube page. By attending this meeting in person or by registering to participate in the meeting by electronic means, you are consenting to have your likeness and comments recorded and posted on YouTube.

Please note in accordance with the Planning Act through the following parties may appeal this application to the Ontario Land Tribunal for a hearing:

- the applicant,



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- a specified person,
- a public body,
- the registered owner of the property to which the by-law would apply and the Minister.

Please note that if a specified person or public body does not make an oral submission at a public meeting or a written submission to the Township of Puslinch, before the decision is made, the specified person or public body is not entitled to appeal the decision of the Township of Puslinch to the Ontario Land Tribunal.

In addition, if a specified person or public body does not make an oral submission at a public meeting or make written comments to the Township of Puslinch before a decision is made the person or public body may not be added as a party to the hearing of the appeal before the Ontario Land Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so. You may wish to talk to Township staff regarding further information about the appeal process.

The format of this Public Meeting is as follows:

- The applicant or agent will present the purpose and details of the application and any other relevant information.
- The Township Planner will then provide a brief presentation.
- Following this, the public can obtain clarification, ask questions and express their views on the proposal.
- Members of the public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public an opportunity to speak.
- Council will then have an opportunity to ask any clarification questions.
- The applicant and the Township Planning Consultants will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant or staff will follow up and obtain this information.
- Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

The applicant and the Township's Planning Consultant will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

This public meeting involves an application by Collaborative Structures Limited, Zoning By-law application D14-COL, Property Location Municipally known as 683 Ellis Road, Township of Puslinch.

The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-2018 as amended, to rezone the lands municipally known as 4539 Victoria Rd S from Agricultural Zone (A) to Agricultural Site-Specific Zone (A(spXX)) to permit the proposed outdoor storage of recreational vehicles, sheds and shipping containers.

To site-specific agricultural, to apply to the entire merged parcel, and update the provisions to address the existing slash proposed site conditions.

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JULY 15, 2026 PUBLIC INFORMATION MEETING
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Please note that, in accordance with the Planning Act, the following parties may appeal this application to the Ontario Land Tribunal for a hearing: the applicant, a specified person, a public body, the registered owner of the property to which the by-law would apply, and the Minister.

Please note that if a specified person or public body does not make oral submissions at a public meeting or provide written submissions to the Township before a decision is made, they are not entitled to appeal the Township's decision to the Ontario Land Tribunal. In addition, they may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

You may wish to contact Township staff for further information regarding the appeal process.

The format of the public meeting is as follows: The applicant or agent will present the purpose and details of the application and any further relevant information. The Township's planning consultant will then make their presentation. Following this, the public can obtain clarification, ask questions, and express their views on the proposal.

Members of the public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public with an opportunity to speak. Council will then have an opportunity to ask clarification questions. The applicant and the Township's planning consultants will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain the information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

This public meeting involves an Official Plan and Zoning By-law Amendment application, D14-MCC39. The property is municipally known as 4539 Victoria Road South, Township of Puslinch. The purpose and effect of the proposed Zoning By-law Amendment is to amend the Township of Puslinch New Comprehensive Zoning By-law 23-208, as amended, to rezone the lands from Agricultural (A) to an Agricultural site-specific zone to permit the proposed outdoor storage of recreational vehicles, sheds, and shipping containers. Would the owner or applicant make their presentation, please?

Clare Riepma, Applicant Planning Consultant: Good evening, Mr. Chair and members of the committee. My name is Clare Riepma. I'm the planning consultant for the applicant, and it's nice to be here in person tonight rather than electronically.

I don't know how much you know about the application. Monika did a pretty extensive report to the committee last night, and I'm not planning on boring you with any great detail tonight.

If you go to the next slide, you can see exactly what we're talking about. We've got a farm here that's, I don't know, 98 acres or something like that. About .six-tenths of a hectare is the area that we're talking about. That includes the driveway going back to the area where the open RV storage is proposed.

It's about 4,600 square metres of area that we're asking to be used for storage. The existing zoning is agricultural. If you look at the drawing, there is a fire route going up the middle. That is an existing driveway. All of this is existing. We have the outline of the area to be rezoned along the tree line, and we had a surveyor establish that, which was also confirmed by an environmentalist.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JULY 15, 2026 PUBLIC INFORMATION MEETING
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It's currently zoned Agricultural. We're just asking for outdoor storage. The area we've requested is approximately 4,620 square metres, and that is the area where the current storage is located.

We've looked at the Official Plan and, in our view, and I think this has been confirmed by others, it does conform to the Official Plan, which permits small-scale industrial and commercial uses. We've provided a number of supporting documents. We've completed a legal survey for the area, a planning justification report, and an environmental or natural heritage assessment.

So, that's my story, and I'm sticking to it. I'm happy to answer any questions.

Mayor James Seeley: Okay. Thank you very much. Is Jeremy joining us virtually? We'll invite Jeremy to provide his presentation.

Jeremy Tran, MPG Planning Solutions: Hi, good evening.

Good evening to Council and members of the public. My name is Jeremy Tran from MPG Planning Solutions. We are the Township's planning consultant for the applications. I'm going to share my screen with the presentation for tonight.

Tonight we're here for a statutory public meeting for the Zoning By-law Amendment application known as D14-MCC for 4539 Victoria Road South. As part of my presentation tonight, I'll go over the development process, provide an overview of the location and the applicable provincial, County, and Township policies and zoning by-law. I'll also provide a summary of the proposal and the requested Zoning By-law Amendment, as well as the Township, County, and agency comments received to date. Lastly, I'll go over next steps and answer questions.

In terms of the development process, the Zoning By-law Amendment application has been submitted to the Township and is currently under review. We are here tonight for a public meeting to provide an overview of the application, and a future recommendation report will be prepared and presented to Council.

As for the location, the subject lands are located on the north side of Victoria Road South, municipally known as 4539 Victoria Road South. The subject lands are rural lands. Under the Provincial Planning Statement, they are designated Secondary Agricultural. They are designated Core Greenlands and Greenlands in the County of Wellington Official Plan and are zoned Agricultural within the Township of Puslinch Zoning By-law.

As for the proposal, the applicant is seeking a zoning amendment to permit the existing outdoor storage area of 40 recreational vehicles, 66 portable sheds, and two shipping containers. The imagery on the right-hand side of the screen is the concept plan provided by the applicant, which shows the proposed outdoor storage areas connected to Victoria Road South by an existing driveway.

The applicant has requested to rezone the existing outdoor storage area from Agricultural to an Agricultural site-specific zone to permit outdoor storage, to permit a maximum outdoor storage area of 4,620 square metres, and to remove the requirement for a minimum of 75% of all shipping containers to be located within 50 metres of an agricultural building or structure.

In terms of comments that we have received to date, the County provided the following recommendations to Council: that the specific number and types of RV trailers, sheds, and storage containers be shown on a drawing and regulated in the by-law; that the



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JULY 15, 2026 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
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area to be rezoned be confirmed and represented in the by-law; that RV sales, maintenance, and occupancy be prohibited; that appropriate screening be provided along Victoria Road South; that the Fire Department provide comments on the fire route and hammerhead for accessibility; that a fuel spill plan be provided; and that Council consider approving the application subject to all requirements of the application being met.

Consider how to address standardizing new applications for recreational vehicle storage sites on agricultural lands, possibly through a Zoning By-law housekeeping amendment or the new Township Official Plan. This may require a hold being placed on new applications for this type of zoning amendment.

In terms of planning, the County of Wellington has recommended that the proposed use be limited to a seasonal period and that permanent erosion and sediment control fencing be recommended as a condition of approval.

For NPG, we requested additional analysis that the proposal conform to the natural heritage policies. We have highlighted that, should the application be recommended for approval, we are anticipating recommending a zoning provision for site-line control and for the types of items, quantities, and erosion and sediment control fencing to be regulated through the implementing by-law.

The Building Department has indicated that a building permit application will be required for the shipping containers. Source protection has indicated support conditional on implementation of the control fencing, as well as limiting site activities to the existing disturbed area. The other agencies have no outstanding concerns with the application.

In terms of next steps, the application is currently under review. The Township and the consultants have provided comments to the applicant. The applicant has an opportunity to respond to comments, make revisions, and resubmit. As mentioned, a future recommendation report will be prepared and presented to Council.

That's the end of my presentation. I'm available to answer questions.

Mayor James Seeley: Thank you very much. Laura, is there anybody attending online? If there's anyone attending virtually and they have any questions or comments, please use the raise-your-hand function. It's located in the bottom-right-hand corner of your screen, and I can promote you to speak.

Clare Riepma, Applicant Planning Consultant: There was some misinformation that I'm sure—I'll just make a couple of comments. Jeremy mentioned that there were 66 sheds, but there aren't. There are 24, and that's all we've ever asked for.

I can also make a couple of other comments, if you'd like. Jeremy mentioned that the source protection folks were okay with it. That relates to the fuel spill plan that we did. We submitted a spill plan. Jeremy says it's okay. I haven't heard personally that they were good with the plan, but it sounds like they are.

He mentioned that there shouldn't be any maintenance of vehicles or occupancy of vehicles there. There's no intention of that at all. It's just parking. That's all there is. I mentioned that the Fire Department should be consulted about the fire route. We've submitted all of that, and the Fire Department has not indicated that it's a problem. So, I'm assuming that they will be happy with what we've provided.

I think those are just my comments off the top, but if there are any questions, I'm still happy to answer.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JULY 15, 2026 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
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Mayor James Seeley: Okay. Are there any questions from Council?

Councillor Sara Bailey: I just have one question. You mentioned the tree line, and that triggered my question. Sorry, it was a while ago that I actually looked at some of the mapping, but it mentions that there are no new buildings or structures, site disturbance, or tree removals proposed. However, when looking at historical mapping, trees have been removed in order to have this section. Is there any tree replacement plan, or is there any discussion around replacing trees that have been taken out?

Clare Riepma, Applicant Planning Consultant: The trees that were taken out as part of the driveway construction for the rear field, they had a county official tree removal permit.

Councillor Sara Bailey: it would be nice if some trees were planted in replacement for the township.

Clare Riepma, Applicant Planning Consultant: The only thing is it is also good farmland do you plant trees on good farmland so you can't farm it.

Councillor Sara Bailey: but it's not being farmed.

Clare Riepma, Applicant Planning Consultant: Not the exact area looking at.

Councillor Russel Hurst: Just one question for me, more toward staff. Have we had any comments from neighbouring properties at all on this application?

Monika Farncombe, Planning & Corporate Services Coordinator: No, we have none.

Councillor Russel Hurst: That's it for me.

Mayor James Seeley: Just one question. I hope this doesn't sound odd, but can you just tell me what a portable shed is? How big is a portable shed?

Clare Riepma, Applicant Planning Consultant: Yeah. I said last night that it was the Roarty Club of Guelph, but it is the BIA. The BIA in Guelph has a Christmas market every year.

Mayor James Seeley: Oh, okay.

Clare Riepma, Applicant Planning Consultant: And they have all these—exactly what you're thinking of. They have to have a place to store them, and that's what they're stored through.

Mayor James Seeley: In your justification report, you highlighted other uses in the vicinity when you chose those. How did you discover those, or how did you come up with those two? And did you research them to find out if they're legal, or whether they're similar operations?

Clare Riepma, Applicant Planning Consultant: I did not. I just looked at where they were and commented on them. That's all. I didn't check to see their legality or anything like that.

Mayor James Seeley: So, is it standard practice to use examples to justify a planning report that may or may not be legal?



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

Clare Riepma, Applicant Planning Consultant: Well, it's something that's happening in the near year.

Mayor James Seeley: Any other questions? Still nobody online.

I declare this public meeting closed. Council will take no action on the proposal tonight. Staff will be reporting on a later date with a recommendation for Council's consideration. If you wish to receive further notification of this proposal, please email or call planning at bustlitch.ca, or by phone, 519-763-1226 Extension 4, or contact Township staff during regular business hours.

When those persons who leave their names will be provided further notification. If you wish to speak to the proposal when it's brought forward brought before Council in the future, you must register as a delegation to the Municipal Clerk prior to the meeting. Thank you, everyone, for attending tonight.