



## TOWNSHIP OF WOOLWICH

Engineering and Planning Services, Box 158, 24 Church Street West, Elmira, Ontario N3B 2Z6

Phone: 519-669-1647 or 1-877-969-0094 Fax: 519-669-4669

Webpage: [www.woolwich.ca](http://www.woolwich.ca)

# PROPOSED ZONE CHANGE, OFFICIAL PLAN AMENDMENT AND DRAFT PLAN OF SUBDIVISION

### Why did you receive this notice?

You have received this notice because a property owner near your residence or business has asked the Township to change the zoning and designation on a property as well as develop a plan of subdivision on the lands.

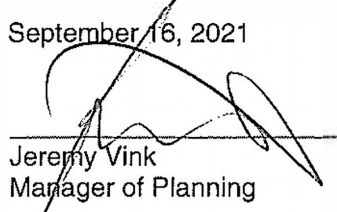
Each time an application is made for any of the above changes the Township follows a specific public notification process. A minimum of 20 days prior to the Public Meeting, everyone within 150 metres of the property or building to be rezoned/ re-designated is notified of the following:

- ♦ date, time, location of a public meeting
- ♦ deadlines for comments
- ♦ site maps
- ♦ details of the application

The rest of this flyer contains all of the details about the applications and how you can give your input. If you have any questions about the information contained in this notice, please contact me at 519-669-1647 or 1-877-969-0094 (ext. 6038).

Email: [jvink@woolwich.ca](mailto:jvink@woolwich.ca)

DATE: September 16, 2021

  
Jeremy Vink  
Manager of Planning

PS You can find out more about the Zone Change, Official Plan Amendment and Plan of Subdivision process on the back of this notice.

### APPLICANT / LOCATION:

**ACTIVA HOLDINGS INC.**  
West of Barnswallow Drive and  
South of Church Street West, Elmira

**Your Invitation To Participate in the Zone Change,  
Official Plan Amendment and  
Draft Plan of Subdivision Process  
Here is how, when & where**

The Township of Woolwich has received an application to amend (change) the Comprehensive Zoning By-law and Official Plan of the Township of Woolwich and the Regional Municipality of Waterloo has received a Draft Plan of Subdivision application. The details of these applications are given on the following pages of this notice.

The **VIRTUAL Public Meeting** to discuss these applications will be held on:

**Tuesday, October 19, 2021 at 7:00 p.m.**

This meeting is required by the Planning Act, 1990. At this meeting, members of Township Council will listen to any comments or presentations in favour of and/or in opposition to the application.

**NO DECISION WILL BE MADE AT THIS MEETING.** Its purpose is only to receive comments and information from people or agencies who are interested in the Zone Change, Official Plan Amendment and Plan of Subdivision process.

**Please note this will be a virtual meeting only and public attendance at the Township offices will not be permitted. On the following pages is information on how you can submit comments, view or participate in the meeting. You may also contact Development Services staff by sending an email to [planning@woolwich.ca](mailto:planning@woolwich.ca) or by phone at 519-669-6040 if you have any questions.**

**HOW TO PARTICIPATE:** As in-person meetings are not an option at this time, you can view or participate in the Public Meeting as follows:

**VIEW** the Public Meeting / Council meeting livestream on the Woolwich Township Youtube channel at the following link <https://www.youtube.com/channel/UCOnLIF3Srk2gLEBjkq8pIMQ> ;

**PARTICIPATE** in the Public Meeting by **REGISTERING** with Alex Smyth, Committee Clerk on or before 4:30 pm on Thursday October 14, 2021. To register please:

- visit [www.woolwich.ca/delegations](http://www.woolwich.ca/delegations) for more information on speaking before Council and to register through the online delegation request form; or
- email [asmith@woolwich.ca](mailto:asmith@woolwich.ca) or phone 519-669-6004

When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered the Committee Clerk will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet or are otherwise concerned about the reliability of your signal please ensure that you submit written comments, see instructions below. Written comments do not negate your opportunity to also speak at the Public Meeting but do ensure your voice is heard should your electronic connection to the meeting not work.

If you are unsure whether or not you would like to speak at the meeting but want to listen and have the option to comment on a particular application, please register with the Committee Clerk (see above information). You will not be required to speak if you do not want to.

**WHY REGISTER:** By registering staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so. As it is virtual, registering will provide a level of security that is necessary to prevent unwanted guests from disrupting the meeting.

**SUBMITTING COMMENTS AND REQUESTING NOTIFICATION:** You can express your concerns/ comments about the proposed changes in writing to the Township of Woolwich. Any comments received on or before **Tuesday, October 12, 2021** (Note that this date is before the public meeting) will be included in a report prepared by Development Services and presented at the Public Meeting. Any comments received after the Public Meeting, but prior to Council making a decision on the applications, will be considered.

The personal information accompanying your submission is being collected under the authority of the Planning Act and may form part of the public record which may be released to the public. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of the Whole and Council meetings. Please note that while the Committee of the Whole and Council may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety. Questions about this collection should be directed to the Records and Freedom of Information Officer at 519-669-1647 or 1-877-969-0094 ext. 6005.

If you wish to be notified of future meetings and reports regarding these application or the decision of the proposed amendments, please:

- submit a written request, noting that you wish to be kept informed, to the Township of Woolwich, Development Services, 24 Church Street West, Box 158, Elmira, Ontario N3B 2Z6, or
- email your request noting that you wish to be kept informed to [planning@woolwich.ca](mailto:planning@woolwich.ca)

If Council approves the change, a notice will be mailed to you explaining the By-law.

**Draft Plan of Subdivision:** If you wish to be notified of the decision of the Council of the Regional Municipality of Waterloo in respect of the proposed plan of subdivision, you must make a written request to the Regional Clerk, Regional Municipality of Waterloo, 150 Frederick Street, Kitchener, Ontario N2G 4J3 and to the Commissioner of Planning, Development and Legislative Services, Regional Municipality of Waterloo, 150 Frederick Street, Kitchener, Ontario N2G 4J3.

## **DETAILS OF THE APPLICATIONS**

### **OFFICIAL PLAN AMENDMENT APPLICATION 1/2021 ZONE CHANGE APPLICATION 3/2021 DRAFT PLAN OF SUBDIVISION 30T-21702**

Take Notice that in accordance with the Planning Act, R.S.O., 1990, as amended, the Township of Woolwich has received complete applications for proposed Official Plan Amendment and Zone Change and the Region of Waterloo has received and circulated a complete application for a proposed plan of Subdivision for lands owned by Activa Holdings Inc. west of Barnswallow Drive and south of Church Street West, Elmira which is more specifically described below. This notice will also summarize the details of these applications and will include a location map, proposed draft plan and zoning layout of the subject lands. Please be advised that Notice of a Complete Application does not indicate whether the municipality is in support of, or in opposition to the proposal. That determination will be made at a later date.

The Township of Woolwich will hold a Public Meeting, under Sections 17, 34 and 51 of the Planning Act, to consider the following Official Plan Amendment, Zone Change and Draft Plan of Subdivision applications. No decisions will be made at this meeting; its purpose is to provide additional information to the public and agencies and to receive comments and information from them.

#### **Property Description**

MHBC Planning on behalf of Activa Holding Inc. (i.e. "Activa") has submitted the above-noted applications proposing to develop, for residential purposes their lands that are 30.7 hectares in size, described as German Company Tract Part Lot 105, Registered Plan 58R14764 Parts 1 and 2 and Part of Part 3 and located west of Barnswallow Drive and south of Church Street West in Elmira (see Map 1).

The subject lands are designated Residential and Ancillary Use and are included in the Barnswallow Drive Policy Area (Special Policy Area 10) in the Township's Official Plan. The lands are zoned Agricultural (A) with site specific provisions (Section 26.1.293).

#### **Official Plan (Application 1/2021) and Zoning (Application 3/2021)**

Activa is proposing to amend Section 7.18.5.2 b) of the Township's Official Plan to increase the gross residential density from 14.8 units per hectare up to 26 units per gross residential hectare for the subject lands.

The proposed changes to the Zoning By-law to facilitate the development includes rezoning the lands from Agricultural to:

- Residential Mixed High Density with Design Guidelines (R-5A) (identified in yellow on Map 2) to provide for singled detached and semi-detached housing;
- Residential – Multiple with Design Guidelines (R-7A) (identified in brown on Map 2) to provide for street row townhouses and street back-to-back row townhouses;
- Residential – Multiple with Design Guidelines / Mixed Use (identified in orange on Map 2) to provide for cluster row townhouses and cluster back-to-back row townhouses and apartment buildings;
- Open Space (O-1) (identified in light green on Map 2) for active parkland purposes;
- Open Space (O-2) (outlined in dark green on Map 2) for storm water management facilities; and
- To place a holding provision on a portion of the lands (identified with grey hatch marks on Map 2) to restrict registration of these stages until such time as additional wastewater servicing capacity is available.

Additionally the applicant is requesting a site specific amendment to the above noted residential zones for general lot requirements including area, width, setbacks, coverage, amenity area, landscaped area, building height and minimum parking spaces.

## **Draft Plan of Subdivision (Application 30T-21702)**

The proposed changes to the Official Plan and Zoning By-law would provide for a subdivision plan totalling between 662 and 803 residential units and comprising of the following:

- 337 to 410 single detached and street fronting townhouse units; and
- 325 to 393 multiple residential units.

The subdivision plan proposes a connection to the existing neighbouring streets via an extension of Eagle Drive and Muscovey Drive. New streets are proposed to access Church Street West and Barnswallow Drive (across from Eldale Road, Bristow Creek Drive and Brookmead Street). The proposed storm water management facilities, passive open space/parkland areas, active parkland, walkways, future street extensions and reserves will be conveyed to the Township.

The Activa lands will be developed in phases and will contain full municipal services (water, sanitary and storm).

### **MORE INFORMATION**

Additional information related to these applications can be viewed or obtained as follows:

**View / print** the information from the Township webpage at [www.woolwich.ca](http://www.woolwich.ca) - Select Ongoing Planning Items on the home page / select the Subdivision folder / select Activa Holdings Inc. – Barnswallow Drive / Church Street West, Elmira folder to view the information.

**Schedule an appointment** to view the documents at the Township Administration building located at 24 Church Street West, Elmira weekdays between 8:30 am and 4:30 pm. To schedule an appointment please call 519-669-6040 or email [planning@woolwich.ca](mailto:planning@woolwich.ca)

### **HIGHLIGHTS OF THE PROCESS**

**COMMITTEE OF THE WHOLE:** After receiving and reviewing comments staff will prepare a report and recommendation for the Committee of the Whole. Committee of the Whole consists of all members of Council who sit as a Committee to hear various applications. The Committee makes a recommendation to Council which could include approving, refusing, amending or deferring the applications.

**COUNCIL:** Council can then approve, refuse, amend or defer the applications. If the applications are approved then Council passes a By-law once all conditions have been satisfied.

**NOTICE OF PASSING/APPEAL PROCESS:** When a By-law has been passed by Council a Notice of Passing is mailed, within 15 days, to all property owners previously circulated and those requesting notification.

Anyone not in agreement with the decision made by Council may appeal the By-law to the Local Planning Appeal Tribunal within 20 days after the notice has been mailed. If no appeal is received within the allotted time period the Zoning Amendment comes into effect.

If Council refuses or defers the application anyone not in agreement with the decision (including the applicant) may appeal the decision to the Local Planning Appeal Tribunal within 20 days of the notice of decision being mailed.

Note: The applicable Zoning By-law does not come into effect until final passage of the Official Plan has been received from the Region of Waterloo.

**SUBDIVISION APPLICATION:** Council can support draft approval or refuse the Subdivision application. If Township Council supports draft approval it is forwarded to the Regional Municipality of Waterloo.

### **What is a Zone Change / Official Plan?**

Each property in the Township is zoned and designated for a type of land use. Industrial or residential, are examples of land use. If the property owner wants to change the approved land use, they must apply to the Township to have the property rezoned and re-designated. The Township then begins the Zone Change and Official Plan Amendment process which is required by law under the Planning Act, 1990.

### **What is a Subdivision?**

Land within a Settlement Area may have the potential to be further developed into lots, blocks and roads. Lands are usually subdivided for residential or industrial subdivisions. If a property owner wishes to develop land in this manner they must apply to the Region of Waterloo and submit a Plan of Subdivision. The Region then begins the subdivision process, which is required by law under the Planning Act, 1990, including circulating the application to the Township to ensure that land issues are addressed.

The process ensures that those affected by the activities on the property have the chance to express their concerns before any decisions are made. It also allows the Township to ensure all government regulations are complied with such as parking, environmental standards, traffic, and local by-laws such as noise levels.

The Planning Act lists the steps that must be taken to ensure that all issues are looked after. This notice is an example of one of the many activities that the Planning Act requires the Township to complete.

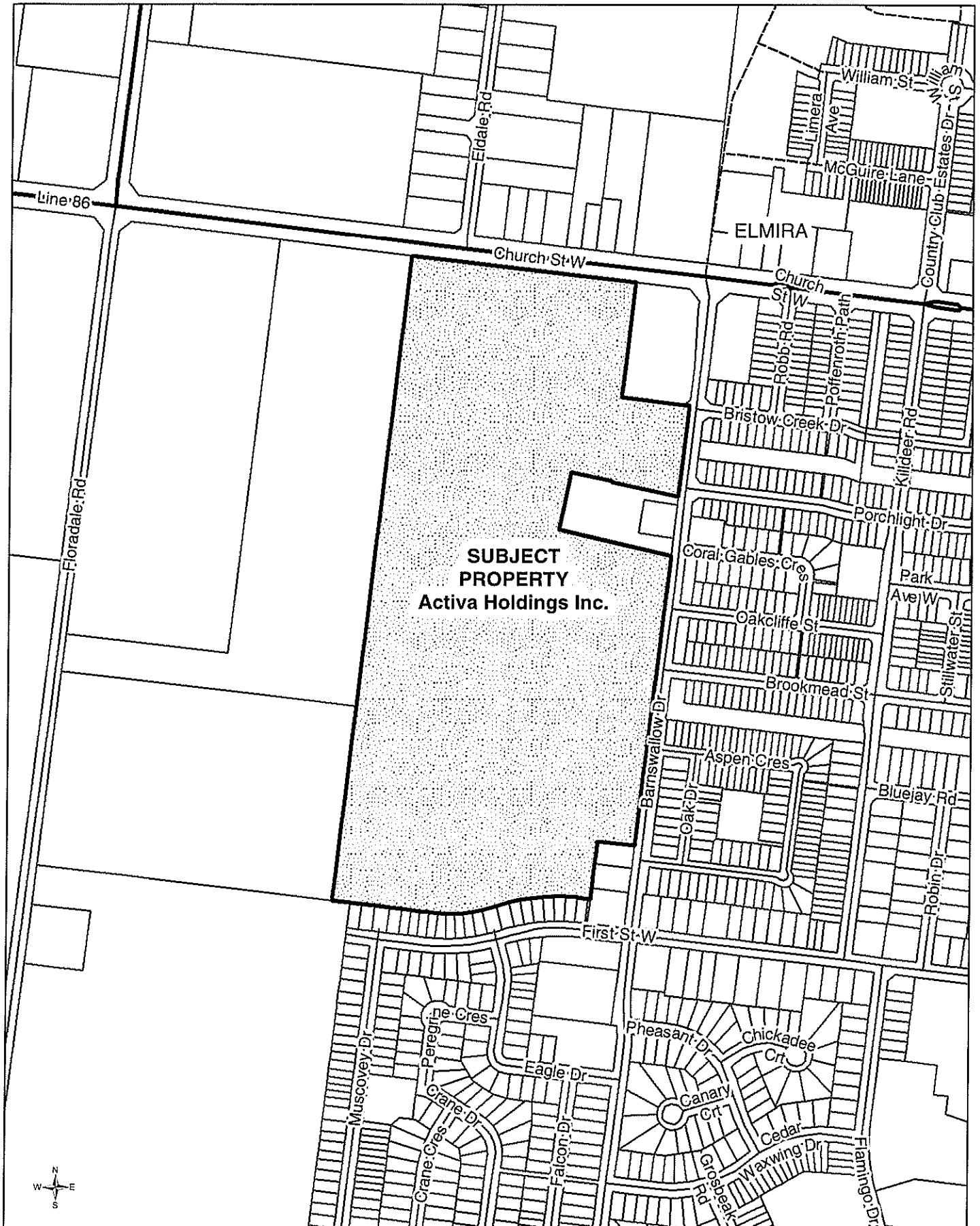
**APPEAL RIGHTS:** TAKE NOTICE that if a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of Woolwich to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Woolwich before the by-law is passed the person or public body is not entitled to appeal the decision.

AND TAKE NOTICE that if a person or public body does not make oral submissions at the public meeting or make written submissions to the Township of Woolwich before the by-law is passed, the person or public body 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.

TAKE NOTICE that if a person or public body does not make oral submissions at the public meeting or make written submissions to the Regional Municipality of Waterloo in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Regional Municipality of Waterloo to the Ontario Land Tribunal

AND TAKE NOTICE that if a person or public body does not make oral submissions at the public meeting or make written submissions to the Regional Municipality of Waterloo in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body 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.

MAP 1  
Official Plan Amendment Application 1/2021, Zone Change Application 3/2021  
and Draft Plan of Subdivision 30T21702  
Activa Holdings Inc.





**MAP 2**  
**Activa Holdings Inc.**  
 Official Plan Amendment Application 1/2021  
 Zone Change Application 3/2021 and  
 Draft Plan of Subdivision 30T21702



**Figure**  
**Proposed Zoning**

**LEGEND**

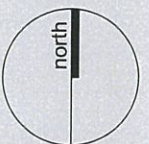
- Subject Lands
- Lands to be rezoned from Agriculture (Zone A) to Residential Mixed High Density with Design Guidelines (Zone R-5A)
- Lands to be rezoned from Agriculture (Zone A) to Residential Multiple with Design Guidelines (Zone R-7A)
- Lands to be rezoned from Agriculture (Zone A) to Open Space (Zone O-1)
- Lands to be rezoned from Agriculture (Zone A) to Open Space (Zone O-2)
- Holding Provision

**DATE:** June 3, 2021

**SCALE:** 1:5,000

**FILE:** 8784AY

**DRN:** LHB



K:\8784AY ACTIVA ELMIRA BEISEL LANDS\RPT\PROPOSED ZONING  
 JUNE 3 2021.DWG