



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
March 6, 2019 COUNCIL TRAINING MEETING

COUNCIL TRAINING A G E N D A

DATE: Wednesday, March 6, 2019

TRAINING MEETING: 9:00 A.M.

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **TRAINING ITEMS**
 - (a) Municipal Freedom of Information and Protection of Privacy Act
 - Nina Lecic, Deputy Clerk
 - (b) Planning 101
 - Sarah Wilhelm, Wellington County
4. **ADJOURNMENT**

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)



MFIPPA 101

- [MFIPPA](#) is the access to information and privacy law governing the Ontario municipal sector.
- [Office of Information and Privacy Commissioner of Ontario](#) (IPC) is the oversight body for MFIPPA.
- Access to Information
 - Anyone can submit Freedom of Information (FOI) requests for records related to Township business.
 - Anyone can access his/her own information housed by the Township.
 - Anyone can correct his/her own information housed by the Township if it is incorrect.

MFIPPA 101 Continued

Protection of Privacy

The Township and its employees:

- Must protect personal information in its **custody or control**;
- Must only collect **minimal** personal information to aid its services and programs;
- Must only use personal information **limited** to the purpose what it was collected for with some exemptions.
- Should only share or disclose personal information to whoever **needs to know** to facilitate its services and programs.

What is Personal Information?

“Personal information” means recorded information about an identifiable individual. A few examples of Personal Information are:

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual

QUIZ (Myth or Truth?)

- Emails sent out from my personal email account are NOT subject to MFIPPA.
- Documents or emails I created outside of Township's business hours are NOT subject to MFIPPA.
- I am a Township Councillor and I can get any Township employee's name and home address.
- I am a Township Councillor and I can obtain the identify of by-law enforcement complainants.

How and when does MFIPPA apply to Councillors?

- **Your records are part of Township records when you are dealing with Township matters on behalf of the Township and are, as such, subject to MFIPPA.**
 - Regardless of where those records are stored and when they are created.
 - Anyone can ask for those records through an FOI request.
 - You are obligated to preserve those records and allow access to Township staff when there is an FOI request.
 - You are obligated to properly handle/protect personal/confidential information contained in those records.
- **Your records are NOT subject to MFIPPA when dealing with your private or political matters.**
 - Private matters include activities about your personal life, your family and friends, your work or business etc..
 - Political matters include interactions with voters, campaign related activities or events (unless using Township hardware, which is a contravention of the Corporate Use of Resources during an Election Policy).

Councillor Records

Generally speaking, only Councillors' records which are related to Township business would be considered as part of Township records and subject to MFIPPA. Councillors' records which are related to their private and political activities are NOT subject to MFIPPA.

Examples where records ARE subject to MFIPPA:

- E-mails sent to staff and Council.
- E-mail from a voter, forwarded to a Township staff member for follow-up.
- Records relating to a Councillor's involvement with an agency, when acting on behalf of the Township.

Examples where records are NOT subject to MFIPPA (unless using Township hardware).

- Personal communication with family members and friends
- Records related to Councillors' own work or business
- Correspondence between a Councillor and a private sector company about his/her campaign.

Processing FOI Requests

- Act quickly as response time is limited (30 calendar days to respond to the request)
- Do not delete/destroy anything relevant to an active request.
- Do not share any confidential information about an active request
- If unsure, please contact Township staff

How can I minimize MFIPPA impact on me?

Think ahead and use precaution:

- Separate your private and political matters with Township matters as much as possible and avoid accidental crossovers.
- Minimize unnecessary involvements into daily Township operations (I.e. active by-law enforcement files).
- Use your Township of Puslinch email account (not your private email account) for all your Township business emails
- Clean up your Township e-mail regularly

MFIPPA Best Practices for Councillors

- Under MFIPPA, a Councillor can only access Township records limited to perform his/her duties.
- If there is an FOI request, please work collaboratively with staff in order to meet the 30-day legislative timeline.
- Ensure all decision-making processes are transparent and your records are properly documented and preserved.
- Avoid using instant text messaging or social media tools to conduct Township business.

Best Practices Continued...

- When sharing personal information with Township staff, ensure it is really needed for performing their duties (vice versa). Generally speaking, you will not be collecting/sharing a large quantity of personal information on behalf of the Township.
- When sharing personal information, ensure the individual has consented.
- If you receive a Township document labeled as confidential, please do not share it with the public unless advised (as per the Code of Conduct)
- Please consult with Township staff if you have any questions.

Questions?



Planning 101

Introduction

Land Use Planning in Ontario

Planning in Puslinch

March 6, 2019 Puslinch Council

Introduction



Province takes the lead with legislation and policies

Municipalities implement policies through their planning decisions

Opportunities for community engagement are important parts of the system

Land use planning disputes are resolved through Local Planning Appeal Tribunal (formerly Ontario Municipal Board)



Land Use Planning in Ontario

Entire Province

Planning Act



Land Use Planning in Ontario

Entire Province

Planning Act

Provincial Policy Statement



Land Use Planning in Ontario

Entire Province

Planning Act

Provincial Policy Statement

Parts of Province

Provincial Plans

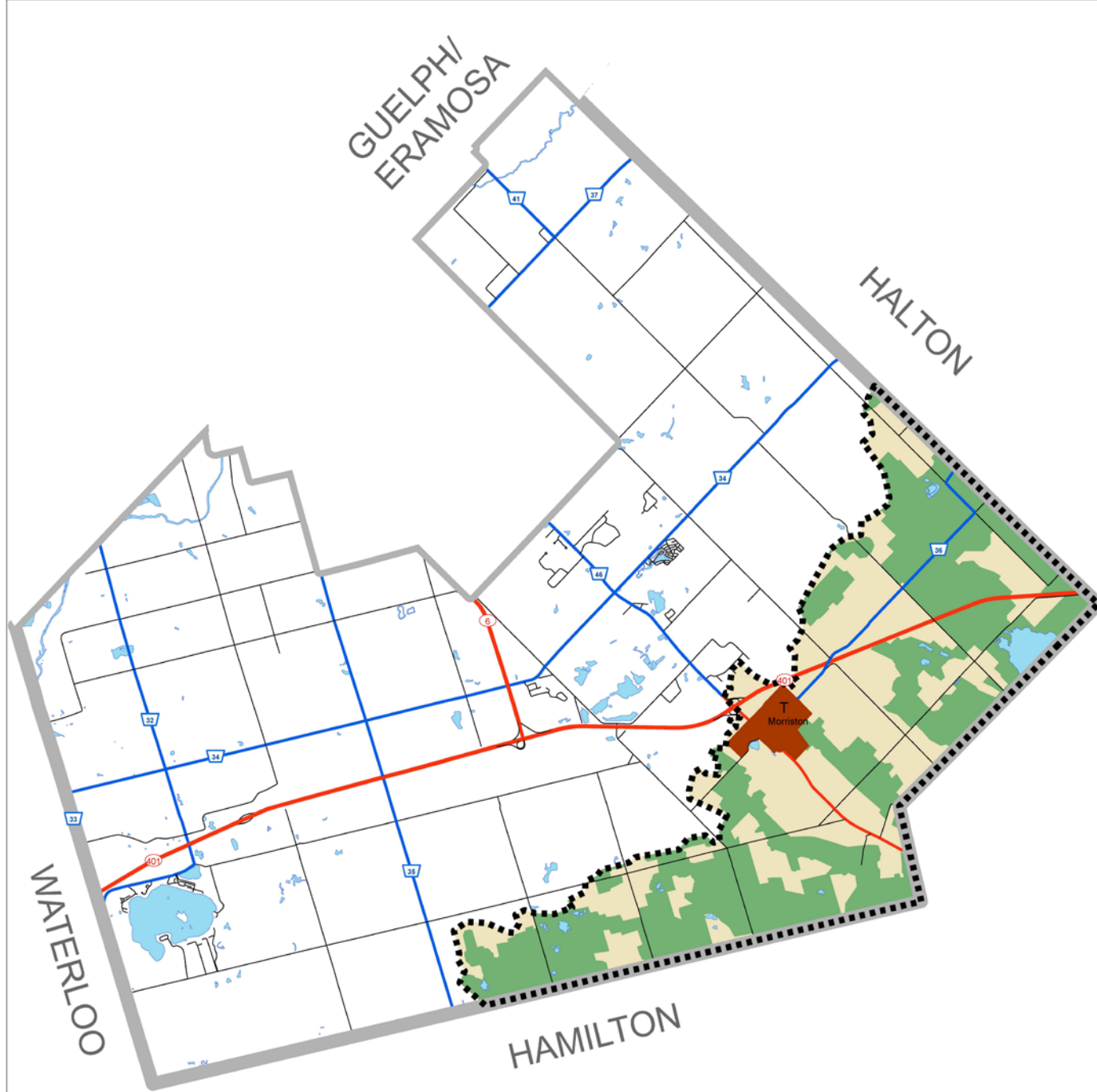
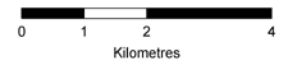


Schedule A7-3 Township of Puslinch Greenbelt Plan



Legend

- Greenbelt Boundary
- Greenbelt Protected Countryside
- Greenbelt Natural Heritage System
- Settlement Areas
- T Towns and Villages
- H Hamlet



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Sources:

County of Wellington Planning and Development
Department 2015.
Ministry of Natural Resources 2015
Updated: March 9, 2015.

Land Use Planning in Ontario

Entire Province

Planning Act

Provincial Policy Statement

Parts of Province

Provincial Plans

Municipalities

Official Plan



Municipalities

Official Plan

Long-term vision for communities and resources within Wellington County

Provides policies to attain vision



Municipalities

Official Plan

Local policies recognize previous Puslinch Official Plan, such as:

Puslinch Lake Area

Industrial policies

Mini Lakes, Mill Creek



Schedule A7 PUSLINCH



Legend

The Greenlands System

-  Core Greenlands
-  Greenlands
-  Earth Science ANSI

The Rural System

-  Prime Agricultural
-  Secondary Agricultural
-  Recreational
-  Rural Employment Area
-  Country Residential
-  Policy Areas

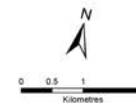
The Urban System

-  Hamlet Area
-  Urban Centre

Other

-  Landfill Site
-  Proposed Interchange
-  Proposed Major Roadways
-  County Roads
-  Provincial Highways

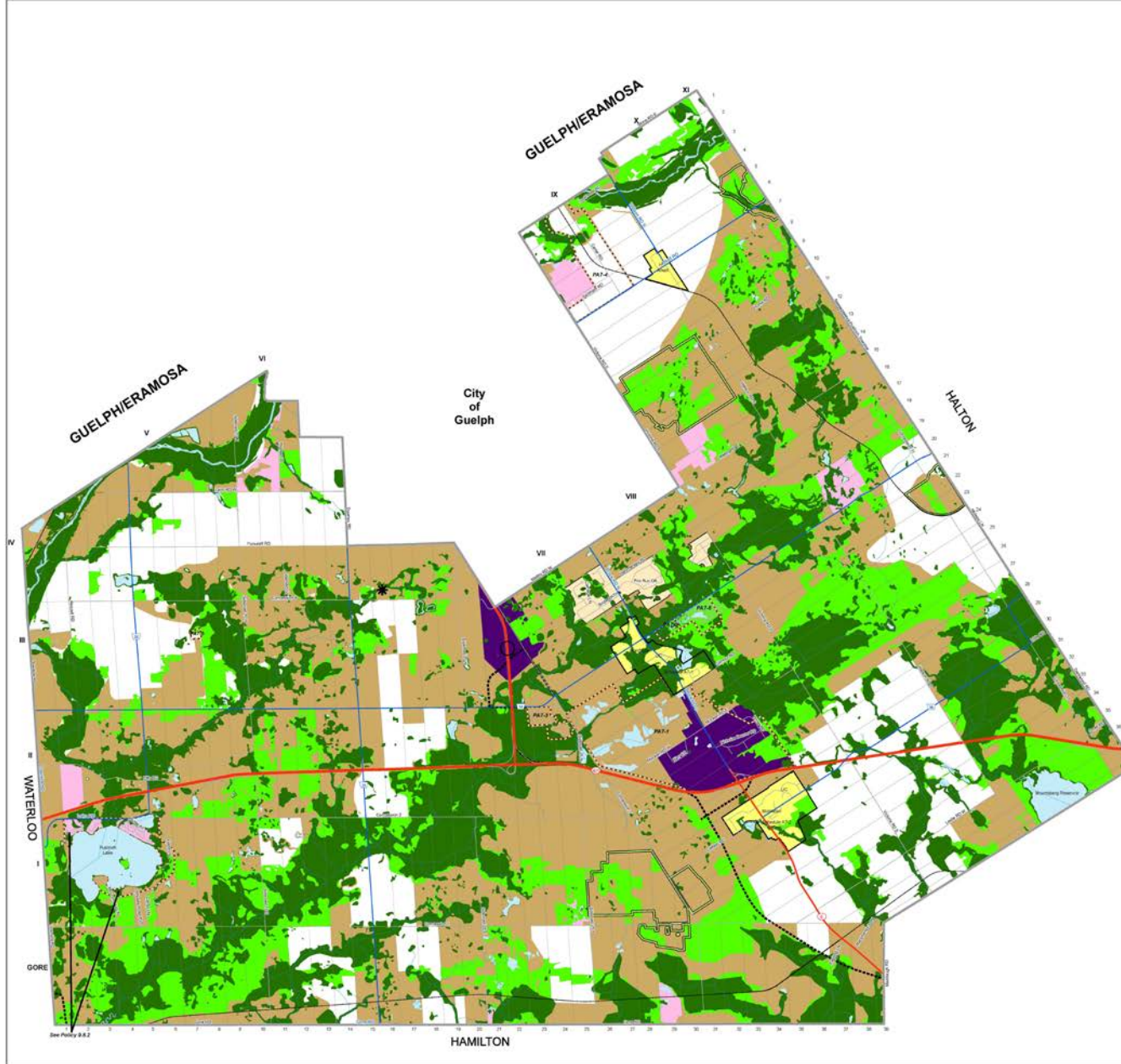
Mineral Aggregate Resources are identified on Schedule C of the Official Plan. Licensed Aggregate Operations are identified on Appendix 2 of the Official Plan.



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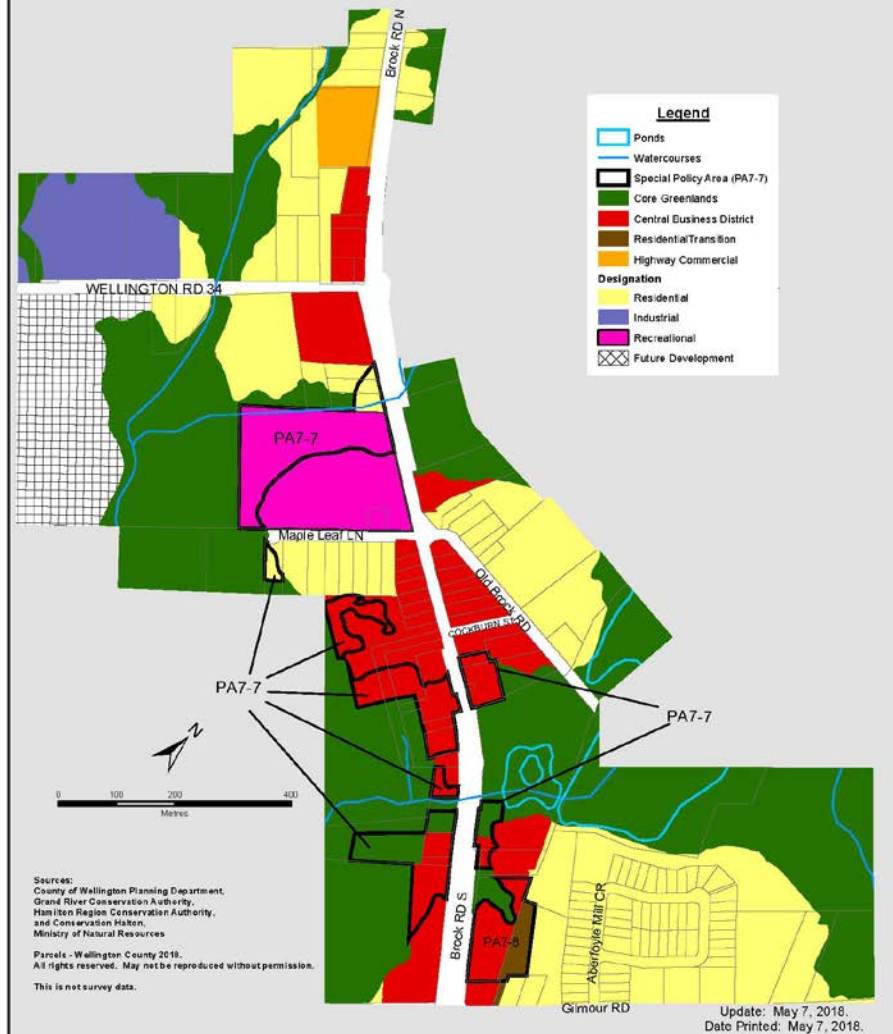
Sources:
County of Wellington, Planning and Development Department, Ministry of Natural Resources, Grand River Conservation Authority, Hamilton Region Conservation Authority, and Conservation Halton.
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Updated: August 4, 2016.
Date Printed: March 9, 2015.





ABERFOYLE TOWNSHIP OF PUSLINCH Schedule A7-1



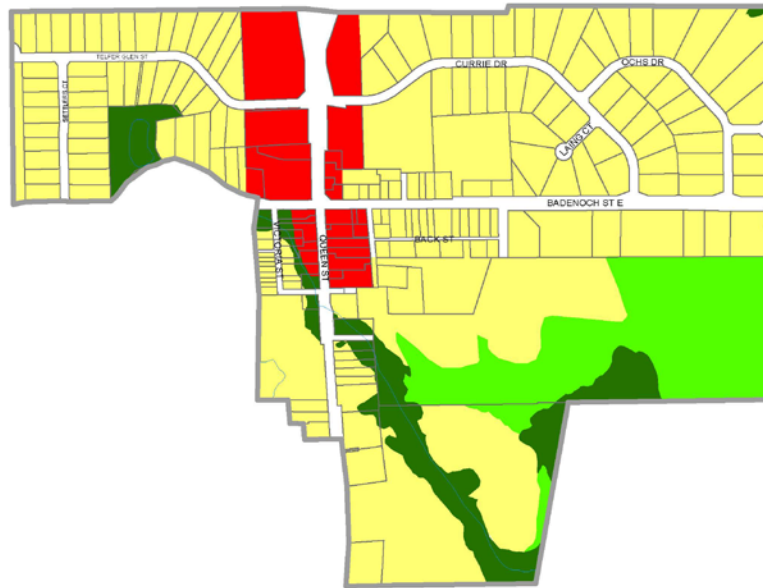
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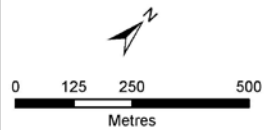
MORRISTON

TOWNSHIP OF PUSLINCH
Schedule A7-2



Legend

- Residential
- Central Business District
- Core Greenlands
- Greenlands
- Watercourses
- Ponds



Updated: March 3, 2016
Date Printed: March 3, 2016.

Document Path: F:\Land Information System\Official Plan 2012\OPA B1 - New Official Schedule\Urban\Morrison\Morrison - Schedule A7-2.mxd



Land Use Planning in Ontario

Entire Province

Planning Act

Provincial Policy Statement

Parts of Province

Provincial Plans

Municipalities

Official Plan

Zoning By-law



Municipalities

Zoning By-law

Implements objectives and policies of the Official Plan

Regulates the use of land



Municipalities

Zoning By-law

Township hired Stantec and MLS consulting to prepare new zoning by-law

New by-law has been adopted by Council, but is currently under appeal

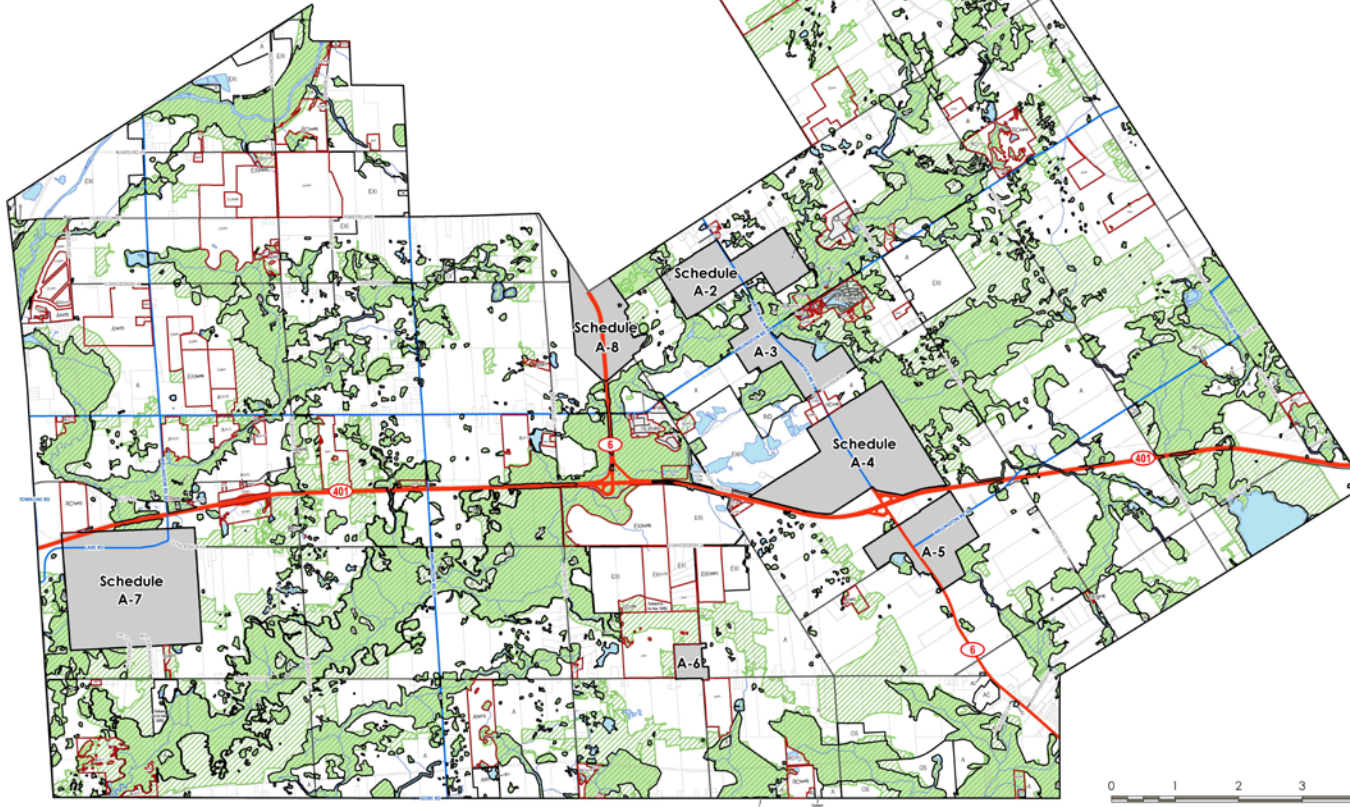




Township of Puslinch

Zoning By-Law No. XX/XX Schedule 'A'

Map



Legend

- Site Specific Exemption
- Zoning Limits
- Environmental Protection Overlay
- Natural Environment

Zone Descriptions

- A Agricultural
- AC Agricultural Commercial
- C Commercial
- CMU Core Mixed Use
- DI Disposal Industrial
- EXI Extractive Industrial
- FD Future Development
- HC Highway Commercial
- HR Hamlet Residential
- I Institutional
- IND Industrial
- NE Natural Environment
- OS Open Space
- RC Resort Commercial
- RR Resort Residential
- RUR Rural Residential
- UR Urban Residential
- f- Aberfoyle Flood Plain Overlay
- (sp#) Site Specific Exemption
- (h#) Holding Provision
- (t#) Temporary Zone

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Parcels - Wellington County 2017.
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Updated: April 5, 2018
Date printed: April 5, 2018

Sources:
County of Wellington Planning Department, Ministry of Natural Resources
Grand River Conservation Authority, Hamilton Region Conservation
Authority, and Conservation Halton.

Document Path: W:\161413351\design\drawing\GIS\MXD\161413351_Final_A_Township.mxd





Township of Puslinch

Zoning By-Law No. XX/XX

Appendix 1

Conservation Authority Regulatory Limits

Legend

- Local Road
- County Road
- Provincial Highway
- Watercourse
- Waterbody
- Municipal Boundary
- Parcels

Overlay

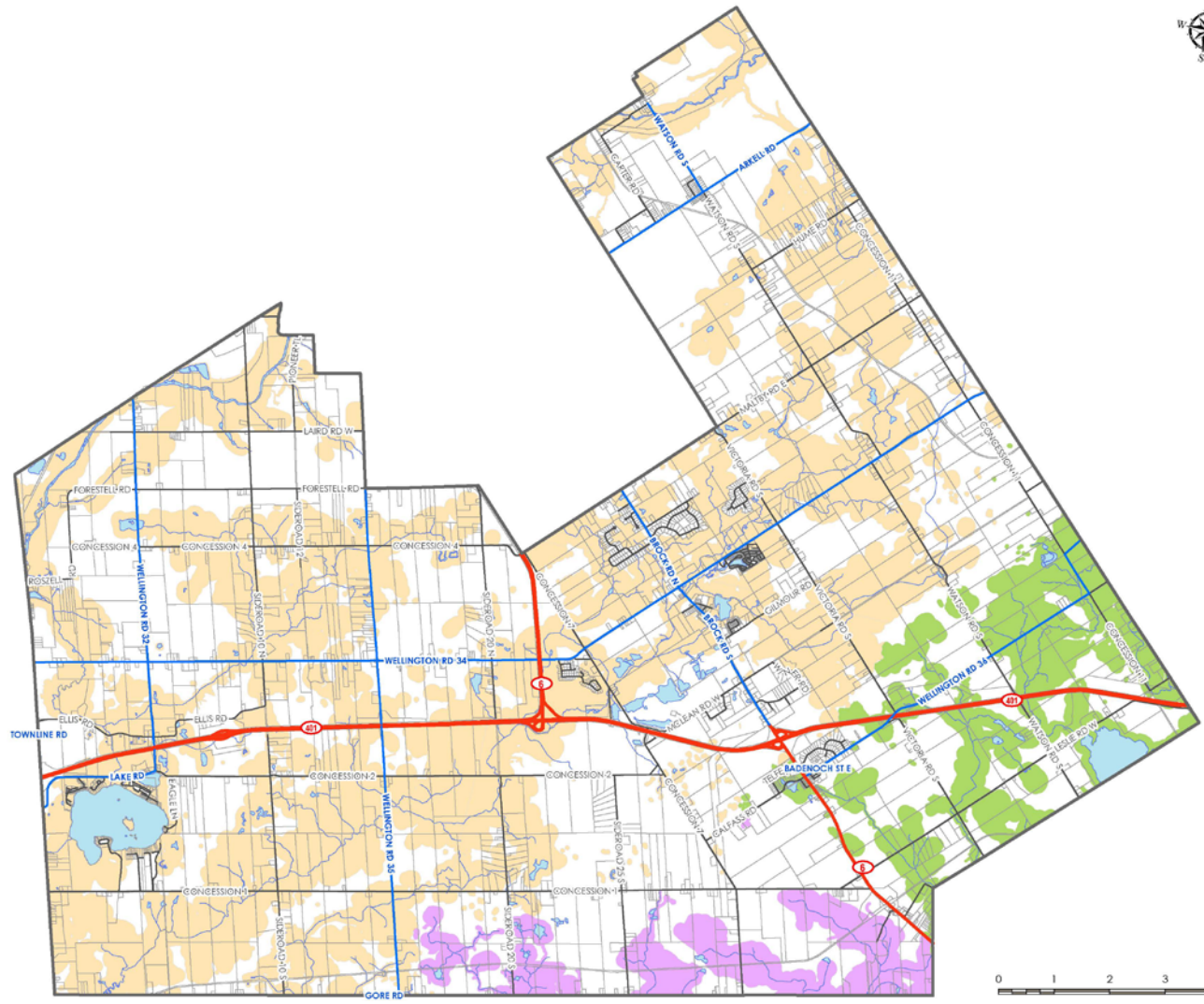
- Conservation Authority Regulatory Limit**
- Grand River Conservation Authority
- Hamilton Conservation Authority
- Conservation Halton

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Zoning By-law

Minor Variances



Municipalities

Minor Variances

Council is decision maker for zoning by-law amendments

Minor variances may be dealt with by a Committee of Adjustment

Must meet four tests



Land Use Planning in Ontario

Entire Province

Planning Act

Provincial Policy Statement

Parts of Province

Provincial Plans

Municipalities

Official Plan

Zoning By-law

Minor Variances

Land Division



Municipalities

Land Division

Subdivision/condominium process

Consent (severance)



Land Use Planning in Ontario

Entire Province

Planning Act

Provincial Policy Statement

Parts of Province

Provincial Plans

Municipalities

Official Plan

Zoning By-law

Minor Variances

Land Division

Site Plans



Municipalities

Site Plans

Township has a site plan control by-law which dictates when a site plan is required for development



Land Use Planning in Ontario

Entire Province

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Zoning By-law

Minor Variances

Land Division

Site Plans



Planning in Puslinch

Project Sample

Design Guidelines

County Planners

What's Coming Up

Navigational Hints



Project Sample

Aberfoyle Snomobiles Development

Amendments to
Official Plan and
Zoning By-law

Consent

Site Plan

Design Guidelines



Project Sample

Applicant

- Early consultation
- Justify development
- Meet provincial, county and local policies

Public

- Provide input
- Personal property protection

Agencies

- Conservation authorities, school boards
- Provide input based on their interest

Staff and Peer Review Consultants

- Provide input based on their areas of expertise

Aberfoyle Snomobiles Development

- Amendments to
Official Plan and
Zoning By-law

Consent

Site Plan

Design Guidelines



Aberfoyle Snomobiles



Council may only consider change if the new use is allowed by Official Plan

Aberfoyle Snomobiles



Official Plan Amendment
processed together with
Zoning By-law Amendment

Joint public meeting

Report to County Planning
Committee once Council
resolution indicating position

Aberfoyle Snomobiles

Consistency with Provincial Policy Statement

Conformity with Growth Plan and Greenbelt Plan

Conformity with Official Plan

Compatibility with adjacent uses of land

Suitability of land for proposed use

Adequacy of vehicular access, servicing, road network

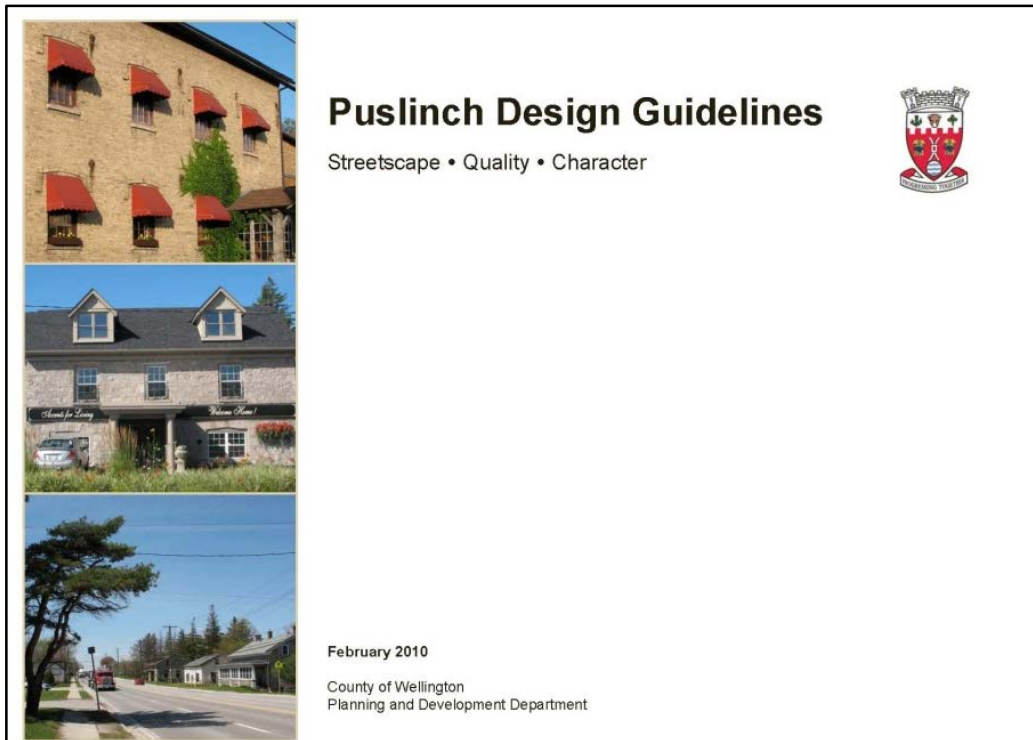
Protection of sensitive natural features and areas

Risk of flooding, public health and safety

How does Council generally evaluate amendments?



Design Guidelines



Puslinch is only municipality in Wellington County with design guidelines in effect

Adopted in 2010

Mainly applies to review of private development

Implemented through site plans, but also minor variances and rezoning process





County Planners

Deal with matters of provincial, county and local interest on land use planning applications

Offer planning consulting services

Appear as expert witnesses

Encourage preconsultation before applications are filed





What's coming up?

Implementation of new Zoning By-law

Completion of Site Plan Control By-law

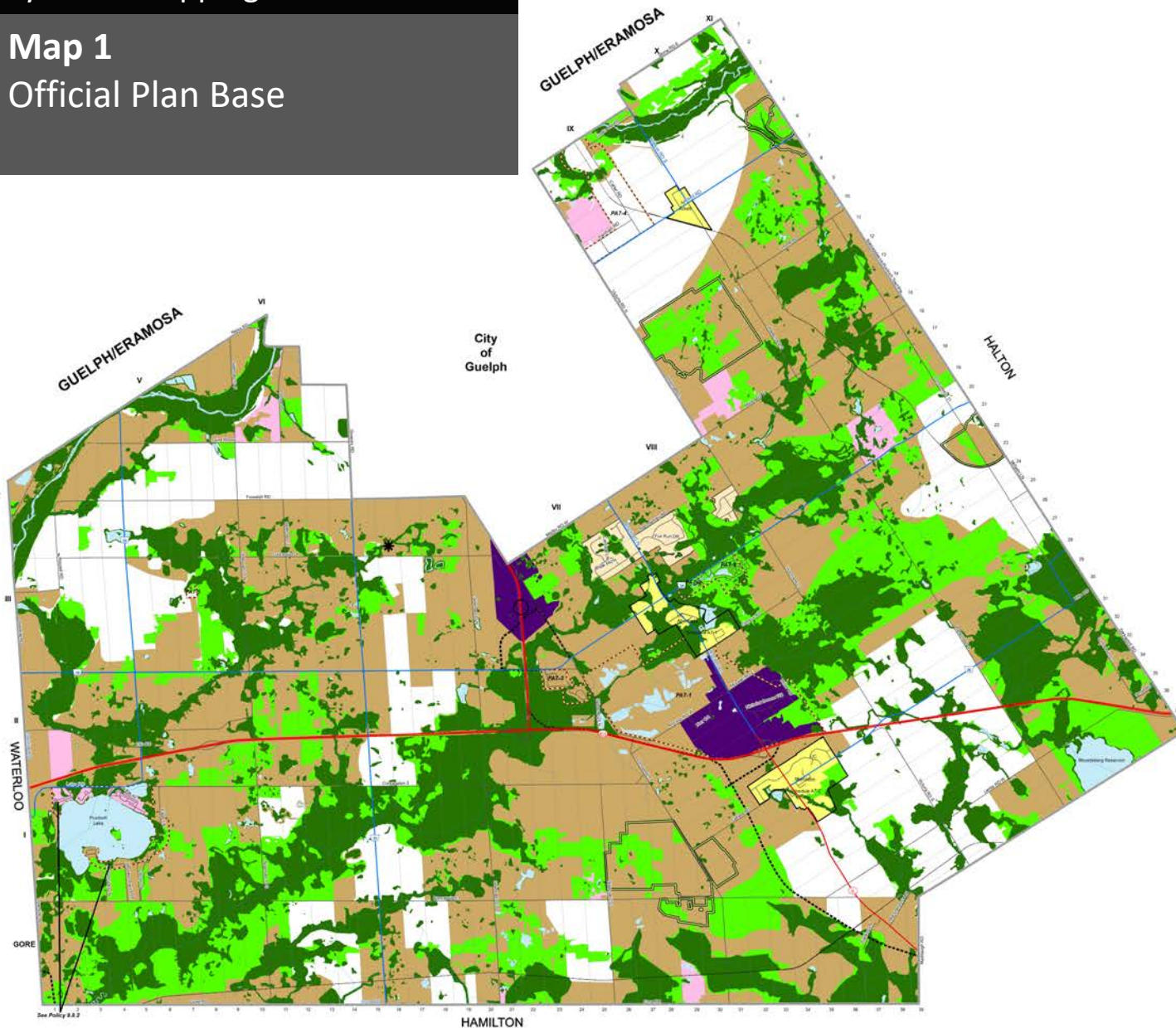
Amendment to Community
Improvement Plan

Proposed Amendment to Provincial
Growth Plan

- Agricultural System and Natural Heritage System Mapping shown in next four maps

PROVINCIAL GROWTH PLAN Systems Mapping in Puslinch

Map 1 Official Plan Base



Schedule A7 PUSLINCH



Legend

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- Country Residential
- Policy Areas

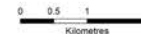
The Urban System

- H. Hamlet Area
- U.C. Urban Centre

Other

- Landfill Site
- Proposed Interchange
- Proposed Major Roadways
- County Roads
- Provincial Highways

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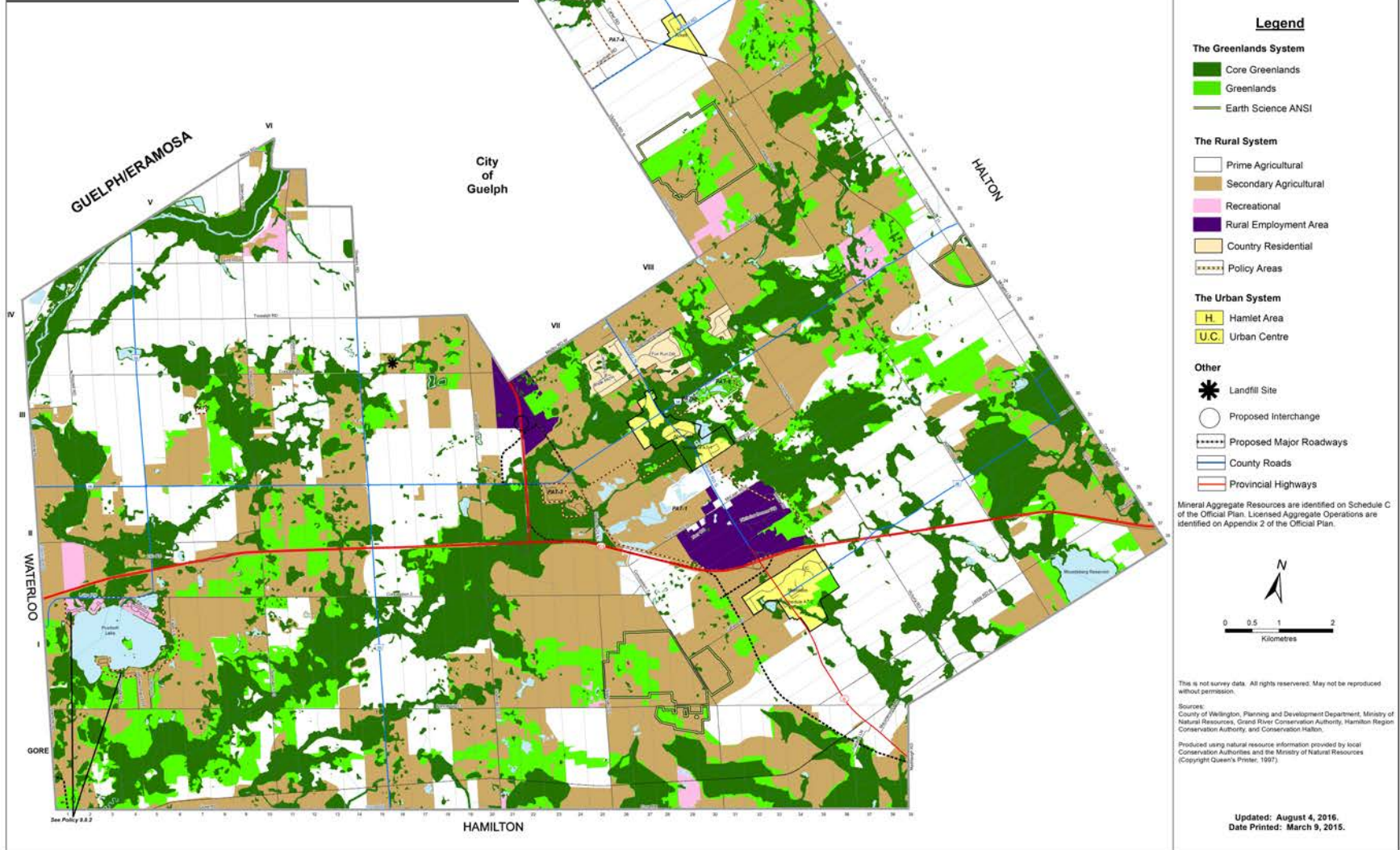
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PROVINCIAL GROWTH PLAN Systems Mapping in Puslinch

Map 2

Agricultural System

Prime Agricultural Added **WHITE**



Schedule A7 PUSLINCH



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The Rural System

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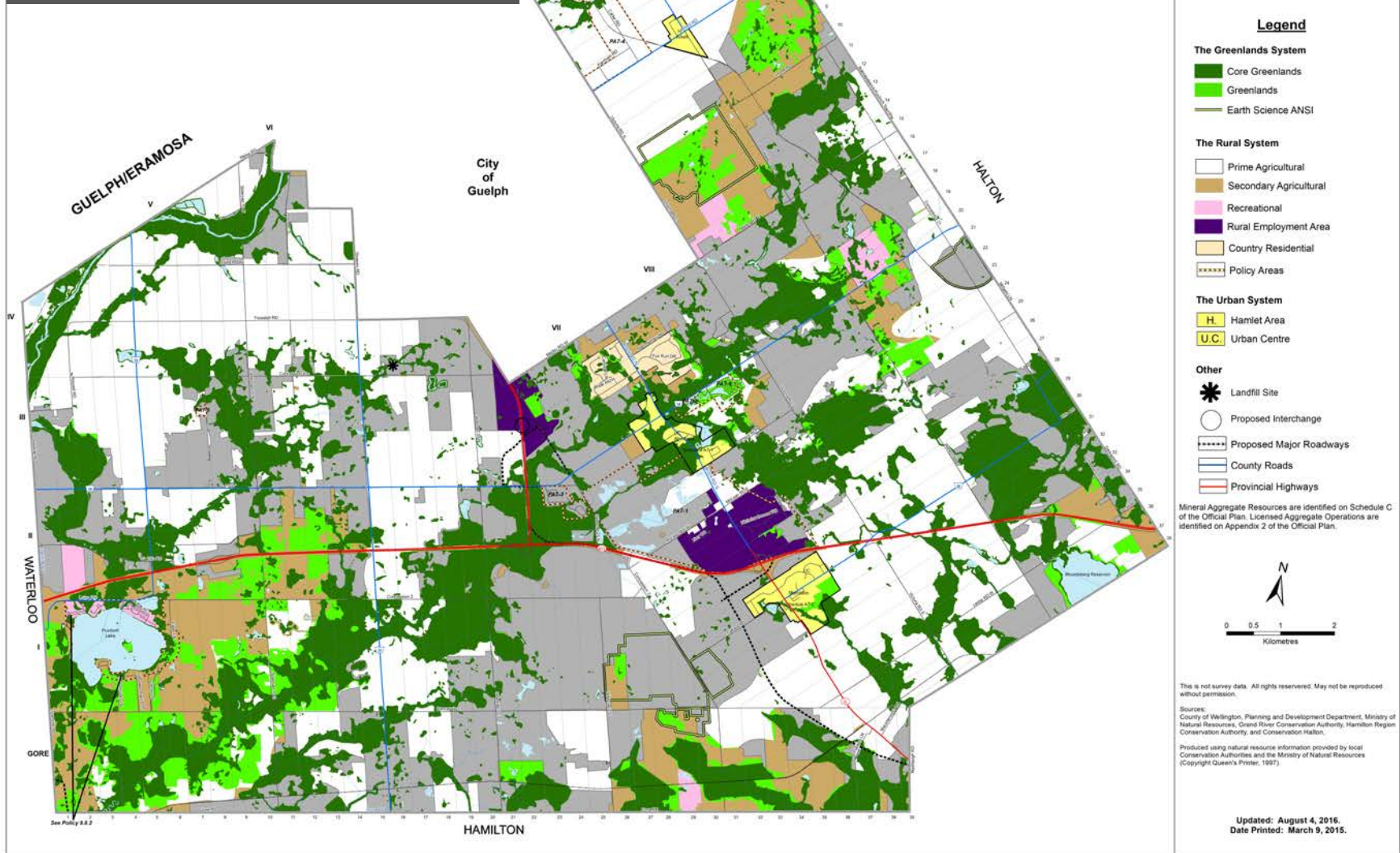
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PROVINCIAL GROWTH PLAN Systems Mapping in Puslinch

Map 3

Agricultural System

Candidate Areas Added GREY



Schedule A7 PUSLINCH



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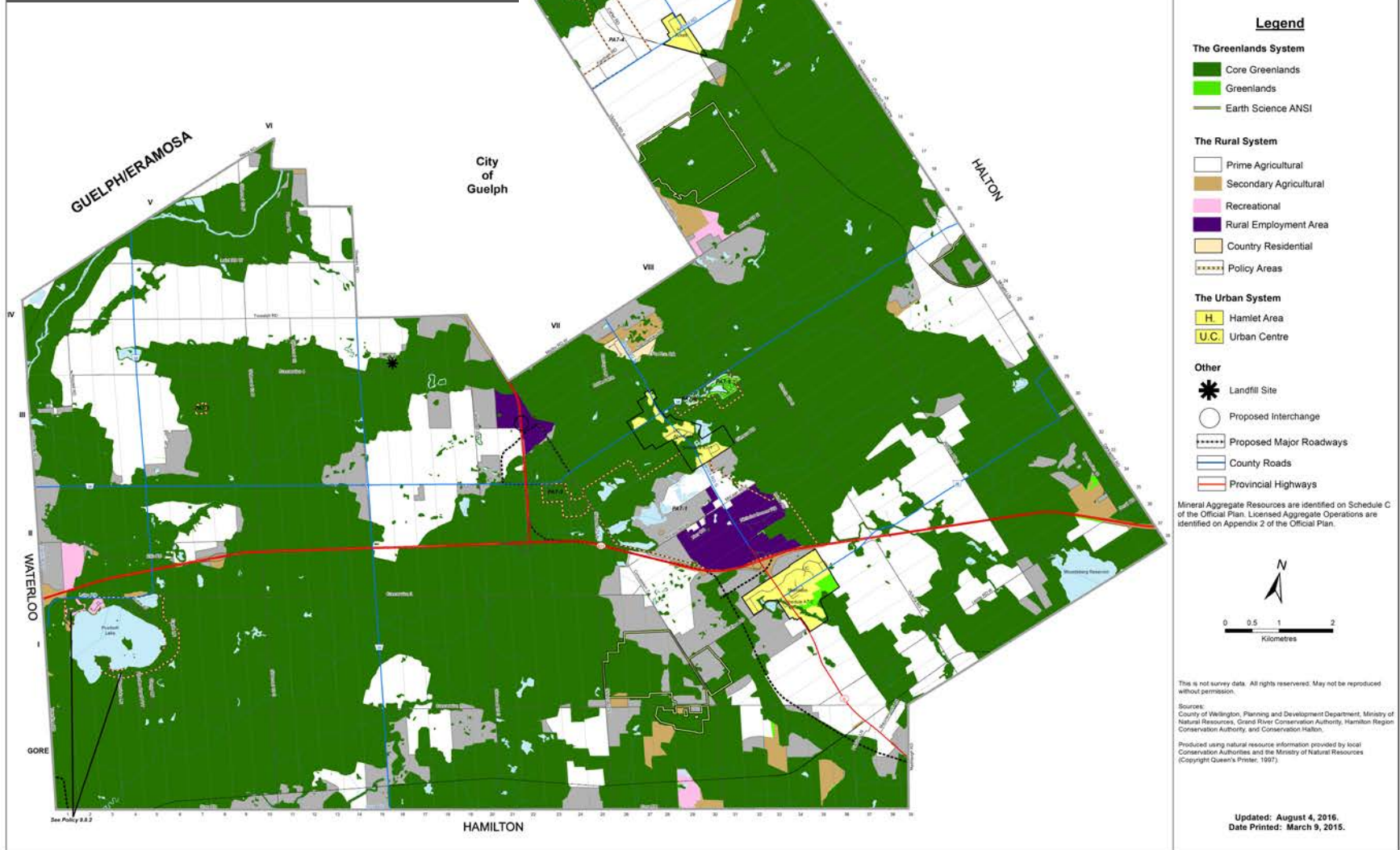
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PROVINCIAL GROWTH PLAN Systems Mapping in Puslinch

Map 4

Natural Heritage System Added GREEN



Schedule A7 PUSLINCH



Legend

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Navigational Hints



Dealing with a complex planning regime

Focus on desired outcomes

Know the details, but remember overall vision

Take your time

We're here to help!



How to contact us:

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Michelle Innocente, Senior Planner
519.837.2600 2960
michellei@wellington.ca

