



# TOWNSHIP OF GUELPH/ERAMOSIA **BUSINESS INFORMATION**



# Welcome

## to the Township of Guelph/Eramosa

The Township of Guelph/Eramosa is located in midwestern Ontario within the County of Wellington. The Township is adjacent to the City of Guelph and easily accessible to all areas of the Greater Toronto Area with Highways 6 and 7 providing direct access to major urban centres.

The Township was created in 1999 by the amalgamation of parts of Guelph and Eramosa, as well as parts of Pilkington and Nichol Townships. The name Eramosa was derived from the native word Un-ne-mo-sah (possibly meaning "black dog", "dead dog", or simply "dog").

The governing body of the Township of Guelph/Eramosa is Township Council, which consists of

the Mayor and 4 Councillors who represent the Township's four wards. Guelph/Eramosa residents elect members of Council for a four-year term of office.

Guelph/Eramosa is a growing and vibrant community. Our rural charm is mixed with stunning landscapes and natural wonders to provide a perfect place to live, work and play!

The Township boasts 10 municipal parks and over 8 kilometres of trails. There are activities for the entire family at the Royal Distributing Athletic Performance Centre, and many festivals and events happening locally to keep you entertained throughout the year!

# GENERAL INFORMATION

## TOWNSHIP OFFICE

The Township Office is located just outside of Rockwood at 8348 Wellington Road 124. The majority of township staff work at the Municipal Office and most services are provided from this location. Council meetings are held in Council Chambers at the Township Office. If you would like to meet with staff, please call ahead to ensure their availability in advance or to schedule an appointment. For Council's contact information, click [here](#).

## eNEWSLETTER AND COMMUNITY GUIDE

The Township distributes a monthly eNewsletter to interested residents containing important news about upcoming events happening in the area, as well as information relating to service updates and other points of interest to township residents. To subscribe to the Township's eNewsletter, click [here](#) and subscribe at the bottom of our webpage.

The Township publishes an annual Community Guide that is filled with useful information for our residents. This guide is delivered directly to every mailbox in the Township and is an excellent opportunity to advertise your local business. Interested in finding out more about advertising in the Community Guide? Click [here](#).

## WEBSITE

The Township's [website](#) is a great resource for residents and visitors alike. At [www.get.on.ca](http://www.get.on.ca) you'll discover what's available to anyone living here, exploring and playing here, or doing business here, as well as information regarding the range of services the Township provides.

## GET SOCIAL

The Township is active on social media. You can find us on these platforms – be sure to like and follow us so that you do not miss any important messages or updates:



[www.facebook.com/  
guelpherosatowship](http://www.facebook.com/guelpherosatowship)



[twitter.com/  
GuelphEramosa](https://twitter.com/GuelphEramosa)



[www.instagram.com/  
guelpherosa/](http://www.instagram.com/guelpherosa/)



[www.youtube.com/channel/  
UCwglQOkLpGCetlawd\\_Qzlbq](http://www.youtube.com/channel/UCwglQOkLpGCetlawd_Qzlbq)



# DEVELOPING IN GUELPH/ERAMOSA

Before you purchase a property or make plans for development in the Township, make sure that due diligence has been done in researching the requirements and related approvals needed to ensure your proposal is viable. Certain planning permissions and agreements may be required, as well as approvals from other agencies in certain circumstances.

## PLANNING

### Official Plan

The Township relies upon the provisions of the County of Wellington's Official Plan to guide local development.

The County of Wellington's Official Plan is a legal document intended to provide direction over the next 20 years to the physical development of the County interest and its local municipalities, as well as ensuring the long term protection of County resources. Through this Plan, the County outlines the long-term vision for Wellington County's communities and resources. The Official Plan is

prepared with input from the community and helps to ensure that future planning and development will meet the specific needs of the population. An Official plan deals mainly with issues such as:

- where new housing, industry, offices and shops will be located
- what services will be needed (roads, watermains, sewers, parks and schools)
- when, and in what order, parts of the community will grow
- community improvement initiatives.

A copy of the County of Wellington's Official Plan can be found [here](#).

### Zoning By-law

The Township of Guelph/Eramosa's Zoning By-law controls the use of land in our community. It states exactly:

- how land may be used
- where buildings and other structures can be located
- the types of buildings that are permitted and how they may be used
- the required lot sizes and dimensions, parking requirements, building heights and setbacks from the street

The Township of Guelph/Eramosa's Zoning By-law is comprehensive; it divides the municipality into different land use zones, with detailed maps. The Zoning By-law specifies the permitted uses (e.g. commercial or residential) and the required standards (e.g. building size and location) in each zone.

A copy of the Township's Zoning By-law can be found [here](#).





## DEVELOPMENT APPLICATIONS

### Pre-Consultations

Thinking about developing in Guelph/Eramosa? Have a concept plan but are not exactly sure how to proceed? You may wish to schedule a pre-consultation meeting with Township staff.

To inquire about scheduling a pre-consultation, please contact [planning@get.on.ca](mailto:planning@get.on.ca).

Before scheduling your pre-consultation, please provide us with the following information:

- the property location, description, and current zoning
- your development proposal
- a detailed concept plan

You will also be required to complete a 'Signed Acknowledgement' for any associated fees resulting from the pre-consultation.

### Zoning By-law Amendments

If you want to use or develop your property in a way that is not allowed by The Township's Zoning By-law, you may need to apply for a zoning change, also known as a zoning by-law amendment or rezoning. Council can consider a change only if the new use is allowed by the Official Plan.

A copy of the Zoning By-law Amendment Application can be found [here](#).

### Site Plan Control

Under Section 41 of the Planning Act, the Township has designated certain lands as site plan control areas. All development on lands within designated site plan control areas is subject to site plan review and approval, prior to construction. Site plan control by-laws are not zoning by-laws. They are used to establish areas where site plan control will be applied over and above those set out in the zoning by-law.

Site plan control is used to ensure that:

- developments are built and maintained in the way that council approved
- new developments meet certain standards of quality and appearance
- there is safe and easy access for pedestrians and vehicles
- the appearance and design features of buildings, and their sustainable design, are satisfactory
- there is adequate landscaping and drainage
- nearby properties are protected from incompatible development

A copy of the Site Plan Application can be found [here](#).



## ADDITIONAL DEVELOPMENT INFORMATION

### Parkland Dedication

Parkland dedication is one of the ways that the Township secures additions to its park system. The dedication of parkland is a requirement under the Planning Act and allows the Township to ensure that its park system grows along with the community.

There are two types of parkland dedication – the dedication of physical land or the payment of money in lieu of dedicating lands (often referred to as cash-in-lieu of parkland).

Section 42 of the Planning Act allows the Township of Guelph/Eramosa to harness growth by requiring all new development to contribute to the expansion and enhancement of the Township's parks and open space system.

More information about Parkland Dedication can be found [here](#).

### Development Charges

Development Charges are fees imposed on new developments (both residential and non-residential developments) to pay for increased capital costs arising from development of the area. These include capital costs related to public works, fire protection, outdoor recreation, indoor recreation and administrative services. There are also area-specific charges for the town of Rockwood, which include additional water and sanitation Development Charges.

More information about Development Charges can be found [here](#).

### Signs

Wellington County is responsible for sign permits on County roads.

If you are planning to erect or alter a sign or advertising device on a property within 400m (¼ mile) of any Provincial Highway Right-of-Way, you may require a permit from the Ministry of Transportation.

### Minor Variance

The provisions of a zoning by-law are precise and development proposals must comply exactly with the provisions outlined within them. A minor variance grants relief from the specific requirements of the Township's Zoning By-law, and is a form of mini-rezoning. Minor Variances require notification for a public hearing, which is heard by the Committee of Adjustment.

A copy of the Minor Variance application can be found [here](#).

### Severances (Consents)

The Ontario Planning Act provides that it is against the law to divide a piece of land into two (2) or more lots without official approval known as a Consent of Land Division or a Severance. A land severance is the authorized separation of a piece of land to form a new lot or a new parcel of land. This is commonly known as a consent. It is required if you want to sell, mortgage, charge or enter into any agreement (for at least 21 years) for a portion of your land.

The Wellington County Land Division Committee is responsible for land severances (consents) within the Township of Guelph/Eramosa. For more information, visit the [Wellington County website](#).

## SOURCE WATER PROTECTION

Wellington County falls within 5 Source Protection Plans; Grand River, Maitland Valley, Saugeen Valley, Credit Valley, Toronto and Region and Central Lake Ontario (CTC) and Halton-Hamilton, each with a unique approach to Source Water Protection.

Wellington Source Water Protection is a partnership between the seven lower-tier municipalities of Wellington County to protect our drinking water sources. These municipalities include: Township of Centre Wellington, Town of Erin, Township of Guelph/Eramosa, Township of Mapleton, Town of Minto, Township of Puslinch and the Township of Wellington North.

Wellington Source Water Protection provides a one window approach to Wellington County residents for source water protection to ensure as much consistency as possible in implementing Source Water Protection Plans.

Planning and building permit applications require Source Water screening due to the risk a proposed or existing activity may have on drinking water in vulnerable areas. If a property is not within an identified vulnerable area or if the activity does not trigger a Prohibition or Risk Management Plan policy, the application will proceed as normal.

If a property is located within an identified vulnerable area, applicants will be asked to complete a Source Water Protection Screening Application Form. The application will then be reviewed by staff to assess if the proposed activities pose a risk to drinking water quality or quantity before an application can be approved.

More information about Wellington Source Water Protection can be found [here](#).

## ONLINE INTERACTIVE PLANNING MAP

The Township of Guelph/Eramosa has recently launched an online interactive planning map which has been integrated into our website. This allows members of the public to search a property by address and obtain key information such as the property's zoning, permitted uses, current and previous planning applications and more! For more information about the online interactive planning map, click [here](#).

# BUILDING DEPARTMENT

When planning to undertake a new construction project, you need to ensure all building code requirements can be met. A building permit is required for the construction or alteration of any structure over 10 m<sup>2</sup> (108 ft<sup>2</sup>) in area. It is the responsibility of the property owner to ensure that a building permit is obtained prior to any construction taking place - it is illegal to begin construction without one.

For more information about building permits, click [here](#).



# BUSINESS LICENSES AND PERMITS

The Township of Guelph/Eramosa does not license businesses or require them to register with the Township. For your business to operate legally in Guelph/Eramosa, it must conform with the Township's Zoning By-law and have approval from any other applicable agencies.

## CONTACT INFORMATION

Provincial Government Services  
Federal Government Services  
County of Wellington  
Grand River Conservation Authority  
Ministry of Transportation  
Ontario Ministry of Agriculture Food and Rural Affairs  
Wellington-Dufferin-Guelph Public Health  
Alcohol and Gaming Commission of Ontario

## LIQUOR LICENSES

The Township of Guelph/Eramosa does not issue liquor licenses. To get a license for a special event or restaurant/bar you will need to connect with the Alcohol and Gaming Commission of Ontario.

For more information about the Alcohol and Gaming Commission of Ontario's liquor license application, click [here](#).

## FOOD, PERSONAL SERVICE, CHILD CARE AND RECREATIONAL WATER BUSINESSES

Wellington-Dufferin-Guelph Public Health inspects businesses that:

- prepare, sell or distribute food to the public – this includes farmers' markets and special events
- offer a personal service to the public (such as hair, aesthetics, piercing, tattooing)
- operate a licensed childcare centre
- have a recreational water facility

For more information about Wellington-Dufferin-Guelph Public Health's review and inspection processes, click [here](#).





# LOCAL RESOURCES FOR LOCAL BUSINESSES

## TOWNSHIP OF GUELPH/ERAMOSA COMMUNITY IMPROVEMENT PLAN (CIP)

The purpose of the proposed Community Improvement Plan (CIP) is to provide a framework to revitalize and reshape public and private land in defined Community Improvement Project Areas (CIPAs). It allows the Township to provide financial incentives to encourage the enhancement of existing built-up areas, diversify business types and investment opportunities, and enhance connectivity within the Township and to adjacent communities.

For more information about the Community Improvement Plan (CIP), click [here](#).

## COUNTY OF WELLINGTON COMMUNITY IMPROVEMENT PROGRAMME (INVEST WELL)

In 2018 the County of Wellington approved its first ever County-wide Community Improvement Programme (CIP) and branded the initiative "Invest Well". The Invest Well Community Improvement Programme establishes a framework for support and implementation of programmes that will allow the County to participate financially in local grant and loan programmes aimed at revitalizing, beautifying, and attracting investment in Wellington. The County's Invest Well Programme works together with the Member Municipal Community Improvement Plans.

For more information about the County of Wellington's Community Improvement Programme (CIP) "Invest Well", click [here](#).

## GUELPH-WELLINGTON BUSINESS ENTREPRISE CENTRE

Business Centre Guelph-Wellington provides the entry point for entrepreneurship in Guelph and Wellington County, helping individuals get into business for themselves. They support the growth and expansion of small businesses in our Township and the County.

For more information about Business Centre Guelph-Wellington, click [here](#).

## COUNTY OF WELLINGTON BUSINESS SERVICES

Contact the County of Wellington's Economic Development Office for workshops, local resources and County level funding. Whether it is financing, a business mentor or a market analysis, they want to connect you with the support you need to see your business prosper.

For more information about the County of Wellington's Business Services, click [here](#).

## WELLINGTON-WATERLOO COMMUNITY FUTURES

The Wellington-Waterloo Community Futures (WWCF) is a not-for-profit organization supported by the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).

They offer support, financing and training for rural businesses in Wellington County and the Region of Waterloo.

For more information about Wellington-Waterloo Community Futures (WWCF), click [here](#).

## WELLINGTON COUNTY RIDEWELL RIDESHARE

RIDE WELL™ is a public transit service that uses a rideshare model of operation. The County has partnered with a technology company (RideCo) to provide on-demand shared rides. RideCo's software optimizes the rides such that as many people with as few vehicles possible are getting to their destinations in a reliable way. It provides an alternative option to owning and using a personal vehicle in a rural setting and for those who cannot access vehicles for regular needs.

For more information about Wellington County RIDE WELL™, click [here](#).

# YOUR LOCAL FIRE DEPARTMENT

The Fire Department can provide some of the following inspection services for your business:

- Assistance with the development and implementation of a building fire safety plan (FSP) as may be required for your business in accordance with the Ontario Fire Code.
- Consultation during any development and business expansion planning.
- Request a fire safety inspection, including in relation to a liquor license or any other required approval (note, a fee may be required).
- Portable extinguisher installation requirements for your business.
- Compressed cylinder, flammable-combustible liquid or other hazardous process and discussions on Fire Code requirements and – or industry best practice.
- Discussion on maintenance and testing requirements for any fire protection system or equipment, including: sprinkler systems, fire alarm systems, wood dust collection systems, portable extinguishers, commercial kitchen extinguishing systems etc.
- For patio heater guidelines and safety, please reference The Ontario Municipal Fire Prevention Officer's Association ([OMFPOA](#)) website for information.

For more information, please contact the Fire Prevention Officer , Mathew Williamson at 519-856-9637, [mwilliamson@get.on.ca](mailto:mwilliamson@get.on.ca)

# KEY MUNICIPAL BY-LAWS

- Building By-law
- Tax Rate By-law
- Development Charge By-law
- Zoning By-law
- Building Department Fees By-law
- Planning Services Fees By-law
- Fees and Charges By-law
- Parkland (Cash in Lieu) By-law

Click [here](#) to find all the above-mentioned By-Laws.



# CONTACT INFORMATION

## **Municipal Office**

8438 Wellington Rd 124 PO Box 700  
Rockwood, ON  
N0B 2K0

## **Guelph Eramosa Township Office**

Hours 8:30am – 4:30pm

T: 519-856-9596

F: 519-856-2240

general@get.on.ca

## **Building Department x 114**

building@get.on.ca

## **Planning & Zoning x 112**

planning@get.on.ca

## **By-Law x 121**

bylaw@get.on.ca

## **Water x 126**

kskinnerosmond@get.on.ca

## **Taxes x 102**

Taxes-twpGuelphEramosa@get.on.ca

# EMERGENCY CONTACT INFORMATION

## **Police Dispatch (Non-Emergency)**

1-888-310-1122

## **Fire Department (Non-Emergency)**

519-856-9637

## **Fire Chief Jim Petrik**

jpetrik@get.on.ca

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