

November 17, 2025

File No. 25054

City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

**Re: Application for Temporary Use By-Law
Wellington Hall (Academy) Inc.
91-93 Westmount Road, Guelph**

GSP Group is the planning consultant for Wellington Hall (Academy) Inc., the future occupant of the property located at 91-93 Westmount Road in Guelph (the "Site"). GSP Group previously had a Pre-Consultation meeting with the City to discuss the approvals process necessary to facilitate the conversion of the existing office/commercial building on the Site to an institutional school building. The Pre-consultation was held on April 30th, 2025 where it was determined a Temporary Use By-law was most appropriate given the time constraints of the new school year.

A formal submission for Temporary Use was submitted on September 26, 2025 and included the following supporting materials:

- Temporary Use By-law Amendment Application Form;
- Record of Pre-Submission Consultation;
- Site Plan;
- Planning Justification Report prepared by GSP Group;
- Noise Study prepared by Pinchin Ltd.;
- Phase I ESA prepared by Pinchin Ltd.;
- Phase II ESA prepared by Pinchin Ltd.;
- Letter to Ministry for Record of Site Condition prepared by Pinchin Ltd.;
- Bollard Plan prepared by MTE Consultants; and,
- Functional Servicing Report prepared by MTE Consultants.

On October 17, 2025, the City issued a letter of incomplete application which included a number of comments to be addressed to consider the resubmission a complete application. The following materials are being submitted in support of the Temporary Use Application:

- Revised Noise Impact Study, prepared by Pinchin Ltd;
- Responses to staff comments related to the Noise Report, prepared by Pinchin Ltd;
- Revised Functional Servicing Report, prepared by MTE Consultants;
- Copy of the signed Lease Addendum including Noise Warning Clause C, as recommended in the Noise Impact Study;
- Site Plan.

A Record of Site Condition was submitted to the MECP on September 22, 2025. Pinchin Ltd has received minor comments from the Ministry which are currently being addressed.

We look forward to receiving your confirmation of acceptance of this submission, letter and associated materials confirming the application is deemed complete. Should you have any questions about the material submitted or require hardcopies of any of these materials please contact either of the undersigned.

Sincerely,
GSP Group Inc.



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