



## TOWN OF MINTO

**MEETING DATE:** February 06, 2024  
**REPORT TO:** Mayor Turton and Members of Council  
**SERVICE AREA:** Building Department  
**SUBJECT:** PLN 2024-005 – B111/23 & B112/23: 10211974  
Canada Ltd  
85 Elora St. N.

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### RECOMMENDATION

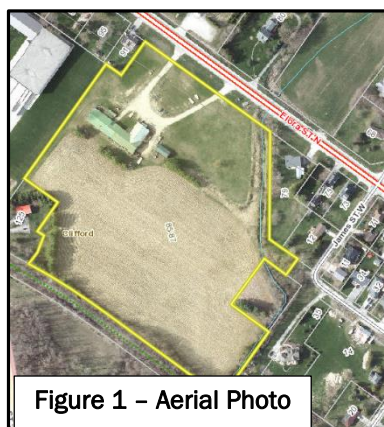
THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve Consent Applications B111/23 & B112/23 – 10211974 Canada Ltd., for land legally described as PLAN CLIFFORD PT PARK LOTS H I K AND L, with a municipal address of 85 Elora St. N., in the Town of Minto, and that the following conditions be considered:

1. **THAT** the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. **THAT** the owner/applicant confirms there is satisfactory access for both the severed and retained parcels from the road authority with jurisdiction and to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. **THAT** the owner/applicant confirms they are aware that an Entrance Permit issued/authorized by the road authority with jurisdiction must be obtained for any new entrances created; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. **THAT** zoning compliance be achieved to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. **THAT** the owner/applicant maintains the existing water service to 125 West Heritage St., and the applicant verifies the Servicing Agreement has been registered on the Title of the Severed Lots.
6. **THAT** the owner/applicant obtains a Demolition Permit and demolishes the existing structures to the satisfaction of the Town; and further that the Town of Minto file with

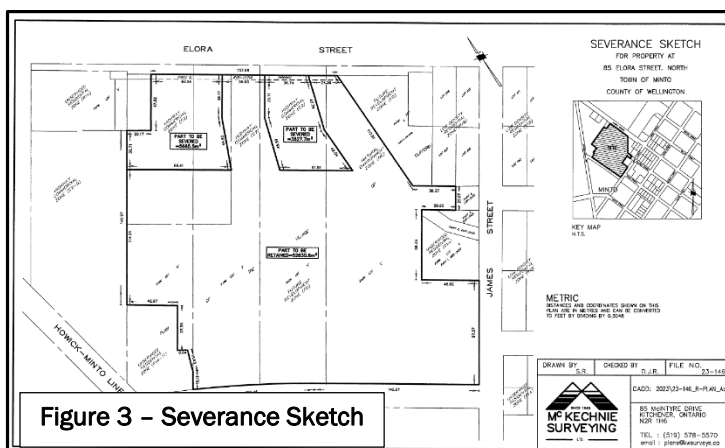
the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

7. **THAT** the owner/applicant supplies to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain(s) to satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
8. **THAT** the owner/applicant confirms they are aware that development costs of the parcel(s) are solely the responsibility of the developer; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
9. **THAT** the owner/applicant obtains written confirmation from the Town of Minto that frontage fees, where applicable and as required, have been paid to the satisfaction of the Town of Minto, and that the owner/applicant is advised that this does not include the cost of any municipal service connection to the severed or retained lots, which shall be payable to the Town of Minto at the time of connection; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
10. **THAT** the owner/applicant obtains confirmation from the Town of Minto that servicing capacity can currently be accommodated; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
11. **THAT** the owner confirms they are aware that servicing and right-of-way works required for any development of the severed parcels must be completed by a Town of Minto Pre-Qualified Contractor in accordance with the Town's Service Extension & Connection Policy and Municipal Servicing & Design Standards, and to the satisfaction of the Town; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
12. **THAT** the owner provides a Record of Site Condition to the Town of Minto that has been filed with the Ministry Of The Environment, Conservation and Parks.
13. **THAT** the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

## BACKGROUND



Source: County of Wellington GIS (2020)



Source: McKechnie (2023)

Consent applications B111/23 and B112/23 are being considered before the County of Wellington Land Division Committee to sever two highway commercial lots from a proposed future residential development.

Lot	Use	Area
B111/23	Highway Commercial	1.39 ac (0.56 ha)
B112/23	Highway Commercial	0.94 ac (0.38 ha)
Retained	Future Development	13 ac (5.2 ha)

## COMMENTS

The subject lands are currently zoned Commercial (C2), Future Development (FD) and Natural Environment (NE).

On the severed parcel(s), zoned Commercial (C2), a variety of commercial uses are permitted on the subject lands provided provisions in the by-law are met. Commercial structures require Site Plan Control approval.

The retained parcel, zoned Future Development (FD) and Natural Environment (NE), currently permits for agricultural uses, except no new buildings, structures or expansions to existing uses, buildings and structures and permits for existing uses to remain. The retained lot will be developed at a later date and will require rezoning to accommodate residential use. The Official Plan designation for the retained lot is Residential.

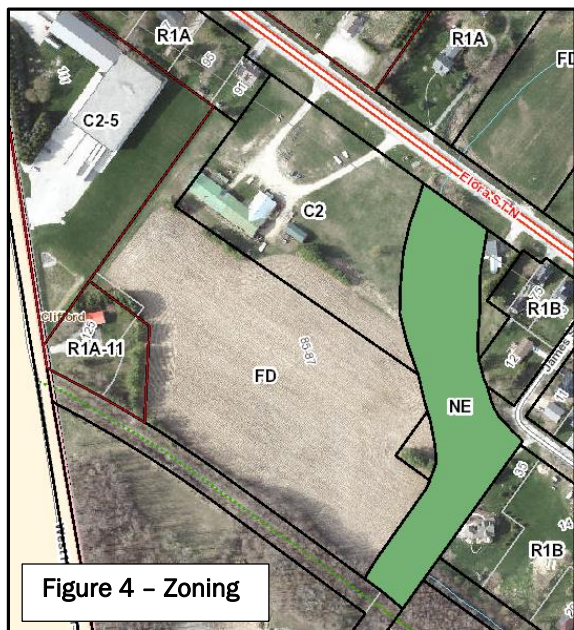


Figure 4 – Zoning

Source: County of Wellington GIS (2020)

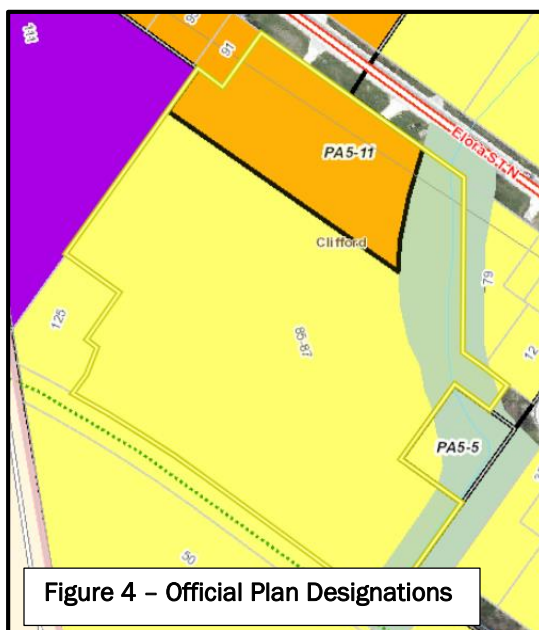


Figure 4 – Official Plan Designations

Source: County of Wellington GIS (2020)

Town staff met internally and reviewed the application and have recommended the following conditions be applied to the approval:

Department	Condition(s)
<b>Building</b>	<ul style="list-style-type: none"> <li>• The owner provides a Record of Site Condition to the Town of Minto that has been filed with the Ministry Of The Environment, Conservation and Parks.</li> <li>• The owner obtains a Demolition Permit and demolishes the existing structures.</li> <li>• The owner confirms they are aware that a Grading, Drainage &amp; Servicing Plan is required in accordance with the Town's Building By-law, and that the Plan must be approved by the Town prior to Building Permit issuance.</li> <li>• Owner obtains a written statement confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town.</li> </ul>
<b>Clerks &amp; Treasury</b>	<ul style="list-style-type: none"> <li>• Owner confirms they are aware frontage fees are to be paid in full</li> <li>• Owner satisfies all requirements of the Town, financial and otherwise, including the payment of any monies owed, and that all accounts are in good standing.</li> </ul>
<b>Public Works</b>	<ul style="list-style-type: none"> <li>• A Municipal Drain apportionment may be required to ensure the reapportionment of the applicable municipal</li> </ul>

	<p>drain(s). This will be confirmed with the owner and completed if necessary.</p> <ul style="list-style-type: none"> <li>• Existing water service to 125 Heritage is to be maintained.</li> <li>• The owner confirms they are aware that any servicing and Right-Of-Way (ROW) works required are their sole financial responsibility.</li> <li>• Owner confirms there is satisfactory access for both the severed and retained parcels.</li> <li>• Town staff also note that the severed lots will require municipal servicing. There is existing water service to the retained parcel. Sanitary will need to be serviced via the sanitary stub located between the two proposed severances. Frontage Fees will apply.</li> </ul>
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The above comments will be addressed through the Town of Minto's recommended conditions.

#### **FINANCIAL CONSIDERATIONS**

The proposed severance is subject to the frontage and connection fees laid out in the service extension and connection policy which are specific to Elora St. N.

#### **STRATEGIC PLAN**

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

**PREPARED BY:** Stephanie Chidlow, Administrative Assistant

**RECOMMENDED BY:** Chris Harrow, Interim Chief Administrative Officer  
Mark Potter, Interim Chief Administrative Officer