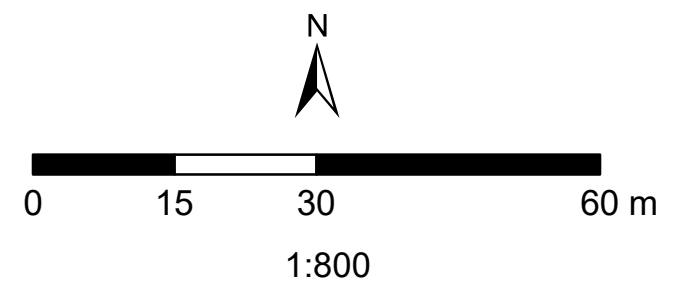
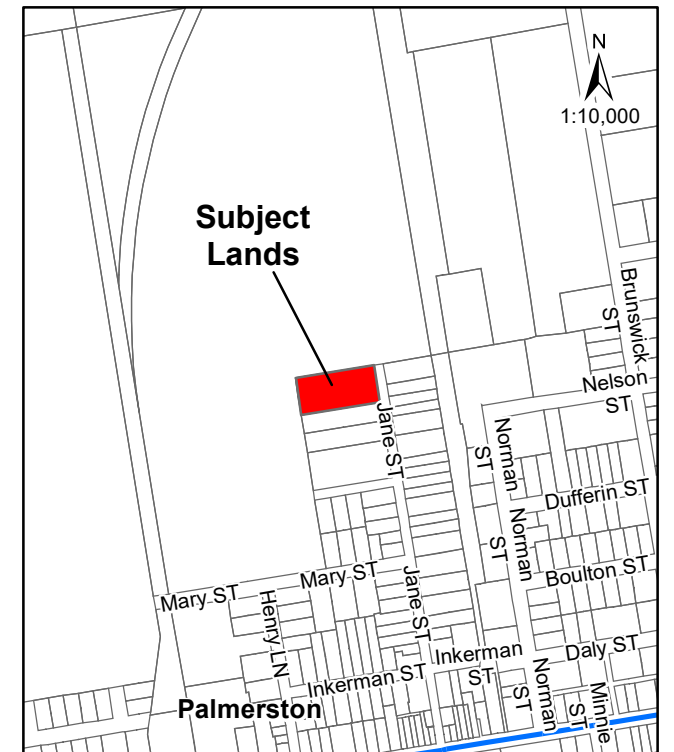


# COUNTY OF WELLINGTON LAND DIVISION

**B64-21**

Applicant:  
Cole Robinson

**Town of Minto**  
423 Jane Street  
(Palmerston)

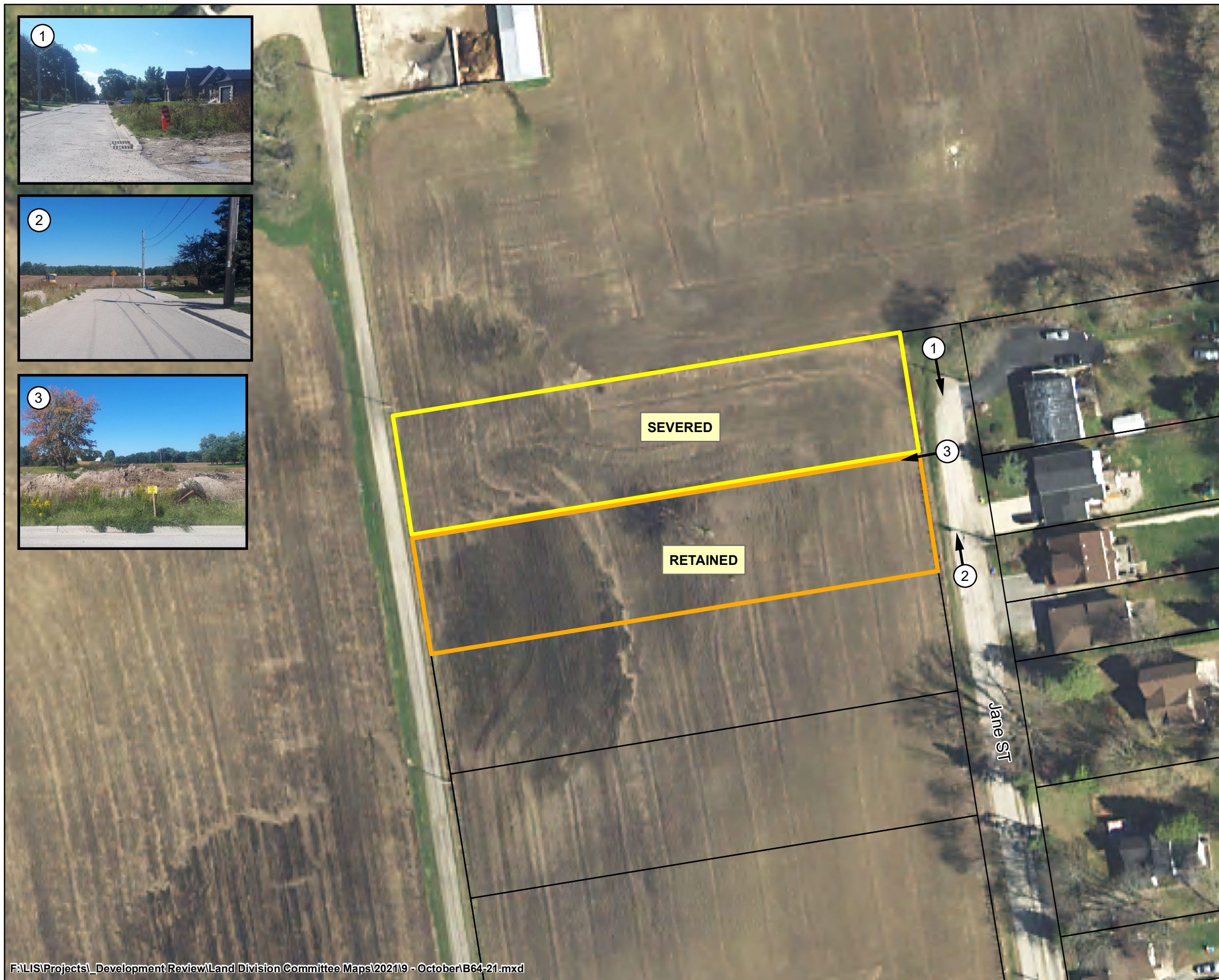


Date: September 2021

Produced by: County of Wellington Planning & Development Department

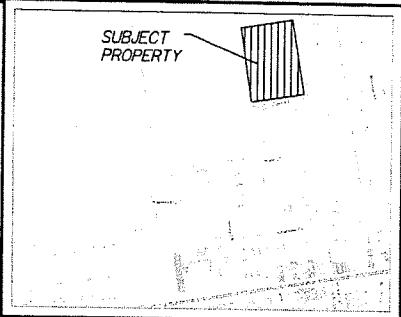
This is not survey data. All rights reserved.  
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Sources:  
County of Wellington  
Ministry of Natural Resources,  
Grand River Conservation Authority.  
INCLUDES MATERIAL ©2015 OF THE QUEEN'S  
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2015 Ortho imagery.

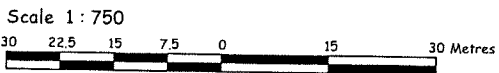




PART OF LOTS 78 & 79  
MARY CASWELL'S SURVEY  
(TOWN OF PALMERSTON)  
TOWN OF MINTO  
COUNTY OF WELLINGTON  
WILSON-FORD



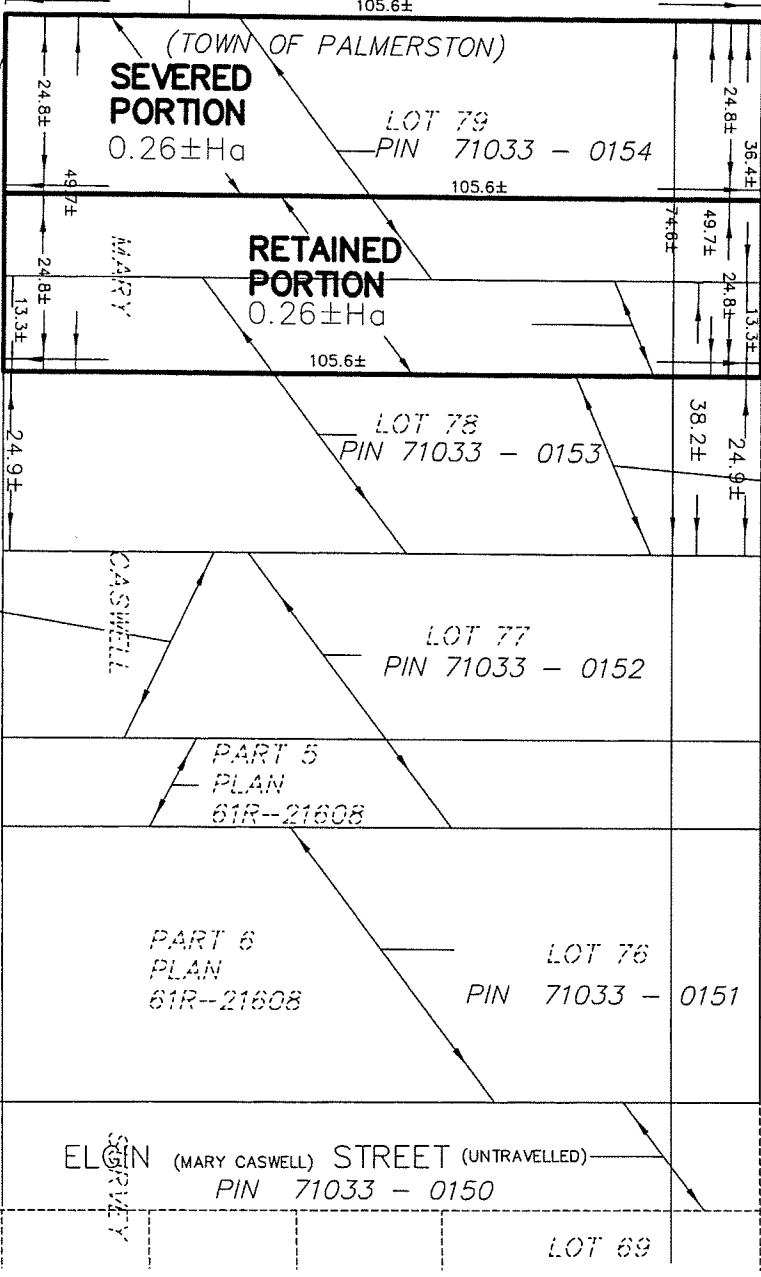
BARN 61.5±m



PIN 71033 - 0267  
LOT 22 CONCESSION 1  
(TOWNSHIP OF MINTO)

PART 1  
PLAN  
60R--2961

PIN 71033-0267  
LOT 22 CONCESSION 1



PART 2  
PLAN  
60R--2961

PART 3  
PLAN  
60R--2961

PART 3  
PLAN  
61R--21608

PART 4  
PLAN  
60R--2961

JANE  
(CASWELL & CLEMENTS SURVEY)  
STREET  
PIN 71033-0233

PART 5  
PLAN  
60R--2961

PART 6  
PLAN  
60R--2961

THIS SKETCH WAS PREPARED FOR JEFF METZGER AND THE  
UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY  
OTHER PARTIES.  
AUGUST 6, 2021

GREG FORD, P.Eng(CIVIL)  
ONTARIO LAND SURVEYOR

CAUTION: THIS SKETCH IS NOT A PLAN OF  
SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE  
EXCEPT THAT SHOWN IN THE TITLE BLOCK.

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2019

NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER  
THIS SKETCH IN WHOLE OR IN PART WITHOUT THE WRITTEN  
PERMISSION OF WILSON FORD SURVEYING & ENGINEERING.

NOTES:  
CIVIC ADDRESS: 423 JANE STREET  
DIMENSIONS SHOWN HEREON REPRESENT A COMPILED  
OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT  
THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

WILSON - FORD  
Surveying & Engineering  
120 KING ST. E., Box 294,  
MOUNT FOREST ON, N0G 2L0  
PHONE (519)323-2451

PROJECT No.: 19-9163

Handwritten signature or note at the bottom of the page.

## REPORT SUMMARY

**OWNER, APPLICANT or AGENT SHOULD ATTEND THE CONSIDERATION OF THIS APPLICATION  
NOTE: IF EXPEDITED ATTENDANCE NOT REQUIRED BEFORE THE LAND DIVISION COMMITTEE.  
SIGN AND RETURN 'AGREEMENT TO CONDITIONS' LETTER IMMEDIATELY.**

**Date of Consideration:** 10/14/2021 **Time:** 9:05 A.M.  
**File Number:** B64-21  
**Applicant:** Cole Robinson  
**Subject Lands:** Town of Minto (Palmerston) - Part Lots 78 & 79, Mary Caswell's Survey

**Proposal is a request for consent to convey** fee simple for a proposed urban residential lot 0.26 ha, 24.8m fr; retained being 0.26 ha

### SUMMARY of FILED REPORTS and COMMENTS:

<b>Planning Review</b>	notice cards were posted at time of site visit; application is consistent with Provincial Policy and conforms to Official Plan -subject property designated Residential within Urban Centre of Palmerston; meets zoning; conditions to apply
<b>Town of Minto</b>	Council recommends approval of application with conditions; application conforms to County of Wellington Official Plan - residential use within Urban Centre of Palmerston; complies with zoning; municipal services required; conditions to apply
<b>Maitland Valley CA</b>	application is supportable from Maitland Valley perspective provided applicant can demonstrate the emergency access is recognized and will remain unobstructed through clear means such as agreement(s) registered on title or as a registered easement; recommend application be deferred for applicant to demonstrate the emergency access will be recognized and maintained.
<b>Source Water</b>	application can be screened out and does not require a notice under the Clean Water Act.

### PROPOSED CONDITIONS of APPROVAL

- 1) **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2) **THAT** the Solicitor for the Owner give an undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent B64-21.
- 3) **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4) **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5) **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.
- 6) **THAT** the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy 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 obtains an entrance permit 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.
- 8) **THAT** the owner/applicant obtains written confirmation from the Town of Minto that frontage fees, where applicable and as required by the Town of Minto, have been paid to the satisfaction of the Town of Minto, and that the owner/applicant is advised that this does not include paying the cost of lateral connections to any service 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.
- 9) **THAT** the owner/applicant obtains written confirmation from the Town of Minto that servicing on the retained and severed parcel can currently be accommodated 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.
- 10) **THAT** the owner/applicant is aware that servicing required for any future development of the retained and severed parcel must be completed by a Town of Minto pre-qualified contractor, 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.

- 11) **THAT** the owner/applicant receive Council and Town of Minto approval, through the passing of a by-law, that the Holding (H) provision of the subject property can be satisfactorily removed in accordance with the current site-specific zoning; 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/applicant legally lifts the existing 1' reserve on the property 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.
- 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.

\*\*\*\*\*Conditions may be deleted, added to, or changed at meeting\*\*\*\*\*

September 30, 2021

NOTICE OF CONSIDERATION IN PUBLIC FORUM

Pursuant to SECTION 53 of the ONTARIO PLANNING ACT and applicable Regulations

with respect to Application for consent,

File B64-21

**APPLICANT**

Cole Robinson  
345 York St.  
PO Box 136  
Palmerston NOG 2P0

**LOCATION OF SUBJECT LANDS**

Town of Minto (Palmerston)  
Part Lots 78 & 79  
Mary Caswell's Survey

Proposed severed is 24.8m fr x 105.6m = 0.26 hectares, vacant land for proposed urban residential use.

Retained parcel is 24.8m fr 105.6m = 0.26 hectares, vacant land for proposed urban residential use.

AND FURTHER TAKE NOTICE that the Committee has appointed **THURSDAY, OCTOBER 14, 2021 AT 09:05 AM** for the purpose of considering this matter.

**CONSIDERATION WILL BE HELD IN THE:**

Council Chambers  
County of Wellington Administration Centre  
74 Woolwich Street  
Guelph, Ontario N1H 3T9

**PLEASE NOTE:** To avoid application deferral, any **new** information addressing comments presented in the attached Report Summary are to be submitted to the Secretary Treasurer of Land Division **no later than FRIDAY, OCTOBER 8, 2021 by 1:00 pm.**

**NOTICE** is being sent to you for your information. **THE OWNER, APPLICANT OR AUTHORIZED AGENT, OR AUTHORIZED SOLICITOR SHOULD ATTEND THIS CONSIDERATION.** Any person may be represented by counsel who has been duly authorized for that purpose.

**Even if the owner/applicant does not attend, the Committee will consider the application as scheduled, and the applicant, except as otherwise provided in the Planning Act, will not be entitled to any further notice in the Proceedings.**

**Please also be advised** that if a person or public body that filed an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Land Tribunal may dismiss the appeal.

A Copy of the **DECISION** of the Committee will be sent **to the applicant, and to each person or agency who filed with the Secretary-Treasurer a written request for Notice of Decision.**

**Additional Information** regarding the application is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office - 74 Woolwich St. Guelph ON N1H 3T9  
Phone - (519) 837-2600 x2170 Fax - (519) 837-3875

To view comments for this application on our website [www.wellington.ca](http://www.wellington.ca) follow these steps:

- ⇒ **Government**
- ⇒ **Council and Standing Committees**
- ⇒ **Agenda & Minutes**
- ⇒ **Select Land Division Committee**
- ⇒ **choose month & year in drop down menus**
- ⇒ **open appropriate agenda**

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To: Cole Robinson  
Jeff Metzger



Robinson

<b>Application</b>	B64/21
<b>Location</b>	TOWN OF MINTO (Palmerston)
<b>Applicant/Owner</b>	Cole Robinson

RECEIVED

SEP 22 2021

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

**PLANNING OPINION:** This application would sever a 0.26 ha (0.64 ac) vacant parcel for proposed urban residential use within the Urban Centre of Palmerston. A 0.26 ha (0.64 ac) vacant parcel for proposed urban residential use would be retained.

This application is consistent with Provincial Policy and conforms to the Official Plan. We have no concerns provided the following matters are addresses as conditions of approval:

- a) That driveway access can be provided to the severed and retained lands to the satisfaction of the of the local municipality; and
- b) That servicing can be accommodated on the severed and retained lands to the satisfaction of the local municipality.

**A PLACE TO GROW:** The subject property is located within the Urban Centre of Palmerston. Section 2.2.1.2 a) states the vast majority of growth will be directed to settlement areas that: i) have a delineated built up boundary; ii) have existing or planned municipal water and wastewater systems; and iii) can support the achievement of complete communities. The subject lands are located within an Urban Centre, but are outside of the built boundary.

**PROVINCIAL POLICY STATEMENT (PPS):** The subject property is located within the Urban Centre of Palmerston. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and is within the Urban Centre of Palmerston outside of the Built Boundary. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Within the Residential designation, a variety of housing types are permitted; however, low rise and low density housing forms shall continue to dominate.

Section 10.6.2 states that new lots may be created in Urban Centers provided that the land will be appropriately zoned.

The matters under section 10.1.3 were also considered including item a) "that any new lots will be consistent with official plan policies and zoning regulations...", item b) "that all lots can be adequately serviced with water, sewage disposal...", and item c) "that sufficient reserve water and sewage plant capacity will be available when lots are created in areas to be serviced by central water and sewage systems".

**WELL HEAD PROTECTION AREA:** The subject property is located within Wellhead Protection Areas C and D with a vulnerability scores of 4 and 6.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural with a special provision and contains a Holding Provision (A-113(H)). The special provision requires that the lands zoned A-113 shall be subject to the regulations of Section 11, Residential (R1C) Zone, with the exception of a minimum/maximum front yard. The proposed severed and retained parcels meet the minimum requirements of lot frontage and lot area of the Residential Zone (R1C).

The Holding Provision's purpose is to require the phasing and the orderly future development of 423 Jane Street as well as the abutting properties to the South (417 Jane Street, 411 Jane Street, and 401 Jane Street). The Holding Provision ensures that development proposals do not compromise the future development potential of the properties, where a higher residential density could be achieved as the properties are currently located within the Urban Centre of Palmerston. Council may pass a by-law to remove the holding symbol from a lot, or portion of a lot once it is satisfied that the following matters have been adequately addressed:

- (i) That the owner prepare a development plan to the satisfaction of the Town showing proposed lots and building locations for all lands.
- (ii) Council is satisfied that the location of a proposed building(s) or structure(s) on a lot does not jeopardize future residential development on the lands;
- (iii) Municipal water and sewage services are available; and,
- (iv) The lot has frontage on an open public street.



**Planning and Development Department | County of Wellington**  
County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9  
T 519.837.2600 | F 519.823.1694

**SITE VISIT INFORMATION:** The subject property was visited and photographed on September 16<sup>th</sup>, 2021. Notice Cards were posted and the survey sketch appears to meet the application requirements.

A handwritten signature in black ink, appearing to read 'Joanna Salsberg'.

---

Joanna Salsberg, B.A. M.P.L.  
Planner  
September 21, 2021



MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

File: B64-21

**APPLICANT**

Cole Robinson  
345 York St.  
PO Box 136  
Palmerston NOG 2P0

**LOCATION OF SUBJECT LANDS**

Town of Minto (Palmerston)  
Part Lots 78 & 79  
Mary Caswell's Survey

RECEIVED

SEP 22 2021

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

Proposed severed is 24.8m fr x 105.6m = 0.26 hectares, vacant land for proposed urban residential use.

Retained parcel is 24.8m fr x 105.6m = 0.26 hectares, vacant land for proposed urban residential use.

**PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23-41-000-001-01005-0000**

Does this description reasonably describe the parcel holdings? YES ( ☒ ) No ( ☐ )

If the answer is no, please provide new information: \_\_\_\_\_

Do you consider this proposal to conform to your Official Plan? YES ( ☒ ) No ( ☐ )

**It conforms to the County of Wellington Official Plan.**

What sections does it conform to or contravene? (Please specify)

**The County of Wellington Official Plan designates the subject property as Residential. This is a proposed residential use within the Urban Centre of Palmerston. Section 10.6.2 of the OP states that new lots may be created within the urban boundary provided that lands are appropriately zoned. Section 10.1.3 outlines matters to be considered in the creation of new lots, which any matters relevant specifically to the Town are addressed through the recommended conditions.**

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( ☒ ) No ( ☐ )

**(Please Specify): The existing use is permitted with the current zoning.**

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( ☒ ) No ( ☐ )

**(Please Specify): The existing use is permitted with the current zoning.**

If necessary, would the Municipality be prepared to consider an **Amendment** to the Zoning By-law to permit the proposal to conform? YES ( ☒ ) NO ( ☐ ) NA ( ☐ ) or **Minor Variance** YES ( ☒ ) NO ( ☐ ) NA ( ☐ )

Is the proposal on an opened maintained year-round public road? YES ( ☒ ) No ( ☐ )

If the answer is NO, is municipality willing to enter into an agreement regarding the use of the seasonal road, or opening up the road?

**(Please Specify):** \_\_\_\_\_

Is the Proposed Lot(s) serviced now by Municipal Water? YES ( ☒ ) No ( ☐ )

Is the Retained Lot serviced now by Municipal Water? YES ( ☒ ) No ( ☐ )

Is the Proposed Lot(s) serviced now by Municipal Sewers? YES ( ☒ ) No ( ☐ )

Is the Retained Lot serviced now by Municipal Sewers? YES ( ☒ ) No ( ☐ )

Is there a **Capital Works Project** underway to service these lots in the near future? YES ( ☐ ) No ( ☒ )

**Approximate Time of Servicing Availability: N/A**

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

\_\_\_\_\_  
\_\_\_\_\_

Continued to Page 2



MUNICIPALITY COMMENTING FORM

File: B64-21

Is the Municipality’s Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

The property is located within the urban boundary of Palmerston. As such, municipal servicing is required for the property and individual well and septic services would not be supported.

Is there any further information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Please see attached the Town of Minto’s staff report to Council, as well as the recommended conditions on behalf of the Town of Minto.

Is the Municipality in support of this application? YES ( X ) NO ( )

Yes, with the recommended conditions. Please see attached the Town of Minto’s staff report to Council, as well as the recommended conditions on behalf of the Town of Minto.

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Please see attached the Town of Minto’s staff report to Council, as well as the recommended conditions on behalf of the Town of Minto.

Does the Municipality request a Notice of the Decision? YES ( X ) NO ( )

SIGNATURE Ashley Sawyer (Ashley Sawyer)  
TITLE Planning Technician/Administrative Assistant  
ADDRESS 5941 Highway 89, Harriston ON NOG 2P0  
DATE September 22<sup>nd</sup>, 2021



**TOWN OF MINTO**

**DATE:** September 21<sup>st</sup>, 2021  
**TO:** Mayor Bridge and Members of Council  
**FROM:** Ashley Sawyer, Planning Technician/Administrative Assistant  
**RE:** **Consent (Severance)**  
B64/21 – Robinson/Metzger  
423 Jane Street  
Part Lots 78 & 79, Mary Caswell's Survey (Palmerston)

---

**RECOMMENDATION**

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve the Consent Application for B64/21 – Cole Robinson, for land legally described as Part Lots 78 & 79, Mary Caswell's Survey, in the former Town of Palmerston, with a municipal address of 423 Jane Street, 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 satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O, 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy 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.
3. **THAT** the owner/applicant obtains an entrance permit 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.
4. **THAT** the owner/applicant obtains written confirmation from the Town of Minto that frontage fees, where applicable and as required by the Town of Minto, have been paid to the satisfaction of the Town of Minto, and that the owner/applicant is advised that this does not include paying the cost of lateral connections to any service 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.

5. **THAT** the owner/applicant obtains written confirmation from the Town of Minto that servicing on the retained and severed parcel can currently be accommodated 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.
6. **THAT** the owner/applicant is aware that servicing required for any future development of the retained and severed parcel must be completed by a Town of Minto pre-qualified contractor, 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.
7. **THAT** the owner/applicant receive Council and Town of Minto approval, through the passing of a by-law, that the Holding (H) provision of the subject property can be satisfactorily removed in accordance with the current site-specific zoning; 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 legally lifts the existing 1' reserve on the property 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.
9. **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

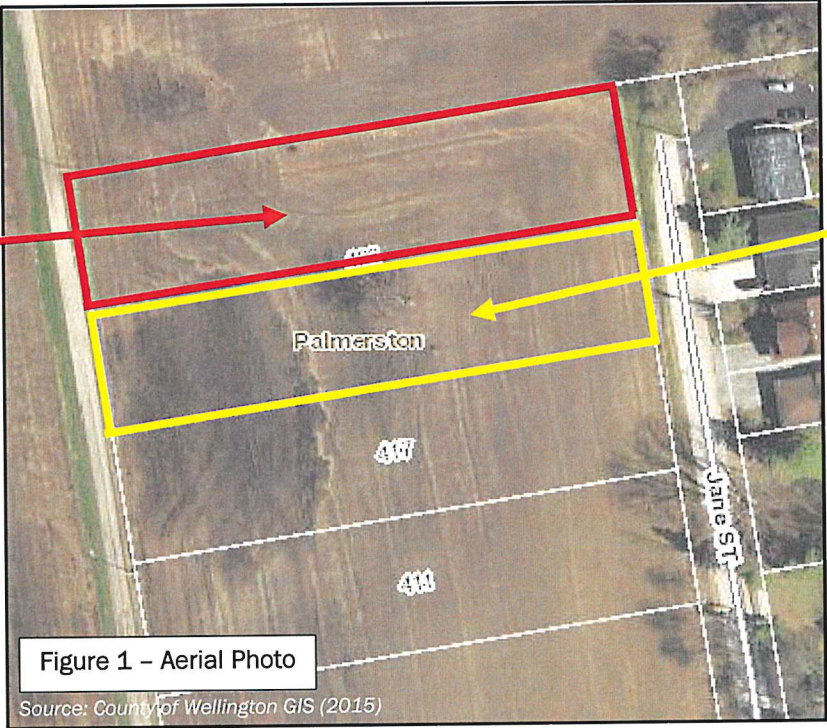
Consent application B64/21 is being considered before the County of Wellington Land Division Committee to sever +/- 0.64 ac (+/- 0.26 ha) and retain +/- 0.64 ac (+/- 0.26 ha) of vacant land for a proposed urban residential use.

Proposed Severed

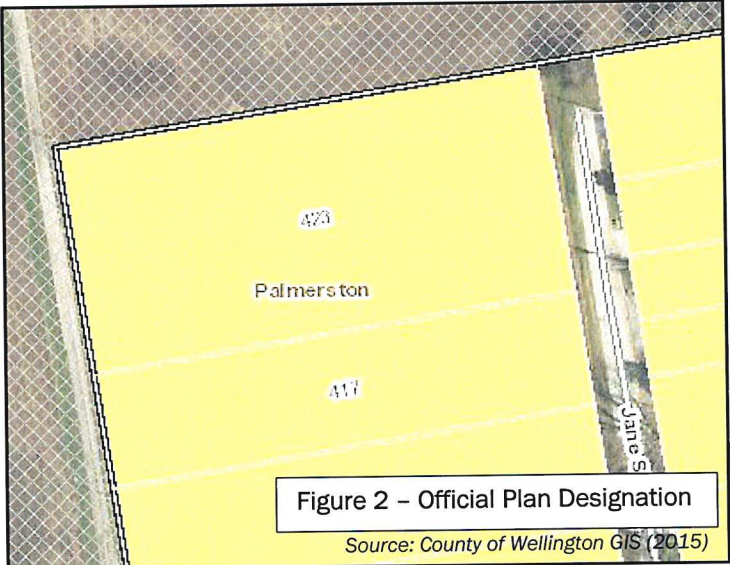
+/- 0.64 ac (+/- 0.26 ha)  
Proposed urban residential use.

Proposed Retained

+/- 0.64 ac (+/- 0.26 ha)  
Proposed urban residential use.



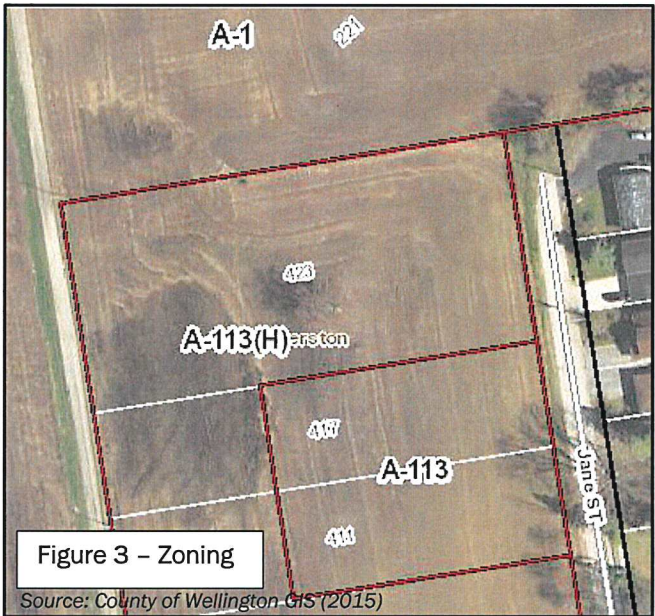
**County of Wellington Official Plan**  
The subject property is currently designated by the County of Wellington Official Plan as Residential within the Urban Centre of Palmerston. Section 10.6.2 of the Official Plan states that lots may be created within Urban Centres provided that the lands are appropriately zoned. Additionally, Section 10.1.3 states that matters to be considered include that new lots must be consistent with Official Plan and Zoning regulations, that the lot can be adequately serviced, that it will have adequate stormwater management, drainage, fire protection, roads, utilities and solid waste disposal to accepted municipal standards,



that all lots have a safe driveway access to an all-season maintained public road, and that the proposed lots and uses are compatible with the surrounding use.

**Town of Minto Zoning By-law**

The subject property is currently zoned by the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, as an Agricultural Exception Zone (A-113) with a Hold (H) provision in place. The site-specific zoning states in Section 36.113 of the Zoning By-law that lands zoned A-113 shall be subject to the regulations of Section 11, Residential (R1C) zone, but the front yard minimum is 6.0 m (19.7 ft) and the maximum is 13.0 m (39.36 m). For the owner to develop buildings or structures of any kind, the Hold must be removed, which is done through Council passing a By-law once the lot, or a portion of it has had...



- 1) A development plan prepared to the satisfaction of the Town, showing the proposed lots, and building locations for all lands.
- 2) Council is satisfied that the proposed buildings/structures do not jeopardize future residential development on the lands.
- 3) Municipal water and sewer services are available.
- 4) The lot has frontage onto an open public street.

Town staff note that these requirements will be sufficiently addressed with the recommended conditions.

**Section 11 – R1C – Residential Zone**

Section	Description	Required	Proposed	Complies
11.2.1	Lot Area <i>Minimum</i>	371.6 m <sup>2</sup> (4, 000 ft <sup>2</sup> )	2600.0 m <sup>2</sup> (27,986.16 ft <sup>2</sup> )	Yes
11.2.2	Lot Frontage <i>Minimum</i>	12.0 m (39.3 ft)	24.8 m (81.36 ft)	Yes

The proposal complies with the current lot area and frontage requirements of the Zoning By-law. Additionally, based on the current zoning, once the Hold provision is successfully lifted as per the requirements mentioned above, as well as any requirements for obtaining a Building Permit, the severed and retained parcels would be permitted for the construction of a single-detached dwelling unit on each lot.



## COMMENTS

Town staff were circulated the application for review and the following comments were received.

### Clerks

Standard financial conditions are recommended, including the payment of any monies owed to the Town of Minto, and that all accounts are in good standing.

### Building Department

Standard conditions in relation to access, servicing, parkland dedication, and frontage fees are to be addressed. Additionally, the Holding provision is required to be removed, to the satisfaction of the Town and Council, as a condition of the Consent application. A Grading & Drainage Plan is also required prior to the issuance of a Building Permit.

### Public Works

Standard conditions pertaining to satisfactory access arrangements to both the severed and retained parcel apply. In this case, the Town of Minto is the approval authority with jurisdiction. Additionally, servicing will be required using the pre-qualified contractor servicing process. Public Works notes that services are currently available in the right-of-way. The owner will be required to pay applicable frontage fees, where applicable, as well as paying the cost of lateral connections to any service.

The above comments will be addressed through the Town of Minto's recommended conditions. These conditions are standard for a consent application of this nature.

## 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.



Ashley Sawyer  
Planning Technician/Administrative Assistant





County of Wellington  
Deborah Turchet  
Secretary-Treasurer Land Division  
Email: [debt@wellington.ca](mailto:debt@wellington.ca)

September 22<sup>nd</sup>, 2021

Re: B64/21 - Consent Application  
Cole Robinson  
Town of Minto (Palmerston)  
Part Lots 78 & 79  
Mary Caswell's Survey

The Council of the Town of Minto met on September 21<sup>st</sup>, 2021 to consider the above noted and passing the following Resolution:

**MOTION: COW 2021-170**

**Moved By: Councillor MacKenzie**

**Seconded By: Councillor Gunson**

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve the Consent Application for B64/21 – Cole Robinson, for land legally described as Part Lots 78 & 79, Mary Caswell's Survey, in the former Town of Palmerston, with a municipal address of 423 Jane Street, 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.

5941 Highway #89  
Harriston, Ontario  
N0G 1Z0

tel: 519-338-2511  
fax: 519-338-2005

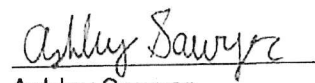
[www.town.minto.on.ca](http://www.town.minto.on.ca)

2. THAT the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O, 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy 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.
3. THAT the owner/applicant obtains an entrance permit 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.
4. THAT the owner/applicant obtains written confirmation from the Town of Minto that frontage fees, where applicable and as required by the Town of Minto, have been paid to the satisfaction of the Town of Minto, and that the owner/applicant is advised that this does not include paying the cost of lateral connections to any service 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.
5. THAT the owner/applicant obtains written confirmation from the Town of Minto that servicing on the retained and severed parcel can currently be accommodated 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.
6. THAT the owner/applicant is aware that servicing required for any future development of the retained and severed parcel must be completed by a Town of Minto pre-qualified contractor, 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.
7. THAT the owner/applicant receive Council and Town of Minto approval, through the passing of a by-law, that the Holding (H) provision of the subject property can be satisfactorily removed in accordance with the current site-specific zoning; 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 legally lifts the existing 1' reserve on the property 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.
9. 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.

Please consider this as formal notice of Council's decision on this matter. The Town of Minto staff report is also attached for your review.

Sincerely,



Ashley Sawyer  
Planning Technician/Administrative Assistant





## Jana Poechman

---

**From:** Patrick Huber-Kidby <phuber-kidby@mvca.on.ca>  
**Sent:** Thursday, September 23, 2021 3:05 PM  
**To:** Jana Poechman  
**Subject:** RE: Metzger Application B64-21

Jana,

Sorry for the delay, I am still waiting on clarification from Jeff with respect to where (legally) this emergency access exists (agreement on title? etc.)

The application for consent is supportable from MVCA's perspective provided the applicant can demonstrate the emergency access is recognized and will remain unobstructed through clear means such as agreement(s) registered on title(s) or as a registered easement. Once demonstrated the emergency access will be recognized and maintained as such, MVCA could support the application, but until then I would recommend the application be deferred.

Please accept these as my comments at this time.

Sincerely,



**Patrick Huber-Kidby**

**Maitland Valley Conservation Authority**

**Phone:** (519) 335-3557 x 237    **Fax:** (519) 335-3516

**Mail:** 1093 Marietta St. Box 127, Wroxeter, ON. N0G 2X0

**From:** Patrick Huber-Kidby <phuber-kidby@mvca.on.ca>  
**Sent:** Thursday, September 16, 2021 3:35 PM  
**To:** Jeff <jeff@metzgerelectric.ca>  
**Cc:** Jana Poechman <janap@wellington.ca>  
**Subject:** RE: Metzger Application B64-21

Jeff, is there some kind of written lot agreement with respect to not placing fencing and obstructions in the emergency access?

Thanks,

**Jana Poechman**

---

**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** Monday, August 9, 2021 4:26 PM  
**To:** Jana Poechman; Source Water  
**Subject:** RE: B64-21 - Screening Form  
**Attachments:** WHPA\_Map\_JaneSt\_423.pdf

**CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you know the contents to be safe.**

Hi Jana,

Thank you for providing the above referenced application for review. Since this property is located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activity(ies), as indicated, would not create a significant drinking water threat, the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Emily Vandermeulen | Risk Management Inspector  
Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, NOB 1S0  
519.846.9691 x365 | [evandermeulen@centrewellington.ca](mailto:evandermeulen@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1.844.383.9800

*Wellington Source Water Protection’s offices are located in the Township of Centre Wellington offices. Centre Wellington is now in Step Three of the Province’s [roadmap to reopening](#), a three-step plan to safely and cautiously reopen the province and gradually lift public health restrictions.*

*Although some Township facilities remain closed to the public, many departments are offering most services electronically and scheduling appointments for services that cannot be delivered remotely. With the proper protocols in place, we are working to deliver services in a timely manner, however, you may still experience some delays or disruptions.*

*For a complete update on facility hours and operations and programs and services available by pre-registration or appointment only, visit the Township’s website at [www.centrewellington.ca/emergencyplanning](http://www.centrewellington.ca/emergencyplanning) and our social media platforms, [www.facebook.com/CentreWellington](https://www.facebook.com/CentreWellington) and Twitter [www.twitter.com/CentrWellington](https://www.twitter.com/CentrWellington)*

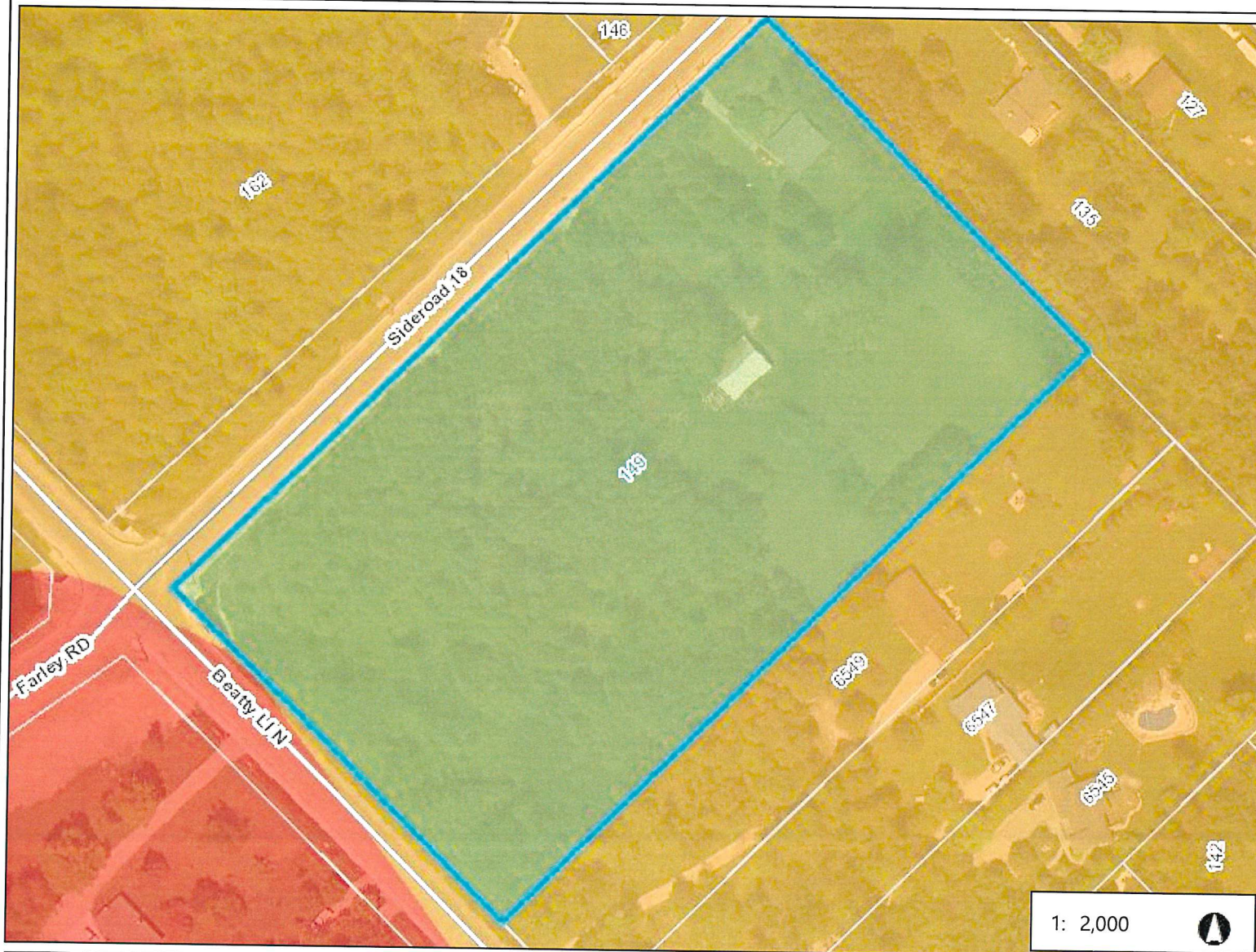
**From:** Jana Poechman [<mailto:janap@wellington.ca>]  
**Sent:** August 5, 2021 8:17 PM  
**To:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** B64-21 - Screening Form





Explore  
Wellington

149 Sideroad 18, Fergus



### Legend

- Parcels
- Roads
  - Local Road
  - County Road
  - Highway
- Railways
- Municipalities
- Well Locations
- Wellhead Protection Area Boundary
  - A
  - B
  - C
  - D
- Issue Contributing Area
  - Chloride
  - Nitrate
  - Sodium
  - TCE
- Vulnerability Score
  - 10
  - 8, D; 8; 8, C
  - 2, 4, 6 (A, B or C)
  - 2, 4, 6, D; 2, 4, D; 2, 4, 6 (D); 4, D; 6,
- RoadsLookup

0.1 0 0.05 0.1 Kilometers

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2018

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### Notes