



COUNTY OF WELLINGTON  
LAND DIVISION

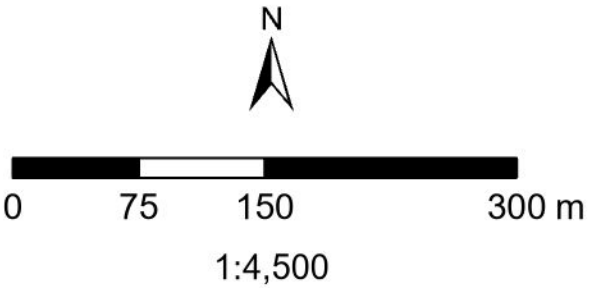
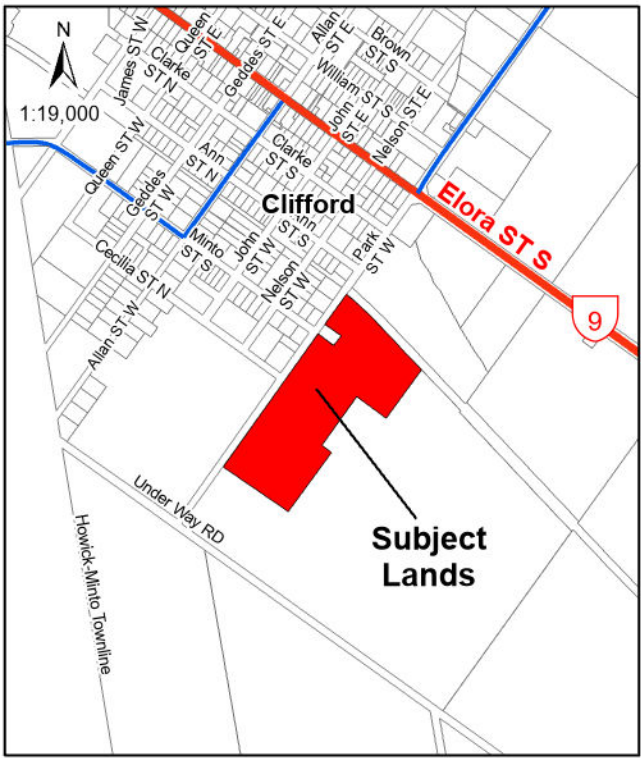
B71-23

Mike and Tracey Schaus

Town of Minto

41 Park St. W

(Clifford)



Date: October 2023  
Produced by: County of Wellington Planning & Development Department 2023  
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County of Wellington  
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Grand River Conservation Authority.  
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EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

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BOUNDARY INFORMATION IS COMPILED FROM AVAILABLE PAPER RECORDS,  
AND HAS NOT BEEN VERIFIED BY ACTUAL FIELD MEASUREMENTS.

SKETCH FOR CONSENT  
APPLICATION OF  
**41 PARK STREET WEST**  
TOWN OF MINTO  
COUNTY OF WELLINGTON

SCALE 1:1750



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**METRIC** DISTANCES AND/OR COORDINATES SHOWN  
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 <b>J.D. BARNES</b> LIMITED LAND INFORMATION SPECIALISTS 4273 KING ST. E. #100, KITCHENER, ON, N0P 1J9 T: (519) 576-5270 F: (519) 651-5625 <a href="http://www.jdbarnes.com">www.jdbarnes.com</a>	SURVEYING MAPPING GIS	DRAWN DH CHECKED BR DATED: 9/8/2023	Ref. No. <b>22-40-505-00</b>
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## REPORT SUMMARY

### APPLICATION DEFERRED

**File Number:** B71-23  
**Applicant:** Michael & Tracey Schaus  
**Subject Lands:** Town of Minto (Clifford) - Part Lot 61 & 62, Concession D

**Proposal is a request for consent to convey** fee simple for a proposed lot line adjustment of Parcel B – 4.85 ha and Parcel C – 0.99 ha, existing agricultural use to add to abutting parcel A (Clifford Developments Inc.) for future development; retained agricultural parcel being 40 ha, existing buildings.

**ISSUES:** Deferral awaiting Provincial decision on urban boundaries.

#### SUMMARY of FILED REPORTS and COMMENTS:

<b>Planning Review</b>	applicant has provided photos and locations of signs posted; applicant seeking to align property boundaries within the urban boundary approved by the Province in OPA #119. Province has indicated their intent to revise previous modifications which this property would be subject to - reverting back to Prime Agricultural outside of the Urban Boundary; staff will be reviewing boundary adjustments comprehensively across the Town and County as part of the Municipal Comprehensive Review process - opinion that application is premature - defer until proposed modifications made by the Province to the Official Plan are confirmed.
<b>Town of Minto</b>	Council recommends County of Wellington Land Division Committee defer Consent application; requesting application be deferred until the Province formally makes a decision- it is currently unknown whether the lands will be maintained in the urban boundary or removed. application premature.
<b>Saugeen Valley CA</b>	consent to sever is generally acceptable to staff
<b>Maitland Valley CA</b>	no formal comments
<b>Source Water</b>	application can be screened out and does not require a Section 59 notice under the Clean Water Act. note that we may provide comments on any future planning applications subject to this property, given the vulnerable areas.
<b>Miscellaneous</b>	GSP group - agent cover letter attached

#### 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 copy of the "completed electronic transfer document in preparation" and a draft copy of the "Application for Consolidation of Parcels" to be consolidated
- 2) **THAT** the Owner of the consented parcel shall consolidate the consented parcel with the abutting lands to which the consented parcel is to be added for B71-23 as a single parcel ("the consolidation") and THAT the solicitor for the owner shall provide a signed undertaking in writing to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee that the solicitor will attend to the consolidation and to provide 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 including the Form 4 Certificate and a copy of the registered Consolidated Parcels.
- 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 Purchaser take title of the severed lands in the same manner as he holds his abutting lands; and THAT Section 50, subsection (3) of the Ontario Planning Act, R.S.O. 1990 as amended shall apply to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this consent.
- 6) **THAT** the conveyancing documents for the severed parcel contain a statement to ensure that Section 50, subsection (3) of the Planning Act, R. S. O. 1990, as amended shall apply to any subsequent conveyance or transaction with respect to the land described herein; and a statement that the consented parcel and the abutting lands to which this consented parcel is to be added shall be dealt with contemporaneously in any future conveyances or transactions unless further consent is granted under the Planning Act or other lawful order.
- 7) **CONDITIONS TO BE FORWARDED AT A LATER DATE**

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

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph, ON N1H 3T9

November 23, 2023

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 B71-23

**APPLICANT**

Michael & Tracey Schaus  
41 Park St  
Clifford, ON N0G 1M0

**LOCATION OF SUBJECT LANDS**

Town of Minto (Clifford)  
Part Lot 61 & 62  
Concession D

Proposed lot line adjustment is 4.85 hectares with 258.44m fr (Parcel B) and 0.99 hectares (Parcel C), existing agricultural use to be added to abutting Parcel A (Clifford Developments Inc.) for future urban residential development.

Retained parcel is 40 hectares with 177m frontage, existing and proposed agricultural use with existing dwelling, metal sheds, silos and barn.

**AND FURTHER TAKE NOTICE that APPLICATION B71-23 HAS BEEN DEFERRED**

**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: Clifford (Park St) Developments Inc  
GSP Group Inc. - Attn: Evan Wittmann



<b>Application Location</b>	B71/23 Part of Lots 61 & 62, Concession D TOWN OF MINTO (Clifford)
<b>Applicant/Owner</b>	Michael & Tracey Schaus

**PLANNING OPINION:** This application for a proposed lot line adjustment would sever 5.84 ha (14.4 ac) of vacant agricultural land and merge it with the abutting lot located within the Clifford Urban Centre. A 40 ha (99 ac) agricultural parcel with existing sheds, barn and dwelling would be retained.

The applicant is seeking to align the property boundaries with the urban boundary approved by the Province in OPA 119. The Province has recently publicly indicated their intent to revise the previous modifications which this property would be subject to (reverting back to Prime Agricultural and outside Urban Boundary). Planning staff will be reviewing boundary adjustments comprehensively across the Town and County as part of the Municipal Comprehensive Review process and are of the opinion that this application is premature.

Staff recommend this application be deferred until the proposed modifications made by the Province to the Official Plan are confirmed.

Should the committee approve the application, the following matters are addressed as conditions of approval:

- That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

**A PLACE TO GROW (2020):** No concerns.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 states "Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons". The proposed lot line adjustment would remove lands from the Agricultural area for the intent to develop in the future.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is currently designated Primary Urban Centre but would be designated Prime Agricultural after the Provincial reversal in the County of Wellington Official Plan.

Within the Official Plan, lot line adjustments may be permitted for legal or technical reasons, including minor boundary adjustments. Section 10.4.6 of the County Official Plan further states that:

"Lot line adjustments are permitted where no adverse effect on agriculture will occur and encouraged where:

- More viable agricultural operations will result;
- An undersized lot is made more usable given the requirement for appropriate sewer and water systems.

Lot line adjustments are deemed not to create new lots for the purposes of this Plan."

The proposed adjustment would separate agricultural lands from the existing farm and will not result in more viable agricultural operations. Staff are of the opinion that the adjustment is premature until such time that the urban boundary is adjusted to incorporate the lands in the primary urban centre.

The matters under Section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a well protection zone.

**LOCAL ZONING BY-LAW:** The subject property is zoned Agricultural (A). The severed and merged lots would meet the minimum lot frontage and area requirements.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on October 27<sup>th</sup>, 2023. Notice Cards were not seen but the applicant has provided photos and locations of the signs. The survey sketch appears to meet the application requirements.

Zach Prince MCIP RPP  
Senior Planner  
November 15<sup>th</sup>, 2023

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NOV 15 2023

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

## 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: B71-23

### APPLICANT

Michael & Tracey Schaus  
41 Park St  
Clifford, ON N0G 1M0

### LOCATION OF SUBJECT LANDS

Town of Minto (Clifford)  
Part Lot 61 & 62  
Concession D

Proposed lot line adjustment is 4.85 hectares with 258.44m fr (Parcel B) and 0.99 hectares (Parcel C), existing agricultural use to be added to abutting Parcel A (Clifford Developments Inc.) for future urban residential development.

Retained parcel is 40 hectares with 177m frontage, existing and proposed agricultural use with existing dwelling, metal sheds, silos and barn.

**PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23-41-000-005-00600-0000**

Does this description reasonably describe the parcel holdings? YES (X) NO ( )

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

Do you consider this proposal to conform to your Official Plan? YES ( ) NO ( )

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

Please refer to attached Town report for additional information.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES [ ] NO [ ]

(Please Specify): Please refer to attached Town report for additional information.

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES [X] NO [ ]

(Please Specify): Please refer to attached Town report for additional information.

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 (X) or **Minor Variance** YES ( ) NO ( ) NA (X)

Is proposal on an opened maintained year-round public road? YES [X] NO [ ]

If 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 (X)

Servicing to be provided by the developer at residential development phase.

Is the Retained Lot serviced now by Municipal Water? YES (X) NO ( )

Is the Proposed Lot(s) serviced now by Municipal Sewers? YES ( ) NO (X)

Servicing to be provided by the developer at residential development phase.

Is the Retained Lot serviced now by Municipal Sewers? YES ( ) NO (X)

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

Approximate Time of Servicing Availability: \_\_\_\_\_

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

A Site Servicing Agreement was previously entered into and registered on title as a condition of Consent B38/22.

Further, easements for the existing driveway and water line were implemented. Additional requirements may arise when the subject application is reconsidered.

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NOV 22 2023

SECRETARY/TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

Continued to Page 2

MUNICIPALITY COMMENTING FORM

File: B71-23

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 ☐

N/A - The severed parcel is currently within the urban boundary and would be required to connect to municipal services. The Town's position may change as a result of the proposed Provincial reversal of OPA 119.

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.

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

Town staff are requesting the application be deferred. Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

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

N/A - the Town is requesting the application be deferred.

Does the Municipality request a Notice of the Decision?                      YES ( ☒ )                      NO ( ☐ )  
Please provide digitally.

SIGNATURE      Ashley Sawyer                      (Ashley Sawyer)

TITLE                      Planning Coordinator

ADDRESS                      5941 Highway 89    Harriston, ON    NOG 1Z0

DATE                      November 22nd, 2023





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

November 22<sup>nd</sup>, 2023

**Re: B71/23 Consent Application  
Michael & Tracy Schaus  
Town of Minto (Clifford)  
Part Lot 61 & 62  
Concession D**

The Council of the Town of Minto met on November 21 to consider the above noted and passed the following Motion:

**MOTION: COW 2023-168**

**Moved By: Councillor Gunson; Seconded By: Councillor Podniewicz**

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee defer Consent Application B71/23 –Michael & Tracey Schaus, for land legally described as Part of Lots 61 & 62, Concession D, in the former Village of Clifford, Town of Minto, County of Wellington, with a municipal address of 41 Park St W.

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)



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.

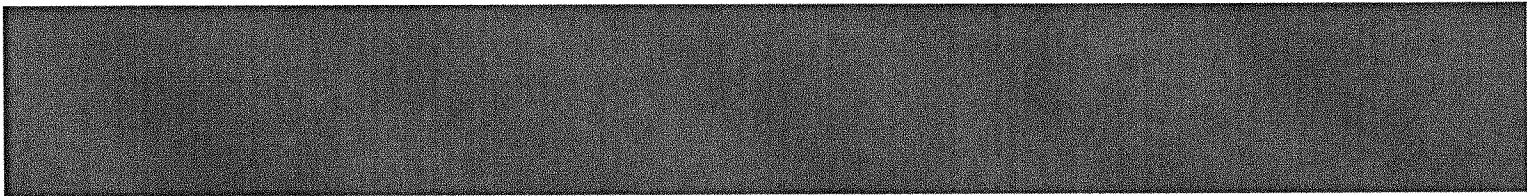
Sincerely,

Ashley Sawyer

Ashley Sawyer  
Planning Coordinator

Cc: Michael & Tracey Schaus, Owners  
Andrew Eldebs, Clifford (Park St) Developments Inc., Agent

Town of Minto





## TOWN OF MINTO

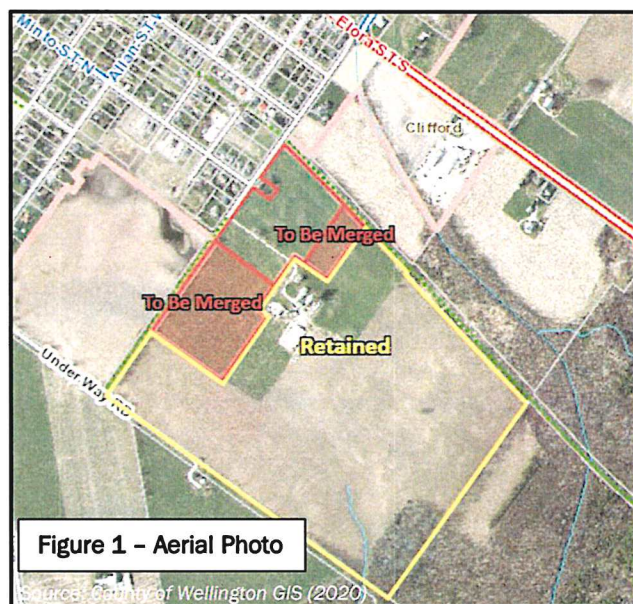
**MEETING DATE:** November 21<sup>st</sup>, 2023  
**REPORT TO:** Mayor Turton and Members of Council  
**SERVICE AREA:** Building Department  
**SUBJECT:** PLN 2023-050 – B71/23: Michael & Tracy Schaus  
(Urban LLA)  
41 Park St W, Clifford  
Part of Lots 61 & 62, Concession D

### RECOMMENDATION

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee defer Consent Application B71/23 – Michael & Tracey Schaus, for land legally described as Part of Lots 61 & 62, Concession D, in the former Village of Clifford, Town of Minto, County of Wellington, with a municipal address of 41 Park St W.

### BACKGROUND

Consent application B71/23 is being considered before the County of Wellington Land Division Committee for a proposed Lot Line Adjustment which would sever approximately 14.4 ac (5.84 ha) of vacant agricultural land within the Clifford urban boundary to merge with the abutting future development lands. The severed lands were brought into the Clifford urban boundary earlier this year as a result of a provincially initiated modification to Official Plan Amendment (OPA 119). The retained lands are approximately 99 ac (40 ha), with existing agricultural sheds, a barn and a single detached dwelling. The retained lands remain outside of the Clifford urban boundary.

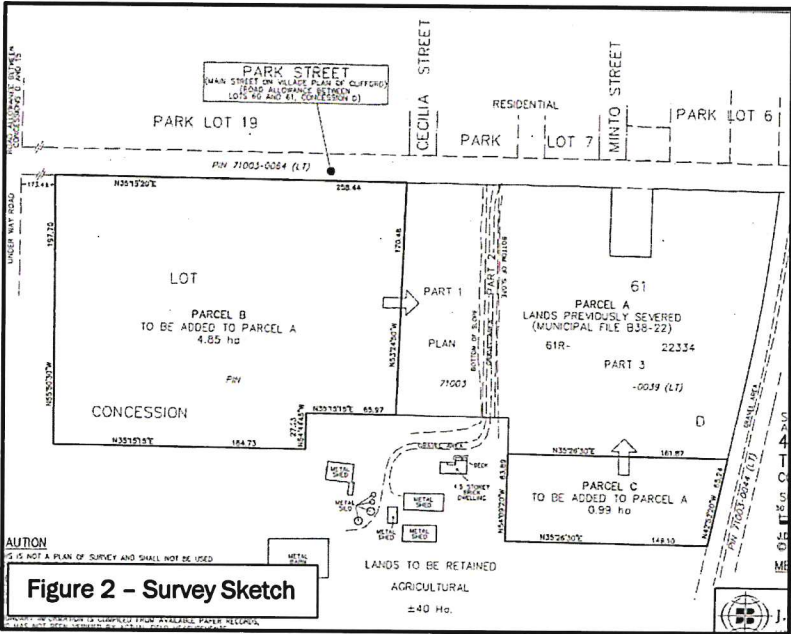


On October 23, 2023 the Province announced that they would be reversing their modifications to OPA 119 and restore it back to the original version adopted by the County, meaning that the severed lands would no longer be pulled into the Clifford urban boundary. However, by November 2, 2023, the Province circulated another letter stating that “if there are changes the municipality would like to see made to the official plan, based on the modifications that the province had previously made, and which you support” that lower-tier municipal feedback could be submitted to the province to support the implementation. The comment deadline for lower-tier municipalities is December 7, 2023. As such, Town staff are of the opinion that until the Province makes the decision on whether to keep these lands



in the urban boundary or remove them, the subject Consent application is premature. Town staff are therefore requesting it be deferred until the Province formally makes a decision.

An additional report regarding the Towns position on OPA 119 will be brought before Council tonight by the Director of Building & Planning Services.



Source: J.D. Barnes Limited (2023)

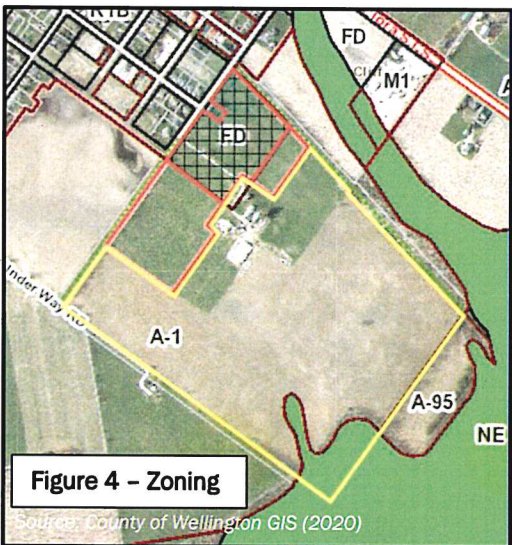
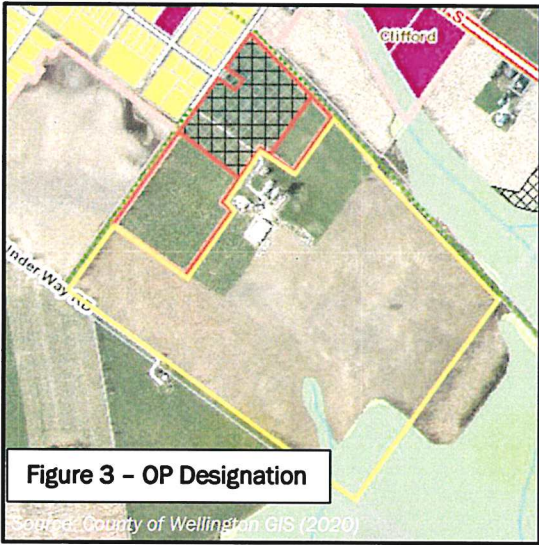
Despite the severed lands currently being within the urban boundary of Clifford, they are currently still designated as Prime Agricultural. Therefore, the below policy applies.

Provincial Policy Statement	
Policy Section:	<b>Section 2.3.4.2</b> Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons. Legal and technical reasons include minor boundary adjustments which do not result in the creation of a new lot.

County of Wellington Official Plan	
Designation(s):	Prime Agricultural, Greenlands and Core Greenlands
Policy Section:	<b>Section 4.7.1</b> A clear distinction between urban and rural areas should be maintained.

	<p><b>Section 6.4</b></p> <p>Agricultural uses and normal farm practices will be protected and promoted in accordance with provincial standards.</p> <p><b>Section 10.3.5</b></p> <p>Lot line adjustments may be permitted for legal or technical reasons such as easements, correction of deeds, quit claims, and minor boundary adjustments, and where there are no adverse impacts on agriculture. The purpose of a lot-line adjustment is not to create new lots.</p> <p>A relatively small portion of the retained lands at the rear of the property are designated Greenlands and Core Greenlands.</p>
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Town of Minto Zoning By-law	
<b>Zone(s):</b>	Agricultural Site Specific (A-1) and Natural Environment (NE)
<b>Permitted Use(s):</b>	<p>Agricultural Site-Specific (A-1) is site specific zoning that is for land approximately 1 km around the urban boundaries of Clifford, Harriston and Palmerston. The zone permits for agricultural uses but does not permit for new livestock facilities. It does permit for the reconstruction or addition of legally established existing livestock facilities, provided they can meet the MDS II calculation requirements.</p> <p>A relatively small portion of the retained lands at the rear of the property are zoned NE which is under the jurisdiction of the applicable Conservation Authority.</p>





**COMMENTS**

As it is currently unknown whether the lands will be maintained in the urban boundary or removed, it is the opinion of Town staff that this Consent is premature. If the severed lands remain in the urban boundary, prior to any development on the lands or the Future Development lands they are proposed to be merged with, an Official Plan Amendment (OPA) to redesignate the lands and Zoning By-law Amendment (ZBA) to rezone the lands for residential development would be required.

Town staff are aware of the potential future development of the severed parcels once merged with the abutting Future Development lot, if the severed lands stay within the urban boundary of Clifford. Additional comments will be provided with a future staff report once the Provincial decision is made.

**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:** Ashley Sawyer, Planning Coordinator

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

SENT ELECTRONICALLY (debt@wellington.ca)

November 14, 2023

County of Wellington Planning and Land Division Committee  
Wellington County Administration Centre  
74 Woolwich Street  
Guelph, Ontario N1H 3T9

ATTENTION: Deborah Turchet, Secretary – Treasurer

Dear Ms. Turchet,

RE: Application for Consent File: B71-23  
41 Park Street West  
Roll No.: 234100000500600  
Part Lot 61 and 62 Concession D  
Geographic Village of Clifford  
Town of Minto

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**RECEIVED**

NOV 15 2023

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the County of Wellington representing natural hazards, and water resources; and the application has been reviewed through our role as a public body under the *Planning Act* as per our Conservation Authority Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

### **Purpose**

The purpose of the Consent Application is for a lot line adjustment for future residential use. The retained portion is existing and proposed agricultural use.

### **Background**

The property is located within both the SVCA watershed and the Maitland Valley Conservation Authority (MVCA) watershed. On August 17, 2023, at the request of the County of Wellington and Town of Minto, the developer contacted the SVCA regarding the proposal.



## **Recommendation**

The proposed consent is generally acceptable to SVCA staff.

## **Delegated Responsibility and Advisory Comments -Natural Hazards**

There are no natural hazard features located on the parcel to be severed, however, a small portion of the property, specifically within the parcel to be retained, is within the Core Greenlands/Greenlands designation in the County of Wellington Official Plan (OP), Schedule A5 Minto; and this same area is zoned Natural Environment (NE) in the Town of Minto Zoning By-law 01-86, which is appropriate to identify part of the Clifford-Harriston Provincially Significant Wetlands (PSW).

## **Provincial Policy Statement – Section 3.1**

Section 3.1.1 of the PPS, 2020 states in part that development shall generally be directed to areas outside of hazardous lands, and hazardous sites. It is the opinion of SVCA staff that the application appears to be consistent with Section 3.1.1 of the PPS, 2020.

## **Wellington County OP Policies**

Section 5.4.3 of the Wellington County OP generally directs development to be located outside of Hazardous Lands. It is the opinion of SVCA staff that the application appears to be consistent with the policies of the Wellington County OP.

## **Statutory Comments**

SVCA staff has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). This regulation, made under Section 28 of the *Conservation Authorities Act*, enables SVCA to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Subject to the CA Act, development taking place on or adjacent to these lands may require permission from SVCA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. SVCA also regulates the alteration to or interference in any way with a watercourse or wetland.

A small area of the parcel to be retained is within the SVCA 'Approximate Screening Area associated with Ontario Regulation 169/06. As such, development and/or site alteration within this area requires the permission from SVCA, prior to carrying out the work.

"Development" as defined under the Conservation Authorities Act means:

- a) the construction, reconstruction, erection or placing of a building or structure of any kind;
- b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure;
- c) site grading; or,

- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

And;

"Alteration" as per Section 5 of Ontario Regulation 169/06 generally includes the straightening, diverting or interference in any way with a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

To determine the SVCA Approximate Screening Area on the property, please refer to the SVCA's online mapping program, available via the SVCA's website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

#### **SVCA Permission for Development or Alteration**

Development or alteration including construction, reconstruction, conversion, grading, filling or excavation, as well as agricultural tile drainage, proposed within the SVCA Approximate Screening Area may require permission (SVCA Permit) prior to the works commencing.

#### **Summary**

SVCA staff has reviewed the application as per our mandated responsibilities for natural hazard management, including our regulatory role under the *Conservation Authorities Act*. The proposed consent to sever land is generally acceptable to SVCA staff.

Given the above comments, and subject to the above comments, it is the opinion of the SVCA staff that:

- 1) Consistency with Section 3.1, Natural Hazard policies of the PPS, 2020 has been demonstrated.
- 2) Consistency with local planning policies for natural hazards has been demonstrated.

Please inform this office of any decision made by the County of Wellington with regard to the application. We respectfully request to receive a copy of the decision and notices of any appeals filed.

Should you have any questions, please do not hesitate to contact this office.

Sincerely,

Michael Oberle  
Environmental Planning Coordinator  
Saugeen Conservation  
MO\

cc: Jana Poechman, Wellington County (via email)  
Patrick Huber-Kidby, MVCA (via email)  
Evan Wittman, GSP Group, agent (via email: [evanw@gspgroup.ca](mailto:evanw@gspgroup.ca))  
Clifford (Park St) Developments inc., applicant (via email: [andrew@landscoutinvestments.com](mailto:andrew@landscoutinvestments.com))  
Terry Kuipers, Chief Building Official, Town of Minto (via email)  
Annilene McRobb, Clerk, Town of Minto (via email)  
Steve McCabe, SVCA Authority Member for Wellington North and Town of Minto (via email)



## Jana Poechman

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**From:** Anna Soleski <asoleski@mvca.on.ca>  
**Sent:** Friday, November 10, 2023 4:12 PM  
**To:** landdivisioninfo  
**Cc:** Jana Poechman; mtschaus@wightman.ca  
**Subject:** B71-23 Schaus

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

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Good afternoon,

MVCA has no formal comment for Severance application B71-23, Schaus, 41 Park St. W

Kind regards,

***Anna Marie Soleski***

Environmental Planner/Regulations Officer  
Maitland Valley Conservation Authority (mvca.on.ca)  
asoleski@mvca.on.ca; (519) 335-3557 ext. 240  
1093 Marietta St., Box 127, Wroxeter, ON, N0G 2X0

Jana Poechman

**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** Tuesday, September 5, 2023 9:27 AM  
**To:** Jana Poechman; Source Water  
**Subject:** RE: B71-23 - SW Screening Form  
**Attachments:** WHPA\_Map\_ParkW\_41.pdf

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

Good Morning 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*. Please note that we may provide comments on any future planning applications subject to this property, given the vulnerable areas.

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.

Thanks,

Kim

Kim Funk | Source Protection Coordinator

Wellington Source Water Protection | 1 MacDonald Square, Elora, ON, N0B 1S0  
519.846.9691 x283 | [kfunk@centrewellington.ca](mailto:kfunk@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1-844-383-9800

**From:** Jana Poechman <janap@wellington.ca>  
**Sent:** Thursday, August 31, 2023 3:12 PM  
**To:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** B68-23 & B69-23 - SW Screening Form

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello.

Please see the attached consent application for your review.

We hope to circulate September 7<sup>th</sup>.

Thanks.  
Jana

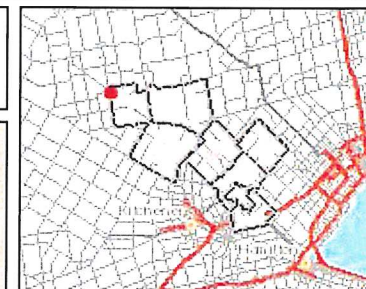
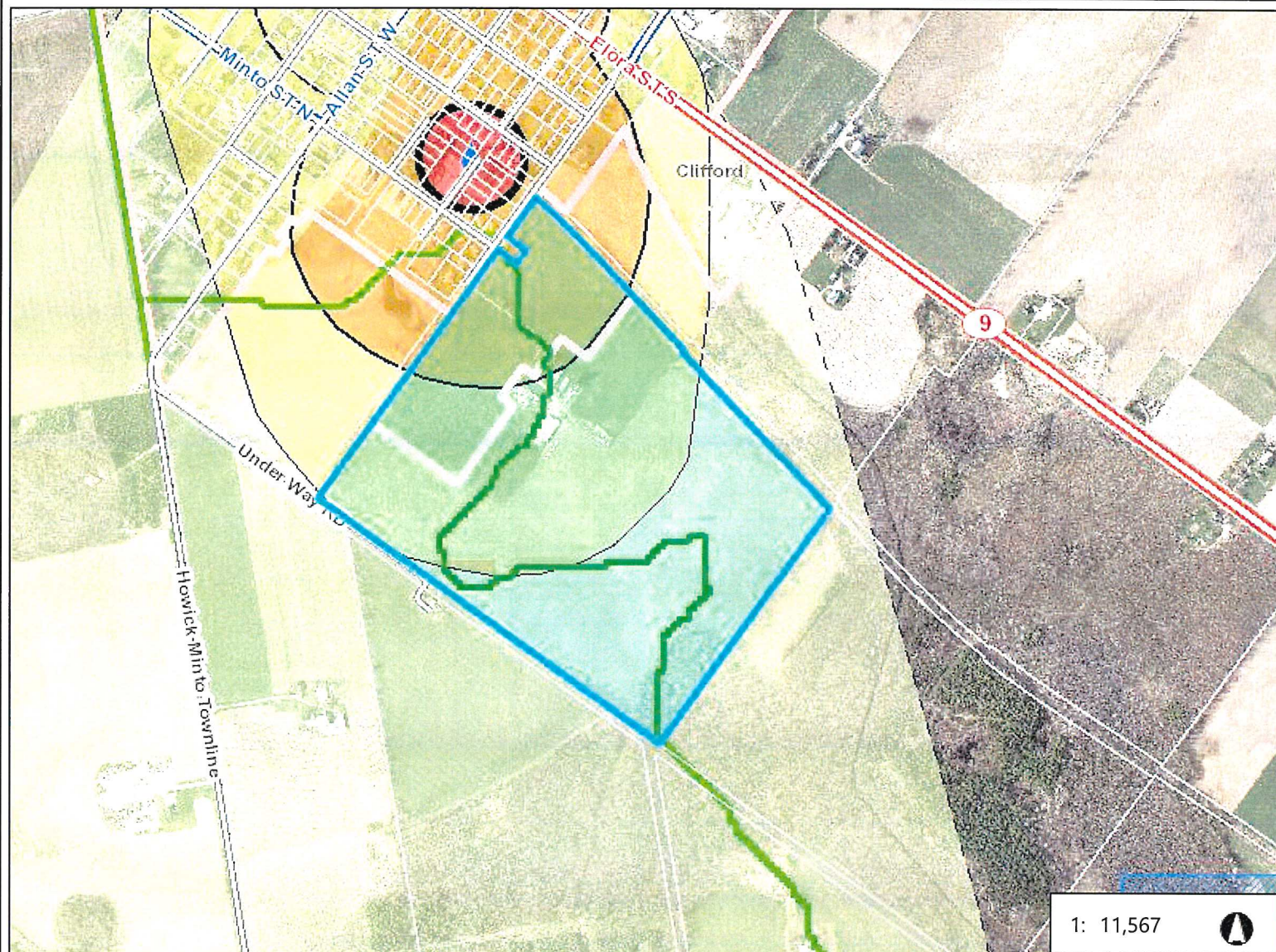
Jana Poechman  
Development and Administration Coordinator  
Planning and Development Department  
County of Wellington  
74 Woolwich Street  
Guelph ON N1H 3T9  
T 519.837.2600 x 2170  
E [janap@wellington.ca](mailto:janap@wellington.ca)





Explore  
Wellington

2 Park Street West, Cliveden



#### Legend

##### Parcels

##### Roads

- Local Road
- County Road
- Highway

##### Conservation Authority Boundary

##### Urban Centres and Hamlets

##### Well Locations

- Existing
- Proposed

##### Issue Contributing Area

- Chloride
- Nitrate
- Sodium
- TCE

##### Wellhead Protection Area

- A
- B
- C
- D

##### 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,

HVA

0.6 0 0.29 0.6 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
Includes material © 2022 of the Queen's Printer for Ontario. All rights reserved.

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 2022

#### Notes



B71-23



SHAPING GREAT COMMUNITIES

September 8, 2023

File No. 21364

Wellington County  
Planning and Development Department  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9

Attn: Curtis Marshall  
Manager of Development Planning

**Re: 41 Park Street West, Clifford, Town of Minto  
Planning Letter - Consent Application**

---

GSP Group has been retained by Clifford (Park St) Developments Inc. to provide planning services for the consent application for the above-noted property (the "Subject Application" and "Subject Property"). It is our understanding that a planning letter is required to accompany the Subject Application. This letter will address the proposed consent under the relevant planning frameworks, including the Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, Wellington County Official Plan, and Town of Minto Zoning By-law.

#### **Application Context**

The Subject Property is located in the southwestern area of the Clifford community, a settlement area in the Town of Minto. A previous consent application (application B38-22) was submitted for the Subject Property, severing a 4.8 hectare parcel to align with the settlement area boundary of Clifford prior to the Provincial modifications and adoption of Wellington County Official Plan Amendment 119 (OPA119). On July 18, 2023, Wellington County notified that the conditions of approval for consent application B38-22 were cleared, and the consent would be in effect. The Subject Application proposes to add the lands which were added to the settlement area boundary through OPA119 to the Subject Property, so that the lot boundaries align with the settlement area boundary. As illustrated on the submitted consent sketch, the areas to be added are approximately 4.85 hectares to the west and 0.99 hectares to the south (total of 5.84 hectares). It is our understanding that the Subject Application is considered by the County to be a Lot Line Adjustment, as no new lots will be created and the purpose of the application is to adjust the lot boundaries adding 5.84 hectares to the lot previously severed via the previous application (B38-22).

The Subject Application, in conjunction with B38-22, will result in an overall development area for residential uses, to be implemented by Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision applications to be submitted in the near future.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9  
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9  
gspgroup.ca

## **Provincial Policy Statement, 2020**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Policy direction is given to achieve efficient and resilient development and land use patterns. Settlement Areas are noted as being the focus of growth and development, which will more easily be achieved through the severance of the Subject Property. The Subject Application and subsequent development of the severed lands and parcel severed by B38-22 avoids a land use pattern that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas and promotes a cost-effective and coordinated development pattern.

The PPS establishes that the creation of lots shall comply with the minimum distance separation (MDS) formulae. The Minimum Distance Separation (MDS) Document states that MDS setbacks “*are not required for proposed land use changes (e.g., consents, rezonings, redesignations, etc.) within approved settlement areas, as it is generally understood that the long-term use of the land is intended to be for non-agricultural purposes.*” As the proposed enlarged lot is within the settlement area boundary, there are no MDS impacts associated with this application.

Section 2.3.4 of the PPS provides the policies regarding lot creation in Agricultural areas. The creation of new lots is permitted, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. The retained parcel is approximately 40 hectares in area, which is sufficiently large to continue agricultural operations. The Subject Application does not result in any new lots being created, and only adjusts the boundary between the previously severed and retained lands resulting from the previous application (B38-22) so that the boundary aligns with the settlement area boundary. This will facilitate the future development of the severed land for urban purposes so that growth and development is directed to settlement areas, while maintaining sufficient land area for continued agricultural use on the retained land in the prime agricultural area.

*The Subject Application is consistent with the PPS direction to focus development within settlement areas, achieve efficient development and land use patterns, to comply with MDS and to maintain flexibility for a range of agricultural uses.*

## **Growth Plan for the Greater Golden Horseshoe, 2019**

The Growth Plan for the Greater Golden Horseshoe (Growth Plan) provides policy direction regarding the accommodation of forecasted growth and achieving complete communities, and places preference on the utilization of available excess servicing capacity. The Growth Plan establishes that growth is to be focused in settlement areas within their urban boundary. The severed land including the land proposed to be added via lot line adjustment are entirely within the Clifford Urban Area, which will allow for the future development of the land within the settlement area to achieve the policy direction of the Growth Plan. Furthermore, as per the Wellington County Final Municipal Servicing Analysis

Report, Clifford is the only Urban Area within Wellington County which is expected to have excess servicing capacity by 2051. Therefore, the Subject Application, which will align the lot boundaries with the settlement area to allow for future residential development within the settlement area, facilitates the efficient use of available excess servicing capacity and achieves the objectives of the Growth Plan.

*The Subject Application conforms with the Growth Plan, adjusting the lot boundaries to enlarge a developable parcel of land and utilizing available excess servicing capacity within the urban boundary of the Clifford Urban Area.*

### **Wellington County Official Plan**

The Wellington County Official Plan (OP) provides policy direction to guide the physical development of the County and its local municipalities. Specific policy direction is given to the Clifford Urban Area, which is further implemented through specific land use designations. The Urban Areas of the County are the locations that will accommodate a greater share of growth and development, and as such are to meet objectives such as providing opportunities for an adequate supply and diversity of housing to satisfy the varied needs of a growing community, and to maintain appropriate standards for development and redevelopment which encourage controlled growth and represent a long term benefit to the community.

Schedule A5 of the OP provides the land use designations for the Town of Minto. The lands to be added to the previously severed lot are designated Prime Agricultural and are within the settlement area boundary of the Clifford Urban Centre. Through OPA 119, the Clifford Settlement Area was expanded to include the proposed severed lands. As such, the Prime Agricultural designation is no longer appropriate for the added lands within the urban area context. A future Official Plan Amendment application will be submitted to redesignate the added lands to the Residential designation, implementing the Urban Areas policies of the OP and contributing to the accommodation of anticipated growth in the Town of Minto and Clifford community.

The retained parcel will remain designated as Prime Agricultural. The OP establishes, as with the PPS, that new lots for agricultural operations shall be of a size appropriate for the type of agricultural use(s) common in the area and sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. There are no new lots being created as a result of the Subject Application, and the retained lot will remain sufficiently large to continue agricultural operations.

Additionally, the OP notes that all lots will have safe driveway access to an all-season maintained public road and that access to a local road will be preferred over county and provincial roads, where practical. A Temporary Access Easement has been put in place with the owners of the retained lands as part of B38-22, to ensure that access to Park Street is maintained for the retained lands via the existing driveway until a permanent new access is established with the future development of the severed lands or via a new driveway location.



*The Subject Application will facilitate the development potential of new greenfield development land within the Urban Area boundary by aligning the lot boundaries with the settlement area boundary, which is both necessary and appropriate to facilitate the implementation of the policies of the OP. The retained parcel will be of sufficient size to maintain flexibility for a range of agricultural uses.*

#### **Town of Minto Zoning By-law 01-86**

Both the added lands and retained lands are zoned Agricultural (A-1) in the Town of Minto Zoning By-law, reflecting the current OP land use designation. The Agricultural Zone requires a minimum lot area of 35 hectares and minimum lot frontage of 121.9 metres. No new lots are being created and the minimum lot area and frontage requirement are met by the retained lot, which will have a lot area of approximately 40 hectares and sufficient frontage along both the unbuilt portion of Part Street West as well as Under Way Road. Access from an open road to the retained lot will continue to be provided through an agreement/easement for access via the existing driveway through the lands which were severed via the previous application (B38-22). Direct access to the retained land from an open and improved public road will be addressed in the future by extending Park Street West which may be required as a future condition of draft plan of subdivision approvals for the previously severed lot and the lands to be added to the previously severed lot, and/or by the future construction of a new road as part of a subdivision development on this land.

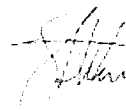
*No new lots are being created and the retained lot complies with the minimum frontage and lot area requirement of the Agricultural Zone for continued agricultural operations.*

As noted through this policy analysis, the Subject Application is both appropriate and necessary to facilitate the future development of lands within the Clifford Urban Area. By aligning the boundaries of the previously severed lands (B38-22) with the settlement area boundary, growth can be accommodated through future planning applications, which is consistent and conforms with the applicable planning frameworks. The Subject Application represents good planning and should be approved with appropriate conditions.

Sincerely,  
**GSP Group Inc.**



Evan Wittmann, MCIP, RPP  
Planner



Steve Wever, MCIP, RPP  
President