

Municipal Planning Meeting Minutes – Clifford Development Site

Purpose: To align vision for property and gather information required to prepare a professional development marketing package for a 15.64-acre Commercial development site at the northwest end of the Town of Minto.

Date: June 12, 2026

Present Terry Kuipers, Belinda Wick-Graham, Bill Smith, Sydney Smith, Keith Gray, Matt Hutten

1. Planning & Highest Best Use

- What uses would the municipality most like to see developed on this site?
- What is the municipality's vision for this gateway location?
- Are there any uses the municipality would discourage?
- How does this property fit into the community's long-term growth strategy?

The Town is in alignment with the vision for this property presented by the owners, with the exception of the cross-docking proposal.

2. Commercial Development

- Are drive-thru restaurants permitted? **Yes**
- Would Tim Hortons, Starbucks, A&W, McDonald's or similar concepts be supported? **Yes**
- Would a gas bar/convenience store be supported? **Yes**
- Would EV charging facilities be encouraged? **Yes – confirm hydro infrastructure**
- Would a multi-tenant retail plaza be supported? **Yes**

Other suggested uses to support Clifford's residential growth include – Pharmacy and Grocery Store Hotel, Grocery and Retail are permitted but sensitive land uses, such as restaurants and apartments would need a D-2 study if within 150m of the sewage treatment plant.

3. Industrial Development

- What industrial uses are currently in demand locally? **Rental units for smaller trades people**
- Would industrial condominiums be supported? **Yes**
- Would flex-industrial units be supported? **Yes**
- Would self-storage be supported? **Yes**
- Would contractor yards and outdoor storage be supported? **Contractor yards would be permitted if rezoned to industrial. Outdoor storage only if accessory to the business. The rezoning application would need to be on the portion of land with the OP Designation of Industrial, or an OPA would also be needed. As Minto, and the Highway 9 has very limited Highway Commercial land, staff is unsure of Council's support on the lands with the OP designation of Highway Commercial. Cross Docking is allowed in industrial zone. Rezoning (and possible OPA, please see the comment above) will be required. Staff have concerns about a cross docking facility on a mix use development, as these facilities have a high traffic volume.**

The Official Plan is Commercial and Industrial (4.5 acres industrial)
Need to re-zone the back portion to Industrial (\$8,000 application fee)

4. Brown Street Extension

- What is the expected timeline for Brown Street construction?
- Has the alignment been finalized?
- Is the project funded?
- Would a developer be required to construct portions of the road?
- Are development charge credits available for road construction?

Town is not expecting Brown Street Extension to happen.

Noted at some point there may be a roundabout at the intersection of Highway 9 and West Heritage St.

5. Servicing

- What water capacity is available? **Yes out to 2050**– requested a letter confirming capacity exists. This commitment would be time limited and would have to be approved by Council.
- What sanitary sewer capacity is available? **Yes out to 2050** – include in letter
- Are there known servicing constraints? **Confirm gravity flow on-site**
- Would off-site stormwater facilities be required? **Stormwater would be onsite. Look into options for how this can be done**
- Are there future servicing upgrades planned? **2018 water and sewer was extended to the corner. There is a frontage fee of \$221/metre to connect. Fire flow testing will be required at the time of a Planning Application. Terry to send servicing drawings.**

6. Transportation & Access

- What traffic studies exist for this corridor?
 - What future traffic increases are anticipated?
 - Would additional access points be supported?
 - Are turning lanes anticipated in the future?
 - What transportation improvements are planned nearby?
- No traffic studies that we are aware of. The MTO and the Town will be requiring Traffic Impact Study that developer would need to provide as part of a Planning Application. Note we believe a roundabout could be going in at that intersection (Elora St and West Heritage St).**

7. Development Constraints

- Are there environmental constraints? **No**
- Are archaeological studies required? **Only required if a plan of subdivision is proposed.**
- Are there source water protection issues? **No and also outside of Conservation Authority Regulated Area**
- Are there noise or compatibility studies required? **No**
- Are there any other constraints a purchaser should know about? **No**

8. Approvals & Process

- What approvals would likely be required for development?
 - What is the expected site plan approval timeline?
 - Would severances be supported? **Yes**
 - Would phased development be supported? **Yes**
 - Would condominium development be supported? **Yes**
- Terry noted a normal application takes 5 weeks to review (IF it is well prepared). One Owner requires site plan control and is the fastest. Plan of Condo requires site plan control and a plan of condo, and the Plan of Condo can occur during/after the development of the property. Plan of sub-division is longer typically 9 months - 1 year.**

9. Economic Development

- What businesses is the municipality actively trying to attract?
 - What inquiries has the municipality received for this area? **Smaller parcels, rental units for trades businesses**
 - Are there incentives available for development? **Town of Minto Community Improvement Program - <https://www.town.minto.on.ca/business/starting-a-business/business-grants> Tax Increment Grant applies only if includes a residential component such as creating new apartments on the 2nd floor in C2 zone.**
 - What employment growth is anticipated locally? **<https://www.wellington.ca/business-development/planning-development/2051-population-household-employment-growth-forecasts>**
- Noted Cachet Homes Development on south end of Clifford – 184 units as well as Van Eyl property on north end also proposing residential growth.**
- Development Charges Non-Residential - \$3.92/sqft. (County) and \$5.82. sq.ft. (Minto)**
- Terry notes Industrial Expansion Tax Credit – 1 time 50% expansion (eg. 10,000 sq. ft. building you can add 5,000 sq. ft. and not pay the DCs)**

10. Documents to Request

- Official Plan mapping <https://www.wellington.ca/business-development/planning-development/official-plan-land-use>
- Zoning mapping <https://www.town.minto.on.ca/residents/building-and-planning/planning-zoning>
- Brown Street plans and timelines **None**
- Servicing maps **Terry to send**
- Traffic studies **None**

Action Items

Call Westario to confirm hydro capacity and charges for hookup – Matt

Short term services capacity letter – Terry. **If occurring without a Planning Application, a formal request letter with the requested water consumption amount, will need to be required and will need to be approved by Council.**

Contact MTO for traffic studies and future roundabout - Matt

Frontage fee of 221/M services hook up fee –**Terry to confirm.**

Map of services location – **Terry to provide**

Confirm Dev Charges and Res rebates if applicable – **Terry to confirm**

Links to incentive in minutes - Belinda? **In Minutes**

Fire flows report – **developer to test and provide information, as part of a Planning Application**

Confirm cost to rezone to industrial – Belinda **(\$8,000)**

Confirm limited Hwy 9 corridor commercial property. Belinda **This is correct. There are other commercial properties in Clifford but not a lot on route from Teviotdale through.**