

ECONOMIC DEVELOPMENT DEPARTMENT

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**INDUSTRIAL  
DEVELOPER'S  
HANDBOOK**

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A GUIDE FOR INDUSTRIAL DEVELOPERS IN THE  
TOWN OF MINTO



January 2021

Corporation of the Town of Minto  
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Harriston Ontario Canada, N0G 1Z0

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## TOWN OF MINTO INDUSTRIAL PARKS

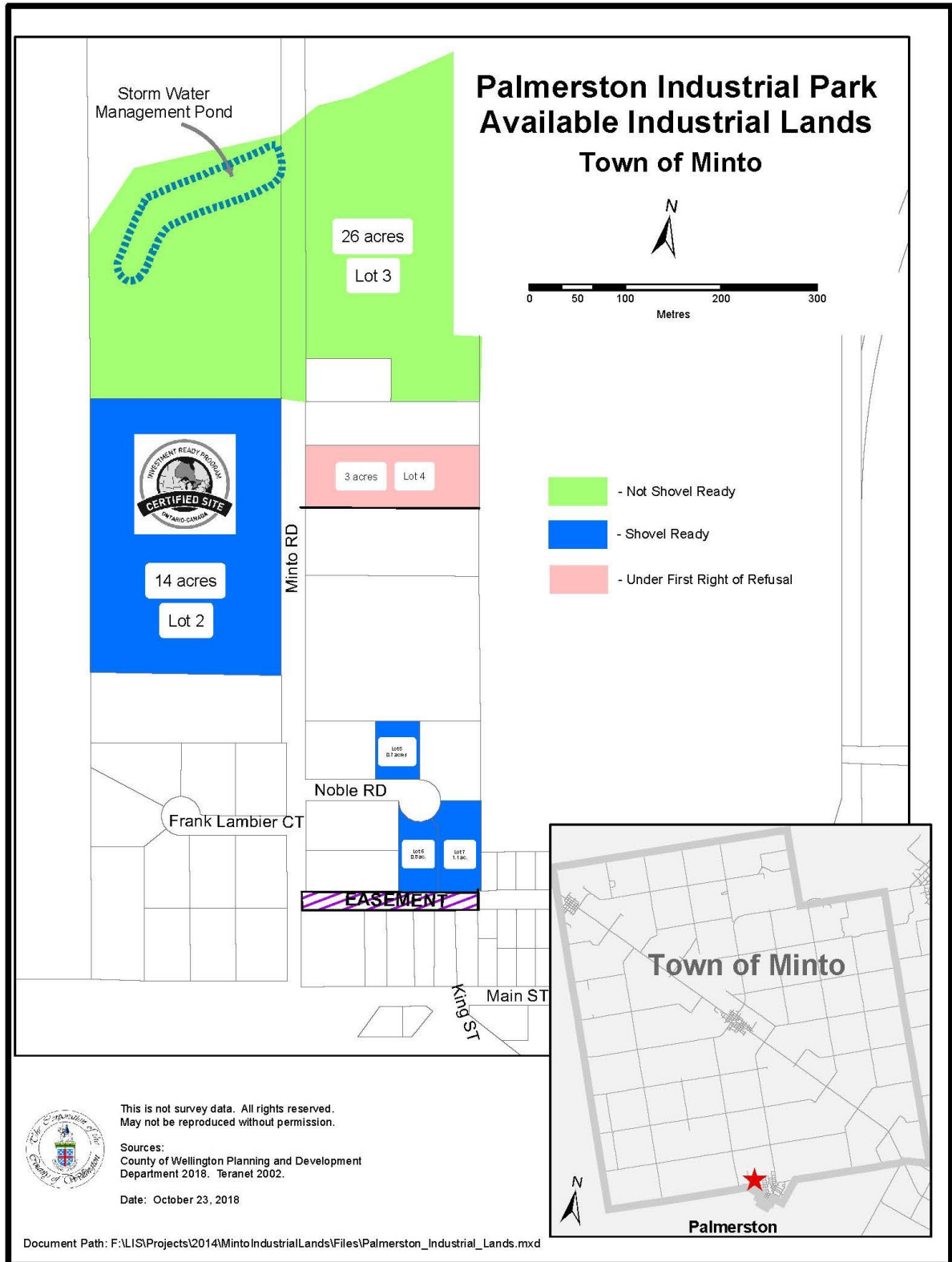
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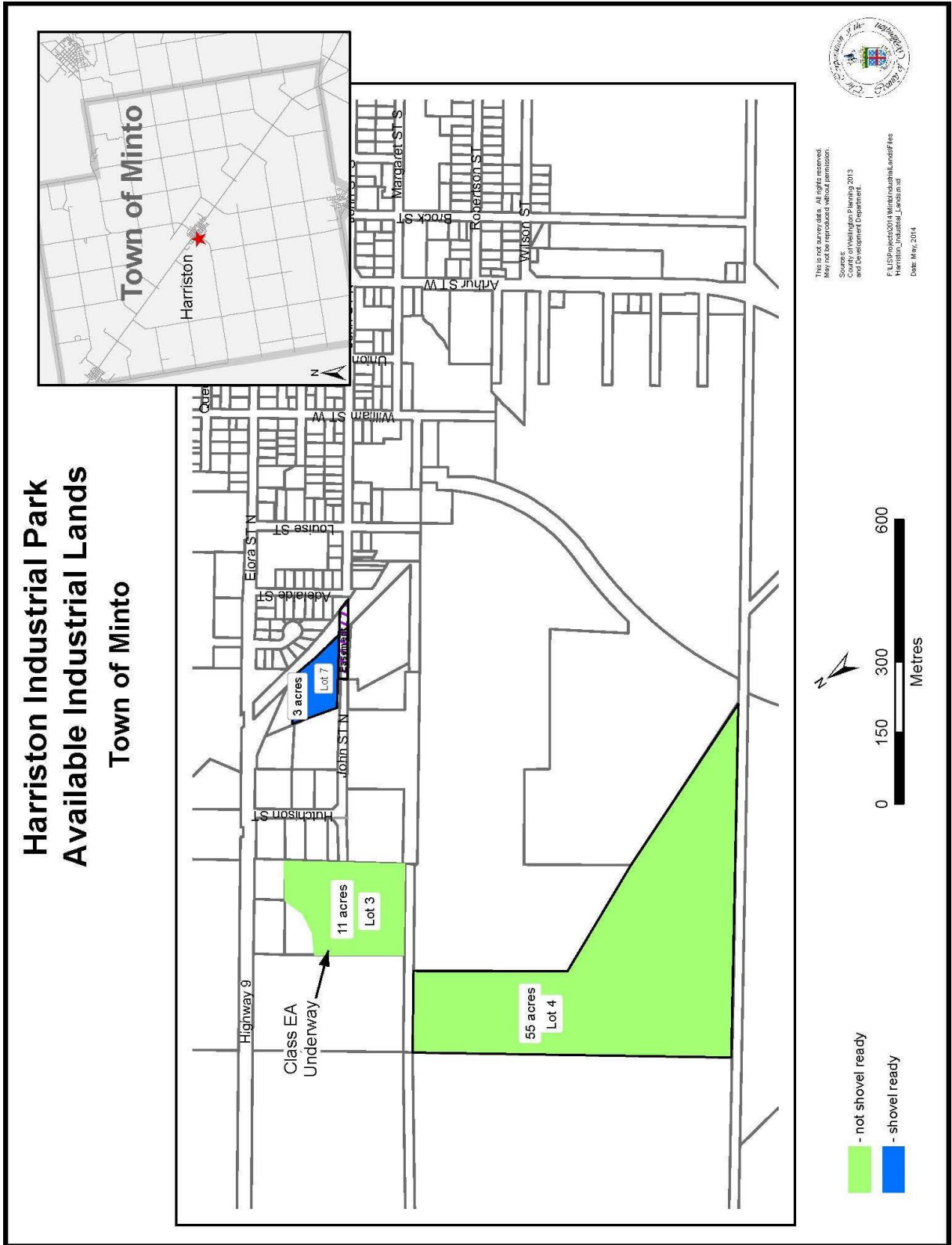
The Town of Minto is located at the north-western boundary of Wellington County, well situated mid-way between the major centres of southern Ontario and popular recreational areas along the eastern shore of Lake Huron and southern Georgian Bay. It is only a 1 to 1 ½ hour drive from the municipality to cities in Canada's Golden Horseshoe industrial heartland like Toronto and Hamilton and under an hour to Kitchener-Waterloo and Guelph.

The Town of Minto offers large parcels of municipally-owned industrial land for sale in the Harriston and Palmerston Industrial Parks. Highlights include:

- \$35,000/acre includes water and sewer services
- Lot sizes starting at 1 acre
- Good access to southwestern Ontario market









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## FOREWORD

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The *Industrial Developers' Handbook* is a guide produced for those purchasing industrial land and constructing an industrial facility in the Town of Minto.

This handbook outlines all aspects related to the purchase and development of Town-owned industrial land. It provides detailed steps to purchase Town-owned industrial land, and information on the process to obtain Site Plan Approval and a Building Permit.

Zoning regulations for industrial development, as well as a summary of costs, such as development charges, utility rates, and municipal taxes are also provided.

To ensure the smooth and timely processing of land purchases and development, staff is more than happy to meet with purchasers, developers and contractors, to review the process, address questions, and facilitate approvals.

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Belinda Wick-Graham, Business & Economic Manager	Ext. 241
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Terry Kuipers, Chief Building Official	Ext. 228

## PROCESS TO PURCHASE TOWN - OWNED INDUSTRIAL LAND

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### APPROVAL PROCEDURE

Town-developed industrial land is available on a serviced and rough-graded basis. The purchasing procedure is a very simple one, taking between 3 to 6 weeks, and is outlined below. The Economic Development Department is the coordinating department for all industrial land sales.



Process to Purchase Industrial Land

- Letter of Interest
- i) A Letter of Interest to Purchase is prepared by the Purchaser's Lawyer and provided to the Town through the Business & Economic Manager
  - ii) Upon receipt of the Letter of Interest to Purchase, the Business & Economic Manager prepares a report to be reviewed by Council in Closed Session. Should Council determine the offer is appropriate, staff are directed to collect a deposit of 10% of the offered purchase price through a bank certified cheque prior to the Agreement to Purchase being prepared. Should the Letter of Interest to Purchase not be acceptable to Council it will be returned to the Purchaser's lawyer with a written letter outlining the reason.
- The Agreement
- iii) Upon receipt of the 10% deposit, the Agreement to Purchase is prepared by the Town's Solicitor. If the purchaser chooses not to move forward with the purchase at this stage, the deposit, less the cost of the legal fees to prepare the Agreement to Purchase, will be refunded.
- Council
- iv) Once the Agreement to Purchase is prepared and signed by the Purchaser, staff will present Council, at the next appropriate Council meeting, a covering staff report recommending approval of the sale of the land. Town Council approval of the land sale is done through a resolution and the passing of a by-law, which requires the majority of a Council vote. Closing date after Council acceptance is normally 60 days or less following all conditions of the Agreement to Purchase being met.





**PERFORMANCE CLAUSES**

Purchases of Town-developed industrial land may be required to fulfill certain conditions within a certain time period after taking title to the land. Some of the standard conditions are shown below.

Construction Start and Completion Date	i)	Construction start is required within one year of the purchase date. Construction is to finish within one year of the construction start date.
Minimum Building Coverage	ii)	The minimum building coverage requirement is 15% of the total land area.
Penalty	iii)	<p>If the purchaser fails to comply with the conditions above, the Town has the option of repurchasing the land at 90% of the original purchase price.</p> <p>If an extension of time to complete construction is granted, the Purchaser shall pay to the Town, by way of liquidated damages:</p> <p>a) An amount equal to the amount of municipal taxes which the Purchaser would have been required to pay had a building or buildings been constructed as above required, and</p> <p>b) An amount equal to any increase in value of the Property. For the purposes of this clause, the term “an amount equal to any increase in value of the Property” shall mean the difference between the amount paid by the Purchaser based on the price established by the Town for industrial property as at the time of the request for the extension.</p>
Right of First Refusal	iv)	The Purchaser covenants that he will not sell the lands without first offering it to the Town at the original purchase price



## REAL ESTATE COMMISSION

The Ontario Municipal Act, S.O. 2001, c. 25, particularly Section 224(a) states that one of the roles of Council is to develop and evaluate the policies and programs of the municipality. Therefore the Council of the Town of Minto considers it to be in the public interest to enact a Policy entitled *The Real Estate Broker's Protection Policy*.

The Town of Minto owns industrial property that is available for sale. The Council of the Town of Minto is enthusiastic to sell their available industrial property.

The Council of the Town of Minto desire to eliminate any conflict with local Real Estate Brokers who may have potential clients interested in purchasing industrial land owned by the Town of Minto by not rewarding them for their services. Therefore, it is in the public interest for the Town of Minto to agree to represent themselves as the Vendor of all municipally owned property. The Town of Minto agrees to pay any Real Estate Broker a fee at the point of completion of a sale of industrial land. This fee is set at 5%.

*The Real Estate Broker's Protection Policy* will encourage anyone with viable contacts to investigate the sale of industrial lands within the Town of Minto.

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## SITE PLANNING PROCESS

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### SITE PLAN CONTROL

Site Plan Control is applied to most Non-Residential building and properties in the Town of Minto. The procedure requires that Site Plan drawings (and in some cases, elevation and cross-section drawings) be approved by the Town and that a Site Plan Control Agreement be signed by the property owner before a building permit can be issued.

The Clerk's Department co-ordinates Site Plan Control procedures. The overall appraisal of the project takes into consideration comments from internal Town departments, the County of Wellington, provincial government departments and special purpose bodies. Their comments, usually available within a three-week time period, generally address the aesthetic and functional relationships with adjoining public and private properties. Developer's are advised to allow 4-6 weeks for the Site Plan approval process, and this can overlap with the Building permit approvals process.



## SITE PLAN APPLICATION

### FEE AND REQUIREMENTS

- Site Plan Approval and Agreement (including amendments)  
Minor Application  
\$2,850 Deposit + \$750 Administration Fee + disbursements and third party fees.  
Complex Application (Special Council Meeting Required)  
\$6,000 Deposit + \$1,000 Administration Fee + disbursements for third party fees.
- For questions related to Site Plan Applications please contact the Building Department at 519-338-2511 ext. 228

### STANDARD SITE PLAN AGREEMENT

WHEREAS the "Owner" represents that it is the owner of the lands described in Schedule 'A' and shown on Schedule 'B' to this Agreement;

AND WHEREAS the "Town" has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of *The Planning Act, R.S.O. 1990, c.P.13*, as amended, which By-law affects the lands described in Schedule 'A' attached hereto;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the Plans and Drawings referred to in Subsection (4) of Section 41 of *The Planning Act, R.S.O. 1990, c.P.13*, as amended.

NOW THEREFORE WITNESSETH THAT in consideration of the premises and the sum of ONE (\$1.00) DOLLAR paid by the "Town" to the "Owner" (the receipt whereof is hereby acknowledged) and in consideration of the "Town" approving the Plans and Drawings for the development of lands described in Schedule 'A' and shown on Schedule 'B' attached hereto, the "Owner" covenants and agrees with the "Town" to provide, to the satisfaction of and at no expense to the "Town", the following:

1. The "Owner" agrees to provide, to the satisfaction of the "Town", Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and all facilities and works required under Clause 3 below.
2. The "Owner" agrees to construct all buildings, structures, facilities and works in accordance with the Plans referred to in Section 1 of this Agreement.



3. The “Owner” agrees that the Plans referred to in Clause 1 above shall be in such detail, as required by the “Town”, and shall provide any or all of the following, as determined solely by the “Town”:
- (a) the elevation of the property prior to and after development of the proposed use;
  - (b) the proposed exterior building design of all buildings and the use of all remaining open lands on the site;
  - (c) all yards and off-street parking spaces in accordance with the Regulations as outlined in the “Town” Zoning By-law, as amended;
  - (d) detailed Landscape Plans indicating planting and any outdoor structures;
  - (e) the proposed width, location, grades and elevation of all proposed roads, entrances, accesses and walkways (both private and public);
  - (f) the location of all outdoor garbage and re-cycling containers and details for supporting concrete pad and enclosures having a height of 1.8 metres. Further, the “Owner” agrees to locate and construct the supporting concrete pad and enclosure in accordance with the approved plan and details within One (1) year of occupancy of the proposed development;
  - (g) Storm and Sanitary Drainage Plans for the site and the buildings;
  - (h) the location of on-site snow storage;
  - (i) the location of fire routes;
  - (j) the location and type of overhead floodlights for all parking areas to ensure deflection of lights away from adjacent properties;
  - (k) subject to *The Public Transportation and Highway Improvement Act, R.S.O. 1990*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs where access is proposed onto a County of Wellington Road, the approval of the County of Wellington shall be obtained with respect to the location and design of access onto the County Road;



- (l) off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles and the surfacing of such area and driveways;
  - (m) walkways, including the surfacing thereof, and all other means of pedestrian access;
  - (n) walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
4. The "Owner" agrees that the building or buildings will be erected and the project will be completed in accordance with the exterior building design, site, elevation, landscape-buffering and layout plans as approved, subject only to such changes as are approved by the "Town". The "Town" reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.
  5. The "Owner" agrees that there shall be no outside storage on the subject lands described in Schedule 'A' attached hereto other than as provided in Paragraph 3 (f) of this Agreement.
  6. The "Owner" agrees that all surface and roof drainage will be controlled on the site and taken to an outlet with catch basins, where necessary, in a manner approved by the "Town" and/or the County of Wellington.
  7. The "Owner" agrees that there shall be no on-site storage of snow and that snow shall be removed from the parking lot area for lands identified in Schedule 'A' to this Agreement.
  8. The "Owner" agrees to dedicate to the "Town" free and clear of all encumbrances, all Easements and lands required by the "Town" for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the land and, on request by the "Town", to deliver the properly executed documents in registerable form to the "Town" in order to complete the dedication to the "Town" and to pay all costs incurred by the "Town" in respect to the aforementioned dedications.
  9. The "Owner" shall, where required by "Town" and/or County of Wellington resolution, dedicate to the "Town" and/or to the County widening of highways that abut on the land described in Schedule 'A' attached hereto, free and clear of all encumbrances.



10. The "Owner" hereby releases the "Town", and, where applicable, the County of Wellington, its servants, agents and contractors from any and all liability in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. The "Owner" agrees that all the facilities and matters required by this Agreement shall be provided and maintained at its sole risk and expense and to the satisfaction of the "Town" and that in default thereof and in the sole discretion of the "Town", the "Town" may perform such requirements at the expense of the "Owner" and such expense may be recovered by the "Town" in like manner as municipal taxes within the meaning of Section 427 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
12.
  - (a) In the event works are to be performed by the "Owner", its servants or its agents on lands owned by or to be conveyed to the "Town", the "Owner" shall supply the "Town" with a comprehensive liability insurance policy in form satisfactory to the "Town", holding the "Town" harmless for claims for damages, injury or otherwise in connection with the work done by the "Owner", its servants or agents in or adjacent to the lands to be developed under this Agreement in the amount of Two Million (\$2,000,000.00) Dollars inclusive. The "Town" is to be named as an insured in the said policy.
  - (b) The "Owner" shall, upon the earlier of (a) commencing any works on the land, or (b) applying for a building permit, supply the "Town" with cash or a Letter of Credit (the "security") in form satisfactory to the Clerk and in an amount determined by the Clerk, sufficiently guaranteeing the satisfactory completion of the site works on "Town" property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a period of one (1) year from the date that such works are constructed receive written approval from the "Town" C.B.O. or his/her designate. The security must further guarantee payment to the "Town" of all inspection or other costs that the "Town" may incur as a result of this Agreement. When the work is completed to the satisfaction of the "Town" C.B.O. or his/her designate, the Letter of Credit may be reduced to an amount equal to Ten (10) per cent of the original amount determined by the Clerk for each phase and shall not be further reduced until the "Town" C.B.O. or his/her designate has approved the works at the end of the said one year period.
13. It is understood and agreed that, after this Agreement has been registered or deposited on title, it shall not be released by the "Town". After all terms and



conditions of this Agreement have been complied with to the satisfaction of the “Town”, the “Town”, upon request and at the “Owner’s” expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.

14. The “Owner” hereby grants to the “Town”, its servants, agents and contractors a license to enter the lands described in Schedule ‘A’ attached hereto for the purpose of inspection of the works and the lands or for any other purpose pursuant to the rights of the “Town” under this Agreement.
15. The covenants, agreements, conditions and understandings herein contained on the part of the “Owner” shall run with the land and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
16. Nothing in this Agreement constitutes a waiver of the “Owner’s” duty to comply with any By-law of the “Town” or any other law.

IN WITNESS WHEREOF the “Owner” has hereunto set his/her hand and seal and the “Town” has hereunto affixed its corporate seal under that hands of its Mayor and Clerk.

## **BUILDING/PLUMBING PERMIT AND FEE SCHEDULE**

### **BUILDING PERMIT**

A Building Permit application is to be completed for each permit along with duplicate sets of drawings. The drawings are to include a site plan, working architectural drawings, structural drawings (if applicable) and mechanical drawings (if applicable).

The drawings are examined for compliance to zoning by-laws, the Ontario Building Code, the Fire Code and all other related documents and laws that may be applicable to the project.

A Building Permit is required under the Ontario Building Code prior to any construction activity on the site. Included with this permit are approvals/permits for plumbing, drainage, heating, air conditioning and ventilation.

Building Permit Fees are calculated based upon the square footage of the project, not the construction value.

When applying for a Building Permit, the total Building Permit Fee will be calculated and collected when the Permit Application is submitted. When the



application has been processed, and prior to the issuance of the Permit, all other fees applicable to the project will be paid (e.g. Development Charges).

### PLUMBING PERMIT

An application is to be completed for each permit along with a set of drawings in duplicate. With simple alterations, renovations, or repair work, drawings are not always required for a permit, nor is a permit required where there is simply a fixture being replaced.

NOTE: Some types of projects are subject to approval of various Ministries prior to obtaining the permit. These approvals, if applicable to the project, will be explained to you at the time of permit application.

Subject to all documents being signed, all approvals being completed and all standards having been met, the permit is ready to be issued.

### SCHEDULE AND CALCULATION OF PERMIT FEES

**Class of Permit shall include:**

Building Permit	Class 4 On-Site Septic Permit
Demolition Permit	Foundation Permit
Conditional Permit	HVAC Permit
Sign Permit	Change of Use Permit
Revision or Renewal Permit	Plumbing Permit





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No.	Building	Per Square Foot (unless noted)	Admin Fee
1	Group A & B (Assembly and Institutional Occupancies)		
	a) New Construction	.65	\$300.00
	b) Renovation/Alteration	.45	\$200.00
2	Group C (Residential Occupancies)		
	a) New Construction – SFD	.80	\$300.00
	b) New Construction – Multi Res (No Fee for Basement)	1.20	\$300.00
	c) Finished/Unfinished Basement	.40	
	d) Renovation/Alteration	.80	\$200.00
	e) Attached Garage	.45	\$200.00
	f) Deck/Porch	.45	\$200.00
g) Accessory Apartments	.80	\$200.00	
3	Group D & E Occupancies		
	a) New Construction	.80	\$300.00
	b) Renovation/Alteration	.40	\$200.00
4	Group F Occupancies (Industrial)		
	a) New Construction	.45	\$300.00
	b) Renovation/Alteration	.45	\$200.00
5	Agricultural		
	a) New Construction	.20	\$200.00
	b) Liquid Manure Tanks	\$4.70 per Lin. Ft.	
	c) Grain Bind/ Tower Silos	\$325.00 Flat Fee	
	e) Bunk Silos	\$400.00 Flat Fee	
6	Accessory Structures	.45	\$200
7	Demolition Permits		
	a) Class 'A'	\$115.00 Flat Fee	
	b) Class 'B'	\$230.00 Flat Fee	
8	Class 4 On-Site Septic Systems		
	a) New/Replacement Tank	\$450.00 Flat Fee	
	b) Replacement Tank	\$150.00 Flat Fee	
	c) Bed Replacement	\$300.00 Flat Fee	
9	Plumbing Permit	\$138.00 Flat Fee	
10	Conditional Permit	\$345.00 Flat Fee Plus Completion Permit Amount	
11	Solid Fuel Fired Appliance	\$138.00 Flat Fee	
12	Tent Permit	\$138.00 Flat Fee	
13	Temporary Structure (Temp Dwelling, School Portable etc.)	\$240.00 Flat Fee	
14	Change of Use (No Construction)	\$115.00 Flat Fee	



15	Solar	\$300.00 Flat Fee	
16	Pool Entrance Enclosure	\$138.00 Flat Fee	

*EFFECTIVE 2019*

*Notes to Table:*

- a) An investigation fee of \$150.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee.*
- b) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$9.00 per \$1,000.00 of construction value shall be charged for a building permit.*
- c) Inspection only – no permit required: a fee of \$90 per hour shall be applied*
- d) Inspection requested and not ready – a fee of \$90 shall apply.*

**TRANSFER OF PERMITS:**

An additional fee of \$75.00 shall apply where ownership changes on a property. If there are changes to plans, contractors or professional services, a new plans review may, at the discretion of the Chief Building Official, be required and the Chief Building Official may require the issuance of a further permit and payment of applicable fees.

**INTERPRETATION:**

The following requirements are to be applied in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (excluding residential garages).
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.)
- Unfinished basements for single family dwellings (including semis, duplexes and townhouses, etc.) are not included in the floor area.
- Attached garages and fireplaces are included in the permit fee for single-family dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.



- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition partitions to existing ceilings is a part of an alteration or renovation permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor area, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- Fee for classes of permits not described or included in this schedule shall be determined by the Chief Building Official.

### **LOT GRADING/DAMAGE DEPOSIT**

A lot grading/municipal infrastructure damage deposit in the amount of \$2000.00 shall be required where the estimated building cost exceeds \$25,000.00 on a lot where no lot grading/damage deposits are prescribed under a separate agreement or by-law are collected. The deposit shall be 100% refundable upon the submission of a Lot Grading Certificate and Final Grading Plan, completed by a Professional Engineer registered in the Province of Ontario or an Ontario Land Surveyor, stating that the grading has been completed in general conformance with the design grading plan, accompanied by a Final Grading Plan indicating the final site elevations, and until the Public Works Department confirms that no damage to municipal infrastructure has occurred which has not been repaired at the sole cost of the owner or contractor, to the satisfaction of the Town of Minto.

### **SIGNAGE STANDARDS AND PERMITS**

All signage on industrial building require Approval and Permits. Accordingly, there is a sign by-law in place, which regulates the size, material and mount-type.



The Sign Permit fee is based on a rate of \$25 per sign. The sign by-law is administered by the Building Department. Contact the Building Department to apply for a sign permit 519-338-2511 ext. 228.

### OTHER APPROVAL AGENCIES

#### MINISTRY OF ENVIRONMENT

The Province of Ontario regulates air quality and emissions. The Ontario Standards are outlined in Section 8 of the Environmental Protection Act of Ontario. A Certificate of Approval of the discharge is required prior to start-up of a new plant.

Six to eight weeks are needed to process the Certificate by the Province. The Certificate of Approval is not required before building construction starts. "Noise" is also included in the Environmental Protection Act. The Provincial air emission standards also take into consideration plant location and surrounding land use and are therefore site specific. To obtain specific information it is suggested that you deal directly with the Ministry of Environment on specific sites. All sites in Ontario will be subjected to Province of Ontario approval. The Certificate of Approval is not required prior to granting a building permit by the Town of Minto.

Ministry of Environment: 1-800-265-8658

#### MINISTRY OF LABOUR

Ministry of Labour approval is not required prior to issuance of a building permit.

Ministry of Labour, Regional Office 1-800-265-2468

#### GRAND RIVER CONSERVATION AUTHORITY

If the project falls under Grand River Conservation Authority jurisdiction, their approval is required prior to issuance of a building permit. The Conservation Authority regulates projects depending on their location in relation to any flood plains and watercourses.

Grand River Conservation Authority 519-621-2761

#### MAITLAND VALLEY CONSERVATION AUTHORITY

If the project falls under Maitland Valley Conservation Authority jurisdiction, their approval is required prior to issuance of a building permit. The Conservation



Authority regulates projects depending on their location in relation to any flood plains and watercourses.

Maitland Valley Conservation Authority                      519-335-3557  
SAUGEEN VALLEY CONSERVATION AUTHORITY

If the project falls under Saugeen Valley Conservation Authority jurisdiction, their approval is required prior to issuance of a building permit. The Conservation Authority regulates projects depending on their location in relation to any flood plains and watercourses.

Saugeen Valley Conservation Authority                      519-364-1255

WELLINGTON –DUFFERIN-GUELPH PUBLIC HEALTH

Wellington-Dufferin-Guelph Public Health approval is not required prior to issuance of a building permit. However, the Health Unit does have jurisdiction of the food premise (such as cafeteria, food processing operation, restaurant, etc.) once the project is completed. It is highly recommended to incorporate their requirements in your proposal prior to permit application to avoid concerns following project completion.

Wellington-Dufferin-Guelph Public Health                      519-846-0323

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## INDUSTRIAL ZONING BY-LAW

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### SECTION 24 – M1 INDUSTRIAL ZONE

#### 24.1 PERMITTED USES

- Any manufacturing, processing, assembly, repair, fabricating, milling except for a motor vehicle recycling and salvage or wrecking facility, junk or scrap yard, fertilizer manufacturer, abattoir, rendering plant or any use considered offensive by the Public Health Act
- Automotive Body Repair Shop
- Bakeries
- Builder or Contractor's Yard
- Building Supply Outlet
- Bulk Fuel Depot
- Business or Professional Office
- Custom Workshop
- Dry Cleaning Plant
- Farm Machinery Sales and Service
- Feed Mill, Seed plant, Grain Elevator
- Heavy Equipment Sales and Rental
- Industrial Mall
- Mini-Storage Facility
- Parking Area
- Parking Lot
- Rental Outlet
- Research and Laboratory Facilities
- Service Industry
- Service or Repair Shop
- Printing Establishment
- Public Works Yard
- Sewage Treatment Facility
- Transport Establishment
- Warehouse
- Water Treatment Facility
- Wholesale Outlet
- Accessory Uses, Buildings and Structures including cafeteria for employees, factory outlet, storage yards, showrooms and places of recreation



## 24.2 REGULATIONS

24.2.1	LOT AREA, Minimum	929.0 m <sup>2</sup> (10,000.0 ft <sup>2</sup> )
24.2.2	LOT FRONTAGE, Minimum	20.0 m (65.6 ft)
24.2.3	FRONT YARD, Minimum	7.6 m (24.9 ft)
24.2.4	INTERIOR SIDE YARD, Minimum	3.0 m (9.8 ft); 9.2 m (30.2 ft) where an M1 Zone abuts any residential zone.
24.2.5	EXTERIOR SIDE YARD, Minimum	7.6 m (24.9 ft)
24.2.6	REAR YARD, Minimum	7.6 m (24.9 ft); 9.2 m (30.2 ft) where an M1 Zone abuts any residential zone.
24.2.7	LOT COVERAGE, Maximum	60%
24.2.8	BUILDING HEIGHT-Maximum	12.0 m (39.4 ft)

## 24.3 PARKING SPACE REGULATION

In addition to the required number of parking spaces set out in Section 6.27, a maximum of three visitor parking spaces for passenger vehicles may be provided in the required front yard for the first 15.0 m (49.2 ft) of front wall of the principal building plus one additional visitor parking space for each additional 7.6 m (24.9 ft) of front wall in excess of the first 15.0 m (49.2 ft).

## 24.4 ACCESSORY RETAIL

Accessory retailing of products shall be permitted subject to the following regulations:

- a) A maximum of 25% of the gross floor area is used within
  - i) the main industrial building, or
  - ii) each individual unit in an industrial mall.
- b) the products to be sold must be produced on the site.

## 24.5 LANDSCAPING REQUIREMENTS

A landscaping area shall be provided and thereafter maintained in the entire required front yard except where front yard parking is established under the provisions of Section 24.3 in which case the remainder of the area shall be landscaped and a planting strip shall be provided across the entire lot frontage except for provisions of ingress and egress.

## 24.6 OTHER PROVISIONS

Accessory uses, off-street parking, off-street loading, Buffer Areas, Garbage Storage Areas, outdoor display areas and outdoor storage areas shall be provided in accordance with the applicable General Provisions of Section 6 of this By-law.



**SECTION 35 – EXCEPTION ZONE 2 – HARRISTON**

**35.16 M1-16** In addition to the provisions of Section 24 of this By-law, the lands zoned **M1-16** may be used for a permitted use subject to the following additional regulations:

- a) an outdoor display area of finished products produced on the site, will be permitted in the front yard. Storage of general materials will **not be** permitted in the front yard.

**35.26 M1-26** Notwithstanding Section 24.1 and Section 6.35.2 or any other provisions other provisions to the contrary, the land zoned **M1-26** will be subject to the provisions of the M1-16 Zone and may also be used for a poultry processing plant including accessory office uses. All other applicable provisions of the Zoning By-law shall apply to the land zoned **M1-26**.

**35.34M1-34** Notwithstanding any provisions to the contrary, the land zoned **M1-34** will be subject to the provisions of the **M1-16** zone and may, in addition to the main industrial use of the property, be used for an accessory single detached residential dwelling. The accessory single detached residential dwelling shall be subject to the regulations of Section 12.2 of this Zoning By-law.

Except as amended above, the land zoned **M1-34** shall be subject to all other applicable regulations of Zoning By-law 01-86.”

**35.35 M1-35** **TEMPORARY USE PROVISIONS**

a) **Permitted Uses**

In addition to the uses permitted in Section 24.1, the land zoned **M1-35** may also be used as a Day Nursery.

b) **Regulations**

- i) This Temporary Use Zone, which was established by By-law 03-111 shall be in effect for a maximum of three years. Upon the expiry of this time period, unless extended by further





amendment to this By-law, the subject land shall revert to the original Industrial (M1) Zone.

ii) The maximum gross floor area to be occupied by the Day Nursery shall be 374.4 m<sup>2</sup> (4,030 ft<sup>2</sup>)."

**35.40 M1-40 (H)** i) Until the "H" symbol is removed, the land zoned **M1-40 (H)** may only be used for the following:

- An agricultural use, excluding the keeping of livestock, a fur farm or dog kennels

Council may pass a By-law removing the "H" symbol once it is satisfied that the following matters have been adequately addressed:

- Availability of municipal services
- Stormwater management, including any required easements
- Archeological assessment of the lands
- Compatibility with residential dwellings to the east in terms of potential sound and vibration impacts.

ii) Notwithstanding Section 6.17.1, Minimum Distance Separation (MDS 1) shall not apply between the land zoned **M1-40** and the hobby barn to the northwest in the north part of Lot 82, Concession D.

**35.41 M1-41** Notwithstanding Section 24.1, Industrial, the lands zoned M1-41 may be used for the additional following uses: an Automotive Washing Establishment and a card operated fuel depot for use by the general public. These additional uses shall comply with the zone requirements of Section 17.4 of the Highway Commercial (C2) zone.

#### **SECTION 37 – EXCEPTION ZONE 4 – TOWN OF PALMERSTON**

**37.30 M1-30 (H)** In addition to all applicable regulations contained in this zoning by-law, the following additional regulations shall apply to the **M1-30 (H) Zone**



- a) Notwithstanding anything in this By-law to the contrary, all industrial buildings and structures shall maintain a setback of at least 70 m (229.7 ft) from any abutting residential zone.
- b) Notwithstanding anything in this By-law to the contrary, the parking area for all motor vehicles shall maintain a setback of at least 9.2 m (30 ft) from any abutting residential zone.
- c) Notwithstanding anything in this By-law to the contrary, all buildings, structures or sewage disposal systems shall maintain a setback of at least 30 m (98.4 ft) from the Natural Environment Zone situated in the north portion of the Lot 24, Concession 1 (formerly in the Township of Minto).
- d) Until the “H” symbol is removed, the land zoned **M1-30 (H)** may only be used for the following:

- An agricultural use, excluding the keeping of livestock, a fur farm or dog kennels

Council may pass a by-law removing the “H” symbol once it is satisfied that the following matters have been adequately addressed:

- Availability of municipal services
- Stormwater management, including any required easements
- Compatibility with residentially zoned land to the south in terms of potential sound and vibration impacts.

**37.35 M1-35 (H)**

- i) Notwithstanding Section 6.20 of this by-law, stormwater management facilities may be located within the required 30 metre setback from the Natural Environment zone situated immediately north of the M1-35 zone. The Town of Minto shall consult with the Saugeen Valley Conservation Authority prior to establishing any stormwater facilities within the 30 metre setback.
- ii) Until the “H” symbol is removed, the land zoned M1-35 (H) may only be used for the following:
  - An agricultural use, excluding the keeping of livestock, a fur farm or dog kennels



Council may pass a by-law removing the “H” symbol once it is satisfied that the following matters have been adequately addressed:

- Availability of municipal services
- Stormwater management, including any required easements
- Archeological assessment of the lands

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## UTILITES

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### ELECTRICITY

Westario Power Inc. an electrical utility in which the Town of Minto owns shares, is the distributor of electricity in the Town of Minto Industrial Parks.

Up-to-Date Electricity Rates can be found online at <http://www.westario.com/Business/RatesConditions/ElectricityCharge/tabid/89/Default.aspx>

**For further information contact:**

***Westario Power Inc.***

RR # 2 , 24 Eastridge Rd.

Walkerton, ON N0G 2V0

Telephone: 1-866-978-2746

Email: [customer.service@westario.com](mailto:customer.service@westario.com)

Website: [www.westario.com](http://www.westario.com)

***Hydro One***

Stephen Schenk

519-540-8037 cell

[Stephen.schenk@hydroone.com](mailto:Stephen.schenk@hydroone.com)

### NATURAL GAS

Natural Gas is distributed in the Town of Minto by Union Gas Limited, which is a wholly owned subsidiary of Westcoast Energy Inc. Union Gas is responsible for the gas distribution and transportation in southwestern and northern Ontario.

Up-to-Date Gas Rates can be found at: <http://www.uniongas.com/business/account-services/myaccount/rates>



**For further information contact:**

Union Gas Limited  
603 Kumpf Drive,  
Waterloo, ON N2V 1K8  
Telephone: 1-800-265-8807  
Fax: 519-885-7559

Business Development Clerk  
Telephone: 519-885-7452  
Toll Free: 1-800-265-8807

## WATER AND SEWER

The Town of Minto owns and operates all water systems within the municipality. The water source for the Town of Minto is ground water. The average main pressure in the Palmerston system is 62 P.S.I. and the capacity of the system is 4276.7m<sup>3</sup>/day. The average main pressure in the Harriston system is 60 P.S.I. and the capacity of that system is 6088.7 m<sup>3</sup>/day. Prior to any industry connecting to the Water System, they must apply to the Director of Public Services for permission.

Sewage in the community of Palmerston is treated by a waste water treatment plant and in Harriston is treated in lagoons. The Town of Minto manages the sewage treatment facilities.

Up-To-Date Rates can be found at:

<http://town.minto.on.ca/content/departments/treasury/minto-council-june-16-2015-water-rates.pdf>

**For further information contact:**

Town of Minto Treasury Department  
519-338-2511 ext. 235  
[Gordon@town.minto.on.ca](mailto:Gordon@town.minto.on.ca)

## WASTE WATER QUALITY

There are three activated sludge treatment plants in the Town of Minto all managed by the Ontario Clean Water Agency and overseen by the Town of Minto. Prior to any industry connecting to the Sanitary Sewer System, they must apply to the Director of Public Services for permission.

Waste water quality regulations in the municipality are stipulated in the Town of Minto Sewer Use By-Law No. 08-87. The onus is on the Industry to meet the criteria, otherwise, enter into a special agreement with the Town of Minto. Some of these regulations for discharges into sanitary sewers are shown below.



<u>Criteria</u>	<u>Maximum Limit</u>
i) Temperature	65°C
ii) Biochemical oxygen demand (BOD)	300 mg/1
iii) Suspended Solids	350 mg/1
iv) Solvent extractable matter of mineral or synthetic origin	15 mg/1
v) Solvent extractable matter of animal or vegetable origin	100 mg/1
vi) Phosphorus	10 mg/1
vii) Kjeldahl Nitrogen	100 mg/1
viii) Phenolic compounds	1 mg/1
ix) Chlorides expressed as Cl	1500 mg/1
x) Sulphates expressed as SO <sub>4</sub>	1500 mg/1
xi) Aluminum expressed as Al	50 mg/1
xii) Iron expressed as Fe	50 mg/1
xiii) pH	No less than 5.5 nor greater than 9.5
vii) Fuels	Prohibited
PCBs	“ ”
Pesticides	“ ”
Severely Toxic Materials	“ ”
Waste Radioactive Materials	“ ”

Please refer to the Town of Minto Sewer Use By-law No. for additional information. Copies can be obtained through the Town of Minto Public Works Department at 519-338-2511 ext. 227.

## GENERAL BUSINESS SERVICES

### TELECOMMUNICATIONS

General telephone service is provided by Bell Canada and Wightman Telecom, which is located within the Town of Minto. For business requirements please contact:

Wightman Telecom Customer Care Centre 100 Elora St. N, Clifford, ON NOG 1M0	Tel. 519-327-8012 or. 1-888-241-1100
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Bell Canada	Tel. 310-2355
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### FIBRE OPTICS

The Town of Minto is served by Fibre Optics by Wightman Telecom.

Wightman Telecom is proud to offer quality FTTH phone, internet and TV at affordable pricing. Installation of the new service in your business costs you nothing and our phone and internet bundles are priced the same as our conventional services even though you will be receiving superior speeds, reliability and flexibility. Our internet packages feature a 20 Meg standard speed with more Megs available on request.



Wightman Telecom  
100 Elora St. N, Clifford, ON N0G 1M0  
Tel. 519-327-8012

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## DEVELOPMENT CHARGES

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Development Charge by-laws have been introduced at both the local and county levels of government. As a result, any industry contemplating a plant expansion or constructing a new building should be aware that development charges will be calculated on the total area of the new construction space and fees will be collected at the building permit stage.

### NON-RESIDENTIAL DEVELOPMENT CHARGES

Non-Residential Development charges are shown below for the Town of Minto and the County of Wellington. These charges apply to the Industrial, Commercial and Institutional Sectors.

The Municipal and County charges are adjusted annually on January 1<sup>st</sup> each year, in accordance with the Statistics Canada, Quarterly Construction Price, and Statistics Canada Catalog 62-007.

NON-RESIDENTIAL DEVELOPMENT CHARGES (PER SQUARE FOOT OF GROSS FLOOR AREA OF THE BUILDING) (COUNTY OF WELLINGTON - AS OF JANUARY 1, 2021) (TOWN OF MINTO - AS OF JANUARY 1, 2021)		
		Lands purchased from the Town of Minto
On New Construction	Town's Development Charge	\$3.96/sq. ft.
	County's Development Charge	\$1.60/sq.ft.
	Total	\$5.56 /sq.ft.
On Industrial Additions	Up to 50% of the floor area of the existing building may be exempt from the Town and County Development Charges. See by-laws for interpretation.	
County and Town Indexes adjusted January 1 <sup>st</sup> .		



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## MUNICIPAL TAXATION

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### PROPERTY TAXES

Property taxes in Ontario are collected based on a percentage of your property's current market value assessment (CVA). Each municipality is required to collect property taxes, and set the tax rates for the various property types. Municipal tax rates vary depending on the property type. The tax rates in Minto for selected property types and the portions attributable to the County, School Boards and Town are shown in the following table.

Your annual tax bill is calculated by applying the tax rate against the current market value assessment of your property (Current Market Value Assessment x Tax Rate = Total annual taxes). For example, if your industrial manufacturing property has a current market value assessment of \$800,000, the annual taxes for 2020 would be  $\$800,000 \times 0.04091179 = \$32,729.43$

#### 2020 MINTO TAX RATES (2021 TAX RATES TYPICALLY FINALIZED IN MAY 2021)

PROPERTY TYPE	CODE	TOTAL
Industrial	IT/LT	0.04091179
Commercial	CT	0.02689319
Residential	RT	0.01336824
Multi-Residential	MT	0.02402267



## CONTACTS

Economic Development Building Department	Belinda Wick-Graham Terry Kuipers	519-338-2511 Ext. 241 519-338-2511 Ext. 228	Industrial Land Sales
Building Department	Terry Kuipers	519-338-2511 Ext. 228	Site Planning Process Zoning Building Permits
Public Works Dept.	Mike McIsaac	519-338-2511 Ext. 234	Service Locates & Utilities
Fire Department	Chris Harrow	519-503-9545	Hydrants, Fire Access
Westario Power		1-866-978-2746	Hydro Service
Union Gas		1-800-265-8807	Natural Gas Service
Bell Telephone		310-2355	Service and Rates
Fibre Optics Wightman Telecom		1-888-241-1100	Service and Rates
Ministry of the Environment		1-800-265-8658	Air Emission Standards
Ministry of Labour		1-800-265-2468	Permit Information
Ontario Government Information Line		1-800-268-1153	General Government Inq.
Wellington Dufferin Guelph Public Health		519-846-0323	Permit Information
County of Wellington Planning	Linda Redmond	519-837-2600Ext. 2380	Planning
Regional Assessment Office		1-866-296- 6722	Property Tax Info