

December 8<sup>th</sup>, 2025

File No.: 2025-07

Mr. Aldo Salis, MCIP, RPP  
Director of Planning and Development  
74 Woolwich Street  
Guelph ON  
N1H 3T9

**RE: Draft Plan of Condominium Application (Standard)  
444 and 454 Newfoundland Street, Mount Forest, Wellington North, Wellington County**

On behalf of 1000567338 Ontario Inc. ("Owner"), we are pleased to submit a Draft Plan of Condominium Application for land known municipally as 444 and 454 Newfoundland Street, Mount Forest, Wellington North, Wellington County ("Site"). The Owner is proposing to create distinct units for the existing residential dwelling units on the Site to facilitate future property transactions.

The Site is XX square metres in size with 58.152 metres of frontage on Newfoundland Street. There are two existing buildings on the Site, each containing a total of four (4) dwelling units. There is an existing driveway from Newfoundland Street, which connects to the surface parking area. A total of 16 off-street parking spaces are provided, along with two (2) accessible parking spaces. The perimeter of the Site is landscaped with manicured lawn and tree cover.

Land surrounding the Site includes a mix of residential uses and institutional uses. To the immediate west is a municipal park with baseball diamonds, a splash pad, and park. Land to the north, east, and south is generally used for low-density residential purposes. Newfoundland Street is a local street. The Site is located within 800 metres of the downtown area of Mt. Forest.

### **1. Draft Plan of Condominium**

The proposed Draft Plan of Condominium includes the following:

- Eight (8) units for the existing dwelling units;
- Exclusive use areas for each unit, including off-street parking, front porch and rear yard; and,
- Common elements, comprised of driveway, accessible parking and landscaped areas.

Appended to this letter is the proposed Draft Plan of Condominium as well as a Conceptual Site Plan, to illustrate the overall site functionality.

The existing buildings have full access to municipal water, sanitary and storm services. The servicing of each unit and associated continued access to servicing will be addressed through the Condominium Declaration. Each proposed unit has a unit boundary that aligns with the demising wall, meaning any internal communal servicing in the floor, walls, or ceiling forms part of the common elements.

## 2. Planning Policy Framework

### 2.1 *Planning Act, R.S.O. 1990, Chapter P.13*

The Planning Act provides provincial legislation that “sets out the ground rules for land use planning in Ontario. It describes how land uses may be controlled, and who may control them.” Section 2 of the Planning Act outlines the matters of provincial interest that the council of a municipality, a planning board and the Ontario Land Tribunal shall have regard to in carrying out their responsibilities under the Act.

In our opinion, the Application has regard for matters of provincial interest, including h) the orderly development of safe and healthy communities; (j) the adequate provision of a full range of housing, including affordable housing, and, p) the appropriate location of growth and development.

The creation of condominium units on the Site will not negatively impact the surrounding uses, as the land use exists, and no physical changes are proposed to the dwelling units. The ability to sell the individual dwelling units, will contribute to a greater range of housing affordability in Mt. Forest.

### 2.2 *Provincial Planning Statement, 2024*

The Provincial Planning Statement (“PPS”), 2024, is a province-wide policy document that sets the foundation for regulating development and land use. The PPS is issued under Section 3 of the Planning Act. The PPS “sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.” The document is to be read in its entirety, and all relevant policies must be considered. Municipal official plans are the most important vehicle for implementing the PPS and achieving comprehensive, integrated, and long-term planning.

Section 2.1.6 of the PPS states that “planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long- term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs.” Settlement areas are the focus of growth and intensification.

Based on the foregoing, it is our opinion that the Application is consistent with the PPS as it maintains residential housing stock within a defined settlement area.

### 2.3 *County of Wellington Official Plan*

The Site is designated as “Delineated Built-Up Area” on Schedule A6 (Land Use – Mt. Forest) and “Residential” on Schedule B6-1 (Land Use – Mt. Forest) to the County of Wellington Official Plan (“OP”). The Site is also identified as having a low vulnerability score (2, 4, and 6) on Schedule C6 (Sourcewater Protection).

The OP is based on the following concepts: sustainable development, land stewardship, healthy communities, and complete communities. Within the concept of healthy communities, the OP promotes social, physical and mental well-being as well as accessible recreational opportunities for people of all ages, abilities and incomes.

Section 7.4.5 of the OP states that primary urban centres shall provide a broad range of residential uses to provide a diverse supply of housing, including affordable housing. Objectives for residential areas is set-out in Section 8.3.2 of the OP, including, but not limited to the following:

- a) to ensure that an adequate supply of land is available to accommodate anticipated population growth over the planning period;
- b) to provide a variety of dwelling types to satisfy a broad range of residential requirements and ensure that affordable housing is available;

Permitted uses will include a variety of housing types, including detached and semi-detached dwellings, townhouses and apartments, among other housing forms, subject to the policies of the OP.

In considering a Draft Plan of Condominium, Section 10.1.3 of the OP provides the following matters for consideration:

- a) that any new lots will be consistent with official plan policies and zoning regulations;*
- b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards and without undue financial burden on the municipality;*
- c) that sufficient reserve water and sewage plant capacity will be available when lots are created in areas to be serviced by central water and sewage systems;*
- d) 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;*
- e) that public streets, spaces and facilities will be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including, but not limited to, walking and cycling.*
- f) that the topography, soils and drainage of the site are satisfactory for the lot sizes and uses proposed;*
- g) that tree loss related to anticipated development be kept to a minimum and, wherever reasonable, be compensated for by new tree planting;*
- h) that natural heritage features are not affected negatively;*
- i) that lots are not created in areas which would pose a threat to public health or safety;*
- j) that natural resources such as agricultural lands and mineral aggregates would not be affected adversely;*
- k) that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage to depth;*
- l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses;*

- m) that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations;*
- n) that residential lots will have adequate access to community facilities such as schools, libraries and parks based on reasonable standards for the area;*
- o) that the creation of any lot is necessary, timely and in the public interest;*
- p) that provincial legislation and policies are met, including the Greenbelt Plan policies set out in Section 9.9 of this Plan.*

The Draft Plan of Condominium solely involves the creation of unit boundaries, which are effectively invisible lines on a plan, both horizontally and vertically, without any physical changes, alterations, or demolitions to the existing building. The Plan of Condominium will provide for a change in tenure from rental to home ownership. It is the intent of the Owner to provide the dwelling units for sale for a price point that will contribute to the range of housing options and prices in Mt. Forest.

Based on the foregoing, it is our professional opinion that the proposed Draft Plan of Condominium conforms to the OP. The existing uses are permitted within the OP, there is existing municipal services and road infrastructure as well as a range of supportive surrounding community uses.

#### 2.4 Township of Wellington North Zoning By-law No. 66-01

The Site is zoned as "Medium Density Residential (R2)" in the Township of Wellington North Zoning By-law (Schedule A, Map 3) and is also within the defined sourcewater protection area.

Uses permitted in the R2 Zone include single detached residential dwelling, semi-detached residential dwelling, duplex dwelling, triplex residential dwelling, fourplex residential dwelling and three or four-unit street townhouse. Based on discussions with the planning department at the County of Wellington, the existing use of the Site is permitted as it is currently two separate legal properties, each providing a fourplex.

The attached Site Plan illustrates compliance to all zoning provisions applicable to the Site, including minimum lot area, lot frontage, setbacks, building heights and off-street parking.

### 3. Summary

In summary, it is our opinion that the Application is appropriate, in the public interest and represents good land use planning.

In support of the Draft Plan of Condominium Application, please find attached to the electronic submission:

- The County of Wellington Application Fee, in the amount of \$25,690.00;
- The County of Wellington Draft Plan of Condominium Application Form;
- The Township of Wellington North Application Fee of \$2,060.00, plus a deposit of \$5,000.00;
- The Township of Wellington North Draft Plan of Condominium Application Form;
- The Source Water Protection Screening Form;

- The Draft Plan of Condominium, prepared by Van Harten Surveying; and,
- A copy of the P.I.N. print out.

We trust the request can be accepted and circulated for review. Should you have any questions or comments, please let us know, and we would be happy to discuss further.

Kind regards,



Caroline Baker, MCIP, RPP  
Principal

c.c. Owner