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**To:** Mayor and Council

**From:** Danielle Waters, Community Planner  
Amy Cann, Director of Planning and Building

**Meeting Date:** June 2, 2025

**Subject:** PB-020-2025 – Stayner Secondary Plan Update Report

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## Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report PB-020-2025 (Stayner Secondary Plan Update Report) dated June 2, 2025, for information; and,

- 1) That Council direct staff to bring forward a report detailing a set of criteria, which will be used to rank individual property servicing/build-readiness within the study area.

## Background

The Township was the recent recipient of grant funding from Infrastructure Ontario through the Housing Enabler Water System Fund (HEWSF) in the amount of thirty-five million dollars (\$35 million). The source for the remaining project cost (\$35 million) was established in a Development Charge (DC) Pre-payment Agreement between the Township and three participating developers (\$35,004,375). The conditions of the DC Pre-payment Agreement (Article 2.2.4) states:

*The inclusion of the additional lands now owned or to be owned by each of the Developers adjacent to and outside of the Primary Urban Settlement Area of Stayner Settlement boundary being included within the Township's Official Plan and designated for residential urban development by way of an approved and in force. Official Plan Amendment or other provincially approved mechanism.*

To move forward with completing these conditions, at its meetings on March 24, 2025, Council considered [Report PB-009-2025](#) from the Director of Planning and Building, detailing planning justification for the project. In consideration of this report, Council resolved:

Be It Resolved that Council of the Township of Clearview hereby receive report [PB-009-2025 \(Stayner Secondary Plan\)](#) dated March 24, 2025; and,

- 1) That being consistent with Council's resolution dated September 9, 2024 (Report CAO-007-2024 – Boundary Expansion of Stayner Settlement Area), Council direct staff to initiate a Stayner Secondary Plan to allow for efficient and effective planning of municipal infrastructure to 2071; and,
- 2) That Council endorse the proposed study area, which includes the GRO lands, identified on Appendix 'B' attached to Report PB-009-2025; and,
- 3) That Council direct staff to bring forward a report detailing the project plan, including scope, timeline, anticipated cost, and deliverables for the Stayner Secondary Plan project.

In the drafting of the 2024 Clearview Official Plan (OP), the project team decided to maintain the current settlement areas and consider changes as a second stage of work. Through further discussions, the Township has decided to focus the current OP Review process on the Stayner settlement area boundaries, leaving other matters contemplated in Section 1.2.3 of the new OP to be addressed at future times, as appropriate.

After meeting with the Townships Engineering and Planning Consultants, it has been decided that completing a full project plan is premature at this time.

The purpose of this report is to set out the proposed study methodology and next steps for the Stayner Secondary Plan (SSP) project. Comments and Analysis

The SSP project is a long-range infrastructure planning exercise to establish the feasibility of the expansion of the settlement area through to 2071, and to facilitate the creation of a staging of development plan to guide the logical, orderly and efficient progression and servicing of Stayner's continued growth and development as a complete community. The project plan will generally follow a three phase approach, being:

1. Background Analysis
2. Consultation
3. Approvals

The project is currently in the background analysis phase. The first and most critical aspect of this first phase is to establish a set of criteria that will be used to determine the build/servicing readiness of a property. All properties within the approved study area (shown in Appendix 'A') will be assessed.

Appendix 'B' lists the matters of provincial interest pursuant to s. 2 of the Planning Act. This list will be a critical factor in development of the 'Build/Servicing Readiness Criteria'. The following are examples of some potential scoped criteria:

- Approvals phase (e.g., draft approved, concept only)
- Proximity to existing infrastructure (e.g., pipes fronting the property, servicing extension required)

- Transportation infrastructure serving the property (e.g., seasonal road frontage, new network required)

Establishing this empirical baseline will create project efficiency and ensure that there is clear justification on the ranking of properties as more or less 'developable'. This approach will ensure transparency for landowners, general public, commenting agencies, and with Council. It is recommended that Council direct Staff to complete the list of 'Build/Servicing Readiness Criteria' and bring it back to Council for review and approval.

The SSP project team is also currently working with the Township's consultants and GIS Specialist on gathering the following information and making sure it is up to date:

- Infrastructure data (pipe locations, sizes, KPR capacity/expansion, sanitary sewer servicing agreement with Wasaga Beach)
- Transportation data (existing classifications, road improvement and urbanization requirements)

This information is required to understand the study variables, such as the existing water & sewer servicing data, which can inform any new modeling data that is needed to move forward. Once this information is collected and organized, it will be possible to create a project plan including the timeline, based on any new data that is required to be collected, and cost to collect it.

After approval of the 'Build/Servicing Readiness Criteria' and completion of the above-mentioned information gathering, the SSP project team will execute the other components of the proposed background analysis methodology:

- Identify (number) and catalogue all properties within the study area.
- Use the criteria to grade each property within the study area.
- Group graded parcels to organize staging of infrastructure improvements and growth areas to 2071.

This report is for information purposes, to provide an update on the project thus far and a preliminary methodology for the project. A subsequent report will be brought forward with the information previously requested by Council through report PB-009-2025.

## **Conclusion**

At this time, there is additional information required for Staff to bring forward a report detailing the project plan, including scope, timeline, anticipated cost, and deliverables for the Stayner Secondary Plan project, as previously directed by Council. The Development Team and relevant consultants will continue to gather information and bring forward an update report in the coming weeks. The background analysis methodology can be summarized as follows:

1. Establish Build/Servicing Readiness Criteria.
2. Collect and organize infrastructure and land use data using GIS, excel and modeling software.
3. Identify (number) and catalogue all properties within the study area.
4. Use the criteria to grade each property within the study area.
5. Group graded parcels to organize staging of infrastructure improvements and growth areas to 2071.

## **Financial Implications**

Through the 2025 budget process, Council approved \$50,000 for the ‘Official Plan Review Phase II’ process. At this time, Staff have directed GSP and Burnside to move forward with the Stayner Secondary Plan research, utilising the Phase II budget. It has been confirmed by the Treasurer that through an amendment to the Development Charges by-law, that the Stayner Secondary Plan can utilize DC’s for additional funding of the project deliverables.

## **Clearview’s Strategic Plan**

The above initiative supports all of the five strategic pillars:

- Infrastructure
- Recreation & Culture
- Communication
- Climate
- Core-Business (Agriculture)

## **Report Appendices**

Appendix A: Proposed Stayner Secondary Planning Area  
Appendix B: Planning Act – Provincial Interests

## **Approvals**

**Submitted by:** Amy Cann, M. PL., MCIP, RPP, Director of Planning & Building  
Danielle Waters, MSc., MCIP, RPP, Community Planner

**Financial Implications Reviewed by:** Kelly McDonald, Treasurer

**Approved by:** John Ferguson, CAO