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**To:** Mayor and Council

**From:** Nick Ainley, Community Planner

**Date:** September 22, 2025

**Subject:** Report # PB-036-2025 – Draft Plan of Subdivision Extension – Manortown Homes Inc.

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## Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report PB-036-2025 (Draft Plan of Subdivision Extension – Manortown Homes Inc.) dated September 22, 2025; and,

- 1) That Council approve the extension of the Manortown Homes Inc. Draft Plan of Subdivision being file 2017-063-SD, for an additional two (2) year period; and,
- 2) That Council approve amendments to the existing draft plan conditions as outlined in Appendix 'E' of this report and that notice be given in accordance with the Planning Act.

## Background

The Manortown Homes Inc. draft plan of subdivision is located at 314 Sidell Drive within the eastern portion of the Stayner Settlement Area. The lands are legally described as Plan 71 Part Park Lot 10 Plan; 51M541 Lots 6 to 10 20 21 Part; Lot 5 Blocks 22 23 Part Sidell; Drive Registered Plan 51R43644 Parts 1 to 22 in the Township of Clearview. The lands encompass a total area of approximately 5.7 ha and has frontage on Sunnidale Street and Highway 26.

Draft plan approval for this subdivision was originally granted on November 19, 2018, for a five (5) year term through a decision of Council. The existing draft plan of subdivision consists of a total of 81 residential units, a stormwater management block, parkland block and pedestrian paths/trails. The proposed 81 residential units are a mix of residential unit types, including: 39 single-detached dwellings and 42 freehold street townhouse dwelling unit(s). The subdivision is to be developed on full municipal water and sewage services. Draft plan approval requires a number of conditions to be met prior to the Township giving final approval to permit the development to commence.

Since draft plan approval was originally granted in November 2018, the owner has worked with municipal staff on the clearance of the approved draft plan conditions and towards final approval of the subdivision. The Owner has submitted a total of seven (7) formal engineering submissions to the Municipality since November 2018, with the last

formal engineering submission package received September 2024. The developer has also participated in and contributed towards the Township-led Municipal Class Environmental Assessment (MCEA) process required for the development of an overall sewage collection and servicing solution for the existing un-serviced area within the south-east quadrant of the Stayner Settlement Area.

In support of the findings of the MCEA process, the Owner entered into a scoped pre-servicing agreement with the municipality in March 2024 to permit the development of a required Sewage Pumping Station (SPS) and associated infrastructure as well as the initial segment of Manor Drive on the subject lands. The pre-servicing works, including the construction of the SPS are presently underway on the subject lands and nearing completion.

Draft Plan Approval was first extended in October 2023 for a one (1) year term and again in October 2024 for an additional one (1) year term. The lapse date for the current draft plan approval is October 7, 2025.

## **Comments and Analysis**

The Planning Act and the Township of Clearview Official Plan permits the granting of extensions of draft plan approval of subdivisions to be considered by Council. The Township is in receipt of a formal letter from the Owner of the lands dated July 2, 2025, requesting extension of the current draft plan approval for an additional two (2) year term (refer to Appendix 'D').

As part of the current extension request letter the applicant has advised that the Owner remains fully committed to bringing Manortown Homes subdivision to registration in a timely manner. However, given the limited timeframe before the current lapse date of October 7, 2025, the Owner is respectfully requesting an additional two (2) year extension to provide sufficient time to satisfy the remaining draft plan conditions and complete the registration of the Draft Plan of Subdivision, including the following items:

- Coordination with Burnside and Township Planning Staff on outstanding technical items.
- Pending clearances from NVCA and Hydro One.
- Finalization and execution of subdivision agreement.

The requested draft plan extension and the existing draft plan conditions have been circulated to relevant staff and agencies for comment. Comments of no concern or objection were received from the following external commenting agencies: County of Simcoe, Nottawasaga Valley Conservation Authority, Enbridge and Source Water Coordinator Risk Management Official (NVCA). Municipal staff's review is below.

## Summary of Changes to the Draft Plan Conditions

Municipal staff have reviewed the existing draft plan approval conditions and are of the opinion that the addition, removal and amendment of the existing conditions are warranted. The original draft plan conditions were brought into the Township's new format for draft plan condition as part of the previous draft plan extension granted in October 2024. However, during the previous extension process the contents of the original draft plan conditions were left largely unchanged, since it was understood that execution of the agreement and final registration of the subdivision was possible prior to the current lapse date.

With the applicant now seeking an additional two (2) year extension staff are recommending that the existing draft plan conditions be comprehensively updated as outlined in Appendix 'E'. The proposed updates will bring the existing conditions into general conformance with the Township's new 'standard' draft plan conditions now utilized by the municipality for all recent draft plan extension requests as well as new draft plan of subdivision applications.

In addition, the proposed changes to the draft plan conditions are intended to better describe what is required and reduce uncertainty for both the Township and developer. The new 'standard' conditions will provide consistent implementation and development of all residential subdivisions within the Township.

The Public Works Department (PW) have proposed changes to the conditions (Appendix 'F') which have been summarized below:

- Wording and formatting changes to the structure of the conditions to give clear direction to carry out recommendations and measures contained within accepted plans and reports.
- Agreement that professionals will be hired to undertake monitoring and assess impacts to features, such as water wells and aquifers, to monitor vibrations stemming from construction activity and the studying of the need for noise attenuation measures.
- Clarity on rough grading and top-soil requirements for vacant lots and block during construction of development.
- Required Studies/Reports for final approval.
- Agreement for Park Blocks that municipal servicing and adequate parking facilities will be provided.
- Ensuring subdivision plans include daylight triangles, road allowances, appropriate pattern of streets and layout of lots/blocks, and that fire break lots are established.
- Ensuring that there is a municipal numbering system and how that will be displayed on the site.

The PW Department also identified that the requested two (2) year draft plan approval extension would result in impacts to the functionality and operation of the municipally owned Sewage Pumping Station (SPS). This SPS is nearing completion and is located within the subdivision lands.

The PW Department memorandum dated September 4, 2025, states that in order for the SPS to function properly, flows (sewage) from the proposed residential units within the Manortown Homes development are required. With the draft plan approval requested to be extended to September 2027, the time in which the PW Department will be required to keep the pumping station operational without flows from the existing development will also be extended, resulting in operational costs to the overall system, that were not anticipated.

## **Conclusion**

Taking into consideration the analysis of the submitted extension request and inclusion of the recommended amendments to the draft plan conditions described within Appendix 'E' of this report, municipal staff opine that the Manortown Homes Inc. draft plan approved plan of subdivision continues to represent good planning. The development will provide a mix of residential unit types and is a continuation of existing and proposed residential development.

Municipal staff advise that the Owner has pre-purchased sufficient sewer and water capacity/allocation for the development. The water allocation pre-purchased by the applicant was previously made available by the municipality to several local developers who contributed to the initial investigation and design works associated with the water solution for the Stayner Settlement Area. Therefore, once clearance of draft plan conditions has been completed and final engineering plans are accepted by the municipality, the owner will be well-positioned to proceed with development of the subject lands.

For these reasons, it is recommended that Council approve the extension of draft plan of subdivision for an additional two (2) year term with a new lapsing date of September 22, 2027, and that the conditions of approval be amended as indicated in Appendix 'E' of this report.

## **Clearview's Strategic Plan**

The above initiative supports the following strategic pillars:

- Infrastructure (Sunnidale Street & South East Stayner Servicing)

## Financial Implications

- Delay in development or approval of the Manortown Home Inc. draft plan approved subdivision will result in additional costs to the overall operation of the Sewage Pumping Station required for the Stayner Settlement Area south-east quadrant sewage collection and servicing solution.
- Potential financial and legal implications should the decision of Council be appealed to the Ontario Land Tribunal (OLT) and Council chooses to defend their decision.

## Report Schedules

Appendix A – Ortho Map

Appendix B – Policy map

Appendix C - Draft Plan of Subdivision

Appendix D – Extension Request Letter

Appendix E – Recommended Draft Plan Approval Conditions

Appendix F – Comments

## Approvals

**Submitted by:** Nick Ainley, Community Planner

**Reviewed by:** Rossalyn Workman, Manager of Planning

Derek Abbotts, Director of Planning and Building

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

**Approved by:** John Ferguson, CAO