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**To:** Mayor and Council

**From:** Amy Cann, Director of Planning & Building

**Meeting Date:** December 2, 2024

**Subject:** Report PB-034-2024 – Zoning By-law Review Initiation

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## Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report PB-034-2024 (Zoning By-law Review Initiation) dated December 2, 2024, for information.

## Background

The Township's current [Zoning By-law \(06-54\)](#) was adopted by Township Council in October 2006 and was approved by the Ontario Municipal Board in October 2007. Zoning By-law 06-54 has been amended many times over the years it has been in effect. The 18-year-old Township Zoning By-law is due for a comprehensive review and update.

The [new Township Official Plan](#) was adopted by Council on May 27, 2024 and passed by County of Simcoe Council on November 12, 2024. After an Official Plan review, the Planning Act (s. 26) requires municipalities to update and amend in-effect Zoning By-laws to ensure conformity with the new Official Plan. Zoning is the key implementing tool for the long-term land use planning vision set out in a Municipality's Official Plan.

Zoning By-laws regulate the use of lands and establish site and building regulations for all lands within a Municipality. In Clearview, this means all lands outside of [Niagara Escarpment](#) Planning & Development Control Area. Among other things, a Zoning By-law is also useful to:

- regulate the provision of parking and loading,
- to ensure adequacy of municipal servicing prior to development,
- to prohibit development on lands containing significant natural heritage features, natural hazards, significant archaeological resources, contamination, or vulnerable/sensitive areas.

The review will be completed by the Township's Planning Consultants at MHBC. The review and update of the Zoning By-law was set out in the overall scope of work ([Report PB-059-2023](#)) that would be undertaken by the MHBC as part of the list of works to be completed for the Township. At its meeting on July 10, 2023, Council appointed MHBC as the Township's Planning consultant firm through [By-law 23-63](#).

The purpose of this report is to formally initiate the review of comprehensive Zoning By-law 06-54.

## **Comments and Analysis**

The proposed work plan from MHBC is attached hereto as Appendix 'A'. Staff have reviewed the proposed work plan, which includes engagement and consultation with the public, agencies, staff and Council. The work plan proposes a three (3) phase approach generally summarized as: background analysis, consultation, and approvals. Staff are satisfied that that proposed work plan will be efficient and allow for a clearly defined consultation phase to ensure transparency and predictability for the public and commenting agencies.

The administrative work for the Zoning By-law Review (ZBLR) has begun internally, as Staff put together information in preparation for the consultation phase and gather background information for MHBC to commence early stages of researching and composing a draft by-law.

This is an introductory report on the ZBLR process. A subsequent report will be presented by MHBC in late January 2025. The ZBLR has commenced and is proposed to be finalized September 2025. Council and all other stakeholders will be updated if this schedule is required to be amended.

## **Financial Implications**

Though ½ of the ZBLR budget was reflected in the 2024, the full ZBLR cost has been integrated into the 2025 Budget. The anticipated cost of the ZBLR is \$100,000 including HST and disbursements. This amount has been proposed in the 2025 budget sourced equally from 2024 carry forward and development charges.

## **Clearview's Strategic Plan**

Communication

## **Report Appendices**

Appendix A: Zoning By-law Review Work Plan

## **Approvals**

**Submitted by:** Amy Cann, M. PL., MCIP, RPP, Director of Planning & Building

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

**Approved by:** John Ferguson, CAO

# APPENDIX A

## Clearview Comprehensive Zoning By-law

### PROPOSED WORK PLAN - November 2024



PROJECT TASKS	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	June '25	July '25	Aug '25	Sept '25
Phase 1: Background Analysis											
Task 1: Start-up & Meeting with staff	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 2: Conduct Detailed Review of the Existing Zoning By-law and Relevant Policy Framework	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 3: Prepare Zoning Discussion Paper for Project Team Review	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 4: Present Initial Review Report to Council	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Phase 2: Consultation											
Task 5: Prepare Draft Zoning By-law	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 6: Consultation with Staff, County and Conservation Authority on Draft Zoning By-law	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 7: Finalize Draft Zoning By-law & Summary Report	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 8: Present Draft Zoning By-law & Summary Report to Council to Authorize Release of By-law to Public	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 9: Public Meeting/Open House & Stakeholder Meetings	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 10: Review Comments from Public and Agency Consultation and Final By-law	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 11: Present Public/Agency Consultation Summary to Council	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Phase 3: Approvals											
Task 12: Prepare Final Draft Zoning By-law	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Task 13: Attend Statutory Public Meeting and Presentation to Council for Approval of Zoning By-law	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

- Meeting with Project Steering Committee
- Open House/Public Meeting
- Meetings with Council/Committee