
To: Mayor and Council

From: Derek Abbotts, Director of Planning and Building

Meeting Date: September 8, 2025

Subject: Report PB-033-2025 - New Comprehensive Zoning By-law – Draft for Public Review and Comment

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report PB-033-2025 (New Comprehensive Zoning By-law – Draft for Public Review and Comment) dated September 8, 2025; and,

- 1) That Council receive the report for information and consideration into the development of the Township of Clearview Comprehensive Zoning By-law; and,
- 2) That Council direct staff to make the Draft Comprehensive Zoning By-law available on-line for public review and comment purposes; and,
- 3) That Council direct staff to coordinate an Open House for the purpose of providing the public an opportunity to review and ask questions in respect to the Draft Comprehensive Zoning By-law; and,
- 4) That Council direct staff to coordinate a Public Meeting for the purpose of providing the public an opportunity to make representations in respect to the proposed Draft Comprehensive Zoning By-law.

Background

In 2024, Council for the Township of Clearview adopted its new Official Plan. While certain site-specific sections are currently under appeal, all other sections of the Official Plan are in effect. In accordance with Section 26(9) of the Planning Act, Council is required to update the Zoning By-law within three years of adoption to ensure it conforms to the new Official Plan.

In February 2025, Council considered a Staff report ([PB-008-2025](#)) outlining the proposed approach and format for the Township's new Comprehensive Zoning By-law. Based on the report's recommendations, Council endorsed the proposed structure and format of the new Zoning By-law. The purpose of this report is to provide an update on the status of the Township's Draft Comprehensive Zoning By-law project. A copy of the Draft Zoning By-law attached as Appendix 'A', and the Draft Zoning Schedules attached as Appendix 'B' for Council's review. Staff are requesting that the public consultation

and engagement period commence and propose that the Draft Zoning By-law and Schedules (DZB) be posted on the Township's website for public review and comment.

The next step in the process is to hold an Open House and a statutory Public Meeting to provide the public with an opportunity to review the DZB, ask questions, and submit comments. Public consultation is scheduled to take place throughout the Fall of 2025. Following this engagement period, the DZB will be revised, as necessary, based on feedback received. The final Zoning By-law, Schedules, and a summary of public comments will be presented to Council in late 2025, with a final recommendation report for approval expected in early 2026.

What is a Zoning By-law?

The Zoning By-law (ZB) is a planning document that regulates how land is used and sets out the standards for development across the Township. It functions as a legal document under the Planning Act, as amended, and plays an important role in managing land use and guiding future growth in the Township of Clearview.

The ZB is designed to protect property owners by preventing incompatible land uses. Any use of land, or construction of buildings or structures, that is not specifically permitted by the By-Law is prohibited.

The Township's ZB outlines permitted land uses by zone and provides detailed regulations, including:

- 1) Where buildings or structures may be located,
- 2) Types of permitted land uses; and,
- 3) Standards for lot sizes, building heights, parking, setbacks, and other development requirements.

The ZB implements the policies of the Official Plan and provides a more detailed framework for land use planning in the Township.

Comprehensive Zoning By-law Methodology

Through the preparation of the new ZB, the following matters have been assessed:

- Conformity with the new Township Official Plan (2024) and proposed amendments,
- Conformity with the County Official Plan (2016),
- Consistency with Provincial Policy (e.g. PPS, Niagara Escarpment Plan) and implementation of recent legislative changes,
- Input from Township staff across departments, based on use of the existing by-law and other known items requiring attention,

- Review of previous minor variance and Zoning By-law amendment applications, with a focus on recurring requests for relief; and
- Site assessment where the preliminary review of the Official Plan, in relation to existing zoning, indicates a potential issue.

Specific areas of focus for the preparation of the ZB were identified through consultation with Township staff and include:

- Additional Residential Units (ARUs)
- On-Farm Diversified Uses (OFDU)
- Home Businesses
- Archaic Plans
- Residential Setbacks
- Parking Requirements
- Requirements for Cluster Development
- Private Servicing and use of Cisterns
- Use of Shipping Containers

Comprehensive Zoning By-law Format

The DZB is attached as Appendix 'A' and reflects the current policy framework established in the recently approved Township of Clearview Official Plan. It has been designed to be user-friendly, ensuring the By-law is accessible to the public and can be efficiently administered by the Township.

To support ease of use, the DZB includes a 'How to use this by-law' section to help users navigate the document. This user guide explains the purpose of the by-law, provides step-by-step instructions for determining the zoning of a specific property, and outlines other applicable regulations to consider, such as the Ontario Building Code and requirements from the local conservation authority.

The structure of the new ZB is outlined below with further detail provided in Appendix 'C'. The key components of the new ZB include:

- A 'Title and Interpretation' section.
- An 'Administration' section.
- A 'Zones & Zone Maps' section.
- A 'Definitions' section.
- The 'General Provisions' section,
- There are 7 general zoning categories:
 - 'Rural and Agricultural Zones',
 - 'Residential Zones', 'Future Development Zone',
 - 'Commercial Zones',

- 'Institutional Zones', 'Employment Zones', and
- 'Environmental Protection & Open Space Zones'.

Zone Categories and Regulations

Zone specific permissions and regulations have been grouped into general categories that align with the Official Plan designations as follows:

- Rural and Agricultural Zones
- Residential Zones
- Future Development Zone
- Commercial Zones
- Institutional Zones
- Employment Zones
- Environmental Protection & Open Space Zones

Permitted uses and regulations are provided in a chart format to consolidate information, minimize repetition, and provide for easier comparisons. For each zone category, the charts are organized as follows:

- Permitted uses within all zones included in the category (i.e. Residential); and
- Regulations applicable to each individual zone (i.e. R1, R2, R3, R4, R5).

Zone specific regulations follow a consistent format, like the existing ZB. While the details vary by zone, they generally include things such as minimum / maximum lot frontage, lot area, lot coverage, setbacks (front, rear, side), building height, landscape open space, amenity area, and other applicable regulations as required.

Special Provisions will be consolidated into a single list to improve the readability and usability of the ZB. As individual zone categories become more streamlined, this approach will also make it easier to manage updates as new provisions are approved.

Zoning Schedules

The new Zoning By-law displays Township zoning on individual maps, included in Appendix 'B'. A Zoning Grid Key Map Index is provided to identify which zoning map applies to each area of the Township. Boundary lines between the maps have been drawn to reflect existing areas and support the use and administration of the by-law.

Each Zone Map is formatted as follows.

- Printed on a tabloid (11"x 17") page, folded to fit into the bound Zoning By-law,
- Prepared in colour, with hatching used to indicate the 'Overlay' zone,
- Streets, Township boundary, zone categories and 'Special Provisions' labelled,

- A consistent legend appears on all pages, that is visible when the map is folded,
- The orientation of all maps is the same (i.e. north to the top of the page),
- Zone boundaries follow property lines, natural features or the road limits,
- A graphic scale is included which will allow for distance to be measured accurately if the map is reduced or enlarged, and;
- The key map allows the user to determine the general location within the Township.

All the maps prepared have been provided in a format compatible with the Township's GIS system, allowing for internal maintenance and future updates.

Public Consultation and Engagement

The ZB affects everyone in Clearview, and the involvement of all community members will be encouraged. Opportunities for public engagement will be available throughout the review process.

The public engagement phase of the ZB preparation is expected to begin in fall 2025, with a focus on receiving feedback on the DZB text and schedules.

The following consultation and engagement opportunities are proposed:

- A project page has been created on the Township's Website and a QR Code has been created that will link the public to the Zoning Review Website. The website has been created to share and collect information including public comments and questions.
- Any member of the public who visits the Township Website or attends the Open House or Public Meeting will be given the opportunity to share their comments.
- Formal notification of the Open House and Public Meeting dates and times will be published in the Creemore Echo for eight weeks, a Media Release will be published, and 12 signs will be posted on Township properties, including the Small Halls, Community Centres, Fire Halls, Libraries and Administration Office.
- Staff have also prepared short videos to spotlight specific topics of interest contained within the ZBA. These videos' will be posted on the website and on social media.

Proposed Process Timing and Next Steps

We are anticipating that the new ZB is proposed to be completed in Early 2026.

The Planning Act provides the legislated framework for the new ZB. The table below outlines the next steps and opportunities for public engagement on the new ZB:

Anticipated Date	Step
September 24, 2025	Public Open House Have an informal open house where staff and the consultant can interact with the public and answer questions on a more informal basis.
October 29, 2025	Public Meeting Present the draft Zoning By-law and receive formal public input. Feedback will be included in an updated Zoning By-law and summary Report for Council consideration.
December 8, 2025	Council Meeting to present Consultation Summary.
January, 2026	Council Meeting to present Final Zoning By-law.

Public, Agency and Staff Input

All comments received through the process will be documented, reviewed and considered in preparing the Final Zoning By-law and finalized recommendation report.

The County of Simcoe and Nottawasaga Valley Conservation Authority (NVCA) have been consulted, and their comments have been incorporated in the first draft of the new Zoning By-law. The draft Zoning By-law will be circulated to the County of Simcoe, NVCA, and the Township's other partner agencies and prescribed bodies for input.

Township staff will have an opportunity to submit comments through a process coordinated with Planning Department. The Development Team will also provide critical feedback in this process.

Financial Implications

Through the 2025 budget process, Council approved \$100,000.00 for the preparation of a new 'Zoning By-law'.

Clearview's Strategic Plan

The above initiative supports all five strategic pillars:

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

Report Appendices

Appendix 'A' – Draft Zoning By-law Text

Appendix 'B' – Draft Zoning By-law Schedules

Appendix 'C' – Comprehensive Zoning By-law Format

Approvals

Submitted by: Dave Aston and Aleah Clarke, MHBC Planning

Reviewed by: Rossalyn Workman, Manager of Planning

Derek Abbotts, Director of Planning & Building

Financial Implications Reviewed by: Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO