
To: Mayor and Council

From: Cameron End, Planning & Building Technician

Meeting Date: April 27, 2026

Subject: Report # PB-011-2026 – Delegated & Other Planning Act Approvals Summary – February, March, April 2026

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report # PB-011-2026 (Delegated & Other Planning Act Approvals Summary – February, March, and April 2026) dated April 27, 2026 for information.

Background

The Planning Act and the Clearview 2024 Official Plan (OP2024) allow for delegation of a number of Planning Act approvals subject to specific parameters and Council approval for delegated authority.

Clearview By-law 20-16, as amended, being the Township's Delegated Authority By-law includes Planning- and development-related powers that have been delegated to staff by Council over time. The particulars of this delegation is reviewed in Appendix 'A' attached hereto.

Comments and Analysis

During this reporting period, the following Planning Act applications were considered by the applicable approval authority.

Site Plan Approval - None

Minor Variances & Consents

The following Planning Act applications were considered by the Committee of Adjustment at its hearing on February 11, 2026, March 11, 2026, and April, 8, 2026.

February, 11, 2026

Minor Variance 25-A20 for Duntroon Daycare (8987 County Road 91, Stayner)

The application proposed to construct an addition to the existing Daycare and requires relief from the minimum interior side yard setback and the minimum front yard setback.

The effect of the application was to permit the construction of an addition containing a staircase for a second safe access to the upper level.

- Decision: [Approved](#)

Minor Variance 25-A21 for Baker (3089 Concession 3 South)

The application proposed to construct a detached accessory building and requires relief from the maximum gross floor area of all accessory buildings and maximum height of accessory buildings. The effect of the application was to permit the construction of a detached accessory building.

- Decision: [Approved](#)

Minor Variance 25-A22 for Hood-Stevens (2476 Concession 11 South)

The application proposed to construct an addition to the legal non-conforming existing detached building and is requesting relief from the minimum interior side yard setback. The effect of the application was to permit construction of an addition to an existing legal non-conforming building.

- Decision: [Approved](#)

Minor Variance 25-A23 for Gardiner (795466 Collingwood-Clearview Townline)

The application proposed to expand the existing gross floor area of the existing building, which is expanding a legal non-conforming residential use as permitted by Section 2.4.2 of the Zoning By-law. The effect was to permit the expansion and replacement of an existing residential dwelling on a similar footprint.

- Decision: [Approved](#)

Minor Variance 26-A01 for Wilson (2643 Concession 6 North)

The application proposed to permit a change of use from an agricultural building to a detached accessory building and is requesting relief from the maximum height of non-agricultural accessory buildings. The effect was to permit a change of use from an agricultural building to a detached accessory building.

Decision: [Approved](#)

Consent 25-B12 for Walker (1952 Concession 6 North)

The application proposed to sever a portion of lands from 1952 Concession 6 North. The effect of the application was to create a new lot for a surplus farm dwelling and facilitate a farm consolidation with 1636 Centre Line Road.

Decision: [Approved](#)

March, 11, 2026

Minor Variance 26-A02 for Armitstead (18 Edgewood Crescent)

The application proposed the construction of a detached accessory building, as a backyard shed with relief to the maximum height of accessory building and relief to the maximum gross floor area of and accessory buildings. The effect was to allow the construction of an enlarged detached accessory building.

- Decision: [Approved](#)

Minor Variance 26-A03 for Long (1 Woodview Dr)

The application proposed to construct an addition to the existing detached dwelling that includes an accessory dwelling unit. The application was to increase the size of the living space for the accessory dwelling unit. The effect was to increase the maximum habitable living space for an Accessory Dwelling unit.

- Decision: [Approved](#)

April, 8 2026

Consent 25-B11 for 2736728 Ontario Inc (1065 Center Line Road & 5628 Concession 10 Sunnidale)

The proposed application was to sever a portion of land from 1065 Centre Line Road and merge it with the parcel of land located at 5628 Concession 10. The effect of the application was to facilitate a boundary adjustment resulting in the reconfiguration of the two subject properties.

- Decision: [Approved](#)

Consent 26-B01 for Ruttan (9915 County Rd 9)

The proposed application was to sever a portion of land with an existing single detached dwelling from 9915 County Road 9. The effect of the application was to facilitate a farm consolidation by adding the retained lands of 9915 County Road 9 with the adjacent farmland at 793081 County Road 124.

- Decision: [Approved](#)

Consent 26-B03 for Stephans (5840 County Rd 9)

The proposed application was to sever a portion of land from 5840 County Road 9. The effect of the application was to create a new lot for a surplus farm dwelling and facilitate a farm consolidation.

- Decision: [Approved](#)

Consent 26-B04 for Aarden (9545 Concession 9 Sunnidale)

The purposed application is to sever a portion of land with an existing single detached dwelling from 5455 Concession 9. The effect of the application was to facilitate a farm consolidation by adding the remnant parcel with the adjacent farmland at 5375 Concession 9.

- Decision: [Approved](#)

Financial Implications

None to the Township.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars: Communication

Communication

The applications referenced herein were circulated in accordance with the Planning Act.

Report Appendices

Appendix A: Delegated Approval Background.

Approvals

Submitted by: Cameron End, Planning & Development Technician

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

APPENDIX A: DELEGATED APPROVAL BACKGROUND

Site Plan Approval

Section 41 of the Planning Act sets out the legal framework for Site Plan Approval and OP2024 (notably s. 11.10) implements these requirements in the Clearview context.

Amendments to the Planning Act through Bill 109 removed Site Plan Approval powers from municipal Councils and required that approvals be issued through a designated officer. Site Plan Approval was delegated to the Township Chief Administrative Officer (CAO) on December 12, 2022 through By-law 22-100, which amended the Township Site Plan Control By-law. The designation of the CAO as Site Plan approval authority has since been carried forward into the Township's new Site Plan Control By-law 24-64.

Minor By-laws

Section 39.2 of the Planning Act allows for delegation to pass Minor (Zoning) By-laws to a designated officer. The Clearview OP2024 specifies the types of by-laws that may be considered minor in s. 11.2.4, such as removal of a Holding Provision. As of the date of this report, Staff has not presented Council with any recommendations on exercising delegation of minor by-laws.

Minor Variances

Section 45 of the Planning Act deals with the legislative framework for the granting of minor variances to the by-laws which implement the local Official Plan (i.e., Zoning By-law). The Township has constituted a Committee of Adjustment, which deals with decisions regarding minor variances.

Consents

Consent granting authority within the Township was delegated from the County of Simcoe to Clearview Council, who subsequently delegated its authority to the Township Committee of Adjustment through By-law 16-46. Section 54(2) of the Planning Act allows the council of a lower-tier municipality to delegate its authority for giving consents to an appointed officer. As of the date of this report, Staff has not presented Council with any recommendations on exercising delegation of the Committee of Adjustment consent granting authority to an appointed staff member. The Township's Committee of Adjustment deals with decisions regarding consents.