



MEMORANDUM

To:	Township of Clearview	GSP File No:	25099
Attention:	Derek Abbots, Director of Planning & Building	Date:	March 13, 2026
	Dan Perreault, Director of Public Works	Pages:	1
Project:	Stayner Secondary Plan	Delivery:	Mail Hand Email Courier x

BACKGROUND

The Township adopted a new Official Plan on May 27, 2024, which was subsequently approved by the County of Simcoe on November 26, 2024. Through the process of preparing the new Official Plan, some preliminary consideration was given to the potential need for changes to the boundaries of the Stayner Urban Settlement Area. Several landowners made submissions with respect to potential boundary changes. However, as summarized in the recommendation report PB-016-2024 (New Clearview Official Plan Adoption) received by Township Council on May 27, 2024, the new Official Plan presented to Council for adoption represented the culmination of the first phase of a two-phase process. The second phase of the process will specifically focus on the Township's Settlement Areas and the appropriate location for accommodating growth and development that is expected to occur over the planning horizon of the new Official Plan – to the year 2051.

One of the factors which led to the phased approach to the new Official Plan at that time was that updates were proposed to the provincial planning framework which would fundamentally change the process and requirements for settlement area boundary changes and forecasting future growth. The new Provincial Planning Statement (PPS) came into effect on October 20, 2024, consolidating and replacing the previous Provincial Policy Statement (2020) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019). An upper-tier municipal comprehensive review is no longer required, allowing the Township to initiate the settlement area boundary review process.

Additionally, the PPS 2024 enables municipalities to plan to accommodate growth based on either the Ontario Population Projections published by the Ministry of Finance, which municipalities may modify, or the previously issued forecasts under the Growth Plan, and to make sufficient land available to accommodate growth for a period of up to 30 years. Coordination with the County is still required, as the PPS directs upper-tier municipalities with planning authority to identify and allocate population, housing and employment projections for lower-tier municipalities. The County is currently in the process of developing long-term growth forecasts to the year 2071.

Infrastructure capacity and alignment was another key factor considered in the phasing of the new Official Plan process. Since the first phase of the new Official Plan was completed, it was announced that the Township is the successful recipient of grant funding from Infrastructure Ontario through the Housing-Enabling Water Systems Fund (HEWSF) in the amount of thirty-five million dollars (\$35 million). This funding is expected to cover part of the estimated total cost of the overall water infrastructure project, with the balance to be covered through a Development Charges (DC) Pre-payment Agreement with three developers.

As summarized in Report PB-020-2025 (Stayner Secondary Plan Update Report) received by Township Council on June 2, 2025, the conditions of the DC Pre-payment Agreement (Article 2.2.4) provide for the inclusion of additional land in the Stayner Urban Settlement Area boundary and designated for residential development via an Official Plan Amendment. Pursuant to the recommendations of that report, Council directed 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. Previously, as recommended in Report PB-009-2025 (Stayner Secondary Plan), Council also endorsed the study area, including the 'Growth Reserve Overlay (GRO)' lands shown in Appendix 'B' to that report, and the land within one (1) kilometre of the existing urban boundary. Further, Council directed staff to bring forward a report detailing the project plan, including scope, timeline, anticipated cost, and deliverables for the Stayner Secondary Plan project.

The Township's consulting team of GSP Group Inc. ("GSP") and RJ Burnside & Associates Limited ("RJB") have worked with Township staff to develop a work plan for the Stayner Secondary Plan ("SSP") project, which is outlined below.

STAYNER SECONDARY PLAN

The Township's Official Plan (s. 11.1.2) provides direction and enabling policies for the preparation of secondary plans as more detailed, area-specific land use plans, integrated and aligned with infrastructure and transportation planning, and policies for managing urban growth and development. Key elements of a secondary plan include policies and plans to guide and direct the following:

- Phasing and timing of development;
- Provision of municipal services, infrastructure and roads / transportation systems;
- Complete community development with a mix of compatible land uses;
- Housing types and densities to meet local needs;
- Accessibility and safety;
- Environmental constraints and climate change resiliency;
- Conservation of natural and built heritage resources; and,
- Community design / character.

Purpose / Goals:

The overall purpose and goals of the SSP are outlined below and are based on related provincial planning policies for settlement area expansions and related policies and criteria:

- To identify a long-term boundary for the Stayner Urban Settlement Area, based on long-term growth forecasts to the year 2071;
- To determine how much land may be justified for inclusion in the Stayner Urban Settlement Area based on an assessment of land needs to accommodate growth within the planning period (to the year 2051 or up to 30 years into the future);
- To develop a phasing plan to guide the orderly growth and development of Stayner over the planning period, aligned with the planned provision and anticipated timing of the necessary infrastructure and transportation system improvements;
- To establish an updated land use plan for Stayner inclusive of the consideration of potential changes to land use designations within the current settlement area and recommended land uses for any land to be added to the settlement area;
- To recommend water, sanitary and stormwater servicing strategies for the expanded Stayner Urban Settlement Area;
- To create a transportation plan for the expanded Stayner Urban Settlement Area including recommendations for new and upgraded roads, through traffic and goods movement needs and connectivity with the surrounding region, and consideration of the future role of transit and other transportation services;
- To update natural heritage system mapping and policies for the expanded Stayner Urban Settlement Area including opportunities for restoration, enhancement and linkages;
- To provide policy direction and mapping for the protection of public health and safety by directing development away from natural and human-made hazards;
- To recommend conceptual locations for future parks, trails and community facilities;
- To identify and establish policies for cultural heritage resources which may warrant conservation, as well as archaeological assessment requirements;
- To assess potential agricultural impacts and recommend avoidance and/or mitigation measures, and address Minimum Distance Separation (MDS) requirements for any livestock operations in or near the area.

A key element of the process will be to assess each parcel of land within the study area to determine its suitability for inclusion in an expanded settlement area boundary for Stayner. This will involve evaluating each parcel under a series of criteria that incorporate relevant considerations under the above purpose and goals, addressing the capability of each parcel to accommodate growth and development in consideration of factors related to land needs, environmental conditions, logical progression of development and proximity to the existing urban area, transportation / access, serviceability (water, sanitary, stormwater), agricultural impacts and MDS.

Work Plan

To address the scope of work required to meet the study objectives and applicable provincial policy requirements, the integrated Municipal Class Environmental Assessment (MCEA) and Planning Act process is proposed to be used. This process offers several advantages, allowing the legislative requirements of the Environmental Assessment Act and Planning Act to be addressed concurrently in a streamlined, consultative process and with combined documentation, integrating infrastructure and land use planning and positioning the municipality for future implementation readiness of growth-related infrastructure projects by satisfying early parts (Phases 1 and 2) of the EA process (i.e., identification of problem statement, consideration of alternatives and recommendation of preferred alternative).

A three-phase process has been developed for the SSP project, and is summarized as follows:

Phase 1: Background Review, Mapping & Land Needs Assessment

- Phase 1 will launch the project with a Notice of Study Commencement and project webpage.
- The details of the communications plan will be established for engagement activities with the public, landowners, agencies, Indigenous groups and other interest-holders.
- Research, mapping and analysis in Phase 1 will focus on refining the study area, inventorying the parcels within the study area to ensure a comprehensive understanding of current conditions.
- Appropriate assumptions will be developed for estimating the capacity of each parcel and area to potentially accommodate future urban growth and development.
- An Agricultural Impact Assessment (AIA) will also be completed as part of this stage of work to ensure a comprehensive understanding of any constraints to future urban land uses particularly as it relates to MDS.
- The existing conditions of infrastructure and transportation systems (water, sewer, stormwater, roads, etc.) will be characterized.
- Growth forecasts will be reviewed and a land needs assessment will be undertaken to estimate the amount of land required for urban land uses.
- An initial Public Information Centre (PIC) will be held to introduce the project and allow an opportunity for questions and feedback on the available information at this stage.
- A summary report will be produced and an update will be provided to Council with an opportunity for questions and feedback, prior to proceeding with Phase 2.

It is expected that duration of Phase 1 will be approximately 8 months and can be completed within 2026 depending on the timing of approval and direction to proceed. This timing will align the project well with the 2026 municipal election cycle, allowing opportunities for Council input and discussion prior to the election while key decision-making activities in later phases will occur in 2027 well after the inauguration of the new Council.

Phase 2: Study Area Assessments and Land Use Options

- In Phase 2, the following supporting technical studies will be prepared to review and address the relevant planning policies, map and document the existing conditions, opportunities and constraints, assess land parcels in the study area for potential inclusion in the settlement area boundary, and to inform the development and evaluation of land use options:
 - Natural Heritage Assessment
 - Cultural Heritage / Archaeology Assessment
 - Land Use Compatibility Assessment
 - Water, Wastewater & Stormwater Management Assessment
 - Transportation Assessment.
- Land Use options and alternatives for servicing and transportation infrastructure improvements and expansion will be developed and considered to explore potential options for the mix and type of land uses, densities, transportation / streets and servicing layouts, conceptual locations for stormwater management facilities, parks, trails and other open space areas, and the natural heritage system.
- The land use options will be presented to Council for review and feedback, and a second PIC will be held to provide an opportunity for feedback from the public and interest-holders.
- Phase 2 will conclude with a Key Directions Summary report summarizing the land use options and the results of the evaluation of these options, including the input and feedback received, focusing on key elements of a preliminary preferred land use option.

Phase 2 is expected to be in the range of 8 to 10 months and, depending on the timing of commencing the SSP project, most of Phase 2 work is expected to occur in 2027 – this timing will be refined and further detailed following the completion of Phase 1.

Phase 3: Final Support Studies and Secondary Plan

- The final phase of the SSP project will include the preparation of a Preferred Land Use Plan, finalization of the component studies drafted in Phase 2, and preparation of the draft and final Secondary Plan for Council consideration of adoption.
- Optionally, a Financial Impact Study can be prepared to provide cost estimates and a funding strategy for recommended future infrastructure and transportation improvements.
- Design Guidelines will be prepared to support the implementation of the Secondary Plan.
- A third PIC and a statutory public meeting will be held, and a 30-day review period will be provided, as additional opportunities for feedback from the public and interest-holders prior to finalizing the Secondary Plan and the implementing Official Plan Amendment for Council consideration.
- The project will conclude with a Notice of Study Completion and submission of the Official Plan Amendment and associated information record to the approval authority.

Based on the scope of Phase 3 and the legislative requirements for public notice, consultation and review period requirements, the duration of the final phase of the project is expected to be in the range of 8 to 10 months. The scope and timing of Phase 3 will be further reviewed and refined following the completion of Phase 2. The total project duration is expected to be in the range of 24 to 28 months. Assuming the project commences in April 2026 and no delays with approval to proceed to each subsequent phase or any legislative or policy changes that require a change in timing or direction, the estimated completion date would be approximately mid-2028.

Project Budget Estimates

GSP and RJB have provided Township staff with a detailed breakdown of the estimated cost for completing the scope of work outlined above, for budgeting purposes. The table below summarizes these estimates by phase, for each member firm on the consulting team.

Project Phase		GSP – Planning & Urban Design	RJB – Engineering & Environmental	Totals
1	Background Review, Mapping & Land Needs Assessment	\$55,000	\$47,260	\$102,260
2	Study Area Assessments & Land Use Options	\$55,000	\$345,460	\$400,460
3	Final Supporting Studies & Secondary Plan	\$90,000	\$81,837	\$171,837
Totals		\$200,000	\$474,557	\$674,557

*Estimates above are rounded to the nearest dollar and exclude HST. Phase 3 estimates be revisited and updated following completion of Phase 2. RJB estimate for Phase 2 includes allowances of \$73,440 for subconsultants for cultural heritage / archaeology and for traffic counts.

As discussed, GSP and RJB representatives would be pleased to assist Township staff with presenting this information to Council and with responding to any questions should they arise. We look forward to the opportunity to continue working with the Township and the community through the Stayner Secondary Plan process.

Sincerely,
GSP Group Inc.

R.J. Burnside & Associates Limited

Steve Wever, MCIP, RPP
 President

Jeff Langlois, P.Eng., MBA
 Senior Vice President, Water Wastewater

END OF MEMORANDUM