



TOWN OF COLLINGWOOD

Committee of Adjustment Agenda

Thursday, June 26, 2025, 3:00 p.m.

Council Chambers

97 Hurontario St., Collingwood ON

A meeting of the Property Standards Appeal Committee will be held in the Council Chambers, Town Hall, 97 Hurontario Street, commencing at 2:00 p.m. and matters being considered by the Committee of Adjustment will commence at approximately 3:00 p.m or immediately following the Property Standards Appeal Committee meeting.

Pages

1. **Call to Order**

2. **Adoption of the Agenda**

Recommendation:

THAT the content of the Committee of Adjustment meeting agenda for Thursday, June 26, 2025, be adopted as presented.

3. **Declarations of Pecuniary Interest**

4. **Adoption of Minutes**

For information purposes: The minutes of the regular meeting of the Committee of Adjustment held on May 22, 2025, were approved electronically by the Committee via electronic approval.

5. **Confirmation of Notice – Secretary Treasurer**

6. **Reports**

6.1 **Minor Variance Number PLCIMA2025017: 143 Hickory Street**

4 - 8

The effect of this variance, if granted, is to provide relief from minimum interior side yard setback provisions for a proposed attached garage in the Residential Second Density (R2) zone.

Recommendation:

THAT Minor Variance Minor Variance Number PLCIMA2025017, pertaining to 143 Hickory Street, be approved as submitted, subject to the following conditions:

1. The extent of the variances is to be limited to that shown on the

sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,

2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application.

6.2 Minor Variance Number PLCIMA2025183 : 135 Third Street

9 - 13

The effect of this variance, if granted, is to provide relief from minimum interior side yard setback provisions for a proposed porch in the Residential Second Density (R2) zone.

Recommendation:

THAT Minor Variance Number PLCIMA2025183, pertaining to 135 Third Street, be approved as submitted, subject to the following conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,
2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application.

6.3 Minor Variance Number PLCIMA2025224: 250 Hume Street

14 - 18

The effect of this variance, if granted, is to provide relief from minimum separation distance provisions between existing detached accessory buildings and a proposed open-air pavilion in the Recreation (REC) zone.

Recommendation:

THAT Minor Variance PLCIMA2025224, pertaining to 250 Hume Street, be approved as submitted, subject to the following conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,
2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application.

6.4 Minor Variance Number PLCAMI2025168: 11283 Highway 26

19 - 29

The effect of this variance, if granted, is to provide relief from maximum height and interior side yard setback provisions for a proposed Group or Cluster Dwelling development.

Recommendation:

THAT Minor Variance PLCAMI2025168, pertaining to 11283 Highway 26, be approved as submitted, subject to the following conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June

16, 2025; and,

2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application and the satisfying of any of the conditions of the Minor Variance.

7. Correspondence

8. Other Business

8.1 2026 Goals and Priority Planning

30 - 34

Recommendation:

THAT the Committee of Adjustment / Property Standards Appeal Committee approve the following Draft 2026 Goals and Objectives including any identified budget considerations:

1. CoA – Continue to conduct fair, timely and thorough review of all applications to assist in development approval process.
2. CoA – Provide legislative updates and training as required.
3. CoA – Continue to conduct open public meetings that encourage community and stakeholder participation as per legislated requirements.
4. PSAC - Continue to conduct fair, timely and thorough review of all appeals.
5. PSAC – provide legislative updates and training as required.

AND THAT the Draft 2026 Goals and Objectives document be forwarded to Legislative Services for consideration in the Draft 2026 Municipal Budget.

8.2 Update from the OACA Conference

9. Next Meeting

The next meeting of the Committee of Adjustment will take place on July 24, 2025 commencing at 3:00 p.m.

10. Adjournment



**Notice of Public Meeting Regarding
an Application for Minor Variance or for Permission
Re: Minor Variance Number PLCIMA2025017**

Take notice that the Town of Collingwood Committee of Adjustment will hold a public meeting on **Thursday June 26th, at 3:00 p.m.** at the Town of Collingwood Council Chambers, 97 Hurontario Street, Collingwood, Ontario, for the purpose of considering **Minor Variance Number PLCIMA2025017**.

Minor Variance Number PLCIMA2025017 is an application submitted for the lands municipally known as 143 Hickory Street. The purpose of this application is to grant the applicant relief from the provisions of the Town of Collingwood Zoning By-law Number 2010-040, as amended. The variances sought under this submission are:

- 1) To reduce the minimum interior side yard setback for a proposed attached garage in the Residential Second Density (R2) zone from 1.2 m to 0.5 m, thus a decrease of 0.7 m; and,
- 2) To reduce the minimum interior side yard setback for an eave in the Residential Second Density (R2) zone from 0.6 m to 0.4 m, thus a decrease of 0.2 metres (General Provision 4.28.3 *Special Yard Encroachments*).

The effect of this variance, if granted, is to provide relief from minimum interior side yard setback provisions for a proposed attached garage in the Residential Second Density (R2) zone.

Note: A sketch of the proposal is attached to this Notice of Public Meeting.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent or minor variance application. If you are unable to attend the public meeting, please submit a written submission to the Secretary-Treasurer prior to the meeting. Such written submissions shall be available for inspection by any interested party. If you do not make a written submission requesting notification of the Committee's decision or attend the meeting, you will not be entitled to receive any further notification of the proceedings. A request for deferment of the meeting must be made before the Committee, and an alternate meeting date, if any, will be at the discretion of the Committee.

The applicant(s) or their agent/representative shall attend this meeting, or the application may not be dealt with. Failure of the applicant(s) or their agent/representative to appear at the public meeting may also result in the automatic dismissal of the application. If you wish to be notified of the decision of the Town of Collingwood Committee of Adjustment in respect of the proposed minor variance or consent, you must make a written request to the Secretary-Treasurer. This will also entitle you to be advised of a possible Ontario Land Tribunal (OLT) hearing. **No one other than the applicant, the municipality, certain public bodies, and the Minister are able to appeal minor variance decisions.**

For more information about this matter, please contact Shaylin Whitehead, Secretary-Treasurer at swhitehead@collingwood.ca or 705-445-1030 ext. 3259. Information is also available to the public for inspection at the Town of Collingwood's Planning Services Office, located at 55 Ste Marie Street (3rd floor of the Collingwood Public Library), Monday-Friday between the hours of 8:30 a.m. and 4:30 p.m.

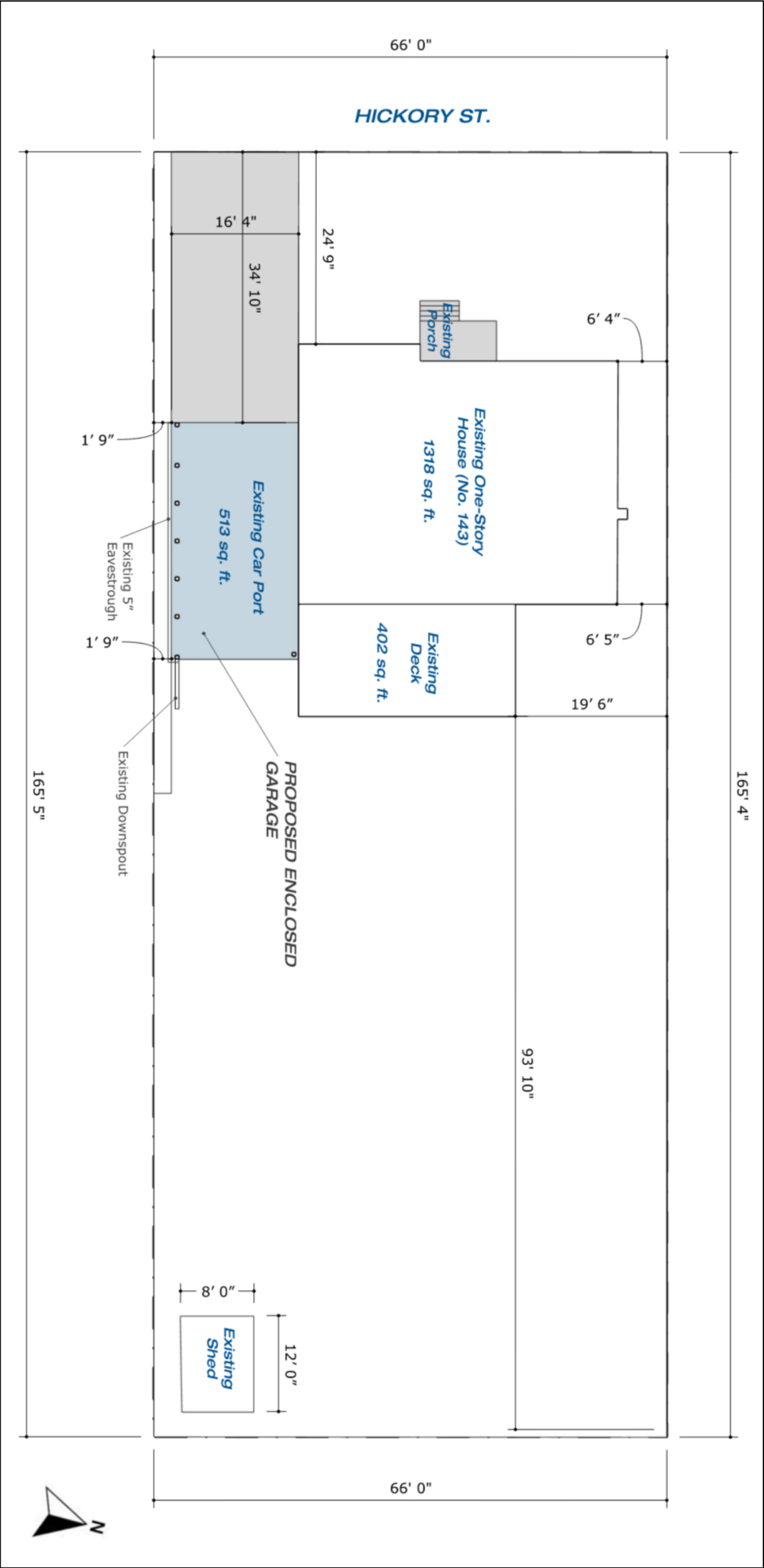
Note about information you may submit to the Town:

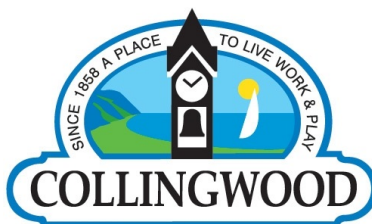
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Mailing Date of this Notice:
Monday June 16th, 2025

Shaylin Whitehead, CPT
Planning Technician, Planning Services
Secretary-Treasurer
Committee of Adjustment
55 Ste. Marie Street, Unit 302
Collingwood, ON L9Y 0W6
Tel: (705) 445-1030 ext. 3259
E-mail: swhitehead@collingwood.ca







Planning Report

Date: June 26, 2025

To: Committee of Adjustment

From: Planning Services

Application Information:

Minor Variance Number: PLCIMA2025017

Owners/Applicants: Applicant: Para Builds LTD c/o Andrew Exel
Owner: James Wright

Legal Description: PLAN 73 LOT 27 RP 51R30912 PART 1 & 2

Municipal Address: 143 Hickory Street

Proposal:

The variances sought under this submission are:

- 1) To reduce the minimum interior side yard setback for a proposed attached garage in the Residential Second Density (R2) zone from 1.2 m to 0.5 m, thus a decrease of 0.7 m; and,
- 2) To reduce the minimum interior side yard setback for an eave in the Residential Second Density (R2) zone from 0.6 m to 0.4 m, thus a decrease of 0.2 metres (General Provision 4.28.3 Special Yard Encroachments).

The effect of this variance, if granted, is to provide relief from minimum interior side yard setback provisions for a proposed attached garage in the Residential Second Density (R2) zone.

Matters of Provincial Interest:



has had proper regard



has not had proper regard

Provincial Planning Statement:

Date: 2024



is consistent with PPS



is not consistent with PPS

County of Simcoe Official Plan Designation:

Settlement

Conformity:

Yes ☒

No



Town of Collingwood 2004 Official Plan Designation:

Schedule 'A' - Land Use Plan - Residential

Conformity:

Yes ☒

No



Proposed Use Permitted Yes ☒ No ☐

**Planning Act
Section 45**

Four (4) Tests:

	Yes	No
1) Meets general intent and purpose of the Official Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Meets general intent and purpose of the Zoning By-law	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Is appropriate and desirable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4) Is minor in nature	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Internal
Departments
Comments:**

Planning Services: For additional clarity, the proposed attached garage is an enclosure of the existing carport.
Growth & Development: No concerns.

**External
Agencies
Comments:**

Recommendations:

Approved with the following conditions:

Defer: ☐
Approve: ☐
Approve with Conditions: ☒
Deny: ☐

Conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,
2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application.

Planner:

Shaylin Whitehead

Date: June 26, 2025

Supervising Planner:

Justin Teakle

Date: June 26, 2025



**Notice of Public Meeting Regarding
an Application for Minor Variance or for Permission
Re: Minor Variance Number PLCIMA2025183**

Take notice that the Town of Collingwood Committee of Adjustment will hold a public meeting on **Thursday June 26th, at 3:00 p.m.** at the Town of Collingwood Council Chambers, 97 Hurontario Street, Collingwood, Ontario, for the purpose of considering **Minor Variance Number PLCIMA2025183**.

Minor Variance Number PLCIMA2025183 is an application submitted for the lands municipally known as 135 Third Street. The purpose of this application is to grant the applicant relief from the provisions of the Town of Collingwood Zoning By-law Number 2010-040, as amended. The variances sought under this submission are:

- 1) To reduce the minimum interior side yard setback for a proposed porch in the Residential Second Density (R2) zone from 1.2 m to 0.6 m, thus a decrease of 0.6 m; and,
- 2) To reduce the minimum interior side yard setback for an eave in the Residential Second Density (R2) zone from 0.6 m to 0.5 m, thus a decrease of 0.1 metres (General Provision 4.28.3 *Special Yard Encroachments*).

The effect of this variance, if granted, is to provide relief from minimum interior side yard setback provisions for a proposed porch in the Residential Second Density (R2) zone.

Note: A sketch of the proposal is attached to this Notice of Public Meeting.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent or minor variance application. If you are unable to attend the public meeting, please submit a written submission to the Secretary-Treasurer prior to the meeting. Such written submissions shall be available for inspection by any interested party. If you do not make a written submission requesting notification of the Committee's decision or attend the meeting, you will not be entitled to receive any further notification of the proceedings. A request for deferment of the meeting must be made before the Committee, and an alternate meeting date, if any, will be at the discretion of the Committee.

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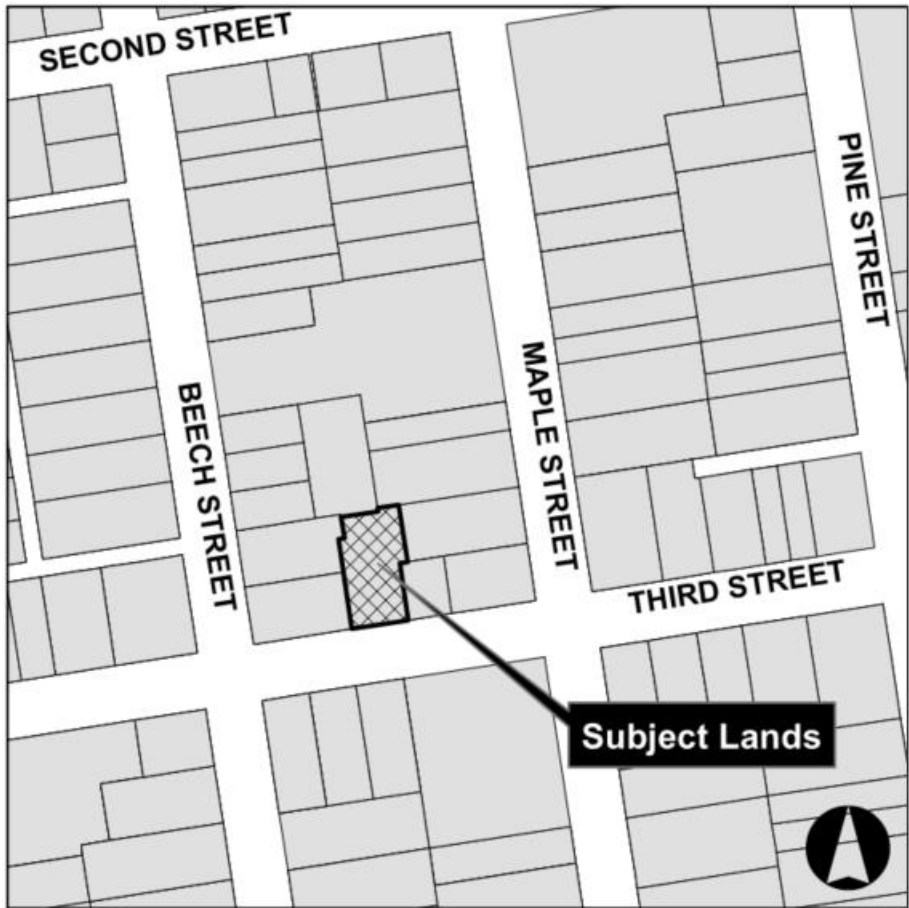
For more information about this matter, please contact Shaylin Whitehead, Secretary-Treasurer at swhitehead@collingwood.ca or 705-445-1030 ext. 3259. Information is also available to the public for inspection at the Town of Collingwood's Planning Services Office, located at 55 Ste Marie Street (3rd floor of the Collingwood Public Library), Monday-Friday between the hours of 8:30 a.m. and 4:30 p.m.

Note about information you may submit to the Town:

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Monday June 16th, 2025

Shaylin Whitehead, CPT
Planning Technician, Planning Services
Secretary-Treasurer
Committee of Adjustment
55 Ste. Marie Street, Unit 302
Collingwood, ON L9Y 0W6
Tel: (705) 445-1030 ext. 3259
E-mail: swhitehead@collingwood.ca







Planning Report

Date: June 26, 2025

To: Committee of Adjustment

From: Planning Services

Application Information:

Minor Variance Number: PLCIMA2025183

Owners/Applicants: Applicant: Alair Homes c/o Trevor Andrew
Owner: Janet Trude

Legal Description: PLAN 73 PT LOT 29 PT LOT 30

Municipal Address: 135 Third Street

Proposal:

The variances sought under this submission are:

- 1) To reduce the minimum interior side yard setback for a proposed porch in the Residential Second Density (R2) zone from 1.2 m to 0.6 m, thus a decrease of 0.6 m; and,
- 2) To reduce the minimum interior side yard setback for an eave in the Residential Second Density (R2) zone from 0.6 m to 0.5 m, thus a decrease of 0.1 metres (General Provision 4.28.3 Special Yard Encroachments).

The effect of this variance, if granted, is to provide relief from minimum interior side yard setback provisions for a proposed porch in the Residential Second Density (R2) zone.

Matters of Provincial Interest:



has had proper regard



has not had proper regard

Provincial Planning Statement:

Date: 2024



is consistent with PPS



is not consistent with PPS

County of Simcoe Official Plan Designation:

Settlement

Conformity:

Yes ☒

No ☐

Town of Collingwood 2004 Official Plan Designation:

Schedule 'A' - Land Use Plan - Residential

Conformity:

Yes ☒

No ☐

Zoning By-law: 2010-040

**Zone
Classification(s):**

Residential Second Density (R2)

Proposed Use Permitted Yes ☒ No ☐

**Planning Act
Section 45**

Four (4) Tests:

- 1) Meets general intent and purpose of the Official Plan
- 2) Meets general intent and purpose of the Zoning By-law
- 3) Is appropriate and desirable
- 4) Is minor in nature

Yes No

☒ ☐

☒ ☐

☒ ☐

☒ ☐

**Internal
Departments
Comments:**

Growth & Development: No concerns.

**External
Agencies
Comments:**

Nottawasaga Valley Conservation Authority (NVCA): No concerns.

Recommendations:

Approved with the following conditions:

Defer: ☐

Approve: ☐

Approve with Conditions: ☒

Deny: ☐

Conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,
2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application.

Planner:

Shaylin Whitehead

Date: June 26, 2025

Supervising Planner:

Justin Teakle

Date: June 26, 2025



**Notice of Public Meeting Regarding
an Application for Minor Variance or for Permission
Re: Minor Variance Number PLCIMA2025224**

Take notice that the Town of Collingwood Committee of Adjustment will hold a public meeting on **Thursday June 26th, at 3:00 p.m.** at the Town of Collingwood Council Chambers, 97 Hurontario Street, Collingwood, Ontario, for the purpose of considering **Minor Variance Number PLCIMA2025224**.

Minor Variance Number PLCIMA2025224 is an application submitted for the lands municipally known as 250 Hume Street. The purpose of this application is to grant the applicant relief from the provisions of the Town of Collingwood Zoning By-law Number 2010-040, as amended. The variances sought under this submission are:

- 1) To reduce the minimum separation distance between the existing lawn bowling club detached accessory building and a proposed open-air pavilion in the Recreation (REC) zone from 4.0 m to 3.2 m, thus a decrease of 0.8 m; and,
- 2) To reduce the minimum separation distance between the existing washroom detached accessory building and a proposed open-air pavilion in the Recreation (REC) zone from 4.0 m to 1.6 m, thus a decrease of 2.4 m.

The effect of this variance, if granted, is to provide relief from minimum separation distance provisions between existing detached accessory buildings and a proposed open-air pavilion in the Recreation (REC) zone.

Note: A sketch of the proposal is attached to this Notice of Public Meeting.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent or minor variance application. If you are unable to attend the public meeting, please submit a written submission to the Secretary-Treasurer prior to the meeting. Such written submissions shall be available for inspection by any interested party. If you do not make a written submission requesting notification of the Committee's decision or attend the meeting, you will not be entitled to receive any further notification of the proceedings. A request for deferment of the meeting must be made before the Committee, and an alternate meeting date, if any, will be at the discretion of the Committee.

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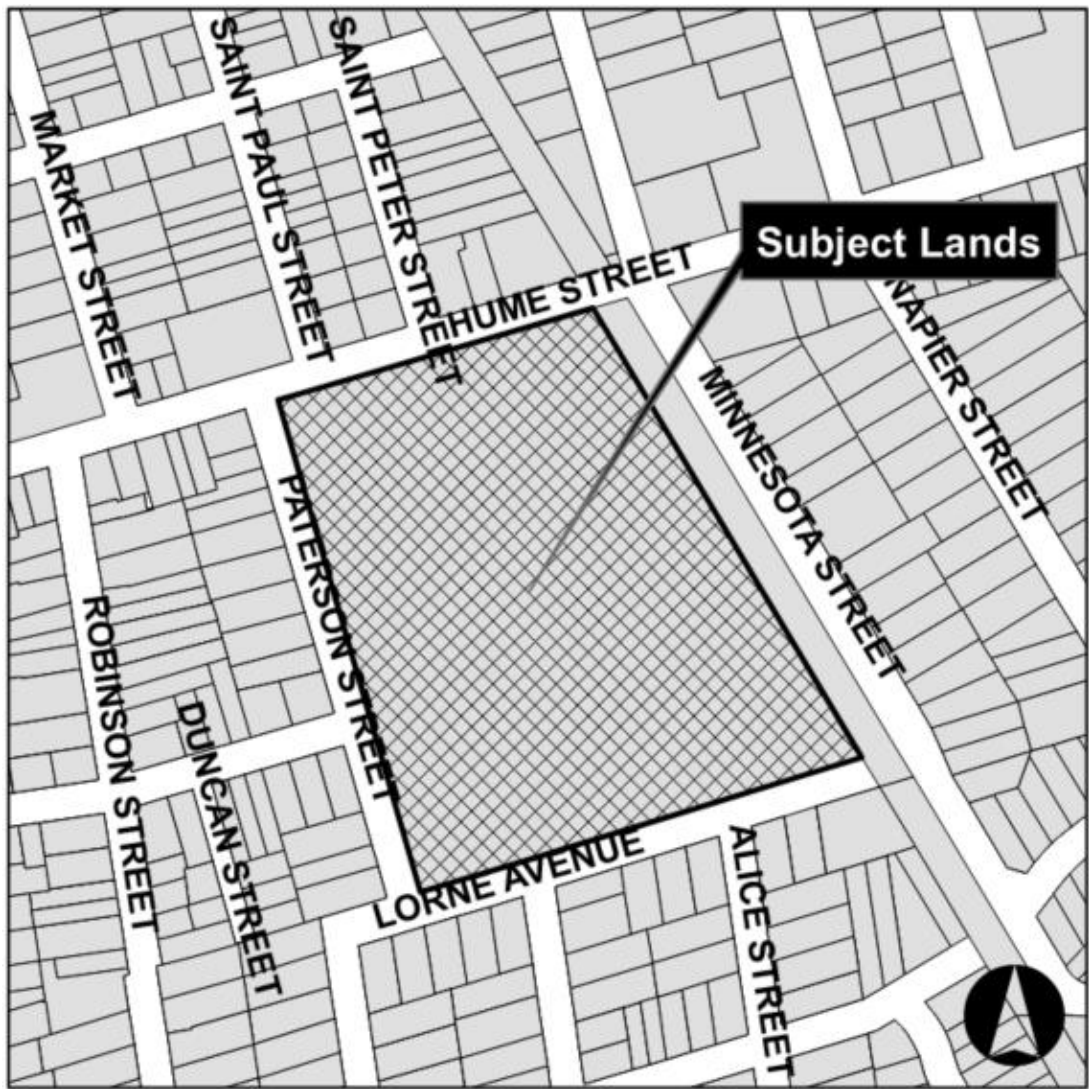
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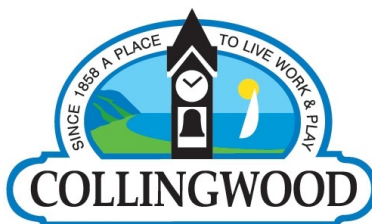
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Committee of Adjustment
55 Ste. Marie Street, Unit 302
Collingwood, ON L9Y 0W6
Tel: (705) 445-1030 ext. 3259
E-mail: swhitehead@collingwood.ca





Planning Report

Date: June 26, 2025

To: Committee of Adjustment

From: Planning Services

Application Information:

Minor Variance Number: PLCIMA2025224

Owners/Applicants: Applicant: Lloyd Hunt
Owner: Town of Collingwood

Legal Description: CON 8 PT LOT 42 TOWN PARK

Municipal Address: 250 Hume Street

Proposal:

The variances sought under this submission are:

1) To reduce the minimum separation distance between the existing lawn bowling club detached accessory building and a proposed open-air pavilion in the Recreation (REC) zone from 4.0 m to 3.2 m, thus a decrease of 0.8 m; and,

2) To reduce the minimum separation distance between the existing washroom detached accessory building and a proposed open-air pavilion in the Recreation (REC) zone from 4.0 m to 1.6 m, thus a decrease of 2.4 m.

The effect of this variance, if granted, is to provide relief from minimum separation distance provisions between existing detached accessory buildings and a proposed open-air pavilion in the Recreation (REC) zone.

Matters of Provincial Interest:



has had proper regard



has not had proper regard

Provincial Planning Statement:

Date: 2024



is consistent with PPS



is not consistent with PPS

County of Simcoe Official Plan Designation:

Settlement

Conformity:

Yes ☒

No



Town of Collingwood 2004 Official Plan Designation:

Schedule 'A' - Land Use Plan - Recreation

Conformity:

Yes ☒

No



**Planning Act
Section 45**

Four (4) Tests:

	Yes	No
1) Meets general intent and purpose of the Official Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Meets general intent and purpose of the Zoning By-law	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Is appropriate and desirable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4) Is minor in nature	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Internal
Departments
Comments:**

Planning Services: For additional clarity, the outdoor pavilion is a roof for the existing outdoor skating rink at Central Park.
Growth & Development: No concerns.

**External
Agencies
Comments:**

Nottawasaga Valley Conservation Authority (NVCA): No concerns.

Recommendations:

Approved with the following conditions:

- Defer: ☐
- Approve: ☐
- Approve with Conditions: ☒
- Deny: ☐

Conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,
2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application.

Planner:

Shaylin Whitehead

Date: June 26, 2025

Supervising Planner:

Justin Teakle

Date: June 26, 2025



**Notice of Public Meeting Regarding
an Application for Minor Variance or for Permission
Re: Minor Variance Number PLCAMI2025168**

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Minor Variance Number PLCAMI2025168 is an application submitted for the lands municipally known as 11283 Highway 26. The purpose of this application is to grant the applicant relief from the provisions of the Town of Collingwood Zoning By-law Number 2010-040, as amended. The variances sought under this submission are:

- 1) To increase the maximum height for a proposed Group or Cluster Dwelling development in the Residential Third Density (R3) zone from 12.0 m to 12.7 m, thus an increase of 0.7 m; and,
- 2) To reduce the interior side yard setback for a proposed Group or Cluster Dwelling development in the Residential Third Density (R3) zone from 6.0 m to 4.5 m, thus a decrease of 1.5 m.

The effect of this variance, if granted, is to provide relief from maximum height and interior side yard setback provisions for a proposed Group or Cluster Dwelling development.

Note: A sketch of the proposal is attached to this Notice of Public Meeting.

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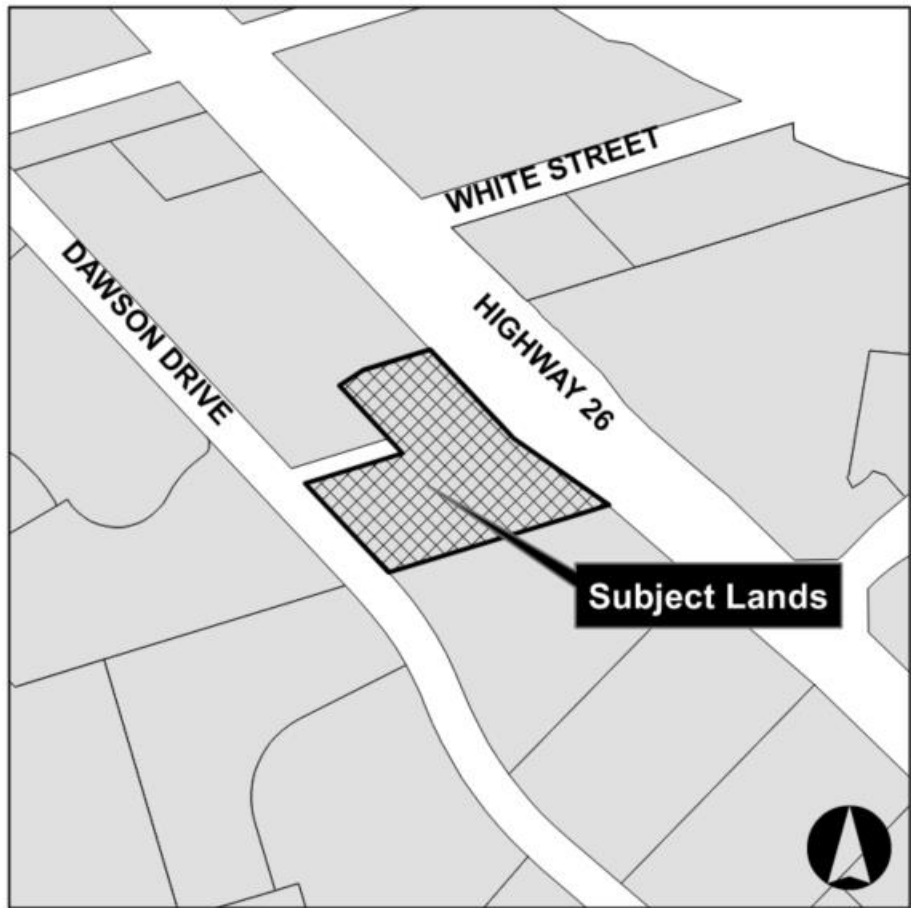
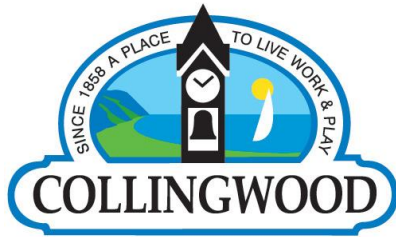




Figure 1: Site Plan of the proposed Group or Cluster Dwellings on the subject lands showing proposed setbacks. Setbacks requiring relief are shown in overlays.



Figure 2: Elevation drawing of the proposed Group or Cluster Dwellings on the subject lands.



Planning Report

PCA2025-15

Committee of Adjustment 2025-06-26

Amendments ☐

Submitted To: Committee of Adjustment
Submitted By: Justin Teakle, Senior Planner
Prepared By: Shaylin Whitehead, Planning Technician/Secretary-Treasurer
Subject: Minor Variance Number: PLCAMI2025168
Owner: 1655570 ONTARIO INC.
Applicant: Loft Planning Inc. c/o Kristine Loft
Municipal Address: 11283 Highway 26

Recommendation

It is recommended that Minor Variance Number PLCAMI2025168 be approved as submitted, subject to the following conditions:

1. The extent of the variances is to be limited to that shown on the sketch plan attached to the Notice of Public Meeting dated June 16, 2025; and,
2. The applicant shall, to the satisfaction of the Town of Collingwood, pay any additional costs and expenses incurred as a result of the review of this application and the satisfying of any of the conditions of the Minor Variance.

Amendments

None.

1. Proposal

Minor Variance Number PLCAMI2025168 is an application submitted for the lands municipally known as 11283 Highway 26. The purpose of this application is to grant the

applicant relief from the provisions of the Town of Collingwood Zoning By-law Number 2010-040, as amended. The variances sought under this submission are:

- 1) To increase the maximum height for a proposed Group or Cluster Dwelling development in the Residential Third Density (R3) zone from 12.0 m to 12.7 m, thus an increase of 0.7 m; and,
- 2) To reduce the interior side yard setback for a proposed Group or Cluster Dwelling development in the Residential Third Density (R3) zone from 6.0 m to 4.5 m, thus a decrease of 1.5 m.

The effect of this variance, if granted, is to provide relief from maximum height and interior side yard setback provisions for a proposed Group or Cluster Dwelling development.

2. Property Description and Background

Per Figure 1, the subject property is located on the west side of Highway 26 and is a through lot to Dawson Drive on the west side. The property is approximately 0.795 hectares (1.964 acres) in area with approximately 118 metres of frontage along Highway 26 and is currently vacant.



Figure 1: 2024 Aerial Image of Subject Property

Source: Simcoe County GIS Maps

Surrounding uses include Residential Third Density (R3) to the north and Residential Third Density Exception zones to the south and east, and west (residential condominium developments). The Town's multi-use 'Cranberry Inn Trail' runs along the Highway 26 frontage of the subject property.

Site Plan Control Number [D111722](#) is also related to the subject property. The ultimate proposed development will consist of 29 townhouse dwelling units and 4 semi-detached dwelling units on private roads and outdoor amenity space, including a children's play area (Group or Cluster Dwelling use as per Zoning By-law). Vehicular access to the development would be from Dawson Drive. The standard condominium would be created through a future application for condominium exemption.

A Notice of Public Meeting was posted by the property owner on June 16, 2025.

3. Planning Comments

Matters of Provincial Interest

Section 2 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that the Council of a municipality, or a Committee of Adjustment, in carrying out their responsibilities under the *Planning Act*, shall have regard for matters of provincial interest. Upon review of the criteria itemized in Section 2 of the *Planning Act* it is the opinion of Planning Services staff that the Minor Variance, if granted, would have proper regard to this section of the *Planning Act*.

Provincial Planning Statement (2024)

Section 3(5) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that the Council of a municipality, or a Committee of Adjustment, in exercising any authority that affects a planning matter, shall be consistent with the policy statements issued by the province. The Provincial Planning Statement (PPS) was issued under Section 3 of the *Planning Act* and came into effect on October 20, 2024. It replaces the Provincial Policy Statement (2020) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe

(2019). The intent of the PPS is to provide policy direction on matters of provincial interest related to land use planning and development. Upon review of the policies outlined in the Provincial Planning Statement (2024), it is the opinion of Planning Services staff that the Minor Variance, if granted, would be consistent with this subsection of the *Planning Act*.

County of Simcoe Official Plan

Schedule 5.1 entitled '*Land Use Designations*' of the County of Simcoe Official Plan, as amended, identifies the Town of Collingwood within the 'Settlement' designation. The County of Simcoe Official Plan contains policies relating to the orderly development of those areas that are designated as Settlement. The County of Simcoe has provided no comments with respect to this application. However, it is the opinion of Planning Services staff that the Minor Variance, if granted, would conform to the County of Simcoe Official Plan.

The Four Tests

For a variance application to be considered minor, it must satisfactorily meet each of the four (4) tests set out pursuant to Section 45(1) of the *Planning Act*, as follows:

1. The general intent and purpose of the Official Plan is maintained;
2. The general intent and purpose of the Zoning By-law is maintained;
3. The proposed variance is appropriate and desirable development; and,
4. The variance is minor in nature.

1. *Town of Collingwood Official Plan*

2004 Official Plan Designations:

- Schedule 'A' entitled *Land Use Plan* of the Town of Collingwood Official Plan designates the subject property as Residential.
- Schedule 'C' entitled *Residential Density* designates the subject property as Medium Density.

- Schedule 'F' *Urban Structure* identifies the subject property as Inside Built Boundary (Designated/Available Lands).

Under the Town's 2024 Official Plan, the property is designated Existing Neighbourhood which permits residential units in Low-Rise and Mid-Rise buildings. The properties immediately adjacent to the site are also designated Existing Neighbourhood.

However, the 2024 Official Plan is currently under appeal, and the Existing Neighbourhood policies have been affected by these appeals. As such, Planning Services has reviewed the policies of the Town's 2004 Official Plan, which designates the subject property Medium Density Residential.

Residential Policies

The overall function of the Residential designation is to allow for predominantly residential uses providing a variety of housing options within a broad range of residential densities. The primary permitted uses in the Medium Density designation include single detached dwellings, semi-detached dwellings, duplex dwellings, townhouses, apartments and boarding homes.

Per Section 4.3.2.6.1 'Medium Density Residential – Permitted Uses' of the Town's Official Plan, include townhouse dwellings and semi-detached dwellings.

The variances being sought are to reduce the minimum interior side yard setback and maximum height provisions for a proposed Group or Cluster dwelling development consisting of 29 proposed townhouse dwellings and 4 semi-detached dwellings in the Medium Density Residential designation.

Based on the above, it is the opinion of Planning Services staff that the requested Minor Variance, if granted, would maintain the general intent and purpose of the Town's Official Plan.

2. Town of Collingwood Zoning By-law

Town of Collingwood Zoning By-law number 2010-040, as amended, zones the subject property as Residential Third Density (R3). Group or cluster dwellings are a permitted use in the R3 zone.

The first variance requested is to increase the maximum height for a proposed Group or Cluster Dwelling development in the Residential Third Density (R3) zone from 12.0 m to 12.7 m, thus an increase of 0.7 m. The second variance requested is to reduce the interior side yard setback for a proposed Group or Cluster Dwelling development in the Residential Third Density (R3) zone from 6.0 m to 4.5 m, thus a decrease of 1.5 m. All other provisions of the Zoning By-law are complied with.

Based on the above, Planning Services staff is of the opinion that the proposed Minor Variance, if granted, would maintain the general intent and purpose of the Town of Collingwood Zoning By-law Number 2010-040, as amended.

3. Appropriate and Desirable Development

The subject property is designated and zoned for residential uses, including Group or Cluster semi-detached and townhouse dwellings. Planning Services staff is of the opinion that the requested variances to decrease the minimum interior side yard setback and increase the maximum height for a proposed Group or Cluster dwelling development consisting of 29 proposed townhouse dwellings and 4 semi-detached dwellings is appropriate in consideration of the existing neighbourhood context which is comprised primarily of Group or Cluster condominium dwellings in townhouse built form. Adjacent built form is two-to-three storeys in height and while the proposed units are four-storeys, the fourth storey is half outdoor terrace space. The fourth storey is also stepped back from adjacent public streets (Dawson Drive and Highway 26) with the terraces facing the streets. Furthermore, there is little evidence to suggest that approval of the variance would result in negative impacts to surrounding properties.

Planning Services staff is of the opinion that in accordance with the policies of the Town of Collingwood's Official Plan and the provisions of the Town's Zoning By-law, the requested Minor Variance, if granted, is appropriate and would facilitate desirable development.

4. *Minor in Nature*

As outlined above, the proposed Group or Cluster dwelling development comprised of 33 proposed townhouse dwellings requires relief for interior side yard setbacks and maximum height provisions. The relief for the interior side yard applies only to the southern lot line and the setback of Blocks 'C', 'D', 'E' and 'H'. The other four blocks comply with the minimum 6.0 metre interior side yard setback. The increase in height is related to the architectural articulation of the roofline, with the ceiling of the fourth storey falling below the maximum height of 12.0 metres. At its lowest point, the roofline is approximately 12.0 metres and the majority of the roofline is at approximately 12.4 metres. It's only at the two highest points (at both ends of each block of units) that the roofline is 12.7 metres. The proposed development is consistent with all other requirements of the R3 zone and all other relevant zoning provisions.

Planning Services staff is of the opinion that the proposed variances are minor in nature. There is little to be gained from a land-use planning perspective by reviewing this Minor Variance request by way of a Zoning By-law Amendment as opposed to a Minor Variance application. The requested Minor Variance, if granted, is not anticipated to create any negative impacts on surrounding properties.

4. Conclusion

It is submitted that, based on the circumstances of this case, this application has sufficient planning merit to meet all four (4) tests in accordance with subsection 45(1) of the *Planning Act*.

Based on the above review, it is the opinion of Planning Services staff that the requested variance appears to be reasonable, represents appropriate and desirable

development, and can be considered minor in nature. Therefore, Planning Services staff are recommending that the variance be granted as submitted subject to the conditions outlined at the beginning of this report.

5. Approval

Prepared By:

Shaylin Whitehead, CPT

Planning Technician

Reviewed By:

Justin Teakle, MCIP, RPP

Senior Planner

Committees and Boards

2026 Goals and Budget Considerations

Committee of Adjustment & Property Standards Appeal Committee

2026 Goals and Budget Considerations

We are seeking your feedback to ensure any goals that require funding are captured in the draft 2026 municipal budget for consideration.

Why so early? Staff will be preparing their budget asks during the months of June-August and want to ensure your input is included in the draft 2026 municipal budget for consideration. With some committees and boards recessing during the summer month(s), we are reaching out to you now as the draft budget will be prepared by September and scheduled to be presented to the public in the fall.

We know things can change. Goals and accomplishments will be revisited in the fall as well, with the hope to capture any funding requirements during the drafting of the budget.

Action required:

1. List up to five goals or objectives for 2026.

Goal 1: CoA – Continue to conduct fair, timely and thorough review of all applications to assist in development approval process.

Goal 2: CoA – Provide legislative updates and training as required.

Goal 3: CoA – Continue to conduct open public meetings that encourage community and stakeholder participation as per legislated requirements.

Goal 4: PSAC - Continue to conduct fair, timely and thorough review of all appeals.

Goal 5: PSAC – provide legislative updates and training as required.

2. How does the goal or objective align with a program or service, operational plan item and/or an action identified in the Collingwood Based Strategic Plan and/or master plans associated with the work of the committee/board?

**see background information for alignments that were identified for 2025*

Committee of Adjustment:

Program or Service - Development and Growth: 1.2 Development Management

Committees and Boards

2026 Goals and Budget Considerations

Community Based Strategic Plan – Pillar 1: Sustainability; Action: Review and make responsible decisions on Planning Act applications to aid in creating a livable community that serves the needs of today and builds the future.

Legislation –

- Planning Act (1990, as amended)
- Municipal Act (2001, as amended)
- Provincial Planning Statement (2024)
- Simcoe County Official Plan (2016)
- Town of Collingwood Official Plan (2004) and Town of Collingwood Official Plan (2024)
- Town of Collingwood Zoning By-law 2010-040

Property Standards Appeal Committee:

Program or Service: Community Safety & Standards: 3.1 Community Standards
Community Based Strategic Plan - Pillar 1: Sustainability; Action: Make decisions regarding Property Standards Orders to ensure a livable community is maintained.

Legislation –

- Town of Collingwood Zoning By-law 2010-040
- Property Standards By-law 2016-040

3. Do your goals and objectives have any budget considerations for 2026 or future years?
If so, what are they?

Goal 1: CoA - No

Goal 2: CoA - Yes, training budget may require budget considerations. Staff time is required for training, staff time allocation unknown at this time.

Goal 3: CoA - No

Goal 4: PSAC - No

Goal 5: PSAC - Yes, training budget may require budget considerations. Staff time is required for training, staff time allocation unknown at this time.

Below are some examples for your consideration. Your staff resource will be able to assist you in determining an approximate value for budget purposes.

- Will your goal require a study or consultant to undertake work on behalf of staff or the committee?

Committees and Boards

2026 Goals and Budget Considerations

- Will staff resources be required to assist in completing the goal and if so, how many hours of staff time is anticipated?
 - Does the goal require capital or operational funding? If so, what is the approximate value/cost of the items needed to accomplish the goal?
-

Background Information from 2024-2025 report to Council

Committee of Adjustment - Mandate

The Committee of Adjustment is a quasi-judicial body and hears applications for minor variances and consent to sever property. Minor variance applications are required under Section 45 of the Planning Act, where a proposal cannot meet the intent of the Zoning By-law. Minor variance applications are also required, for the enlargement or extension of a building or structure that is legally non-conforming, or for the expansion of a nonconforming use. Applications for consent under Section 53 of the Planning Act.

Property Standards Appeal Committee - Mandate

This Committee also acts as the **Property Standards Appeal Committee**. Like the Committee of Adjustment, the Property Standards Committee is a quasi-judicial tribunal that hears appeals made to a Property Standards Order that has been issued by a Property Standards Officer of the Town of Collingwood. The Committee must hear all appeals and has the authority to confirm, modify or rescind a Property Standards Order, or to extend the time for complying. These hearings are governed by the *Statutory Powers and Procedures Act*, R.S.O. 1990, c.S.22 (the “**SPPA**”).

Alignment with the Town’s Programs and Services

Committee of Adjustment

- Development and Growth: 1.2 Development Management

Property Standards Appeal Committee

- Community Safety & Standards: 3.1 Community Standards

Alignment with the 2024-2028 Community Based Strategic Plan Pillars and Goals

Committee of Adjustment

- Development and Growth: 1.2 Development Management

Committees and Boards

2026 Goals and Budget Considerations

Property Standards Appeal Committee

- Community Safety & Standards: 3.1 Community Standards

Legislation and Regulations that apply to this Committee/Board

- Planning Act (1990, as amended)
- Municipal Act (2001, as amended)
- Provincial Planning Statement (2024)
- Simcoe County Official Plan (2016)

Master Plans that apply to this Committee/Board

- Town of Collingwood Official Plan (2004) and Town of Collingwood Official Plan (2024)

Other key documents

- Town of Collingwood Zoning By-law 2010-040
- Property Standards By-law 2016-040

Operational Plan Projects that are Relevant for this Committee/Board

- Comprehensive Zoning By-law Update
- Development Approvals Process (DAP) and Fees Review Implementation
- 2023 Official Plan Ontario Land Tribunal Appeals (general awareness)

2024 Accomplishments

Committee of Adjustment

1. Conducted open public meetings that encourage community and stakeholder participation.
2. Conducted fair, timely, consistent, and thorough review and decisions on:
 - 7 Minor Variance applications
 - 12 Minor Variance Incidental applications
 - 7 Consent applications

Property Standards Appeal Committee

1. Conducted fair, timely, consistent, and thorough review and decision on 1 property standards appeal.
2. Council fulfilled its requirement to fill any vacancy that occurs in the membership of the Committee by appointing a new Committee member in 2024.

2025 Goals and Objectives

Committee of Adjustment

Committees and Boards

2026 Goals and Budget Considerations

1. Continue to conduct fair, timely and thorough review of all applications to assist in development approval processes
2. To be provided with legislative updates and training as required.
3. Continue to conduct open public meetings that encourage community and stakeholder participation as per legislated requirements.

Property Standards Appeal Committee

1. Continue to conduct fair, timely, and thorough review of all appeals.
2. To be provided with legislative updates and training as required.