

Staff Report PDA2026-04

Committee N/A

Council N/A

Amendments

Submitted To: Summer Valentine, Directed, Growth and Development
Submitted By: Lindsay Ayers, Manager of Planning
Prepared By: Claire de Souza, Housing Development Coordinator
Subject: Conditional Approval of a Site Plan– 29 – 45 Birch Street
File No. PLSPMA2025312

Recommendation

THAT Staff Report PDA2026-04, “Conditional Approval of a Site Plan– 29 – 45 Birch Street” be received;

AND THAT Site Plan Application File PLSPMA2025312 be approved subject to the conditions in Appendix ‘A’;

AND THAT this conditional site plan approval shall lapse three years from the date that conditional approval was issued should a permit under the *Building Code Act* to implement the Site Plan not be issued.

Amendments

None.

1. Executive Summary

This report provides the Director, Growth and Development, with the analysis and recommendations regarding a proposed Site Plan and related Site Plan Control Agreement to facilitate a thirty (30) unit residential apartment building and associated site works at the property municipally addressed as 29 – 45 Birch Street. The proposal includes one apartment building, three detached accessory structures, an outdoor amenity area, landscaping, waste storage, an emergency generator, and both visitor and resident parking. The proposed development was also subject to a Zoning By-law

Amendment (By-law 2026-013) to facilitate the project. Details regarding the Zoning By-law Amendment are contained in [Staff Report P2026-09](#). Council approved the Zoning By-law Amendment on March 2, 2026, and the By-law came into force and effect on March 25, 2026, following the appeal period.

Based on the land-use planning analysis and the Town's development review process, Planning Services confirms that the submitted documents and plans illustrate a proposed use and associated site works that are in conformity to, or consistent with, the relevant land use planning instruments. It is therefore recommended that the Site Plan be approved subject to the conditions outlined in Appendix 'A', including resolution of all outstanding minor technical comments from Town departments, external agencies, and third-party peer reviewers, confirmation of the transfer of the lands from the Town of Collingwood to the County of Simcoe, payment of the required Engineering fees and securities for the site works or confirmation that Council has waived securities and required Engineering fees, that confirmation of municipal servicing capacity allocation be granted, and the execution of a Site Plan Control Agreement to the satisfaction of Senior Town Administration and the Town Solicitor. It is further recommended that this conditional site plan approval shall lapse three years from the date that the conditional approval was issued should a permit under the *Building Code Act* to implement the Site Plan not be issued.

The Site Plan Drawings (Appendix 'B') are also attached to this Report in support of the recommendation.

2. Analysis

Background

The Applicant, the County of Simcoe, has made an application to the Town for a Site Plan to facilitate the development of thirty (30) residential units, comprised of one apartment building, three non-habitable detached accessory structures, associated visitor and resident parking, amenity space, landscaping, waste storage, and an emergency generator. The proposed development was also subject to a Zoning By-law Amendment (By-law 2026-013) approved on March 2, 2026, which addressed a number

of site-specific exceptions, including reduced front and interior side yards, reduced landscaped open space, and site-specific parking requirements.

Property Description

Per Figure 1, the subject property is located on the east side of Birch Street. The property is rectangular in shape and is the result of two lots (29 Birch Street and 45 Birch Street) that merged on title. The property is approximately 0.31 hectares in size with 60 metres of frontage along Birch Street and previously contained two apartment buildings with a total of 9 units.

Surrounding land uses include:

- North: Mix of Commercial and Residential properties, including the First Street corridor.
- East, West and South: Low-density residential properties.

The subject property is municipally addressed as 29 – 45 Birch Street and legally described as Plan 73 Part of Lots 14, 15, and 16, Registered Plan 72, Town of Collingwood, County of Simcoe.



Figure 1: 2025 Aerial Image of Subject Lands

Source: Simcoe County GIS Maps

Proposal

The proposed development is to establish one three-storey apartment building with surface parking, an outdoor amenity area with non-habitable accessory structures, and associated landscaping.

A total of 21 surface parking spaces are proposed, including one accessible parking space, 6 visitor parking spaces and 15 resident parking spaces. Landscaping is proposed around the perimeter of the property and an enhanced landscaped area, with an outdoor amenity area and accessory structures is provided in the front yard, as shown in Figure 2.

Vehicular access to the development from Birch Street will be provided by a new entrance in the northwest corner of the subject property.

A total of fifteen bicycle parking spaces are proposed, including 10 outdoor and 5 indoor spaces to serve the proposed development. A barrier-free pedestrian connection is provided from the accessible parking space in the rear parking lot to the secondary entrance of the building. Furthermore, a barrier free pedestrian connection is also provided from the visitor parking area in the front yard to a ramp that connects to the main entrance.

The front yard contains a range of amenity features to enhance the community-feel of the proposed development, including a 342 square metre outdoor amenity space with landscape plantings, 5 raised planter beds, a seating area, two shelters, picnic tables, a garden shed, a pet relief area, and walkways connecting to the main building and public sidewalk. An ornamental fence is also proposed to screen the visitor parking area and smoking shelter from the public sidewalk along Birch Street. A garbage enclosure is proposed in the northeast corner of the site, in front of the emergency generator, which is enclosed in a sound enclosure and bordered by acoustic fencing to prevent noise disruptions.

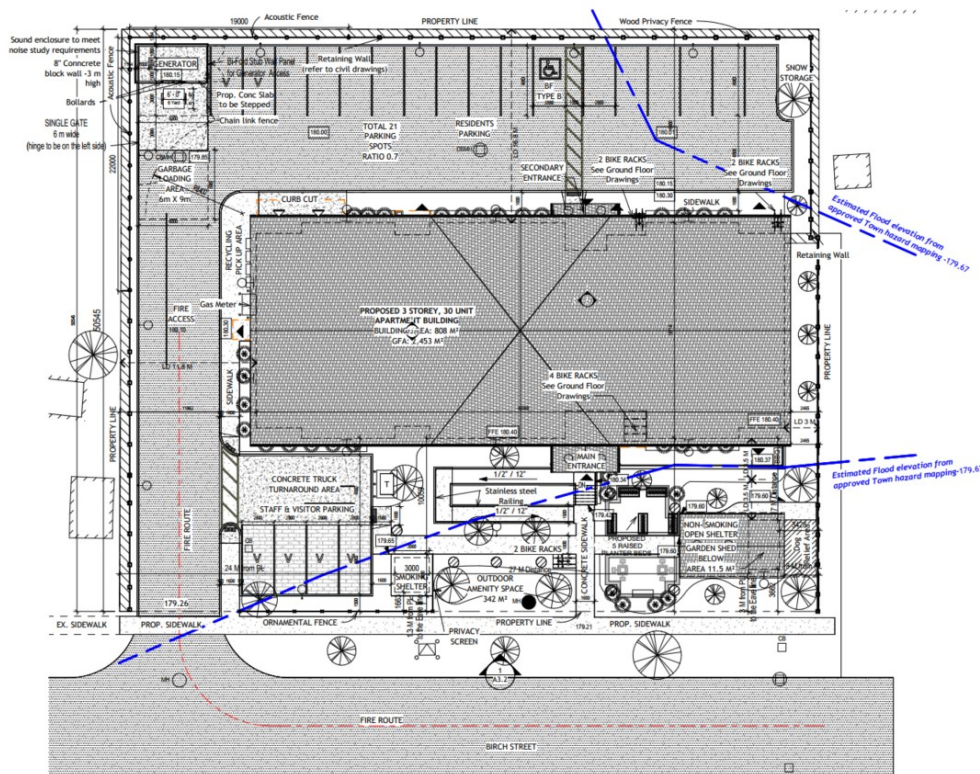


Figure 2: Proposed Site Plan excerpt showing the overall site layout and landscaping interface with Birch Street.

Source: McKnight Charron Limited Architects.

The Site Plan drawings are appended to this report (Appendix 'B').

Water and Wastewater Capacity Allocation

A Functional Servicing Report, prepared by Pearson Engineering, was submitted in support of the proposed development. The subject property is serviced by municipal water and wastewater servicing, and it is proposed to connect to the existing watermain and sanitary service along Birch Street. Based on the Functional Servicing Report and Town of Collingwood Development Standards dated July 2007 as well as the updated Development Standards pertaining to Sanitary and Watermain Design Flows, approved by Council on August 18, 2022, Development Engineering has estimated water and wastewater servicing capacity requirements to be 25 single dwelling unit equivalents (SDUs) and 19 SDUs respectively.

Section A11 ‘Capacity Allocation Reserve’ of the Town’s Servicing Capacity Allocation Policy (SCAP) provides that the Town may reserve uncommitted hydraulic reserve capacity for government-led projects deemed to be in the interests of the public, including, but not limited to, facilities affecting public health and safety, educational and recreational facilities, and provision of affordable community housing. Further, government-led projects are not required to complete a merit-based evaluation.

The Town currently has 30 SDUs of water and 22 SDUs of wastewater set aside for government-led affordable housing projects that qualify for the uncommitted hydraulic reserve. This project is being delivered by a government agency, being the County of Simcoe, and includes 30 affordable rental housing units, and would therefore qualify for utilization of this specific uncommitted hydraulic reserve capacity.

On April 27, 2026, Council will consider approving the allocation of 25 SDUs of municipal water and 19 SDUs of municipal wastewater from the 2026 uncommitted hydraulic reserve capacity for government-led projects.

Planning Analysis

A full planning analysis of the proposed development is included in [Staff Report P2026-09](#). The following section of this Report provides a supplementary review of the proposed Site Plan and the associated Site Plan Control Agreement relative to the planning policy framework and regulatory instruments as follows:

Town of Collingwood Official Plan (2024)

- Schedule ‘1’ *Growth Management Plan* designates the subject lands as within the Strategic Growth Area.
- Schedule ‘2’ *Land Use Plan* designates the subject property as Mixed-Use Corridor II
- Schedule ‘3.1’ *Natural Hazards* identifies a portion of the lands within the Floodplain Limits of the Nottawasaga Valley Conservation Authority
- Schedule ‘6’ *Transportation Plan* identifies the subject property as located on a Local Road.

Mixed-Use Corridor II Policies

The Mixed-Use Corridor II (MUC II) Designation is intended to provide opportunities for vibrant, pedestrian, and transit-oriented places through residential intensification, infill and redevelopment. It is the intent of the Plan to develop transit-supportive corridors with Low- and Mid-Rise mixed-use buildings that act as destinations for surrounding neighbourhoods. All permitted uses in the MUC II Designation must be developed in Low- or Mid-Rise buildings. Permitted uses include Residential Apartments.

The relevant sections of the General Development Policies for the MUC II Designation are included below:

Compatibility

Where a property within the MUC II Designation abuts the Existing Neighbourhood Designation, appropriate mechanisms shall be established in the Zoning By-law, or in a Site-Specific Zoning By-law Amendment to ensure compatibility and sensitive integration. The proposed development is considered low-rise built form, being 3 storeys in height. Due to the pitched roof to promote compatible architectural design, the height of the proposed building is 14.6 metres, which is more inline with the maximum height provisions for apartment buildings in the Zoning By-law but exceeds the 11-meter height limit in the Official Plan for low-rise developments. An Urban Design Brief, including a shadow study was completed by the County of Simcoe and McKnight Charron Architects LTD., which demonstrates no shadow cast on the southern property line where a reduced interior side yard was recently approved through the site-specific Zoning By-law Amendment. Additionally, the building has incorporated design features to minimize overlook into the property to the south, including minimizing the number of windows on the south side of the building, exclusion of balconies and decks, and erecting a 7-foot tight board privacy fence along the perimeter of the property. Architectural features including colour blocking, peaked and gable roof and landscaping features, including the front yard amenity area, are proposed to be incorporated to enhance compatibility with the characteristics of the existing neighbourhood. The

proposal also contemplates a 2.4-metre-wide landscaping strip to enhance sensitive integration to the adjacent property to the south.

Mix of Uses

The MUC II Designation permits residential uses in stand-alone buildings, developed as individual sites or to form part of a larger comprehensively planned site. The proposed development is for a stand-alone low-rise residential apartment building.

The Design Policies for the MUC II Designation are provided below:

Context

The MUC II Designation is anticipated to be the focus for residential intensification and is intended to be transit supportive and incorporate the Active Transportation Network. The proposed development represents residential intensification within an existing neighbourhood, resulting in 30 affordable rental units (i.e. previously the site contained 9 units), contributing to the overall stock of housing within Collingwood. The property is located in proximity to the Downtown Core, the Mixed-Use Corridor on First Street, the BLINK and Crosstown transit routes, and the multi-use pathway along First Street. The proposed development also provides two internal connections to the existing sidewalk along Birch Street.

Access, Parking, Loading and Garbage Facilities

Adequate parking, loading and garbage storage/collection facilities must be provided on site for all land uses and are encouraged to be located away from roadways and shall not cause undue, adverse impacts on adjacent properties within the Existing Neighbourhood Designation. Parking areas shall be designed to enhance safety for pedestrians, allow for natural surveillance, and shall consider sufficient bicycle parking to encourage active transportation.

A Traffic Impact Brief and Parking Study was submitted in support of the application, which addressed the potential traffic impacts of the proposed development on Birch

Street and recommended mitigating measures to accommodate traffic and parking in a safe manner. The Traffic Brief and Parking Study concluded that the proposed development would not cause traffic issues or lead to significant delays or congestion to the local road network and that the proposed parking on site, including visitor parking, is sufficient to serve the development. The Traffic Impact Brief was reviewed by a third-party peer reviewer, and the findings were deemed to be acceptable.

The majority of the proposed parking is located behind the building to the rear of the site, enhancing the front yard feel of the surrounding residential neighbourhood with landscaping treatments and an amenity area. Four visitor parking spaces are proposed in the front yard, responding to public comments requesting that additional parking be provided on site to minimize overflow parking on the public road. The parking area in the front would be screened by a 1.5 metre landscaping strip and provides appropriate space for truck movements. The parking in the rear of the site is proposed to be screened by a 7-foot tight-board privacy fence along the eastern property line to ensure minimal impacts to adjacent properties. The parking area has been designed to minimize conflicts between pedestrians and vehicles by including sidewalks around the proposed building and delineated walkways throughout the site. A total of 15 bicycle parking spaces is also proposed on site.

The garbage storage and collection facility is proposed to be contained within a fenced area at the rear of the site, in the northeast corner, ensuring easy access for waste removal vehicles. The proposed emergency generator is located behind the garbage and collection facility and is screened from neighbouring properties, with a sound enclosure that must meet the requirements of the Environmental Noise Feasibility Study, prepared by Valcoustics Canada Ltd.

Planning Services is satisfied that the proposed Site Plan conforms to the General Development and Design Policies of the MUC II Designation.

Land Use/Built-Form Specific Policies

The Official Plan provides that residential intensification projects with a significant affordable housing component may exceed applicable height and density ranges

without an OPA. 100% of the 30 units in the proposed development will be affordable rentals, meeting the overall intent of the policy. The Applicant has confirmed that a majority of the units will be offered at 80% of Average Market Rents (AMRs) as determined by the Canada Mortgage and Housing Corporation (CMHC) and derived from the annual CMHC Market Rental Survey. As such no OPA was required and as previously noted in this Report, a ZBA with site specific exemptions was enacted and passed. The provision of affordable housing would be secured through the executed Site Plan Control Agreement which would be registered on title.

Natural Hazards (Under Appeal)

The vast majority of the Natural Hazards policies in the 2024 Official Plan are presumed to be under appeal and/or subject to Non-Decision, thus are not in force or effect. As such, in reviewing the proposal, Natural Hazards policies in both the 2024 and 2004 Official Plans were considered .

2024 Official Plan

The subject property is located partially within the Floodplain Limits of the Oak Street Canal (see Figure 3 below). The proposed apartment building has been situated in the center of the site to ensure all habitable area is located outside of the floodplain limits, ensuring alignment with the One-Zone Concept of the Oak Street Canal.



Figure 3: Schedule 3.1 Floodplain Limits

Access to the site from Birch Street is proposed to be established in the northwest corner, outside of the floodplain limit, to ensure that safe access during a regional flood event is maintained. While some features of the development as well as the public road abutting the site are within the floodplain limits, no habitable buildings are proposed to be located within the floodplain.

As part of the technical review of the Site Plan Control application and in response to comments from the NVCA, the proposed development has incorporated several floodproofing measures to prevent flooding of the building during a regional flood event. In addition, an Emergency Response Plan (ERP) has been submitted that details site-specific mitigation, preparedness, response and recovery measures in the event of a flood, which has been reviewed to the satisfaction of the NVCA. As part of the ERP, the Town's Fire Chief has confirmed that the Town possesses the necessary personnel, equipment, and training to safely evacuate residents during flood events, utilizing available resources and established emergency protocols.

2004 Official Plan

The 2004 Official Plan provides similar policies as the 2024 Official Plan regarding the One-Zone Concept. However, the Oak Street Canal is not explicitly referenced.

The subject property is also located within the Black Ash Creek Subwatershed. The Black Ash Creek Subwatershed policies provide that the preparation of a Functional Servicing Plan shall be required in conjunction with all future development submissions in consultation with the Town of Collingwood and the NVCA to address servicing requirements with respect to the provision of water, sewage disposal facilities, grading and stormwater management. A Functional Servicing Report, prepared by Pearson Engineering LTD., was submitted in support of the proposed development and reviewed to the satisfaction of the Town's Development Engineering division and the NVCA.

Several flood mitigation measures have been incorporated into the site and building design, including but not limited to, lot grading and finished floor elevations to ensure

the proposed apartment building is above the regulatory flood elevation site design to ensure the most vulnerable areas at risk of flooding are a minimum of 0.3 metres above the regulatory flood elevation, and a range of additional floodproofing measures. The proposed development represents an overall improvement to the pre-existing building form on the site.

Based on the foregoing, Planning Services is satisfied that the proposed Site Plan is consistent with both the Town's 2024 and 2004 Official Plans.

Town of Collingwood Zoning By-law

The Town of Collingwood Zoning By-law 2010-040, as amended, zones the subject property Residential Third Density Exception Eighty-Five (R3-85) through a recently approved ZBA. Permitted uses in the R3-85 zone include apartments and includes site-specific exemptions to facilitate the development.

Parking and Loading Provisions

The Town's Zoning By-law outlines the Parking and Loading provisions required for various types of uses, including the minimum number of required parking spaces and associated parking space sizes, number of entrances, vehicular entrance provisions, bicycle parking, etc. The proposed development has been reviewed in the context of these provisions and satisfies those requirements.

A total of 21 surface parking spaces are required and proposed, including 6 visitor parking spaces, noting that a reduction in the required visitor parking spaces from 0.25 parking spaces per unit to 0.20 parking spaces per unit was included in the recently approved Zoning By-law Amendment (By-law 2026-013).

Based on the foregoing, Planning Services is satisfied that the proposed development conforms to the Town's Zoning By-law.

Town of Collingwood Urban Design Manual

On July 19, 2010, Council enacted and passed By-law Numbers 2010-082 and 2010-083 to give effect to the Town's Urban Design Manual (UDM). The intent of the UDM is

to ensure that any application for Site Plan Control, Subdivision or Condominium is designed to meet or exceed a minimum standard set of guidelines for urban development form. Planning Services notes that exterior building design details such as building materials and colours are no longer subject to Site Plan Control per changes to the *Planning Act* as a result of Bill 23 (2022).

An Urban Design Brief, including Shadow Study, and building elevations were submitted in support of the subject application and reviewed by Planning Services. Although exterior building design details such as finishes and colours, are no longer subject to Site Plan Control, in response to Council and community feedback, the County of Simcoe opted for colour blocking using colours inspired by the Town's Heritage Approved Colour palette, though noting there is no requirement to use heritage colours, a peaked roof, and enhanced front entry. Planning Services finds the proposed design satisfactory and compatible with the surrounding residential neighbourhood.



Figure 4: Conceptual rendering showing the proposed front elevation and massing of the building.

Source: McKnight Charron Limited Architects



Figure 5: Conceptual rendering showing the proposed rear elevation and massing of the building.

Source: McKnight Charron Limited Architects.

The development is located on Birch Street, a local road, surrounding an existing well-established low-rise residential neighbourhood. To ensure sensitive integration, the development includes an enhanced front yard with amenity features to provide a more human-scaled relationship between the street and the apartment building.

Per the UDM, buildings that exceed 10 metres in height must incorporate a combination of building step backs at the fourth storey and/or setting the building back so that it does not project into a 45-degree angular plane from the street centre line and integrating outdoor amenity space and/or landscaping in the increased setback. The proposed building is 3 storeys in height and therefore a step-back is not appropriate for a building of this scale. The building is setback 15 metres from the front lot line and 16.8 metres from the rear lot line, and as such, does not project into the 45-degree angular plane from the west and east lot lines. A small corner of the roof projects into the 45-degree angular plane along the northern elevation and a larger portion of the building along the southern elevation projects into the 45-degree angular plane.

The location of the proposed building is constrained due to the Floodplain Limits of the Oak Street Canal, resulting in limited potential for the building to be shifted to accommodate the 45-degree angular planes from the north and south lot lines. Several design features have been incorporated to ensure the building's sensitive integration with the adjacent residential properties, including minimizing windows along the southern elevation, exclusion of balconies to prevent overlook, colour blocking using heritage inspired colours to break up massing, and a peaked roof that is consistent with existing neighbourhood rooflines.

Furthermore, several features are included in the front yard, such as an outdoor amenity space of 342 square metres with a variety of landscaping throughout, 5 raised garden beds, outdoor seating, a smoking and non-smoking shelter, picnic tables a garden shed, a pet relief area, and walkways connecting to the parking area, the building and the public sidewalk. The development provides 10 outdoor bicycle parking spaces adjacent to the front and rear building entrances and 5 indoor bicycle parking spaces, for a total of fifteen (15) bicycle parking spaces.

The UDM typically discourages parking from being located at the front of a building unless guidelines are met, including a maximum of 50% of the frontage being dedicated to parking, parking not encroaching into the minimum yard setback, and parking being adequately screened to reduce the negative impacts to the streetscape. The proposed development contemplates 4 visitor parking spaces in the front yard in response to community concerns regarding potential overflow street parking.

An ornamental fence and a 1.5 metre landscaping strip has been provided between the parking area and the Birch Street sidewalk. The extent of the parking area does not exceed 50% of the total frontage. While the parking area does encroach into the front yard setback, staff are satisfied that the proposed building design, including visual permeability, and landscaping buffer are sufficient to mitigate the impact of the proposed parking area on the streetscape.

All lighting on the site is confirmed to be dark sky compliant and does not exceed the 13 metres height requirement of the Zoning By-law. The Photometric Plan does

demonstrate lux values of 0 and 1 along the property line, which will create minimal light spill onto adjacent properties. The Applicant will either provide permanent light shields to prevent light spillage and ensure illuminance levels are zero along the property line or will add photocell to the lights resulting in lux values of 1 and programming them to dim to 50% unless movement is detected.

With respect to snow storage, the Applicant has acknowledged that the site is constrained in area for snow storage and has committed to remove snow from the subject property, as necessary. The Site Plan Control Agreement will include standard provisions related to snow removal obligations.

Additional landscaping of deciduous trees and shrubs, sod, and other planting areas are proposed throughout the development. The proposed development will remove the majority of trees onsite; however, the landscaping proposed for the site will meet the minimum 30% tree canopy at maturity as required by the Town's Urban Design Manual (UDM). It is noted some trees along the shared property lines have been identified as boundary trees. It is Planning Services understanding that boundary trees have been removed from the site in accordance with the Tree Preservation Plan (TPP) but without prior consultation with adjacent landowners. The County is addressing this oversight by obtaining retroactive consent from the adjacent property owners prior to execution of the Site Plan Control Agreement and Planning Services confirms that permits were not required for tree removal on the subject property per the Town's Tree By-law 2012-084.

The Applicant's Landscape Architect has provided tree canopy calculations utilizing a 14-metre diameter at maturity for large trees and a 6-metre diameter at maturity for small trees, resulting in a proposed 36% tree canopy coverage at maturity. In response, the Town's Landscape Peer Reviewer has suggested that a 10-metre diameter for large urban trees at maturity is more appropriate, resulting in a 24% tree canopy coverage at maturity. In the absence of Town guidelines for calculating tree canopy coverage at maturity and given that both canopy calculations are within what the Town's Forestry Coordinator would consider reasonable for a residential infill development of this nature, Planning Services finds the proposed tree canopy acceptable.

The proposed development has been found to be acceptable in the context of the applicable standards of the Town's UDM.

Site Plan Control Agreement

The Site Plan Control Agreement will include all standard clauses typically found in the Town's Site Plan Control Agreements, including clauses that address water and wastewater capacity allocation, utility provider requirements, and construction management plans. There are several special clauses proposed within the Site Plan Control Agreement related to encroachment agreements for crane swing over public and private property, emergency response measures, NVCA special clauses related to stormwater management and sediment control, floodproofing measures, and obtaining an NVCA permit, and noise mitigation related to the design of the sound enclosure around the emergency generator. Pending the resolution of technical comments as a condition of Site Plan Approval, these special clauses may be subject to change as appropriate.

Basic Data Pertaining to the File:

Application Deemed Complete:	August 26, 2025
Town Solicitor:	Jean Leonard, Miller Thomson
Related Files:	PLPCF202439 (Pre-Consultation) PLZAMA2025311 (Zoning By-law Amendment)

Parties to the Agreement

- The Corporation of the Town of Collingwood
- Simcoe County Housing Corporation

Financial and Security Considerations

Administration Fees

- The sum of **\$25,699.54** as a fee for the Town's Development Engineering division's review of the proposal and the inspection of the site works is required.

Securities

- Securities in the amount of **\$856,641.32**, representing the total security value including contingency, for the project is required for site works.

The County of Simcoe has requested that the Town waive all development securities and related Development Engineering review fees. This matter will be considered by Council at the April 27, 2026 Council meeting. Should Council decide to waive the fees, the above noted fees would not be collected by the Town, and the Site Plan Control Agreement would not include the standard security collection and release clauses.

Insurance

- A general comprehensive liability insurance certificate in the amount of **\$5,000,000.00** is required, and the Town is to be listed as an insured.

Cash-in-lieu of Parkland Dedication

- A payment for cash-in-lieu of parkland dedication equal to two percent (5%) of the appraised value of the lands is typically required, however per Section 42 of the *Planning Act*, Affordable Housing is exempt from the requirements of Parkland Dedication.

Financial Impacts

Maintaining an adequate, appropriate and orderly supply and mix of residential, commercial, and industrial units in anticipation of future development and servicing conditions provides a long-term foundation for stable community growth and results in the generation of growth-related revenue associated with building permit fees, development charges, taxes, and other related fees.

Per Council Resolution RES-070-2026 from March 2, 2026, Council directed staff to refund and waive all building permit and planning application fees to support the project.

The financial impacts known at this time are as follows:

Applicable Fees	Dollar Value
Planning Applications Pre-Consultation	\$645.00
Zoning By-law Amendment (2025 fees)	\$13,925 (including contingency deposit for peer reviews)

Major Site Plan Control (2025 fees)	\$16,955.00 (including contingency deposit for peer reviews)
Site Plan Control 3 rd Submission Review Fee (new in 2026)	\$3,512.00
Estimated Building Permit	\$37,132.80
Total	\$72,169.80

As noted above, the County has also requested that the Town waive all required development securities and Development Engineering Review fees. While waiving the securities would not have a financial impact to the Town, it would increase the risk to the municipality if the Applicant does not carry out site works as proposed. Waiving the Development Engineering review fees does have a financial impact to the Town, in the amount of \$25,699.54.

The development of affordable housing contributes to the financial wellbeing of low-income and moderate-income residents currently priced out of the rental market in Collingwood. Leveraging Town-owned lands and partnering with the County of Simcoe allows the Town to benefit from their greater financial resources and housing expertise to achieve more affordable units faster than the Town could by deploying its own resources.

Conclusion

Based on the land-use planning analysis and the Town’s development review process, Planning Services confirms that the submitted documents and plans illustrate a proposed site layout and associated site works that are in conformity to, or consistent with, the relevant land use planning instruments. It is therefore recommended that the Site Plan be approved subject to the conditions outlined in Appendix ‘A’, including resolution of all outstanding minor technical comments from Town departments, external agencies, and third-party peer reviewers, confirmation of the transfer of the lands from the Town of Collingwood to the County of Simcoe, payment of the required Engineering fees and securities for the site works or confirmation that Council has waived securities and required Engineering fees, that confirmation of municipal servicing capacity allocation be granted, and the execution of a Site Plan Control

Agreement to the satisfaction of Senior Town Administration and the Town Solicitor. It is further recommended that this conditional site plan approval shall lapse three years from the date that the conditional approval was issued should a permit under the *Building Code Act* to implement the site plan not be issued.

3. Input from Other Sources

The subject application was circulated to Town departments, applicable third-party peer reviewers, and external agencies for review and comment. All concerns related to the proposed Site Plan have been satisfactorily addressed, save and except for the conditions listed in Appendix 'A'.

The County of Simcoe undertook significant community engagement to ensure the proposed development was informed by community input. Prior to the submission of the *Planning Act* applications, the County met with the previous tenants of the Johnson Apartments to explain the proposed development and provide information on tenant relocation and timing.

In July 2025 the County of Simcoe held two non-statutory Community Information Sessions with the broader public to share project information, including site design, layout, and conceptual renderings, and gather feedback from the community on building design and site layout. The Applicant's Planning Justification Report details the comment response summary obtained through the Community Information Sessions and a summary of key comments is provided in [Staff Report P2026-09](#).

The following supporting documents were provided with the application, updated, amended, confirmed and/or reviewed by the applicable experts:

- Architectural Drawing Set (McKnight Charron Architects LTD.) [March 2, 2026]
- Engineering Drawing Set (Pearson Engineering) [March 6, 2026]
- Landscape Drawing Set and Tree Preservation Plan (JDB Landscaping Inc.) [March 2, 2026]
- Photometric and Lighting Plan (Tatham Engineering) [December 24, 2025]
- Environmental Noise Feasibility (Valcoustics Canada Ltd.) [March 26, 2026]

- Site Plan (McKnight Charron Architect LTD.) [February 27, 2026]
- Stormwater Management and Servicing Report (Pearson Engineering) [Revised March 2026, August 2025]
- Traffic Brief and Parking Study (JD Northcote Engineering Inc.) [March 10, 2026]
- Crane Swing Plan (McKnight Charron Architects LTD.) [February 5, 2026]
- Hydraulic Model Files Oak Street Canal – Package
- Flood Evacuation Confirmation (Town of Collingwood, Fire Chief) [October 23, 2025]
- Planning Justification Report (County of Simcoe, Rachelle Hamelin, RPP, MCIP) [November 28, 2025]
- Geotechnical Investigation and Report (GEI Consultants Canada Ltd.) [August 22, 2025]
- Hydrogeological Investigation (GEI Consultants Canada Ltd.) [August 5, 2025]
- Site Survey (Rudy Mak Surveying Ltd.) [May 28, 2025]
- Urban Design Brief (County of Simcoe and McKnight Charron Architects LTD.) [August 15, 2025]
- Emergency Response Plan (County of Simcoe) [August 15, 2025]
- Construction Management Plan (720 Modular Construction) [November 21, 2025]

Third-party peer reviews were undertaken for landscaping, transportation, and noise.

The following peer review responses were provided:

- Environmental Noise Feasibility Study – Peer Review (R. Bouwmeester & Associates) [April 10, 2026]
- Landscape Peer Review (SGL Planning and Design Inc.) [April 10, 2026]
- Traffic Brief and Parking Study – Peer Review (Tatham Engineering) [January 19, 2026]

Staff Report No. PDA2026-04 was forwarded to Department Heads for feedback on April 21, 2026, and the content of this report responds to the feedback received.

4. Applicable Policy or Legislation

- *Planning Act* (1991, as amended);
- Provincial Planning Statement (2024);
- Simcoe County Official Plan (2023 Consolidation);
- Town of Collingwood Official Plan (2004, as amended);
- Town of Collingwood Official Plan (2024);
- Town of Collingwood Zoning By-law 2010-040 (2010, as amended);
- Town of Collingwood Site Plan Control By-law 2010-082 (2010, as amended);
- Town of Collingwood Urban Design Manual (2010).

5. Considerations

2024-2028 Community Based Strategic Plan: Advances pillar(s) below:

Sustainable Connected Vibrant Responsible

Services adjusted if any

Not Applicable

Climate Change / Sustainability:

The proposed development represents intensification within an existing built-up area near active transportation routes, transit, and community services and would contribute toward a compact and complete community and reducing vehicle reliance and urban sprawl.

Communication / Engagement:

Public Engagement has occurred
The County of Simcoe held two Community Information Sessions to gather community feedback on the proposal. The proposed development has been posted on the Town's website and the Notice of Complete Application and Public Meeting for the Zoning By-law Amendment was

published in the Collingwood Today online newspaper and circulated to property owners within 120 metres of the subject property. A Public Meeting was held on September 15, 2025. No Public Meeting is required for Site Plan Control applications.

Accessibility / Equity, Diversity, Inclusion: Other:

The proposed development has been reviewed in the context of AODA regulations.

Registered Lobbyist(s) relating to content: Not Applicable

Rights of Indigenous Peoples ([UNDRIP](#)): First Nations and Indigenous communities who have previously expressed interest in development in the Town of Collingwood were circulated on this application.

Next steps and future action required following endorsement:

- Owner to fulfil the conditions of approval; and
- Subject to the above, execution of a Site Plan Control Agreement and final approval of the Site Plan.

6. Appendices and Other Resources

Appendix A: Decision Sheet and Conditions

Appendix B: Site Plan Drawings

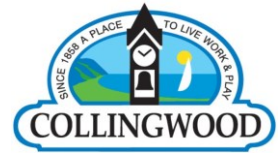
7. Approval

Prepared By:

Claire de Souza, RPP, MCIP, Housing Development Coordinator

Reviewed By:

Lindsay Ayers, RPP, MCIP, Manager of Planning



PDA2026-04 Appendix 'A' Conditional Site Plan Control Decision

Authority & Background:

The following is a decision respecting a Site Plan Application made by the delegate or authorized approval authority having jurisdiction under the Town's Delegation of Authority By-law 2020-059, as amended, and the Site Plan Control By-law 2010-082, as amended, and Section 41(4.0.1) of the *Planning Act*. In accordance with Section 41 (7.1-7.3) of the *Planning Act*, this conditional site plan approval will lapse three years from the date that the conditional approval was issued. The conditional approval shall not lapse if, before the lapsing date, a permit is issued under the *Building Code Act* to implement the site plan approval.

The decision is considered on the basis of the information summarized below.

File No.	PLSPMA2025312
Staff Report No.	PDA2026-04
Property Address	29 – 45 Birch Street, Collingwood
Proposal Description	Site Plan application to facilitate the development of one three-storey apartment building containing 30 dwelling units and associated site works.

Decision Declaration:

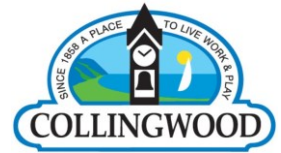
I, Summer Valentine, being the Director, Growth and Development of the Town of Collingwood render the following decision based on the facts of the application and the recommendation made in the above referenced Staff Report:

- Refused
- Approved
- Approved, subject to the conditions attached to the staff report indicated above as Schedule 1 to this decision
- Approved, subject to modified conditions attached to this decision as Schedule 1

Decision Date: April 22, 2026

Signature: 

I affirm that I am authorized to render this decision as the employee appointed by the Town in accordance with applicable legislation.



PDA2026-04 Appendix 'A'

Conditional Site Plan Control Decision

Schedule 1

File No. PLSPMA2025312

Address: 29 – 45 Birch Street

Conditions of Approval:

- 1) That prior to final Site Plan Approval, the Town requires satisfactory completion of all the following conditions:

		Date fulfilled	Sign-off
a.	Resolution of all outstanding minor technical comments from Town departments, external agencies, and third-party peer reviewers to the satisfaction of Senior Town Administration;		
b.	Transfer of ownership of the subject property to the Simcoe County Housing Corporation to the satisfaction of the Town Solicitor;		
c.	Payment of the required Administration and Engineering fees and securities for the site works as outlined in the Site Plan Control Agreement or confirmation that Council has waived securities and required Administration and Engineering fees;		
d.	Confirmation that municipal servicing capacity allocation has been granted; and		
e.	Execution of a Site Plan Control Agreement with the Town of Collingwood.		

- 2) That prior to the issuance of any building permits, the Town's approval requires satisfactory completion of the following condition:

		Date fulfilled	Sign-off
a.	Issuance of a Final Site Plan Approval Certificate.		