



## Staff Report PDA 2025-03

Committee N/A

Council N/A

Date: 2025-02-11

Amendments

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**Submitted To:** Summer Valentine, Director of Planning, Building, and Economic Development

**Submitted By:** Lindsay Ayers, Manager, Planning

**Prepared By:** Jocelyn Wainwright, Community Planner

**Subject:** Conditional Approval of a Minor Adjustment to a Site Plan Control Agreement – 55 Mountain Road (Canadian Tire)  
File No. PLMASA2024450

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### Recommendation

**THAT** Staff Report PDA 2025-03 “Conditional Approval of a Minor Adjustment to a Site Plan Control Agreement – 55 Mountain Road (Canadian Tire)” be received;

**AND THAT** Minor Adjustment Application File PLMASA2024450 be approved subject to the conditions in Appendix ‘A’;

**AND 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.

### Amendments

None.

## 1. Executive Summary

This report provides the Director of Planning, Building, and Economic Development with an analysis and recommendations regarding a proposed Minor Adjustment to a Site Plan and related Amending Site Plan Control Agreement to facilitate minor modifications

to the recently approved expansion to the existing Canadian Tire home and auto supply store and the relocation and expansion of the accessory unenclosed garden centre at 55 Mountain Road. The proposed modifications to the approved site plan include minor adjustments to the accessory unenclosed garden centre, parking lot, receiving areas, and building footprint as well as modifications to the building entrances, site lighting, and a new sanitary connection to the service centre expansion.

Based on the land-use planning analysis and the Town's development review process, Planning Services confirms that the submitted documents and plans illustrate proposed uses, and associated site works that are in conformity to, or consistent with, the relevant land use planning instruments. It is therefore recommended that the Minor Adjustment to the Site Plan be approved subject to the conditions outlined in Appendix 'A', including resolution of outstanding minor technical comments, payment of the necessary fees and securities, and the owner entering into an Amending 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 attached to this report in support of the recommendation.

## 2. Analysis

### Background

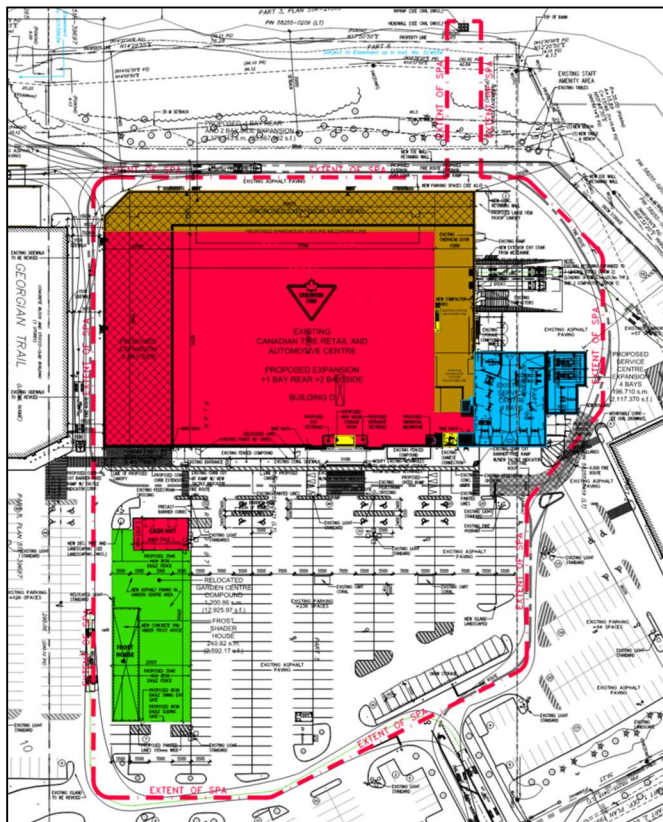
The Owner, Canadian Tire Properties Inc., has made an application to the Town for a proposed Minor Adjustment to a Site Plan and related Amending Site Plan Control Agreement to facilitate minor modifications to the recently approved expansion to the existing Canadian Tire home and auto supply store and the relocation and expansion of the accessory unenclosed garden centre at 55 Mountain Road.

Details pertaining to the subject property and the recently approved Site Plan Amendment Application are outlined further in [Report PDA2023-06](#).

## **Proposal**

Per Figure 1, the proposed modifications to the approved site plan include minor adjustments to the accessory unenclosed garden centre, parking lot layout, “large parcel pickup” and receiving areas, reduction to the proposed building footprint, the addition of some retaining walls as well as modifications to the building entrances, site lighting, and a new sanitary connection to the service centre expansion.

The Site Plan drawings are appended to this Report (Appendix ‘B’), noting that some further minor revisions are anticipated to address the outstanding technical comments.



**Figure 1: Excerpt of Site Plan showing the proposed development**

Source: RAI Architect Inc.

## **Water and Wastewater Capacity Allocation**

Zero (0) Single Dwelling Unit equivalents (SDUs) of water and wastewater are required to facilitate the proposed development, therefore, a merit-based evaluation of the

proposed development against the Servicing Capacity Allocation Policy (SCAP) is not required.

### **Planning Analysis**

As the development was recently assessed comprehensively, the Planning Analysis contained in [Report PDA2023-06](#) remains relevant to the subject application save and except for the Growth Plan for the Greater Golden Horseshoe no longer being in effect and the following:

#### **Provincial Planning Statement (2024)**

Section 3 of the *Planning Act* requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Planning Statement (PPS) was issued under Section 3 of the *Planning Act* and came into effect on October 20, 2024. The intent of the PPS is to provide policy direction on matters of provincial interest related to land use planning and development.

The PPS states that Settlement Areas shall be the focus of growth and development. Development within Settlement Areas shall be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure, support active transportation, and are transit and freight supportive (Section 2.3.1.2).

The subject property is an existing developed and municipally serviced site, located in the Town of Collingwood which is designated as a Settlement Area by the County of Simcoe Official Plan. The subject property has frontage on several public roads, is located along two of the Town's transit routes, and has convenient access to a variety of active transportation opportunities such as recreation trails and municipal sidewalks.

The PPS further notes that planning authorities shall support general intensification to support the achievement of complete communities (2.3.1.3). The PPS identifies that complete communities shall be supported by accommodating an appropriate range and mix of land uses, transportation options with multimodal access, and employment, improve accessibility for people of all ages and abilities by addressing land use barriers

which restrict their full participation in society, and improve social equity and overall quality of life for people of all ages, abilities, and incomes.

The proposed Minor Adjustment to the Site Plan would facilitate an expansion to an existing commercial use, thereby accommodating new employment opportunities. Furthermore, the proposed development represents intensification of an existing developed site, minimizing the need for additional land consumption in greenfield areas and continuing to protect sensitive natural heritage features.

Planning Services is satisfied that the proposed development is consistent with the PPS.

### **Town of Collingwood Official Plan (2024)**

Subsequent to [Report PDA2023-06](#), the County of Simcoe approved the Town's adopted Official Plan on September 24, 2024. The 2024 is currently subject to a number of appeals, including the Regional Commercial District Designation and Natural Heritage System policies. However, the 'Area 18: Lands North of First Street Extension' policies pertaining to the subject property are not under appeal.

Notwithstanding the sections of the Official Plan under appeal, staff have completed an analysis of the subject proposal for conformity with the 2024 Official Plan as follows:

#### ***Land Use Designations***

- |                |                                                                                                                                                                                                              |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schedule '1'   | <i>Growth Management Plan</i> identifies the Subject Lands within the Strategic Growth Area.                                                                                                                 |
| Schedule '2'   | <i>Land Use Plan</i> designates the Subject Lands as Regional Commercial District.                                                                                                                           |
| Schedule '3'   | <i>Natural Heritage System</i> identifies the Natural Heritage System in the northwest corner of the subject lands and the Adjacent Lands Overlay on the western and northern portions of the subject lands. |
| Schedule '3.1' | <i>Natural Hazards</i> identifies the Subject Lands within the Black Ash Creek Special Policy Area                                                                                                           |

Schedule '7' *Area Specific Policies* identifies the subject lands are within Area 18.

### ***The Regional Commercial District Designation Policies***

The Regional Commercial District designation is intended to provide a wide range of retail, entertainment, and service commercial facilities that cater to the permanent and seasonal residents within the Town and the surrounding regional area, that will further evolve as a mixed-use centre that includes residential uses. The proposed development represents an expansion of a permitted retail use in the Regional Commercial District designation.

### ***Area Specific Policies – Area 18: Lands north of First Street Extension***

Schedule '7' of the Official Plan identifies that the subject lands are within Area 18, which applies Area Specific Policies to the site. Section 5.7.6.1a) scopes the permitted retail and service commercial uses and quantity of uses within Area 18. One home and auto supply store is permitted within Area 18. The proposal conforms with the Area Specific Policies for Area 18.

### ***Natural Heritage System – Adjacent Lands Overlay***

Schedule '3' of the Official Plan identifies the Natural Heritage System in the northwest corner of the subject lands and the Adjacent Lands Overlay on the western and northern portions of the subject lands. However, these policies are under appeal, as such Planning staff have reviewed the subject application for consistency with the policies of the former Official Plan (2004) as well as the current Official Plan (2024).

Under the Official Plan 2024, Section 5.6.2.1 provides that the intent of the Adjacent Lands Overlay is to trigger the requirement for the preparation of an Environmental Impact Study to support applications for development. Section 5.6.2.3 further states that where an application for development, redevelopment and/or site alteration within the Adjacent Lands Overlay is of a minor nature, the Town, in consultation with any other agency having jurisdiction, may scope or waive the requirements for an Environmental Impact Study.

As outlined in [Report PDA2023-06](#), the Nottawasaga Valley Conservation Authority (NVCA) confirmed they had no natural heritage concerns with the proposal and an EIS was not required. The subject application proposes modifications to the site in areas that have been previously paved and do not extend beyond what has already been developed through previous *Planning Act* applications. Further, comments received from the NVCA on the subject application opine that the proposed changes made to the site plan layout will not impact their previous review and sign-off issued for the application.

### **Town of Collingwood Official Plan (2004)**

As previously noted, a Site Plan Amendment application was approved in 2023. The Site Plan Amendment application was assessed for consistency with the Town of Collingwood Official Plan 2004. As outlined in [Report PDA2023-06](#), Planning Services confirmed that the proposed Site Plan Amendment was in conformity with the 2004 Official Plan.

Planning Services confirms that the subject proposal conforms with both the Town's current Official Plan (2024), and former Official Plan (2004).

### **Town of Collingwood Zoning By-law**

The Town of Collingwood Zoning By-law No. 2010-040, as amended, zones the subject property as Regional Commercial Exception One (C2-1) and partly Environmental Protection (EP). The EP zoning applies to the western and northern property boundaries adjacent to Black Ash Creek.

The zoning analysis provided in [Report PDA2023-06](#) remains relevant, save and except for the following:

Compliance with the C2-1 lot provisions for the proposed development is provided in the table below.

<b>C2-1 Lot Provisions</b>	<b>Required</b>	<b>Proposed</b>
Minimum Front Yard (South)	10.0 m	276.9 m

<b>C2-1 Lot Provisions</b>	<b>Required</b>	<b>Proposed</b>
Minimum Exterior Side Yard (East)	10.0 m	96.1 m
Minimum Interior Side Yard to EP Zone (West)	8.0 m	8.6 m
Minimum Rear Yard (North)	10.0 m	19.8 m
Maximum Height	15.0 m	7.1 m
Maximum Lot Coverage	50%	22.62 %
Minimum Landscaped Open Space	10%	22.33 %
Maximum Gross Leasable Floor Area for Home and Auto Supply Store	9,600 m <sup>2</sup>	9,247 m <sup>2</sup>
Maximum Gross Leasable Floor Area for Accessory Unenclosed Garden Centre to the Home and Auto Supply Store	1,500 m <sup>2</sup>	1,201 m <sup>2</sup>

***Parking and Loading Provisions***

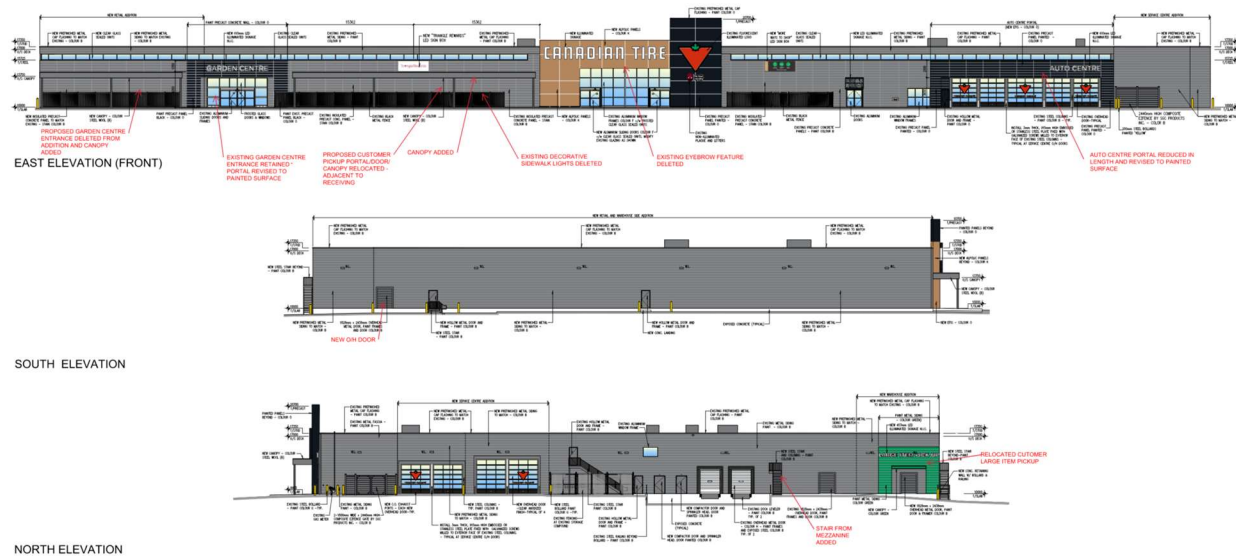
Sufficient off-street parking, accessible parking, and bicycle parking spaces are provided on the subject property. There are currently 1,146 parking spaces over the entirety of the subject lands, whereas a minimum of 738 parking spaces is required. Planning Services notes that some additional clarification regarding the total number of proposed parking spaces is required prior to final approval. However, there are no conformity concerns regarding the proposed parking as it relates to zoning.

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**

The analysis of the proposed development as it relates to the Town’s Urban Design Manual in [Report PDA2023-06](#) remains relevant, save and except for the following:

The overall configuration of the site is generally not being altered. However, there are some modifications proposed to the exterior of the building and to the size and layout of the garden centre. In particular, the application proposes several alterations to the eastern (front) façade, including the removal of decorative lighting and architectural features such as the canopy over the main entrance and the sliding door to the interior Garden Centre. Staff are satisfied that the proposed exterior alterations to the building are minor and are consistent with the building's function as a large format retail centre.



**Figure 3: Exterior Elevations**

Source: RAI Architect Inc.

In regard to the modifications to the garden centre, the application proposes to reduce the size of the garden centre compound area and the size of the existing island at the southwest corner of the garden centre and proposes to increase the area of the cash hut. The proposed modifications to the garden centre result in the enlargement of the forecourt adjacent to the west side of the cash hut, as shown in Figure 4. Staff and the Town's Landscape Architect peer reviewer anticipate that motorists could potentially confuse the forecourt as a parking area and vehicles could enter this space haphazardly. Further revision to this area of the site plan to satisfactorily address this concern is anticipated prior to final approval.



PLZAMA2022254 (Zoning By-law  
Amendment)

***Parties to the Agreement***

- Canadian Tire Properties Inc.
- The Corporation of the Town of Collingwood

***Financial and Security Considerations***

*Administration Fees*

- The sum of **\$5,000.00** to be applied towards the Town's administrative and legal costs is required as a deposit. The sum of **\$4,000.00** as a flat fee for the Town's Engineering Services Department review of the proposal and the inspection of the site works is required.

*Securities*

- Securities in the amount of **\$1,293,689.49** representing the total security value including contingency allowance, for the project is required for the site works. This amount is subject to change as the applicant resolves minor technical comments, which may impact the estimated total cost of the proposed development.

*Insurance*

- A general comprehensive liability insurance certificate in the amount of **\$5,000,000.00** is required, and the Town will need 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 (2%) of the difference between the appraised value of the lands before the commencement of the proposed new development (the Pre-Development Value) and the estimated value of the lands with the new development completed (the Post-Development Estimate) is required prior to issuance of the first building permit. The appraisal and estimate to determine the Pre-Development Value and

the Post-Development Estimate are to be completed at the Owner's expense by an individual who holds a designation from the Appraisal Institute of Canada.

### **Financial Impacts**

Maintaining an adequate, appropriate and orderly supply and mix of residential, commercial, and industrial uses 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.

### **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 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 Minor Adjustment to the Site Plan be approved subject to the conditions outlined in Appendix 'A', including resolution of outstanding minor technical comments, payment of the necessary fees and securities, and the owner entering into an Amending 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 following supporting documents were provided with the application, updated, amended, confirmed and/or reviewed by the applicable experts:

- Functional Servicing and Stormwater Management Report [November 25, 2022, last revised November 18, 2024], [Odan-Detech Consulting Engineers];
- Tree Preservation and Protection Report (Arborist Report) [December 12, 2022, last revised November 7, 2024], [Thomson Watson Consulting Arborists Inc.];
- Site Plan and Architectural drawings (including building elevations floor plans) [November 21, 2022, last revised November 15, 2024], [RAI Architect Inc.];
- Engineering drawings (including Site Servicing Plan, Site Grading & Erosion Control Plan, and Notes & Details) [January 24, 2022, last revised November 18, 2024], [Odan-Detech Consulting Engineers];
- Electrical Photometric Site Plan [dated November 15, 2024], [Hammerschlag & Joffe Inc]; and
- Landscaping drawings (including Landscape Plan and Tree Preservation Plan [June 11, 2021, last revised November 7, 2024], [Douglas W. Kerr & Associates Ltd.];

A third-party peer review was completed for landscaping matters and the following peer review response was provided:

Landscaping [January 28, 2025], [Envision Tatham].

Staff Report PDA2025-03 was forwarded to Department Heads on February 11, 2025, 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 (2024);
- Town of Collingwood Official Plan (2004, as amended);
- Town of Collingwood Zoning By-law 2010-040 (2010, as amended);



**Appendix B:** [Site Plan Drawings](#)

## 7. Approval

**Prepared By:**

Jocelyn Wainwright, Community Planner

**Reviewed By:**

Lindsay Ayers, MCIP, RPP, Manager, Planning