

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PLAN2019-019

Date: March 26, 2019
Time: 2:00 p.m.
Place: Council Chambers

Title: Terms of Reference – Rural Zoning By-law Task Force
Description: Task Force to Guide the Development of the Rural Zoning By-law Consolidation and Update
Author and Title: Richard Holy, Manager of Planning
Janet Wong, Planner II

Recommendations:

That Report PLAN2019-019 **Terms of Reference – Rural Zoning By-law Task Force**, be received;

That the recommended Terms of Reference for the City of Kawartha Lakes Rural Zoning By-law Consolidation and Update Task Force (Rural Zoning By-law Task Force), as outlined in Appendix A to PLAN2019-019 be approved;

That Councillor Andrew Veale be appointed to the Rural Zoning By-law Task Force as the Council representative;

That the City Clerk be requested to advertise for four (4) appointees from stakeholder interest groups and two (2) citizen appointees to the Rural Zoning By-law Task Force; and

That a further Staff report be forwarded to Council to appoint the Task Force members.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Since amalgamation in 2001, the City has been using the original comprehensive Zoning By-laws for the 18 former municipalities to control the form and location of development. While the Zoning By-laws have been adequate for past municipal needs, the combination of outdated standards, inequitable regulation of lands, and multiple regulatory documents, requires the creation of one (1) new comprehensive Zoning By-law for the City that is fair, balanced, contemporary and flexible to implement current Provincial and City Official Plan policy. Given the current appeals to the City's Official Plan and secondary plans as well as the 18 years since amalgamation, it is prudent for the City to undertake the consolidation of 18 Zoning By-laws in two phases. The first phase will be to repeal and replace 13 rural Zoning By-laws for the former geographic Townships and one Village within the City of Kawartha Lakes into one consolidated Rural Zoning By-law. The second phase will consolidate the five (5) urban Zoning By-laws once the secondary plans have been approved by the Local Planning Appeal Tribunal (LPAT).

Staff has issued the project terms of reference to retain a qualified consultant to prepare the new Rural Zoning By-law consolidation and update.

This report addresses the requirement for a task force to assist the City with development of the new Rural Zoning By-law (Project).

Rationale:

As part of the development of the Rural Zoning By-law, extensive consultation with the public and development industry will be required to obtain input and foster consensus (see Other Alternatives below for further details). To help guide this Project, the Project terms of reference identified the need for a steering committee, which would be in the form of a City Task Force, to act as a review body and make recommendations to Planning Advisory Committee and Council. Staff has attached recommended Terms of Reference for the Rural Zoning By-law Task Force for Council to consider and approve (see Appendix A). The recommendations contained herein and within the recommended Terms of Reference adhere to the City's Policy for Council Committee, Board and Task Force Policy (Policy No. CP2018-017).

The Rural Zoning By-law Task Force will provide advice, assistance and project guidance to Staff and Council for the implementation, project management and completion of the Rural Zoning By-law. The Task Force will identify issues, review and discuss reports including a draft Rural Zoning By-law, and provide advice on a public consultation process.

This Task Force is scheduled to meet a minimum of four (4) meetings over the course of preparing the draft Rural Zoning By-law for Council consideration. All meetings of the Committee will be open for Council, staff, and the public.

Agendas and meeting minutes will be provided and posted as required by Policy No. CP2018-017 on the City's website.

This Committee is not intended to make project management decisions on behalf of the City, but instead, function as a steering committee only providing advice to Staff, the Project consultant, and Council. The Manager of Planning will act as Project manager and will seek Council direction and/or approval as required or as requested by the Task Force. Additional staff will serve in liaison or record keeping roles as required.

The Project terms of reference identified a Task Force being comprised of a maximum of seven (7) members:

- Four (4) members from stakeholder interest groups representing agricultural, environmental, development, and tourism issues;
- Two (2) members of the public; and
- One (1) Council representative.

The composition is intended to bring key community interests and perspectives together, yet be a group size that is not unwieldy for constructive discussion and recommendations. Staff recommends that the postings for the four (4) interest group and two (2) public representatives be advertised through the Clerk's Department.

Other Alternatives Considered:

Alternative composition of the Task Force was considered. Staff is of the opinion that a seven member committee will be able to function efficiently and effectively with the recommended composition. There will also be a wider Technical Advisory Committee established from external agencies and municipalities, First Nations, and internal City departments for broader technical consultation. Public information meetings will be held throughout the course of developing the new Rural Zoning By-law as part of the public process. It is anticipated that these sessions will be held throughout the City at each of the three key stages to develop the final Rural Zoning By-law for Council decision. The three stages are: issues identification; draft zoning by-law development and review; and final draft zoning by-law for the required Planning Act open house and public meeting with final enactment by Council. The Request for Proposal outlined a general approach for gathering public concerns and issues and will be refined with the successful consultant.

Financial/Operation Impacts:

The Task Force does not have an allocated budget and all committee members are volunteers. Funding in the amount of \$100,000.00 has been allocated for the Rural Zoning By-law in the City's 2019 Budget. It is anticipated that this will be a two year project and the appropriate budgeting allocation will be addressed through the tendering process.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

The City of Kawartha Lakes 2016-2019 Strategic Plan identifies these goals:

- A Vibrant and Growing Economy
- An Exceptional Quality of Life
- A Healthy Environment

The proposed comprehensive and consolidated Zoning By-law implements the City's vision as outlined in the City of Kawartha Lakes Official Plan by supporting complete communities, a healthy natural environment and a strong economy which contributes to the betterment of life for the residents, business owners, and visitors to the City. A Task Force for this project employs best planning practices for citizen engagement and municipal accountability.

Review of Accessibility Implications of Any Development or Policy:

All meetings and documents will be in compliance with the City Accessibility Policy.

Servicing Implications:

N/A

Consultations:

Clerks Department was consulted on the preparation of the Terms of Reference.

Extensive consultation will be carried out as part of the development of the Rural Zoning By-law.

Attachments:

Appendix A – Terms of Reference for the Rural Zoning By-law Task Force



Appendix A -
PLAN2019-019.pdf

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Department Head: Chris Marshall

Department File: D06-2019-New Rural ZBL