

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**2019 Rural Zoning By-law Consolidation Task Force**

**RZBLCTF 2020-001**  
**November 23, 2020**  
**1:00 p.m.**  
**Electronic Participation Meeting**

**Members:**  
**Craig Jackson**  
**Rob Bonis**  
**Steve Strathdee**  
**Randy Burke**  
**Eugene McDonald**  
**Donna Tamblyn**  
**Councillor Veale**

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## 1.0 Call to Order

### Members in Attendance:

Councillor Veale, Rob Bonis, Craig Jackson, Eugene McDonald, Steve Strathdee and, Chris Marshall, Director of Development Services, Richard Holy, Manager of Planning, and Jonathan Derworiz Planner II.

The Consultants from WSP Bobby Gauthier, Senior Project Manager of Planning, Landscape Architecture & Urban Design and Matthew Rodrigues, Planner were in attendance.

The November 23, 2020 Rural Zoning By-law Consolidation Task Force meeting was called to order at 1 p.m. by Chair Strathdee.

### 1.1 Introductions

R. Holy introduced Jonathan Derworiz to the Task Force, who is now leading the Rural Zoning By-law project at the City.

## 2.0 Administrative Business

### 2.1 Adoption of the November 23, 2020 Agenda

**Moved by Councillor Veale, seconded by Craig Jackson,**  
**That** the November 23, 2020 Rural Zoning By-law Consolidation Task Force Agenda be adopted.

**Carried.**

### 2.2 Declaration of Pecuniary Interest

There were no declarations of Pecuniary Interest noted.

### 2.3 Adoption of the December 19, 2019 Minutes

**Moved by Eugene McDonald, seconded by Craig Jackson,**  
**That** the December 19, 2019 Rural Zoning By-law Consolidation Task Force Agenda be adopted.

**Carried.**

## 3.0 New Business

### 3.1 Project Status Update

B. Gauthier explained that the project has been on hiatus due to COVID-19 and the closure of City facilities in March, and that the project has now resumed.

### 3.2 Revised Project Timeline and Schedule

B. Gauthier walked through the revised project timeline and schedule that was prepared based on the project pause. Phase 1 of the project was essentially completed before the project pause, and Phase 2 was underway with the development of the Draft Assessment of Key Issues & Methodology Report. The project team is targeting significant completion of the project in 2021, though it is possible Council adoption may occur in early 2022.

S. Strathdee questioned the use of virtual meeting platforms and if it was possible to complete the project in 2021 if attendance at virtual meetings is low. B. Gauthier responded that engagement uptake will be monitored after the proposed virtual engagement in February 2021 and that engagement later in 2021 will be revisited based on the latest public health guidance.

C. Jackson questioned the uptake of virtual engagement platforms. B. Gauthier responded that the workshops will be invite-only to engage a targeted audience (which will support attendance) and that the City-wide public open house will serve as a follow-up. Additional tactics will be used to engage the community. For example, some good questions were raised at the Fall 2019 open houses, so it will be important to provide opportunities to hear that input.

E. McDonald noted that in his line of work virtual tools have had strong uptake as an alternative to in-person meetings.

R. Holy reiterated this comment as the City undertakes many meetings via Zoom and that the City has had success with participation with residents adapting to new tools. He further suggested hybrid options to support engagement (e.g., computers with internet access in low-internet service areas).

A. Veale noted that the Economic Recovery Task Force has done a strong job with facilitating virtual workshops with meaningful input.

### 3.3 Introduction of Draft Assessment of Key Issues & Methodology Report

M. Rodrigues introduced the Draft Assessment of Key Issues & Methodology Report. He walked through the proposed approach to consolidating the 13 existing zoning by-laws and the flow charts that are provided in the Draft Report.

M. Rodrigues then walked through the proposed format and layout options for the new Rural Zoning By-law template presented in the Draft Report.

C. Marshall noted that he likes the proposed layout as it is easy to compare different zones within a specific zone category. He then inquired about the formatting of site-specific exceptions within one chapter versus within each individual zone chapter. M. Rodrigues responded that the intent is to consolidate all site-specific exceptions within one chapter, numbered chronologically. B. Gauthier added that this approach streamlines the by-law document and is easier to manage from a City staff perspective.

S. Strathdee inquired about the difference between minor variances and a zoning by-law amendment in the context of site-specific amendments, and noted that City staff had previously undertaken an analysis of minor variances in the City. J. Derworiz responded that site-specific exceptions reflect only zoning by-law amendments approved by Council. M. Rodrigues responded that the Discussion Paper includes a high-level analysis of previous minor variance applications in the

City. B. Gauthier noted that minor variance records will be reviewed as the draft Rural Zoning By-law is prepared to inform new zoning standards.

M. Rodrigues noted that the Task Force is requested to provide comments and feedback on the Draft Assessment of Key Issues & Methodology Report to City staff by December 11, 2020. B. Gauthier noted that a brief meeting can be scheduled in mid-December with Task Force members if there are any comments requiring further discussion.

### 3.4 Discussion Regarding Approach to Public & Stakeholder Consultation

B. Gauthier walked through the approach to public and stakeholder consultation which will take place in February 2021. He explained that two topic-specific workshops will be held which will cover on-farm diversified uses and waterfront zoning issues. A City-wide public open house will be held after the workshops to present the materials presented at the workshop and review the Draft Assessment of Key Issues & Methodology Report. A number of additional tools will be used to support participation in these events, including a Workshop orientation package. The package will allow participants to prepare for the meetings, provide instructions, and ensure attendees are ready to discuss.

B. Gauthier noted that the live question and answer period at the public open house will include a panel of City staff and WSP staff available to respond to questions from attendees.

### 3.5 Next Steps

B. Gauthier walked through the next steps in the project. Comments on the Draft Assessment of Key Issues & Methodology Report are requested from the Task Force by December 11, 2020, at which time WSP will finalize the Report for public release. WSP is undertaking the technical work to prepare the First Draft Rural Zoning By-law and will be preparing materials for the public and stakeholder engagement in February 2021. It is anticipated that public and stakeholder engagement will continue using virtual platforms in Spring 2021.

B. Gauthier noted that the next Task Force meeting will be an opportunity to review the preliminary First Draft Zoning By-law and that the meeting will be structured to walk the Task Force through the document.

### 4.0 Other Business

None.

### 5.0 Next Meeting

City staff and WSP will determine possible dates for the next Task Force meeting which is anticipated to occur in late March 2021. City staff will provide a poll to Task Force members with possible dates and times for the next meeting.

**6.0 Adjournment**

**Moved by Councillor Veale, seconded by Eugene McDonald,**  
**That** the November 23, 2020 Rural Zoning By-law Consolidation Task Force meeting be adjourned at 2:30 p.m.

**Carried**