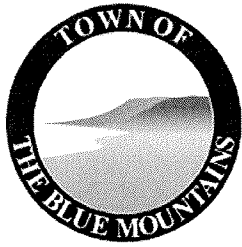


**STAFF REPORT:**

**Planning**



**REPORT TO:** Mayor and Members of Council  
**MEETING DATE:** September 3, 2008  
**REPORT NO.:** PL.08.100  
**SUBJECT:** Comprehensive Zoning By-law Review Update  
**PREPARED BY:** Cindy Welsh, Senior Policy Planner

**A. Recommendations**

THAT Council does receive Planning Staff Report #PL.08.100, "Comprehensive Zoning By-law Review" for information purposes.

**B. Background**

The process to develop a new comprehensive Zoning By-law for the Town began in 2007. The objective of the Zoning By-law Update and Consolidation project is to produce a single, comprehensive Zoning By-law for the Town. In 2007, Council retained Ainley and Associates Limited to assist staff with on fourteen Discussion Papers on various zoning issues. Council has had an opportunity to review and provide input into each of these draft papers during January, February and March, 2008.

The Discussion Papers were to be revised and brought back to Council prior to publication. It is now felt from a timing point of view to not publish the Discussion Papers for a separate public information session but to move on to preparing the first draft Zoning By-law for public review. The Discussion Paper topics will be part of the public review along with the first draft of the new Zoning By-law. The discussions with Council on the topics in the papers were fruitful and input will be used as direction in preparing the first draft of the Zoning By-law.

The next step in the Work Plan is the retention of a consultant to prepare the Zoning By-law. Funds were placed in the 2008 and 2009 Capital Budgets to carry on this work. Staff are now preparing the Terms of Reference for this work which will be part of a Request for Proposal to be advertised.

The principles of the Terms of Reference are as follows:

- Requirements for the consultant to update standards and requirements to reflect contemporary municipal standards, address problem areas and reflect the policies in the recently approved Official Plan.
- New digital (G.I.S.) map schedules will be produced which will relate land use designations/zoning to assessment parcel mapping.
- Smart Growth principles will also be incorporated into the new Comprehensive Zoning By-law.

Ample public consultation is desired throughout the process. The Town expects the work to be completed within a twelve (12) month timeframe.

In preparing the new Comprehensive Zoning By-law the Town will be asking the consultant to:

- assess the existing zoning by-laws and amendments to consider and incorporate site specific zones;
- ensure compliance with the new, approved Official Plan;
- consolidate existing policy where appropriate and establish new policy directions;
- reduce the number of zones and exception zones;
- update general provisions and definitions;
- receive and consider input and submissions from Staff, the Advisory Committee, the Technical Working Group, Council and the public;
- submit a first draft Comprehensive Zoning By-law for review by Staff, the Advisory Committee, the Technical Working Group and Council prior to holding public open houses;
- submit a finalized draft Comprehensive Zoning By-law deemed suitable for Staff, the Advisory Committee, the Technical Working Group and Council;
- meet with Staff, the Advisory Committee, the Technical Working Group and Council, as necessary, in preparation of the Comprehensive Zoning by-law;
- meet with all necessary Ministries and public agencies to obtain required information as deemed necessary to gain full information relevant to the Town;
- hold a workshop with Council prior to the public open houses to present the draft document;
- host two public open houses, one of which will be the statutory public open house as per the *Planning Act*, R.S.O. 1990, c. P.13 to review written and illustrative components and the mapping aspects of the draft Comprehensive Zoning By-law;
- attend a statutory public meeting as per the *Planning Act*, R.S.O. 1990, c. P.13 to formally solicit the views of the public and provide all maps and presentation displays for this meeting;
- attend a meeting with Council to provide feedback from the statutory public meeting; and
- if required, attend a second public meeting and/or open house.

The consultant will be required to amend the draft Comprehensive Zoning By-law, if needed, after the statutory public meeting. After the adoption of the Comprehensive Zoning By-law by Council, the consultant shall submit all the required documentation along with supporting and background materials to the Town. It is intended to place the final Comprehensive Zoning By-law document on the Town's Web site.

The project terminates at the Council passing of the new Comprehensive Zoning By-law.

Staff will finalize the Terms of Reference and in accordance with the Purchasing Procedures send out a Request for Proposal (RFP). When submissions are received staff will review and report back to Council with a recommendation to retain a Planning Consultant to prepare the new Comprehensive Zoning By-law.

### **C. The Blue Mountains' Strategic Plan**

1. Managing growth to ensure the ongoing health and prosperity of the community.

### **D. Environmental Impacts**

In updating the new Comprehensive Zoning By-law, higher standards reflecting the Town's new Official Plan and the Provincial Policy Statement (PPS), 2005, will assist in improvements to the environment.

### **E. Budget Impact**

As part of the 2008 budget, \$75,000 has been allocated for 2008 with an additional \$75,000 for 2009, for a total project budget of \$150,000.

### **F. Attachments**

Nil.

Submitted by:

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