



GEORGINA

ZONING BY-LAW CONFORMITY EXERCISE (PHASE I)
THE CORPORATION OF THE TOWN OF GEORGINA

PROJECT WORK PLAN

May 28, 2021

H A R D Y
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Project Description

The Corporation of the Town of Georgina is undertaking Phase I of a Zoning By-law Conformity Exercise (*Phase I*) to bring the *Town's* comprehensive zoning by-law, Zoning By-law No. 500 (*Zoning By-law*), into conformity with the Town of Georgina Official Plan (*Official Plan*).

Phase I will implement mapping and zoning provisions for the Town's Countryside Area as identified on Schedule A1 of the Official Plan (fig. 1). Specifically, the focus will be to implement the individual designations and respective policies within the Countryside Area including the Environmental Protection Area, Agricultural Protection Area, Specialty Crop Area, Rural Area, and all other applicable designations as set out in Schedule A2 of the Official Plan.

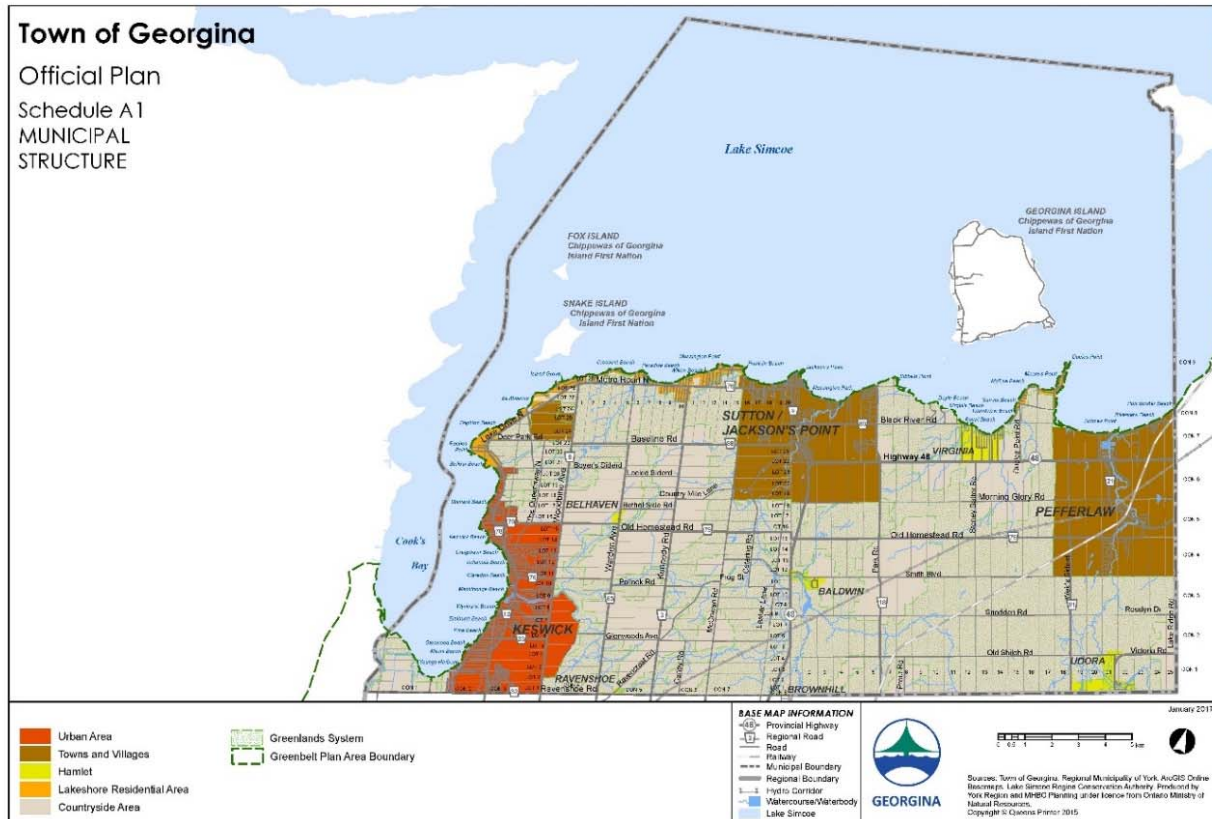


Fig 1: Official Plan, Schedule A1

Project Basis

The Official Plan came into force on November 23, 2016, and established an updated vision, policy framework and mapping to guide growth and development while protecting the Town’s natural resources. In accordance with Section 26 (9) of the *Planning Act*, within three years of a revision to an official plan, the Town must amend all zoning by-laws in effect to ensure they conform to the policies and land use designations of the official plan. Phase I represents the first of two phases to bring the Zoning By-law into conformity with the Official Plan.

Project Scope

In order to keep the Phase I on-track and within scope, a high-level summary of what is considered “in-scope” vs. “out-of-scope” is provided below. The Project Team will evaluate requests and comments by landowners and stakeholders to determine if they fall within the identified scope. Requests that do not fall within the scope outlined below will be evaluated on an individual basis by the Project Team to determine how best to proceed, keeping the overall project scope in mind.

In-Scope	Out-of-Scope
Major amendment to Zoning By-law No. 500 to incorporate new mapping for the Countryside Area in accordance with the Official Plan	Review and update mapping and zoning categories for areas outside of the Countryside Area (i.e. secondary plan areas, lakeshore residential areas, hamlets)
Review, update and create new zoning categories and zoning provisions in the Countryside Area in accordance with the Official Plan	Review and update zoning provisions for zone categories and/or general provisions which, by their nature, generally do not apply to lands in the Countryside Area
Review and incorporate existing site-specific zoning by-law amendments in the Countryside Area, as necessary	Consideration of requests from the public to rezone private properties to permit uses on a site-specific basis
Review and update general zoning provisions which, by their nature, would apply to lands in the Countryside Area	

Project Work Plan

This document outlines the specifics of the Project Work Plan from initiation to Council adoption and will act as a guiding document throughout the course of Phase I.

The details of the Work Plan can be found in the Gantt Chart which establishes the timing of key tasks over the life the Project. The Gantt Chart is discussed further below.

Public Engagement and Communication Plan

A Public Engagement and Communication Plan (PECP) is being developed that is focused on educating, engaging, and responding to the public. The following values and principles have guided the development of this plan:

- Open and accessible communication;
- Making complex ideas and processes easy to understand;
- Make information and maps easily accessible and in formats that the public understands;
- Explain the importance of the Project and how it interacts with other aspects of municipal planning and daily life;
- Be responsive to community input and adapt accordingly; and,
- Implement communications approaches that have proven successful in the *Town*.

Refer to the PECP document for further details, including proposed public consultation activities.

Health and Safety Considerations

One of the key considerations that will determine many aspects of the methodology and work plan is the need to strongly focus on health and safety considerations as a result of the pandemic. Everything from Project Team communications, to Technical Working Group (TWG) meetings, to public and stakeholder consultation must be done with the upmost consideration for potential health impacts.

Given the current regulations, it is assumed that all meetings and consultation processes will need to be done virtually. Ideally, this will change over the course of this project as public health regulations change; however, we need to be prepared for the possibility that in-person meetings and consultation may not be possible.

Technical Working Group

A TWG will be established in order to provide guidance and input to the Project Team over the course of the project. The TWG will include employee representatives from the *Town*, the Consultant (HSAL), York Region, and the Lake Simcoe Region Conservation Authority (LSRCA).

The TWG will meet four times over the course of the project in order to provide input and recommendations at each stage of the process. Through this input, the intention is to refine approaches, ensure open lines of communications between the various entities, and to proceed in a mutually agreed way that will ensure that all relevant information is shared and the process towards the updated Zoning By-law is efficient and effective.

Comment, Question, and Issue Tracking

Throughout the project, all communications from members of the public, stakeholders and agencies will be documented in order to ensure proper tracking of all comments, questions, and issues raised during the process. A Comment Tracking Matrix will be developed that will list all incoming communications and the responses provided or actions taken. The purpose of this is to ensure that all input received is document so that timely responses may be provided. Active and timely communication is essential, particularly when consultation is conducted virtually. In this regard, general questions and requests for information will be responded to promptly. Whereas, technical and site-specific comments received from the public in relation to particular properties will be acknowledged in a timely manner and responses provided once the Project Team has an opportunity to review and consider all comments comprehensively. All comments from the public and stakeholders and responses from the Project Team will be summarized in a Report to Council.

Reports and Presentations to Council

Reports and presentations to Council will be made over the course of the Project as stages of work are completed. Currently, there will be six touchpoints with Council over the life of the Project:

1. Present Phase I Update and Work Plan;
2. Present the PCEP;
3. Present a Discussion Paper;
4. Present the draft By-law;
5. Statutory Public Meeting for the draft By-law; and,
6. Second Public Meeting to recommend adoption of the final By-law.

At each of these stages the Project Team will be seeking input from Council in order to guide the process and the development of specific by-law policies and mapping.

Engagement with Town Committees

The Project Team will engage relevant Town Committees in the Project for their information and input. It is proposed that the Project Team attend relevant Town Committee meetings twice throughout the Project as follows:

1. Once at the beginning of the process to provide an introduction to the Project and receive initial feedback; and,
2. A second time after Council has released the draft By-law for public and agency comment, but before the Statutory Public Meeting.

Implementation

The project will begin in May 2021 and will conclude in May 2022. However, with that in mind, the schedule has been designed with flexibility in order to allow changes to project dates that might be necessary given the uncertainty due to the pandemic and to accommodate the scheduling of Council and Town Committee meetings.

Key Project Tasks

1. Creation of a detailed work program.
2. Preparation and implementation of an innovative public consultation strategy focused on engaging, educating, and responding to the public.
3. Present detailed Project Work Plan to Council (June 23, 2021 Council Meeting).
4. Background data and information collection, including jurisdictional scan for best practices.
5. Methodology refinement and finalization.
6. Present Public Consultation Strategy to Council (August 11, 2021).
7. Perform technical assessment.
8. Meetings with key stakeholder, interest groups and Town Committees.
9. Present Discussion Paper with zoning options to Council (end of October 2021).
10. Prepare draft mapping and zoning by-law provisions (draft by-law).

11. Present draft by-law to Council and request permission to initiate *Planning Act* process (early/mid December 2021).
12. Post and circulate draft by-law for public and agency/department review and comment.
13. Present draft by-law to relevant Town Committees for their information and input.
14. Public consultation on draft by-law, including outreach opportunities, subject to public health regulations.
15. Public Open House and Report to Council and Statutory Public Meeting to present proposed draft by-law and receive feedback (end of February 2022).
16. Revise draft by-law based on feedback received from Council and the public.
17. Final report to Council and Second Public Meeting with recommendations to adopt the proposed final zoning by-law amendment (end of May 2022).

Gantt Chart

The Gantt Chart provides a detailed breakdown of the key tasks to be undertaken during the life of the Project and the general timeframe allocated to each based on 1-week intervals. Key tasks generally include the preparation of deliverables and the timing of meetings.

Two important considerations when tentatively identifying potential Council meeting dates is that Council meeting dates are not scheduled beyond August 2020 and secondly, staff reports are required to be submitted for review 5 weeks prior to the Council meeting. Therefore, the work that is to form the basis of the report needs to be completed 6 to 7 weeks in advance to allow for necessary report drafting and review.

There are a number of critical milestones required to complete the Project. All milestones will be achieved; however, in light of the above noted considerations, the anticipated completion dates of these milestones and other tasks identified in the Gantt Chart are provided as a guideline and are intended to be flexible. Critical milestones and their anticipated dates include:

- Completion of Work Plan May, week 4, 2021
- Present Work Plan to Council June, week 3, 2021
- Completion of Public Consultation Strategy June, week 4, 2021
- Launch Project Webpage July, week 1, 2021
- Present Public Consultation Strategy to Council August, week 2, 2021
- Report to Council on Discussion Paper October, week 4, 2021

- Completion of Draft By-law and Mapping October, week 4, 2021
- Draft By-law Presentation to Council December, week 1 or 2, 2021
- Public Open House February, week 4, 2022
- Statutory Public Meeting February, week 4, 2022
- Finalized Draft Zoning By-law April, week 1, 2022
- Recommend Final By-law for Adoption May, week 4, 2022