

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DS-2021-0060

**FOR THE CONSIDERATION OF
COUNCIL**

June 23, 2021

SUBJECT: ZONING BY-LAW CONFORMITY EXERCISE – PHASE I UPDATE

1. RECOMMENDATION:

- 1. That Council receive Report No. DS-2021-0060 prepared by the Planning Policy Division, Development Services Department dated June 23, 2021 respecting the Zoning By-law Conformity Exercise – Phase I Update.**
- 2. That the Town Clerk forward a copy of Report DS-2021-0060 and Council's Resolution to the York Region Director of Community Planning and Development Services, the York Region Chief Planner, and the Lake Simcoe Conservation Authority, General Manager, Planning and Development.**

2. PURPOSE:

The purpose of this report is to provide Council with an update on Phase I of the Zoning By-law Conformity Exercise (Phase I).

3. BACKGROUND:

In accordance with the requirements of Section 26(9) of the Planning Act, staff are undertaking the mandatory exercise of bringing comprehensive Zoning By-law No. 500 (Zoning By-law), into conformity with the policies and land use designations of the Town of Georgina Official Plan (Official Plan), which came into force and effect on November 23, 2016.

On September 9, 2020, Council considered Report No. DS-2020-0068 in relation to the Zoning By-law No. 500 Conformity Exercise and passed Resolution No. C-2020-0268 to:

- Endorse a proposed two-phase approach to undertake the Zoning By-law Conformity Exercise; and,
- Advance pre-budget approval to retain a consultant to assist staff with Phase I.

Due to the length of the report, it has not been attached; however, it can be viewed online at the Town's website as follows:

- September 9, 2020 Council Agenda, Pages 66 through 82: <http://www3.georgina.ca/archive/georgina/council-2020/2020-09-09-AGN.pdf>

The Phase I study area includes lands within the Countryside Area¹ of the Town, while Phase II will address the remaining lands within the Town (i.e. Urban Area, Towns and Villages, Hamlets and Lakeshore Residential Area), as illustrated in on Schedule A1, Municipal Structure to the Official Plan (Attachment 1). Phase II of the Zoning By-law Conformity Exercise is scheduled to commence in 2023.

Phase I will primarily involve an exercise to introduce new zoning for the Town's Countryside Area in accordance with Schedule A2, Land Use Plan to the Official Plan (Attachment 2) and the following designations:

- Environmental Protection Area (EPA);
- Agricultural Protection Area (APA);
- Specialty Crop Area; and,
- Rural Area (Rural Commercial Area, Commercial Recreational Area, Rural Industrial Area and Parkland Areas).

4. REPORT:

Below is an update respecting the major tasks completed in Phase I since staff's last touchpoint with Council at the September 2020 Council meeting:

4.1 TERMS OF REFERENCE AND TECHNICAL WORKING GROUP

A Terms of Reference (TOR) for Phase I was prepared by staff as the foundation for the project. The TOR establishes the framework for the project including the study context and requirements, roles and responsibilities, and the timeframe, budget and project deliverables (refer to Attachment 3).

Phase I will be completed with the assistance of the Town's Information Technology Services Division (ITS), York Region and the Lake Simcoe Region Conservation Authority (LSRCA). These representatives along with Planning Policy staff and the Consultant will form a Technical Working Group (TWG). The purpose of the TWG will be to meet at key points in the project to review and provide technical expertise and professional input on the development of the draft zoning by-law amendment and mapping (draft ZBA). Primary roles as established in the TOR include:

- **Town Planning Policy Staff:** Project coordinator, policy advisor and primary contact, overseeing and managing all components of the Project. Primary responsibility is for the preparation and drafting of the zoning by-law amendment text with inputs from York Region, LSRCA and the Consultant. Will

¹ The Countryside Area includes all lands located outside of settlement areas.

also provide direction to the ITS staff with respect to the creation of zoning maps.

- **Consultant:** Primary responsibility is to create and innovative public consultation strategy and facilitate its implementation through various public engagement opportunities and consultation events, including preparing all required material. Will also assist in finalizing a work program and providing environmental planning and policy expertise when necessary.
- **Town Information Technology Services Staff:** Responsible for the coordination, creation and ongoing maintenance of all zoning by-law mapping.
- **York Region and LSRCA:** Primary responsibilities include providing technical expertise and guidance with respect to the drafting and review of the zoning by-law amendment text and mapping.

Although not specifically outlined in the TOR, staff will also be drawing on the assistance of the Town's Communications Division to provide support for the project as it relates to communication matters. This includes providing input on the public consultation strategy, posting project updates and information to the Town's social media channels, and the preparation and distribution of media releases for major project milestones.

Prior to finalization of the TOR, a draft TOR was vetted through York Region, the LSRCA and ITS.

On December 16, 2020, Town Planning Policy staff met with staff from York Region and the LSRCA. The purpose of the meeting was to introduce the Project and discuss background information, establish a working relationship and expectations going forward, and get initial feedback and comments. Both agencies indicated support for the project and a desire to participate in the TWG.

4.2 CONSULTANT SELECTION

With the assistance of the Town's Procurement Services Division, a Request For Proposal to retain a consultant to assist the Town with Phase I was posted to the Bids and Tenders website for 25-days and closed on March 23, 2021. On April 16, 2021, the contract for Phase I consulting services was awarded to the successful firm, Hardy Stevenson and Associates Limited (HSAL).

HSAL was established in 1990 and is based out of Toronto. The firm includes land-use planners as well as public consultation practitioners and facilitators that specialize in disciplines such as land-use and policy analysis, stakeholder engagement, third-party facilitation, public consultation communications, and environmental planning.

HSAL will primarily be assisting the Town with the public consultation and engagement components associated with Phase I, while also providing environmental and policy

planning expertise as necessary. The HSAL team consists David Hardy, Principal and Project Manager, Noah Brotman, Environmental Planning and Consultation Lead, and Sandra LeFaucher, Consultation Specialist.

4.3 PROJECT WORK PLAN AND GANTT CHART

A Project Work Plan and Gantt Chart have been created for Phase I to establish the work program for the Project. The Work Plan outlines key elements of Phase I including project scope, the TWG, how comments will be processed, reports to Council, engagement with Town Committees and key project tasks and critical milestones (Attachment 4). The details of the Work Plan can be found in the Gantt Chart which establishes the specific timing of key tasks by week increments over the life the Project from initiation to Council adoption (Attachment 5). Phase I is proposed to be completed within approximately one year, to be finalized by May 2022. As outlined in the Work Plan, the timing of critical milestones identified in the Gantt Chart are provided as a guideline and are intended to be flexible to account for circumstances such as future Council meeting dates and their scheduling availability.

4.4 PUBLIC CONSULTATION AND ENGAGEMENT PLAN

Completion of Phase I will very likely result in significant private land being rezoned in some manner. Therefore, early notification and effective consultation with the public and key stakeholders in the study area will be important to the success of the Project. This will include, amongst other matters, mailed notice to all property owners in the Study Area at the beginning of the process. Staff and the Consultant are currently working to finalize a Public Consultation and Engagement Plan (PCEP) for Phase I. A Briefing Note is scheduled for August 11, 2021 to present Council with a copy of the finalized PCEP for information purposes.

5. RELATIONSHIP TO STRATEGIC PLAN:

This report addresses all four strategic goals:

- GOAL 1: “Grow our Economy” – SUSTAINABLE ECONOMIC GROWTH & EMPLOYMENT;
- GOAL 2: “Promote a High Quality of Life” – HEALTHY, SAFE, SUSTAINABLE COMMUNITIES;
- GOAL 3: “Engage Our Community & Build Partnerships” – COMMUNICATION, ENGAGEMENT, COLLABORATION & PARTNERSHIPS; and,
- GOAL 4: “Provide Exceptional Municipal Service” – ORGANIZATIONAL & OPERATIONAL EXCELLENCE.

6. FINANCIAL AND BUDGETARY IMPACT:

There are no financial or budgetary impacts associated with this report.

The proposal submitted by HSAL as part of the procurement process was within the Council approved budget. Currently the project is operating within the budget.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

There are no public consultation or notice requirements associated with this report.

8. CONCLUSION:

The Project Team will continue to progress Phase I as proposed in the Project Work Plan and Gantt Chart. Staff recommend that Council approve the recommendations contained in Section 1 of this report.

APPROVALS

Prepared By:	Tolek A. Makarewicz, BURPI, MCIP, RPP Senior Policy Planner
Reviewed By:	Alan Drozd, MCIP, RPP Manager of Planning Policy
Recommended By:	Harold W. Lenters, M.Sc.PI, MCIP, RPP Director of Development Services
Approved By:	David Reddon Chief Administrative Officer

May 31, 2021

Attachments:

Attachment 1 – Schedule A1, Municipal Structure, to the Official Plan

Attachment 2 – Schedule A2, Land Use Plan, to the Official Plan

Attachment 3 – Phase I Terms or Reference

Attachment 4 – Phase I Work Plan

Attachment 5 – Phase I Gantt Chart

Report Approval Details

Document Title:	Zoning By-law Conformity Exercise - Phase I Update.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Municipal Structure.pdf- Attachment 2 -Schedule A Land Use.pdf- Attachment 3 - Phase I TOR.pdf- Attachment 4 - Phase I Work Plan.pdf- Attachment 5 - Phase I Gantt Chart.pdf
Final Approval Date:	Jun 6, 2021

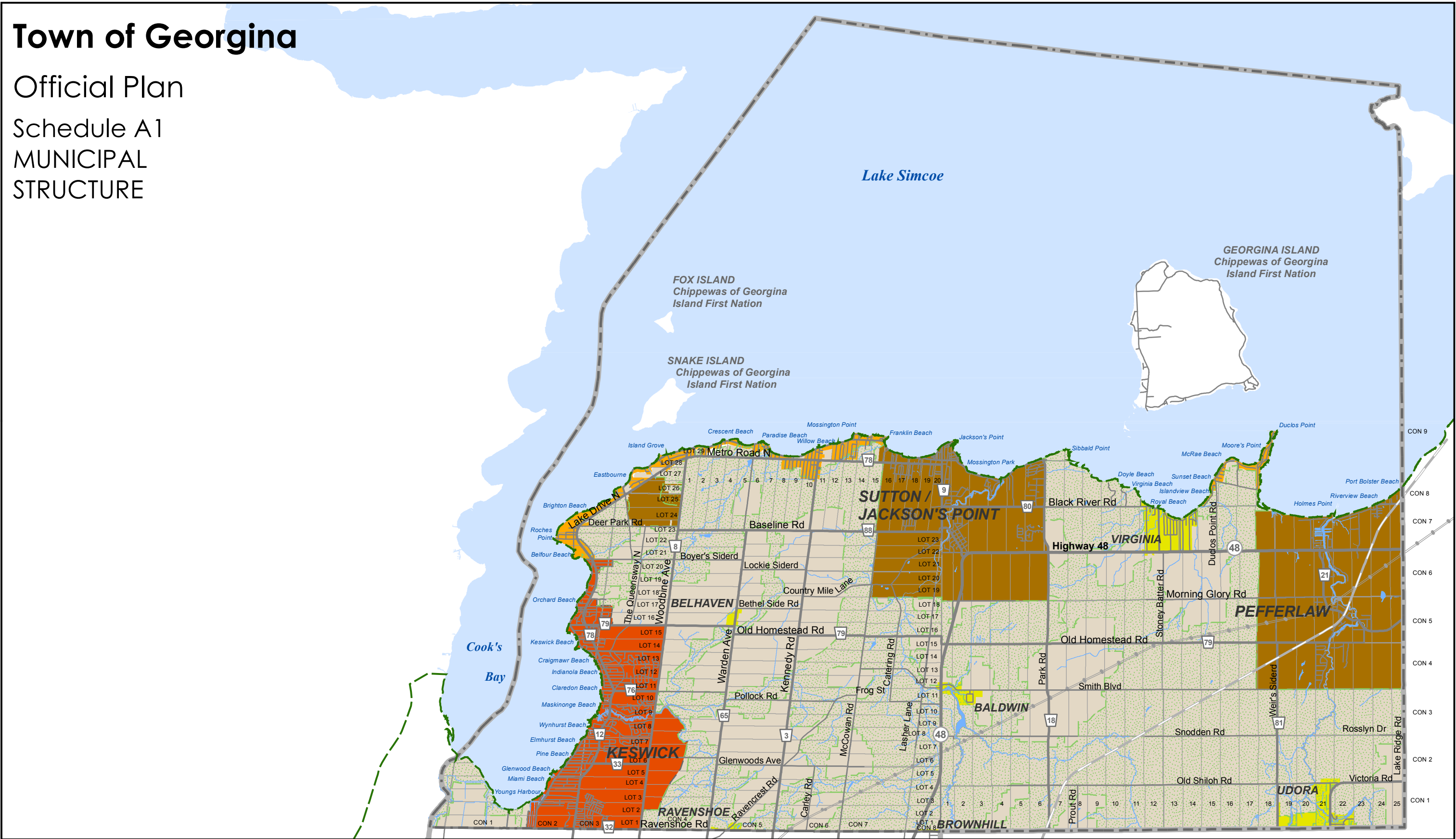
This report and all of its attachments were approved and signed as outlined below:

Harold Lenters - Jun 2, 2021 - 9:14 AM

David Reddon - Jun 6, 2021 - 6:19 PM

Town of Georgina

Official Plan Schedule A1 MUNICIPAL STRUCTURE



- Urban Area
- Towns and Villages
- Hamlet
- Lakeshore Residential Area
- Countryside Area
- Greenlands System
- Greenbelt Plan Area Boundary

- BASE MAP INFORMATION**
- Provincial Highway
 - Regional Road
 - Road
 - Railway
 - Municipal Boundary
 - Regional Boundary
 - Hydro Corridor
 - Watercourse/Waterbody
 - Lake Simcoe



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Sources: Town of Georgina, Regional Municipality of York, ArcGIS Online Basemaps, Lake Simcoe Region Conservation Authority. Produced by York Region and MHBC Planning under licence from Ontario Ministry of Natural Resources.
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Town of Georgina

Official Plan

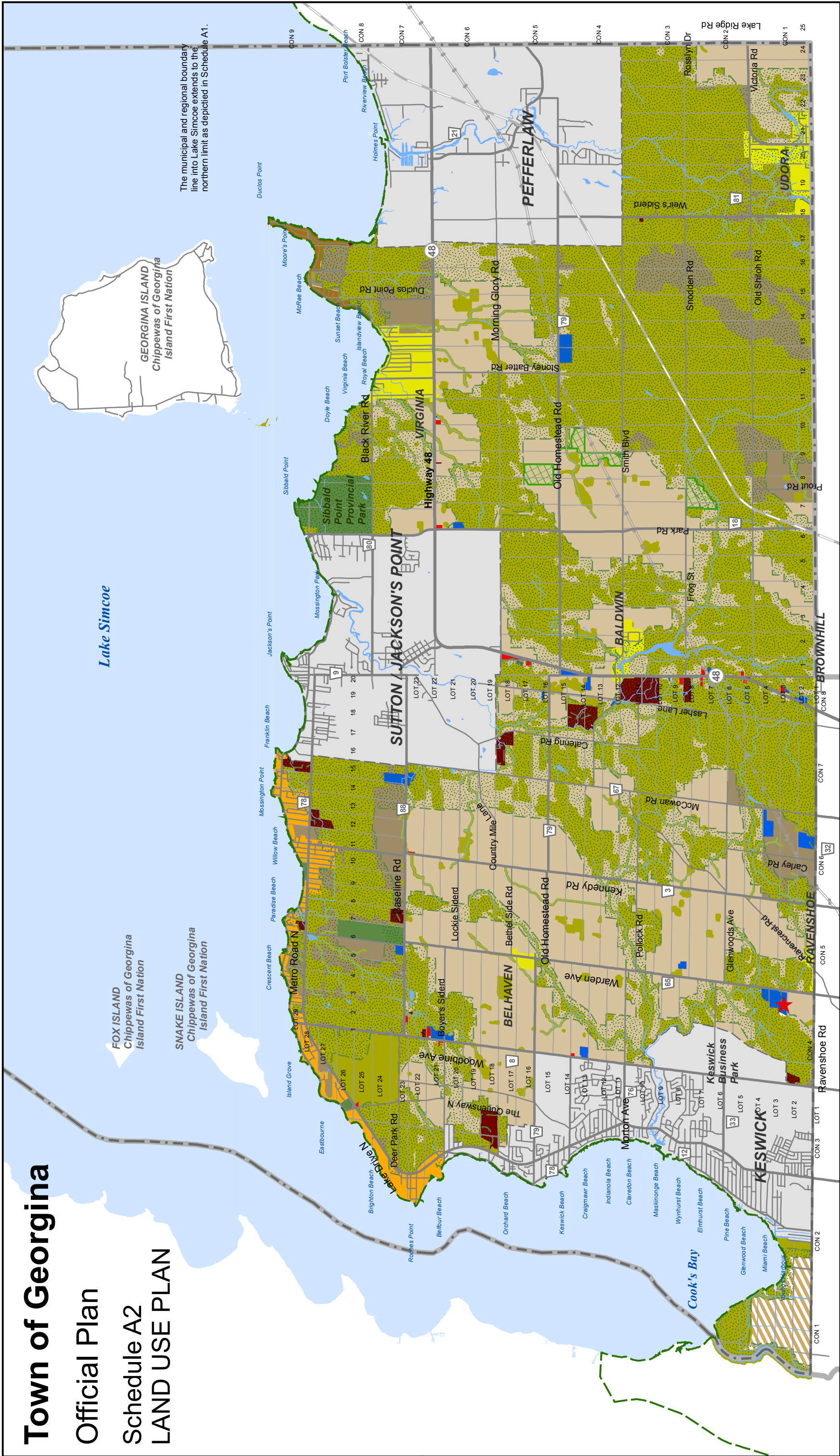
Schedule A2 LAND USE PLAN

FOX ISLAND
Chippewas of Georgina
Island First Nation

SNAKE ISLAND
Chippewas of Georgina
Island First Nation

Lake Simcoe

The municipal and regional boundary
line into Lake Simcoe extends to the
northern limit as depicted in Schedule A1.



LAND USE DESIGNATIONS

- Lakeshore Residential Area
- Serviced Lakeshore Residential Area
- Urban Residential Area
- Hamlet Area
- Rural Commercial Area
- Commercial Recreation Area
- Rural Industrial Area
- Parkland Area
- Rural Area
- Agricultural Protection Area
- Environmental Protection Area

- Specialty Crop Area
- Greenlands System

OTHER

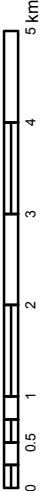
- Renewable Energy Project
- Waste Disposal Site (Closed)

BASE MAP INFORMATION

- Provincial Highway
- Regional Road
- Road
- Railway
- Municipal Boundary
- Regional Boundary
- Hydro Corridor
- Watercourse/Waterbody
- Lake Simcoe



GEORGINA



July 2020

Sources: Town of Georgina, Regional Municipality of York, ArcGIS Online
Basemaps. Lake Simcoe Region Conservation Authority. Produced by
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**TOWN OF GEORGINA
ZONING BY-LAW NO. 500 CONFORMITY EXERCISE – PHASE I
TERMS OF REFERENCE**

1. Introduction

The Corporation of the Town of Georgina is the northernmost local municipality within the Regional Municipality of York. As of the end of 2020, the estimated population within Georgina was 48,900 people¹.

The Town of Georgina, through its Planning Policy Division, is seeking proposals from qualified professional consulting firms to assist staff in undertaking Phase I of a Zoning By-law Conformity Exercise (Phase I or Project) 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 is proposed to be completed in 2021 and will involve an exercise to implement mapping and zoning provisions for the Town's Countryside Area in accordance with the Environmental Protection Area, Agricultural Protection Area and Specialty Crop Area, and Rural Area designations as set out on Schedule A2 of the Official Plan. The remaining site-specific rural land use designations in the Countryside Area will also be reviewed in Phase I

The Planning Policy Division will draw on the assistance and expertise of the Information Technology Services (ITS) Division, York Region and Lake Simcoe Region Conservation Authority (LSRCA) staff throughout the Project.

Professional consulting services in the areas of environmental planning and public consultation are being sought to assist with Phase I.

2. Purpose

The Town is initiating a conformity exercise to bring the Zoning By-law into compliance with the Official Plan. The conformity exercise is proposed to take place in two phases. The purpose of Phase I is to implement mapping and zoning provisions for the Town's Countryside Area in accordance with the Official Plan.

3. Study Area

The study area includes all lands within the Countryside Area of the Town as identified on Schedule A1 of the Official Plan. The approximate land area of the study area is 21,038 ha.

¹ Source: York Region, Corporate Services, Long Range Planning Branch, based on Statistics Canada data and CMHC Housing Completion data.

4. Study Context

Zoning by-laws are the principal tool municipalities use to implement the policies of an official plan. Achieving conformity with an official plan is not only a legislative requirement of the Planning Act, but is also necessary to implement the Town's overall vision to manage land use and growth. Zoning By-law No. 500 came into force and effect on July 7, 1994 and has been amended 454 times to date.

The Official Plan came into force and effect on November 23, 2016, following a comprehensive review and update of the 2002 Official Plan to bring it into conformity with the 2010 Regional Official Plan and applicable provincial plans (2014 Provincial Policy Statement, 2009 Lake Simcoe Protection Plan, 2006 Growth Plan and the 2005 Greenbelt Plan). The Official Plan establishes 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 after a revision to an official plan comes into effect, the Town is required to amend all zoning by-laws that are in effect in the municipality to ensure that they conform with 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.

On September 9, 2020, Council considered Staff Report No. DS-2020-0068 and passed Resolution No. C-2020-0268 to endorse a two-phase approach to undertake the Zoning By-law No. 500 Conformity Exercise and provide budget approval to retain a consultant to assist staff with Phase I.

5. Project Requirements

The proposed zoning by-law amendment must conform to the Official Plan, York Region Official Plan and applicable Provincial Planning documents.

Phase I shall include, but is not limited to:

- Methodology refinement and finalization.
- Creation of detailed work program.
- Background data and information collection.
- Conduct jurisdictional scan for best practices.
- Preparation and implementation of an innovative public consultation strategy focused on engaging, educating, and responding to the public.
- Present detailed work program, consultation strategy, background research, policy context and zoning options to Council.
- Perform technical assessment.
- Prepare draft mapping and zoning by-law provisions (draft by-law).

- Present draft by-law to Council and request permission to initiate *Planning Act* process and public consultation on draft by-law.
- Post and circulate draft by-law for public and agency/department review and comment.
- Public consultation on draft by-law, including the holding of a public information centre and other outreach opportunities, subject to public gathering restrictions.
- Present draft by-law to relevant Town Committees for their information and input.
- Report to Council with proposed draft by-law and public and agency/department comments (Stat Pubic Mtg.).
- Final report to Council with recommendations to adopt the proposed final zoning by-law amendment.

7. Technical Working Group

A Technical Working Group comprised of staff representatives from the Town, York Region, LSRCA and the Consultant will be established and will meet regularly in accordance with the agreed upon work program. The role of the Working Group is to provide technical expertise and input, as necessary.

8. Experience, Expertise and Resources

Professional consulting services in the areas of environmental planning and public consultation are being sought to assist with Phase I. Specific experience with zoning by-law reviews and implementing environmental protection zoning is considered an asset. In addition to scheduled public consultation events and undertakings, the retained Consultant will be requested to respond to certain enquiries requiring technical expertise and to participate in directed consultations with stakeholders as required.

The Town expects that all Proponents will provide proof of experience, competence and expertise as it directly relates to the work called for in this Terms of Reference. The Proponent must be able to provide satisfactory proof that they have the ability, experience, and resources to enable them to complete the Project.

The Proponent shall provide pertinent staffing information identifying key personnel and their qualifications and experience assigned to the Project. These resources must be available on a dedicated basis, to carry out the Project with due care, skill and efficiency. Proof of such shall include a list of similar work projects the Proponent has successfully completed, for whom and the value thereof. Experience working within York Region is considered beneficial. A list of references for recently completed projects that are of a like manner must be included in the submission.

9. Roles and Responsibilities

The following generally sets out the roles and relationship of the Consultant, agencies and the Town with respect to the Project.

9.1 Consultant

Expected role of the Consultant:

- Provide professional assistance on methodology and approach to environmental mapping.
- Assist in finalizing a work program, including creating a detailed Gantt chart.
- Create an innovative public consultation strategy for approval by the Town.
- Facilitate various effective public engagement opportunities and consultation events in accordance with the approved public consultation strategy, including preparing all required material.
- Respond to enquiries requiring technical expertise and participate in directed consultations with stakeholders as required.
- Provide environmental planning and public consultation expertise as necessary throughout the Project.
- Participate in regular Technical Working Group meetings.
- Strict adherence to stipulated time frames in approved work program and budget.

9.2 Town

Expected role of Planning Policy Division staff:

- The Senior Policy Planner will be the project coordinator, policy advisor and primary contact, overseeing and managing all components of the Project. The Manager of Planning Policy will serve as the back-up contact, as necessary.
- Take primary responsibility for the preparation and drafting of the zoning by-law amendment text with inputs from York Region, LSRCA and the Consultant.
- Provide direction to the Information Technology Services Division staff with respect to the creation of zoning maps.
- Monitor the progress of the work program and liaise with the Consultant on a regular basis.
- Conduct background research and collect available data.
- Prepare staff reports to Council.
- Facilitate and cover the cost of newspaper advertisements, mail notifications, social media posts, etc.
- Facilitate and cover the cost of booking facilities for public information centres, workshops and open houses, if public gatherings are permitted.

- Provide the administrative support for scheduling meetings, circulating agendas and taking minutes, as necessary.
- Create and maintain project webpage and email address.
- Create agenda and host regular Technical Working Group meetings.

Expected role of the ITS Division staff:

- The Supervisor of GIS and Data Analytics will be the primary contact from the ITS Division and be responsible for the coordination, creation and ongoing maintenance of all Zoning By-law mapping.
- Take primary responsibility for the preparation of the zoning by-law amendment mapping as per direction given by the Planning Division.
- Provide technical expertise with respect mapping throughout the Project.
- Participate in regular Technical Working Group meetings.

9.3 Agencies (York Region and LSRCA)

Expected role of York Region and LSRCA staff:

- Provide all available information, data and mapping.
- Provide technical expertise and guidance with respect to the drafting of the zoning by-law amendment text and mapping.
- Participate in regular Technical Working Group meetings.

10. Meetings

The Consultant, as required by the Town, shall attend all meetings required for this Project. The number and length of meetings will be assessed and agreed upon by the Consultant and Town staff based on the Terms of Reference.

The representative(s) attending meetings on behalf of the consultant shall be thoroughly versed and knowledgeable with respect to the proposed topics of discussion and shall have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings.

11. Public and Stakeholder Consultation

The Town of Georgina recognizes the importance and value of public and stakeholder consultation and input. As such, this project will require consultation above and beyond simply satisfying the minimum requirements of the *Planning Act*. Consultation should include creative and innovative ways of consulting and educating the public through, but not limited to, the Town's website, the use of social media, and local events and/or virtual platforms.

Consultation should include meetings with key interest groups such as local environmental groups and associations, or any other stakeholders that become apparent throughout the process.

In addition to consultation, methods to inform and educate the public and stakeholders throughout the process will also be required. The Consultant is expected to prepare a public consultation strategy with specific opportunities to deal with key issues as they become apparent.

The anticipated public open houses, statutory public meetings, or other public consultation events shall be scheduled and advertised appropriately in advance to ensure the greatest potential for public participation.

12. Time Frame, Budget and Invoices

The Project is to be completed within one (1) year from the time a Consultant is retained or until the Project is complete, whichever comes first.

An upset budget limit of fifty-eight thousand dollars (\$58,000.00) has been set for this project (exclusive of HST). This includes all Consultant resources, work and project tasks in the execution, completion and production of required deliverables as set out in this Terms of Reference. The Consultant shall not exceed the budget or undertake any work that would cause the budget to be exceeded without written permission from the Director of Development Services.

The budget does not include any potential costs incurred due to appeals to the Local Planning Appeal Tribunal (LPAT). Appeals of the Zoning By-law Amendment are possible and the Consultant may be required to represent the Town's interests at any LPAT proceedings that result from the Project. Any such representation would be under separate contract.

The Consultant shall provide monthly invoices to the Town which shall include the following minimum information:

- Detailed description of work undertaken during the invoice period;
- Identification of which staff member completed each task. The individual completing each task should coincide with the person identified to complete the task as per the agreed upon work plan.
- Disbursements; and,
- Total fee for each invoice, total budget expended to date, percentage of total budget expended to date, and remaining budget.

13. Project Deliverables

The Consultant is expected to prepare an initial report outlining a final "agreed upon" work program, which is to include the steps, deliverables and timeline of

Phase I from start to finish. The report is to include a detailed Gantt chart and defined mapping methodology and criteria. Additional reports and presentations will be required throughout the project, including but not limited to a public consultation strategy and material required for public consultation events.

All presentations are required to be submitted in MS PowerPoint format a week before the presentation for review by the Senior Policy Planner.

All data base materials received and or compiled by the Consultant in the undertaking of this project shall be provided to the Town in excel (or a format compatible with the Town's software, as agreed and discussed beforehand).



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
STEVENSON
AND ASSOCIATES



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.

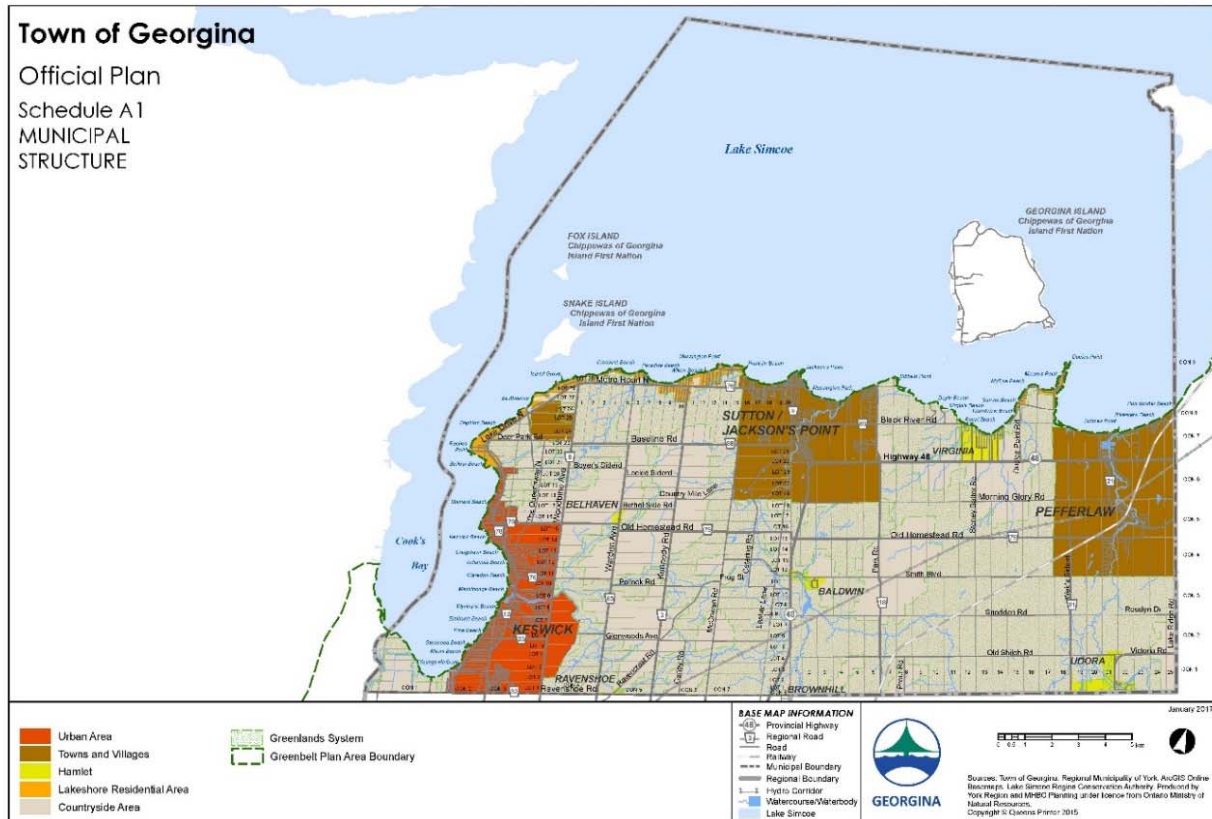


Fig 1: Official Plan, Schedule A1

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 |

ZONING BY-LAW CONFORMITY EXERCISE - PHASE I
GANTT CHART

[illegible][illegible]

Task Breakdown	May-21				Jun-21				Jul-21				Aug-21				Sep-21				Oct-21				Nov-21				Dec-21				Jan-22				Feb-22				Mar-22				Apr-22				May-22			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4								
8. Present Draft By-law to Council, Request Release for Public and Agency Input																																																				
8.1 Report and Presentation Preparation																																																				
8.2 Report and Presentation to Council																																																				
8.3 Integrate Council Requests																																																				
9. Circulation of ZBA to Departments and Agencies for Comment																																																				
9.1 Draft ZBA Circulated for Comment																																																				
9.2 Revise Draft ZBA based on Comments																																																				
9.3 Draft ZBA Finalized																																																				
10. Public Open House (Sec. 32(12)(b))																																																				
10.1 Preparation for Public Open House																																																				
10.2 Public Open House																																																				
11. Statutory Public Meeting (Sec. 34(12)(a)(ii))																																																				
11.1 Report and Presentation Preparation																																																				
11.2 Statutory Public Meeting																																																				
12. Finalize Zoning By-law																																																				
12.1 Deadline for Comments																																																				
12.2 Finalize Proposed ZBA																																																				
13. Second Public Meeting with Recommendation for Adoption																																																				
13.1 Report and Presentation Preparation																																																				
13.2 Second Public Meeting																																																				

Legend

Project Activities

Technical Working Group Meeting

Council Meeting

Public Open House

Major Deliverable