

APPENDIX “ C ”

to **The Corporation of the City of Kawartha Lakes**

REPORT PLAN2020-003

FILE NO: 2019 Rural Zoning By-law Consolidation **Minutes**

2019 Rural Zoning By-law Consolidation Task Force

**Date: July 25, 2019
Commencing at 1 p.m.**

**Weldon Room
26 Francis Street Lindsay, Ontario, K9V 5R8**

MEMBERS

Craig Jackson

Rob Bonis

Steve Strathdee

Randy Burke

Eugene McDonald

Donna Tamblyn

Councillor Veale

Wendy Ellis, Recording Secretary

RZBLCTF 2019-001

Accessible formats and communication supports are available, upon request

1.0 Call to Order

Members in Attendance:

Councillor Veale, Rob Bonis, Randy Burke, Craig Jackson, Eugene McDonald, Steve Strathdee and Donna Tamblyn, Chris Marshall, Director of Development Services, Richard Holy, Manager of Planning, Janet Wong, Planner II, Ashley Locke, Communications Officer and Wendy Ellis, Executive Assistant to the Director of development Services.

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

The July 25, 2019 Rural Zoning By-law Consolidation Task Force meeting was called to order at 1 p.m. by Richard Holy, Manager of Planning.

1.1 Opening Remarks

Richard welcomed all of the Task Force members in attendance to the first 2019 Rural Zoning By-law Consolidation Task Force meeting.

Richard commented that it is a priority to consolidate the 13 rural Zoning By-laws through the Rural Zoning By-law Consolidation Project. The intent is to have a transparent process to create as user friendly document as possible. Currently, the Zoning By-laws are very complicated and it will be important to make them easier to use. Our goal for this Task Force is to provide overall guidance and advice to develop a Zoning By-law which covers the rural areas with the exception of the Oak Ridges Moraine.

Richard introduced Bobby Gauthier and Matthew Rodrigues from WSP Consulting Group to the Task Force members.

Richard asked if everyone on the Task Force would introduce themselves and provide some background and highlight what they would like to see accomplished in the Rural Zoning By-law Consolidation Task Force.

1.2 Appointment of Chair

Richard Holy requested a call for nominations for the appointment of Chair of the Rural Zoning By-law Consolidation Task Force.

Steve Strathdee nominated Eugene McDonald as Chair of the Rural Zoning By-law Consolidation Task Force.

Eugene McDonald thanked Steve for the opportunity but declined the nomination.

Councillor Veale nominated Steve Strathdee as Chair of the Rural Zoning By-law Consolidation Task Force.

Steve Strathdee accepted the nomination of Chair to the Rural Zoning By-law Consolidation Task Force.

Richard Holy asked three times for more nominations for the appointment of Chair of the Rural Zoning By-law Consolidation Task Force.

There were no further nominations.

Richard Holy declared the nominations closed and Steve Strathdee was appointed Chair of the Rural Zoning By-law Consolidation Task Force.

Steve Strathdee assumed the Chair.

1.3 Appointment of Vice Chair

Steve Strathdee asked for nominations for the appointment of Vice Chair of the Rural Zoning By-law Consolidation Task Force.

Eugene McDonald nominated Councillor Veale as Vice Chair of the Rural Zoning By-law Consolidation Task Force.

Councillor Veale accepted the nomination of Vice Chair to the Rural Zoning By-law Consolidation Task Force.

Steve Strathdee asked three times for more nominations for the appointment of Vice Chair of the Rural Zoning By-law Consolidation Task Force.

There were no further nominations.

Steve Strathdee declared the nominations are closed and Councillor Veale is appointed Vice Chair of the Rural Zoning By-law Consolidation Task Force.

2.0 Administrative Business

2.1 Adoption of the July 25, 2019 Agenda

**Moved by Donna Tamblyn, seconded by Rob Bonis,
That** the July 25, 2019 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.

3.0 Background Information

3.1 Committee of Council Orientation Package

Richard provided an overview of the orientation package to all of the members and mentioned there is good information included such as roles of committees,

appointments, and pecuniary interest. There is some information on conflict of interest, insurance requirements and some resources are listed. There is closed session information included as well but this will not be applicable to this Task Force as these proceedings will be conducted in open sessions only. Other topics include accountability and transparency along with Freedom of Information.

3.2 2019 Rural Zoning By-law Consolidation Task Force – Terms of Reference

Richard advised that the Terms of Reference for the 2019 Rural Zoning By-law Consolidation Task Force was established on March 26, 2019. The mission is to provide advice and recommendations to Council and Staff to inform development of a new consolidated Rural Zoning By-law for City Council approval. There will be a public consultation process prior to a recommendation brought forward to Council. The appointments consist of four members from stakeholder interest groups representing agricultural, environmental, development and tourism issues, two members of the public and one Council representative. The Term of appointment is upon final recommendation to Council/Staff and prior to December 31, 2021. Any extension to this Term shall be recommended to Council prior to the expiration date with the final decision being that of Council.

4.0 Basis for Zoning By-law Review

Richard advised that the second part of the Terms of Reference called “New Rural Zoning By-law Consolidation and Update RFP Excerpt – Project Description and Deliverables” provides background material including Provincial legislation, potential documents of background material and the proposed Work Plan for the project. Richard and Janet will be working with the consultants during this project.

The document outlines all of the timeframes for the three stages and analysis at different components of the entire project. There will be several public consultation meetings to receive input from the public. In Stage 3 of the project, there will be the final consultation with the public and the document outlines the project deliverables.

4.1 Importance of Task Force

4.2 Relevant Planning Act Sections

Bobby Gauthier provided a brief presentation on the City of Kawartha Lakes Rural Zoning By-law Review. The topics included discussions what a Zoning By-law does, the Planning Act authority under which it is created, the relationship with the Official Plan, the function of the Zoning By-law, the Rural Zoning By-law review schedule and the Community and Stakeholder Consultation Strategy.

4.3 CKLOP Basis of Zoning By-laws

The Official Plan sets out policies to guide the use of land in the City of Kawartha Lakes. The Rural Zoning By-law will be the primary tool to implement the policies of the Official Plan within the rural areas of the City. The Zoning By-law transforms the City’s goals into quantifiable, enforceable regulations. The key objective will be to comprehensively demonstrate and document conformity with the City of Kawartha Lakes Official Plan.

4.4 Function of Zoning By-law

Bobby advised that the Zoning By-law establishes provisions that regulate the use of land as well as the size, height and location of buildings and structures with the municipality.

The members asked a few questions to staff and the consultants.

5.0 New Business

5.1 Project Timeline and Schedule

Bobby Gauthier provided an overview of the Project Timeline and schedule of the Rural Zoning By-law Consolidation project. There are three stages involved in the project: Stage 1 – Review and Analysis – setting the foundation with a clear work plan, Stage 2 – Preparation of Summary Report and Draft Rural Zoning By-law, and Stage 3 – Rural By-law Refinement and Final Adoption.

Stage 1 – Review and Analysis

Bobby advised that in Stage 1 of the project, the Task Force would develop a stakeholder consultation strategy late September and the Technical Advisory Committee meetings will be scheduled along with several Open Houses.

Bobby stated that in November there will be a second Task Force meeting and the discussion paper will be reviewed. The discussion paper will identify the key issues to be addressed with development of the consolidated Zoning By-law. In early 2020 the Task Force will make a presentation to the Planning Advisory Committee meeting that will complete Stage 1 of the project.

Stage 2 – Preparation of Summary Report and Draft Zoning By-law

Consultation will occur with some flexibility and Item 2.4 (Issue specific Public/Stakeholder Workshops) may not be necessary. There will be a release of a Draft Zoning By-law with a series of Open Houses. Stage 2 will be completed following a Council presentation.

Stage 3 – Rural By-law Refinement and Final Adoption.

The members asked some questions regarding the project timeline and schedule.

5.2 Communication Strategy

Bobby Gauthier provided an overview of the Communication Strategy to the Task Force members. The consultants suggested creating a webpage along with the City Website as well as the use of social media (City's Facebook and twitter accounts). There would be several public open houses, public or stakeholder workshops, any requested stakeholder meetings and statutory Public Open House and statutory Public Meeting scheduled for the public to attend.

Members suggested contacting the press through the Communications department and providing written material at the local fairs this fall for the public to read.

There were further suggestions by the members regarding holding the public meetings and sending the communications out to the public.

5.3 Preliminary CKL Zoning Webpage

Ashley Locke, Communication Officer advised that there is a dedicated space on the City Website for the Rural Zoning By-law Consolidation Project and Staff would work with the consultants in preparing for the Public meetings. There will be an interactive map to assist the public to visualize existing and proposed zoning regulations. Ashley suggested providing a timeline and indicating the different phases involved in the project on the webpage and let the public know what stage the Task Force is currently working on.

Ashley suggested having FAQ's to keep the public engaged especially if this is a longer project. The use of social media and press releases to publicize public meetings and the availability of draft documents would be helpful as well.

The members discussed the best way to send information about the project out to the public.

5.4 General Roundtable Discussion of Zoning Issues and Topics

The members brought forward suggestions to involve the lake associations and the Conservation Authority since there is a lot of zoning and policy works being done along the waterfronts.

6. Other Business

7. Next Meeting

The consultants advised they would discuss with staff and let all of the members know of the date of the next meeting. The next meeting may possibly occur in November in the afternoon.

8. Adjournment

**Moved by Councillor Veale, seconded by Eugene McDonald,
That the July 25, 2019 Rural Zoning By-law Consolidation Task Force meeting
adjourned at 2:47 p.m.**

Carried