

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Community Development

Topic: Housekeeping Amendment to Zoning Bylaw 2022-37

Purpose: To review the process of a housekeeping amendment for Zoning Bylaw 2022-37.

Background: Council passed Zoning Bylaw 2022-37 on June 27, 2022, which is a new Zoning Bylaw for the Township. As staff have worked regularly with the new bylaw, we've found that there are a few zone provisions and schedule changes that should be revised to clarify the intent of a provision or correct minor errors. It is not uncommon for municipalities to correct or clarify a new Zoning Bylaw through a housekeeping amendment within the first few years of its adoption.

Staff have engaged Novatech to discuss the anticipated work and associated fees to preparing a general housekeeping amendment. A summary of the process is provided below. It is anticipated that the public meeting will be advertised in June and held over the summer. We aim for a final draft to be prepared by Fall this year.

1. Staff will review required amendments with Novatech.
2. Novatech will prepare the revisions and a draft amending bylaw for public and agency consultation.
3. A Public Meeting will be held by the CoW-CD in accordance with the Planning Act. A brief planning report will be prepared for the meeting.
 - Committee may request that further discussion take place at a future Committee meeting, or that a final draft is prepared based on the feedback received.
4. Staff and Novatech will review comments received from the public, agencies, and Committee for the preparation of a final draft.
5. CoW-CD reviews the final draft and makes a recommendation to Council
6. Council makes a decision and notice is prepared.
7. Bylaw is final if no appeals are filed within 20 days of the notice.

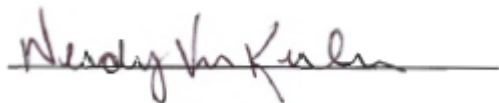
The intent of the housekeeping amendment is to provide interpretation clarity and correct known text and schedule errors without changing the intent of the Zoning Bylaw or opening up the entire Bylaw for review. The introduction of new standards or revisions that are beyond the intent of this general housekeeping amendment would be best addressed through a separate zoning amendment process.

Policy Implications: Amendments to the Zoning Bylaw are subject to the provisions of the Planning Act. The proposed process follows the steps prescribed by section 34 of the Planning Act (Zoning Bylaws) and generally follows the steps approved by Council for other zoning amendment applications.

Financial Considerations: Novatech has provided an estimate of \$12,500 - \$15,000. It is understood that fees for additional in-person meetings or any additional amendments that require significant review and discussion beyond the scope of the housekeeping amendment would be billed as extras on an hourly basis. Novatech's fees are also exclusive of any fees associated with an OLT hearing if there is an appeal. Additional expenses are expected for advertising the public meeting.

\$20,000 was budgeted for the housekeeping amendment under Planning Policy Review 91-5336. The project is expected to be completed within this budget.

Recommendation: That Committee direct staff to proceed with the housekeeping amendment to Zoning Bylaw 2022-37.

A handwritten signature in dark ink, appearing to read "Neelaj Kumar", is written over a horizontal line.

Community Development Coordinator