



MEMORANDUM

TO: Mayor Lawlor and Members of Council

FROM: Josh Salisbury, Senior Policy Planner

DATE: October 15, 2024

MEMO NO.: PD-2024-009

SUBJECT: Housekeeping Amendment for the Town's Comprehensive Zoning By-law 2010-0050, as amended

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Council with a preliminary overview of a housekeeping update to the Town's Comprehensive Zoning By-law 2010-0050, as amended, in advance of a Statutory Public Meeting to be held at a later date.

BACKGROUND:

In early 2023, through the budget review process, Council approved Capital Project No. 7100-22-2001, for an update to the Comprehensive Zoning By-law. The project included approval of \$70,000 for the hiring of an external consultant to complete the update.

The purpose of this exercise is to make several housekeeping, technical and other modifications affecting all zones or site-specific regulations to assist in the use and interpretation of the Zoning By-law, and correct grammar, punctuation, and formatting (administrative focused). The exercise is not intended to revise provisions that would require further detailed study.

COMMENTS:

An internal working group was established post budget approval, made up of staff from Planning and Development, Building Services and Development Engineering. The staff team has met regularly since mid-2023 to identify and discuss appropriate changes to the Zoning By-law. This internal working group did not require an external consultant to complete this update. Therefore, this staff led initiative allowed the Town to save the approved \$70,000 that was originally budgeted for this review.

By way of completing this update, Town staff are proactively addressing identified issues within the existing Comprehensive Zoning By-law, which will provide greater clarity for staff when implementing the by-law and possibly eliminate the need for residents to obtain minor variances. The intent of the project is to produce a draft Zoning By-law housekeeping amendment that will be presented to the public by way of a Statutory Public Meeting. It is important to note that a more fulsome Comprehensive Zoning By-law Review will be completed after the finalization of the Official Plan Review exercise.

CONCLUSION:

Town staff are currently finalizing the draft housekeeping amendment to the Comprehensive Zoning By-law 2010-0050. This amendment will be posted online for public review ahead of a Statutory Public Meeting before Council at a later date, in accordance with *Planning Act* requirements. Following this, staff will report back to Council with a final recommendation, seeking approval of the amendment.

Reviewed and approved by,

John Linhardt, Commissioner of Planning & Development and Acting Chief
Administrative Officer