



Subject: Comprehensive Zoning By-Law Review - Update

Report Number: OPD -24-040

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Monday, July 8, 2024

RECOMMENDATION

- A. THAT report OPD-24-040 titled Comprehensive Zoning By-Law Review be received as information; and
- B. THAT the timeline and workplan for the Comprehensive Zoning By-Law review be endorsed.

BACKGROUND

Comprehensive Zoning By-law No. 3295 was adopted by Town of Tillsonburg Council on April 14, 2008. Since that time, several housekeeping amendments have been made to the By-law to incorporate site-specific provisions, correct minor errors, provide clarification, and facilitate policy changes either at a Provincial and/or County level. The most recent housekeeping amendments were completed in 2021 and 2023.

Since the last amendment in 2023, Staff have been monitoring Minor Variance Applications, noting interpretation issues, and reviewing suggestions from Town Staff and Planning staff in effort to clarify and update the existing By-law.

In 2023, Town of Tillsonburg Staff identified that undertaking a focused review of the Zoning By-law Review is required to provide opportunities to identify key issues requiring clarification, updating and correction, and to ensure the continued effectiveness, clarity, and readability of the Town's By-law for all stakeholders. Conducting a more focused review will provide opportunities to identify new items to be considered for inclusion in the Zoning By-law. Furthermore, the process of involving stakeholders in the project will assist with identifying issues and contribute to greater understanding of the By-law's goals, objectives, and provisions overall.

The main focus of the project will include reviewing Section 4 – Definitions, and Section 5 - General Provisions, to ensure accuracy and clarity.

Specific issues already identified include:

- Reviewing Additional Residential Unit (ARU) provisions to ensure clarity;

- Definition of Gross Floor Area (GFA)
- Size of parking spaces;
- Apartment/structure height
- Day and evening shelters
- Etc.

DISCUSSION

The overall goal of the Zoning By-law Review is to amend the current Zoning By-law to ensure that it is clear, aligned with current legislation, and allows for effective implementation within the Town of Tillsonburg. To date Town staff has begun preliminary discussions and formed a project working group with Oxford County Planning staff.

Project Team

Project Lead: The County Planner will be the Project Lead and responsible for managing the project, including but not limited to the following tasks:

- Managing meetings of the Project Working Group;
- Facilitating consultation and communication;
- maintaining a list of required and recommended Amendments to Zoning By-law 3295;
- Completing a review and cross-reference of County-wide Zoning By-laws; and,
- Collaborating with County Planning Staff to identify By-law needs and/or deficiencies.

Project Working Group: This group will be comprised of Town of Tillsonburg staff and the Oxford County Planning staff. The main role of this group is to ensure that the issues and items relevant to the Town of Tillsonburg are included and considered. Responsibilities of the Project Working Group include but are not limited to:

- Attending regular in-person meetings;
- Assisting with consultation; and
- Reviewing and providing timely feedback on draft amendments to Zoning By-law 3295.

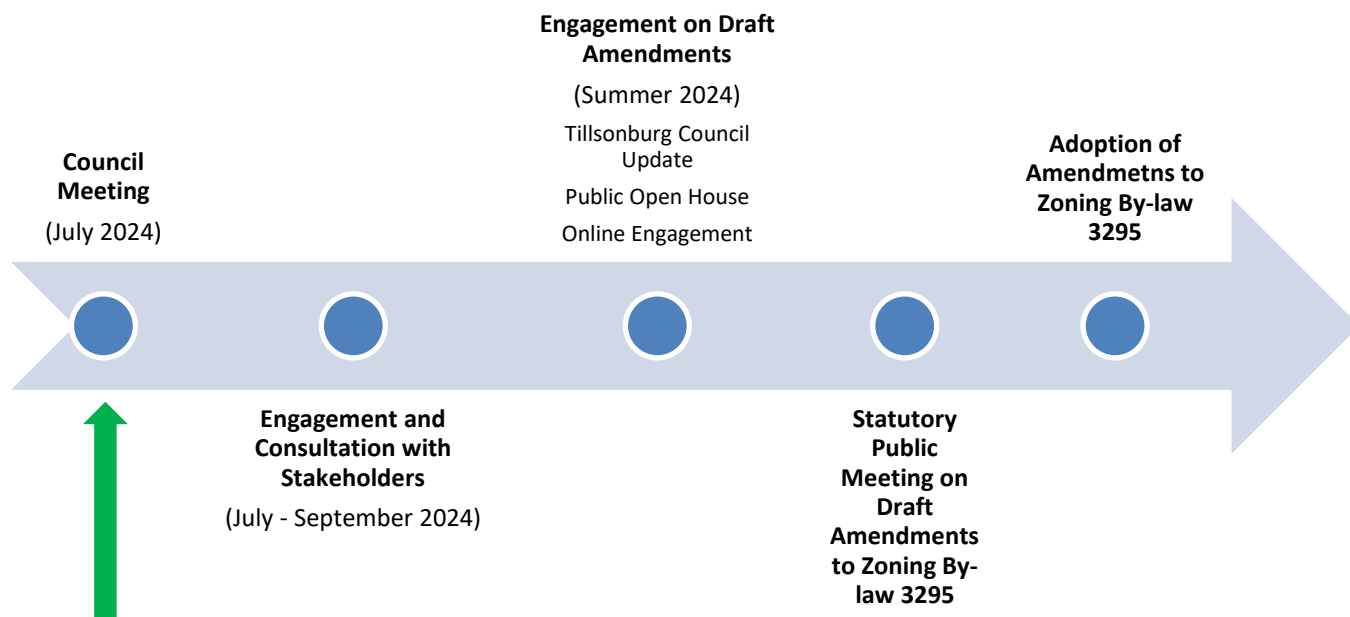
Project Support: It is anticipated that additional Town of Tillsonburg Staff will be involved in different aspects of the project and involved in the following tasks:

- Administrative support; and
- Communications support.

Key Deliverables and Target Dates

Deliverable	Target Date
Council Meeting: Project Commencement Report	July 8, 2024
Engagement	July through to September
Project Update Report to Council	September 2024
Council Meeting: Statutory Public Meeting	Q4 2024
Final Proposed Zoning By-law Amendments	Q4 2024/Q1 2025

Proposed Project Process



We are here

Project Scope

Defining what is within the scope of the project and what is out of the project scope is an important part of any project, to ensure that the project stays focused on the defined goals and objectives.

In Project Scope	Out of Project Scope
Identify items requiring correction	Education/communication campaign regarding Planning process
Identify items requiring clarification	
Identify items to be considered for inclusion	Although related, the completion of CloudPermit planning tool
List of recommended amendments to the Zoning By-law	

Engagement and Consultation

In accordance with Section 34 of the Planning Act, the Town is required to provide Public Notice of the Zone Change Application and hold a Public Meeting to provide the public with an opportunity to provide any comments/concerns regarding the proposed amendments to the Zoning By-law.

In addition to the required consultation, incorporating additional engagement tactics throughout the project has been suggested to assist staff with accurately identifying challenges with the current By-law and areas/items that require clarification and correction and communicate and ‘test’ proposed amendments prior to presenting them to Council

The following engagement methods and tools are proposed:

- Staff focus groups/discussions (general and/or specific themes/topics through annual meetings)
- News module on front page of the Town of Tillsonburg Website (provides contact information, etc.)
- Produce Fact Sheets of proposed amendments
- Frequently Asked Questions (FAQs) on specific topics/themes
- Newspaper advertisements
- Social media posts (Facebook and “Twitter)

Stakeholder Identification and Evaluation of Engagement Level

The table below is intended to ensure that key stakeholders have been identified and considered in terms of how the proposed consultation and engagement tools are aligned to provide opportunities to participate throughout the project.

Stakeholder	Desired Level of Engagement (Inform, Consult, Involve, collaborate, Empower)	Proposed Methods (may be in conjunction with multiple Stakeholders)
Internal and Area Municipal Stakeholders and Other Agencies		
Tillsonburg Council	Empower	2 Council meetings (Project Update Meeting, Public Meeting and decision meeting)
Town of Tillsonburg Staff	Collaborate	Focus Groups/Discussions, Early input and review on Draft Amendments and participation in engagement events as appropriate

Stakeholder	Desired Level of Engagement (Inform, Consult, Involve, collaborate, Empower)	Proposed Methods (may be in conjunction with multiple Stakeholders)
County Staff	Consult	Early input and review on Draft Amendments and participation in engagement events as appropriate
Long Point Region Conservation Authority (LPRCA)	Consult	Focus Group/Discussion Would receive Notices and participate in engagement events as appropriate
School Board	Consult	Focus Group/Discussion Would receive Notices and participate in engagement events as appropriate
Other Agencies	Consult	Focus Group/Discussion Would receive Notices and participate in engagement events as appropriate
Groups and Associations		
Committees of Council	Consult	Focus Group/Discussion, May also make formal submissions through Council Meetings
Tillsonburg Business Improvement Area (BIA)	Consult	Focus Group/Discussion, May also make formal submissions through Council Meeting(s)
Tillsonburg Chamber of Commerce	Consult	Focus Group/Discussion, May also make formal submissions through Council Meeting(s)
Real Estate Group	Consult	Focus Group/Discussion, Online May also make formal submissions through Council Meeting(s)
General Public		
Business Owners	Consult	Education push through public notice and may also make formal submissions through Council Meeting(s)
Residents	Consult	Education push through public notice and may also make

Stakeholder	Desired Level of Engagement (Inform, Consult, Involve, collaborate, Empower)	Proposed Methods (may be in conjunction with multiple Stakeholders)
		formal submissions through Council Meeting(s)

Next Steps

- Initial meeting with Project Working Group to:
 - confirm Stakeholders;
 - discuss proposed consultation and engagement methods;
 - discuss items and issues already identified; and,
- Project “kick off” via social media channels (draft information attached)
- Set up consultation and engagement schedule

CONSULTATION

Oxford County: Development Planner, Manager of Development Planning, Director of Community Planning; Town of Tillsonburg: Chief Building Official

FINANCIAL IMPACT/FUNDING SOURCE

N/A

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

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Strategic Direction – Expand community partnerships in the delivery of programs and amenities.

Priority Project – N/A – N/A

ATTACHMENTS
NONE