



SUBJECT: New Zoning By-law Review Project – Terms of Reference

TO: Community Planning, Regulation & Mobility Cttee.

FROM: Community Planning Department

Report Number: PL-60-22

Wards Affected: All

File Numbers: 505-04

Date to Committee: September 13, 2022

Date to Council: September 20, 2022

Recommendation:

Endorse the proposed Terms of Reference for the City’s New Zoning By-law Review Project attached as Appendix A to community planning department report PL-60-22; and

Authorize the Director of Community Planning to engage consultants through a Request for Proposal process to carry out the work, in accordance with the above noted proposed Terms of Reference; and

Direct the Director of Community Planning to finalize the Engagement Plan based on the draft Engagement Plan attached as Appendix C to community planning department report PL-60-22.

PURPOSE:

The purpose of this report is to present Council with a project plan including an outline of the scope, timeline, and budget in the attached proposed Terms of Reference for the comprehensive review and update of the City’s Zoning By-law (Zoning By-law 2020, as amended). The project will result in the delivery of a new Zoning By-law that will implement the policies of the approved Burlington Official Plan, 2020.

Vision to Focus Alignment:

This project aligns with Focus Area 1 - Increasing Economic Prosperity and Community Responsive Growth Management in the 2018-2022 Burlington’s Plan From Vision to

Focus. Its initiation is one of multiple success indicators outlined for achieving the following goals:

- Increasing options for housing across the City
 - Increasing options for learning institutions
 - Maintaining and continually developing a safe city
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Background and Discussion:

1.0 Background

The City's new Official Plan was unanimously adopted by Council by By-law 24-2018 on April 26, 2018 and approved with modifications on November 30, 2020 by Halton Region. To learn more about the Burlington Official Plan, 2020 (BOP, 2020) as a whole, visit the [Official Plan](#) page, or for a detailed description of the modifications, reference should be made to staff report [PL-22-20 titled: New Official Plan – Region of Halton Draft Notice of Decision](#).

Upon approval, a number of appeals were filed regarding the BOP, 2020. The Plan remains under appeal before the Ontario Land Tribunal (OLT), and no decisions have been made with respect to its approval at this time. Therefore, relevant sections of the Burlington Official Plan, 1997 will remain in effect until either confirmation of policies coming into effect as a result of not being under appeal or until the applicable appeals have been resolved.

Currently, there are three Zoning By-laws in effect in the City of Burlington:

1. By-law 2020, which was adopted by City Council on June 21, 1999, applies throughout the City, with the exception of those lands in the Niagara Escarpment Plan Area, which are subject to Niagara Escarpment Development Control.
2. By-law 1642, which was adopted by City Council on October 27, 1958, and repealed upon adoption of By-law 2020, with the exception of those lands so indicated on the Maps contained in Part 15 of By-law 2020.
3. By-law 4000-3, which was adopted by City Council on August 25, 1969, and repealed upon adoption of By-law 2020, with the exception of those lands so indicated on the Maps contained in Part 15 of By-law 2020.

For all intents and purposes By-law 2020 is the principal Zoning By-law of the City of Burlington. There have been hundreds of amendments to this By-law that are site-specific, issue-oriented and housekeeping in nature. Periodic reviews have been undertaken on a few occasions. However, the City's current Zoning By-law is more than 20 years old and an update is required to bring it into conformity with the City's new Official

Plan. The update is not only required by provincial legislation – pursuant to subsection 26 (9) of the *Planning Act* – but perhaps most critically has the potential to consolidate the old by-laws and streamline the development review and approvals process, reduce the number of Zoning By-law Amendment and Minor Variance applications submitted to the City, and advance the City toward its housing and growth targets and encourage healthy and sustainable growth within the City of Burlington over the life of the new Official Plan.

2.0 The Purpose of the Zoning By-law

The Zoning By-law is the main planning tool that allows City Council to set rules for where new buildings should go, what type of buildings they can be, and what activities and businesses can happen there. It also specifies a property owner's as-of-right development permissions including how they may use their land and the physical parameters for buildings and other structures. The Zoning By-law includes regulations, such as:

- Permitted land uses (e.g. residential, commercial, industrial);
- Height, size, and location of buildings;
- Lot sizes and dimensions; and
- Landscaping and parking requirements.

The Zoning By-law implements the objectives and policies of a City's Official Plan, provides a legal and precise way of managing land use and future development, and – in addition to the Official Plan – protects the public from conflicting and possibly dangerous land uses in their community. Where the Official Plan sets out the City's general policies for future land use, the Zoning By-law puts the Plan into effect and provides for its day-to-day administration. The specific requirements contained in the Zoning By-law are legally enforceable. Construction or new development that doesn't comply with the Zoning By-law is not allowed, and the municipality will refuse to issue a building permit.

3.0 Policy Framework

3.1 The Planning Act and the Burlington Official Plan, 2020

The *Planning Act* is the provincial legislation that gives municipalities their authority to undertake land use planning. It sets out rules, requirements and parameters for how municipalities exercise their authority, including how often they must update their official plan.

Council adopted BOP, 2020 on April 26, 2018 with approval from Halton Region coming on November 30, 2020. The *Planning Act* states that all parts of an approved official plan that are not subject to appeal will come into effect on the day after the end of the appeal period. That date was December 22, 2020 for the Burlington Official Plan, 2020. Subsection 26 (9) of the *Planning Act* requires that a municipality update its zoning by-laws to conform to the new or revised official plan no later than three years after it takes effect. BOP, 2020 is subject to a number of appeals to the Ontario Land Tribunal (the

“OLT”). Later this year, the OLT will be asked to confirm which policies of the new Official Plan came into effect as of December 22, 2020 as a result of certain policies not being under appeal. It is expected that only a small number of policies will be in effect.

BOP, 2020 establishes a new City Structure, Urban Structure and Growth Framework. These policy frameworks, along with the land use policies of the BOP, 2020 significantly increase development permissions in Primary Growth Areas like Downtown and Uptown, and set a framework to guide future study and growth in the interim in Major Transit Station Areas including Burlington GO, Appleby GO, and Aldershot GO as well as identifying Secondary Growth Areas including Mixed-Use Nodes and Intensification Corridors as areas expected to accommodate compact, mixed-use, and pedestrian oriented development growth throughout the City.

The BOP, 2020's intensification-first approach to city building will support Burlington's evolution into a complete community. A complete community is defined as one that offers and supports opportunities for people of all ages and abilities to conveniently access the necessities for daily living, providing convenient access to an appropriate mix of jobs, shopping and personal services, housing, transportation options and public service facilities such as recreation and open space. BOP, 2020 also introduced new concepts and requirements that were not found in the previous Official Plan, including the following:

- Updated the vision for the City's growth;
- Established a land use system for the City, including maintaining the current urban boundary, confirming the Urban Growth Centre, and refinements to mixed use areas, residential, employment and commercial areas, the transportation network, and rural, natural heritage and open space areas;
- Refined the urban structure (hierarchy of land uses, categories of land uses) to align land uses to the City's vision;
- Articulated community building priorities and areas for protection;
- Assessed land budget needs to determine the type and quantity of land needed to accommodate growth;
- Coordinated the land use system with infrastructure requirements and phasing;
- Established evaluation criteria for certain processes, such as employment conversions, site plan applications, and development applications;
- Incorporated policies to ensure conformity to senior levels of government while considering the local context;
- Established the basis for a new Zoning By-law and the policy framework for other City plans (e.g. area specific plans, transportation plans);
- Defined key terms for consistent interpretation of policies; and

- Encompassed broad public, agency and stakeholder consultation.

3.2 Provincial Policy Statement, 2020

Land use planning in Ontario is provincially directed. Land use planning decisions made by municipalities must be consistent with the Provincial Policy Statement (PPS), and conform to or not conflict with applicable provincial plans. The PPS gives municipalities policy direction on matters of provincial interest related to land use planning and development. Key themes in the PPS include planning for the efficient use of land and resources, transit supportive development, promoting mixed-use intensification, redevelopment and a compact urban form and the importance of minimum intensification and redevelopment targets.

The PPS states that the official plan is the most important vehicle for implementing its policies and should provide “clear, reasonable and attainable policies to protect provincial interests and direct development to suitable areas” (Provincial Policy Statement, 2020 1). Official plans must be consistent with the PPS, with conformity exercises occurring 10 years after a new official plan is comes into effect, then every 5 years thereafter pursuant to subsection 26 (1.1) of the *Planning Act*. The PPS also states that zoning by-laws are important to its implementation and directs that they be kept up-to-date with a municipality’s official plan and with the PPS.

3.3 A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020

The Growth Plan for the Greater Golden Horseshoe, as amended (the “Growth Plan”) builds on the policy foundation of the PPS and contains policies to direct growth throughout the Greater Golden Horseshoe to 2051. These policies are based on detailed population and growth forecasts for each upper and single-tier municipality, which are translated to municipal intensification targets that represent an “intensification first approach to development and city-building” (A Place to Grow 12).

The Growth Plan establishes density targets for Downtown Burlington / Burlington GO MTSA as the City’s Urban Growth Centre and for Major Transit Station Areas (MTSAs). The Growth Plan directs that minimum density targets be implemented through official plan policies and designations, and updated zoning by-laws.

Other relevant policies that impact zoning include those related to agricultural protection, watershed planning and protecting natural features. The Growth Plan Agricultural System policies and mapping were incorporated in the BOP, 2020.

3.4 Greenbelt Plan (2017)

The Greenbelt Plan was issued under the *Greenbelt Act, 2005*. It builds on the PPS and works concurrent with the Niagara Escarpment Plan (NEP) and the Oak Ridges Moraine Conservation Plan (ORMCP) to provide policy direction on productive farmland, ecologically and hydrologically significant natural environments and scenic landscapes in the Greater Golden Horseshoe. These include Oak Ridges Moraine and the Niagara

Escarpment. The Greenbelt Plan defines areas called “Protected Countryside lands”, which encompass, and augment lands already covered by the NEP and the ORMCP and increases linkages between these areas and the surrounding major lake systems and watersheds.

The *Greenbelt Act, 2005* requires municipalities to amend their official plans to conform with the Greenbelt Plan but does not require zoning to be updated simultaneously. Following the official plan update, the Greenbelt Plan indicates that boundaries of key natural heritage and hydrologic features, and any minimum vegetation protection zones can be delineated in detail through a municipal zoning by-law update.

3.5 Niagara Escarpment Plan (2017)

The Niagara Escarpment is a long escarpment running southeast to northwest from New York State through Ontario from Lake Simcoe to the Niagara Region. The escarpment comprises a variety of topographic and ecological features and land uses and is a designated “world biosphere reserve”. A large part of the northern area of Burlington is within the Niagara Escarpment and subject to the Niagara Escarpment Plan, approved in 2017, as well as Niagara Escarpment Development Control.

The Niagara Escarpment Plan builds on the PPS and establishes additional land use planning policies for the maintenance of the Niagara Escarpment and land in its vicinity as a continuous natural environment where only compatible development is permitted.

Zoning by-laws are to be assessed against the development criteria in the Niagara Escarpment Plan under Part 2.

The *Niagara Escarpment Planning and Development Act*, which resulted in the creation of the Escarpment Plan, states that where there is a conflict between any provision of the Plan and any provision of a zoning by-law, then the provision of the Niagara Escarpment Plan prevails.

Lands within the Niagara Escarpment Plan Area and subject to the Niagara Escarpment Development Control are out of scope for this project.

3.6 Halton Region Official Plan (1995, as amended)

Halton Region is made up of four municipalities, including Burlington. The Halton Region Official Plan (the “Regional Plan”) contains a long-term vision for the region’s physical form and community character, and a regional urban structure for accommodating growth. The urban structure of the region comprises settlement areas, a rural countryside and a natural heritage system.

The Regional Official Plan Review (ROPR) has been underway since 2014 and is being advanced in a phased approach through multiple official plan amendments.

Regional Official Plan Amendment 48 (ROPA 48) was the first amendment as part of the Regional Municipal Comprehensive Review and established non-discretionary

components of a Regional Urban Structure supportive of local plans and priorities. ROPA 48 advanced some of the necessary components of the ROPR to achieve conformity with the Provincial Growth Plan related to the identification of strategic growth areas.

ROPA 48:

- Defines a Regional Urban Structure through establishing a hierarchy of regional strategic growth areas;
- Adjusts and delineates the boundary of the Downtown Burlington Urban Growth Centre to align with the Burlington GO MTSA;
- Delineates the boundaries of the City's Appleby and Aldershot GO MTSAs; and
- Identifies the Uptown Urban Centre as a Primary Regional Node and the Downtown Urban Centre as a Secondary Regional Node.

ROPA 48 also assigns density targets and a proportional target mix of population and employment for delineated strategic growth areas and advances strategic employment conversions. The approval of ROPA 48 enables local municipalities to move forward with local planning work, including area specific planning for strategic growth areas such as MTSAs.

Regional Official Plan Amendment 49 (ROPA 49) is the second Amendment to be considered by Regional Council as part of the ROPR and builds on the Regional Urban Structure defined by ROPA 48. It helps define how and where Halton will grow by implementing the Integrated Growth Management Strategy. To learn more about the ROPA 49, reference should be made to staff report [PL-37-22 titled: Regional Official Plan Review ROPA 49 staff comments](#).

ROPA 49 is currently with the Ministry of Municipal Affairs and Housing for a decision.

All local municipal official plans and zoning by-laws are required to conform to the Regional Plan.

4.0 Best Practices Review

In preparing the proposed Terms of Reference and project schedule (attached as Appendices A and B, respectively), staff reviewed various scopes of work for comprehensive zoning by-law reviews from other Ontario municipalities including but not limited to the Cities of Guelph, London, Vaughan and the Town of Oakville. Based on the research and best practices, staff has developed a workplan to complete the comprehensive review in multiple phases.

The extent of public consultation other municipalities undertook varied depending on the scope of planned zoning amendments. The City of London designed its comprehensive update to be a complete replacement of its existing zoning by-law based on a novel approach to land use planning in the new London Plan, which organized the City

according to “place types” rather than land use designations. In contrast, Burlington’s Official Plan includes land use designations that are largely continuous from the previous document and would not require a complete overhaul of the Zoning By-law, so consultation efforts can be more streamlined. Staff are recommending that the project ultimately create a new Zoning By-law in alignment and conformity with the new Official Plan.

5.0 Project Scope

The New Zoning By-law Project will deliver:

- A review of zoning of all lands within Burlington, except for those lands that fall within:
 - the boundaries of the MTSA¹s surrounding the City’s three GO stations; and,
 - the Niagara Escarpment Plan Area.
- A review of the existing Zoning By-laws compared to the new Official Plan;
- An analysis of zoning trends (incl., but not limited, to minor variance application trends);
- A discussion of zoning issues;
- A first draft, second draft and final draft of a new Zoning By-law (incl. mapping, overlays, etc.);
- A technical Official Plan Amendment; and
- Implementation of supporting documents.

The project will not deliver:

- A city-wide parking study;
- Regulations for inclusionary zoning policies;

¹ The Major Transit Station Areas boundaries have been delineated through Regional Official Plan Amendment No. 48 adopted by the Region of Halton and approved by the Province of Ontario.

- Changes to land use or zoning in response to requests on specific properties that are more appropriately dealt with through private development applications;
- A comprehensive review of lands within the City's three MTSAs², and the Niagara Escarpment Plan Area; and
- An exploration of matters that are more appropriately resolved through an area specific plan (secondary plan), special urban study, comprehensive block plan or other planning studies.

6.0 Work Plan

A four-phase workplan has been developed, which includes the start up phase of developing the Terms of Reference attached to this report (see Appendix A). Phase 2 consists of a five-month research and analysis phase to identify a comprehensive list of inconsistencies between the current Zoning By-law and BOP, 2020. The draft zoning document, refinement and final product will be completed in Phase 3. Phase 4 is allotted six months to complete the project, including adoption of the new Zoning By-law. However, should the By-law be appealed, the timeframe will most likely be extended to manage any appeals.

Phase 1: Project Start Up

Staff have developed a proposed Terms of Reference (see Appendix A) for the New Zoning By-law Project that demonstrates the project schedule in terms of a comprehensive review and update process. The first phase is intended to introduce the project to Council and establish the project scope, terms of reference, and workplan. However, the Terms of Reference clarifies that the timing of the various phases and stages of this project are subject to the resolution of appeals through the OLT process for the BOP, 2020. The Project Team will also finalize the draft Engagement Plan attached as Appendix C during this phase.

The following teams will be established in Phase 1 to facilitate the development of the final Zoning By-law:

² ibid

Project Team

The Project Team is responsible for the administration and implementation of the New Zoning By-law Project. This team includes the Senior Planner – Design, as Project Manager, and the Planner II – Design.

Steering Committee

A project Steering Committee will consist of management within Community Planning. This team shall review all materials and reports prepared and be responsible for providing advice and direction to the Project Team throughout the project. They will also assist with presentations and the facilitation of public consultation. The Steering Committee will include the following staff members:

- Executive Director of Community Planning, Regulation & Mobility
- Director of Community Planning
- Manager of Policy & Community
- Manager of Development & Design
- Manager of Planning Implementation
- Coordinator of Special Projects & Urban Design
- Project Manager

Additionally, the Burlington Leadership Team will be consulted as necessary to provide strategic direction and advice on matters related to the project.

Technical Advisory Team

The Technical Advisory Team will provide technical review and analysis on planning and other issues as required and may involve representatives from:

- Community Planning
- Transportation Services
- Engineering Services
- Building and By-law
- Roads, Parks & Forestry
- Finance
- Corporate Communications & Engagement
- Legal Services (will be involved at appropriate times throughout the project)

Stakeholder Groups

The new Zoning By-law will be of interest to stakeholders in the public. Involving and collecting input from all external stakeholders early in the project can be beneficial to its success, and help to identify matters to be addressed, reviewed and analysed as the project moves forward. These groups would be consulted through group meetings and other project events. Some of the stakeholders planned to be contacted include:

- Development industry representatives;
- Selected boards, commissions and other public authorities such as the school boards, Conservation Authorities, Indigenous Communities and Halton Region;
- Individual resident associations and groups; and
- Major landowners.

The teams listed above are intended to gather at various points throughout the project.

Phase 1 will also include the procurement process for engaging a consultant to execute Phases 2 to 4 of the project workplan, and perform such duties as described in the Terms of Reference (see Appendix A).

Phase 2: Research & Analyse

Phase 2 will include the research and analysis of the Zoning By-law and includes initiating the Engagement Plan. The Engagement Plan begins with the launching of the Get Involved project page and the use of different engagement tools for the public to voice their comments and/or concerns through a public online platform. Further engagement in this phase includes various meetings of the Steering Committee and the Technical Advisory Team.

Responses from various departments and stakeholders in this phase will help guide the review and provide useful information on the assessment of the functionality of the current Zoning By-law and provide a better understanding of the issues and provisions that receive the most requests to vary.

The Project Team and the Geomatics staff will begin a review of the zoning maps throughout this phase and prepare the groundwork for a transition to an updated online interactive mapping tool for public use and Council review at later stages of the project.

The Project Team will begin with a detailed technical review of the certain components for inclusion in the new Zoning By-law, including but not limited to layout/structure/format, general provisions, holdings provisions, definitions, exceptions, etc. The consultants review of the zones will occur concurrently with the review of the structure. Because BOP, 2020 is subject to ongoing appeals, the reviews of each zone are anticipated to be completed to align with the phasing proposed by staff as part of the OLT appeal process, as follows:

- Phase 1: Rural
 - Phase 1A: Agriculture
 - Phase 1B: Natural Heritage
 - Phase 1C: Aggregates
- Phase 2: Implementation / Development Approvals Process
- Phase 3: Growth Framework / Urban Structure / Land Use
- Phase 4: Downtown Urban Centre & Urban Design
- Phase 5: MTSAs (out of scope for this project)
- Phase 6: Supporting Growth
 - Phase 6A: Parkland
 - Phase 6B: Public Services Facilities, Infrastructure & Utilities
- Phase 7: Housing
- Phase 8: Employment
- Phase 9: Site-Specific

Staff are aware that there are a number of appeals to the OLT that remain outstanding and are not to be heard until early in 2023 and some are not yet scheduled. Accordingly, there is a risk and as such there is a high probability of project delays, and the potential that those delays could result in the project being put on hold until the OLT appeals process is complete.

It should be noted that this project schedule and each phase has assumed that the Ontario Land Tribunal appeals process regarding the Burlington Official Plan, 2020 will be resolved by Q4 of 2024 and that a large number of policies will therefore be in effect. Staff will work closely to ensure early awareness of potential delays and work to mitigate impacts on the project timeline overall.

Phase 3: Build & Engage

The first draft of the new Zoning By-law will be written and presented to the public for review and comment by Q1 of 2024. The Project Team will gather feedback on the first draft from the public, the Technical Advisory Team, Steering Committee as well as targeted stakeholders prior to presentation to Council. The report prepared by the Project Team, in conjunction with the first draft, will provide an overview of the comments received and how those concerns were addressed and highlight some of the proposed high-level changes.

The second draft of the new Zoning By-law will be refined and presented to the public for review and comment in Q3 of 2024. The Project Team will gain feedback on the second draft from the public, the Technical Advisory Team, Steering Committee as well as targeted stakeholders prior to the draft document being presented to Council. The report prepared by the Project Team, in conjunction with the second draft, will again provide an overview of the comments received and how those concerns were addressed and highlight any high-level changes from the first draft. This meeting will be scheduled as the Statutory Public Meeting required under subsection 34 (12) (a) of the *Planning Act*.

Public engagement will lead during Phase 3 as two open houses are anticipated in addition to multiple meetings of the Steering Committee, Technical Advisory Team and targeted stakeholders' meetings to discuss various stages of the by-law as noted above. The purpose and intent of the open houses is to focus on educating and informing the public on the proposed changes of the by-law and how the changes were shaped.

The open houses will be held following the public releases of the first and second drafts and after a respectable review period has been observed.

Phase 4: Close Out & Appeals

Phase 4 of the project includes the preparation of the third and final draft of the new Zoning By-law. The final draft is targeted for Council's adoption in Q1 of 2025. This phase will also address strategies for the implementation of the new Zoning By-law and assisting with any appeals filed once the document has been adopted by Council.

To ensure that the objectives of the project are met, the proposed Terms of Reference acknowledges City's staff's best efforts to identify project components while allowing for Council and the successful consultant to identify any additional project components, deemed necessary.

Financial Matters:

Total Financial Impact

A total of \$538,000 of funding has been previously approved for this project as part of the 2021 Budget. This funding is to cover the costs of the dedicated staff resources as well as external consultant costs.

Source of Funding

2021 Budget.

Other Resource Impacts

As noted above, the New Zoning By-law Project will be guided in part by a Steering Committee made up of management within Community Planning, and a Technical Advisory Team with at least one staff member from the following departments:

Community Planning, Regulation and Mobility

- Building and Bylaw
- Transportation Services
- Community Planning

Environment, Infrastructure and Community Services

- Engineering Services
- Roads, Parks & Forestry

Corporate Strategic Support

- Finance
 - Corporate Communications & Engagement
 - Legal Services
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Climate Implications

The New Zoning By-law Project is intended to implement the policies of the new BOP, 2020, which broadly promotes “development measures and patterns to achieve a low carbon, energy secure and climate resilient community” (BOP, 2020 1-10). Aligning the Zoning By-law’s permitted uses and regulations with respect to height and density policies and directions of the new BOP, 2020 can streamline the development review and approvals process and accelerate the City’s evolution to a more efficient compact urban form with transit supportive densities that promote walking, cycling and other low carbon transportation modes.

Engagement Matters:

The New Zoning By-law Project is an Official Plan conformity exercise intended to implement the vision already established through the Council approved BOP, 2020. Public engagement will therefore focus on user experience and improvements to the zoning rather than re-examining the approved official plan vision. Staff have prepared a draft Engagement Plan and will finalize it at the outset of the project. Other consultations should target specific stakeholders and user groups including developers and technical professionals.

The Engagement Plan is a key deliverable to support the development of the new Zoning By-law. The Engagement Plan is a strategic public document that will be developed and led by City staff and informed by feedback from Council, the Steering Committee and the Technical Advisory Team and other targeted stakeholders. Additional resources may be required to deliver the Engagement Plan. The additional resources will be refined as the Engagement Plan is finalized.

The Engagement Plan will identify opportunities for all interested parties to engage throughout the entirety of the process.

Although the details of the Engagement Plan will emerge in Q4 of 2022, as noted above, staff have prepared a draft Engagement Plan attached as Appendix C.

Some elements of the Engagement Plan will:

- Provide relevant information about the project, decision-making process, and how the public can provide input and feedback; and clarify what can and cannot be influenced through the project;
- Provide multiple channels for people to provide meaningful input virtually at appropriate decision points;
- Create an ongoing record of what is said during engagement opportunities and make it available to the public throughout the process, so they can track the progress of the project, including reports back to the community that highlight how feedback was or was not incorporated into the final recommendations to Council;
- Establish a project page on getinvolvedburlington.ca as the main online platform for up-to-date information about the project and upcoming engagement opportunities;
- Use clear, plain language in the delivery of the Engagement Plan to inform the public about what can and cannot be influenced through the project. Staff have developed the draft Engagement Plan based on the draft decision statement and the preliminary objectives above and any revisions will be informed by feedback from Council, the project Steering Committee, and stakeholders.

Conclusion:

This project is one of the major projects the City is undertaking as part of its Strategic Plan and Community Planning workplan. The City's Zoning By-law controls the use of land and sets out the as-of-right development permissions for all landowners across the City and is one of its most powerful implementation tools. A new Zoning By-law will implement the objectives and policies of the new BOP, 2020, including for example its growth framework, with the goals of streamlining the development review and approvals

process, aligning land use permissions with council-approved and provincial policy, and accelerating Burlington's strategic evolution from a suburban to urban community. Should City Council endorse the attached proposed Terms of Reference it will provide a robust guide for the work to be undertaken by staff and the formal Request for Proposal process for the work to be undertaken by the successful proponent.

Respectfully submitted,

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Appendices:

- A. City of Burlington New Zoning By-law Project: Proposed Terms of Reference
- B. City of Burlington New Zoning By-law Project: Proposed Project Schedule
- C. City of Burlington New Zoning By-law: Draft Engagement Plan

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.