

# New Zoning By-law Project

## TERMS OF REFERENCE

### 1. Introduction

The City's current Zoning By-law was enacted and passed on June 21, 1999 and is over two decades old. A comprehensive review and update is required to bring it into conformity with the new Burlington Official Plan, 2020 (“BOP, 2020”). BOP, 2020 was adopted in 2018 and approved by Halton Region in 2020. Policy 12.1.5(2) of BOP, 2020 directs that a comprehensive review of the City’s Zoning Bylaw be undertaken. Under Section 26 (9) of the *Planning Act*, a zoning by-law must be brought into conformity with a new or updated official plan no later than three years after it comes into effect.

BOP, 2020 is currently under appeal to 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 the applicable appeals have been resolved.

Additionally, the comprehensive review provides an opportunity to consolidate the old by-laws, 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. Goals

Goals of the New Zoning By-law Project include:

- Delivering a new Zoning By-law that implements the objectives and policies of the new Burlington Official Plan, 2020;
- Delivering a new Zoning By-law that complies with *The Planning Act* and other applicable legislation, is consistent with the Provincial Policy Statement, conforms with the provincial plans and the Regional Official Plan, and includes clear and enforceable regulations;
- Delivering a new Zoning By-law that incorporates both modern and best planning practices for current and future development;
- Delivering a new Zoning By-law that is an accessible document;
- Delivering a consultative process;
- Delivering a new Zoning By-law that can be understood by citizens who engage with the planning process, including community groups, developers and professionals; and

- Encouraging investment and facilitate desirable growth by providing for a streamlined process for the development community.

### **3. Objectives**

- To contain zoning regulations that will permit assisted and special needs housing on all lands designated for residential neighbourhoods, subject to reasonable planning standards and design criteria;
- To undertake a review of the Zoning By-law to support the implementation of urban forestry objectives, including for example the integration of trees into parking lots and other impervious areas through the implementation of Landscape Areas in the Zoning By-law;
- To prohibit new construction and the expansion or replacement of existing non-conforming uses within hazardous lands and hazardous sites, except where specifically permitted by Conservation Halton;
- To undertake a review of the Zoning By-Law to support the implementation of community gardens, urban agriculture and farmers markets;
- To update regulations related to public right-of-way allowances;
- To identify pipeline rights-of-way;
- To implement the urban design objectives and policies of BOP, 2020 through zoning regulations as required and with regard to any relevant urban design guidelines;
- To establish a minimum floor area at grade for new individual retail and service commercial units;
- To establish a maximum floor area and a maximum floor area at grade per individual retail and service commercial unit on lands designated Uptown Core, Uptown Corridor, and Uptown Local Corridor areas, Neighbourhood and Local Centres, Urban Corridor and Urban Corridor-Employment lands;
- To establish floor area regulations for service commercial uses;
- To review the requirement to provide a minimum floor-to-floor height at grade for development along Urban Corridors;
- To establish a maximum height of development on lands designated Residential – Low Density and Residential – High Density;
- To identify Neighbourhood Character Areas;
- To include regulations for the location of home occupations and cottage industries, the conversion of existing detached dwellings to office uses, retail and service

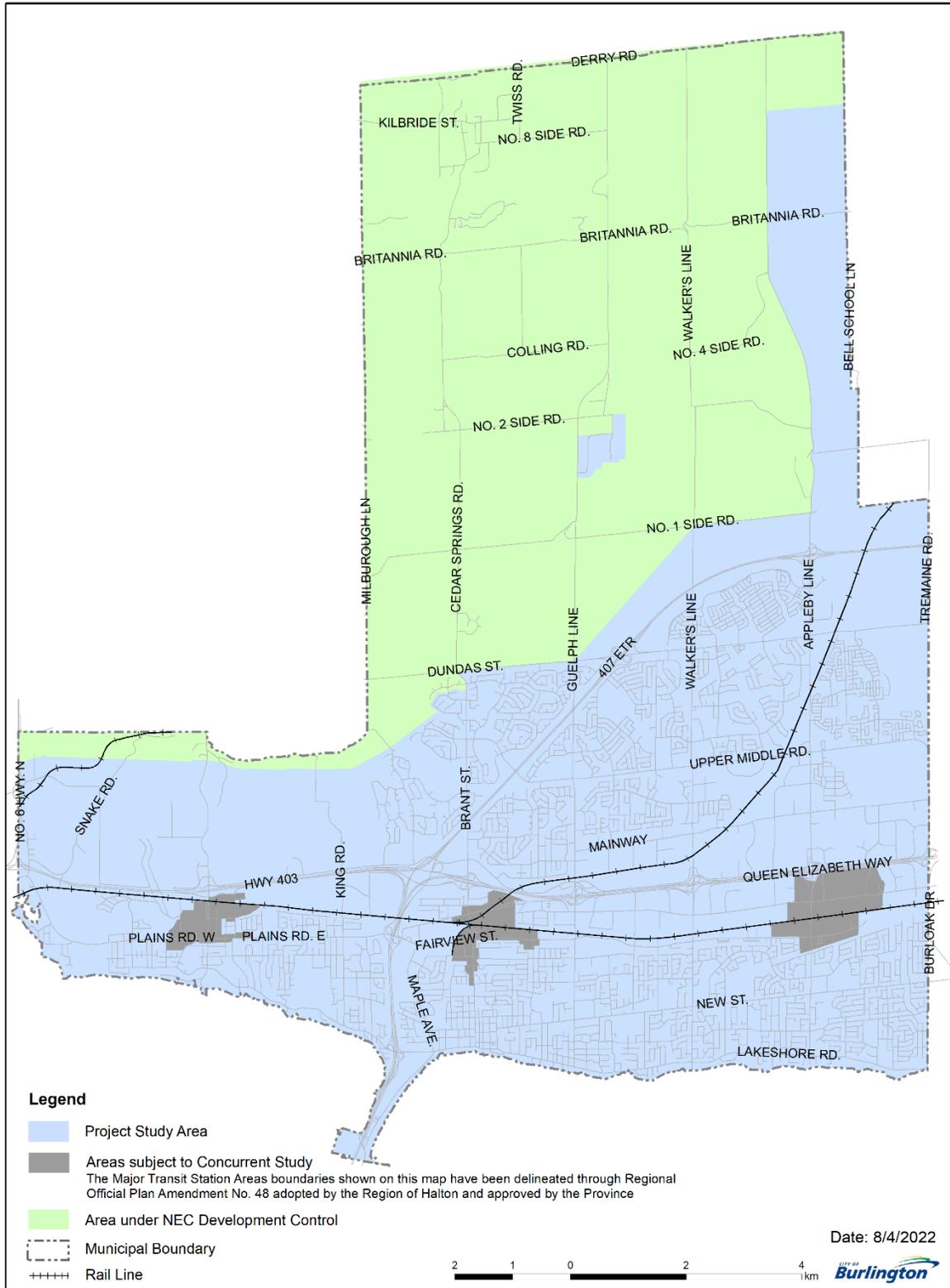
commercial, and day care centres on lands designated Residential Neighbourhood Areas;

- To establish floor area ratio and height permissions on lands designated Urban Centres, Mixed-Use Nodes and Intensification Corridors, Employment, and Residential Neighbourhood Areas throughout the City (excluding provincially designated Urban Growth Centres (UGC) and Major Transit Station Areas (MTSA) including the Downtown Burlington UGC / Burlington GO MTSA, Aldershot GO MTSA, and the Appleby GO MTSA);
- To update residential zones to permit additional residential units on properties containing a detached, semi-detached or row house pursuant to *The Planning Act*, and subject to appropriate performance standards;
- To include accessibility updates that utilize plain language and foster a positive user experience including updated illustrations and graphics to support interpretation;
- To update the standards and definitions to eliminate redundant / repetitive provisions, and create regulations that reflects modern land use planning and urban design practices;
- To update zone regulations to conform to land use permissions in BOP, 2020, and accurately reflect the intent of the land use designations and policies contained therein; Include detailed maps that define the location, size and shape of the land, the location and dimensions of areas occupied by buildings or structures, the yard, parking and loading areas, the access to the land and other similar siting arrangements;
- To identify situations where there are land uses that do not conform to BOP, 2020 the new Zoning By-law should be examined, and recommendations made to either permit either the existing uses or new uses that represent a shift or transition in use toward the use designated in the Plan; and
- To consider the use of form-based zoning to implement the objectives and policies of BOP, 2020, consistent with policy 12.1.5(2)(g).

#### **4. Study Area**

The project scope will include a review of By-law 2020, as amended, as it applies to all lands within the City of Burlington, with the exceptions of those lands that fall within the Rural Area – and subject to Niagara Escarpment Development Control – and those lands that fall within areas defined by the MTSA boundaries delineated through Regional Official Plan Amendment No. 48 – and subject to a concurrent study commonly referenced as the MTSA Area Specific Planning Project. Refer to Figure 1 below.

**Figure 1 – New Zoning By-law Project – A map of those areas in and out of the project scope.**



## **5. Purpose of Terms of Reference**

The purpose of the Terms of Reference is to outline the detailed scope of work related to the preparation of a new Zoning By-law for the City of Burlington through the comprehensive review and update of its existing by-laws to implement BOP, 2020. This Terms of Reference provides for a phased comprehensive review and update and the intent is to provide clarity with respect to the roles, responsibilities and expectations of the project team, the successful proponent and supporting committees/working groups required for this project.

## **6. Background**

The Official Plan project began in 2011, was adopted by the City of Burlington in 2018 and concluded in 2020 following a regional review and approval. OP 2020 reflects the City's goal of transforming from a suburban to urban community through an intensification-first approach to city building focused on key transit nodes and corridors and urban centres. Outside the built-up areas, OP 2020 intends to protect and strengthen the rural community and farm economy, and maintain, restore and enhance the natural heritage system.

The MTSAs are currently undergoing a separate review and are not part of the scope of this zoning conformity exercise.

The Official Plan encourages compact transit-supportive development and active transportation and expedite the City'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. Development which is desirable and supportive of these policies will be encouraged and facilitated through a streamlined site plan review and approval process as an outcome of the comprehensive review of the Zoning By-law. In addition to expanded height and density permissions, 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.

BOP, 2020 was adopted by Council on April 26, 2018 and approved by Halton Region on November 30, 2020 but is largely under appeal. Some portions, such as those regarding additional residential units and accessory residential units are in effect pursuant to sections 16(3) & 17(36.1) of the *Planning Act*. Later this year, the Ontario Land Tribunal will be asked to confirm which policies of the new Official Plan came into effect as of December 2020 as a result of certain policies not being under appeal. It is expected that there is a small number of policies that will be in effect.

## **7. Scope of Work**

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 MTSAs<sup>1</sup> 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.);

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<sup>1</sup> 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.

- 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;
- 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 MTSAs<sup>2</sup>, and the Niagara Escarpment Plan Area; or
- 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.

The New Zoning By-law Project will be guided by a multi-disciplinary team of city staff directing the work of the consulting team. The basic workplan should include the following phases and generally reflect the components listed in Appendix A:

1. Project Start Up
2. Research & Analyse
3. Build & Engage
4. Close Out & Appeals

### **7.1. Phase 1: Project Start Up (Q3 & Q4 2022)**

The first phase of the process will include staff bringing a report to Council that will outline the details of the project workplan and the public engagement process. Staff will present to Committee/Council and introduce the New Zoning By-law Project, including the proposed Terms of Reference, project schedule and draft Engagement Plan for endorsement. Project kick-off meetings will follow for the project team and the various advisory teams.

#### **City Staff Responsibilities:**

- Develop a Project Scope and Workplan (Terms of Reference);
- Prepare an initial report to Council;
- Present to Council for endorsement the proposed project Terms of Reference;

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<sup>2</sup> ibid

- Develop a draft Engagement Plan that will be presented to Council for endorsement together with the Terms of Reference;
- Prepare and issue a Request for Proposals (RFP) to contract a consultant to lead and carry out the work of Phases 2, 3, and 4 outlined in these Terms of Reference;
- Establish the Project Steering Committee, Technical Advisory Team and identify key stakeholders for initial data collect and discussions;
- Award contract to the successful consultant; and
- Prepare and launch of the project website and Get Involved project page.

## **7.2. Phase 2: Research & Analyse (Q1 & Q2 2023)**

Phase 2 of the New Zoning By-law Project will start with the Project Team's review of the structure of the current Zoning By-law. Gathering data from the Technical Advisory Team and key stakeholders regarding the current functionality of the By-law. This analysis will also include revising the terms, general provisions, and special exceptions to provide more up-to-date zoning practices and remove any redundancies.

During this phase the successful consultant team will join the project and begin work by conducting a review and analysis of all existing zone categories in comparison to the approved policies of the BOP, 2020. The analysis will progress as related appeals are resolved, and the outcomes of appeals are reviewed and folded into the work program.

### **City Staff Responsibilities:**

- Hold meetings for technical discussions on the structural review and analysis with the Technical Advisory Team and consulting team;
- Review and research best practices approaches for the new Zoning By-law structure including, but not limited to, a review and analysis of zoning trends, minor variance application trends, format, layout, structure, scope, accessibility, definitions, general provisions, special provisions, prohibitions, illustrations, mapping, and how the new by-law may be implemented to ensure a smooth transition from the current by-law to the new Zoning By-law;
- Gather data and feedback on what aspects of the By-law should be reviewed and researched further;
- Finalize the procurement process, hold a kick-off meeting with the successful consultant to introduce them to the project, project team, and relevant background;
- Assist with the review of the zoning by-law and conformity exercise;

- Review all work completed by the consultant while ensuring deadlines are being met;
- Schedule, facilitate and participate in the New Zoning By-law Steering Committee, Technical Advisory Team meetings, targeted stakeholder engagement, and any additional meetings that are deemed necessary;
- Monitor the Get Involved project page and respond to comments and questions, as necessary;
- Assist in the review and research of best approaches to zoning maps in collaboration with Geomatics staff;
- Prepare a summary memo of all discussions about zoning issues, and of the research and analysis conducted related to the tasks outlined above; and
- Prepare first project update report and presentation to Council based on the work of the Project Team and successful consultant.

**Consultant Tasks & Deliverables:**

- Review relevant studies, plans and reports (listed under Section 13. Reference Documents below)
- Review and provide an assessment of the existing Zone By-law(s) against provincial plans and policies, regional policies, and city policies and existing and emerging design guidelines;
- Identify where any regulatory gaps currently exist;
- Review and provide an assessment of the existing Zoning By-law(s) compared to the City's new Official Plan;
- Complete a conformity exercise and analysis of the Burlington Official Plan, 2020; and identify where and how aspects of the existing Zoning By-law conform and those areas of non-conformity. This will include recommendations for how the objectives listed in Section 3. above can be addressed;
- 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
    - 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
- Develop a methodology for and conduct an analysis of zoning trends;
- Lead and facilitate all public, agency, and stakeholder engagement events, including preparation and provision of materials to support these events, assist with reports to Council and meetings with the project Steering Committee and Technical Advisory Team, as needed; and
- Prepare a summary memo of all discussions about zoning issues, and of the research and analysis conducted related to the tasks outlined above.
- Prepare a draft discussion paper that includes all materials from the summary memos noted above and recommendations for the City's approaches to the new Zoning By-law as it relates to the tasks outlined above;
- Refine the draft discussion paper with input from the Project Team, Steering Committee, and Technical Advisory Team;
- Prepare a final discussion paper and presentation on the discussion paper and present it, together with the City's project manager, to Council.

### **7.3. Phase 3: Build & Engage (Q2 2023 to Q4 2024)**

Phase 3 will focus on building the draft new Zoning By-law document and receiving feedback. Once a large portion of the zoning review has been conducted, the first draft of the new Zoning By-law will be prepared and made available to the public for review and comment for a period of time. The draft by-law will be refined based on the comments provided by the public, stakeholders and staff and presented to Council. Along with the draft by-law, staff will provide a report that provides a synopsis of the comments and concerns received and how those were address as well as identify some of the proposed changes from the old by-law to the new.

Upon Council's receipt and review of the first draft, the By-law will be refined and updated, as required, to respond to all feedback received to date including that from the public, agency, stakeholder, and staff engagements. A second draft of the new Zoning By-law prepared by the consultant, and covering report prepared by staff, will be presented to Council for receipt and review. A summary report on engagement undertaken during this phase will also be prepared and to provided to Council. The Statutory Public Meeting will be conducted for the presentation of the second draft.

Draft zoning maps will be prepared and made available for public review during this phase.

**Consultant Tasks & Deliverables:**

- Prepare the first draft of the new Zoning By-law;
- Participate in Steering Committee, Technical Advisory Team, agency, and stakeholder meetings intended to seek feedback on the draft by-law prior to presentation to the public and Council;
- Prepare a presentation on the summary memo in Phase 2 and first draft and present it, together with the City's project manager, at public engagement events and to Council;
- Prepare consultation reports to summarize feedback received from all engagement events undertaken during this phase;
- Refine draft new zoning maps;
- Prepare the second draft of the new Zoning By-law;
- Participate in Steering Committee and Technical Advisory Team meetings intended to seek further feedback on the second draft by-law prior to presentation to the public and Council;
- Prepare a presentation on the second draft and present it, together with the City's project manager, at public engagement events and to Council;
- Lead and facilitate all public, agency, and stakeholder engagement events, including preparation and provision of materials to support these events, assist with reports to Council and meetings with the project Steering Committee and Technical Advisory Team, as needed; and,
- Attend, at minimum, two Committee/Council meetings and be prepared to assist City staff answer any questions.

**City Staff Responsibilities:**

- Review and comment on the first and second drafts of the new Zoning By-law;
- Assist with the drafting and refining of the By-law;
- Attend and participate in all project team, advisory team and stakeholder meetings and public engagement events;
- Monitor the Get Involved project page and respond to comments and questions, as necessary;
- Prepare staff reports and presentation to Council based on the first and second drafts of the new Zoning By-law and the work of the successful consultant; and
- Review and comment on the draft zoning maps and interactive mapping.

**7.4. Phase 4: Close Out & Appeals (Q4 2024 to Q2 2025)**

**Consultant Tasks & Deliverables:**

- Refine and update the draft new Zoning By-law based on all feedback received;
- Prepare a final draft of the new Zoning By-law together with a technical Official Plan Amendment, if required, to ensure that the By-law conforms to the Burlington Official Plan, 2020;
- A final by-law will be presented to Council for enactment;
- Attend, at minimum one Committee/Council meeting and assist City staff in presenting and answering any questions. Attendance at additional Committee/Council meetings may be required, as needed; and,
- The successful consultant should be prepared to defend the Zoning By-law including methodology before the Ontario Land Tribunal, or other Tribunals as necessary. Arrangements for such work would be under separate contract based on per diem rates.

**City Staff Responsibilities:**

- Prepare staff report and presentation to Council based on the final draft of the new Zoning By-law and the work of the successful consultant; and
- Prepare and finalize support documents related to project close out and implementation; and
- Staff shall be prepared to process and assist if the new Zoning By-law is appealed to the Ontario Land Tribunal.

## **8. Project Management**

The Study is to be undertaken by a consulting group or team of consultants, with the assistance of city staff and in consultation with the public.

### **8.1. Staff Team**

The Coordinator of Special Projects & Urban Design will oversee the project while the Senior Planner – Design will act as the project manager and will be the primary city contact responsible for delivery of the New Zoning By-law Project. The Project Manager will monitor the project schedule and budget in cooperation with the lead consultant or project manager from the consulting team and ensure the study unfolds according to the project Terms of Reference.

#### **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. This team will undertake all preliminary technical review, analysis, and writing of the by-law text and mapping. They will facilitate all meetings, presentations and public consultation, and be the principal authors of communications materials. The Project Manager will be responsible for providing overall advice and direction to the consulting team, including overseeing the preparation of reports to Council at key milestones. Other staff members may be included throughout the project as needed.

#### **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, analysis, and guidance on planning, zoning or other related issues as required. The Technical Advisory Team will include 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)

Legal support will also be provided throughout the drafting of the new Zoning By-law, and a thorough legal review will occur once the final draft is complete. This review will help identify any risks associated with the new Zoning By-law as well as ensure that the By-law meets the requirements as set out in various applicable legislation.

## **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.

## **9. Consulting Expertise Required**

The successful consulting team will include members with the following key competencies and qualifications:

- Land Use Planning expertise (MCIP, RPP)
  - Experience writing Zoning By-laws is a requirement

- Engagement Specialist (IAP2 Public Participation Professional Certification)

The consultant project manager will be an experienced individual who has successfully delivered zoning by-laws for other Ontario municipalities. Specific qualification and experience that must be demonstrated include:

- Professional Planner (MCIP, RPP);
- A minimum of 10 years relevant experience;
- Two (2) relevant projects within the last five (5) years including details on project description, role, areas of expertise and successful outcome; and
- Characterize the Project Manager's qualifications and skills including depth of specialties, effective communication, consensus building and team management.

## **10. Project Expectations**

The successful consultant will begin work as outlined in this Terms of Reference immediately after award of contract.

Due to the number of appeals regarding the BOP, 2020 before the OLT that remain outstanding, and are not to be heard until early in 2023 and some are not yet scheduled there is a possibility of project delays, and the potential that those delays could result in the project being put on hold until the OLT appeals are resolved or the appeals process is complete. Should this occur the successful consultant will pause work immediately upon the request of the project manager and the contract may be terminated to reflect work completed to date.

## **11. Engagement**

The Zoning By-law comprehensive review and update is an official plan conformity exercise intended to implement the vision already established in the BOP, 2020. The engagement plan highlights the points in the process where engagement will take place, who will be engaged and level of engagement to be undertaken. The draft Engagement Plan includes a decision statement, a summary of targeted stakeholders as well as engagement objectives. It also outlines the engagement milestones for each project stage, policies and factors that cannot be influenced and proposed forms of engagement and communication with the public. This means that public engagement should focus on user experience and improvements to the zoning and not re-examine the new official plan vision. Staff will finalize a community engagement plan at the outset of the project with a series of focused public consultation events aimed at eliciting this type of feedback. Other consultations and meetings will involved target stakeholders within the community.

Below is a summary of potential meetings with key stakeholders. All proponents are required to confirm the proposed number of meetings within their proposal submission.

<b>Stakeholder Group</b>	<b>Potential Number of Meetings</b>
Project Team (Coordinator, Senior Planner, Planner and Consultant)	12-15
Technical Advisory Team	6
Steering Committee	1-2
Targeted Stakeholders	6-8
Open Houses	2
Statutory Public Meeting	1
Community Planning Regulation and Mobility Meetings	4
City Council Meetings	1

## **12. Study Timing**

The Project Team intends to begin the comprehensive zoning by-law review in late 2022. The exercise is expected to take at minimum 24 months based on the scope and complexity of the project. Moreover, 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 high probability of project delays and the potential that it 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 Q1 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.

## **13. Budget**

For the purposes of planning and developing the work program, the proponent should be aware that the established budget for the technical work of the New Zoning By-law Project is approximately \$400,000. This amount is intended to cover all consultant resources and disbursements before taxes. The proponent is encouraged to target estimate effort to be within range of this budget.

## 14. Reference Documents

### 14.1. City Documents

Document	Reference Link	Date
Burlington's Plan: From Vision to Focus	<a href="https://www.burlington.ca/en/council-and-city-administration/2018-2022-burlingtons-plan-from-vision-to-focus.aspx">https://www.burlington.ca/en/council-and-city-administration/2018-2022-burlingtons-plan-from-vision-to-focus.aspx</a>	2019
Approved New Official Plan	<a href="https://www.burlington.ca/en/planning-and-development/resources/Official-Plan/Burlington-Official-Plan-2020-Full.pdf">https://www.burlington.ca/en/planning-and-development/resources/Official-Plan/Burlington-Official-Plan-2020-Full.pdf</a>	2020
Zoning By-law 2020	<a href="https://www.burlington.ca/en/planning-and-development/zoning.aspx">https://www.burlington.ca/en/planning-and-development/zoning.aspx</a>	1999
Major Transit Station Area – Area Specific Planning	<a href="https://www.burlington.ca/en/planning-and-development/official-plan.aspx?_mid_=668#Major-Transit-Station-Areas">https://www.burlington.ca/en/planning-and-development/official-plan.aspx?_mid_=668#Major-Transit-Station-Areas</a>	2018

### 14.2. Regional Documents

Document	Reference Link	Date
Regional Official Plan	<a href="https://www.halton.ca/The-Region/Regional-Planning/Regional-Official-Plan-(ROP)-(1)#">https://www.halton.ca/The-Region/Regional-Planning/Regional-Official-Plan-(ROP)-(1)#</a>	2021

### 14.3. Provincial Documents

Document	Reference Link	Date
Planning Act	<a href="https://www.ontario.ca/laws/statute/90p13">https://www.ontario.ca/laws/statute/90p13</a>	2022
Provincial Policy Statement, 2020	<a href="https://www.ontario.ca/page/provincial-policy-statement-2020">https://www.ontario.ca/page/provincial-policy-statement-2020</a>	2020
A Place to Grow: Growth plan for the Greater Golden Horseshoe	<a href="https://www.ontario.ca/document/place-grow-growth-plan-greater-golden-horseshoe">https://www.ontario.ca/document/place-grow-growth-plan-greater-golden-horseshoe</a>	2020
The Greenbelt Plan	<a href="https://www.ontario.ca/document/greenbelt-plan-2017/greenbelt-plan">https://www.ontario.ca/document/greenbelt-plan-2017/greenbelt-plan</a>	2017

**14.4. Other Documents**

<b>Document</b>	<b>Reference Link</b>	<b>Date</b>
Niagara Escarpment Plan	<a href="https://escarpment.org/land-use-planning/niagara-escarpment-plan/">https://escarpment.org/land-use-planning/niagara-escarpment-plan/</a>	2017

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## APPENDIX “A”

### Key Tasks

Task #	Task
1	<p><b>Initial Introductions to the Project:</b></p> <p>Present report to Council for information and obtain endorsement for project schedule and Terms of Reference.</p>
2	<p><b>Engagement Details:</b></p> <p>Complete the details of the Engagement Plan for the New Zoning By-law Project.</p>
3	<p><b>Procurement:</b></p> <p>Staff to begin the process of engaging a consultant to carry out the work as outlined in the project Terms of Reference.</p>
4	<p><b>Project Launch:</b></p> <p>The New Zoning By-law Project is set to launch publicly in Q1 of 2023. The project will introduce and provide an overview of the objectives and purpose of the project and will allow the public and stakeholders to begin to provide feedback.</p>
5	<p><b>Research and Analysis of Zoning By-law Structure and Format:</b></p> <p>The Project Team will research best practice approaches for the new Zoning By-law structure including a review and analysis of zoning trends, minor variance application trends, format, layout, structure, scope, accessibility, definitions, general provisions, special provisions, prohibitions, illustrations, mapping, and how the new by-law may be implemented to ensure a smooth transition from the current by-law to the new Zoning By-law. The intent is development and establish an overall structure and format for the new Zoning By-law that reflects modern zoning practices and implements the objectives and policies of BOP, 2020.</p>
6	<p><b>Research and Analysis of Zones:</b></p> <p>The consultant will conduct a comprehensive review of each zone category of the existing Zoning By-law compared to the new Official Plan for conformity. The review will begin with zones that are most likely to be the least affected by the active appeals of BOP, 2020 before the OLT. This review is set to take 11 months and will involve targeted stakeholder engagement and multiple meetings with the project Steering Committee and Technical Advisory Team.</p>

7	<p><b>Drafting of By-laws:</b></p> <p>The consultant along with the Project Team will draft the new Zoning By-law and request comments from the Steering Committee, Technical Advisory Team, agencies, stakeholders, the public and Council. Based on all feedback, the team will revise the document appropriately to produce the final product.</p>
8	<p><b>Public Consultation:</b></p> <p>Undertake public consultation</p> <ul style="list-style-type: none"> <li>• Complete two (2) Open Houses focused on providing information to the public regarding any proposed changes to any of the zones and educating the public on the purpose of the review and the Zoning By-law in general. The consultant team will gather feedback from key stakeholders and the public (in partnership with City of Burlington project team and support staff).</li> </ul> <p>City of Burlington staff will lead the following consultation measures:</p> <ul style="list-style-type: none"> <li>• Provide public education and opportunity for feedback on the project through online commenting;</li> <li>• The team be available for any questions / comments from the public;</li> <li>• Provide notice of the exercise to business associations, residents and other stakeholders; and</li> <li>• Create a project website.</li> </ul>
9	<p><b>Final Approval:</b></p> <p>Present to Community Planning, Regulation and Mobility Committee and City Council for enactment a final draft of the new Zoning By-law (and technical OPA, if required).</p>
10	<p><b>Appeals:</b></p> <p>The Project Team will process and manage any appeals that are submitted once the final document has been supported by Council. The consultant will be responsible for providing expert testimony required at the Ontario Land Tribunal or other tribunals, if appeals are received related to all project deliverables.</p>