

Township of Uxbridge Zoning By-law Review

Purpose and Approach

The Township has initiated a review of its Zoning By-law (By-law 81-19). The By-law has functioned effectively over the years; however, it does not reflect the current policy framework of the Province, Region and Township. Certain components (e.g. permitted uses and regulations) of the current By-law should also be revised to better serve the needs of the community. The approach to updating the By-law involves a two stage process:

- Stage 1 - Updating the existing Zoning By-law to:
 - clarify and refine the general regulations, definitions and certain zones applicable to the whole Township; and,
 - revise/replace specific zones and related regulations applicable for the Uxbridge Urban Area; and,
- Stage 2 - Preparation of a Development Permit By-law for the rural areas which includes the Oak Ridges Moraine Conservation Plan and Greenbelt Plan Areas.

Schedule

Stage 1 of the Review was initiated in 2011 and will be completed in 2012. It is anticipated that Stage 2 of the Review will commence, and be completed, in 2013.

The Study Area

The Study is applicable to the Township as a whole.

Study Process Summary

The Study Process is summarized in the following flow chart:
Flow Chart Attached in additional link on front page.

Study Process Details

The detailed study process is as follows:

PHASE 1: BACKGROUND RESEARCH & BY-LAW REVIEW

Task 1.1 Project Initiation

The Study will commence with a “kick off” meeting with Council. It will be designed to review the Work Program and receive input on background information and other issues. A presentation will orient those attending to the process. A facilitated discussion related to relevant background information and key issues will follow.

Schedule: August 2011

Task 1.2 Background Analysis

Task 1.2 will involve the initial in - depth analysis of the existing By-law working with the consolidated by-law which will be prepared to the end of July 2011. As a basis for this review, Township Planning and Building staff will provide detailed comments on issues and matters they wish to be considered as part of the By-law update. Following this review session, a Background Report will be prepared summarizing the identified issues and potential directions for their resolution. The report will be reviewed by Township Planning and Building staff and then finalized.

Schedule: August 2011 – January 2012

Task 1.3 Background Report Review

The Background Report will be presented to the Council for their information before being released for public review. A meeting will be held in the afternoon prior to the public workshop with agencies to review the Background Report.

An evening public workshop will then be held. A brief presentation outlining the results of the background analysis will help the public to understand the purpose of the Zoning By-law as it pertains to the Urban Area, and the key issues which have been identified. A break-out session will follow to allow the participants to review and comment on the issues. In addition to the break-out tables, comment sheets will be provided to allow for individuals to submit their own general comments. Two weeks will be given for submission of comments after the workshop.

- Project Information Access: Following the Workshop, the Consultant Team will prepare a brief summary of the workshop findings which can be posted on the Township’s website, together with a comment sheet to allow those who cannot attend an opportunity to provide comments.

Schedule: February - March 2012

PHASE 2: PREPARATION OF DRAFT ZONING BY-LAW

Task 2.1 Summary Report/Draft Zoning By-law

A review of all the public and agency comments will be undertaken and the key findings summarized. Based on the results of Stage 1 and the analysis of public input, an initial draft of the By-law amendment will be prepared. This will include incorporating all existing site specific, stand alone by-laws into the By-law. In addition, a consolidated version of the By-law will also be prepared, with the proposed amendments highlighted, so that the context of the amendments can be understood. Any graphics or other explanatory material will also be prepared.

The draft by-law will be reviewed with Township Planning and Building staff. Following staff's review, the draft by-law will be revised. A report will also be prepared summarizing the key proposed changes to the By-law and the rationale.

Schedule: April - August 2012

Task 2.2 Draft By-law/Summary Report Review

The draft By-law, explanatory materials and Summary Report will be presented to Council before being released for public review.

A meeting will be held in the afternoon prior to the public workshop with agencies to review the draft By-law, explanatory materials and Summary Report.

An evening public workshop will then be held. A brief presentation summarizing the key proposed amendments will be made. A break-out session will follow to allow the participants to review and comment on the changes. In addition, to the break-out tables, comment sheets will be provided to allow for general comments to be provided.

- Project Information Access: Following the Workshop, the Consultant Team will prepare a brief summary of the workshop findings which can be posted on the Township's website, together with a comment sheet to allow those who cannot attend an opportunity to provide comments.

Schedule: September 2012

PHASE 3: BY-LAW REFINEMENT AND FINAL ENACTMENT

Task 3.1 By-law Refinement

The input received through the review in Stage 2, will be summarized and analyzed. Each issue will be identified in a table together with a proposed response. In addition, a tracked changes version of the draft By-law will be prepared. These documents will be circulated to Planning and Building staff for review, together with related map changes.

Schedule: October 2012

Task 3.2 Public Review

The draft By-law will be presented to the Council before being released for formal public review.

A statutory public open house is required, as well as a statutory public meeting (Section 34(12) of the Planning Act). The open house must be held at least seven days before the public meeting. The formal notice will be circulated for both meetings by the Township in accordance with the Township's normal procedures. This should include the mailing of notices to the Township's stakeholders list.

Following the public sessions, the public will be given time to submit comments.

Schedule: November 2012

Task 3.3 By-law Finalization

The public comments will be reviewed and a formal report prepared in response, together with a revised By-law and By-law Consolidation. The report and By-law will be reviewed in a meeting with Township Planning and Building staff. The report and By-law will then be presented to Council for formal adoption.

Schedule: December 2012-January 2013

Contact Information

For more information, please contact:

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