

COMPREHENSIVE ZONING BY-LAW UPDATE  
WORKPLAN

DATE, 2021

Prepared By: County of Renfrew  
Planning Division  
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## BACKGROUND

The County of Renfrew recently updated the Official Plan (Official Plan Amendment 25, and subsequent Official Plan Amendment 31). In accordance with Section 26(9) of the Planning Act, the municipality is required to update its Comprehensive Zoning By-law within 3-years to ensure it conforms with the revised Official Plan. The County of Renfrew is able to provide this service to local municipalities who are undertaking this process as required under the Planning Act for the update. When undertaking a comprehensive zoning update, the County offers local municipalities a 60/40 split on costs. 60% of the cost would be covered by the County with the local municipality being responsible for 40%.

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## COUNTY OF RENFREW PROPOSAL

The County Official Plan is applicable to 12 of the local municipalities within the County and therefore many municipalities will be undertaking a zoning review at the same time. To efficiently process many concurrent projects, we propose to create a template zoning by-law as a base document. This base document would then be tailored to take into consideration unique local circumstances. This approach would not only save the municipality /County time, it would reduce the costs of these projects, and most importantly provide consistent zoning provisions across large areas of the County which is beneficial to developers and property owners.

The proposal also includes updated, digitized mapping of zoning schedules. Where funds are expected to be saved by having a template zoning text, the mapping is expected to have an increased cost. The digitized mapping will be able to be integrated into web-based mapping, allowing property owners and developers to “click” on their property to find the zoning of their property. This is expected to result in long-term savings for the County and local municipalities as it relates to zoning/planning inquiries.

Also included in the County proposal is long-term maintenance of the Zoning By-law text and map schedules. As the municipality updates or passes amendments to the zoning by-law, the County will keep a consolidated version of the text and mapping up to date.

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## PHASES

The following phases are proposed for this project.

### **Phase 1** - Initial Consultation – October/November 2021

Meet with municipal staff to develop a preliminary list of zoning matters to be addressed as a result of the Five Year Review of the Official Plan and to review the list of unique or specific Zoning By-law provisions.

### **Phase 2** - Preparation of the Draft Zoning By-law Amendment – October 2021 – May 2022

County Planning staff will begin to work on the template zoning by-law which is anticipated could be ready by November. The municipal specific provisions would be incorporated into the zoning by-laws and it is anticipated the text portion of the zoning by-law could be initially presented to the municipality around February.

The mapping component of the zoning schedules would be available around April, when a presentation of the complete draft document could be made to the municipality.

Staff would produce a working draft of the Zoning By-law Amendment for presentation to staff and Council in a special meeting of Council and would make any revision, as required.

Staff would then prepare a final draft of the updated Zoning By-law for presentation to the public and circulation to agencies.

### **Phase 3** - Public Review and Agency Circulation – May to July 2022

County staff would prepare notices of open house and public meeting and circulate the zoning by-law in accordance with the requirements of the Planning Act.

The notice and draft Zoning By-law Amendment to be posted on the Town’s website and circulation is required in the local paper. The municipality may wish to consider including a notice in tax bills or other circulation to property owners.

The Planning Act requires a minimum of one open house and at least one public meeting to seek public input and comments on the draft Zoning By-law Amendment.

The County would review and tabulate all public and agency comments and make recommendations to the municipality.

County staff would modify the draft Zoning By-law Amendment, as required, in consultation with the municipality.

**Phase 4** - Approval and Circulation – August - September 2022

County Staff would prepare a final version of the Zoning By-law Amendment for Council's adoption.

Pending adoption, we would prepare a Notice of Passing and explanatory note. The notice of passing and adopted Zoning By-law Amendment to be posted on the Town's website a local newspaper, and to any ratepayers who requested notice.

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## COSTING

Please note that these prices already reflect the calculated Renfrew County/municipal 60/40% split

Template Zoning Text (same rate to each participating municipality) - \$4,000

Municipality specific anticipated costs\* for the zoning text including consolidation of future amendments: (variation is attributed to factors such as the size of the municipality and complexity of zoning issues)

Admaston/Bromley - \$7,000

Bonnechere Valley - \$13,000

Brudenell Lyndoch Raglan - \$8,000

Greater Madawaska - \$9,000

Head Clara Maria – \$3,000

Horton - \$7,000

Killaloe Hagarty Richards - \$8,000

North Algona Wilberforce - \$9,000

Laurentian Hills - \$7,000

Madawaska Valley - \$9,000

McNab/Braeside - \$8,000

Whitewater Region - \$13,000

Municipality specific anticipated costs for mapping, including consolidation of map schedules and inclusion on future County based web-mapping: (variation is attributed to factors such as the size of the municipality and complexity of zoning issues)

Admaston/Bromley - \$4,000

Bonnechere Valley - \$6,000

Brudenell Lyndoch Raglan - \$6,000

Greater Madawaska - \$6,000

Head Clara Maria – \$1000

Horton - \$4,000

Killaloe Hagarty Richards - \$4,000

North Algona Wilberforce - \$5,000

Laurentian Hills - \$4,000

Madawaska Valley - \$6,000

McNab/Braeside - \$4,000

Whitewater Region - \$6,000

### **Totals**

**Admaston/Bromley - \$15,000**

**Bonnechere Valley - \$23,000**

**Brudenell Lyndoch Raglan - \$18,000**

**Greater Madawaska - \$19,000**

**Head Clara Maria – \$8,000**

**Horton - \$15,000**

**Killaloe Hagarty Richards - \$16,000**

**North Algona Wilberforce - \$18,000**

**Laurentian Hills - \$19,000**

**Madawaska Valley - \$19,000**

**McNab/Braeside - \$16,000**

**Whitewater Region - \$23,000**

The estimates include costs related to:

- Travel to attend meetings with local municipal staff and Council as needed (and as covid restrictions allow).
- County staff attendance at the statutory Open House and Public Meeting
- Expenses/Materials
- Long-term consolidation of the zoning by-law as amendments are approved and inclusion of the zoning maps into web-based mapping

In accordance with the Corporation of the County of Renfrew User Fees and Charges hourly wages are as follows:

- Manager of Planning - \$100 / h
- County Planners - \$75 / h
- GIS specialist - \$75 /h
- Clerical - \$55 /h

\* This price reflects the meeting the minimum standards of the Planning Act, holding one public open house and one public meeting. Projects that result in significant consultation may result in an increased fee. Costs related to an appeal of the zoning by-law are not included.

## DELIVERABLES

Upon completion of the project, the municipality will be provided with 3 hard copies of the Zoning By-law and map schedules and an accessible version of the Zoning By-law text, and .pdf version of map schedules.

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## FINAL NOTES

Under the Planning Act municipalities have 3 years to update the zoning by-law. Due to the number of potential projects and staffing levels at the County of Renfrew, we are not anticipating to be able to undertake more than 3 by-law updates at a time. In addition, we are aware that 2022 is an election year and this may impact timing of the phases and potential delay. If your municipality would like the County to undertake a zoning review, or is interested in more information or details, please contact Bruce Howarth at the County of Renfrew and also indicate a preference for timing of the update. The project cost estimate contained in this work plan will be valid for the 3-years

### Contact Information:

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