



Project Steering Committee Mandate and Terms of Reference

The Project Steering Committee shall report directly to Planning Committee and shall be responsible for the following:

- 1) Provide advice, assistance and guidance to the Township's selected consultant and sub-consultant and Township staff in completing the project in accordance with the approved Proposal for Consulting Services, including timing and budget;
- 2) Review and provide input on matters such as, zoning issues identification, community and stakeholder engagement, and the various drafts of the proposed Comprehensive Zoning By-law;
- 3) Ensure necessary zoning issues are addressed by the consultants;
- 4) Provide appropriate recommendations to Planning Committee on the appropriateness of all documents for public consultation purposes and recommend to Planning Committee the final version of a Comprehensive Zoning By-law suitable for approval by the Township of Muskoka Lakes Council.

As such, the Project Steering Committee members are to be advocates for good planning and should have a reasonable understanding of land use planning related matters at the local, District, and Provincial level.

Please note that Planning Committee and Council shall be responsible for detailed evaluation and approval of the Comprehensive Zoning By-law Update.

Project Steering Committee Composition

Composition: 8 members (5 citizen, 3 Council)

Term: To coincide with the term of the project. The project is expected to take approximately 21 months (February 2026) and will terminate with Council approval of the new Township of Muskoka Lakes Comprehensive Zoning By-law

Meetings: As described in the Proposal for consulting services, approximately 5-6, with additional meetings to be called by the Chair as required

Council Members: To be recommended by Mayor Kelley

Citizen Members: To be recommended in a confidential memo to Council

The Director of Development Services and Environmental Sustainability and Manager of Planning for the Township, a District staff representative, and other municipal staff as required, will attend in an advisory capacity.

End Date

The anticipated end date for the Project Steering Committee is approximately December 2025. Per the Township's Procedural By-law, this end date may be extended by Council.

Terms of Reference: Comprehensive Zoning By-law Update

OBJECTIVE

To update the Township's Comprehensive Zoning By-law, as is required under the Planning Act, following the approval of an updated Official Plan. The updated Comprehensive Zoning By-law will be written to implement and conform with the Township's approved (updated) Official Plan.

GENERAL APPROACH

The project is proposed to be divided into five components.

Phase I: Project Initiation, which will include a project kick-off meeting, completion of a detailed Work Plan, and completion of a Community and Stakeholder Engagement Strategy utilizing contemporary engagement methods.

Phase II: Technical Review and Issues Identification, which will include the completion of a synthesis Background Review and Directions Report outlining concepts and highlighting important considerations identified through research, best practices, and detailing options and recommended directions.

Phase III: Community and Stakeholder Engagement, completed in accordance with approved Engagement Strategy, and completion of a synthesis Community and Stakeholder Engagement Report detailing findings, options, and recommended directions.

Phase IV: Draft Comprehensive Zoning By-law Preparation, including the provision of any necessary input to the District Municipality of Muskoka with respect to the preparation of Draft Zoning Schedules (mapping), and facilitation of further community and stakeholder engagement/Public Meeting(s) as necessary.

Phase V: Approval, including the completion of a Final Comprehensive Zoning By-law, Final Zoning Schedules (mapping), and Education and Implementation Material as necessary.

SCOPE OF WORK

Project Initiation

- Project kick off meeting to introduce the Consultant Team and the Project Steering Committee.
- Discuss, with Township staff, a detailed Work Plan to set up an informed and

transparent process based on key deliverables identified to complete the project within the allocated timeframe.

- Develop a strategy to maximize input from community and stakeholder resources and identify opportunities for meaningful public engagement based on contemporary methods.
- Prepare and finalize a Work Plan and Community and Stakeholder Engagement Strategy based on feedback by the Project Steering Committee and present to Planning Committee.

Deliverables: Final Work Plan and Community and Stakeholder Engagement Strategy

Technical Review and Issues Identification

- Review the Official Plan of the District Municipality of Muskoka, the Township's approved (updated) Official Plan, and the February 2023 Consolidation of the Township's Comprehensive Zoning By-law (By-law 2014-14, as amended).
- Review site-specific zoning by-law amendments and minor variances approved since the passing of By-law 2014-14, as amended.
- Utilize staff experience to the best advantage and develop an issues list including 'housekeeping' considerations.
- Conduct background research, which includes a review of best practices and planning tools and consistency with current legislation and policies, including, but not limited to: residential standards, industrial, commercial and institutional standards, parking standards, accessory buildings and uses, and Accessibility for Ontarians with Disabilities Act (AODA) requirements.
- Prepare and submit a Draft Background Review and Directions Report for the Project Steering Committee's review. This synthesis report should focus on outlining concepts, highlighting important considerations identified through research, identifying best practices and available planning tools, and detailing options and directions.
- Finalize a Background Review and Directions Report based on feedback by the Project Steering Committee, present and seek approval from Planning Committee to initiate the Community and Stakeholder Engagement Strategy (referenced below).

Deliverables: Final Background Review and Directions Report, Presentations to Steering Committee and Planning Committee

Community and Stakeholder Engagement

- Engage with the community and stakeholders as per the Engagement Strategy to ensure the public and stakeholders have an opportunity to learn about and provide input into the review.
- Create materials to support public engagement and presentations (e.g. PowerPoint presentations, social media, newsletters, posters, display materials, comment forms, explanatory documents).
- Where necessary solicit community and stakeholder input on a range of options to be considered through the development of an updated Comprehensive Zoning By-law.
- Collect and analyze community and stakeholder input.
- Prepare a Community and Stakeholder Engagement Report detailing findings and any related technical considerations and present it to Steering Committee and Planning Committee.

Deliverables: Community and Stakeholder Engagement Report, Presentations to Steering Committee and Planning Committee.

Draft Comprehensive Zoning By-law Preparation

- Prepare a Draft Comprehensive Zoning By-law containing general and zone specific standards within identified land use designations (e.g. Waterfront, Urban Centre, Community, and Rural Areas).
- Provide for traceability by detailing and explaining various changes to the February 2023 Consolidation of the Township's Comprehensive Zoning By-law (2014-14, as amended), through for example, the use of a master document and concordance tables.
- Provide any necessary input to and coordinate with the District Municipality of Muskoka with respect to the preparation of Draft Zoning Schedules (mapping).
- Prepare presentations and attend meetings of Steering Committee and Planning Committee to present the Draft Comprehensive Zoning By-law.
- Facilitate and present at Public Meeting(s) to review the Draft Comprehensive Zoning By-law.

Deliverables: Draft Comprehensive Zoning By-law, Traceability Documents, Attend and Present at meetings of Steering Committee, Planning Committee and Public Meeting(s).

Approval

- Where necessary, recommend options for resolving concerns emerging from review of the Draft Comprehensive Zoning By-law by the public and Planning Committee.
- Prepare a Final Comprehensive Zoning By-law.
- Review Final Zoning Schedules prepared by the District Municipality of Muskoka.
- Present the Final Comprehensive Zoning By-law to Council and attend any necessary Public Meeting(s).
- Prepare Education and Implementation Material as necessary.
- Attend any Ontario Land Tribunal Hearings to resolve any appeals received to the approval of the Final Comprehensive Zoning By-law.

Deliverables: Final Comprehensive Zoning By-law, Finalize Zoning Schedules with the District Municipality of Muskoka, Education and Implementation Material including any graphics, guides, etc. and attendance at Tribunal Hearings.

GOVERNANCE

The Project Lead will be the Township's Manager of Planning who will work closely with other staff on their areas of expertise. A Project Steering Committee will provide initial feedback and guidance and will report to Planning Committee. It is intended to delegate Planning Committee authority for all decisions save for final approval. The Consultant Team will provide updates to Planning Committee at the end of each major project component and when determined necessary by the Project Lead. The ultimate authority for the update will be Township Council.

AVAILABLE INFORMATION

The following documents will be made available to the successful consultant upon award of the assignment:

- District Municipality of Muskoka Official Plan
- Approved (updated) Official Plan of the Township of Muskoka Lakes
- Comprehensive Zoning By-law of the Township of Muskoka Lakes
- Community Improvement Plan
- Any existing studies or Master Plans as requested.

PROJECT SCHEDULE

The intended approximate schedule for the project is expected to be as follows:

- Issue of Request for Proposals: First Quarter, 2024

- Receipt of Proposals: First Quarter, 2024
- Award of Consulting Assignment: Second Quarter, 2024
- Completion of Phase I: Second Quarter, 2024
- Completion of Phase II: Fourth Quarter, 2024
- Completion of Phase III: First Quarter, 2025
- Completion of Phase IV: Third Quarter, 2025
- Completion of Phase V: Fourth Quarter, 2025

It is expected that the update will take approximately 20-24 months and should be completed by the end of 2025. The actual schedule for the update will be set in consultation with the successful consultant based on the information included in their proposal.