



# District of Squamish Zoning Bylaw Update Consultation Strategy

## Introduction:

The zoning bylaw update is one of the District's highest priorities in 2010 and is anticipated to take place over approximately 10 months. The study process will utilize the services of two urban planning consultancies working in parallel and permitting each to focus on their respective scope of work. Halcrow, as the Technical Review consultant, will be focused on the technical aspects and review of the bylaw. Brook + Associates will implement the Consultation Strategy, unless noted otherwise, to ensure stakeholders provide feedback on the bylaw's functionality and the technical review completed by Halcrow. This collaboration is intended to ensure that the results of the consultation will accurately reflect the scope and content of the technical component and be integrated into the updated bylaw accordingly.

The zoning bylaw update comprises a significant amount of technical review and the Consultation Strategy proposed reflects the highly technical nature of the study. The Strategy provides a clear framework that will ensure feedback from staff, Council and key user groups is integrated into the technical review. This approach will help ensure that the updated zoning bylaw is easily and unilaterally interpreted by its users, is better understood by Council and the development community, and its use and implementation will be significantly improved.

## Objective:

To meaningfully involve stakeholders in the zoning bylaw study process for the District of Squamish by:

- o addressing key issues of the zoning bylaw by soliciting feedback from staff, Council and key user groups;
- o using a variety of consultation approaches, including issue-oriented workshops, progress review meetings and working sessions; and
- o communicating project progress on an ongoing basis by presenting interim summary reports and providing overview presentation(s) with staff to Committee of the Whole.

## Key Strategies:

Consultation Approach	Outreach Tools + Reports
Issue Identification Workshop Bylaw Working Group Meetings Working Sessions	District Project Web page maintained by District Staff Committee of the Whole Meeting Updates Consultation Summary Update Reports

## Issue Identification Workshop

The Issue Identification workshop is anticipated to be a facilitated staff workshop held early in the study to identify key aspects of the zoning bylaw that require review and analysis. Staff representatives from Engineering and Parks Services, Corporate Services, Community Services, and Protective and Support Services will identify strengths, weaknesses and issues associated with the existing zoning bylaw. The workshop will flesh out key themes and develop a comprehensive list of items in the zoning bylaw that require review and analysis. The findings from the workshop will be summarized and used by the Technical Review consultants for subsequent work.

## Bylaw Working Group



A Working Group will be formed to ensure that users of the bylaw have an opportunity to provide feedback to the process. Participants invited to participate in this working group will be key users of the zoning bylaw. The following table identifies organizations and/or special interest user groups who will be formally invited to participate in the process.

Group / Organization	Key Representatives
Urban Development Institute	1 representative
Professional Associations	1 per discipline: Engineers, Architects, Surveyors
Downtown Squamish Business Improvement Association	1 representative
Squamish Landholders Association	1 representative
Chamber of Commerce	1 representative
Environmental (SCAN, SECS)	1 representative from each
Local Designers	2 representatives
Accessibility Representative	1 representative
Local Realtor	1 representative
Social Planning Council	1 representative
District of Squamish Staff Working Group	Representatives from each Service Department: Engineering and Parks, Corporate, Community, Protective and Support

A formal letter will be sent to organizations requesting that they designate one individual and one alternate to commit to the Working Group over the course of the study. The working group is expected to meet three (3) times for approximately 3 hours in the afternoon to review, discuss and provide feedback on key findings. The scope of each of the meetings is presented below. Brook will facilitate each meeting and formal presentations from Halcrow (the technical review consultants) are expected at each meeting.

Meeting #1 - Target date May 6: This will be the inaugural meeting. Brook will introduce the project and consultant team. An overview presentation of the study's objectives and timeline with a brief orientation to the zoning bylaw will be presented by the District. Brook will present an overview of the findings from the Staff Issue Identification workshop and Halcrow will present any additional findings from their preliminary technical review. Findings from the Issue Identification workshop will be posted around the room. Participants will circulate the room to review and discuss the issues and Brook will lead a facilitated discussion to identify any additional issues with the bylaw.

Meeting #2 - Target date June 17: The second meeting will be facilitated by Brook. Halcrow will present their Technical Summary Report findings from detailed technical work and may present specific technical details to the group to test interpretation or precedent bylaws on which to base the updated bylaw. Brook will lead a facilitated discussion about the report and request feedback from stakeholders about the drafting of the revised bylaw.

Meeting #3 - Target Date September 16: This meeting will be a page turn discussion to review the draft bylaw. Stakeholders will be expected to have reviewed the draft in advance. Brook will facilitate the review with Halcrow on hand to respond to any technical details. The meeting will end with a discussion about next steps and conclude the working group participant's role in the study process.

### **Working Sessions**

A series of working sessions have been identified for Committee of the Whole and staff. Halcrow will facilitate the working sessions; these are expected to flush out significant details in the bylaw that require analysis and revision. Staff from various service departments will be invited to attend. Findings will be documented in a summary report and formally presented by the Technical review consultant to the Stakeholder Working Group (at Meeting #2) and Committee of the Whole (at an interim update scheduled the week of June 21).

## Interim Updates to Committee of the Whole

Summary reports will be drafted and a brief overview presentation with staff and Committee of the Whole. The summary reports will include all comments and feedback received from the workshop(s) and working group meetings. City Staff will include their comments in the interim updates to Council.

### Website

<http://www.squamish.ca/>

A project webpage is being maintained by District staff under current projects on the District of Squamish Website. This is intended to communicate key project information and milestones, and provide project lead contact information.

### Timeline:

Week of / Target Date	Consultation Approach	Participants
April 26	<u>Issue Identification Workshop</u>	- District Staff from Community Development, Planning, Building - Consultant Team led by Brook
May 4	<u>Update to Committee of the Whole (CoTW) (overview of timeline, consultation approach)</u>	- CoTW, Planning Staff
May 6	<u>Bylaw Working Group Meeting #1</u>	- Working Group Participants - Consultant Team led by Brook
May 25	<u>CoTW Interim Update on Consultation (results from Issue Identification Workshop and Working Group Meeting #1)</u>	- CoTW, Planning Staff - Consultation Consultant - Brook
May 19 - May 26	<u>Staff Working Sessions (2)</u>	- CoTW & District Staff from various Service Departments (TBD) - Technical Consultant - Halcrow
June 17	<u>Bylaw Working Group Meeting #2</u>	- Working Group Participants - Consultant Team led by Brook
June TBC	<u>Staff Working Session (as required)</u>	- CoTW & District Staff from various Service Departments (TBD) - Technical Consultant - Halcrow
June 22	<u>CoTW Presentation of Detailed Technical Review Findings and Consultation Interim Report</u>	- CoTW, Planning Staff - Consultant Team - Halcrow & Brook
September 14	<u>CoTW Presentation of technical team progress and consultation interim report</u>	- CoTW, Planning Staff - Consultant Team - Brook & Halcrow
September 16	<u>Bylaw Working Group Meeting #3</u>	- Working Group Participants - Consultant Team led by Brook
September 28	<u>CoTW Presentation of Final Consultation Summary Report</u>	- CoTW, Planning Staff - Consultant Team - Brook