

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2017

Item 4, Report No. 6, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2017.

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**CITY-WIDE SECONDARY SUITES STUDY
APPROVAL OF DRAFT OFFICIAL PLAN POLICIES, ZONING STANDARDS
AND IMPLEMENTATION STRATEGY
FILE 15.112
WARDS 1 TO 5**

The Committee of the Whole recommends:

- 1) That the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management and the Director of Policy Planning and Environmental Sustainability, dated February 7, 2017, be approved;**
- 2) That the presentation by Mr. Leo DeLoyde, Principal, DeLoyde Development Solutions, Surrey Drive, North Bay, and C5, presentation material titled "*City of Vaughan Secondary Suites Implementation*", be received;**
- 3) That the following deputations and Communication, be received:**
 - 1. Mr. Sam Goldberg, SL Goldberg Consulting, Song Meadoway, North York, Toronto;**
 - 2. Mr. Adriano Volpentesta, America Avenue, Vaughan;**
 - 3. Mr. Guy Solomon, Penguin Basements Ltd., Upper Post Road, Maple;**
 - 4. Mr. Joseph Disimono, Lamar Street, Vaughan; and**
 - 5. Mr. Joel Ginsberg, Hefhill Court, Thornhill, and C6, copy of correspondence from the Office of the Minister, Ministry of Housing and Municipal Affairs, submitted at the meeting; and**
- 4) That the following Communications be received:**
 - C2. Ms. Danielle Chin, Senior Manager, Policy & Government Relations, Building Industry and Land Development Association (BILD), Upjohn Road, Toronto, dated February 6, 2017; and**
 - C3. Ms. Anna Bortolus, Westridge Drive, Kleinburg, dated February 6, 2017.**

Recommendation

The Deputy City Manager, Planning and Growth Management and the Director of Policy Planning and Environmental Sustainability recommend:

- 1. THAT the Official Plan Amendment (File 15.112 City-wide Secondary Suites Study) to amend Section 7.5 Housing Options, of Vaughan Official Plan 2010 to permit secondary suites, as shown in Attachment 1 BE APPROVED;**
- 2. THAT the Zoning By-Law Amendment (File 15.112 City-wide Secondary Suites Study) to amend Zoning By-law 1-88 to permit secondary suites based on development standards as shown in Attachment 2 BE APPROVED;**
- 3. THAT the Zoning By-law amendment be enacted following Council's approval of the Secondary Suites Implementation Strategy and the finalization of Activities 1 through 5 of the Secondary Suites Implementation Strategy, Contingent Work Plan;**

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4. THAT Stakeholders that participated in the Secondary Suites Study including Ratepayers and the Building Industry And Land Development Association (BILD) and other organizations be provided with Council's decision (related to File 15.112 City-wide Secondary Suites Study) in the City's on-going effort to keep stakeholders informed of the City's direction for secondary suites as an affordable housing option; and,
5. THAT the By-law 123-2013, the Site Plan Control By-law, be updated to reflect amendments to the Vaughan Official Plan 2010 requiring a secondary suite accessory to a detached house, semi-detached house or townhouse located in a Heritage Conservation District be subject to site plan control where an alteration or addition impacts the exterior of the site.

The Deputy City Manager, Planning and Growth Management, the Deputy City Manager, Legal and Human Resources, the Deputy City Manager, Community Services, the Director of Building Standards, the Fire Chief, Fire and Rescue Service, the Director of By-law and Compliance, Licensing and Permit Services, and the Director of Corporate Communications, recommend:

6. THAT in conjunction with recommendations 1 to 5 above, staff be directed to implement the City-wide Secondary Suites Implementation Strategy as outlined in this report and the advice received in the Secondary Suites Readiness and Implementation Strategy report (Attachment # 3) dated October 28, 2016, prepared by DeLoyde Development Solutions.

Contribution to Sustainability

The Province of Ontario (Province) and York Region (Region) have identified affordable housing as a key component of a sustainable housing strategy. Secondary suites (currently referenced as second units in the Provincial legislation) are an affordable housing option that meets the needs of a variety of people such as singles, students, seniors, extended family members, and people with fixed incomes. Since secondary suites are contained within existing buildings, they help optimize the use of the existing housing stock and infrastructure, and re-populate neighbourhoods with declining populations. Secondary suites can offer a greater range of housing opportunities within the City while allowing a broader demographic to live closer to work thus increasing Vaughan's competitiveness and attractiveness to business and industry.

This report is consistent with the goals and objectives outlined in Green Directions Vaughan, the City's Community Sustainability and Environmental Master Plan, specifically:

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|----------------|--|
| Goal 2: | To ensure sustainable development and redevelopment. |
| Objective 2.3: | To create a City with sustainable built form. |

Economic Impact

A total of \$75,000 was budgeted to complete the Secondary Suites Study which was led by the Policy Planning Department. Subsequently, funding for this study was increased by \$30,000 as approved by Council on December 10, 2013. The primary reason for increasing the funding from the original amount of \$45,000 was to accommodate further public consultation measures directed by Council. These measures included additional consultation with the Secondary Suites Task Force.

No further economic impact to the City is expected related to the preparation and enactment of the Official Plan Amendment policies and/or the Zoning By-law amendment.

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Costs associated with the preparation of the implementation strategy, which is intended to accompany enactment of the Official Plan and Zoning By-law amendments, amount to \$20,000.00 to-date, to provide for the retention of an outside consulting service. This amount was budgeted by the Building Standards Department in the 2016 operating budget.

The report prepared by DeLoyde Development Solutions has recommended utilizing existing regulatory tools for enforcement and compliance related to secondary suites. Additionally, it should also be noted that in order to encourage property owners to comply with the relevant policies and regulations applicable to secondary suites, no additional fees are being recommended to augment the existing building permit fees. An application for a secondary suite will be subject to the existing building permit fee structure.

The report from DeLoyde Development Solutions also recommends additional staff resources for the Building Standards Department in order to process the increase in Secondary Suites building permit applications and related inspections within the legislative framework including prescribed turnaround times. Similarly, other enforcement related departments, i.e. Vaughan Fire and Rescue Service and By-law and Compliance, License and Permit Services are also likely to be impacted. A full resource assessment analysis for all the three impacted departments will be conducted following the endorsement of this report by Council and will be addressed through a future report to the Finance, Administration and Audit Committee of Council.

Communications Plan

The statutory public hearing for the proposed Official Plan and Zoning By-law amendments took place on March 3, 2015. The communication plan used for the Public Hearing relied on a number of channels to increase public awareness. This included advertising in the Vaughan Citizen and the Vaughan Liberal newspapers on Thursday February 12, 2015, and Thursday February 19, 2015, providing the Notice of a Statutory Public Hearing by mail to all Registered Community Ratepayers Associations, and sending an e-mail blast to all those who had requested notification throughout the course of the study. Other methods of notification employed for the statutory Public Hearing which took place on March 3, 2015 are set out below:

1. On Vaughan TV at City Hall
2. In the *City Update*, the City of Vaughan's eNewsletter
3. On the *City Page Online*
4. Through the City of Vaughan's Twitter and Facebook accounts
5. On the Policy Planning departmental webpage, accessible through the City of Vaughan website
6. Placing a "Buck Slip" notice in the 2015 Interim Tax Bill to approximately 55,000 residents, which was mailed during the week of February 16, 2015
7. Notification sent out through the Local Councillor's Ward Newsletters

Although there is no statutory requirement to notify the public of the Committee of the Whole meeting through the *Planning Act*, notice of this meeting was sent to those individuals and groups requesting notification during the study process. This Notice was sent via e-mail blast on Thursday January 19, 2017 and posted through the following methods:

1. Posting on the *City Update*, the City of Vaughan's eNewsletter
2. Posting on the *City Page Online*
3. Posting on the Policy Planning webpage, dedicated to the City-wide Secondary Suites Study accessible through the City of Vaughan website
4. By mail to all Registered Community Ratepayers Associations

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Upon Council's approval of the Planning instruments and the Implementation Strategy, the City's Corporate Communications Division will launch a communications plan (public education campaign) timed with the roll-out of the Implementation Strategy. The intention of the communications plan is to increase public awareness of the new policies and educate residents, the development industry, homeowners and potential landlords and tenants about secondary suites. Key messages will revolve around life safety, Code compliance methods for establishing new secondary suites, and the benefits of obtaining permits and inspections.

A range of communication channels will be used to advertise the public education campaign including media outreach, eCommunications (social media, eNewsletters), digital signage (inside and outside of City facilities), web content, targeted stakeholder communications (BILD and Registered Ratepayer Associations), and advertising among other methods.

Purpose

The purpose of this report is two-fold. First, this report will respond to the requirements of the *Planning Act* in regard to the provision of secondary suites. It is intended to address the *Planning Act* matters for the purpose of approval and finalization of the Official Plan and Zoning By-law amendments and for the purpose of enactment By Council. In doing so, the City will have addressed the *Planning Act* requirement that local municipalities provide Official Plan policies and Zoning By-laws introducing secondary suites as a permitted use.

Second, this report recommends that Council approve a community based Secondary Suites Implementation Strategy that focuses on administration, compliance and enforcement and public education to support a Secondary Suites program, in relation to the recommended changes to the Official Plan and the Zoning By-law.

Background - Analysis and Options

Executive Summary

This report is structured into sections which provide the following information:

- 1) Secondary Suites Policy Context
- 2) Current Zoning By-law Requirements
- 3) Comments Received from the Public
- 4) Consultation Strategy and Study Structure
- 5) Issues Identified through the Consultation Process
- 6) Process Undertaken by the Secondary Suites Implementation Team
- 7) DeLoyde Development Solutions Report Methodology, Findings and Recommendations
- 8) Planning Tools to be Applied to Secondary Suites
- 9) Next Steps Related to the Secondary Suites Implementation Strategy

1. Secondary Suites Policy Context

The Province, Region and City have all committed to addressing the issue of housing affordability through the various policies as identified below:

- a. Bill 140, the *Strong Communities through Affordable Housing Act, 2012* affirms the Province's interest in pursuing a range of affordable housing options. It identified the private sector as playing a significant role in increasing the stock of market rental units. Secondary suites are identified as one way of providing additional rental units. Bill 140 clarified the roles and responsibilities of both the provincial and municipal governments in facilitating greater affordable housing at the local level.

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- b. The Provincial government through the *Planning Act* requires in Section 16(3) that Official Plans contain policies that authorize the use of a second residential unit. Furthermore, under Sections 17(24.1) and 17(36.1) there are no public appeals to the approval of Official Plan policies permitting second units. Similarly, there is no appeal to Zoning By-laws that give effect to the policies of Section 16(3) to permit second units. (Section 34(19.1).
- c. In 2016, the Province passed Bill 7 (formerly Bill 204), *Promoting Housing Affordability Act, 2016*. Bill 7 is intended to address affordable housing issues by providing a legislative framework which enables inclusionary zoning in the Province of Ontario. Although this report does not address matters related to inclusionary zoning, Bill 7 is one more example of the Province's commitment to addressing matters related to housing affordability.

Bill 7 also contains amendments to the Development Charges Act. The current Development Charges Act 1997 (DCA) prohibits imposing charges when up to two additional dwelling units are being created in prescribed classes of existing residential buildings. Bill 7 included amendments to the DCA that will prohibit imposing charges on a second dwelling unit in prescribed classes of new residential buildings. Bill 7 received Royal Assent on December 8, 2016. The DCA amendment will come into full force on a date to be proclaimed. The associated Regulations yet to be issued will provide details on the type of dwellings that will be exempt from paying development charges on secondary suites.

- d. The York Region Official Plan (YROP) adopted by York Regional Council on December 16, 2009 and approved by the Ministry of Municipal Affairs and Housing on September 7, 2010, was substantially approved by the Ontario Municipal Board as of June 2013. In November 2015 the YROP was fully approved save and except for Regional policy 6.4.8 which addresses unrelated matters.

The YROP addresses issues of housing affordability and specifically identifies secondary suites in sub-section 3.5.22 by requiring,

“...local municipalities to adopt official plan policies and zoning by-law provisions that authorize secondary suites as follows:

- a. The use of two residential units in a house if no ancillary building or structure contains a residential unit; and,
- b. The use of a residential unit in a building or structure ancillary to a house if the house contains a single residential unit.”

It is noted that sub-section 3.5.22 YROP remains the subject of an area/site specific appeal.

- e. In keeping with the policies outlined in the YROP requiring local municipalities to incorporate affordable housing where opportunities exist, Vaughan Official Plan 2010 (VOP 2010) has addressed the affordable housing issue and directly references secondary suites. Section 7.5 *Housing Options* states “It is the Policy of Council: ...7.5.1.2 to work with York Region in implementing its affordable housing policies as follows: ...”. The section further references secondary suites specifically by stating, “It is the policy of Council: ... 7.5.1.4 to support and prioritize the following housing initiatives: allowing secondary suites where deemed appropriate by a City-initiated study.”

Section 7.5.1 titled Ensuring a Range of Housing Options of VOP 2010 has been approved by the Ontario Municipal Board. This provides the policy basis for undertaking the City-wide Secondary Suites Study. As such, an amendment to VOP 2010 is required to introduce the new secondary suites policies into VOP 2010, the City's Official Plan.

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The Draft Official Plan Amendment appended as Attachment 1 was circulated and has been reviewed by a number of departments as part of the study process. Departments that were circulated the draft Official Plan include; Development Planning; By-law and Compliance, Licensing and Permits; Legal Services; Vaughan Fire and Rescue Services; Building Standards; Development Engineering and Infrastructure Planning; and Transportation Services, Parks and Forestry Operations.

2. Current Zoning By-law Requirements

Currently By-law 1-88, the City's comprehensive zoning by-law, does not permit secondary suites. However, as a result of the provincial, regional, and municipal direction on housing affordability and specifically the requirement to accommodate secondary suites, the City-wide Secondary Suites Study proposed updated zoning standards which would result in amendments to By-law 1-88. Policy Planning staff have consulted extensively with the Building Standards Department regarding the structure and content of the proposed amending by-law. The draft Zoning By-law was circulated to the following departments and sections: Development Planning; By-law and Compliance, Licensing and Permit Services; Office of the City Solicitor; Vaughan Fire and Rescue Service; Building Standards (Zoning Section and Building Inspections Section); Development Engineering and Infrastructure Planning; and Transportation Services, Parks and Forestry Operations. The draft implementing by-law is appended as Attachment 2 and is the product of these deliberations.

3. Comments Received from the Public

A number of methods were utilized to notify the public throughout the study process. As a result, members of the public not only attended public meetings to discuss their views on secondary suites, but also voiced their opinions through written submissions and responses to an on-line survey. The following list itemizes the issues related to secondary suites noted by the public through written correspondence.

- Impact on Development Charges;
- Permitting Secondary Suites in Townhouses and Semi-detached dwellings;
- Additional parking needed to accommodate a secondary suite;
- On-street parking;
- Justification for the minimum 9m lot frontage;
- Concerns respecting safety;
- Impact on assessment and taxes;
- Conversion of garages for secondary suite uses;
- Concerns respecting the construction of units related to Building and Fire Code requirements; and,
- Impact on public services such as garbage pick-up.

4. Consultation Strategy and Study Structure

From the outset, the secondary suites work plan included an extensive public and agency consultation strategy. Participants included: A Project Team made up of representation from the affected City departments and the consulting team; the Secondary Suites Task Force; the broader community; and external stakeholders (e.g. governments and agencies) through a Technical Advisory Committee. The consultation strategy had two purposes: First, it was intended to educate and inform the community on the topic of secondary suites by introducing the issues surrounding such matters as the reasons for permitting secondary suites (e.g. Provincial Legislation), the issues to be addressed in the development of secondary suites policies and standards, and the resulting approaches to permitting secondary suites. Second, it provided an

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opportunity to gather feedback from all affected and to identify their concerns respecting the options for allowing secondary suites. The consultation measures taken to-date are discussed below.

a. Methods of Notification

A major component of the consultation strategy was the approach to outreach and public notification. Staff undertook an extensive notification program to ensure an optimal outcome respecting public outreach and involvement. Notification was provided through the following channels:

- i. On the landing page of the City of Vaughan's website;
- ii. On Vaughan TV at City Hall;
- iii. In the *City Update*, the City of Vaughan's eNewsletter;
- iv. On the *City Page Online*;
- v. Through the City of Vaughan's Twitter and Facebook accounts;
- vi. On the Policy Planning webpage, accessible through the City of Vaughan's website;
- vii. Through material placed at the City's 10 Community Centres and 7 Public Libraries;
- viii. Through telephone calls and mail-outs to the Registered Community Ratepayer Associations;
- ix. Through the Secondary Suites Task Force (word-of-mouth);
- x. E-blasts to persons requesting notification of the study milestones;
- xi. Advertising in the Vaughan Citizen and the Vaughan Liberal newspapers; and,
- xii. Notice in the Interim Tax Assessment through inclusion of a 'buck slip'.

At the December 3, 2013 Committee of the Whole (Working Session) meeting, concerns were expressed respecting the methods of public notification being used and the resulting attendance at the public meetings. Council requested that additional methods be considered. In response, Policy Planning staff, with the cooperation and assistance of the Financial Services Department, arranged for an additional method of notification, a 'buck-slip' which substantially broadened the notification base for the April 2, 2014 Public Open House, and for the statutory Public Hearing which took place on March 3, 2015. (For more information respecting the 'buck-slip' please see Attachment 6, the March 3, 2015 Public Hearing Report)

b. Record of Public Consultation and Engagement Events

The following section provides a synopsis of the process and events used to secure input from both the public and technical perspectives. This consultation included public meetings/open houses, the work with the Task Force, updates to Committee of the Whole and meetings of the Technical Advisory Committees and the staff working group.

- i. **The Kick-off Meeting-** The initial public consultation meeting/public open house took place on the evening of May 27, 2013. Located at City Hall, it was attended by approximately 20 people. The Kick-Off meeting introduced the policy context and reason for initiating the study, including the requirement of Bill 140, *Strong Communities through Affordable Housing Act, 2012*. The presentation was followed by a question and answer session allowing those in attendance to voice their opinions and concerns. Finally, it provided an opportunity to inform the audience of the recruitment process for the members of the Secondary Suites Task Force. Those interested in joining were provided information on how to apply and the application deadline. Applicants were subsequently reviewed and approved by Council.

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- ii. **Workshop Meetings** - The second Public Open House/Workshop was held in two sessions on the evenings of December 2nd and 4th, 2013. The December 2nd session was held at City Hall (for residents east of Highway 400); and, the December 4th session was held at the Vellore Community Centre (for residents located west of Highway 400). The two sessions allowed attendees ease of access based on where they resided. As the second Public Open House included a workshop component having two sessions allowed for smaller groups where all participants had a greater opportunity to take part in the discussions. There were two main objectives to the second Public Open House; first, to provide an opportunity to share information on secondary suites and second, to hear from the participants on how best to develop a “Made in Vaughan” approach to addressing the matter of secondary suites.
 - iii. **Presentation of the Draft Official Plan Policies and Zoning Regulations** - The third and final Public Open House was held on April 2, 2014 and provided staff and the consulting team with the opportunity to introduce the draft Official Plan policies and Zoning regulations to the public. This open house allowed for discussion and feedback on the subsequent implementation measures. Staff and the Project Team began the meeting with a presentation which introduced the study and the process undertaken to develop the draft Official Plan policies and Zoning regulations. Following the presentation an extensive question and answer session took place where members of the Project Team sat as a panel prepared to answer questions from the audience respecting the draft policies and regulations and the further processing of the study.
- c. Reports to Council
- Throughout the study process staff provided Council with status updates mapping out the progress made during the course of the study. Staff reported to Council, Committee of the Whole and Committee of the Whole (Working Session) on 6 separate occasions: January 25, 2010; February 16, 2010; June 5, 2012; May 7, 2013; December 3, 2013; December 2, 2014; and, the March 3, 2015 statutory Public Hearing. Aside from the status updates identified above, staff also provided a memorandum to the Mayor and Members of Council on March 28, 2014 advising of the ‘buck-slip’ and the draft Official Plan policies and Zoning regulations.
- d. The Secondary Suites Task Force

A key component of the City-wide Secondary Suites Study was the recruitment and operation of the Secondary Suites Task Force, which assisted in the development and evaluation of Secondary Suite options and policies. The Secondary Suites Task Force was facilitated and supported by information provided by SHS Consulting (in association with Planning Alliance), City Staff (Project Team) and guest speakers from the Secondary Suites Technical Advisory Committee (TAC) and other stakeholders (e.g. Ministry of Municipal Affairs and Housing, York Region, MPAC). The Secondary Suites Task Force was responsible for reviewing and providing comments on a range of planning and development issues relevant to secondary suites. The Task Force provided Council with its recommendations based on their experience and knowledge and the information gathered through the study process and its findings. The recommendations proceeded to Council on December 2, 2014.

The number of Secondary Suites Task Force meetings was increased and budgeted for as a result of Council’s action on December 10, 2013. The original work plan provided for three Task Force meetings. It was augmented by the addition of four meetings to bring the budgeted total to seven meetings. The Secondary Suites Task Force met on the following dates: July 25, 2013; September 26, 2013; October 24, 2013; November 21, 2013; January 30, 2014; March 20, 2014; and, April 24, 2014. (See Attachment 6, March 3, 2015 Public Hearing report for details on each meeting.)

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The delivery of the Secondary Suites Task Force recommendations to Council at the December 2, 2014, Committee of the Whole meeting concluded the Task Force's responsibilities as established in the Secondary Suites Task Force Terms of Reference. Having been appointed by Council, the Secondary Suites Task Force mandate ended with the conclusion of the term of the last Council.

The Secondary Suites Task Force was thanked for their contribution, by resolution in the March 3, 2015 report prepared for the statutory Public Hearing. For a detailed response to each Task Force recommendation see Attachment 4.

e. The Project Team

The Policy Planning and Environmental Sustainability Department with the participation of the Building Standards Department, By-law and Compliance, Licensing and Permit Services, and the Vaughan Fire and Rescue Service, worked with the consulting team (consisting of SHS Consulting and the Planning Alliance), to form the Project Team. The Project Team was responsible for providing technical support to the Secondary Suites Task Force on key issues and topics respecting secondary suites. The Project Team met on a monthly basis to discuss concerns raised by the Task Force and on issues related to the study. In addition to the work with the Task Force, the project team was also responsible for analyzing information respecting best practices, the review of legislation and the provision of technical input into the policy development process. This information gathering and analysis is reflected in the City of Vaughan Secondary Suites Policy Development Policy Report dated January 2015, prepared by SHS Consulting in association with the Planning Alliance. (See Attachment 6 to this report)

f. The Technical Advisory Committee (TAC)

In addition to the Task Force, a Technical Advisory Committee (TAC) was also established. The TAC consisted of internal City departments and divisions including Building Standards, Development Planning, the Vaughan Fire and Rescue Service, By-law and Compliance, Licensing and Permit Services, Development Engineering and Infrastructure Planning, Accessibility Vaughan, Community Services, Legal Services, Finance, and, Economic Development.

The TAC also included participation of external agencies such as York Region Long Range Planning, York Region Catholic and York Region District School Boards, York Regional Police, BILD, Canada Mortgage and Housing Corporation (CMHC), and the Ministry of Municipal Affairs and Housing (MMAH) currently known as the Ministry of Municipal Affairs. The first TAC meeting was held on August 20, 2013.

The role of each TAC member was to provide technical expertise in their specific area of knowledge throughout the study process. As part of the policy development phase of the study, the TAC also had an opportunity to review and comment on the Summary of Key Issues and Draft Potential Approaches chart (prepared by the consulting team) and provide a technical perspective on the efficacy of the potential approaches.

g. The Secondary Suites Implementation Team (SSIT)

In May of 2016, an inter-departmental team comprised of Policy Planning and Environmental Sustainability, Development Planning, Building Standards Department, By-law and Compliance, Licensing and Permit Services, and Vaughan Fire and Rescue Service, the Office of the City Solicitor, and Corporate Communications was formed. SSIT worked closely

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with an external consultant, DeLoyde Development Solutions. Building upon the initial work undertaken by the Project Team (including SHS Consulting in association with Planning Alliance) and the Task Force, DeLoyde Development Solutions was engaged to identify best practices respecting administrative measures in various comparable municipalities across Ontario and to provide a report with recommendations that are tailored for the City of Vaughan on the vital components of a successful secondary suites readiness and implementation strategy.

5. Issues Identified through the Consultation Process

The draft Official Plan policies and Zoning By-law standards evolved from information gathered through the Task Force Meetings, the public consultation process, input from the TAC, an online survey, comments received from members of Council at the Committee of the Whole (Working Session), and research conducted on best practices and market analysis. Based on this information, four thematic areas emerged as priority consideration, including:

- a) Neighbourhood Character;
- b) Health and Safety;
- c) Strain on Infrastructure; and,
- d) Community Awareness.

In addition to informing the *Planning Act* related matters (the Official Plan and Zoning By-law), the process also identified the need to address a number of practical considerations related to the implementation of a secondary suites program. Being administrative and regulatory in nature these matters needed to be addressed and the required measures put in place prior to the enactment of the Official Plan and Zoning By-law amendments.

Since the March 3, 2015 statutory Public Hearing, further consideration has been given to each of the four thematic areas resulting in further clarification of the issues and the City's approach to addressing them, as set out below.

- a. Neighbourhood Character: In consideration of Neighbourhood Character the following issues were raised; i) Location; ii) Parking; iii) Absentee Landlords; iv) Property Standards; and, v) Enforcement of Municipal By-laws. Additional details are provided below:

- i. **Location** – The issue of where secondary suites should be located came about as a result of concerns over their potential location in higher density neighbourhoods. In response, it was determined that secondary suites should not be restricted based on a specific land use designation or zone or exclusively in a specified existing housing type. Instead, a criteria based approach was considered to be the best solution. In other words, if a ground related dwelling unit could meet a certain set of criteria (development standards) a secondary suite would be permitted. However, upon further review and consideration, it was determined that secondary suites should not be permitted within the City's Special Policy Area (SPA) as shown on Schedule 8 of VOP 2010 due to life safety issues. Secondary suites will not be a permitted use within ground related condominium developments, where it is unlikely that the established zoning standards can be achieved. The location of a secondary suite has been addressed by the standards contained in the draft Zoning By-law.
- ii. **Parking** – The matter of parking was raised as a major concern by a number of stakeholders as it impacts on-street congestion and the appearance of a property (in instances where the paving of front yards significantly reduces landscaping). Through presentations provided by City staff to the Task Force, the issue of parking was

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discussed, particularly in the context of newer neighborhoods that were designed using new urbanism and alternative right-of-way standards. Consideration was also given to what the appropriate number of parking spaces should be, or if any additional spaces would be required. Currently, single, semi-detached and townhouse dwellings require a minimum of 2 to 3 parking spaces, depending on the zoning category. The practicality of enforcement of a dedicated secondary suite parking space on private property once a secondary suite was permitted was also assessed. It was determined that requiring a minimum of three parking spaces on a lot before a secondary suite is permitted was considered to be the best approach. The number of required parking spaces has been addressed in the draft Zoning By-law through the criteria outlined in the development standards for a secondary suite.

- iii. **Absentee Landlords** – This issue was raised as a potential cause of declines in property maintenance and appearance. Aside from anecdotal examples, there is little concrete evidence of any negative impact on neighbourhood character. Furthermore, neither an Official Plan policy nor the Zoning By-law, the two tools available through the *Planning Act*, can address the issue of absentee landlords. In addition, there are no other Provincial or Municipal regulations related to absentee landlords.
 - iv. **Property Standards** – Another concern that was raised respecting neighbourhood character was the overall impact that a secondary suite may have on neighbourhood appearance by possibly altering the exterior facade of any existing residential dwelling. Concerns of increased levels of garbage and noise were raised as was the requirement for a separate exterior entrance, and where the entrance would be located or how it would be accessible. Requirements for a separate entrance and the location of the entrance have been addressed in the draft Zoning By-law. (See Attachment 2).
 - v. **Ensuring Local By-laws are enforced** – There are municipal by-laws in place to address property standards. The current enforcement of property by-laws is predominately dealt with on a complaint basis. There are concerns that any additional work stemming from the regulation of Secondary Suites will result in resource issues for the affected departments (e.g. staffing levels). Although this matter is beyond the scope of the land use planning exercise further information is available in Section 7 of this report.
- b. Health and Life Safety: Concerns respecting Health and Life Safety are paramount and were raised respecting; i) Ensuring the safety of Secondary Suites for Tenants; ii) Insurance for Tenants; and, iii) Ensuring Neighborhood Safety:
- i. **Ensuring the Life Safety of Secondary Suites for Tenants** – Secondary suites must comply with all applicable regulations including the Fire Code, Building Code, and related City By-laws. The administration and enforcement of regulations provides challenges associated with the limited power of entry as prescribed within the applicable legislation and may require additional resources to ensure timely response. Furthermore, it should be clarified that only those landlords who undertake the compliance process (e.g. zoning conformity, building permit approval, and fire code compliance) and maintain their secondary suites at the required standard can be considered safe. Through the public consultation process the Project Team heard that there was a desire for a monitoring program, in the form of a registration or licensing regime, which would have an associated fee. The fee charged should not be so onerous that it works as a deterrent to identifying the suite, making it safe in accordance with all code requirements. The decision on how best to monitor and the parameters to monitoring secondary suites will be discussed further in Section 7 of this report.

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- ii. **Insurance for Tenants** – A suggestion was made by the stakeholders that tenants be required to have insurance. Requiring that either the landlord or tenant have and provide proof of insurance goes beyond the scope of the planning exercise as it is not a land use matter to be dealt with through the zoning by-law or an official plan policy. The issue of tenants insurance was a consideration if it was determined that the City should proceed with a licensing regime. Staff recommends not creating a licensing regime and instead has opted for tracking permitted secondary suites using existing tools such as the permit information system. For further information respecting the preferred option please refer to Section 7 of this report.
- iii. **Ensuring Neighbourhood Safety** – Stakeholders expressed a general concern over ensuring that neighborhoods remain safe.
- c. **Strain on Infrastructure:** The potential strain on infrastructure, including both soft and hard services was also raised as an issue. Through the presentations and discussion with TAC members it was confirmed that the City's water and wastewater capacity is sufficient to accommodate secondary suites. Furthermore, permitting secondary suites could result in better data on the number and general location of units, which can assist in the future planning of soft services such as community services and institutional uses. For further information on the data collection method, refer to Section 7 of this report.
- d. **Community Awareness:** Community Awareness as a focus for discussion addressed the following issues; i) Public Education; ii) Understanding the Legislation/Regulatory Framework; and iii) Understanding the Costs of creating compliant Secondary Suites.
 - i. **Public Education** – Residents and stakeholders expressed the need to introduce an education campaign as part of the implementation program for permitting secondary suites. This campaign would set out the process for recording new secondary suites; the standards that would have to be met, (e.g. Code requirements, by-laws); and, application and submission requirements. A Public Education campaign will be discussed further in Section 7 of this report.
 - ii. **Understanding Legislation/Regulatory Framework** – Above and beyond the Official Plan policies and Zoning By-law regulations being developed to permit secondary suites, there is a body of legislation related to the rights and responsibilities of both landlords and tenants. Links to this information should be provided through an education program.
 - iii. **Understanding the Costs of Creating Compliant Secondary Suites** – Potential secondary suite providers should be aware of the impact of a secondary suite on their property tax and property value when considering the introduction of a secondary suites. Links to this information or relevant resources such as MPAC should be part of this program.

6. **Process Undertaken by the Secondary Suites Implementation Team (SSIT)**

Following the March 3, 2015 statutory Public Hearing and in recognition of the need for a planned approach to implementation, which was determined by the earlier work conducted by the Project Team, staff took several steps towards the development of an implementation strategy. These steps included:

- a. Creating an inter-departmental committee called the Secondary Suites Implementation Team (SSIT) to begin preparations for the implementation of Vaughan's new secondary suite regulations and to provide guidance and subject matter expertise to an external

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Consultant to be retained to develop the strategy. SSIT is comprised of various City departments including, Policy Planning and Environmental Sustainability, Development Planning, Buildings Standards, Vaughan Fire and Rescue Service and By-law and Compliance, Licensing and Permit Services.

- b. Retaining an external consultant, DeLoyde Development Solutions in May 2016, to research and identify best practices for secondary suite programs in large Ontario municipalities and to make recommendations on the vital components of a successful Secondary Suite implementation strategy.

DeLoyde Development Solutions delivered the final report titled Secondary Suites Readiness and Implementation Strategy in October 2016 (see Attachment 3). The report is designed to provide a strategy for secondary suites implementation consistent with Council's expectations, the City's Secondary Suites Task Force findings, previous staff and policy consultant reports, provincial policy and municipal best practices.

7. DeLoyde Development Solutions, Report Methodology, Findings and Recommendations

a. Methodology

As a first step, DeLoyde Development Solutions completed an extensive background document review of Vaughan's Secondary Suites study, including the draft Official Plan policies, staff reports, Secondary Suites Task Force Recommendations, draft Secondary Suites Zoning By-law regulations, the SHS Consultants report, and the minutes of the 2015 statutory Public Hearing on Secondary Suites.

Subsequently and with the advice of the SSIT, DeLoyde Development Solutions prepared a list of 10 municipalities for the purpose of best practice research based on various factors, including geographical location, population and experience with an operating secondary suites program. DeLoyde Development Solutions reviewed the Secondary Suite Official Plan and Zoning regulations and websites of the target municipalities to gain an understanding of their regulatory regime and communications strategies prior to developing a questionnaire and making contact with the concerned staff of those municipalities. An average of three representatives from the municipalities were contacted.

Municipalities that responded to the best practices questionnaire were: Markham and Richmond Hill (York Region), Brampton and Mississauga (Peel Region), Oakville and Burlington (Halton Region), Oshawa (Durham Region), Toronto, Guelph and Ottawa.

b. Findings

Three main themes emerged from the best practices research among surveyed municipalities, as set out below that helped inform the recommendations contained in the Secondary Suites Readiness and Implementation Strategy report:

- i. **Achieving Excellence in Communications and Public Education:** Best practice municipalities make it easy for the public to understand the rules and procedures involved in creating secondary suites or bringing their units into compliance with the applicable laws. Effective communications ensure that tenants, landlords and builders understand the life safety and compliance implications of establishing secondary suites and the benefits of obtaining permits.

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- ii. **Selecting a Preferred Secondary Suite Code Compliance Approach:** Clarity and consistency of regulatory compliance methods was a very important consideration for the surveyed municipalities. The preferred method was to apply the Ontario Building Code and Ontario Fire Code in effect with the year of construction of the secondary suites. This method is explained in detail under sub-section c. below.
- iii. **Organizational Readiness:** Organizational readiness came out as another important aspect of implementation strategy. Best practice municipalities ensure that staff is trained on new regulatory changes and procedures. Similarly, different departments involved in the regulation of secondary suites work collaboratively as a team in helping citizens understand the regulatory requirements.
- c. Recommendations Contained in the Secondary Suites Readiness and Implementation Strategy Report

Based on the best practice review of target municipalities, the recommendations can be categorized under the following themes:

- i. Record Keeping and Monitoring;
 - ii. Administrative Process and Technology Enhancements;
 - iii. Customer Service and Operational Readiness;
 - iv. Regulatory Compliance and Enforcement;
 - v. Financial Impact; and
 - vi. Public Education
- i. Record Keeping and Monitoring: New administrative and technological procedures will need to be developed and implemented in order to ensure that Secondary Suites related building permit applications are recorded and processed in a manner that ensures consistency and good data collection practice. There are number of potential record keeping methods identified in previous policy reports such as registration and licensing. Based on best practices review of target municipalities and consideration of other factors including citizen experience, the most effective method recommended in the Secondary Suites Readiness and Implementation Strategy report and by Staff is:
- *A register of secondary suites be created in Vaughan's property information system to ensure good record keeping of building permit applications.*

The implementation of this method means that secondary suite information is recorded in the building permit and property information system (AMANDA) when a building permit application is made by an applicant. This method is already in use for other type of building occupancies including, residential, industrial and commercial projects. However, a unique identifier/code will be created in the property information system for secondary suites. This method is simple, relatively easy to implement and is cost effective because it leverages existing technology. There are several municipalities who utilize this method of record keeping as identified in the Secondary Suites Readiness and Implementation Strategy. In comparison, licensing, which is another method of recording information, is more onerous and less effective in regulating secondary suites. None of the municipalities surveyed uses licensing as a method of record keeping.

Data on secondary suites can be generated by staff from the property information system for generating reports and tracking data. Such information can also be shared with other City departments and public agencies as needed. Similarly, demands placed on enforcement activities will also be monitored by the impacted enforcement departments

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to determine future resource implications. The Secondary Suites Readiness and Implementation Strategy report recommends that the Secondary Suites Implementation Team steer the start-up, implementation, communications and customer service issues to ensure a smooth transition from the current regulatory system that does not permit Secondary Suites.

- ii. Administrative Processes and Technology Enhancements: In order to ensure that regulatory requirements and policies are consistently applied by City staff, the Secondary Suites Readiness and Implementation Strategy report recommends that:

- *Standard operating guidelines be created by staff to guide secondary suite approvals prior to the effective date of the new secondary suites zoning regulations.*

Standard Operating Guidelines (SOGs) are internal documents prepared for City staff to standardize operations. Consistency of operational practice demonstrates professionalism and provides superior customer service to citizens. SOGs will be prepared by impacted enforcement departments, namely Building Standards Department, Vaughan Fire and Rescue Service and By-law and Compliance, Licensing and Permits.

The effective implementation of the Secondary Suite regulations will be reliant on a robust property information system that optimizes the use of the available technology. In this respect, the Secondary Suites Readiness Implementation Strategy report recommends:

- *All existing secondary suite databases in the Fire, Building Standards and By-law and Compliance, Licensing and Permit Services departments be consolidated in Vaughan's existing property information system.*
- *Vaughan's property information system database be linked to the City's geographic information system (GIS) when the system is available in future.*

An integrated property information system will ensure easy retrieval of information and generation of Secondary Suite statistics. However, in order to achieve this goal, modifications and enhancements will be required to the existing property information system. Staff will assess the resources required to implement such changes.

- iii. Customer Service and Operational Readiness: Upon enactment of the Zoning by-law, City staff can expect an increasing number of enquiries and permit applications. All impacted departments must be prepared to deal with such enquiries as the public expects prompt, courteous and accurate information. Therefore, the Secondary Suites Readiness and Implementation Strategy report recommends that:

- *Front-line customer service staff and designated approval professionals be fully trained prior to the effective date of the new secondary suites zoning regulations.*
- *An expert inter-departmental staff team, comprised of Building, Fire and By-law Enforcement staff, be created to process secondary suite approvals and that citizens and builders should be able to access secondary suite services quickly and efficiently.*

There will be a need for enhanced coordination among impacted departments to ensure that the awareness of the regulatory changes and approval processes is consistent throughout the Corporation. A training session will be led by the Building Standards

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Department involving other departments for Staff identified by Departments as having a role in Secondary Suites Implementation.

- iv. Regulatory Compliance and Enforcement: Upon enactment of the new Zoning By-law, owners and citizens are expected to come forward when proposing to construct a new Secondary Suite or make an existing Secondary Suite compliant with applicable laws. The following recommendation is contained in the Secondary Suites Readiness Implementation Strategy report:

- *The three-stream approval approach outlined in Option 1 in Section 3.2 of this report be implemented.*

This approach ensures that the City apply the Ontario Building Code and Ontario Fire Code requirements commensurate to the year of construction of the Secondary Suite as per provincial legislations. Any secondary suite constructed on or prior to July 14, 1994 is required to comply with the Fire Code requirements on fire safety. Any Secondary Suite constructed after that date will be required to comply with the more enhanced Building Code requirements on health and safety. This approach not only facilitates compliance with provincial legislations but is also expected to reduce construction costs for the owners in many cases. Furthermore, By-law and Compliance, Licensing and Permit Services through the inter-departmental staff team will have carriage of enforcement related activity relating to the new Zoning By-law regulations once passed. For more details and advantages of this approach, refer to Attachment 3, Option 1 of Section 3.2.

- v. Financial Impact: DeLoyde Development Solutions has noted in the report that none of the surveyed municipalities imposed any substantial fees for processing Secondary Suite permit applications. The rationale being that minimal fees encourage owners to come forward and seek compliance with applicable laws. Therefore, the Secondary Suites Readiness and Implementation Strategy report recommends that:

- *Vaughan's existing building permit fees schedule be applied to secondary suites.*

No new fees are being proposed and existing building permit fee schedule applicable to residential dwellings will apply.

The Building Standards Department will be the primary point of contact for building permit applications and therefore it is critical that as an initial step to support the implementation of the program, the department has the necessary resources to deal with the anticipated surge of Secondary Suite enquiries and applications. In anticipation of this surge, Secondary Suites Readiness and Implementation Strategy report recommends:

- *Two additional staff resources be secured by the Building Standards Department to respond to the anticipated demand for approvals of existing and future secondary suites and that management monitor the volume and turnaround times of secondary suite approvals and make any necessary resource adjustments.*

New staffing resources are expected to be required in processing the increase in volume of Building Permit applications without negatively impacting customer expectations and to facilitate the issuance of building permits within legislative timeframes. A full resource assessment analysis for all three affected enforcement departments (Building Standards, Vaughan Fire and Rescue Service and By-law and Compliance, License and Permit Services) will be conducted following the endorsement of this report by the Council.

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The need for additional staff resources and funding options, if required will be dealt with in a future report to a Finance, Administration and Audit Committee of Council meeting. With respect to the Building Standards Department, as the departmental operations is fully funded by Building Permit fees and Building Standards Continuity Reserve, the financial impact of supporting any new approved positions will be managed through the existing building permit fee revenues, with no financial impact on the municipal tax base. However, any additional resources within Vaughan Fire and Rescue Service and By-law and Compliance, Licensing and Permit Services are independent of the above and will need to be considered through the appropriate Additional Resource Request process, within the appropriate annual budget cycles.

vi. Public Education: Public education is a key element of the implementation strategy and Secondary Suites Readiness and Implementation Strategy report recommends:

- *Vaughan's new secondary suites approval and compliance system be easy to understand by stakeholders.*
- *The compelling life safety reasons for bringing secondary suites into compliance with Ontario's Building and Fire Codes be highlighted in the secondary suite public education program.*
- *The City of Vaughan's website and e-communications channels be used to communicate secondary suite related education materials, application forms, zoning information and approvals process flow charts.*
- *Vaughan's Corporate Communications take the lead in concert with the Secondary Suites Implementation Team in executing the internal and external communications and public education strategies outlined in Appendix 1 of DeLoyde Development Solutions report.*

Corporate Communications, in consultation with the Secondary Suites Implementation Team, will be developing public education material that will consider all the above recommendations contained in the Secondary Suites Readiness and Implementation Strategy report. In addition, the public education materials will also be informed by the recommendations in the 2015 SHS Planning report. The key messaging will revolve around public safety, housing affordability, and Vaughan's streamlined approval process. Staff will keep the messaging simple, easy to understand and accurate.

The Region of York has a mandate of advancing affordable housing options. The City has approached the Region regarding their interest and involvement in public education.

8. Planning Tools to be Applied to Secondary Suites

The purpose of the City-wide Secondary Suites Study was to develop new Official Plan policies, Zoning By-law regulations, and to identify other regulatory tools necessary to permit secondary suites. The Official Plan policies and Zoning By-law regulations are the land use planning tools that will regulate where secondary suites will be permitted and their physical form, including unit size, building access, parking requirements and impact on the external aesthetics of the dwellings and hence the neighbourhoods. A draft set of Official Plan policies and Zoning By-law regulations, which reflect input from the Task Force, were made available for comment at the April 2, 2014 Public Open House. Subsequently, the Project Team and the Secondary Suites Task Force further advanced the development of the draft Official Plan and Zoning By-law amendments to bring them to the public for further comment at the statutory Public Hearing which

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took place on March 3, 2015. These policies and regulations are further summarized as recommended policies and tools in sub-section 4.2.1 and 4.2.2 of the City of Vaughan Secondary Suites Policy Development, dated January 2015 and prepared by SHS Consulting in association with Planning Alliance.

Following the March 3, 2015 Public Hearing, further work was conducted to refine both the draft Official Plan and Zoning By-law amendments.

a. The Recommended Secondary Suites Official Plan Policies (Attachment 1)

In response to the issues identified and upon further consideration and review, policy language has been modified to create consistency with VOP 2010. Additional policy language itemized as policies 'c' and 'd' have been added to the draft Official Plan Amendment, building on the policies proposed in the Public Hearing report (see Attachment 6). The amendment provides for the following:

- “1. Deleting Policy 7.5.1.4 d. (“allowing secondary suites where deemed appropriate by a City-initiated study.”)
2. Adding the following new Policy 7.5.1.5 and renumbering the existing Policies 7.5.1.5, 7.5.1.6 and 7.5.1.7 accordingly:

7.5.1.5 Secondary Suites shall be subject to the following policies:

- a) A Secondary Suite shall only be permitted on a lot developed with a detached house, semi-detached house or a townhouse. The implementing zoning by-law will establish standards that must be met before a secondary suite can be considered to be in conformity with the official plan and zoning by-law.
- b) That a secondary suite may be permitted in a detached house, semi-detached house or townhouse, or on a lot where the use is a residential detached house, semi-detached house or townhouse provided that:
 - i. A maximum of one secondary suite shall be permitted;
 - ii. All requirements of the Ontario Building Code, Fire Code and City By-laws are satisfied.
- c) Where permitted, a Secondary Suite shall only be located on the same lot as the detached house, semi-detached house or townhouse.
- d) Any additions or alterations that impact the exterior elevations of a detached house, semi-detached or townhouse resulting from the development of a secondary suite on a residential lot located within a Heritage Conservation District shall be subject to Site Plan Control pursuant to the *Planning Act*, Section 42 of the Ontario Heritage Act and and Heritage Vaughan approval.
- e) Vaughan Council may adopt further regulatory measures regarding the implementation of a program to permit secondary suites in accordance with the policies of this Plan. Such measures may include, but not be limited to, the monitoring and provision of public education.

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7.5.1.6 That notwithstanding the policies of 7.5.1.5 a) through to e) secondary suites shall not be permitted on the lands subject to the Special Policy Area as shown on Schedule 8, titled Special Policy Areas of this Plan.”

b. The Recommended Secondary Suites Zoning Standards (Attachment 2)

In keeping with the concept of criteria based zoning standards, the following zoning standards are recommended.

i. Definitions:

Initially the definitions for Single Family Detached Dwelling, Semi-Detached Dwelling and Duplex Dwelling were all considered for revision. Upon further consideration and consultation with the Zoning Section of the Building Standards Department, it was determined that these definitions would remain and if necessary will be reviewed and revised through the comprehensive review of By-law 1-88 which is currently underway.

The final version of the draft zoning by-law has provided the following definition for “SECONDARY SUITE”.

“SECONDARY SUITE – Means an accessory dwelling unit which is located within a Single Family Detached, Semi-Detached or Street Townhouse dwelling unit.”

ii. Regulations and Standards:

1. The Public Hearing report noted that Section 3.8, “Parking Requirements”, needed to be amended to add the following: “Residential – Single Detached, Semi-Detached, Street Townhouse with Secondary Suite” as a type of use with a minimum of “3.0 parking spaces per dwelling unit”. Parking standards required for residential units have already been addressed in By-law 1-88. Therefore, including a clause in Section 4.1.8 requiring a minimum of three parking spaces be provided on a lot where a secondary suite is located was sufficient. It should be noted that the requirement for three parking spaces is not specific to the secondary suite, but for the principal residential use. An example of this would be where the existing residential lot already provides three parking spaces; no additional space would be required for the proposed secondary suite. One of the provisions set out in sub-section 4.1.8 establishes the requirement for parking.
2. In Section 4.1, “General Provisions” for Residential Zones, include a new Sub-section entitled “4.1.8 Secondary Suites” stating that one (1) Secondary Suite may be permitted accessory to a Single Family Detached Dwelling, Semi-Detached Dwelling or Street Townhouse Dwelling unit, subject to the following provisions:
 - a) The addition of a Secondary Suite in a Single Family Detached Dwelling, Semi-Detached Dwelling or Street Townhouse Dwelling shall not change the use of the subject lands;
 - b) A maximum of one (1) secondary suite shall be permitted;
 - c) A minimum 9.0 metres of frontage is required;
 - d) The minimum gross floor area of a secondary suite shall be 35 square metres;
 - e) A secondary suite shall not occupy more than forty-five percent (45%) of the above finished grade gross floor area of the dwelling within which it is located;
 - f) Entrances to secondary suite shall:

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- Be separate from the main entrance to the Single-Family Detached Dwelling, Semi-Detached Dwelling or Street Townhouse Dwelling, either as separate exterior entrance located on the side or rear elevation of a dwelling or from a common indoor vestibule;
 - Be accessible from the street via a paved walkway or driveway;
 - Not be located closer to the front lot line than the main entrance of the residential dwelling unit on the abutting lot; and,
 - Be setback a minimum of 1.2m from the interior side lot line, except where the minimum interior side yard setback requirement to an entrance is greater.
- g) New entrances for secondary suites in existing dwellings shall not be permitted on the façade facing a public or private road; and,
- h) A secondary suite will not be permitted in the same Single Family Detached Dwelling, Semi-Detached Dwelling or Street Townhouse Dwelling unit accommodating Boarders, or containing a Home Occupation, Private Home Tutor, Private Home Daycare, Bed and Breakfast Establishment, or Correctional or Crisis Care Group Home.
3. Add a provision to Section 4.1.5: “A home occupation will not be permitted in a dwelling unit where a secondary suite has been permitted.”
4. Notwithstanding any of the provisions listed above, secondary suites shall not be permitted in the Woodbridge Special Policy Area (SPA). A schedule outlining the lands subject to the SPA will be attached and form part of the implementation by-law. This provision is in keeping with VOP 2010 policies in Section 7.3.2 of Part B of the Woodbridge Centre Secondary Plan which states:
- “j. Notwithstanding new lot or unit creation shall be prohibited in the Low-Rise Residential designation of the Special Policy Area.”
- and
- “k. Notwithstanding intensification shall be prohibited in the Low-Rise Residential designation in the Special Policy Area.”
5. It should be noted that reference to where secondary suites may be permitted has been limited to “...within a Single Family Detached Dwelling, Semi-Detached Dwelling or Street Townhouse Dwelling...”

Secondary suites in detached garages are recognized as one option for where a secondary suite can be located. However, further review of best practices respecting secondary suites in detached garages revealed that there has been limited application of this option throughout the GTA. It is typically challenging to retrofit existing structures due to Ontario Building Code (OBC) requirements. As a result, staff are generally not supportive of such a situation. However, staff will further consider the permission for secondary suites within a detached garage including criteria and standards that would have to be met taking into consideration the OBC and other relevant requirements and if determined to be appropriate will provide zoning provisions at a future date in conjunction with the comprehensive review of Zoning By-law 1-88.

The information referenced above in sub-Sections 8a. and 8b of this report has been included in the recommended Official Plan and Zoning By-law amendments attached to this report as Attachments 1 and 2.

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c. Site Plan Control By-Law

In addition to the creation of draft Zoning By-law regulations, By-law 123-2013, the Site Plan Control by-law will also require amendment to address the requirement for site plan approval related to secondary suites within Heritage Conservation Districts. The draft Official Plan Amendment also provides policies related to the requirement for Site Plan approval in the Heritage Conservation Districts.

Minor amendments to an approved site plan for street townhouse units will not be required for a door to a unit to facilitate a secondary suite.

9. Next Steps Related to the Secondary Suites Implementation Strategy

Following Council's endorsement and direction to staff, the Secondary Suites Implementation Team working with Corporate Communications will proceed with implementing the Strategic measures outlined in this report based on the following work plan:

Contingent Work Plan*

Activities	Lead Departments	Estimated Target Timeframe
Public education material to be prepared and made available to the general public	Corporate Communications assisted by Secondary Suites Implementation Team	Q2 2017
Standard Operating Guidelines and Enforcement Protocols	Building Standards, Vaughan Fire and Rescue Service, By-law and Compliance, Licensing and Permit Services	Q2 2017
Resource Assessment and Funding	Building Standards, Vaughan Fire and Rescue Service, By-Law and Compliance, License and Permit Services	Q2 2017
Staff Training	Building Standards, Vaughan Fire and Rescue Service, By-law and Compliance, License and Permit Services, Access Vaughan	Q2 2017
Changes to building permit and property information system	Building Standards Department, Office of the Chief Information Officer	Q3 2017
Zoning By-law enactment	Policy Planning and Environmental Sustainability	Q3 2017
Progress report to Council	Secondary Suites Implementation Team	Q4 2020

* This timetable assumes that the enactment of the Secondary Suites Zoning regulations comes into effect in Q3 2017. Should the enactment date change, the subsequent time frames will be adjusted accordingly.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the Term of Council Service Excellence Strategy objective to:

- Create and manage affordable housing options (secondary suites)

Regional Implications

Representatives from the Long Range Planning Division at the Region of York were represented on the Technical Advisory Committee (TAC) and have presented at the Secondary Suites Task

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Force Committee. This report also responds to direction provided in the York Region Official Plan in regard to the provision of affordable housing, including secondary suites.

Conclusion

Staff have worked closely with key members of the Technical Advisory Committee and Project Team in developing the final draft of the Official Plan and Zoning By-law amendments while taking into consideration the comments received from the public and Council at the Public Hearing. In addition to the *Planning Act* matters, it will be necessary to address a number of administrative issues resulting from the Task Force's Recommendations. The proposed administrative measures necessary to implement the Secondary Suites policy have been addressed through the Secondary Suites Implementation Strategy and are set out in this report. This effort is being led by the Secondary Suites Implementation Team comprised of various City departments. It is the intent that the measures being recommended by the Secondary Suites Implementation Team be in place coincident with the Zoning Amendment coming into force. Therefore it is recommended that the recommendations of this report be approved to proceed with the finalization and implementation of the City's Secondary Suites Strategy.

Attachments

1. Draft Official Plan Amendment
2. Draft Zoning By-law Amendment
3. Secondary Suites Readiness and Implementation Strategy Report, dated October 28, 2016, prepared by DeLoyde Development Solutions
4. Staff Follow-up Response to Task Force Recommendations
5. Staff Follow-up Response to Summary of key issues and Draft potential approaches related to implementation identified in SHS Consulting report
6. Statutory Public Hearing Report, dated March 3, 2015

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(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)