

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015

Item 1, Report No. 13, of the Committee of the Whole (Public Hearing), which was adopted, as amended, by the Council of the City of Vaughan on March 24, 2015, as follows:

By receiving Communication C2 from Mr. David I, Via Toscano, Vaughan, dated March 3, 2015.

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

The Committee of the Whole (Public Hearing) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Planning and Acting Director of Policy Planning, dated March 3, 2015, be approved;**
- 2) That the presentation by the Acting Director of Policy Planning and Ms. Jodi Ball, SHS Consulting, East Beaver Creek, Richmond Hill, and C10, presentation material entitled “City of Vaughan Secondary Suites Study”, dated March 3, 2015, be received;**
- 3) That the following deputations be received:**
 - 1. Mr. Adriano Volpentesta, America Way, Woodbridge;**
 - 2. Ms. Sonia Meucci, Blackburn Boulevard, Woodbridge;**
 - 3. Mr. Dino Di Mascio, Maple;**
 - 4. Mr. Paul Rossi, Maple;**
 - 5. Mr. Howard Kramer, Lealinds Road, Maple; and**
 - 6. Mr. Nasim Sufi, Marathon Avenue, Vaughan ; and**
- 4) That the following Communications be received:**
 - C4. Mr. Vincent Galloro, dated March 2, 2015;**
 - C5. Zohra Ali, Tuscana Boulevard, Concord, dated March 2, 2015;**
 - C6. Ms. Jackie Smith, Troyer Court, Thornhill, dated March 3, 2015;**
 - C7. Ms. Wendy Hofstatter, dated March 3, 2015; and**
 - C8. Mr. Fred Conway, dated March 2, 2015.**

Recommendation

The Commissioner of Planning and the Acting Director of Policy Planning recommend:

- 1. THAT the Public Hearing and presentation on the City-wide Secondary Suites Study BE RECEIVED; and that any issues identified be addressed in a comprehensive report to a future Committee of the Whole meeting; and**
- 2. THAT the members of the Secondary Suites Task Force be thanked for their participation and valued contribution throughout the course of the City of Vaughan City-wide Secondary Suites Study.**

Contribution to Sustainability

The Province and the Region have identified affordable housing as a key component of a sustainability strategy. Secondary Suites 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 often contained within existing buildings, they help optimize the use of the existing housing stock and infrastructure and re-populate

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neighbourhoods with declining populations. Through modest intensification, secondary suites can support transit improvements, a key component of the City's Transportation Demand Management Strategy. Secondary Suites can offer a greater range of housing opportunities within the municipality allowing a broader demographic to live closer to work thus increasing Vaughan's competitiveness and attractiveness to business and industry.

Economic Impact

A total of \$45,000.00 was originally budgeted to complete this Study. This expenditure was endorsed at the February 16, 2010 Council Meeting and was again noted in the June 5, 2012 Committee of the Whole Report titled "Secondary Suites Status Update – Direction To Proceed With A Request For Proposal For Consulting Services" and the subsequent May 7, 2013 Committee of the Whole (Working Session) Report titled "Secondary Suites Status Update To Council and Terms of Reference For Establishing A Task Force". Most recently in December of 2013 a report titled "City-Wide Secondary Suites Study Status Update - Budget Amendment and Request for Additional Funding" was presented to Committee of the Whole (Working Session) on December 3, 2013. The December 3, 2013 report recommended that an additional \$30,000.00 be allocated to the City-wide Secondary Suites Study and that such funds be drawn from the 2013 Policy Planning Operating Budget Professional Fees, in the amount of \$5,000.00, and from City-wide Development Charges (CWDC) Management Studies, in the amount of \$25,000.00;...". This was ratified by Council on December 10, 2013 bringing the budget to \$75,000.00. The primary reason for increasing the funding was to accommodate further public consultation measures, including the work of the Secondary Suites Task Force.

Communications Plan

The communication plan used for the statutory Public Hearing relies on a number of channels to optimize 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 are set out below:

1. On Vaughan TV
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's Official 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.

As of February 19, 2015 no comments have been received.

Purpose

The purpose of this report is to fulfill the requirements of the *Planning Act* for a statutory Public Hearing to provide an opportunity for the public to comment on the draft amending documents including the Official Plan and Zoning By-law amendments. (See Attachments 2 and 3 of this report). The intent of both documents is to establish provisions allowing a Secondary Suite accessory to and within, or on the same lot as a residential single detached, semi-detached or street townhouse dwelling unit subject to the requirements of the Ontario Building and Fire Codes.

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Furthermore, this report will provide information and identify the issues that shaped the development of the draft OPA policies and Zoning regulations for the City-wide Secondary Suites Study. The report will also identify implementing resourcing issues that will have to be considered in completing the regulatory regime, beyond the matters covered by the *Planning Act*.

Background - Analysis and Options

1. The Secondary Suites Policy Context

The Province, Region and City have all committed to addressing the issue of housing affordability through various policies.

- a. Bill 140, the *Strong Communities through Affordable Housing Act* 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 meeting these needs. The Act further clarifies the roles and responsibilities of both the provincial and municipal governments in providing for greater production of affordable housing at the local level.
- b. The York Region Official Plan (ROP) adopted on December 16, 2009 and subsequently approved by the Ministry of Municipal Affairs and Housing on September 7, 2010, has been substantially approved by the Ontario Municipal Board as of June 2013.

The Plan addresses issues of housing affordability and specifically speaks to 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 should be noted that sub-section 3.5.22 is subject to an area/site specific appeal.

- c. In keeping with the policies outlined in the ROP requiring local municipalities to incorporate affordable housing where opportunities exist, 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 of VOP 2010 has been approved by the Ontario Municipal Board. This provides the City's policy basis for undertaking this study. As such, an amendment to VOP 2010 will be required to introduce the new Secondary Suites policies into VOP 2010. (See Attachment 2 *Draft Official Plan Amendment*).

2. Zoning

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

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and specifically the requirement to accommodate secondary suites, the Secondary Suites Study also addresses zoning standards. The Study findings result in amendments to By-law 1-88 (see Attachment 3, *Draft Zoning by-law Amendment*). The Policy Planning staff has circulated a draft by-law to the Zoning Section of the Building Standards Department. Ultimately, such zoning standards will be incorporated into the future Comprehensive City of Vaughan Zoning By-law, which is required to implement VOP 2010.

3. 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 is 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 Suite policies and standards, and the resulting approaches to permitting Secondary Suites. Second, it provided an 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 outreach/public notification. Staff undertook an extensive notification protocol 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 official website;
- ii. On Vaughan TV at City Hall;
- iii. In the *City Update*, the City of Vaughan's newsletter;
- iv. On the *City Page Online*;
- v. Through the City of Vaughan's Twitter and Facebook accounts;
- vi. On the Policy Planning departmental webpage, accessible through the City of Vaughan's Official 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; and,
- xi. Advertising in the Vaughan Citizen and the Vaughan Liberal newspapers.
- 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, which substantially broadened the notification base for the April 2, 2014 Public Open House.

A 'buck-slip' was included in the February Interim Property Tax Assessment mailed to residential landowners. Fortunately, the timing of the February Tax Bill mailing coincided with the beginning of the advertising campaign for the April 2 Public Open House. Including the

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buck-slip in the mailing provided direct hardcopy notification of the City-wide Secondary Suites Study and the final Public Open House scheduled for April 2, 2014 to approximately 60,000 households. It should be noted that the February mailing of the Tax Bill is only sent to taxpayers who do not subscribe to the automated bank withdrawal program. Copies of the 'buck-slip' were also placed at the information desk at City Hall as well as the City's Community Centres and at Vaughan Public Libraries. The use of the buck-slip inserts in the tax bills has its practical limitations. The Tax Bills are only mailed twice a year.

As mentioned above in the section titled *Communications Plan* a number of the same methods of notification used to notify for the Public Open House Meetings were also used to engage the public for this statutory Public Hearing.

b. Public Consultation and Engagement Events To-date

The following section provides a synopsis of the process and events used to secure input from both the public and technical perspectives. This 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/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 its initiation, including the requirements under Provincial Law (Bill140). 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.
- 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 were planned to allow attendees ease of access depending on where they resided, and as the 2nd Public Open House included a workshop component, having 2 sessions allowed for smaller groups where all participants had an opportunity to take part in the discussions. There were two main objectives to the 2nd 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 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 standards to the public; allow for discussion and feedback; and provide comment on some of 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 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.

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c. Reports to Council

Throughout the study process staff provided Council with status updates mapping out the progress made throughout the course of the study. In total staff reported to Council, Committee of the Whole and Committee of the Whole Working Session on 6 separate occasions to-date: January 25, 2010; February 16, 2010; June 5, 2012; May 7, 2013; December 3, 2013; and, December 2, 2014). Aside from Council meetings, staff also provided a memorandum to the Mayor and Members of Council on March 28, 2014 notifying Council of the 'buck-slip' and draft OP 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 Task Force was facilitated and supported by information provided by the consultant, City Staff (Project Team) and guest speakers (e.g. Ministry of Municipal Affairs and Housing, York Region, MPAC) and was responsible for reviewing and providing comments on a range of planning and development issues relevant to Secondary Suites. The Secondary Suites Task Force provided Council with its recommendations based on their experience and knowledge and the information that resulted from the study process and its findings. The recommendations proceeded to Council on December 2, 2014 and form Attachment 4 to this report.

As noted earlier in the report, the number of 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 the process to bring the budgeted total to seven.

July 25, 2013:

The initial meeting was general in its intent, providing an opportunity for the Task Force members to familiarize themselves with the operating procedures and protocols of the Task Force. In preparation for the first meeting, members of the Task Force were sent background information including the May 14, 2013 Council extract from the May 7, 2013 Committee of the Whole (Working Session) report, copies of the presentation that was given at the May 27, 2013 Public Consultation/Kick-Off meeting, and a report titled *Phase 1 Summary Report: Policy Context*. At the meeting members were provided with an overview of the City-wide Secondary Suites Study which was followed by a discussion of their concerns and issues. A list outlining the identified concerns was developed. In response to the list, the next three Task Force Meetings were primarily devoted to education sessions. These addressed the identified issues and were supported by presentations from people with expertise in the topic areas.

September 26, 2013:

This meeting focused on the policies and requirements of the senior levels of government. Presenters from the Canada and Mortgage Housing Corporation (CMHC), Ministry of Municipal Affairs and Housing (MMAH), and the Region of York, provided Task Force members with information on the legislative and policy basis governing secondary suites, from a federal, provincial, and regional viewpoint. A question and answer period followed each presentation. A joint presentation from the consulting team and Policy Planning staff was also provided on the research completed to date with respect to market analysis and demographic and income statistics.

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October 24, 2013:

The agenda for the third Task Force meeting focused on municipal issues. It included presentations by the Building Standards Department, the Vaughan Fire and Rescue Service, and By-law and Compliance Department on the topics of Zoning, the Building and Fire Codes, health and safety, and enforcement. Each presentation was followed by a question and answer period where all members of the Task Force were given an opportunity to speak to each presentation.

November 21, 2013:

The fourth and final Task Force Meeting for 2013 focused on impacts on services and finances. It included presentations from the Engineering and Public Works Commission respecting parking and to a lesser extent the impact of secondary suites on hard services, and from the City of Vaughan Financial Services Department and the Municipal Property Assessment Corporation (MPAC) on the impact a legal secondary suite may have on the landowners property tax assessment. Along with the presentations, the Project Team also had a discussion with the Task Force respecting the Communication Strategy, the Goals and Objectives of the Task Force and the future of the study moving into 2014.

The November 21, 2013 meeting completed the initial information sharing and education phase of the study process. Meetings commencing in 2014 were scheduled to focus on the presentation and discussion of secondary suite policies, standards and regulations.

January 30, 2014:

The first meeting of 2014 was a working session for the Task Force members. Prior to the meeting members of the Task Force were provided with a *Summary Chart of Key Issues and Draft Policy Approaches*. The purpose of the meeting was to review the information contained on the chart and provide comments. The chart was intended for discussion purposes only and the content was a summary of information gathered through the public consultation process. The chart outlined 4 Areas of Focus. The Key issues reflected what was learned from the public meetings, the Task Force meetings, Council at the Committee of the Whole (*Working Session*) meetings, the online survey, and also through the review process. Furthermore, the chart included a draft policy section and rationale outlining possible approaches and tools in response to the issues raised. The four areas of focus were: Neighbourhood Character, Health and Safety, strain on Infrastructure and Community Awareness. (See Attachment 1)

March 20, 2014:

The agenda for the March 20, 2014 Task Force meeting included a continuation of the previous meeting's (January 30, 2014) discussion respecting the *Summary Chart of Key Issues and Draft Policy Approaches*. The review of the information contained in the chart was completed allowing the Project Team to proceed with their preparation for the April 2, 2014 Public Open House. Following this discussion it was explained what would be presented at the Public Open House.

April 24, 2014:

The final Task Force Meeting was held on April 24, 2014, and provided members with an opportunity to have a final discussion and make recommendations respecting the draft Official Plan policies and zoning regulations. It is noted that the policies and standards

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had been provided to Council in a March 28, 2014 memorandum. The Task Force, taking into consideration all the work completed over the previous months, as well as input from the three Public Open Houses adopted a series of recommendations for Council's consideration (see Attachment 4). While there remained differences of opinion amongst individual Task Force members, the recommendations reflected a substantial consensus of the group. The Task Force recommendations will be discussed in further detail in Section 6 of this report titled *Task Force Recommendations*

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

e. The Project Team

Policy Planning with the participation of the Building Standards Department, By-law and Compliance and the Vaughan Fire and Rescue Service, working with the consulting team consisting of SHS Consulting and Planning Alliance, formed the Project Team. The Project Team was responsible for providing technical support to the 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 Attachment 1 *City of Vaughan Secondary Suites Final Report* dated January 2015, prepared by SHS Consulting in association with Planning Alliance.

f. The Technical Advisory Committee (TAC)

In addition to the Task Force, a Technical Advisory Committee (TAC) was also assembled. The TAC was made up of the internal City departments and divisions including Building Standards, Development Planning, Urban Design, Fire and Rescue Services, By-law and Compliance, Development/Transportation Engineering, Accessibility Vaughan, Community Services, Legal Services, Finance and, Economic Development.

TAC membership also involved the participation of external agencies including York Region Long Range Planning, York Region Catholic and District School Boards, York Region Police, Canada Mortgage and Housing Corporation (CMHC), and Ministry of Municipal Affairs and Housing (MMAH). 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 has also had an opportunity to review and comment on the *Summary of Key issues and Draft Potential Approaches* chart and apply a technical perspective on the efficacy of the potential approaches.

4. Issues Identified through the Consultation Process Considered in Developing the Policies and Standards

The draft Official Plan policies and Zoning standards evolved from information gathered through the Task Force Meetings, the public consultation process, input from the Technical Advisory

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Committee, an online survey, comments received from 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 which included:

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

In addition to informing the “*Planning Act*” issues (the Official Plan and Zoning By-law), the process also identified the need to address practical considerations related to the implementation of a program to legalize secondary suites. Being administrative and regulatory in nature these matters will need to be addressed and the required measures put in place by the time that the Official Plan and Zoning By-law amendments are in effect.

- a) Neighborhood Character: In consideration of Neighborhood Character the following issues were raised; i) Location; ii) Parking; iii) Absentee Landlords; iv) Property Standards; and, v) Enforcement of Municipal By-laws:

- 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 neighborhoods. In response, it was determined that secondary suites should not be restricted based on a specific land use designation or zone or exclusively on 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 a secondary suite would be permitted.
- ii. **Parking** - was raised as a major concern by a number of stakeholders as it impacts on-street congestion and the appearance of the property where paving of front yards significantly reduces landscaping. Through presentations provided by City staff to the Task Force, the issue of parking was raised, particularly in the context of newer neighborhoods that were designed using new urbanism and alternative right-of-way standards. Consideration was given to what the appropriate number of spaces should be, or if any additional spaces would be required. Currently, single and 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. Providing for a minimum of three parking spaces on a lot before a secondary suite was permitted was considered to be the best response.
- iii. **Absentee Landlords** – This issue was raised as a potential cause for declines in property maintenance and appearance. Little concrete evidence other than anecdotal evidence has shown any negative impact on neighborhood character. Furthermore, neither an Official Plan policy nor a zoning by-law, the two tools available through the *Planning Act*, can address the issue of absentee landlords.
- iv. **Property Standards** – Another concern raised respecting neighborhood character is the overall impact that a secondary suite will have on neighborhood 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.

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- v. **Ensuring Local By-laws are enforced** – There are municipal by-laws in place addressing property standards other than By-law 1-88 the City of Vaughan's comprehensive zoning by-law which addresses matters dealing with land use only. The current enforcement of municipal by-laws is dealt with on a complaint basis and enforcement officers have limited power of entry pursuant to legislation governed by the *Planning Act*. There are concerns that any additional work created by an enforcement or monitoring program established to regulate secondary suites would result in a resource issue for affected departments (e.g. staffing levels). This is beyond the scope of this land use planning exercise.
- b. Health and Safety: Concerns respecting Health and 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 Safety of Secondary Suites for Tenants** – Secondary suites must comply with all necessary regulations including the Fire Code, Building Code, and City By-laws. However, enforcement of City By-laws becomes an issue because enforcement officers have limited power of entry and may require additional resources and training to conduct inspections to determine whether safety matters are in keeping with standards. Furthermore, it should be clarified that only those landlords who undertake the legalization 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 and its ultimate legalization.
 - ii. **Insurance for Tenants** – A suggestion made by the stakeholders was that tenants be required to have insurance. However, through the information gathering process it was determined that requiring tenants of secondary suites to have insurance is not enforceable by the City, as there is no current process through which the City can require or verify proof of insurance. Also should the insurance lapse or be discontinued for any reason there is no mechanism which would trigger City enforcement being notified. 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. In order to implement a requirement of this nature the City would need to establish a licensing regime.
 - iii. **Ensuring Neighborhood 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 a concern. 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 will assist in the future planning of community services and institutional uses. .
- 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 Legalizing Secondary Suites.

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- i. **Public Education** – Residents and stakeholders expressed the need for incorporating an education campaign into the implementation program for permitting secondary suites. This would set out the process for legalization for new secondary suites; the standards that would have to be met, e.g. Code requirements, by-laws; and, application and submission requirements.
- ii. **Understanding Legislation/Regulatory Framework** – Above and beyond the Official Plan Policies and Zoning By-law being developed to permit secondary suites, there is a body of legislation related to the Residential Tenancies Act, and the rights and responsibilities of both landlords and tenants. This information should be provided through an education program.
- iii. **Understanding the Costs of Legalizing Secondary Suites** – potential secondary suite providers should be aware of the impact of a secondary suite on their property tax and property value.

5. Planning Tools to be Applied to Secondary Suites

The purpose of the City-wide Secondary Suites Study is to develop new Official Plan policies, Zoning standards, and to identify other regulatory tools necessary to permit secondary suites. The Official Plan policies and Zoning standards are the land use 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 neighborhoods. The following policies and standards were put forward for comment at the April 2, 2014 Public Open House. The standards reflect input and advice from Task Force and findings based on a review of best practices in other jurisdictions. The Project Team and the Secondary Suites Task Force have advanced the development of the *Planning Act* measures (i.e. the OP policies and zoning) to bring them to the public for further comment and input at the statutory Public Hearing.

a. The Draft Secondary Suites Official Plan Policies

In response to the issues identified above, the following official plan policies are being put forward for further consideration. Under this approach, VOP 2010 would be amended by:

- “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) Secondary Suites may be permitted in a building on lots where the principle use is a single detached, semi-detached or street townhouse dwelling provided that:
 - i. There is a maximum of one (1) secondary suite per principle dwelling unit;
 - ii. All requirements of the Ontario Building Code, Fire Code and City By-laws are satisfied.
- b) Secondary Suites will not be permitted on all single detached, semi-detached and townhouse lots. The implementing zoning by-law will

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establish standards and criteria that must be met before the Secondary Suite can be considered to be in conformity with the zoning by-law.

- c) 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 registration, licensing, monitoring and provision of public education.

The amending zoning by-law provides more specific standards which any proposal to permit or legalize a secondary suite must adhere to.”

b. The Draft Secondary Suites Zoning Standards

In keeping with the concept of criteria based zoning standards, the following amendments to By-law 1-88 have been developed for further consideration:

“1) In Section 2.0 DEFINITIONS:

- Include a definition for a Secondary Suite: “Secondary Suite – Means a self-contained residential unit located within and accessory to a residential dwelling. A secondary suite has its own kitchen and bathroom.”
- Change the term “Dwelling, Single Family Detached” to “Dwelling, Single Detached”. Update use of this term elsewhere in the By-Law.
- Change the definition of a “Dwelling, Semi-Detached” to mean “a building containing a maximum of two (2) dwelling units.”
- Add the following clause to the definition of a “Dwelling, Duplex”: “A dwelling that includes an accessory secondary suite is not a duplex.”

Regulations and Standards:

1. In Section 3.8, “Parking Requirements”, add “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”.
2. In Section 4.1, “General Provisions” for Residential Zones, include a new Subsection entitled Secondary Suites stating that “Secondary suites may be permitted located within or on the same lot, and accessory to a single detached, semi-detached or street townhouse dwelling unit, subject to the following provisions:
 - a) The addition of a secondary suite in a dwelling shall not change the use of the subject lands;
 - b) A maximum of one (1) secondary suite shall be permitted;
 - c) The lot frontage shall exceed 9.0 metres (i.e. minimum 9.0 metres 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 entrances shall:
 - Be separate from the entrance to the principal dwelling, either as separate exterior entrances or from a common indoor vestibule;
 - Be accessible from the street via a paved walkway or driveway;

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015

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- Not be visible from or located in front of the principal entrance of the adjacent building
 - g) New entrances for secondary suites in existing dwellings shall not be permitted on the façade facing a public or private road;
 - h) A secondary suite will not be permitted in a dwelling unit accommodating boarders or containing a home occupation.
3. Add a provision to Section 4.1.5: “A home occupation will not be permitted in a dwelling unit containing a secondary suite.”

It is noted that these policies and standards have not been formatted to reflect the style of amending official plan and zoning by-law amendment documents. The information referenced above has been included in the draft Official Plan and Zoning by-law amendment documents attached to this report as Attachments 2 and 3.

6. Task Force Recommendations

The Task Force has provided a number of recommendations. Some have been accommodated through the draft *Planning Act* amendments and some will be addressed more fully through the follow-up process discussed in this report. Staff does have issues pertaining to the recommendations respecting the relative merits of a licensing or registration regime, particularly in regard to the costs of administering such programs. The relative merits of the Task Force recommendations relating to the further regulation of Secondary Suites will be addressed in the follow-up report, which will inform Council of the merits and drawbacks of the alternatives as the basis for a recommendation on staff's preferred approach.

- a. **TF Recommendation:** That the home owner wishing to create a Secondary Suite be required, as part of the approval process, to agree that the occupants of the dwelling will have one less vehicle than the number of spaces available with the result that there will be one available parking space for the occupant of the secondary suite.

Staff Response: The concern with respect to this recommendation is the enforceability of such a standard on an on-going basis.

- b. **TF Recommendation:** That restrictions are established for secondary suites with side yard entrances to ensure that the area adjacent to the entrance is not utilized as an amenity space.

Staff Response: Staff is currently considering how this recommendation can be implemented through policy and zoning regulations.

- c. **TF Recommendation:** That the staff recommended approach referencing ‘home occupation’ in section 4. be deleted.

Staff Response: The original draft recommendation was not only in reference to home occupation uses, but all uses which potentially could intensify the uses on a site by their introduction. Staff concerns include impact on parking, and the over intensification of the subject lands by allowing the primary residential dwelling, the secondary suite and an additional use such as a home occupation, private home daycare or private home tutoring.

- d. **TF Recommendation:** That each official address be required to have its own mailbox for service by Canada Post. However, this discussion must consider recent Canada Post

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015

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business decisions towards introducing Community Mailboxes in existing established communities.

Staff Response: Staff is currently in consultation with Canada Post to determine the feasibility of introducing separate mailboxes for the secondary suite.

- e. **TF Recommendation:** That the City of Vaughan encourages developers to include roughed in secondary suites in some homes in new developments.

Staff Response: Staff is considering at which stage of the planning/development application process is it most appropriate to enter into discussions with the development industry on how they would proceed with including the option for secondary suites to potential home buyers, and what the impact on providing a roughed in secondary suite would have on the processing of building permit applications and related fees.

- f. **TF Recommendation:** That a registry of the legal secondary suites in the City of Vaughan is established and the list is accessible to the public.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- g. **TF Recommendation:** That a licensing process be implemented with the fees to be determined by the City of Vaughan.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- h. **TF Recommendation:** That a separate process be established for homeowners with existing illegal secondary suites to encourage the home owners to register and obtain licensing to meet the necessary standards and requirement.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- i. **TF Recommendation:** That the remainder of the recommended approaches referred to in the document submitted by Planning staff titled "City of Vaughan Secondary Suites Policy Development, Summary of Key Issues and Draft Potential Approaches – For Discussion Purposes Only (Draft 4), be approved.

Staff Response: The remainder of the recommended approaches are reflected in the draft Official Plan Policies and zoning regulations. These have been elaborated on through the creation of the Draft Official Plan and Draft Zoning By-law (see Attachments

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015

Item 1, CW(PH) Report No. 13 – Page 15

3 and 4). Staff will continue to refine these documents prior to moving forward with a technical report on secondary suites.

- j. **TF Recommendation:** That a cost analysis is completed and made public to determine the costs associated with secondary suite policy implementation (licensing, monitoring, and enforcement).

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual program up-take and the resulting number of units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- k. **TF Recommendation:** That requiring insurance for tenants is considered as part of licensing requirements.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 8 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- l. **TF Recommendation:** That an education program be implemented.

Staff Response: Staff concurs with this recommendation and is currently developing a framework for moving forward with an education program. This information will be presented in a future report to Committee of the Whole meeting.

- m. **TF Recommendation:** That all future infrastructure review for determining development charges take into account secondary suites and report separately on the infrastructure needs and costs.

Staff Response: Staff is currently reviewing this recommendation.

7. Issues Associated with the Administration of the Secondary Suites Program

Coincident with the *Planning Act* approvals coming into effect it will be necessary to have in place the administrative procedures required to implement the Secondary Suites program. Much of the administrative process for the regulation of Secondary Suites rests with legislation and regulation outside of the *Planning Act*. This would include the Ontario Building Code, the Fire Code and *Municipal Act*, which are applicable to solutions where licensing and/or registration may be involved. The measures the City adopts to further regulate the secondary suites have the potential to affect the operations of a number of City departments, including the Building Standards Department, the By-law and Compliance Department, and the Vaughan Fire and Rescue Service, as well as Corporate Communications with respect to any educational component.

The extent to which the each department is affected will depend on the level of regulation that is applied and the number of applications that will be submitted to permit new or legalize existing secondary suites. This would involve the submission of applications for review for Code/ By-law compliance, plan approval, and inspections.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015

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The level of further regulation would also need to be considered. For example: This could depend on whether:

- The City chooses to implement a proactive enforcement program designed to achieve compliance with the code requirements;
- A licensing regime is put in place where legal secondary suites are identified, licensed and inspected annually for continuing compliance, with a licensing fee;
- In the alternative, a registration process could be put in place, which lists legalized secondary suites, but carries out no further actions, except on a complaint basis.

8. The Implementation of the Secondary Suites Policy: The Three Element Approach

It became clear throughout the process that the implications of permitting secondary suites extended beyond the Official Plan and Zoning By-law, as reflected in the discussions with stakeholders and the Task Force recommendations. Both the Task Force and staff identified a number of implementation and administration issues that would need to be addressed and put in place before the required Official Plan policies and amending Zoning By-law were in effect. This mainly relates to the identification, monitoring, and regulation of secondary suites and establishing a public education program that would allow the system to operate smoothly. This resulted in a “three element” approach to regulation. This is discussed below.

- a. **Planning Act Permissions:** It is evident that the first element of the process, being the *Planning Act* permissions for secondary suites, can be addressed through the development of the Official Plan Policies and an implementing Zoning By-law, which were set out in the previous section of this report. These may be subject to further modification resulting from the Public Hearing process, consideration of the Task Force recommendations and further staff response.
- b. **Enforcement and Monitoring:** The second major area of implementation in response to Task Force recommendations involves the determination of the required enforcement, monitoring and administration processes. Currently staff is investigating the potential implementation, enforcement and monitoring tools. The Task Force recommendations also noted the need for implementation tools.
- c. **Education:** The third element is the educational component. This would involve the creation of a resource based approach to information regarding secondary suites. This would include on-line sources providing the public with information and a hardcopy information package containing the same information, which can be obtained at City Hall. The package would also be made available with all building permit applications for secondary suites and grade related residential construction. Staff will consider the educational element in greater detail once it has completed its consideration of the implementation tools as the information to be provided will be impacted by Council's ultimate direction.

9. Reporting Strategy: Next Steps

The determination of the regulatory system was a key point for both the Task Force and Project Team. However, such a protocol is beyond the scope of this study. For this reason, the Project Team has developed the following approach to the next steps. The Policy Planning Department has prepared this public hearing report providing an outline of the study process to date, related background information, an outline of the issues, as well as the final consultant's report (see Attachment 1) and the draft official and plan zoning by-law amendments (see Attachments 2 and 3). Subsequently in response to the issues identified through this Public Hearing process, the comprehensive Technical Report will be prepared addressing the *Planning Act* matters for the

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 24, 2015

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purposes of their approval and finalization for adoption and enactment.

A second report will be prepared by the Legal Department, in consultation with the City Clerk's, the By-Law and Compliance, the Building Standards departments and the Vaughan Fire and Rescue Service. It will address the issues relating to the implementation of a regulatory regime. The timing of this report will be coordinated with the Technical Report on the *Planning Act* amendments and will identify resource requirements in greater detail which will inform any required budget requests.

It should be reiterated that the regulatory measures must be in place no later than the day that the implementing zoning amendment comes into effect. Therefore, staff will work to time both processes so that the regulatory measures are in place in time to receive the first application for the approval of a new secondary suite or the legalization of an existing one. It is expected that a joint report on the regulatory measures involving several departments will be provided in the fourth quarter of 2015.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Representatives from the Long Range Planning Division at the Region of York were members of the Technical Advisory Committee (TAC) and have made presentation to the Secondary Suites Task 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 will continue to refine the issues pertaining to the Official Plan and Zoning by-law while taking into consideration the comments received from the public and Council at this Public Hearing. This will be reported on in a comprehensive technical report. 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. Such measures will need to be resolved and be in place coincident with the Zoning Amendment coming into force. These matters will be elaborated on in a separate report to Council containing direction on recommended regulatory measures. The timing of these reports will be coordinated to ensure that the *Planning Act* instruments and the necessary regulatory measures are both in place at the same time.

Attachments

1. Final Secondary Suites Consultants Report – dated January 2015
2. Draft Official Plan Amendment
3. Draft Zoning By-law Amendment
4. Task Force Recommendations

Report prepared by:

Arminé Hassakourians, Planner, ext. 8368

(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.)

Subject: FW: Secondary suites

-----Original Message-----

From: Hassakourians, Armine
Sent: Friday, March 06, 2015 4:52 PM
To: 'double_27@hotmail.com'
Cc: Britto, John
Subject: FW: Secondary suites

C	2
Item #	1
Report No.	13 (PH)
Council - March 24/15	

Good Afternoon:

By copy of this response please note that your e-mail has been forwarded to the Clerk's Department.

We are in receipt of your letter regarding this evenings, March 3, 2015, Committee of the Whole (Public Hearing) regarding the City-wide Secondary Suite Study.

Sincerely,
Armine Hassakourians, B.A.A., M.C.I.P., R.P.P.
Planner
City of Vaughan
Policy Planning Department

tel: 905-832-8585 ext.8368

-----Original Message-----

From: David 007 [mailto:double_27@hotmail.com]
Sent: March-03-15 6:14 PM
To: Hassakourians, Armine
Subject: Secondary suites

Hello

I won't be able to make the meeting tonight but I wanted to voice my opinion. I am totally against secondary suites for semi-detached and townhomes. Parking is already a huge issue in my neighborhood and the last thing I want to see is cars parked on the grass or people removing their front lawns to make a Parking space. There are numerous rental homes on my street already. It would be a nightmare to see two families in a semi or townhouse. The last thing anyone needs is two families living in a semi or townhouse to lower the value of the surrounding homes.

That being said I have no problem with someone finishing a basement to semi or townhouse for a parent or relative to use but they would have to use main entrance to the home and no income is earned.

Thank you for your time

David I
Via Toscana
Sent from my iPhone

Britto, John

From: Hassakourians, Armine
Sent: Tuesday, March 03, 2015 11:09 AM
To: 'Vincent Galloro'
Cc: Britto, John
Subject: RE: Secondary Suites [REDACTED] Vittorio Deluca Drive Ward 2

C 4
COMMUNICATION
CW (PH) - <u>Mar 3/15</u>
ITEM - <u>1</u>

Good Morning Vincent:

By copy of this response please note that your e-mail has been forwarded to the Clerk's Department:

We are in receipt of your letter regarding this evenings, March 3, 2015, Committee of the Whole (Public Hearing) regarding the City-wide Secondary Suite Study. Your letter will be processed as a Communication and distributed to Members of Council and available to the public on the City's website.

Sincerely,
Armine Hassakourians, B.A.A., M.C.I.P., R.P.P.
Planner
City of Vaughan
Policy Planning Department

tel: 905-832-8585 ext.8368

armine.hassakourians@vaughan.ca

From: Vincent Galloro [REDACTED]
Sent: March-02-15 7:43 PM
To: Hassakourians, Armine
Subject: Secondary Suites [REDACTED] Vittorio Deluca Drive Ward 2

Hello Armine.

I am a resident at the subject location and I am responding to the notice I received about a public hearing which is taking place Tuesday March 3, 2015 at 7:00 p.m. Unfortunately, I have a family commitment that I must attend and will not be able to voice my concerns publicly, but I wanted to express my opinion based on our current experiences while living here electronically.

Our neighborhood consists of freehold townhouses. Each unit includes a private parking space on the property + each unit contains a minimum of 1 attached garage. While visitor parking is limited, we are experiencing home owners renting out the basement and in some cases both the basement and main level to renters. As a result of this, each renter drives a car and in some cases 2 cars. The net result is they use the visitor parking and handicapped parking as their own private spot. In addition, some residents have converted part of the boulevard/green space into parking spaces. When someone visits us, there is rarely a spot available. I am not able to confirm this, but I suspect the units that are being rented do not conform to the current Ontario Building Code and after receiving this notice the by-law with respects to secondary suites.

The point I am trying to make is although I support intensification as per the Provincial policy, I feel that certain areas and or developments should be excluded due to the lack of parking available. If the City of Vaughan moves forward with this initiative, I would prefer the City exclude the higher density neighborhoods. At the very least, some type of framework should be implemented so anyone who creates a secondary unit, does so by conforming to the Ontario Building Code standards.

In my particular case, I would like to find out whom I should speak with at the City, as I would like to invite them here to see firsthand the issues that we are experiencing.

Vincent Galloro

From: Hassakourians, Armine
Sent: Tuesday, March 03, 2015 11:11 AM
To: 'Zohra Ali'
Cc: Britto, John
Subject: RE: City of Vaughan City-Wide Secondary Suites Study

C 5
COMMUNICATION
CW (PH) - <u>MAR 3/15</u>
ITEM - <u>1</u>

Good Morning:

By copy of this response please note that your e-mail has been forwarded to the Clerk's Department.

We are in receipt of your letter regarding this evenings, March 3, 2015, Committee of the Whole (Public Hearing) regarding the City-wide Secondary Suite Study. Your letter will be processed as a Communication and distributed to Members of Council and available to the public on the City's website.

Sincerely,
Armine Hassakourians, B.A.A., M.C.I.P., R.P.P.
Planner
City of Vaughan
Policy Planning Department

tel: 905-832-8585 ext.8368

armine.hassakourians@vaughan.ca

From: Zohra Ali [<mailto:sarf115@yahoo.ca>]
Sent: March-03-15 12:01 AM
To: Hassakourians, Armine
Subject: Re: City of Vaughan City-Wide Secondary Suites Study

Thanks for responding me back. Yes, please forward it to the concerned department and please please keep me posted, Thank You . Zohra Ali

On Monday, March 2, 2015 3:03 PM, "Hassakourians, Armine" <Armine.Hassakourians@vaughan.ca> wrote:

Thank you for your comments.

Did you want me to forward this e-mail to the Clerk's Department, so it will be part of the record and/or put you on our notification list for future meetings?

Please let me know,
Sincerely,
Armine

From: Zohra Ali [<mailto:sarf115@yahoo.ca>]
Sent: March-02-15 12:44 AM
To: Hassakourians, Armine
Subject: Re: City of Vaughan City-Wide Secondary Suites Study

I have been living in the city of Vaughan for many years, in Concord. We are seniors , on pension. I have been renting my basement apartment for many years. It is an extra source of income for me and my husband. It is a nice apartment with every thing in it. It is spacious, and bright. I have spend good money on it for any one to live comfortably. As it is source of income for us. My concern is that it is after all illegal to have it rented. As there shortage of housing , and people want to live in better place for less money, and every second or third has its basement rented. As it is illegal , some people are hasitant to have it rented. Things work better , where there are rules and regulations. Both the landlord and tenant feel safer. I think many people can be benefitted by making the basement apartment legal. It will be source of income for the government as well. My name is Zohra Ali. My address is 115 Tuscana Blvd. Concord.

From: Hassakourians, Armine
Sent: Tuesday, March 03, 2015 11:13 AM
To: 'jackiesmith42@hotmail.com'
Cc: Britto, John
Subject: FW: Secondary Suites comment

C 6	
COMMUNICATION	
CW (PH) -	MAR 3/15
ITEM -	1

Good Morning:

By copy of this response please note that your e-mail has been forwarded to the Clerk's Department.

We are in receipt of your letter regarding this evenings, March 3, 2015, Committee of the Whole (Public Hearing) regarding the City-wide Secondary Suite Study. Your letter will be processed as a Communication and distributed to Members of Council and available to the public on the City's website.

Sincerely,
Armine Hassakourians, B.A.A., M.C.I.P., R.P.P.
Planner
City of Vaughan
Policy Planning Department

tel: 905-832-8585 ext.8368

armine.hassakourians@vaughan.ca

From: Jackie Smith [<mailto:jackiesmith42@hotmail.com>]
Sent: Tuesday, March 03, 2015 8:41 AM
To: Policyplanning
Subject: Secondary Suites comment

My opinions

- 1) there are increased safety risks - hot plates used as kitchen
- fire exits and alarms not to code
- 2) increase in electrical /water usage -many makeovers are not to code
- 3) parking problems on street and increase use of lawns for parking
- 4) change to street scape - center courts used for parking, parking overlapping driveways, to close to stop signs
and entrance from main thoroughfare (difficult access for emergency vehicles)
- 5) Some are converting garages to living space
- 6) increase traffic and litter esp. near mail boxes
- 7) increase of illegal apt.s

Questions

- 1) does the assessment change
- 2) how are taxes levied
- 3) is it still a single family dwelling
- 4) how is census taken

Thank you for allowing input.

Jackie Smith
42 Troyer Court
Thornhill Ont.
L4J 2M7

Britto, John

From: Hassakourians, Armine
Sent: Tuesday, March 03, 2015 11:15 AM
To: 'RW Hofstatter'
Cc: Britto, John
Subject: RE: Secondary Suites Policy Study and Task Force

C <u>7</u>
COMMUNICATION
CW (PH) - <u>MAR 3/15</u>
ITEM - <u>1</u>

Good Morning:

By copy of this response please note that your e-mail has been forwarded to the Clerk's Department.

We are in receipt of your letter regarding this evenings, March 3, 2015, Committee of the Whole (Public Hearing) regarding the City-wide Secondary Suite Study. Your letter will be processed as a Communication and distributed to Members of Council and available to the public on the City's website.

Sincerely,
Armine Hassakourians, B.A.A., M.C.I.P., R.P.P.
Planner
City of Vaughan
Policy Planning Department

tel: 905-832-8585 ext.8368

armine.hassakourians@vaughan.ca

From: RW Hofstatter [<mailto:hofstatter@hotmail.com>]
Sent: Tuesday, March 03, 2015 8:55 AM
To: Policyplanning
Subject: Secondary Suites Policy Study and Task Force

Hello,

I am a concerned citizen in the City of Vaughan and would like to know if you are addressing parking concerns when allowing secondary suites. I would like to see that you add a requirement that on property parking must be available for both primary and secondary suites, no street parking if a house is approved for a secondary unit. Can you please add this to the by-law or policy that you are creating.

Thanks for your time

Wendy Hofstatter

Britto, John

From: Hassakourians, Armine
Sent: Tuesday, March 03, 2015 11:18 AM
To: 'Fred Conway'
Cc: Britto, John
Subject: RE: City-wide Secondary Suites Study File # 15.112

C 8	
COMMUNICATION	
CW (PH) -	MAR 3/15
ITEM -	1

Good Morning:

By copy of this response please note that your e-mail has been forwarded to the Clerk's Department.

We are in receipt of your letter regarding this evenings, March 3, 2015, Committee of the Whole (Public Hearing) regarding the City-wide Secondary Suite Study. Your letter will be processed as a Communication and distributed to Members of Council and available to the public on the City's website.

Sincerely,
Armine Hassakourians, B.A.A., M.C.I.P., R.P.P.
Planner
City of Vaughan
Policy Planning Department

tel: 905-832-8585 ext.8368

armine.hassakourians@vaughan.ca

-----Original Message-----

From: Fred Conway [<mailto:fjconway@rogers.com>]
Sent: Monday, March 02, 2015 11:57 AM
To: Buchanan, Andrea; Macri, Lori
Subject: City-wide Secondary Suites Study File # 15.112

I have reviewed the materials for the March 3 forum. Due to a scheduling conflict I will be unable to attend.

Specific questions/comment:

1. What is the justification for the minimum 9m lot width requirement?

My own lot (link house in southern Glen Shields area) is less than 8 m wide. I assume that much of the housing in this portion of the development is similar as to lot size. I have no plans to install a secondary suite, but there are several in the area.

2. Registration - by building permit

Should include a provision for public reports with staff follow up. Not all homeowners will proceed via building permits.

3. Licensing Fee

This is useful, even if the fee is low. Prospective landlords might wish to avoid such a fee, but their neighbours and other nearby landlords may apply pressure (see point 2 above). Further, there will be pressure for actions by the city, which will involve costs, and those who stand to benefit by rental income should bear the costs.

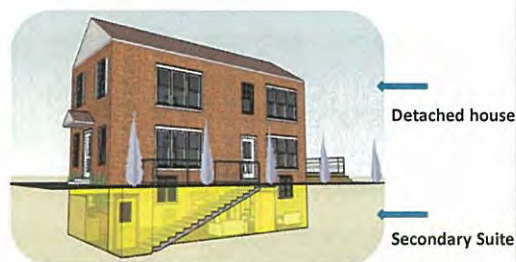
CITY OF VAUGHAN SECONDARY SUITES STUDY

Presentation to the City of Vaughan
Committee of the Whole – Public Hearing
March 3rd 2015



Secondary Suites

- A secondary suite is a self-contained unit within a house or within an accessory building on the same lot as a house
- A secondary suite has its own kitchen and bathroom
- Many secondary suites are also called '**basement apartments**' but can be located on any floor of the house



Policy Context for City of Vaughan Secondary Suite Policy



City of Vaughan City-Wide Secondary Suites Study

3



Role of Secondary Suites

Additional
Income/Support

Greater
Flexibility of
Housing Stock

Increase Rental
Housing Supply

Affordable
Housing Option

Urban
Intensification

Neighbourhood
Revitalization

City of Vaughan City-Wide Secondary Suites Study

4



Study Objectives

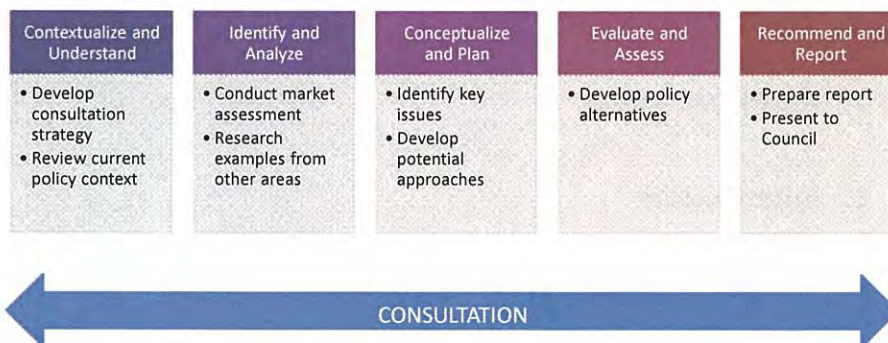
1. Obtain an understanding of the potential issues associated with secondary suite permissions
2. Conduct a study with the benefit of a public consultation process
3. Recommend a '**made-in Vaughan**' approach to the regulation of secondary suites
4. Identify tools required to implement the strategy

City of Vaughan City-Wide Secondary Suites Study

5



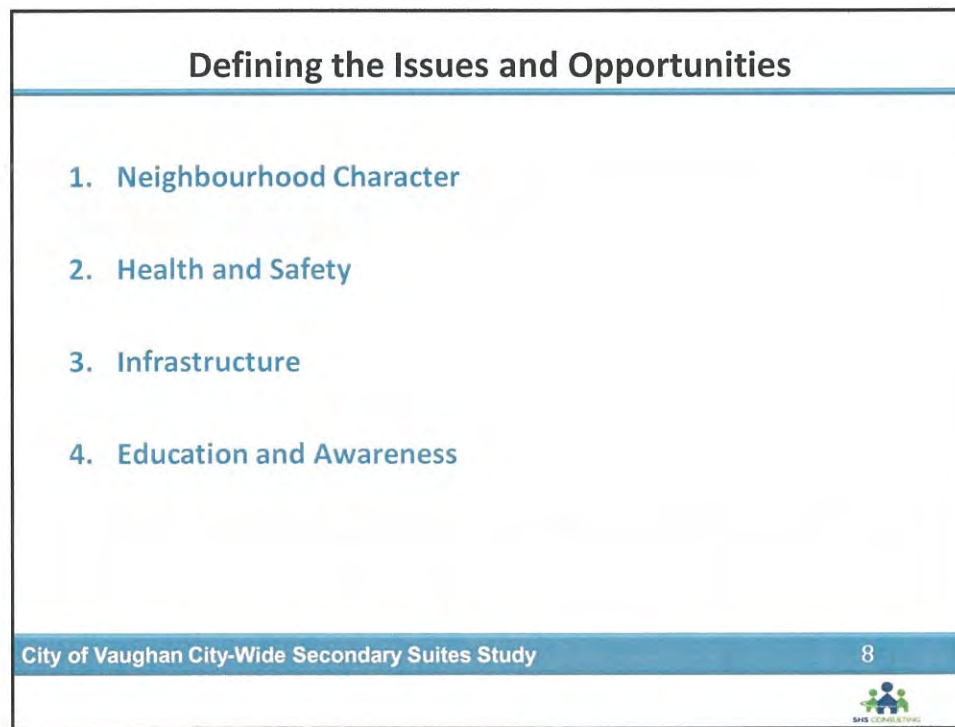
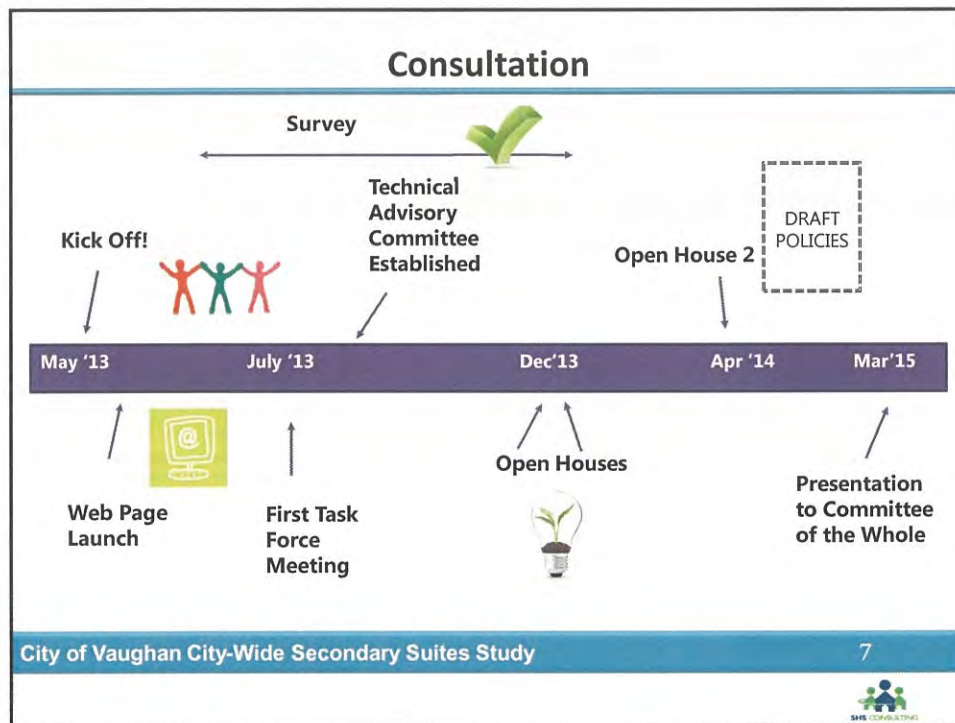
Approach to Study



City of Vaughan City-Wide Secondary Suites Study

6





Neighbourhood Character

Preserving the character of the neighbourhood means ensuring that secondary suites are in keeping with the look and feel of the neighbourhood.

Issues and concerns include:

- Location of secondary suites
- Parking
- Absentee landlords
- Property standards
- By-law enforcement



Safety

Secondary suites need to be safe and liveable for the individuals and families who live in them. The Province sets standards in the Ontario Building Code and Fire Code to make sure that a home is safe for the people who live there.

Issues and concerns include:

- Safety of tenants
- Insurance
- Neighbourhood safety



Infrastructure

Maintaining the current level of services as the population grows is important to the City and its residents.

Issues and concerns include:

- Strain on existing infrastructure and services (garbage, water, schools)



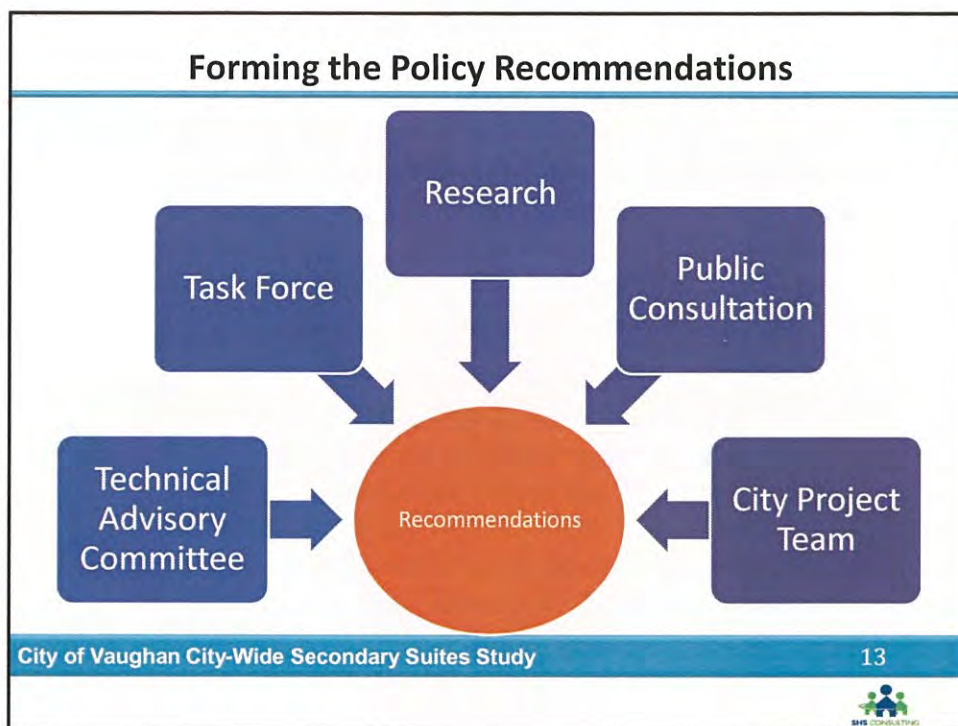
Creating Community Awareness

Greater community awareness of secondary suites can help minimize negative impact on neighbourhoods.

Issues and concerns include:

- Public education of secondary suites
- Understanding legislation and regulatory framework
- Understanding costs of legalizing secondary suites





Policy Recommendations

Recommendations are presented by three key elements:

1. **Policy Framework** – provides recommendations to the City’s Official Plan and Zoning By-law
2. **Enforcement and Monitoring** – offers strategies to enforce the recommended policies and regulations
3. **Community Education** – outlines approaches to creating greater awareness of the secondary suite policy and continued engagement in the planning and implementation processes

City of Vaughan City-Wide Secondary Suites Study

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Summary of Policy Framework

- Permit secondary suites in **single detached, semi-detached and street town homes** AND only one per dwelling
- Must adhere to **Ontario Building Code, Fire Code and City By-laws**
- Must have min. **3 parking spaces** in total
- Must have **lot frontage of at least 9.0 metres**
- Must be **smaller than 'main' portion of dwelling**
- Must have **min. floor area of 35 square meters**
- Must have **separate entrance at back or side** (not visible from adjacent building), unless entrance was designed and accommodated for at the time of original construction
- Where permitted, **no other additional use shall be permitted** (i.e. home occupation - day care)

City of Vaughan City-Wide Secondary Suites Study

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Enforcement and Monitoring

- Evaluate the **implementation of a secondary suites registration and/or management program** taking into consideration possible fees, inspection requirements and the benefits of a grace period
- Consider **increasing resources to enforce new and existing By-laws** in particular at the onset of the secondary suites policy implementation
- Monitor the impact of the secondary suites policy and prepare an **annual monitoring report** as part of the secondary suites policy implementation

City of Vaughan City-Wide Secondary Suites Study

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Community Education

It is recommended that the City develop and implement a **Secondary Suites Education program** to create greater community awareness of the City's secondary suite policy and for providing educational resources to residents.

Resources to consider include:

- Landlord "how-to" kit
- Fact sheets on City policy and regulations
- Information on other regulations such as Ontario Building Code and Fire Code
- City's secondary suite webpage (maintain)



Summary

Overall, the study recommendations strive to:

- Preserve the character of neighbourhoods across Vaughan
- Ensure the safety of residents
- Maintain minimal impact on City Infrastructure
- Provide a balanced response



**1. CITY-WIDE SECONDARY SUITES STUDY
DRAFT OFFICIAL PLAN POLICIES AND ZONING STANDARDS
FILE 15.112
WARDS 1 TO 5**

P.2015.12

Recommendation

The Commissioner of Planning and the Acting Director of Policy Planning recommend:

1. THAT the Public Hearing and presentation on the City-wide Secondary Suites Study BE RECEIVED; and that any issues identified be addressed in a comprehensive report to a future Committee of the Whole meeting; and
2. THAT the members of the Secondary Suites Task Force be thanked for their participation and valued contribution throughout the course of the City of Vaughan City-wide Secondary Suites Study.

Contribution to Sustainability

The Province and the Region have identified affordable housing as a key component of a sustainability strategy. Secondary Suites 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 often contained within existing buildings, they help optimize the use of the existing housing stock and infrastructure and re-populate neighbourhoods with declining populations. Through modest intensification, secondary suites can support transit improvements, a key component of the City's Transportation Demand Management Strategy. Secondary Suites can offer a greater range of housing opportunities within the municipality allowing a broader demographic to live closer to work thus increasing Vaughan's competitiveness and attractiveness to business and industry.

Economic Impact

A total of \$45,000.00 was originally budgeted to complete this Study. This expenditure was endorsed at the February 16, 2010 Council Meeting and was again noted in the June 5, 2012 Committee of the Whole Report titled "Secondary Suites Status Update – Direction To Proceed With A Request For Proposal For Consulting Services" and the subsequent May 7, 2013 Committee of the Whole (Working Session) Report titled "Secondary Suites Status Update To Council and Terms of Reference For Establishing A Task Force". Most recently in December of 2013 a report titled "City-Wide Secondary Suites Study Status Update - Budget Amendment and Request for Additional Funding" was presented to Committee of the Whole (Working Session) on December 3, 2013. The December 3, 2013 report recommended that an additional \$30,000.00 be allocated to the City-wide Secondary Suites Study and that such funds be drawn from the 2013 Policy Planning Operating Budget Professional Fees, in the amount of \$5,000.00, and from City-wide Development Charges (CWDC) Management Studies, in the amount of \$25,000.00;...". This was ratified by Council on December 10, 2013 bringing the budget to \$75,000.00. The primary reason for increasing the funding was to accommodate further public consultation measures, including the work of the Secondary Suites Task Force.

Communications Plan

The communication plan used for the statutory Public Hearing relies on a number of channels to optimize 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 are set out below:

1. On Vaughan TV
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's Official 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.

As of February 19, 2015 no comments have been received.

Purpose

The purpose of this report is to fulfill the requirements of the *Planning Act* for a statutory Public Hearing to provide an opportunity for the public to comment on the draft amending documents including the Official Plan and Zoning By-law amendments. (See Attachments 2 and 3 of this report). The intent of both documents is to establish provisions allowing a Secondary Suite accessory to and within, or on the same lot as a residential single detached, semi-detached or street townhouse dwelling unit subject to the requirements of the Ontario Building and Fire Codes.

Furthermore, this report will provide information and identify the issues that shaped the development of the draft OPA policies and Zoning regulations for the City-wide Secondary Suites Study. The report will also identify implementing resourcing issues that will have to be considered in completing the regulatory regime, beyond the matters covered by the *Planning Act*.

Background - Analysis and Options

1. The Secondary Suites Policy Context

The Province, Region and City have all committed to addressing the issue of housing affordability through various policies.

- a. Bill 140, the *Strong Communities through Affordable Housing Act* 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 meeting these needs. The Act further clarifies the roles and responsibilities of both the provincial and municipal governments in providing for greater production of affordable housing at the local level.
- b. The York Region Official Plan (ROP) adopted on December 16, 2009 and subsequently approved by the Ministry of Municipal Affairs and Housing on September 7, 2010, has been substantially approved by the Ontario Municipal Board as of June 2013.

The Plan addresses issues of housing affordability and specifically speaks to 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 should be noted that sub-section 3.5.22 is subject to an area/site specific appeal.

- c. In keeping with the policies outlined in the ROP requiring local municipalities to incorporate affordable housing where opportunities exist, 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 of VOP 2010 has been approved by the Ontario Municipal Board. This provides the City’s policy basis for undertaking this study. As such, an amendment to VOP 2010 will be required to introduce the new Secondary Suites policies into VOP 2010. (See Attachment 2 *Draft Official Plan Amendment*).

2. Zoning

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 Secondary Suites Study also addresses zoning standards. The Study findings result in amendments to By-law 1-88 (see Attachment 3, *Draft Zoning by-law Amendment*). The Policy Planning staff has circulated a draft by-law to the Zoning Section of the Building Standards Department. Ultimately, such zoning standards will be incorporated into the future Comprehensive City of Vaughan Zoning By-law, which is required to implement VOP 2010.

3. 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 is 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 Suite policies and standards, and the resulting approaches to permitting Secondary Suites. Second, it provided an 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 outreach/public notification. Staff undertook an extensive notification protocol 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 official website;
- ii. On Vaughan TV at City Hall;
- iii. In the *City Update*, the City of Vaughan's newsletter;
- iv. On the *City Page Online*;
- v. Through the City of Vaughan's Twitter and Facebook accounts;
- vi. On the Policy Planning departmental webpage, accessible through the City of Vaughan's Official 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; and,
- xi. Advertising in the Vaughan Citizen and the Vaughan Liberal newspapers.
- 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, which substantially broadened the notification base for the April 2, 2014 Public Open House.

A 'buck-slip' was included in the February Interim Property Tax Assessment mailed to residential landowners. Fortunately, the timing of the February Tax Bill mailing coincided with the beginning of the advertising campaign for the April 2 Public Open House. Including the buck-slip in the mailing provided direct hardcopy notification of the City-wide Secondary Suites Study and the final Public Open House scheduled for April 2, 2014 to approximately 60,000 households. It should be noted that the February mailing of the Tax Bill is only sent to taxpayers who do not subscribe to the automated bank withdrawal program. Copies of the 'buck-slip' were also placed at the information desk at City Hall as well as the City's Community Centres and at Vaughan Public Libraries. The use of the buck-slip inserts in the tax bills has its practical limitations. The Tax Bills are only mailed twice a year.

As mentioned above in the section titled *Communications Plan* a number of the same methods of notification used to notify for the Public Open House Meetings were also used to engage the public for this statutory Public Hearing.

b. Public Consultation and Engagement Events To-date

The following section provides a synopsis of the process and events used to secure input from both the public and technical perspectives. This 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/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 its initiation, including the requirements under Provincial Law (Bill140). 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.

- 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 were planned to allow attendees ease of access depending on where they resided, and as the 2nd Public Open House included a workshop component, having 2 sessions allowed for smaller groups where all participants had an opportunity to take part in the discussions. There were two main objectives to the 2nd 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 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 standards to the public; allow for discussion and feedback; and provide comment on some of 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 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 throughout the course of the study. In total staff reported to Council, Committee of the Whole and Committee of the Whole Working Session on 6 separate occasions to-date: January 25, 2010; February 16, 2010; June 5, 2012; May 7, 2013; December 3, 2013; and, December 2, 2014). Aside from Council meetings, staff also provided a memorandum to the Mayor and Members of Council on March 28, 2014 notifying Council of the ‘buck-slip’ and draft OP 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 Task Force was facilitated and supported by information provided by the consultant, City Staff (Project Team) and guest speakers (e.g. Ministry of Municipal Affairs and Housing, York Region, MPAC) and was responsible for reviewing and providing comments on a range of planning and development issues relevant to Secondary Suites. The Secondary Suites Task Force provided Council with its recommendations based on their experience and knowledge and the information that resulted from the study process and its findings. The recommendations proceeded to Council on December 2, 2014 and form Attachment 4 to this report.

As noted earlier in the report, the number of 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 the process to bring the budgeted total to seven.

July 25, 2013:

The initial meeting was general in its intent, providing an opportunity for the Task Force members to familiarize themselves with the operating procedures and protocols of the Task Force. In preparation for the first meeting, members of the Task Force were sent background information including the May 14, 2013 Council extract from the May 7, 2013 Committee of the Whole (Working Session) report, copies of the presentation that was given at the May 27, 2013 Public Consultation/Kick-Off meeting, and a report titled *Phase 1 Summary Report: Policy Context*. At the meeting members were provided with an overview of the City-wide Secondary Suites Study which was followed by a discussion of their concerns and issues. A list outlining the identified concerns was developed. In response to the list, the next three Task Force Meetings were primarily devoted to education sessions. These addressed the identified issues and were supported by presentations from people with expertise in the topic areas.

September 26, 2013:

This meeting focused on the policies and requirements of the senior levels of government. Presenters from the Canada and Mortgage Housing Corporation (CMHC), Ministry of Municipal Affairs and Housing (MMAH), and the Region of York, provided Task Force members with information on the legislative and policy basis governing secondary suites, from a federal, provincial, and regional viewpoint. A question and answer period followed each presentation. A joint presentation from the consulting team and Policy Planning staff was also provided on the research completed to date with respect to market analysis and demographic and income statistics.

October 24, 2013:

The agenda for the third Task Force meeting focused on municipal issues. It included presentations by the Building Standards Department, the Vaughan Fire and Rescue Service, and By-law and Compliance Department on the topics of Zoning, the Building and Fire Codes, health and safety, and enforcement. Each presentation was followed by a question and answer period where all members of the Task Force were given an opportunity to speak to each presentation.

November 21, 2013:

The fourth and final Task Force Meeting for 2013 focused on impacts on services and finances. It included presentations from the Engineering and Public Works Commission respecting parking and to a lesser extent the impact of secondary suites on hard services, and from the City of Vaughan Financial Services Department and the Municipal Property Assessment Corporation (MPAC) on the impact a legal secondary suite may have on the landowners property tax assessment. Along with the presentations, the Project Team also had a discussion with the Task Force respecting the Communication Strategy, the Goals and Objectives of the Task Force and the future of the study moving into 2014.

The November 21, 2013 meeting completed the initial information sharing and education phase of the study process. Meetings commencing in 2014 were scheduled to focus on the presentation and discussion of secondary suite policies, standards and regulations.

January 30, 2014:

The first meeting of 2014 was a working session for the Task Force members. Prior to the meeting members of the Task Force were provided with a *Summary Chart of Key Issues and Draft Policy Approaches*. The purpose of the meeting was to review the information contained on the chart and provide comments. The chart was intended for discussion purposes only and the content was a summary of information gathered through the public consultation process. The chart outlined 4 Areas of Focus. The Key issues reflected what was learned from the public meetings, the Task Force meetings, Council at the Committee of the Whole (Working Session) meetings, the online survey, and also through the review process. Furthermore, the chart included a draft policy section and rationale outlining possible approaches and tools in response to the issues raised. The four areas of focus were: Neighbourhood Character, Health and Safety, strain on Infrastructure and Community Awareness. (See Attachment 1)

March 20, 2014:

The agenda for the March 20, 2014 Task Force meeting included a continuation of the previous meeting's (January 30, 2014) discussion respecting the *Summary Chart of Key Issues and Draft Policy Approaches*. The review of the information contained in the chart was completed allowing the Project Team to proceed with their preparation for the April 2, 2014 Public Open House. Following this discussion it was explained what would be presented at the Public Open House.

April 24, 2014:

The final Task Force Meeting was held on April 24, 2014, and provided members with an opportunity to have a final discussion and make recommendations respecting the draft Official Plan policies and zoning regulations. It is noted that the policies and standards had been provided to Council in a March 28, 2014 memorandum. The Task Force, taking into consideration all the work completed over the previous months, as well as input from the three Public Open Houses adopted a series of recommendations for Council's consideration (see Attachment 4). While there remained differences of opinion amongst individual Task Force members, the recommendations reflected a substantial consensus of the group. The Task Force recommendations will be discussed in further detail in Section 6 of this report titled *Task Force Recommendations*

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

e. The Project Team

Policy Planning with the participation of the Building Standards Department, By-law and Compliance and the Vaughan Fire and Rescue Service, working with the consulting team consisting of SHS Consulting and Planning Alliance, formed the Project Team. The Project Team was responsible for providing technical support to the 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 Attachment 1 *City of Vaughan Secondary Suites*

Final Report dated January 2015, prepared by SHS Consulting in association with Planning Alliance.

f. The Technical Advisory Committee (TAC)

In addition to the Task Force, a Technical Advisory Committee (TAC) was also assembled. The TAC was made up of the internal City departments and divisions including Building Standards, Development Planning, Urban Design, Fire and Rescue Services, By-law and Compliance, Development/Transportation Engineering, Accessibility Vaughan, Community Services, Legal Services, Finance and, Economic Development.

TAC membership also involved the participation of external agencies including York Region Long Range Planning, York Region Catholic and District School Boards, York Region Police, Canada Mortgage and Housing Corporation (CMHC), and Ministry of Municipal Affairs and Housing (MMAH). 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 has also had an opportunity to review and comment on the *Summary of Key issues and Draft Potential Approaches* chart and apply a technical perspective on the efficacy of the potential approaches.

4. Issues Identified through the Consultation Process Considered in Developing the Policies and Standards

The draft Official Plan policies and Zoning standards evolved from information gathered through the Task Force Meetings, the public consultation process, input from the Technical Advisory Committee, an online survey, comments received from 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 which included:

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

In addition to informing the “*Planning Act*” issues (the Official Plan and Zoning By-law), the process also identified the need to address practical considerations related to the implementation of a program to legalize secondary suites. Being administrative and regulatory in nature these matters will need to be addressed and the required measures put in place by the time that the Official Plan and Zoning By-law amendments are in effect.

- a. Neighborhood Character: In consideration of Neighborhood Character the following issues were raised; i) Location; ii) Parking; iii) Absentee Landlords; iv) Property Standards; and, v) Enforcement of Municipal By-laws:
 - 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 neighborhoods. In response, it was determined that secondary suites should not be restricted based on a specific land use designation or zone or exclusively on 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 a secondary suite would be permitted.

- ii. **Parking** - was raised as a major concern by a number of stakeholders as it impacts on-street congestion and the appearance of the property where paving of front yards significantly reduces landscaping. Through presentations provided by City staff to the Task Force, the issue of parking was raised, particularly in the context of newer neighborhoods that were designed using new urbanism and alternative right-of-way standards. Consideration was given to what the appropriate number of spaces should be, or if any additional spaces would be required. Currently, single and 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. Providing for a minimum of three parking spaces on a lot before a secondary suite was permitted was considered to be the best response.
 - iii. **Absentee Landlords** – This issue was raised as a potential cause for declines in property maintenance and appearance. Little concrete evidence other than anecdotal evidence has shown any negative impact on neighborhood character. Furthermore, neither an Official Plan policy nor a zoning by-law, the two tools available through the *Planning Act*, can address the issue of absentee landlords.
 - iv. **Property Standards** – Another concern raised respecting neighborhood character is the overall impact that a secondary suite will have on neighborhood 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.
 - v. **Ensuring Local By-laws are enforced** – There are municipal by-laws in place addressing property standards other than By-law 1-88 the City of Vaughan's comprehensive zoning by-law which addresses matters dealing with land use only. The current enforcement of municipal by-laws is dealt with on a complaint basis and enforcement officers have limited power of entry pursuant to legislation governed by the *Planning Act*. There are concerns that any additional work created by an enforcement or monitoring program established to regulate secondary suites would result in a resource issue for affected departments (e.g. staffing levels). This is beyond the scope of this land use planning exercise.
- b. Health and Safety: Concerns respecting Health and 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 Safety of Secondary Suites for Tenants** – Secondary suites must comply with all necessary regulations including the Fire Code, Building Code, and City By-laws. However, enforcement of City By-laws becomes an issue because enforcement officers have limited power of entry and may require additional resources and training to conduct inspections to determine whether safety matters are in keeping with standards. Furthermore, it should be clarified that only those landlords who undertake the legalization 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 and its ultimate legalization.

- ii. **Insurance for Tenants** – A suggestion made by the stakeholders was that tenants be required to have insurance. However, through the information gathering process it was determined that requiring tenants of secondary suites to have insurance is not enforceable by the City, as there is no current process through which the City can require or verify proof of insurance. Also should the insurance lapse or be discontinued for any reason there is no mechanism which would trigger City enforcement being notified. 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. In order to implement a requirement of this nature the City would need to establish a licensing regime.
 - iii. **Ensuring Neighborhood 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 a concern. 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 will assist in the future planning of community services and institutional uses. .
- 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 Legalizing Secondary Suites.
- i. **Public Education** – Residents and stakeholders expressed the need for incorporating an education campaign into the implementation program for permitting secondary suites. This would set out the process for legalization for new secondary suites; the standards that would have to be met, e.g. Code requirements, by-laws; and, application and submission requirements.
 - ii. **Understanding Legislation/Regulatory Framework** – Above and beyond the Official Plan Policies and Zoning By-law being developed to permit secondary suites, there is a body of legislation related to the Residential Tenancies Act, and the rights and responsibilities of both landlords and tenants. This information should be provided through an education program.
 - iii. **Understanding the Costs of Legalizing Secondary Suites** – potential secondary suite providers should be aware of the impact of a secondary suite on their property tax and property value.

5. Planning Tools to be Applied to Secondary Suites

The purpose of the City-wide Secondary Suites Study is to develop new Official Plan policies, Zoning standards, and to identify other regulatory tools necessary to permit secondary suites. The Official Plan policies and Zoning standards are the land use 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 neighborhoods. The following policies and standards were put forward for comment at the April 2, 2014 Public Open House. The standards reflect input and advice from Task Force and findings based on a review of best practices in other jurisdictions. The Project Team and the Secondary

Suites Task Force have advanced the development of the *Planning Act* measures (i.e. the OP policies and zoning) to bring them to the public for further comment and input at the statutory Public Hearing.

a. The Draft Secondary Suites Official Plan Policies

In response to the issues identified above, the following official plan policies are being put forward for further consideration. Under this approach, VOP 2010 would be amended by:

- “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) Secondary Suites may be permitted in a building on lots where the principle use is a single detached, semi-detached or street townhouse dwelling provided that:
 - i. There is a maximum of one (1) secondary suite per principle dwelling unit;
 - ii. All requirements of the Ontario Building Code, Fire Code and City By-laws are satisfied.
- b) Secondary Suites will not be permitted on all single detached, semi-detached and townhouse lots. The implementing zoning by-law will establish standards and criteria that must be met before the Secondary Suite can be considered to be in conformity with the zoning by-law.
- c) 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 registration, licensing, monitoring and provision of public education.

The amending zoning by-law provides more specific standards which any proposal to permit or legalize a secondary suite must adhere to.”

b. The Draft Secondary Suites Zoning Standards

In keeping with the concept of criteria based zoning standards, the following amendments to By-law 1-88 have been developed for further consideration:

“1) In Section 2.0 DEFINITIONS:

- Include a definition for a Secondary Suite: “Secondary Suite – Means a self-contained residential unit located within and accessory to a residential dwelling. A secondary suite has its own kitchen and bathroom.”
- Change the term “Dwelling, Single Family Detached” to “Dwelling, Single Detached”. Update use of this term elsewhere in the By-Law.
- Change the definition of a “Dwelling, Semi-Detached” to mean “a building containing a maximum of two (2) dwelling units.”
- Add the following clause to the definition of a “Dwelling, Duplex”: “A dwelling that includes an accessory secondary suite is not a duplex.”

Regulations and Standards:

1. In Section 3.8, "Parking Requirements", add "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".
2. In Section 4.1, "General Provisions" for Residential Zones, include a new Subsection entitled Secondary Suites stating that "Secondary suites may be permitted located within or on the same lot, and accessory to a single detached, semi-detached or street townhouse dwelling unit, subject to the following provisions:
 - a) The addition of a secondary suite in a dwelling shall not change the use of the subject lands;
 - b) A maximum of one (1) secondary suite shall be permitted;
 - c) The lot frontage shall exceed 9.0 metres (i.e. minimum 9.0 metres 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 entrances shall:
 - Be separate from the entrance to the principal dwelling, either as separate exterior entrances or from a common indoor vestibule;
 - Be accessible from the street via a paved walkway or driveway;
 - Not be visible from or located in front of the principal entrance of the adjacent building
 - g) New entrances for secondary suites in existing dwellings shall not be permitted on the façade facing a public or private road;
 - h) A secondary suite will not be permitted in a dwelling unit accommodating boarders or containing a home occupation.
3. Add a provision to Section 4.1.5: "A home occupation will not be permitted in a dwelling unit containing a secondary suite."

It is noted that these policies and standards have not been formatted to reflect the style of amending official plan and zoning by-law amendment documents. The information referenced above has been included in the draft Official Plan and Zoning by-law amendment documents attached to this report as Attachments 2 and 3.

6. Task Force Recommendations

The Task Force has provided a number of recommendations. Some have been accommodated through the draft *Planning Act* amendments and some will be addressed more fully through the follow-up process discussed in this report. Staff does have issues pertaining to the recommendations respecting the relative merits of a licensing or registration regime, particularly in regard to the costs of administrating such programs. The relative merits of the Task Force recommendations relating to the further regulation of Secondary Suites will be addressed in the follow-up report, which will inform Council of the merits and drawbacks of the alternatives as the basis for a recommendation on staff's preferred approach.

- a. **TF Recommendation:** That the home owner wishing to create a Secondary Suite be required, as part of the approval process, to agree that the occupants of the dwelling will

have one less vehicle than the number of spaces available with the result that there will be one available parking space for the occupant of the secondary suite.

Staff Response: The concern with respect to this recommendation is the enforceability of such a standard on an on-going basis.

- b. **TF Recommendation:** That restrictions are established for secondary suites with side yard entrances to ensure that the area adjacent to the entrance is not utilized as an amenity space.

Staff Response: Staff is currently considering how this recommendation can be implemented through policy and zoning regulations.

- c. **TF Recommendation:** That the staff recommended approach referencing 'home occupation' in section 4. be deleted.

Staff Response: The original draft recommendation was not only in reference to home occupation uses, but all uses which potentially could intensify the uses on a site by their introduction. Staff concerns include impact on parking, and the over intensification of the subject lands by allowing the primary residential dwelling, the secondary suite and an additional use such as a home occupation, private home daycare or private home tutoring.

- d. **TF Recommendation:** That each official address be required to have its own mailbox for service by Canada Post. However, this discussion must consider recent Canada Post business decisions towards introducing Community Mailboxes in existing established communities.

Staff Response: Staff is currently in consultation with Canada Post to determine the feasibility of introducing separate mailboxes for the secondary suite.

- e. **TF Recommendation:** That the City of Vaughan encourages developers to include roughed in secondary suites in some homes in new developments.

Staff Response: Staff is considering at which stage of the planning/development application process is it most appropriate to enter into discussions with the development industry on how they would proceed with including the option for secondary suites to potential home buyers, and what the impact on providing a roughed in secondary suite would have on the processing of building permit applications and related fees.

- f. **TF Recommendation:** That a registry of the legal secondary suites in the City of Vaughan is established and the list is accessible to the public.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- g. **TF Recommendation:** That a licensing process be implemented with the fees to be determined by the City of Vaughan.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and

resourcing implications, and the actual up-take of the number of registered units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- h. **TF Recommendation:** That a separate process be established for homeowners with existing illegal secondary suites to encourage the home owners to register and obtain licensing to meet the necessary standards and requirement.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- i. **TF Recommendation:** That the remainder of the recommended approaches referred to in the document submitted by Planning staff titled "City of Vaughan Secondary Suites Policy Development, Summary of Key Issues and Draft Potential Approaches – For Discussion Purposes Only (Draft 4), be approved.

Staff Response: The remainder of the recommended approaches are reflected in the draft Official Plan Policies and zoning regulations. These have been elaborated on through the creation of the Draft Official Plan and Draft Zoning By-law (see Attachments 3 and 4). Staff will continue to refine these documents prior to moving forward with a technical report on secondary suites.

- j. **TF Recommendation:** That a cost analysis is completed and made public to determine the costs associated with secondary suite policy implementation (licensing, monitoring, and enforcement).

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual program up-take and the resulting number of units. Section 7 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- k. **TF Recommendation:** That requiring insurance for tenants is considered as part of licensing requirements.

Staff Response: A number of concerns have been cited respecting the development of a registry regime for secondary suites, including the potential benefits, the staff and resourcing implications, and the actual up-take of the number of registered units. Section 8 of this report titled *Issues Associated with the Implementation of a Secondary Suites Program* goes into greater detail on how the Project Team is proceeding in consideration of this recommendation.

- l. **TF Recommendation:** That an education program be implemented.

Staff Response: Staff concurs with this recommendation and is currently developing a framework for moving forward with an education program. This information will be presented in a future report to Committee of the Whole meeting.

- m. **TF Recommendation:** That all future infrastructure review for determining development charges take into account secondary suites and report separately on the infrastructure needs and costs.

Staff Response: Staff is currently reviewing this recommendation.

7. Issues Associated with the Administration of the Secondary Suites Program

Coincident with the *Planning Act* approvals coming into effect it will be necessary to have in place the administrative procedures required to implement the Secondary Suites program. Much of the administrative process for the regulation of Secondary Suites rests with legislation and regulation outside of the *Planning Act*. This would include the Ontario Building Code, the Fire Code and *Municipal Act*, which are applicable to solutions where licensing and/or registration may be involved. The measures the City adopts to further regulate the secondary suites have the potential to affect the operations of a number of City departments, including the Building Standards Department, the By-law and Compliance Department, and the Vaughan Fire and Rescue Service, as well as Corporate Communications with respect to any educational component.

The extent to which the each department is affected will depend on the level of regulation that is applied and the number of applications that will be submitted to permit new or legalize existing secondary suites. This would involve the submission of applications for review for Code/ By-law compliance, plan approval, and inspections.

The level of further regulation would also need to be considered. For example: This could depend on whether:

- The City chooses to implement a proactive enforcement program designed to achieve compliance with the code requirements;
- A licensing regime is put in place where legal secondary suites are identified, licensed and inspected annually for continuing compliance, with a licensing fee;
- In the alternative, a registration process could be put in place, which lists legalized secondary suites, but carries out no further actions, except on a complaint basis.

8. The Implementation of the Secondary Suites Policy: The Three Element Approach

It became clear throughout the process that the implications of permitting secondary suites extended beyond the Official Plan and Zoning By-law, as reflected in the discussions with stakeholders and the Task Force recommendations. Both the Task Force and staff identified a number of implementation and administration issues that would need to be addressed and put in place before the required Official Plan policies and amending Zoning By-law were in effect. This mainly relates to the identification, monitoring, and regulation of secondary suites and establishing a public education program that would allow the system to operate smoothly. This resulted in a “three element” approach to regulation. This is discussed below.

- a. **Planning Act Permissions:** It is evident that the first element of the process, being the *Planning Act* permissions for secondary suites, can be addressed through the development of the Official Plan Policies and an implementing Zoning By-law, which were set out in the previous section of this report. These may be subject to further modification resulting from the Public Hearing process, consideration of the Task Force recommendations and further staff response.
- b. **Enforcement and Monitoring:** The second major area of implementation in response to Task Force recommendations involves the determination of the required enforcement, monitoring and administration processes. Currently staff is investigating the potential

implementation, enforcement and monitoring tools. The Task Force recommendations also noted the need for implementation tools.

- c. **Education:** The third element is the educational component. This would involve the creation of a resource based approach to information regarding secondary suites. This would include on-line sources providing the public with information and a hardcopy information package containing the same information, which can be obtained at City Hall. The package would also be made available with all building permit applications for secondary suites and grade related residential construction. Staff will consider the educational element in greater detail once it has completed its consideration of the implementation tools as the information to be provided will be impacted by Council's ultimate direction.

9. Reporting Strategy: Next Steps

The determination of the regulatory system was a key point for both the Task Force and Project Team. However, such a protocol is beyond the scope of this study. For this reason, the Project Team has developed the following approach to the next steps. The Policy Planning Department has prepared this public hearing report providing an outline of the study process to date, related background information, an outline of the issues, as well as the final consultant's report (see Attachment 1) and the draft official and plan zoning by-law amendments (see Attachments 2 and 3). Subsequently in response to the issues identified through this Public Hearing process, the comprehensive Technical Report will be prepared addressing the *Planning Act* matters for the purposes of their approval and finalization for adoption and enactment.

A second report will be prepared by the Legal Department, in consultation with the City Clerk's, the By-Law and Compliance, the Building Standards departments and the Vaughan Fire and Rescue Service. It will address the issues relating to the implementation of a regulatory regime. The timing of this report will be coordinated with the Technical Report on the *Planning Act* amendments and will identify resource requirements in greater detail which will inform any required budget requests.

It should be reiterated that the regulatory measures must be in place no later than the day that the implementing zoning amendment comes into effect. Therefore, staff will work to time both processes so that the regulatory measures are in place in time to receive the first application for the approval of a new secondary suite or the legalization of an existing one. It is expected that a joint report on the regulatory measures involving several departments will be provided in the fourth quarter of 2015.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Representatives from the Long Range Planning Division at the Region of York were members of the Technical Advisory Committee (TAC) and have made presentation to the Secondary Suites Task 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 will continue to refine the issues pertaining to the Official Plan and Zoning by-law while taking into consideration the comments received from the public and Council at this Public

Hearing. This will be reported on in a comprehensive technical report. 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. Such measures will need to be resolved and be in place coincident with the Zoning Amendment coming into force. These matters will be elaborated on in a separate report to Council containing direction on recommended regulatory measures. The timing of these reports will be coordinated to ensure that the *Planning Act* instruments and the necessary regulatory measures are both in place at the same time.

Attachments

1. Final Secondary Suites Consultants Report – dated January 2015
2. Draft Official Plan Amendment
3. Draft Zoning By-law Amendment
4. Task Force Recommendations

Report prepared by:

Arminé Hassakourians, Planner, ext. 8368

Respectfully submitted,

JOHN MACKENZIE
Commissioner of Planning

ROY MCQUILLIN
Acting Director of Policy Planning

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CITY OF VAUGHAN

SECONDARY SUITES POLICY DEVELOPMENT

POLICY REPORT

JANUARY 2015

Prepared By:



In Association With:



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1.0 Introduction

A secondary suite is a self-contained unit within a house or within an accessory building on the same lot as a house. A secondary suite has its own kitchen and bathroom. Many secondary suites are also called 'basement apartments' but can be located on any floor of the house.

1.1 Provincial Context and Background

Over the years, there have been a number of changes to provincial planning legislation that have had an impact on policies related to secondary suites. In 1994, Bill 120 amended the Planning Act to require municipalities to permit secondary suites as-of-right, including grandfathered units in existence on the date the new legislation. In 1995, Bill 20 amended the Planning Act to give municipalities the power to decide whether to permit secondary suites in their jurisdictions, although suites created on or before November 16, 1995 were still considered legal. As a result, municipalities including the City of Vaughan likely have some legal secondary suites that were in existence on November 16th 1995. In the City of Vaughan, secondary units built after 1996 are illegal and currently individuals do not have as-of-right permission to add secondary suites to current housing stock.

More recently, the Planning and Conservation Land Statute Law Amendment Act, 2006 (Bill 51), provided municipalities with the ability to adopt second suite official plan policies without being subject to appeal at the Ontario Municipal Board. The Provincial Growth Plan for the Greater Golden Horseshoe (2006) specifically requires municipalities to "encourage the creation of secondary suites throughout the built-up area". The Provincial Policy Statement 2014 speaks to providing an appropriate range and mix of housing (including second units, affordable housing and housing for older persons) and densities to meet current and future needs of residents and to facilitate residential intensification.

In 2010, the provincial government released Building Foundations: Building Futures, Ontario's Long-Term Affordable Housing Strategy (LTAHS). As part of the LTAHS, amendments to the Planning Act through **Bill 140 Strong Communities through Affordable Housing Act** (enacted in January 2012) required municipalities to establish policies allowing secondary suites in new and existing developments and added affordable housing, to Section 2, as a matter of provincial interest. Specifically, Section 16(3) now requires municipalities to include permissions in their Official Plan that authorize the use of second residential units in detached, semi-detached and row houses, as well as in ancillary structures. The provisions allow for two units, located in either a single residential building, or one unit inside a residential building and a second unit located in an ancillary structure on the same property (i.e. above laneway garage). Amendments to the Act also prevent any appeal of zoning by-laws passed to

support the creation of secondary suites which implement Official Plan policies. **Appendix A** further outlines changes to the Planning Act made through the Strong Communities through Affordable Housing Act (2011) regarding second units.

1.2 Purpose of the City of Vaughan Secondary Suites Study

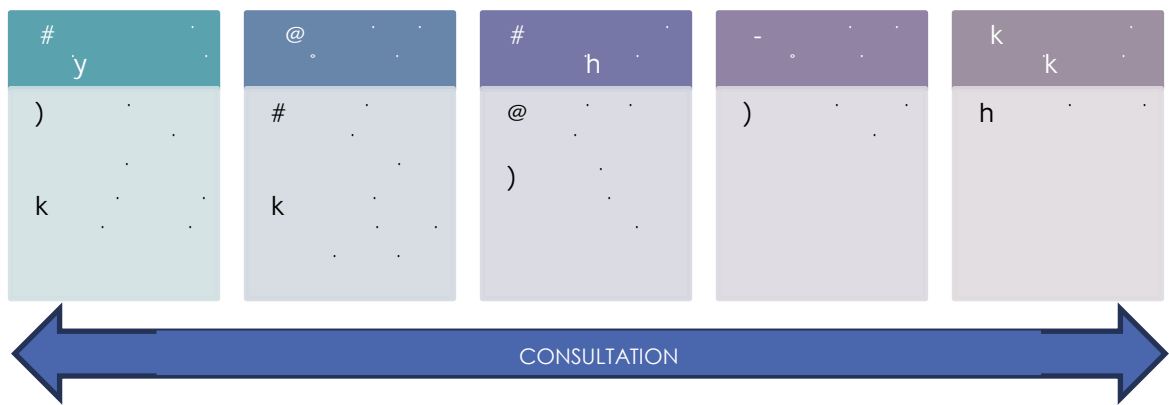
Given the current policy context, the City of Vaughan has responded by initiating a study to develop a ‘made-in-Vaughan’ approach to secondary suites.

The objectives of the secondary suites study include the following:

- Obtain an understanding of the potential issues associated with the provision of secondary suites
- Conduct a study with the benefit of a public consultation process
- Recommend a ‘made-in Vaughan’ approach to the regulation of secondary suites
- Develop tools required to implement the approach

1.3 Approach to Undertaking Policy Development

The City’s study comprised five main components:



To assist in identifying key policy issues and challenges, and to provide recommendations on policy directions, a Task Force was established in April 2013. The Task Force was comprised of City of Vaughan residents with various backgrounds including real estate, law, property management, social advocacy, planning, development and architecture, as well as members of local rate payer associations. In addition, a Technical Advisory Committee (TAC) was established to provide a range of expertise to the consulting team. A full list of TAC members is provided in Appendix C.

As outlined above, one of the key objectives of the City-wide Secondary Suites Study is that it be conducted with the benefit of public consultation. Several community activities were undertaken to inform the various components of the study:

- Study Kick-Off Meeting (May 2013)
- Community Online Survey (June through December 2013)
- Secondary Suites Task Force Meetings (July 2013 through April 2014)
- Secondary Suites Technical Advisory Committee Discussions (Ongoing from July 2013)
- Secondary Suites Webpage (Ongoing)
- Public Open House Sessions (December 2013 and April 2014)
- Public Hearing (March 2015)

A copy of the Open House Summary Reports are provided in Appendix B.

2.0 Role of Secondary Suites

Secondary suites can play an important role in the provision of rental housing in the City of Vaughan.

2.1 Market Profile

A market assessment was completed to better understand the demand and supply for housing in the City and, in particular, the potential demand for secondary suites. Key trends from the assessment include:

- **The City of Vaughan has experienced significant growth**

The City of Vaughan's population grew by 20.7% between 2006 and 2011 reaching 288,301 persons. The City's growth in this period exceeded the growth rate of all neighbouring municipalities, except the City of Brampton (20.8%). It is expected that Vaughan will reach about 416,600 people by 2031; an increase of about 44.5%. While the overall growth rate is expected to decline over the next twenty years annual population growth is expected to remain steady.

- **The median household income is relatively high but there is still a number of individuals with low incomes**

In 2010, the total median household (before tax) income in Vaughan was \$93,816 but 9.5% of the population in private households had low incomes based on the low-income measure (LIM-AT).

- **The housing market is largely ownership**

In 2011, 92.2% of all households in Vaughan owned their homes and 67.6% of all dwellings were single detached dwellings. The increasing house prices suggest that homeownership is becoming less affordable, which may put pressure on the rental

housing market. Additionally, shifting demographics suggest a need for a more diverse housing stock.

- **City of Vaughan has a tight rental market coupled with high average rents**

Overall, the average market rents in the City of Vaughan are comparatively high, averaging over \$1,000/month for a one-bedroom unit. In 2012, vacancy rates were considered low at approximately 1.9%. This signals a tight rental market with affordability rates requiring an annual income of at least \$40,000.

2.2 Assessment of Current Supply of Secondary Suites

In addition to the market assessment, supplemental analysis on estimating the number of secondary suites in the City of Vaughan was undertaken as part of the secondary suites study. Five methods were employed to estimate the number of secondary suites in the City of Vaughan and these are discussed in the following section. These estimates are based on readily available data from Canada Mortgage and Housing Corporation (CMHC) Rental Market Report, Statistics Canada Community Profiles and National Household Survey Profiles, MLS listings, data from the City's Fire Department and property assessment data.

Method 1: This method entails subtracting the number of rental condominiums, rented single-detached, semi-detached, row/townhouse and other structures from the total number of units in the secondary rental market¹ to come up with the number of secondary suites

Method 2: This method is based on estimating the number of secondary suites using published data from CMHC's Rental Market Report. This publication reports the estimated number of households living in 'other secondary rental units'. As data is not provided for Vaughan estimates for York Region and Vaughan were based on the Toronto CMA.

Method 3: This approach uses the number of basement apartments that are in compliance with City by-laws and standards as well as the number of complaints associated with secondary suites that were received by Fire Services.

¹ Secondary rental market is defined by CMHC to include all rental dwellings that are not situated within privately initiated structures that have at least three rental dwellings. This includes rented singles, semi-detached and row/townhouses as well as rented condominiums and accessory apartments.

Method 4: This method is based on a survey of real estate listings for the City of Vaughan to identify the proportion of listings that noted the presence of a second kitchen and applying a discount of 25% to account for the notion that not all second kitchens would be used for a secondary suite.

Method 5: This approach is based on municipal property tax assessment data obtained from the Municipal Property Assessment Corporation (MPAC). Assessments are based largely on open market sales.

While these methods have been utilized in other studies, such as the *City of Toronto Second Suites Report (2004)* and *Secondary Suites: A Methodological Approach to Estimate their Prevalence within the City of Toronto (2013)*, there are limitations to each method, particularly related to estimating the number of secondary suits in the City of Vaughan. This is due mainly to a lack of readily available data for the City of Vaughan. For example, the CMHC Rental Market Report (Method 2), which has been used in other studies, combines the number of private rental units for Vaughan, Richmond Hill and King, making it necessary to use additional assumptions.

The results of the five methods show that the estimated number of secondary suites in Vaughan ranges from 249 to 8,280, with a median of 696 secondary suites. The proportion of homes with secondary suites ranges from 0.3% to 11.1%, with a 0.9% median. As a comparison, the Toronto CMA, features an estimated 3.6% of single detached, semi-detached and row/townhouses have secondary suites. While the median proportion of homes with secondary suites in Vaughan seems reasonable when compared to the Toronto CMA, the methods used to arrive at this estimate all have limitations. Method 4 (using MLS listings) seems particularly problematic considering that the results are significantly higher than all the other methods, in spite of the discount factor. On the other hand, while Method 5 (using MPAC data) has its own limitations, including an estimate that is most likely less than the actual number, it seems to be the most reasonable when compared to the Toronto CMA results. In addition, a recent study found that this method, when combined with visual surveys, would provide the most accurate estimates².

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² Kloet, J. (2013). *Secondary Suites: A Methodological Approach to Estimate their Prevalence within the City of Toronto*

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The findings demonstrate that while there are methods that can be used to estimate the number of secondary suites in the City of Vaughan, these have significant limitations and additional data is required to obtain more accurate estimates.

2.3 Potential Role for Secondary Suites

Secondary suites can play an important role in many communities.

1. Secondary suites can provide **affordable rental housing options** for a wide range of residents.
2. Secondary suites can provide a **flexible form** of housing by creating a unit that can move back and forth between families use and rental unit. Similarly, they can provide an option for extended family (adult children, parents, live-in caregivers).
3. In areas such as the City of Vaughan, secondary suites offer a greater opportunity to **add to the rental housing stock** compared with building new as the cost of land is high and achieving affordability is challenging.
4. Secondary suites can provide **more housing choices and greater mix of housing**. For example, they can provide rental housing for individuals who would prefer to live in a lower density community (i.e. seniors and students).
5. In addition, second suites provide **rental income to homeowners** and **flexibility to offset costs of home ownership or home maintenance**. For example, a secondary suite can help a first time homebuyer afford their mortgage, allow a senior to remain in their home longer by having someone to help with maintenance, and provide income to persons and families on a fixed income.
6. Outward growth is also increasingly limited, as a result of reduced land supply, within the municipality and secondary suites can help areas meet **intensification goals**. Secondary suites allow for new housing and intensification without major changes to the built form or character of established neighbourhoods.
7. Secondary suites can also contribute to **neighbourhood revitalization** by increasing demand for amenities and services and contribute to social diversity, in particular within neighbourhoods that have experienced a decline in population. Secondary suites can also **create construction/renovation jobs**.

3.0 Defining the Issues and Opportunities

3.1 Summary of Key Issues and Potential Approaches

Through the study Kick-Off meeting held in May 2013, the online survey conducted from June to December 2013 and through initial meetings with the City of Vaughan Secondary Suites Task Force, several key issues emerged providing a framework for developing a 'made-in Vaughan' approach to secondary suites. These key issues can be summarized under four impact areas:

1. Neighbourhood Character

- Location of secondary suites
- Parking
- Absentee landlords
- Property standards
- By-law enforcement

2. Health and Safety

- Safety of tenants
- Insurance
- Neighbourhood safety

3. Infrastructure

- Strain on existing infrastructure and services

4. Education and Awareness

- Public education of secondary suites
- Understanding legislation and regulatory framework
- Understanding costs of legalizing secondary suites

As part of the Secondary Suites Task Force meetings, a series of presentations and discussions with City Staff and the Technical Advisory Committee (TAC) were held with the goal of providing additional information, insight, and experience into the identified issues. In addition, the consulting team conducted further research to help inform the identified issues. Part of this research included a scan of existing secondary suites policies from other jurisdictions. This summary is provided in Appendix D.

A summary of the key issues and information learned from both stakeholders and presenters is provided in the following Table.

Neighbourhood Character

Key Issues Raised	What Was Heard – Defining & Informing the Issues
1. Location of secondary suites	<ul style="list-style-type: none"> Some stakeholders are concerned with secondary suites within higher density neighbourhoods (mainly a concern with entrances and parking – see below) Province has set the direction for secondary suites to be permitted as-of-right
2. Parking – concern of on-street parking, parking (or paving over) on front lawns, and increased street congestion	<ul style="list-style-type: none"> Major concern for residents is parking – both street congestion and paving over front yards Parking in higher density neighbourhoods is already a concern for many residents The City of Vaughan has a requirement for minimum parking set out in the zoning by-law (e.g. 2-3 spaces per detached / semi-detached dwelling unit; 2 spaces per street townhouse) The zoning by-law regulates driveway width and minimum soft landscaping Currently a parking study is underway looking at various options to address parking issues in several City neighbourhoods Enforcement of existing (parking) By-laws is a concern among residents
3. Absentee landlords – concern that will lead to a decline to neighbourhood appearance	<ul style="list-style-type: none"> Concerns were raised by stakeholders around absentee landlords and the potential impact that would have on neighbourhood appearance Some stakeholders also cited their concerns about residing next to 'strangers' who are perceived to be more transient (e.g. tenants in largely owner-occupied neighbourhoods)
4. Property standards – concern over decline to exterior appearance of dwelling (i.e. entrances, landscaping), increased noise, increased garbage	<ul style="list-style-type: none"> Stakeholders are concerned with the overall impact secondary suites will have on neighbourhood appearance in particular with regard to parking and landscaping to accommodate additional vehicles (See also parking above) City has a property standards By-law to enforce regulations and address complaints City has an existing Noise By-law City of Vaughan has a 3 bag limit for garbage requiring households to pay for additional garbage bag tags Residents generally agree that secondary suites should have a separate exterior entrance located at the back or side (with proper setbacks in place for privacy)
5. Ensuring local by-laws are being enforced	<ul style="list-style-type: none"> There are many By-laws in place for noise, property standards (including regulations around minimum requirements for landscaping), and parking but monitoring/enforcement is complaint based and becomes a resource issue City By-law enforcement has limited power of entry pursuant to legislation governed by the Planning Act.

Health and Safety

Key Issues Raised	What Was Heard – Defining & Informing the Issues
6. Ensuring units are safe for tenants	<ul style="list-style-type: none"> Legalizing secondary suites would require that units comply with Fire Code, Building Code and property standards (landscaping, parking, noise, garbage collection – see above) Building Code requirements include standards for sound, fire separation, stairwells, plumbing, mechanical and electrical and regulations vary depending on age of the home All construction requires a building permit There are minimum Fire Code requirements for on-street parking Fire Prevention officials advocate for easy access to secondary suites to ensure safety of tenants Community residents and stakeholders generally agree that there should be a registration and/or licensing process in place with a requirement for inspections Stakeholders generally agree that while a fee may be necessary it should not be too onerous
7. Insurance for tenants	<ul style="list-style-type: none"> Some stakeholders noted that requiring landlords to have insurance would help protect tenants Requiring tenants to have insurance is not something enforceable by the City; however, the City can require, through a Licensing By-law, that the landlord/owner have general liability insurance to cover a secondary suite
8. Ensuring neighbourhood safety	<ul style="list-style-type: none"> Some stakeholders expressed a general concern over ensuring neighbourhoods remain safe (as a result of secondary suites)

Infrastructure

Key Issues Raised	What Was Heard – Defining & Informing the Issues
9. Potential for strain on existing infrastructure and services	<ul style="list-style-type: none"> Based on information from the City's Engineering and Public Works Commission the City's water and wastewater capacity is sufficient to accommodate secondary suites The City has no limit on household organic waste or recyclables and has a 3 bag limit on waste (for extra items, must purchase additional bag tags) Traffic capacity analysis of residential streets is performed by Engineering Services on a regular basis There is currently no overnight on-street parking permitted The City is currently completing a parking study in designated neighbourhoods Residents have expressed concern regarding impact to not only hard services but also soft services such as schools and community centres Research conducted as part of the City of Mississauga Second Units Implementation Study found that secondary

Key Issues Raised	What Was Heard – Defining & Informing the Issues
	suites do not significantly burden public services (community services, transportation and schools) beyond the original design capacity and that public services are planned with some flexibility (City of Mississauga Planning and Building, June 2013)

Education and Awareness

Key Issues Raised	What Was Heard – Defining & Informing the Issues
10. Public education of secondary suites (general)	<ul style="list-style-type: none"> Residents and stakeholders have expressed the importance of incorporating an education campaign as part of the secondary suites policy implementation
11. Understanding legislation/regulatory framework including the rights and responsibilities of landlords and tenants	<ul style="list-style-type: none"> There are standards for landlord and tenants within the Residential Tenancies Act CMHC has information on its website on the design of secondary suites (case studies etc.) There is a desire to have information available for potential landlords (i.e. 'what it takes' to be a landlord), for tenants (rights and responsibilities), as well as information that addresses the misconceptions and realities of secondary suites (i.e. impact on infrastructure, impact to property values)
12. Understanding the costs of legalizing a secondary suite (i.e. impact to property values and property taxes)	<ul style="list-style-type: none"> Based on a presentation by MPAC a secondary suite landlord can expect their annual property taxes to increase by approximately \$210 (based on an increased assessment value), approximately \$60 of this is municipal tax Based on the same MPAC presentation the estimated value of a secondary suite would be approximately \$13 sq/ft compared to a finished basement with assessed value at approximately \$7.80 sq/ft

The above discussion provides the framework for defining and developing potential approaches and tools to address the key issues and opportunities (including Official Plan policies and Zoning By-law requirements). These are further discussed in Section 4.0.

4.0 Policy Recommendations

4.1 Recommended Approach

Based on the above framework, a series of policy and implementation recommendations have been developed. These recommendations put forward a comprehensive approach that will guide and implement the City of Vaughan's Secondary Suites Policy.

Preliminary approaches and policy options were discussed and evaluated with City Staff, the Secondary Suites Task Force and the Secondary Suites Technical Advisory Committee. These discussions were aimed at examining local housing needs alongside what was learned from the Task Force, the public open houses, existing research, and the experience of Staff and technical experts in order to determine the most appropriate approach for the City in developing its Policy.

The following Table provides a summary of the recommended approach. These recommendations are organized by key issue (as summarized in *Section 3.1*) and provide the consulting team's rationale for each approach. Tools to implement the recommended approaches are also identified and are based four planning capacities:

OP = Official Plan Policy

BL = Zoning By-Law

EM = Enforcement and Monitoring

EP = Education Program

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
Neighbourhood Character	1. Location	<ul style="list-style-type: none"> Secondary suites will be permitted in buildings where the primary use is a single detached, semi-detached, or street townhouse dwelling with a maximum 1 secondary suite per dwelling Secondary suites will only be permitted in dwellings with a minimum 9 metres frontage 	<ul style="list-style-type: none"> This policy follows the general guideline required by the Province and adhered to by other municipalities (i.e. Mississauga, Brampton) Task Force members generally agreed that while there may be special circumstances where more than 1 second unit could be permitted, the general policy should be for 1 secondary suite per dwelling Allowing only one secondary unit per dwelling also helps to address concerns raised around increased densities Restricting secondary suites to only new developments is not in keeping with the intent of the Provincial policy (<i>Bill 140 Strong Communities Through Affordable Housing Act</i>)³. Restrictions to permitting secondary suites should be based on sound planning principles. 				
	2. Parking	<ul style="list-style-type: none"> A dwelling unit that includes a secondary suite is required to have a minimum of 3 parking spaces 	<ul style="list-style-type: none"> Most dwellings within the City of Vaughan already have a minimum of 3 parking spaces per dwelling and in many cases 4+ The Zoning By-law's standards for maximum driveway widths, number of driveways, and minimum soft surfaces limit the amount of permissible parking area Requiring minimum parking helps to address concerns raised by residents and staff around 				

³ Restricting secondary suites to only new developments was a suggestion made through the City of Vaughan Secondary Suites Task Force.

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
			parking and hard landscaping resulting from the legalization of secondary suites				
		<ul style="list-style-type: none"> Through City-wide strategic initiatives, evaluate options to address parking issues across City neighbourhoods 	<ul style="list-style-type: none"> Parking concerns within the City of Vaughan are not only an issue related to secondary suites; there are a number of existing concerns 				
		<ul style="list-style-type: none"> Clear guidelines for potential landlords 	<ul style="list-style-type: none"> See 'Community Awareness' approaches below 				
	3. Absentee landlords	<ul style="list-style-type: none"> No policy to regulate 'absentee landlords' 	<ul style="list-style-type: none"> Initial input from City Legal Services is that the City cannot under the Municipal Act regulate which individuals occupy a specific dwelling Municipalities (i.e. Mississauga) have tried to include a requirement in their secondary suite policy that units must be owner occupied – however, following legal consultation this was not included in their policy Little evidence to show any negative impact to neighbourhood character resulting from secondary suites 				
		<ul style="list-style-type: none"> A secondary suite will not alter the existing use of the dwelling 	<ul style="list-style-type: none"> Including a policy outlining that the use of dwelling cannot change with the addition of a secondary suite may help further ensure overall neighbourhood character remains the same 				
		<ul style="list-style-type: none"> Clear guidelines for potential landlords 	<ul style="list-style-type: none"> See 'Community Awareness' approaches below 				
		<ul style="list-style-type: none"> Greater community awareness of secondary suites 	<ul style="list-style-type: none"> See 'Community Awareness' approaches below 				

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
	4. Property standards	<ul style="list-style-type: none"> Definition of Secondary Suite in ZBL and Official Plan: "A self-contained residential unit located within and accessory to a residential dwelling. A secondary suite has its own kitchen and bathroom." 	<ul style="list-style-type: none"> Generally follows the Ministry of Municipal Affairs and Housing definition Some questions raised around difference between a duplex and a secondary suite. As such, revisions to the definition of a duplex are also suggested: <p>Definition of Dwelling, Duplex in ZBL: "Means a dwelling divided horizontally into two (2) dwelling units each of which has an independent entrance either directly or through a common vestibule. A dwelling that includes an accessory secondary suite is not a duplex."</p>				
		<ul style="list-style-type: none"> Secondary suites will meet requirements of the Ontario Building Code, Fire Code and City by-laws Secondary suites should have a separate official address with signage visible from the street 	<ul style="list-style-type: none"> There is an existing regulatory framework to promote the safety of units and uphold property standards that (will) apply also to secondary suites Providing the requirement to adhere to Building Code, Fire Code, and City By-laws provides further clarity to residents Having a unique address for a secondary suite will help create awareness among City and emergency response services Obtaining an address could be included as part of the registration process. 				
		<ul style="list-style-type: none"> Maximum Gross Floor Area (GFA): GFA of secondary suite shall not exceed 45% of the total dwelling GFA located above grade Minimum Gross Floor Area: secondary suite will have a minimum GFA of 35m² 	<ul style="list-style-type: none"> Mississauga and Markham use a Min. GFA of 35m². Other areas have min. GFA of 30m² (Edmonton), 42m² (Burlington), 55m² (Toronto) Mississauga and Toronto use a max GFA of 50%, Markham uses max of 45%, Newmarket and Ottawa use max of 40% Not all municipalities include min. GFA while most include a max GFA Rationale is based on having secondary suite secondary in size to principal unit 				

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
		<ul style="list-style-type: none"> Secondary suite entrances must be separate from the entrance to the principal dwelling, either exterior entrances or from a common indoor landing, and must be accessible from the street via a paved walkway or driveway New entrances (for secondary suites) to existing dwellings at the front of dwelling (i.e. facing street) will not be permitted Entrances for secondary suites at the front of a dwelling may be permitted in new development or where two entrances already exist in a building's front façade, based on staff approval of building permit Sideyard entrances should not be visible from or located in front of the principal entrance of the adjacent building Secondary suite entrances located at the side or rear will have minimum setbacks of 1.2m 	<ul style="list-style-type: none"> Several other municipalities prohibit entrances facing a street (i.e. Mississauga, Newmarket, Toronto, Ottawa) Some dwelling designs at the construction stage such as raised bungalows include a secondary entrance Mississauga uses minimum setback of 1.2m for new entrances for secondary suites 				
		<ul style="list-style-type: none"> A secondary suite will not be permitted in a dwelling unit accommodating boarders, or a private home day care 	<ul style="list-style-type: none"> The inclusion of private home day care and secondary suites in one dwelling is considered to constitute a mix of uses in areas zoned for lower residential use. Private home day care have minimum parking requirements 				
		<ul style="list-style-type: none"> Clear guidelines for potential landlords 	<ul style="list-style-type: none"> See 'Community Awareness' approaches below 				

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
	5. Ensuring local by-laws are being enforced	<ul style="list-style-type: none"> Consider increasing resources to enforce new and existing By-laws (zoning, property standards, noise) in particular at onset of policy implementation 	<ul style="list-style-type: none"> It is suggested that existing property standards By-law be used to address issues related to the appearance of properties that fall into disrepair; the Noise By-law be used to address concerns related to noise, and Parking Standards be used to address concerns related to parking in prohibited areas 				
		<ul style="list-style-type: none"> Consider conducting inspections as part of registration and/or management program 	<ul style="list-style-type: none"> Inspections will provide an opportunity for staff to ensure units are safe and in keeping with existing By-laws and codes 				
		<ul style="list-style-type: none"> Clear guidelines for potential landlords 	<ul style="list-style-type: none"> See 'Community Awareness' approaches below 				
Health and Safety	6. Ensuring units are safe for tenants	<ul style="list-style-type: none"> Evaluate the implementation of a secondary suite registration and/or management program including consideration of possible fees, inspections and potential benefits of a period Registration recorded through approved building permits 	<ul style="list-style-type: none"> A registration system can help ensure safety of tenants (i.e. City services are aware of the secondary suite in cases of emergency) and can help protect the rights of tenants by ensuring units meet all regulatory requirements (i.e. Building Code, Fire Code) A registration program can also provide information to community service providers (i.e. school boards) to assist in population need forecasting A registration program can be costly to the City and therefore it may wish to consider implementing a fee Keeping in mind, the less onerous a process (and fee) the more likely owners will come forward to register their units Some municipalities have implemented comprehensive licensing by-laws requiring all 				

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
			<p>secondary suites have a license (i.e. Mississauga), while other municipalities register units as part of building permit process</p> <ul style="list-style-type: none"> To encourage existing landlords/owners of secondary suites to come forward and register the unit the City may wish to consider waiving the registration fee for a defined period of time in order to provide an incentive to landlords to register the unit and comply with various regulations. Other expenses such as a building permit fee may still be required. 				
		<ul style="list-style-type: none"> Adherence to Ontario Building Code, Fire Code and municipal by-laws 					
		<ul style="list-style-type: none"> Clear guidelines for landlords/owners and tenants (i.e. checklists) 	<ul style="list-style-type: none"> See 'Community Awareness' approaches below. 				
	7. Insurance for tenants	<ul style="list-style-type: none"> No requirement for insurance 	<ul style="list-style-type: none"> Asking for proof of insurance can only be required if the City moves forward in developing a licensing by-law 				
		<ul style="list-style-type: none"> Clear guidelines for landlords/owners and tenants 	<ul style="list-style-type: none"> Providing information to landlords on the 'responsibilities of a landlord' under the Residential Tenancies Act is an important tool to help promote the health and safety of secondary suites 				
	8. Ensuring neighbourhood safety	<ul style="list-style-type: none"> Recommended approaches identified throughout this document (i.e. enforcement of local by-laws, education program, monitoring program) are aimed at ensuring 	<ul style="list-style-type: none"> The City has existing policies and regulations in place to ensure neighbourhood safety (i.e. police services, fire services, by-law enforcement) 				
			<ul style="list-style-type: none"> Additional policies are recommended within other sections (i.e. education program, 				

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
		secondary suites do not have a negative impact on neighbourhoods or the safety of residents	monitoring program and enforcement of local by-laws)				
Strain on infrastructure	9. Potential for strain on existing infrastructure and services	<ul style="list-style-type: none"> As part of Education Program (see below), develop resources highlighting impact of secondary suites on infrastructure 	<ul style="list-style-type: none"> In general, the impact of infrastructure as a result of secondary suites is minimal City Staff have stated the City's water and wastewater capacity is sufficient to accommodate secondary suites Additional education is required to further residents' understanding of secondary suites and their impact on the community. Education and consultation regarding secondary suites – supported by monitoring data – will be an ongoing process 				
		<ul style="list-style-type: none"> Long-term monitoring of secondary suites and potential impacts 	<ul style="list-style-type: none"> On-going monitoring of secondary suites and their impact on infrastructure will help the City address residents' concerns with quantified reporting as well as make any necessary changes/adjustments to its secondary suites policies 				
Community Awareness	10. Public education of secondary suites (general)	<ul style="list-style-type: none"> Develop a Secondary Suite Education Program – including developing City educational resources (e.g. on new policy, what is permitted and not permitted, steps to registration, enforcement measures / schedule) Resources should include web-based resources, hard copy formats and ensure information is easily accessible Prepare to host educational neighbourhood-level focus groups in any high-impact neighbourhoods 	<ul style="list-style-type: none"> Increasing everyone's awareness of secondary suites as well as the responsibilities of having a secondary suite will contribute to the success of the City secondary suite policy once it is implemented Several other municipalities have included recommendations to develop educational programs when implementing their secondary suites policies (Mississauga, Brampton, Markham) 				

Areas of Focus	Key Issues	Recommended Approach	Rationale	O P	B L	E M	E P
	11. Understanding legislation/ regulatory framework including the rights and responsibilities of landlords and tenants	<ul style="list-style-type: none"> As part of Secondary Suite Education Program, develop guidelines/information kit for landlords– including all requirements (Fire, Building Code, Zoning, Property Standards, other) and required steps to register the unit As part of Education Program include guidelines outlining the rights and responsibilities of tenants (include RTA regulations) 	<ul style="list-style-type: none"> Such resources help create clarity for new and existing landlords of secondary suites as well as provide tools for tenants 				
	12. Understanding the costs of legalizing a secondary suite (i.e. impact to property values and property taxes)	<ul style="list-style-type: none"> As part of Education Program include developing education resources around impact to property values – realities & misconceptions 	<ul style="list-style-type: none"> As above, such resources provide an overall greater understanding of secondary suite and their impact 				

4.2 Recommended Policies and Tools

Based on the above direction, several recommendations are put forth for consideration as the City of Vaughan's Secondary Suites Policy. Recommendations are presented by four key planning tools:

- Official Plan – provides an overarching statement of the City's direction in the permission of secondary suites
- Zoning By-law – implements the objectives and policies of the official plan through regulating and controlling land use
- Enforcement and Monitoring – offers strategies to enforce the City's policies and regulations
- Community Education – outlines approaches to creating greater awareness of the secondary suites policy and continued engagement in the planning and implementation processes

4.2.1 Official Plan

The City of Vaughan Official Plan guides development and identifies permitted land uses across the City. The Vaughan Official Plan 2010 (VOP 2010) states that it is the policy of Council to support and prioritize several housing initiatives including “allowing secondary suites where deemed appropriate by a City-initiated study (Sec. 7.5.1.4).

It is recommended that the City of Vaughan adopt the following new Official Plan policy:

1. Secondary Suites may be permitted in a building and on lots where the principal use is a single detached, semi-detached or street townhouse dwelling provided that:
 - a. There is a maximum of one (1) secondary suite per principal dwelling unit;
 - b. All requirements of the Ontario Building Code, Fire Code and City By-laws are satisfied.
2. The implementing zoning by-law will establish standards and criteria that must be met before the Secondary Suite can be considered to be in conformity with the zoning by-law.
3. 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 registration, licensing, monitoring and provision of public education.

4.2.2 Zoning By-law

It is recommended that the City of Vaughan make the following additions and changes to the City's Comprehensive Zoning By-Law 1-88 regulations:

Definitions

1. In Section 2.0:
 - o Include a definition for a Secondary Suite: "Secondary Suite – Means a self-contained residential unit located within and accessory to a residential dwelling. A secondary suite has its own kitchen and bathroom."
 - o Change the term "Dwelling, Single Family Detached" to "Dwelling, Single Detached". Update use of this term elsewhere in the By-Law.
 - o Change the definition of a "Dwelling, Semi-Detached" to mean "a building containing two (2) dwelling units."
 - o Add the following clause to the definition of a "Dwelling, Duplex": "A dwelling that includes an accessory secondary suite is not a duplex."

Regulations

1. In Section 3.8 PARKING, add "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"
2. In Section 4.1, GENERAL PROVISIONS include a new Subsection titled SECONDARY SUITES stating that "Secondary suites may be permitted located within and accessory to a single detached, semi-detached or street townhouse dwelling unit, subject to the following provisions:
 - a) The addition of a secondary suite in a dwelling shall not change the use of the subject lands;
 - b) A maximum of one (1) secondary suite shall be permitted;
 - c) The lot frontage shall exceed 9.0 metres;
 - 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 entrances shall:
 - Be separate from the entrance to the principal dwelling, either as separate exterior entrances or from a common indoor vestibule;
 - Be accessible from the street via a paved walkway or driveway;
 - Not be visible from or located in front of the principal entrance of the adjacent building
 - g) New entrances for secondary suites in existing dwellings shall not be permitted on the façade facing a public road;
 - h) A secondary suite will not be permitted in a dwelling unit accommodating boarders, or a private home day care

3. Add a provision to Section 4.1.7 COMMERCIAL: "A private home day care shall not be permitted in a dwelling unit containing a secondary suite"

4.2.3 Enforcement and Monitoring

Enforcement of the City's secondary suites policy will help ensure that the policies and regulations set out are being adhered to and that the concerns expressed by residents are addressed (i.e. parking, property standards). As such, it is recommended that:

1. The City evaluate the implementation of a secondary suites registration and/or management program taking into consideration possible fees, inspection requirements and the benefits of a grace period. Importantly, the registration and/or management program should consider processes for both existing and new secondary suites.
2. The City, as part of developing an implementation plan, conduct a detailed cost analysis to determine costs associated with secondary suites policy implementation and ultimately to determine the proper balance between recouping some administrative costs while not creating barriers to people coming forward to legalize their unit.
3. The City, as part of developing an implementation plan, consider increasing resources to enforce new and existing By-laws in particular at the onset of the secondary suites policy implementation.

Ongoing monitoring of secondary suites and the impact on infrastructure will help the City address residents' concerns with quantified reporting as well as make any necessary changes or adjustments to the City's policy. As such, it is recommended that:

4. The City monitor the impact of the secondary suites policy. Indicators to monitor the policy (tracked and assessed by neighbourhood) may include:
 - a. Number of (new) registered units (identified through the approval of building permits)
 - b. Change in demand on hard infrastructure (i.e. water, waste water, garbage)
 - c. Change in demand on soft infrastructure (i.e. school enrolment)
 - d. Change in property values
 - e. Number of complaints resulting from secondary suites and nature of complaint
5. The City prepare an annual monitoring report as part of the secondary suites policy implementation
6. The City, through City-wide strategic initiatives, evaluate options to address parking issues across City neighbourhoods

7. The City explore the feasibility of requiring secondary suites to have a separate official address with signage visible from the street

4.2.4 Community Awareness and Education

Increasing everyone's awareness of secondary suites as well as the responsibilities of having a secondary suite will contribute to the success of the City secondary suites policy once it is implemented.

It is recommended that the City develop and implement a Secondary Suite Education Program for creating greater community awareness of the City's secondary suites policy and for providing educational resources to residents. It will be important to engage various City departments (i.e. corporate communications, planning, building, fire, and by-law and compliance) to ensure a coordinated and effective approach. Strategies to incorporate in the Education Program include:

1. Create educational resources for residents and potential landlords – including information such as:
 - a. Description of new policy and regulations –what is permitted/what is not
 - b. Steps to registration
 - c. Enforcement measures/schedule
 - d. Landlord “how-to” kit – including fact sheets (Building Code, Fire Code, City By-law requirements), resources (i.e. City contact, CMHC resources, other), summary of rights and responsibilities under the Residential Tenancies Act (RTA), and other tools (i.e. for calculating the costs)
 - e. Tips and resources for tenants of secondary suites (i.e. ‘things to consider’ such as insurance, safety, contacts, other)
 - f. Information on secondary suites and the impact to community infrastructure and property values (realities and misconceptions)
2. Host neighbourhood-level focus groups in neighbourhoods where a greater impact is anticipated or experienced
3. Conduct outreach information sessions with key stakeholder groups (realtors, landlord associations, ratepayer groups, and other community groups identified)

It is recommended that material be provided through multiple platforms including but not limited to web-based resources, hard copy formats (i.e. pamphlets), media releases, ongoing dedicated Secondary Suites Policy page on the City's website, as well as public information sessions (public open houses, neighbourhood focus groups) as needed. Having information available in different languages is also suggested.

Material should be simple and incorporate the use of graphics and illustrations where possible (i.e. for interpreting the Building Code and other regulations).

5.0 Summary

The proposed City-Wide Secondary Suites Policy is aimed at providing a 'made-in Vaughan' approach to meeting provincial requirements requiring the provision of secondary suites in municipalities across Ontario. Overall, the recommended policy strives to preserve the character of neighbourhoods across Vaughan while ensuring the safety of residents and a minimal impact on City infrastructure. In addition, it is aimed at providing a balanced response to the concerns expressed by residents and the need for affordable housing in the City of Vaughan.

6.0 Next Steps

The proposed Official Plan policies and zoning regulations will need to proceed to a statutory public hearing under the Planning Act. The implementing planning instruments will be drafted to reflect the standard formats for amendments to VOP 2010 and Zoning By-Law 1-88. Matters relating to Enforcement and Monitoring and Community Awareness and Education will need to be addressed in greater detail to arrive at a fair, equitable and economical administration process. It is imperative that administration/educational measures be in place to coincide with the enforce date of the planning instruments. This should be subject to a further report to Council prior to, or to coincide with, the approval of the planning amendments.

Appendix A

Changes to the Planning Act: Before and After (MMAH, 2012)

	Before Changes Made Through <i>Strong Communities through Affordable Housing Act, 2011</i>	Today (With Changes Made Through <i>Strong Communities through Affordable Housing Act, 2011</i>)
Second Units	<p>Municipalities voluntarily establish second unit official plan policies and zoning by-law provisions.</p> <p><i>Planning Act</i> shelters the municipal establishment of official plan permitting second units in single, semi and row houses from appeal to the Ontario Municipal Board; municipalities may permit second unit in accessory structure but these policies for accessory structures are not sheltered from appeal.</p> <p>No standards for second units in legislation (municipalities currently establish their own standards); no ability for MMAH Minister to prescribe standards.</p>	<p>Municipalities are required to establish official plan policies and zoning by-law provisions allowing second units in single, semi and row houses, as well as in accessory structures (e.g. above laneway garages).</p> <p>Municipal establishment of official plan policies and zoning by-law provisions permitting second units in single, semi, row houses, and in accessory structures, are sheltered from appeal to the Ontario Municipal Board, except during five year review periods. Sheltering of appeals extends to municipally-determined standards for second units.</p> <p>Municipalities continue to have ability to identify appropriate areas for second units, and to establish appropriate standards for second units; Minister has regulation-making authority to prescribe standards for second units.</p>

Appendix B

Consultation Summary Report (December 2013)

Consultation Summary Report (April 2014)



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COMMUNITY OPEN HOUSES – DECEMBER 2013

CONSULTATION SUMMARY

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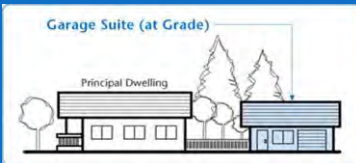
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Abstract

The purpose of this study was to examine the effects of a 6-week training program on the physical fitness and health-related quality of life (HRQL) of older adults. The study included 30 participants aged 70 and above, who were randomly assigned to either a control group or an intervention group. The intervention group participated in a supervised exercise program consisting of aerobic, strength, and flexibility exercises. Physical fitness was assessed using a series of tests, including a 6-minute walk test, a sit-to-stand test, and a handgrip strength test. HRQL was measured using the EuroQOL-5D questionnaire. Results showed that the intervention group significantly improved their physical fitness and HRQL compared to the control group after 6 weeks of training.



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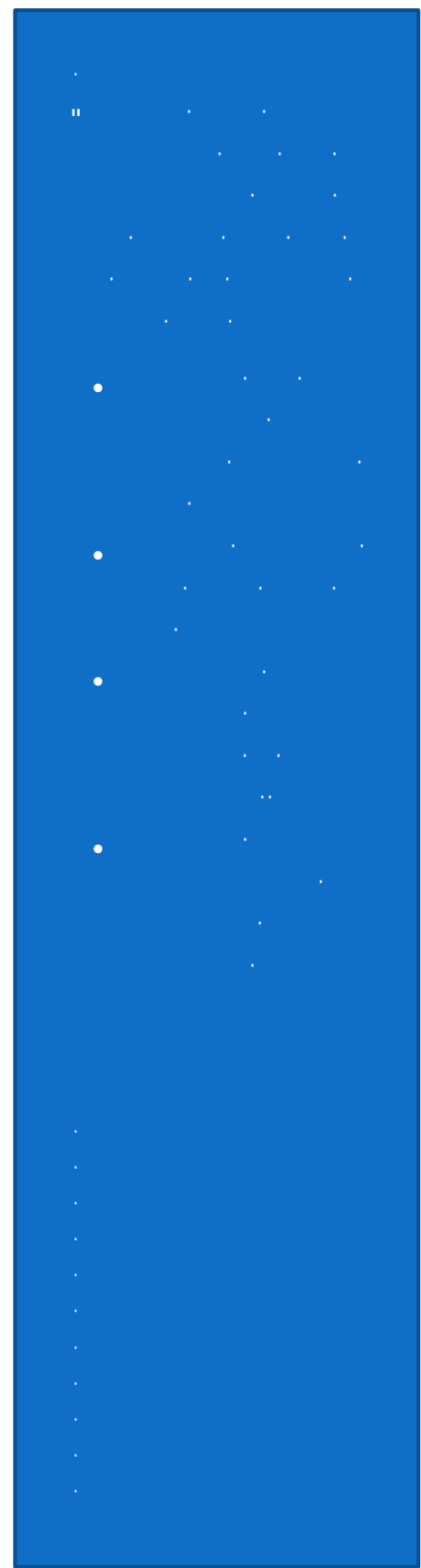


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It was noted that many regulations are already in existence (i.e. landscaping regulations, noise regulations) and that an important component to minimizing the impact to neighbourhoods is ensuring adequate enforcement of these standards.

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- There needs to be a balance between ensuring safety and responsibility with creating a process that is not too onerous.

Infrastructure

- There needs to be more education around the impact of secondary suites to infrastructure and services.
- Ongoing and longer-term monitoring of the impact of secondary suites should be incorporated into the implementation process.

4.0 NEXT STEPS

Using the feedback and direction outlined in the above sections, the City of Vaughan will work with the Secondary Suite Task Force to develop a draft secondary suite policy over the coming months.

This draft policy and recommendations will be shared with residents at another community open house scheduled for the spring of 2014.

It is anticipated that the City will present the draft secondary suite policy to Council later in the spring.



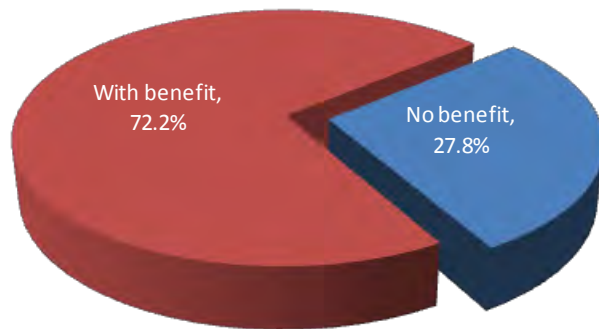
We would like to thank all of the participants of the December Community Open House & Workshops for their time and energy, and for sharing their experiences, insights and viewpoints.

APPENDIX A: SUMMARY OF ONLINE SURVEY RESULTS

Summary of Responses to Vaughan Secondary Suites Online Survey

1. What are the potential benefits in allowing secondary suites? Why do you believe this is a benefit? (79 responses)

- 27.8% or 22 respondents believe there are no benefits in allowing secondary suites
- Benefits:
 - Increases affordable housing in the community, particularly for employees and students
 - Provides homeowners with another source of income to help with housing costs
 - Provides housing options for elderly parents, adult children and nannies or caregivers
 - Legalizing secondary suites would require those who have existing suites to bring them up to building code standards



2. Do you have concerns about secondary suites in Vaughan? If so, please describe. (82 responses)

- Traffic and parking issues (51.2% or 42 respondents)
- Neighbourhood safety (9.8% or 8 respondents)
- Capacity in terms of infrastructure (water, sewage) and overcrowding in neighbourhoods, parks, schools, community centres, libraries, etc. (9.8% or 8 respondents)
- Ability to enforce by-laws such as parking by-laws, property standard by-laws and health and safety codes
- Decreased property values
- Changing neighbourhood character/ exterior of homes

3. What policies or regulatory tools do you think should be considered in developing a “made-in-Vaughan” approach to secondary suites? (75 responses)
- Registering and/or licensing secondary suites (8% or 6 responses)
 - Annual renewal of permits/licenses and payment of fees
 - Ensuring that property taxes reflect the presence of a secondary suite (10.7% or 8 responses)
 - Regular inspections to ensure that secondary suites meet health and safety standards (14.7% or 11 responses)
 - Fire and safety standards, including number of exits and construction material to be used
 - Limiting the number of people living in one house
 - Owner occupancy – having the landlord live in the house where the secondary suite is located

CITY OF VAUGHAN

SECONDARY SUITES STUDY

COMMUNITY OPEN HOUSE

Secondary Suites are self-contained units within a house or within an accessory building on the same lot as the house. A secondary suite has its own kitchen and bathroom.

Secondary Suites are currently not permitted in the City but the Province now requires that municipalities like the City of Vaughan establish Official Plan policies and zoning standards that will permit secondary suites in residential dwellings. As a result, the City is currently working on a study that will consider new Official Plan policies, zoning standards and other regulatory tools that will guide the manner in which secondary suites will be permitted.

The purpose of tonight's open house is to share information on secondary suites and the Secondary Suites Study. We would also like to hear from you on how best to develop a "made-in-Vaughan" approach to secondary suites.

Tonight's Agenda:

Time	Activity
7:05 – 7:20	Presentation of City's Secondary Suites Study
7:20 – 8:30	Discussion Groups
8:30 – 8:55	Report Back
8:55 – 9:00	Closing Remarks

We would like your input on the following issues:

Issue #1: Creating Community Awareness

1. What are the benefits of legalizing secondary suites?
 - a) Consider: benefits to tenants/residents, benefits to landlords/homeowners, and benefits to broader community.
2. What could the City do to encourage landlords to come forward to legalize existing secondary suites?
3. What (other) strategies can you recommend to create community awareness?

Issue #2: Impact on Neighbourhood Character

1. What are the potential impacts of secondary suites on our neighbourhoods?
 - a) Consider: location, number of units, parking, size of secondary suite, other property standards (i.e. setbacks, entrance locations, landscaping/driveway).
2. Are policies/ regulations needed to address these impacts and preserve the look and feel of neighbourhoods? If so, what would they look like?

Issue #3: Ensuring Safety

1. What can the City do to ensure the safety of secondary suites?
 - a) Consider: registration of secondary suites (initial and renewal periods), licensing, inspections.
2. How could the City encourage homeowners to improve the safety of their units?

Issue #4: Impact on Infrastructure

1. What are the potential impacts of secondary suites to infrastructure?
 - a) Consider: garbage, traffic, parking, community services
2. What can the City do to address any impact on City Services?

For further information, please visit the project's website:

http://www.vaughan.ca/projects/policy_planning_projects/secondary_suites_policy_study/Pages/default.aspx

You can also provide additional input by completing the survey:

<https://www.surveymonkey.com/s/vaughansecondarysuite>

THANK YOU!



THE CITY OF VAUGHAN CITY-WIDE SECONDARY SUITES



PUBLIC OPEN HOUSE – APRIL 2 2014

SUMMARY REPORT

Prepared By:



In Association With:

pA

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1.0 CONSULTATION OVERVIEW

1.1 Background

The City of Vaughan is in the process of undertaking a city-wide secondary suites study. The study is being developed within the context of existing policy environment as established by the Province of Ontario and Region of York. The main outcome of the work will be a recommended secondary suites policy including Official Plan policies, zoning standards and other considerations required to regulate secondary suites in the City of Vaughan.

One of the objectives of this initiative is to conduct the study with the benefit of a public consultation process. As such, several community engagement activities have been incorporated into the various study phases, including 3 community open house sessions:



This report provides a summary of the Public Open House held in April 2014.

1.2 Objectives

There were two main objectives to the consultation process:

- Share ‘where we are at’ in developing the City’s Secondary Suite Study
- Obtain comments and feedback on the preliminary policy recommendations for Official Plan policies and a zoning amendment to permit secondary suites

1.3 Approach

The Public Open House was held at City Hall on Wednesday April 3rd 2014 from approximately 7-9pm.

The session began with some introductory remarks from Roy McQuillin, Manager of Policy Planning at the City of Vaughan and Sony Rai, Chair of the City of Vaughan Secondary Suite Task Force.

A presentation was made by the consulting team which focused on providing 1) a summary of the context for initiating a secondary suite study, 2) an overview of the approach in developing the secondary suite study, and 3) a presentation of the preliminary policy recommendations.

Following the presentation, participants were invited to share comments and questions of the consulting team, members of City Staff and representatives of the City's Technical Advisory Committee. The panel format discussion was approximately an hour and a half. The evening finished with some closing remarks.

2.0 WHAT WE HEARD

The Public Open House was attended by approximately 50 residents and stakeholders.

The insight, experience, and knowledge of these individuals has been summarized and reflected in the following synopsis. Responses have been organized by key themes that emerged through the evening discussion.

Secondary Suites are a “good balance”

Residents noted that secondary suites can help people save money and can be positive for the community.

Concerns raised on regulating occupants

Generally, residents thought that one secondary unit per dwelling was a good approach. There were concerns, however, about regulating the number of occupants within a secondary suite and the impact that large numbers of residents could potentially have on the neighbourhood. Staff acknowledged that this is indeed a valid concern, however, similar to other household types (i.e. single detached dwellings), the City does not have the authority to regulate who lives within a unit.

On a similar note, some residents expressed concern over absentee landlords. Again, staff acknowledge this as an ongoing concern but that the City does not have the authority to regulate owner occupancy of any type of unit.

Further education around the City's role and mandate could be helpful as part of the Public Education Program.

Considering policies for new vs. existing suites

Residents addressed the need to look at policies for both existing (illegal secondary suites) and for new secondary suites. City staff agreed and indicated this would be an important component of the implementation plan. The City also indicated that they will be looking at the possibility of providing incentives to help landlords come forward and legalize their unit.

Questions raised regarding condo exclusion

There was some concern around excluding condo corporations from being permitted under the proposed secondary suite policy. Staff indicated that there are a number of considerations that make having secondary suites within condo corporations challenging from both a policy implementation and an enforcement perspective. Staff further noted that a condo corporation could approach to City for an amendment if they were interested in permitting secondary suites.

Clarity needed on parking requirements

In general, there were several questions surrounding the 3 parking space requirements. Clarity on whether spaces could include garages was requested. This is another area where the Public Education Program will be helpful.

Residents also raised concerns around existing parking issues across the City such as individuals parking on the street and on front lawns. Staff acknowledged these concerns and noted that there are existing by-laws to prevent this and that there is currently a parking strategy underway at the City.

Some residents did acknowledge that the parking requirements set out in the draft policy recommendation could be restrictive to otherwise ‘good’ secondary suite locations. One example raised was a senior couple who didn’t drive and therefore would not need a parking space.

Exclusion of home occupation raised questions

One stakeholder expressed a concern that excluding a home where an individual works from home and wants to have a secondary suite is too stringent. City staff indicated that currently, the only home occupation permitted within the City of Vaughan is a regulated health professional which also contains zoning requirements (i.e. parking).

Clarifying impact on infrastructure

Additional concerns were raised around the impact of secondary suites on infrastructure in particular water, schools and traffic. City staff responded by indicating that with respect to the City’s hard infrastructure services (such as water and sewage) that there is sufficient capacity to support secondary suites. With regard to schools it was acknowledged that school capacity is a concern in many communities across the City and that school boards do plan for flexibility in enrollment. The City further acknowledged that traffic is indeed a concern and reflective of a growing population.

City Staff also noted that following the legalization of secondary suites, and over time, further insight into the impact of secondary suites will be better known.

Providing clarity on the impact of secondary suites to both hard and soft services would be important to include within the Education Program.

Paying fair share

Residents expressed concern that the increase in costs associated with legalizing secondary suites (mainly in the provision of additional services) would be the responsibility of tax payers. City staff acknowledged that this is a concern that has been raised throughout the study. Staff also expressed that individuals with secondary suites can expect the value of their home to increase and as a result will have to pay an increase in taxes. It was also noted that if a landlord is earning an income from a secondary suite that it would need to be claimed as part of the homeowner's income tax. Given this, however, staff acknowledged that the additional costs to a homeowner would not help the city pay for the administration of a possible registration program and any additional enforcement needed. For this reason, staff indicated that they would be looking at the possibility of fees to help offset these costs. Importantly, however, there is a need to find the right balance between recouping some costs while not creating a barrier to people coming forward to legalizing their unit.

Grandfathering existing units

One resident asked if existing secondary suites will be grandfathered as part of the new policy. Staff indicated that it is not possible to grandfather an illegal use, and therefore no, existing illegal secondary suites would not be grandfathered. In addition, staff did note that they would be looking at ways to provide incentives to landlords to come forward to legalize their unit and are hopeful that people will do the right thing.

3.0 SUMMARY OF KEY MESSAGES

The Public Open House held in April 2014 provided an opportunity to discuss with City of Vaughan residents their concerns and suggestions regarding the preliminary secondary suite policy recommendations.

1. EDUCATION IS KEY

An overarching message of the evening was the need to have ongoing, proactive and accessible education of secondary suites. Education is the key to providing greater understanding of what residents can expect from the City's secondary suite policy and what the requirements and responsibilities of landlords are with respect to legalizing a secondary suite. Several suggestions with respect to education were provided:

- Making the policy easily available
- Provide education around home insurance
- Provide a 'friendly' version of the policy

- Distinguish secondary suites from rooming houses and other forms of ‘shared’ accommodation
- Create a landlord kit that promotes landlords coming forward to legalize their unit

2. SAFETY IS PRIMARY CONCERN

Having a safe housing supply is a primary concern to the City of Vaughan and a critical component in the development of a secondary suite policy. Many of the policies and regulations are aimed first and foremost at creating a safe housing unit for the tenant.

3. FINDING THE BALANCE

A portion of the evening conversation was spent acknowledging the importance of ensuring the rules and regulations that are being suggested are followed. The City acknowledged that a large part of the work still to do is around finding the right balance in the implementation of the City’s secondary suite policy. Ensuring that rules are followed is important and the main focus will be on creating a policy and implementation tools where individuals want to come forward and legalize their secondary suite; where there is a high degree of compliance. Enforcement may be necessary at times, but the City’s main focus is compliance through a balanced policy and implementation strategy that meets the needs of the residents of Vaughan.

4. Creating a ‘made-in Vaughan’ approach

Creating a policy that both responds to the direction set by the Province and meets the diverse range of needs of City of Vaughan residents is an important message. Residents acknowledge the need to provide various forms of housing for residents and workers, yet emphasize that this must be done in a way that minimizes the impact to existing neighbourhoods.

4.0 NEXT STEPS

Based on what was heard at the Open House, and through further discussions with the City of Vaughan Secondary Suite Task Force, City Staff with the consulting team will draft the City’s Secondary Suite Official Plan policy and Zoning By-law regulations for further consideration by City Council and Staff.

We would like to thank all of the participants of the Public Open House for their time and energy, and for sharing their experiences, insights and viewpoints.

Appendix C:

Secondary Suite Technical Advisory Committee Members

(Primary contact listed, delegate listed as alternate)

Leo Grellette, Director, Building Standards; leo.grellette@vaughan.ca

➔ Laurie Alkenbrack, Zoning Supervisor; laurie.alkenbrack@vaughan.ca

Gary Fraser, Deputy Fire Chief, Fire and Rescue Services; gary.fraser@vaughan.ca

➔ John Caruso, Chief Fire Prevention Officer; john.caruso@vaughan.ca

➔ Deryn Rizzi, Deputy Fire Chief; deryn.rizzi@vaughan.ca

Grant Uyeyama, Director, Development Planning; grant.uyeyama@vaughan.ca

➔ Carmella Marrelli, Carmella.marrelli@vaughan.ca

Andrew Pearce, Director, Development/Transportation Engineering;
andrew.pearce@vaughan.ca

➔ Jennifer Rose, Manager of Special Projects; jennifer.rose@vaughan.ca

Sharon Walker, Emergency Planning; sharon.walker@vaughan.ca

Gus Michaels, Director, By-Law and Compliance; gus.michaels@vaughan.ca

Rick Girard, Managing Supervisor, Enforcement Services, By-law and Compliance;
rick.girard@vaughan.ca

Danny DiPasquale, Supervisor, By-Law Enforcement; danny.dipasquale@vaughan.ca

Heather Wilson, Director, Legal Services; heather.wilson@vaughan.ca

➔ Chris Bendick, Legal Services; chris.bendick@vaughan.ca

Mary Realì, Director, Real Estate, Recreation and Culture; mary.realì@vaughan.ca

➔ Paola, D'Amato, Business Services Supervisor; paolo.d'amato@vaughan.ca

Maureen Zabiuk, Property tax and assessment manager, Financial services;
maureen.zabiuk@vaughan.ca

Danielle Chin, BILD; dchin@bildgta.ca

Janie Lovell, York Region Police, 5309@yrp.ca

➔ Marina Orlovski, 1011@yrp.ca

➔ Jennifer Bujan, 1510@yrp.ca

Valerie Shuttleworth, Director, Long Range Planning, York; valerie.shuttleworth@york.ca

➔ Sarah Cameron, sarah.cameron@york.ca

Christine Hyde, York Catholic District School Board; christine.hyde@ycdsb.ca

➔ Tom Pechkovsky, Tom.Pechkovsky@ycdsb.ca,

Jane Ross, York Region District School Board, jane.ross@yrdsb.edu.on.ca

➔ Trina Sprayson, trina.sprayson@yrdsb.edu.on.ca

Ian Russell, Team Lead, Regional Housing Services, ian.russell@ontario.ca

➔ Rizaldo Padilla, Rizaldo.Padilla@ontario.ca

Brett Barnes, District Manager, CMHC, bbarnes@cmhc-schl.gc.ca

Meenu Sikand, Chair, Vaughan Accessibility Advisory Committee

Appendix D

Summary of Secondary Suite Policies from other Jurisdictions (April 2013)

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Mississauga <i>Under development</i>	City wide	<ul style="list-style-type: none"> • Detached, semi, townhouse (max 1 unit) • Require the dwelling be the principle residence of owner • Min and Max GFA to be established • Min setback of 1.2m for new entrances • Second unit cannot change existing use of dwelling 	<ul style="list-style-type: none"> • 1 on-site space for second unit in addition to required parking for dwelling • Only 1 driveway/lot 	<ul style="list-style-type: none"> • Prohibit new entrances facing street • Prohibit exterior entrance above first floor • Prohibit stairs, stairwells for entrances below grade facing a street 	<ul style="list-style-type: none"> • \$500 (owner occupied) • \$1000 (investment) 	<ul style="list-style-type: none"> • Yes – owner occupied and investment unit licensing • Investment license would require minor variance 	<ul style="list-style-type: none"> • No (unknown)
Markham <i>proposed – did not get approved</i>	As of right	<ul style="list-style-type: none"> • Singles and Semis • Must be secondary to primary dwelling • No more than 2 units/lot • Max GFA: second unit not to exceed 45% of floor area of primary unit (as existed before second suite) • Min GFA: 35m² 	<ul style="list-style-type: none"> • No additional spaces required • Subject to property standards 	<ul style="list-style-type: none"> • Not be conspicuous from the street or change appearance of dwelling • No entrance through garage door 	<ul style="list-style-type: none"> • \$150 • + \$300 (fire) 	<ul style="list-style-type: none"> • Inspection and Registration every 3 years 	<ul style="list-style-type: none"> • No

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Newmarket <i>Active</i>	City wide	<ul style="list-style-type: none"> • Single family or two family zone (single, Link, semi) • Only one/lot • Located within main dwelling • Primary dwelling must be serviced by full municipal water and sewer • Max GFA: not exceed 40% of total GFA located above grade • Daycare not permitted in Accessory Dwelling Unit 	<ul style="list-style-type: none"> • 2 exterior spaces per accessory dwelling unit 	<ul style="list-style-type: none"> • Front facade shall not be altered 	<ul style="list-style-type: none"> • Application fee \$110 	<ul style="list-style-type: none"> • Yes – Accessory Dwelling Unit (ADU) application • Building Permit 	<ul style="list-style-type: none"> • No/unsure
Richmond Hill <i>Under development</i>	City wide	<ul style="list-style-type: none"> • Detached and semi detached • Max GFA 265 m2 • Min frontage 9m • Min lot area 30% 	<ul style="list-style-type: none"> • 1 additional space • Only 1 driveway apron shall be permitted to a lot with a frontage of less than 18m • Driveway max – depends on lot size • Max hard surface – 55% 	<ul style="list-style-type: none"> • Any exterior changes to the existing dwelling will be in keeping with the character of the street 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • License permit 	<ul style="list-style-type: none"> • No

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Pickering		<ul style="list-style-type: none"> • Singles and semis • Second suite must be smaller than primary • Max GFA: 100m² • No home-based business 	<ul style="list-style-type: none"> • 3 on site spaces per total dwelling 	<ul style="list-style-type: none"> • Not specified, subject to approval through building permit 	<ul style="list-style-type: none"> • \$500 	<ul style="list-style-type: none"> • Building Permit • Registration required • Demonstrate compliance under Ontario Fire Code 	<ul style="list-style-type: none"> • No
Toronto <i>Active</i>	City wide	<ul style="list-style-type: none"> • Singles/semis • Must be at least 5 years old • No less than 55 m² • Must be secondary in size to principle unit 	<ul style="list-style-type: none"> • 1 space/unit • Where 2 spots required, 1 may be used for second suite 	<ul style="list-style-type: none"> • No additional or substantial alteration to exterior appearance of front or side of unit facing street 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • No
Ottawa <i>Active</i>	City wide (except Rockcliffe Park)	<ul style="list-style-type: none"> • Singles/semis/ duplex • Max GFA⁴ – 40% of dwelling, if located in bsmt may occupy all of bsmt 	<ul style="list-style-type: none"> • Not required – where provided must not be in front yard, can be in tandem driveway • Driveway max – 50% (yard) 	<ul style="list-style-type: none"> • No change in streetscape • Must have separate access that cannot be located in an exterior wall facing the front 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • No

⁴ Gross Floor Area.

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Hamilton <i>Active (current by-law has no regulations for second suites)</i>	Ward specific	<ul style="list-style-type: none"> Singles and semis, varies by ward Can be appropriately serviced 	<ul style="list-style-type: none"> Min 2 on-site parking spaces must be provided (for dwelling) 	<ul style="list-style-type: none"> No alteration to external appearance Must preserve streetscape character No impact on surrounding neighbourhood 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Unknown 	<ul style="list-style-type: none"> No
Burlington <i>Active</i>	City wide	<ul style="list-style-type: none"> Singles Min GFA – 42m² Max GFA – 30% of dwelling Minimum frontage 15m Minimum rear yard 135 m² 	<ul style="list-style-type: none"> 1 space/ accessory unit (2 are required in some instances) Driveway max – 7.35m on 15m lots Max hard surface – 50% No parking in rear yard 	<ul style="list-style-type: none"> Separate exterior entrance required Prohibited on front elevation 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
Guelph <i>Under Review</i>	City wide	<ul style="list-style-type: none"> Singles/semis Not greater than 45% of total floor area Max GFA – 80 m² Max 2 bedrooms Double driveway 	<ul style="list-style-type: none"> Principle dwelling must have 2 spaces 1 additional space for secondary suite Max 1 driveway 	<ul style="list-style-type: none"> Preserve front facade Maintain single entry (i.e. rear yards not to be divided) 	<ul style="list-style-type: none"> \$100 5-year period without fee to encourage existing units to be legalized 	<ul style="list-style-type: none"> Mandatory 	<ul style="list-style-type: none"> No
Oakville <i>Under development – part of Livable Oakville Plan</i>	Town wide (currently only specific zones permit suites)	<ul style="list-style-type: none"> Detached and semi-detached Max 1 accessory dwelling per dwelling Max GFA 30% of floor area 	<ul style="list-style-type: none"> 1 per accessory dwelling 	<ul style="list-style-type: none"> No separate entrance along the main wall of the dwelling that is oriented toward the front lot line 	<ul style="list-style-type: none"> Yes \$300 (may change with new zoning by-law) 	<ul style="list-style-type: none"> Yes (may change with new zoning by-law) 	<ul style="list-style-type: none"> No

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Victoria <i>Active</i>	Town wide	<ul style="list-style-type: none"> • Minimum total floors pace of dwelling - 150m2 • Max GFA – 90m2 or 40% of total floor space 	<ul style="list-style-type: none"> • No additional parking required 	<ul style="list-style-type: none"> • Cannot greatly alter house and neighbourhood character • Following exterior changes to building must not have been made five years before or five years after the date of the secondary suite: <ul style="list-style-type: none"> a) Extension creating more than 20m2 of floor area b) Raising height of building more than 0.6m c) Addition of steps/ entrance more than 1.5m in height • Second suite design guidelines 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • Building permit • Occupancy permit 	<ul style="list-style-type: none"> • Yes – 25% of construction cost to max \$5,000

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Edmonton <i>Active</i>	Low density zones	<ul style="list-style-type: none"> • Singles • Other dwellings (i.e. row housing) is discretionary and requires approval from Development Authority • Max 1 suite/dwelling • Min site area 360m² • Min GFA – 30m² • Max GFA – not more than total floor area of first story (if bsmt) or 40% or 70m² of principle dwelling whichever is less (if suite on or above first floor) 	<ul style="list-style-type: none"> • Min 3 spaces for suite and primary dwelling 	<ul style="list-style-type: none"> • Not specified 	<ul style="list-style-type: none"> • Yes – development permit, building permit, and safety code fee 	<ul style="list-style-type: none"> • Development and Building permit • Occupancy agreement (for grant) 	<ul style="list-style-type: none"> • Yes – up to \$20,000⁵ • Unit must be affordable to households earning less than median income

⁵ Funding is based on first-come-first-serve basis up to \$500,000. Requires 5-year operating agreement and must be owner-occupied.

**AMENDMENT NUMBER 9
TO THE VAUGHAN OFFICIAL PLAN 2010
OF THE VAUGHAN PLANNING AREA**

The following text constitutes Amendment Number 9 to the Official Plan of the Vaughan Planning Area.

I DETAILS OF THE AMENDMENT AND POLICIES RELATIVE THERETO

The Vaughan Official Plan 2010 (VOP 2010) is hereby amended by:

1. Deleting Policy 7.5.1.4 d which states “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) *Secondary suites* may be permitted in a building or on a lot where the principle use is a residential single detached, semi-detached or street townhouse dwelling, provided that:
 - i. There is a maximum of one (1) secondary suite per principle dwelling unit;
 - ii. All requirements of the Ontario Building Code, Fire Code and City by-laws area satisfied.
- b) *Secondary suites* will only be permitted on residential single detached, semi-detached and townhouse lots or within the unit on the lot where the secondary suite is in conformity with the criteria established by the zoning by-law.
- c) 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 registration licensing, and monitoring of *secondary suites* and provision of public education.”

II IMPLEMENTATION

It is intended that the policies of the Official Plan of the Vaughan Planning Area permitting secondary suites shall be implemented by way of an amendment to the City of Vaughan Comprehensive Zoning By-law 1-88, pursuant to the *Planning Act*.

III INTERPRETATION

The provisions of the Official Plan of the Vaughan Planning Area as amended from time to time regarding the interpretation of that Plan shall apply with respect to this Amendment.

Draft Zoning By-law Amendment
 City-wide Secondary Suites Study
 File: 15.112 (Arminé Hassakourians)
Scheduled for Council Meeting:

BY-LAW NUMBER - 2015

A By-law to amend City of Vaughan By-law 1-88.

WHEREAS the matters herein set out are in conformity with the Vaughan Official Plan 2010 (VOP2010) of the Vaughan Planning Area, which is approved and in force at this time;

AND WHEREAS there has been an amendment to the Vaughan Official Plan adopted by Council but not approved at this time, with which the matters herein set out are in conformity;

NOW THEREFORE the Council of the Corporation of the City of Vaughan **ENACTS AS FOLLOWS:**

1. That City of Vaughan By-law Number 1-88, as amended, be and it is hereby further amended by:

- a) Deleting definitions in Section 2.0 DEFINITIONS for Accessory Building, Bed and Breakfast Establishment, Converted Dwelling, Duplex Dwelling, Group Dwelling, Multiple Family Dwelling, Semi-Detached Dwelling, Single Family Detached Dwelling, Street Townhouse Dwelling, Townhouse Dwelling, Dwelling Unit, Gross Floor Area (G.F.A.), and Garden or Storage Shed.

ACCESSORY BUILDING – Means a subordinate building or structure, whether separate or attached, located on the same lot as the main building, the use of which is clearly incidental to that of the main building, which may include a private garage or carport, but shall not be used for human habitation, except in the case of a legal secondary suite use permitted in specified residential zones only.

BED AND BREAKFAST ESTABLISHMENT – Means an establishment within part of a single detached dwelling that provides sleeping accommodations for guests, and may include meals, services, facilities and amenities for the exclusive use of guest, but excludes a hotel, motel, tourist home and/or a secondary suite.

DWELLING, CONVERTED – Means a dwelling erected prior to the passing of this By-law and altered to make more than two (2) dwelling units where each dwelling unit has a minimum gross floor area of 70 square metres, exclusive of public or common halls and stairways, the thickness of the outside walls, and rooms below grade.

DWELLING, DUPLEX – Means a dwelling divided horizontally into two (2) dwelling units each of which has an independent entrance either directly or through a common vestibule. A dwelling unit

that includes a secondary suite is not a duplex.

DWELLING, GROUP – Means a group of two (2) or more dwellings on the same lot or block of land. A dwelling unit that includes a secondary suite is not a dwelling group.

DWELLING, MULTIPLE – Means a building or part thereof containing three (3) or more dwelling units. A Multiple Dwelling may also be referenced as a Multiple Family Dwelling.

DWELLING, SEMI-DETACHED – Means a building containing two (2) primary dwelling units separated by a common above grade wall or underground link. A dwelling unit that includes a secondary suite is not a semi-detached dwelling.

DWELLING, SINGLE DETACHED – Means a dwelling containing only one (1) primary dwelling unit, which may also be referenced as a Single Family Detached Dwelling.

DWELLING, STREET TOWNHOUSE – Means a townhouse dwelling in which each primary dwelling unit is situated on its own lot, which lot abuts a public street.

DWELLING, TOWNHOUSE – Means a building containing three (3) or more primary dwelling units, each of which has direct access from the outside ground level and shares two (2) above ground party walls with abutting dwelling units; and a unit at the end of a row of townhouse dwellings and sharing only one (1) above ground party wall shall also be a townhouse dwelling.

DWELLING UNIT – Means a room or a suite of two (2) or more rooms, designed or intended for human habitation in which sanitary conveniences are provided and in which facilities are provided for cooking or the installation of cooking equipment.

FLOOR AREA, GROSS (G.F.A.) – Means the aggregate of the floor areas of all storeys of a building, measured to the exterior of the outside walls but not including the areas of any cellar or car parking area above or below grade within the building or within a separate structure, unless the area has been finished for use as a secondary suite.

GARDEN OR STORAGE SHED - Means an accessory building or structure subordinate to the main building which use is accessory to the main use, and may include a cabana or gazebo, which is detached and located in the rear yard, not to be used for human habitation.

b) Adding the following definitions to Section 2.0 DEFINITIONS in alphabetical sequence:

DWELLING, PRIMARY UNIT – Means the main dwelling unit within a Single Detached, Semi-Detached or Street Townhouse Dwelling, where more than 50% of the gross floor area is dedicated to the Primary Dwelling unit use.

SECONDARY SUITE – Means a self-contained accessory unit having cooking and sanitary

facilities which is located within a Single Detached, Semi-Detached or Street Townhouse dwelling unit or located within an accessory building on the same lot. A secondary suite is a subordinate residential use to the existing primary dwelling unit.

- c) Adding the following subparagraph to subsection 3.20 USES OF RESIDENTIAL LOTS:

"c) Notwithstanding the above, subject to the criteria established in Subsection 4.1.9 Secondary Suites, one (1) secondary suite may be permitted as a dwelling unit accessory to the primary dwelling unit located within a single detached, semi-detached or townhouse dwelling on any lot as shown on the registered plans indicated in subparagraph a) of Subsection 3.20."

- d) Deleting subparagraph d) of Subsection 4.1.1 Accessory Buildings and Structures, and substituting with the following:

"d) an accessory building other than a garden or storage shed may be used as a secondary suite, provided it complies with the standards set out in Section 4.1.9 titled Secondary Suites."

- e) Adding the following sentence to the end of subsection 4.1.3 Rooms Below Grade:

"Notwithstanding the above, subject to the criteria established in Subsection 4.1.9 Secondary Suites, one (1) secondary suite may be permitted as a dwelling unit in a cellar or part of a cellar."

- f) Adding the following section, in numerical sequence:

"4.1.9 Secondary Suites

No dwelling unit other than a single detached, semi-detached or street townhouse dwelling shall permit a secondary suite and then only in accordance with the following provisions.

- a) Secondary Suites may be permitted to locate within a single detached, semi-detached or street townhouse or in an accessory building on the lot of a single detached, semi-detached or street townhouse;
- b) The addition of a secondary suite in a single detached, semi-detached or street townhouse dwelling unit shall not change the use of the subject lands;
- c) A maximum of one (1) secondary suite shall be permitted on a residential lot;
- d) The minimum lot frontage for a lot with a secondary suite shall be 9.0m;
- e) The minimum gross floor area shall be 35m²;
- f) A secondary suite shall not exceed more than forty-five percent (45%) or the gross floor area of the main building within which it is to be located or on the lot which it is to be located.
- g) Entrances to a secondary suite shall:

- i. Be separate from the entrance to the primary dwelling, either as a separate exterior entrance or from a common indoor vestibule;
 - ii. Be accessible from the street by a paved walkway or driveway; and,
 - iii. Shall not be located in front of the principal entrance of the adjacent residential dwelling unit.
- h) New entrances for a secondary suite in an existing dwelling unit shall not be permitted on the front main wall of the main building facing a public road.
- i) A minimum of 3 parking spaces as defined in Section 2.0 DEFINITIONS shall be required.
- j) A secondary suite shall not be permitted in a dwelling unit where a home occupation, private home tutor, private home daycare, bed and breakfast establishment, or, correctional or crisis care group home exist."
- g) Adding the following subparagraph to Subsection 4.15.4 c) Attached and Detached Garages Located in the Rear Yard:
 - " ix) notwithstanding subparagraph viii) of Subsection 4.15.4 Attached and Detached Garages Located in the Rear Yard, a secondary suite may be permitted within a detached garage provided it conforms to Section 4.1.9 Secondary Suites, and conforms to the rear yard setbacks as defined for the main building."
 - a) a private garage detached or attached to the main dwelling, shall not be converted into a secondary suite; and,
 - b) Notwithstanding the above, if the lot can accommodate a minimum of 3 parking spaces as defined in Section 4.15.5 Parking Space the private garage can then be converted to a secondary suite."
- h) Adding "Secondary Suite, subject to Subsection 4.1.9" as a permitted use to the following zones:
 - i. 4.2 RR RURAL RESIDENTIAL
 - ii. 4.3 R1 RESIDENTIAL ZONE
 - iii. 4.4 R2 RESIDENTIAL ZONE
 - iv. 4.5 R3 RESIDENTIAL ZONE
 - v. 4.6 R4 RESIDENTIAL ZONE
 - vi. 4.7 R5 RESIDENTIAL ZONE
 - vii. 4.8 RM1 MULTIPLE RESIDENTIAL ZONE
 - viii. 4.13 R1V OLD VILLAGE RESIDENTIAL ZONE,

- ix. 4.16 RUV1/RUV1(WS) – Residential Urban Village Zone One
- x. 4.17 RV2/RV2(WS) – Residential Urban Village Zone Two
- xi. 4.18 RV3/RV3(WS) – Residential Urban Village Zone Three
- xii. 4.19 RV4/RV4(WS) – Residential Urban Village Zone Four
- xiii. 4.20 RVM1 (A, B, WS-A, WS-B) – Residential Urban Village Multiple Zone One
- xiv. 4.23 RD1 RESIDENTIAL DETACHED ZONE ONE
- xv. 4.24 RD2 RESIDENTIAL DETACHED ZONE TWO
- xvi. 4.25 RD3 RESIDENTIAL DETACHED ZONE THREE
- xvii. 4.26 RD4 RESIDENTIAL DETACHED ZONE FOUR
- xviii. 4.27 RD5 RESIDENTIAL DETACHED ZONE FIVE
- xix. 4.28 RS1 RESIDENTIAL SEMI-DETACHED ZONE ONE
- xx. 4.29 RT1 RESIDENTIAL TOWNHOUSE ZONE

- i) Deleting the existing Schedule “A” to By-law 1-88 and substituting it with Schedule “A” attached hereto.
- j) Deleting the existing Schedule “A1” to By-law 1-88 and substituting it with Schedule “A1” attached hereto.
- k) Deleting the existing Schedule “A3” to By-law 1-88 substituting it with Schedule “A3” attached hereto.

2. Schedules “A”, “A1”, and “A3” shall be and hereby form part of this By-law.

SUMMARY TO BY-LAW - 2015

This by-law affects lands with residential zoning city-wide.

The purpose of this by-law is to permit secondary suites as an accessory use to a single detached, semi-detached and street townhouse unit, subject to the specified criteria addressing the minimum and maximum size, location, parking requirement and other development standards.

DRAFT

**REPORT NO. 8 OF THE
TASK FORCE ON SECONDARY SUITES
FOR CONSIDERATION BY COMMITTEE OF THE WHOLE, JUNE 3, 2014**

6. That the City of Vaughan take into account the costs of additional infrastructure needs generated by secondary suites when determining future development charges;
 7. That a registry of the legal secondary suites in the City of Vaughan be established and the list be accessible to the public;
 8. That a licensing process be implemented with the fees to be determined by the City of Vaughan.
 9. That a separate process be established for homeowners with existing illegal secondary suites to encourage the home owners to register and obtain licensing to meet the necessary standards and requirements; and
 11. That the remainder of the recommended approaches referred to in the document submitted by Planning staff titled "City of Vaughan Secondary Suites Policy Development, Summary of Key Issues and Draft Potential Approaches – For Discussion Purposes Only (Draft 4)", be approved; and
- 2) That the following recommendations with respect to secondary suites policy implementation considerations, were approved:
1. That a cost analysis be completed and made public to determine the costs associated with secondary suite policy implementation (licensing, monitoring, enforcement);
 2. That requiring insurance for tenants be considered as part of licensing requirements;
 3. That an education program be implemented; and
 4. That all future infrastructure review for determining development charges take into account secondary suites and report separately on the infrastructure needs and costs.

The meeting stood adjourned at 9:50 p.m.

Report prepared by: Rose Magnifico, Assistant City Clerk