



**PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY  
STANDARDS COMMITTEE AGENDA**

On October 26, 2021 @ 6:00 PM  
Via Teleconference and Video Conference

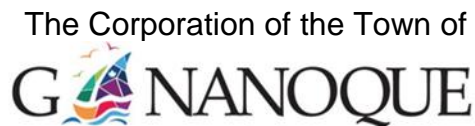
Teleconference Toll Free Number – 1-833-311-4101, Access Code: 2632 023 8056

Video Access:

<https://townofgananoque.webex.com/townofgananoque/j.php?MTID=me2b2a55a6c2ae525c73d92c53bc94702>

		Attachment
1.	<b>Call Meeting to Order</b>	
2.	<b>Adoption of the Agenda</b>	
3.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>	
4.	<b>Approval of Minutes</b>	
	<ul style="list-style-type: none"><li>Minutes of September 28, 2021</li></ul>	Motion
5.	<b>Public Question/Comments</b> (only addressing items on the agenda) *Note: Members of the public are permitted to speak to Planning Act applications under Reports/New Business or Correspondence at the time of discussion.	
6.	<b>Unfinished Business</b> – none	
7.	<b>Reports/New Business</b>	
	<ul style="list-style-type: none"><li>Official Plan - Draft Background Report Discussion</li></ul>	
8.	<b>Correspondence</b>	
	<ul style="list-style-type: none"><li>United Counties of Leeds and Grenville – Official Plan Amendment No. 2 (Additional Residential Units)</li></ul>	
9.	<b>Next Regular Meeting</b> – November 23, 2021	
10.	<b>Questions From the Media</b>	
11.	<b>Adjournment</b>	

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.



**PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY  
STANDARDS COMMITTEE MEETING MINUTES**

On Tuesday, September 28, 2021 @ 6:00 PM  
Via Webex Teleconference Meeting

<b>COMMITTEE MEMBERS PRESENT</b>		<b>STAFF PRESENT</b>
<b>Chair:</b>	Mayor Ted Lojko	Brenda Guy, Mgr of Planning/Development
<b>Members:</b>	Brian Brooks	Chanti Birdi, Assistant Planner
	Lynda Garrah	
	Emery Groen	
	Councillor Mike Kench	
	Chris McDonald	
	Jana Miller	
	Marion Sprenger	
<b>Regrets:</b>	John Beddows	
<b>1.</b>	<b>Call Meeting to Order</b> Chair Mayor Ted Lojko called the meeting to order at 6:03 PM.	
<b>2.</b>	<b>Adoption of the Agenda</b> <b>PAC-COA-PSC Motion #2021-39</b> <b>Moved by:</b> Councillor Mike Kench <b>Seconded by:</b> Brian Brooks BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED SEPTEMBER 28, 2021. <p align="right"><b>CARRIED</b></p>	
<b>3.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>	
<b>4.</b>	<b>Adoption of Minutes</b> <b>PAC-COA-PSC Motion #2021-40</b> <b>Moved by:</b> Councillor Mike Kench <b>Seconded by:</b> Lynda Garrah BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED AUGUST 24, 2021. <p align="right"><b>CARRIED</b></p>	
<b>5.</b>	<b>Public Question/Comments – None</b>	
<b>6.</b>	<b>Unfinished Business – None</b>	
<b>7.</b>	<b>Reports/New Business</b>	
	<b>Official Plan – J.L. Richards Presentation and Update</b> Official Plan Update Consultants Jason Ferrigan and Tori Ruck on behalf of J. L. Richards introduced the Draft Background Report. The Committee was asked to	

	<p>review the Report over the next month and forward comments and feedback to staff and consultants for incorporation into the next Draft Background Report. Discussion regarding the Official Plan and Background Report included:</p> <ul style="list-style-type: none"> <li>• Timelines and upcoming steps,</li> <li>• Floodplain mapping to be received from the Cataraqui Region Conservation Authority and incorporated at a later date,</li> <li>• Public engagement including in-person and online opportunities,</li> <li>• Involvement of other Town committees and groups within the engagement process,</li> <li>• Importance of employment lands and development opportunities (including recognition of changing employment and industry trends), and</li> <li>• Affordable housing policy options to consider (including exploration of inclusionary zoning and rental conversion policies).</li> </ul>
**Mayor Ted Lojko left the meeting at 6:34 PM**	
<b>8.</b>	<b>Correspondence</b>
	<p><b>Official Plan Review – Member Comments (Climate Change)</b> Comments were received for information. Areas of interest related to environment and climate change were discussed as part of the Background Report topics.</p>
<b>9.</b>	<b>Next Regular Meeting – October 26, 2021</b>
<b>10.</b>	<b>Questions From the Media – None</b>
<b>11.</b>	<b>Adjournment</b>
	<p><b>PAC-COA-PSC Motion #2021-41</b></p> <p><b>Moved by:</b> Marion Sprenger THAT PAC/COA/PSC BE ADJOURNED AT 7:30 PM.</p>
_____	_____
Major Ted Lojko, Chair	Brenda Guy, Committee Secretary

**Schedule "A"**

**OFFICIAL PLAN AMENDMENT NO. 2  
TO THE OFFICIAL PLAN  
FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

**(Additional Residential Units)**

**DRAFT**

**December 14, 2021**

**Amendment No. 2  
to the Official Plan for the  
United Counties of Leeds and Grenville  
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## **INTRODUCTION**

The following Amendment to the Official Plan for the United Counties of Leeds and Grenville consists of two parts.

**PART A - THE PREAMBLE** consists of the purpose and effect, location and basis for the Amendment and does not constitute part of the actual Amendment.

**PART B – THE AMENDMENT** sets out the actual Amendment along with the specific policy changes to be made to the Official Plan for the United Counties of Leeds and Grenville.

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## **PART A – THE PREAMBLE**

### **TITLE**

The title of the Amendment is “Official Plan Amendment No. 2 to the Official Plan for the United Counties of Leeds and Grenville”, herein referred to as Amendment No. 2.

### **PURPOSE AND EFFECT**

This is a Counties initiated Amendment to the Official Plan for the United Counties of Leeds and Grenville. The main purpose of this Amendment is to change the policies for second residential units to meet the provincial *Planning Act* changes. This includes updating the terminology from second residential units to additional residential units.

Further, the amendment will permit an additional residential unit within a detached house, semi-detached house or rowhouse and an additional residential unit in an ancillary building or structure to a detached house, semi-detached house or rowhouse. The amendment also identifies that detailed policies and requirements shall be contained in local official plans and zoning by-laws.

### **LOCATION**

Official Plan Amendment No. 2 is an amendment to text and will apply to all lands in the United Counties of Leeds and Grenville.

### **BASIS**

When the *Planning Act* was amended by Bill 140 - *Strong Communities through Affordable Housing Act* (2012), it used the term “secondary dwelling unit” to reflect one additional unit was permitted either in the main dwelling or in an accessory structure. This version of the *Planning Act* was in effect when the Counties Official Plan was originally prepared and approved in 2016, therefore this is what was reflected in the Plan.

In 2019, Bill 108 - *More Homes, More Choices Act* allowed one additional residential unit (ARU) in the main dwelling and one additional dwelling unit in an ancillary building or

structure for a total of three potential units on a property within a detached, semi-detached or rowhouse residential dwelling. This resulted in changes to Section 16(3) of the *Planning Act* to reflect Bill 108 and requires official plans contain policies authorizing up to two additional residential units per residential dwelling.

Bill 108 was supported by *Ontario Regulation 299/19*, which set out specific regulations for ARUs relating to parking and occupancy such as:

- each additional unit shall have one parking space provided and maintained for the sole use of the occupant of the ARU unless a zoning by-law amendment has been approved which requires no parking;
- parking may be tandem parking (also known as stacked parking);
- property owners do not have to live on the property and tenants do not have to be related to the owner; and,
- where the use of ARUs is authorized, an ARU is permitted regardless of the date of construction of the principal dwelling.

The provisions of *Ontario Regulation 299/19* are too detailed to be included in the Counties Official Plan and are best implemented through local official plan policies and zoning by-law regulations.

The Provincial Policy Statement (2020) (PPS) sets the policy foundation for regulating development and land use and supports growth and development within Ontario. The policies state that healthy, livable and safe communities are sustained by accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons) to meet the province's long term needs (Section 1.1.1(b)).

Section 1.4 of the PPS provides policy direction for housing. Specifically, Section 1.4.3 sets out that planning authorities shall provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents by permitting and facilitating all types of residential intensification, including additional residential units.

The Counties Official Plan directs growth management and land use decisions across the Counties by providing upper-tier land use planning guidance for the ten member



municipalities. One of the strategic directions of the Counties Official Plan is to encourage the provision of a range of housing opportunities of varying densities and tenures, including the construction of affordable housing. Additional residential units are a type of affordable housing.

Section 2.7 of the Counties Official Plan sets out the policies for housing and affordability. Specifically, Section 2.7.2 states that the provision of housing that is affordable and accessible to low and moderate-income households will be a priority. The Section further notes that the Counties will encourage the provision of affordable housing, where appropriate, through supporting increased residential densities in appropriate locations and a full range of housing types and sizes, provision of adequate land supply, and through redevelopment and residential intensification opportunities, where appropriate. Additional residential units do add to the range of housing types and sizes available across the Counties.

Currently, the Second Residential Unit policies in Section 2.7.4 recognize that second residential units are permitted within single detached, semi-detached, and townhouse dwelling units, where an accessory residential unit is currently not permitted in a structure which is accessory to those dwelling units, subject to appropriate servicing. Alternatively, local municipalities will permit the second residential unit to be located within a residential accessory structure, subject to the policies and regulations of the local municipality.

The current Counties Official Plan policies do not permit a second residential unit in the residential dwelling and an accessory structure at the same time. Through the Official Plan Amendment, Section 2.7.4 will incorporate the updated provincial terminology of additional residential units and clearly state that these additional residential units are permitted in both the dwelling unit and in an ancillary building or structure.

The proposed amendment is consistent with the recent *Planning Act* changes, the applicable policies of the Provincial Policy Statement (2020) and is supported by the policies of the Counties Official Plan.

## **PART B – THE AMENDMENT**

### **INTRODUCTION**

Part B – The Amendment, provides the following text changes that constitute Amendment No. 2 to the Official Plan for the United Counties of Leeds and Grenville.

### **DETAILS OF THE AMENDMENT**

The Official Plan for the United Counties of Leeds and Grenville is hereby amended as follows:

1. That the Section 2.7.4 titled “Second Residential Units and Garden Suites” be renamed to “Additional Residential Units and Garden Suites” and that the table of contents be amended to reflect this title change.
2. That “second residential units” be replaced with “additional residential units” in the first sentence of the preamble of Section 2.7.4.
3. That Section 2.7.4 a) and b) be deleted and replaced to read as follows:
  - a) Local municipalities shall develop policies in accordance with the *Planning Act*, to permit one additional residential unit within a detached house, semi-detached house or rowhouse and one additional residential unit in an ancillary building or structure to a detached house, semi-detached house or rowhouse, subject to the policies and regulations of the local municipal Official Plan and zoning by-law.
  - b) Local municipal Official Plans and implementing zoning by-laws shall contain detailed policies and requirements relating to additional residential units, and may have consideration for such matters as parking requirements, servicing, and compliance with other relevant municipal and provincial requirements including the Ontario Building Code.

## **IMPLEMENTATION AND INTERPRETATION**

The provisions of the Official Plan for the United Counties of Leeds and Grenville, as amended from time to time, shall apply in regard to this Amendment.

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